
BOARD OF
COMMISSIONERS'
MEETING



April 4, 2017

**NOTICE AND AGENDA FOR
APRIL 4, 2017 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, April 4, 2017, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1 Call to Order
- ITEM 2 Invocation
- ITEM 3 Pledge of Allegiance
- ITEM 4 Roll Call
- ITEM 5 Approval of Minutes
- ITEM 6 Communications
- ITEM 7 Citizens' Time
- ITEM 8 For Consideration

- A. Resolution Honoring WMU President John Dunn
- B. Public Hearing on Brownfield Plan – 381 and 383 S. Pitcher Street, City of Kalamazoo
- C. Request for Approval of Brownfield Plan – 381 and 383 S. Pitcher Street, City of Kalamazoo

CONSENT AGENDA

Circuit Court

- D. Request for Acceptance of MMRMA Funding for Camera at Michigan Avenue Courthouse

Finance

- E. Request for Approval of Temporary Overlap of the Deputy Finance Director Position

Health & Community Services

- F. Request for Approval of Letter of Intent with Haworth, Inc. C/O Michigan Office Environments for FF&E for HCS Facility on Bryant Street
- G. Request for Approval of Assignment Agreement for Catering Sales Contract with the Radisson Plaza Hotel & Suites for Celebrate Elderhood Event
- H. Request for Approval of an Agreement with Western Michigan University (WMU) for the PREVNT Initiative Grant
- I. Request for Approval of an Agreement with Walgreens for HIV/AIDS Testing & Counseling Services
- J. Request for Approval of a Memorandum of Understanding's with New Horizon and the YWCA of Kalamazoo for Healthy Babies Healthy Start (HBHS) Project 4th Year of a 5-Year Grant
- K. Request for Approval to Accept a Grant Award from the Federal Department of Health & Human Services, Health Resources & Service Agency (HRSA) for Healthy Babies Healthy Start (HBHS) Project
- L. Request for Approval of the Elimination of .2 FTE Chronic Disease Program Coordinator Position (funding reduction)

M. Request for Approval of the Creation of .5 FTE Care Coordinator Position for the Fatherhood Initiative (grant funds expiring October 31, 2017)

Sheriff

N. Request for Approval to Utilize Drug Law Enforcement Funds for CIP Purchase

Board of Commissioners

O. Request for Approval of Transfers and Disbursements

P. Request for Approval of Reappointment/Appointments to the Metropolitan Planning Commission

Q. Request for Approval of Child Abuse Prevention Month Resolution

R. Request for Approval of College Signing Day Resolution

S. Request for Approval of Resolution Supporting a Grant for Improvements to Bronson Park

T. Request for Approval of Appointment to the Public Housing Commission

U. Request for Authorization to Execute Land Swap Agreement between Kalamazoo County Government and MW Acquisitions

NON-CONSENT AGENDA ITEMS

The following items are Non-Consent Agenda Items and will be voted on individually.

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

MARCH 29, 2017

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETINGS OF: April 4, 2017 BOC

DEPARTMENT: Planning and Community Development

PREPARED BY: Rachael Grover, Resource Coordinator

SUBJECT: Act 381 Combined Brownfield Plan and Work Plan for 381 and 383 S. Pitcher Street, City of Kalamazoo, Michigan.

SPECIFIC ACTION REQUESTED:

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests that the Kalamazoo County Board of Commissioners consider approval of a County Brownfield Plan for 2 parcels located at 383 S. Pitcher Street in the City of Kalamazoo, Michigan. As per State of Michigan Public Act 381, as Amended, the KCBRA is asking that the Board of Commissioners hold the prerequisite public hearing on April 4, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

April 4, 2017 – in the Regular Meeting of the County Commission –

- A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the 381/383 S. Pitcher Street Project. A notice is required 10 days prior to the hearing. Notices will also be sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.
- B) Adopt a resolution approving the Kalamazoo County Brownfield Plan for the 381/383 S. Pitcher Street Project.

TIME FRAME OF ACTION:

April 4, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

As outlined in Plan. No County funds are requested.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

No new personnel or contracts will be required by this action

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

New Brownfield Plan

ANY OTHER PERTINENT INFORMATION:

The Brownfield Plan was reviewed by County Legal Counsel.

Project Background:

The property was historically used for printing and manufacturing purposes. The property is eligible for reimbursement of brownfield redevelopment expenditures because the property qualifies as a "facility" under Michigan Public Act 381. Environmental sampling activities from December of 2016 indicate volatile organic hydrocarbons (VOCs), polynuclear aromatic hydrocarbons (PNAs), and metals are present in soil samples at concentrations that exceed Part 201 Generic Residential Cleanup Criteria (GRCC). Additionally, groundwater samples indicate the presence of PNAs and metals above GRCC.

The developer of the property, PS383, LLC, intends to invest \$2 million in the redevelopment of the 1.82 acre parcel in Downtown Kalamazoo. The redevelopment intends to renovate, repair, and upgrade the one-story, 17,850 square-foot portion of the existing site and structure for use by a proposed tenant as an automotive performance shop/showroom for after-market performance vehicle upgrades. The remaining two-story section of the existing building (approximately 8,360 per floor) is expected to be office use for up to four tenants. The redevelopment is anticipated to create at least 30 new, full-time equivalent jobs, but the job number may be higher depending upon tenants that will be leasing the office space. The redevelopment is expected to be completed by the end of 2017.

The Brownfield Plan:

In response to PS383, LLC's request for assistance, the KCBRA is presenting a Brownfield Plan, prepared by Phillips Environmental Services, for the 383 S. Pitcher Street site. The Brownfield Plan will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse the developer's eligible environmental expenses and the developer's eligible non-environmental site preparation expenses, as specified in the Plan. In addition, the Brownfield Plan includes reimbursement of KCBRA administrative expenses.

A County Brownfield Plan cannot be adopted without the concurrence of both the County Board of Commissioners and the local governing body. The City of Kalamazoo deferred this project to the KCBRA. The 381/383 Pitcher Street project will be the second Brownfield Plan that the KCBRA has done in the City of Kalamazoo. At the February 23, 2017 KCBRA meeting, the KCBRA Board approved and recommends approval of the 381/383 S. Pitcher Street Plan to the City of Kalamazoo and the Kalamazoo County Board of Commissioners. The Kalamazoo City Commission unanimously passed a resolution supporting approval of this County Brownfield Plan on March 20, 2017.

The Act 381 Combined Brownfield and Work Plan will be submitted to the Michigan Economic Development Corporation (MEDC) and the Michigan Department of Environmental Quality (MDEQ) following approval by the County Commission in order to obtain approval for capture of State Education Tax and State Public School Operation taxes for eligible expenses.

The development of the 381/383 S. Pitcher Street site is an improvement for the site and the surrounding area in several ways:

1. The County Brownfield Plan would constitute a cooperative inter-governmental effort.
2. TIF collected will reimburse the developer expenses for Brownfield Eligible Activities and the KCBRA for administrative expenses.
3. Local Brownfield Revolving Fund (LBRF) collection for 5 years, allows the KCBRA to remain sustainable and to support additional Brownfield Activities in Kalamazoo County.
4. All taxing jurisdictions will continue to collect taxes on the 2017 base value.

5. Debt millages are not captured by a Brownfield Plan, as per Act 381, therefore, there will be an immediate increase in taxes collected directly by the County Juvenile Home debt millage and School Building Debt millage starting in 2018.

The details of the TIF capture are in Tables 1- 5 of the 381/383 S. Pitcher Street Brownfield Plan. The following is a summary of the Brownfield Plan. These are planned estimates and are dependent on taxable values.

381/383 S. Pitcher Street Combined Brownfield Plan and Act 381 Work Plan Summary:

Initial Taxable Value of Property (2017 Base Value):	\$ 200,400
Estimated Taxable Value after Redevelopment:	\$ 677,000
Tax Increment available for Tax Increment Financing:	\$ 476,600

Table 1 – Summary of Estimated Eligible Activities (over 16 years) \$ 545,914

This total includes:

\$ 102,441	Environmental Eligible Costs reimbursed to the developer
\$ 112,480	Non-Environmental Activities, including site preparation activities, reimbursed to the developer
\$ 6,500	Brownfield Plan/Act 381 Work Plan preparation, paid to developer
\$ 28,752	15% contingencies
\$ 39,656	interest to the developer on qualified principal balance (3% simple interest)
\$ 28,237	State Brownfield Redevelopment Fund (3 mills of SET as required by Act 381)
\$ 41,029	KCBRA Administrative/Operating Costs
\$ 186,819	Local Brownfield Revolving Fund (LBRF) to be used to support additional Brownfield Activities in Kalamazoo County

Table 3 – Captured Tax Increment Revenue per taxing jurisdiction (estimate over 16 yrs.)

County Operating	\$ 57,756
Transportation	\$ 10,824
County Housing Fund	\$ 941
City of Kalamazoo	\$ 112,949
Solid Waste	\$ 16,942
State School Operating/SET	\$ 225,898
KRESA	\$ 56,866
KVCC	\$ 26,481
District Library	\$ 37,257
Total	\$ 545,914

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Rachael Grover, ragrov@kalcounty.com ; 384-8305

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 4, 2017

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: MMRMA Grant for Camera at Michigan Avenue Courthouse

SPECIFIC ACTION REQUESTED:

The Circuit Court requests Board approval and signature of the attached MMRMA grant.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo County Sheriff's Office performed a security walkthrough of the Michigan Avenue Courthouse. One of their recommendations requested that a camera be added to the west entrance of the building. The MMRMA grant seeks 50% of the funding through their Risk Avoidance Program and the remaining cost will be equally shared between the Circuit Court, District Court, and Prosecuting Attorney.

TIME FRAME OF ACTION:

The project will take place sometime during the summer of 2017. Specifically, once the grant has been approved or denied.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

- 50% sought for in the attached MMRMA grant
- 50% to be divided amongst Circuit Court, District Court, and Prosecuting Attorney.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Suzanne M. Darling, Circuit Court Administrator
Phone Number: (269) 383-8928
Email: SMDarl@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 04, 2017

DEPARTMENT: Finance Office

PREPARED BY: Lisa Robert, Interim Finance and Internal Services Director

SUBJECT: Temporary Request of Overlap

SPECIFIC ACTION REQUESTED:

Up to 90 day temporary request for overlap of the Deputy Finance Director position.

DESCRIPTION OF ACTION (dollar amount, purpose):

This temporary overlap is needed to successfully fulfill duties and roles within the Finance Office while other organizational changes occur. Maximum of \$22,000, offset within existing budget.

TIME FRAME OF ACTION:

May 1 – July 31, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

This request will be offset within the Salary pools of the Finance Office

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

Temporary

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

Temporary

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

NA

CONTACT PERSON WITH PHONE NUMBER: Lisa Robert, 384-8111

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** Approval of Letter of Intent with Haworth Inc. C/O Michigan Office Environments for the purchase of FF&E for the leased HCS Facility on Bryant Street**SPECIFIC ACTION REQUESTED:**

The HCS Administration respectfully requests approval of a letter of intent (LOI) with Haworth Inc. C/O Michigan Office Environments for the design, purchase and installation of FF&E for the HCS facility to be occupied in early 2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

Cost to be determined during the design process.

TIME FRAME OF ACTION:

Upon approval of the LOI, work would commence immediately on design and selection of furniture and seating with pricing to be determined by State of Michigan MiDEAL contracts.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

HCS Reserves

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

HCS and the Office of Finance – Purchasing met with, and requested indicative pricing, from Haworth Inc. C/O Michigan Office Environments based on its State of Michigan MiDEAL contracts, and from HPS, a member – owned purchasing organization. The County is a member of HPS via its use of several HPS contracts. The County is a member of MiDEAL via an annual membership which entitles it to use these contracts. The Haworth MiDEAL contracts present several advantages to the County, such as, transparent pricing determined via a competitive process conducted by the State of Michigan, reduced administrative costs, positive past experience with a major furniture brand and the opportunity to coordinate the selection of furniture with the installation of phone jacks, electrical outlets and IT connections.

CONTACT PERSON WITH PHONE NUMBER:

James A. Rutherford, MPA, Health Officer, at 373-5160 or jaruth@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** **APPROVAL OF ASSIGNMENT AGREEMENT FOR CATERING SALES CONTRACT BETWEEN THE RADISSON PLAZA HOTEL & SUITES AND KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES-REGION IIIA AREA AGENCY ON AGING****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to assign the County's financial obligations and responsibilities to the Kalamazoo County Advocates for Senior Issues regarding the Catering and Sales Contract between the County and the Greenleaf Hospitality Group, Inc., a Michigan corporation d/b/a the Radisson Plaza Hotel & Suites.

DESCRIPTION OF ACTION (dollar amount, purpose):

The "Celebrating Elderhood" event is hosted by the Region IIIA Area Agency on Aging and the Kalamazoo County Older Adult Services Advisory Council with the goal of setting a community standard where elders and the people and organizations that make up the network of service providers are valued, respected and supported. Because aspects of the event have been deemed an unallowable expense by County Finance, a third party fiduciary, the Kalamazoo County Advocates for Senior Issues, has agreed to assume financial responsibility for the contract. The assignment of the contract to a third party fiduciary is in keeping with the County's financial procurement policies and requirements.

TIME FRAME OF ACTION:

The original contract was entered into between the County and the Radisson Plaza Hotel & Suites on February 23, 2016 on behalf of the Kalamazoo County Area Agency on Aging IIIA for a May 18, 2017 "Celebrate Elderhood" event. The Assignment Agreement is effective on the date the document is signed by the CBOC Chair.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

There will be no County funds associated with this event. All financial obligations will be assigned to the Kalamazoo County Advocates for Senior Issues.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

James A. Rutherford, MPA, Health Officer, at 373-5160 or jaruth@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** **AGREEMENT BETWEEN WESTERN MI UNIVERSITY AND THE
KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES
DEPARTMENT/AREA AGENCY ON AGING IIIA****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of an agreement with Western MI University to provide project evaluation services in the amount of \$2,500 for the PREVNT Initiative grant.

DESCRIPTION OF ACTION:

The PREVNT Grant includes an evaluation component that the Coordinator of Western MI University Center for Gerontology, Janet Hahn, PhD, is qualified to undertake, due to her involvement in the Kalamazoo County Elder Abuse Prevention Coalition for the past 4 years and her years of expertise in this area.

TIME FRAME OF ACTION:

The PREVNT Grant was approved by the County Board on Dec. 20, 2016. This agreement is effective April 4, 2017 through September 30, 2017.

FUNDING SOURCE IF REQUIRED:

Funds for the evaluation are included in the PREVNT Grant, which is from the MI Dept. of Health & Human Services.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

PROCUREMENT INFORMATION:

Sole source approval to contract with WMU was approved via a memo from Mr. Thomas O'Brien, Purchasing Manager, on November 14, 2016.

CONTACT PERSON WITH PHONE NUMBER:

Judy Sivak, AAAIIIA Director, 373-5153, jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** **APPROVAL OF AGREEMENT BETWEEN WALGREENS AND
THE HEALTH & COMMUNITY SERVICES DEPARTMENT****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of an agreement between Walgreens and HCS Clinical Services Division.

DESCRIPTION OF ACTION (dollar amount, purpose):

HCS wishes to initiate a collaborative partnership with Walgreens. Walgreens will provide a confidential area for specially trained HCS staff to provide HIV testing and counseling services at their designated HIV/AIDS Specialty store at W. Main and Drake.

TIME FRAME OF ACTION:

This contract is effective on 04/04/17 through 04/04/18.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

No County funds are associated with this request.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

The acceptance of this agreement will further HCS's goal to enhance the health of the community through education and identification of individuals at risk of HIV. The proposed collaboration works towards assurance of this goal by initiating a community partnership to help us prevent disease and improve the overall health of the community.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynne Norman, Deputy Director Health Services, at 373-5237 or ldnorm@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDINGS
BETWEEN HEALTHY BABIES HEALTHY START (HBHS) AND
NEW HORIZONS AND THE YWCA OF KALAMAZOO****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for Memorandum of Understandings (MOU) with New Horizon and the YWCA of Kalamazoo for the provision of education services for the Healthy Babies Healthy Start (HBHS) project.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies Healthy Start project is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The YWCA of Kalamazoo and New Horizon offer meeting space for educational activities to HBHS participants and community residents.

TIME FRAME OF ACTION:

Notification of the original grant award was received August 28, 2014. The MOUs are for the period of April 1, 2017 through March 31, 2018 (the 4th year of the Healthy Start grant).

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start Initiative grant.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, Maternal & Child Health Division Manager, (269) 373-5024,
dllenz@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** **ACCEPTANCE OF GRANT AWARD FROM THE FEDERAL DEPARTMENT OF HEALTH & HUMAN SERVICES, HEALTH RESOURCES AND SERVICE AGENCY (HRSA) FOR THE HEALTHY BABIES HEALTHY START (HBHS) PROJECT****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board acceptance of a grant award from HRSA in support of the Healthy Babies Healthy Start (HBHS) project.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies Healthy Start project is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The amount of this award is \$391,348.00.

TIME FRAME OF ACTION:

Notification of the original grant award was received August 28, 2014. This grant award is for the period of April 1, 2017 through March 31, 2018 (FY4 of 5-year grant).

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Federal Healthy Start Initiative

PERSONNEL IF REQUIRED:

Implementation of this request requires no additional personnel.

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

As a result of federal government's continuing resolution status, this Notice of Award (NoA) reflects a reduced level of funding. As decided upon by the Maternal & Child Health Bureau, this NoA provides partial funding at the continuing resolution rate of 57.53% of the reduced funding level (90.7% of the requested budget). In accordance with this reduction, funding has been adjusted proportionately across required cost categories. Up to 25% of the total approved budget may be rebudgeted within approved categories without prior approval.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, Maternal & Child Health Division Manager, (269) 373-5024, dllenz@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL TO REDUCE THE FTE FOR A POSITION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to reduce the FTE for the Chronic Disease Program Coordinator position from the current .8 FTE to a .6 FTE within the HCS/AAAIIA effective April 4, 2017.

DESCRIPTION OF ACTION:

The Chronic Disease Program Coordinator position #10912-001 was originally funded in part with a grant from the United Way of Battle Creek Kalamazoo Region. The grant has been eliminated and therefore the Chronic Disease Program Coordinator will need to be reduced by .2 FTE to stay within the parameters of other funding sources which are: MHEF Billing, Federal Funding, Program Income, and General Fund.

TIME FRAME OF ACTION:

The reduction in hours will be effective April 4, 2017.

FUNDING SOURCE IF REQUIRED:

Funds for this position are from a combination of federal and foundation grants, along with County General Funds.

PERSONNEL IF REQUIRED:

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
280-167	Chronic Disease Program Coord. #10912-001	.2	K08	\$9,497.28–11,635.52	4/4/2017

NEW OR RENEWAL:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Judy Sivak, AAIIIA Director, 373-5153, jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 4, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL OF FATHERHOOD INITIATIVE POSITION FTE INCREASE IN THE MATERNAL & CHILD HEALTH DIVISION****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to increase the Care Coordinator position from 0.5 FTE to 1.0 FTE in support of Kalamazoo County Fatherhood Initiative project funded from the United Way of the Battle Creek & Kalamazoo Region (UWBCKR).

DESCRIPTION OF ACTION (dollar amount, purpose):

The Care Coordinator position, position #10937-001, is currently a 0.5 FTE and vacant. To meet Department and grant needs, HCS Administration recommends increasing this position to full time, 1.0 FTE. Due to the FTE vacancies since the start of the grant on 11/01/2016, it has been determined that the personnel budget will not be impacted with the requested 0.5 FTE increase. This increase will ensure that the Fatherhood Initiative, a national initiative that believes the involvement of responsible fathers is essential to the economic, emotional, and social health of children, has the necessary staff support to meet grant requirements. The fatherhood role has also been identified as an essential component in reducing the number of infant deaths in Kalamazoo County.

TIME FRAME OF ACTION:

This is a new funding project with the original acceptance of award approved at the 1/21/2017 BOC. The contract is effective from 11/1/2016 through 10/31/2017. This position will be effective 4/10/17.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

The United Way of Battle Creek & Kalamazoo Region (UWBCKR) is the sole funding source, \$100,000 in grant funding. In sustaining this project, the United Way will be offering an additional 1-year grant as well as a 3-year grant beginning in August, 2017. The MCH Division will be encouraged to apply for these funding opportunities. The Fatherhood Initiative is the only one of its kind in the Kalamazoo area and is strongly supported by the United Way and Cradle Kalamazoo's mission to reduce infant mortality and racial disparities.

PERSONNEL IF REQUIRED:*Increase:*

<u>Account #</u>	<u>Position #</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
297-165	Care Coordinator #10937-001	K06	.5	\$18,543.20 - \$22,734.40	4/10/17-10/31/17

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

NA

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, MCH Division Manager; 373-5024 dlenz@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: March 21, 2017****DEPARTMENT: Sheriff's Office****PREPARED BY: Paul Matyas, Undersheriff****SUBJECT: Use Drug Law Enforcement Funds for CIP Purchase****SPECIFIC ACTION REQUESTED:**

Approve the use of Drug Law Enforcement Fund to supplement the purchase of a LEICA geosystem forensic crime scene reconstruction instrument.

DESCRIPTION OF ACTION (dollar amount, purpose):

Use \$7,000.00 the Drug Law Enforcement Fund to supplement the purchase of a previously Board CIP approved \$38,000.00 for a geosystem instrument.

TIME FRAME OF ACTION:

Immediate upon approval

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Drug Law Enforcement Fund 266 for \$7,000.00

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

The Board approved \$38,000 for the 2017 CIP as part of a joint purchase of a FARO crime scene reconstruction instrument with KDPS. Since the original quote, active testing of the FARO discovered shortcomings with the instrument. A similar instrument, LEICO geosystem was tested and found to be able to function in low temperatures, was waterproof, had an extended range, faster scan, lower maintenance and would last longer. The FARO did not operate in low temperatures (below 32 degrees), was fragile and has less scanning range. KDPS, who are partnering in this purchase has added more funding to the purchase of the LEICO geosystem and the Sheriff's Office is likewise adding sufficient funding to make the purchase possible.

PROCUREMENT INFORMATION:

Purchased in partnership with Kalamazoo Department of Public Safety

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board Appointment Committee

FROM: Dina Sutton

DATE: March 23, 2017

SUBJECT: Metropolitan Planning Commission Reappointments/Appointments

For consideration at your April 4, 2017 Board meeting, the Board Appointment Committee is recommending the appointment of the following:

- ✚ Reappoint Mr. Neil Sikora
 - For terms commencing April 1, 2017 through March 31, 2020

- ✚ Appoint Charles Alexander, Karl Westra & Barbara Sloan
 - For terms commencing April 1, 2017 through March 31, 2020

Thank you for your consideration.



Kalamazoo County Board of Commissioners
RESOLUTION

**RECOGNIZING THE LAST FRIDAY OF APRIL AS
KALAMAZOO COUNTY SIGNING DAY**

WHEREAS, the College and Career Action Network of Kalamazoo RESA has adopted a community agenda that aims to increase the educational attainment of Kalamazoo County by increasing college access for all students particularly among economically disadvantaged; and

WHEREAS, special focus is placed on assisting students who would be the first in their families to attend college and students who may not have otherwise seriously considered pursuing education beyond high school; and

WHEREAS, College Signing Day is a national and statewide initiative with the goal to recognize high school seniors for their postsecondary educational plans and activate educators, counselors and other adults to help young people see postsecondary education as an option; and

WHEREAS, College Signing Day can open the door for students by encouraging them to make a commitment to postsecondary education, be it a certificate, associate's degree, bachelor's degree, skilled trades or other viable training programs; and

WHEREAS, hundreds of schools across the State of Michigan participate in this great event; and

WHEREAS, it is encouraged that all school districts of which the student body includes students residing in Kalamazoo County including Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Mattawan Consolidated School District, Otsego Public Schools, Parchment School District, Plainwell Community Schools, Portage Public Schools, Schoolcraft Community Schools, Vicksburg Community Schools formally celebrate students' achievements and postsecondary plans.

THEREFORE, BE IT RESOLVED, that the Kalamazoo County Board of Commissioners hereby recognizes the last Friday of April as Kalamazoo County Signing Day and encourages all of Kalamazoo County to support the participating schools and students in this initiative.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on April 4, 2017.

Timothy A. Snow

