



**Board of  
Commissioners'  
Meeting**

**April 5, 2016**

**NOTICE AND AGENDA FOR  
APRIL 5, 2016 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 5, 2016, 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. Request for Approval of Public Health Week 2016 Proclamation

**CONSENT AGENDA**

- B. Request for Approval of 25 Year Resolution Honoring Thomas McCurrie

Circuit Court

- C. Request for Approval of Amendment to 2015-2016 Child Care Fund Budget
- D. Request for Approval of Extension of Temporary Position (Grant Funds) by Elimination/Creation of Positions
- E. Request for Approval of a Contract for Professional Services with Michael Rocklin

Clerk/Register

- F. Request for Approval Elimination/Creation of Positions (Housekeeping)

District Court

- G. Request for Approval of a Contract with Recovery Institute of Southwest Michigan, Inc.

Health & Community Services

- H. Request for Approval of Household Hazardous Waste (HHW) Program Contracts with the City of Kalamazoo and Ross Township
- I. Request for Approval of Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)
- J. Request for Approval to Increase Hours of Paid Internship Positions in the Emergency Preparedness Program
- K. Request for Approval to Accept Grant Award for STD Health Coalition from the Kalamazoo County Health Plan and Creation of Position (Grant Funds)

Human Resources

- L. Request for Approval of ICMA Retirement Corporation Governmental Money Purchase

Plan & Trust Adoption Agreement

Sheriff

- M. Request for Approval of Creation of Temporary Sergeant Position (General Funds)
- N. Request for Approval to Terminate a Contract with Touch Pay (formerly EZ Card & Kiosk)
- O. Request for Approval to Terminate a Contract with Rapid Financial Solutions

Board of Commissioners

- P. Request for Approval of Transfers and Disbursements
- Q. Request for Approval of Appointments to the Metropolitan Planning Commission

**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 30, 2016

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 MEETING OF: April 5, 2016**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: Child Care Fund Budget**

**SPECIFIC ACTION REQUESTED:**

The 2015-2016 Child Care Fund Budget needs to be amended. The total amount of the budget is not changing. Just the allocation of the expenditures is changing.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The total budget is \$10,217,750.

**TIME FRAME OF ACTION:**

Year October 1, 2015 through September 30, 2016

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

State of Michigan \$5,108,875  
Kalamazoo County General Fund \$5,108,875

**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 changes

**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)

This is a renewal for year 2015-2016

**ANY OTHER PERTINENT INFORMATION:**

**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)

**CONTACT PERSON WITH PHONE NUMBER:**

Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** April 05, 2016

**DEPARTMENT:** Circuit Court

**PREPARED BY:** Susan Sayles

**SUBJECT:** Position

**SPECIFIC ACTION REQUESTED:**

Circuit Court would like to use the funding of a vacant position, 10685-001 on position 10885-001 to make position 10885-001 temporarily funded 100% general fund. Extending the approval from October 20,2015 an additional six months through October 20, 2016.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Child Care Fund Position – Program Manager 10685-001, k09. Salary range \$46,384.00 - \$62,628.80. Funded 50% State Revenue, 50% General Fund.

**TIME FRAME OF ACTION:**

An additional six months starting April 20, 2016

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

Funding would come from position 10685-001 which is vacant. That position is a k09 position \$45,364.80 – \$61,256.00 which is funded 50% general fund and 50% child care fund. Position 10885-001 would be funded 100% general fund.

**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)

**CREATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	36,753.60-49,608.00	1.0	101-132-704.00

**ELIMINATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	36,753.60-49,608.00	0.5	101-132-704.00
				0.5	292-676-704.00

**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)

N/A

**ANY OTHER PERTINENT INFORMATION:**

**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)

**CONTACT PERSON WITH PHONE NUMBER:**

Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: April 5, 2016**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: Consultant Contract**

**SPECIFIC ACTION REQUESTED:**

Permission to use grant funding to hire a consultant.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

\$21,760

The 9<sup>th</sup> Circuit Court seeks to hire a consultant to further develop and perform case management functions of the Family Dependency Treatment Court Program.

**TIME FRAME OF ACTION:**

3/22/2016 – 10/20/2016

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

State – Family Dependency Treatment Court Program.

**PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known,  
N/A

**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)

This is a renewal. The original contract was approved 10/20/2015

**ANY OTHER PERTINENT INFORMATION:**

**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)

**CONTACT PERSON WITH PHONE NUMBER:**

Susan Sayles 383-6415

Suzanne Darling 383-8928

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** April 5, 2016

**DEPARTMENT:** Clerk/Register

**PREPARED BY:** Tim Snow, Clerk/Register

**SUBJECT:** Position Elimination/Creation

**SPECIFIC ACTION REQUESTED:**

Position Elimination/Creation (Housekeeping)

Eliminate:

101-219	10586-010	Official Document Specialist	K04	.5 FTE
		\$13,561.60 - \$18,314.40		

Create:

262-000	10586-010	Official Document Specialist	K04	.5 FTE
		\$13,561.60 - \$18,314.40		

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Move .5 FTE from Clerk/Register (General Fund) to new Concealed Pistol Licensing Fund (262-000) as budgeted.

**TIME FRAME OF ACTION:**

Effective January 1, 2016

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

Concealed Pistol Licensing Fund

**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)

See above

**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

**ANY OTHER PERTINENT INFORMATION:**

**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)

**CONTACT PERSON WITH PHONE NUMBER:**

Tim Snow    x8141

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** Tuesday, April 5, 2016

**DEPARTMENT:** 8<sup>th</sup> District Court

**PREPARED BY:** Lynn Kirkpatrick, Probation Services Director

**SUBJECT:** Approval of contract between Recovery Institute of Southwest Michigan, Inc. and 8<sup>th</sup> District Court.

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of this contract for Recovery Coach/Peer Support Services for both Sobriety/OWI Court and the Young Adult Diversion Court (YADC).

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Recovery Coach/Peer Support hourly services, in the amount of \$24.00 per hour, not to exceed 14 hours or \$336.00 per month.

**TIME FRAME OF ACTION:**

Contract Agreement for the time period of: Oct. 1, 2015 through Sept. 30, 2016.

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

Funding through District Court's Program Fees and YADC's Gilmore Grant.

**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 county personnel required at this time.

**NEW OR RENEWAL:** N/A

**ANY OTHER PERTINENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Lynn Kirkpatrick, Probation Services Director: 383-8966



H.-K.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

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*Promoting Health For All*

**DATE:** April 5, 2016  
**TO:** County Board of Commissioners  
**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer  
**RE: ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE PROGRAM  
CONTRACTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

**ACTION REQUIRED**

HCS Administration requests Board approval of the following contracts between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2016 to December 31, 2016 and establish each unit's funding for fiscal year 2016.

**GOVERNMENTAL UNITS AND FUNDING**

1. Kalamazoo, City of \$ 40,000
2. Ross Township \$ 3,500

**DESCRIPTION OF SUBJECT**

The County will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the County to cover the costs of their citizen's utilization of the service. These contracts adhere to the Household Hazardous Waste fees for FY16 that were approved by the Board on November 17, 2015 for the purpose of supporting Household Hazardous Waste program operations, including ten (10) Saturdays throughout the fiscal year.

**RELATIONSHIP TO GOALS**

These contracts will allow collection of household hazardous waste in 2016 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

**FUNDING SOURCE**

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is

based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$34.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the County.

### **PERSONNEL**

There are no new personnel associated with this item.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 / [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) or Lynne Norman, Deputy Director – Health Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

## **B. APPROVAL OF AMENDMENT #3 TO THE 2015/2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of amendment #3 to the FY 2015/2016 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) for the period of October 1, 2015 to September 30, 2016 in an amount of \$3,773,274.

### **DESCRIPTION OF SUBJECT**

The Comprehensive Agreement is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The purpose of amendment #3 is to increase BCCNP funding in the amount of \$20,000 and also increase HIV Prevention in the amount of \$20,000.

### **RELATIONSHIP TO GOALS**

The funding provided through the Comprehensive Agreement is relative to all Health and Community Services Department goals.

### **FUNDING SOURCE**

The \$3,773,274 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Health & Human Services.

### **PERSONNEL**

No new personnel are required as a result of this request.

### **ISSUES/CONCERNS**

If you have any questions, please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or [rjpost@kalcounty.com](mailto:rjpost@kalcounty.com) or Gillian Stoltman, Director/Health Officer, at 373-5260 or [gastol@kalcounty.com](mailto:gastol@kalcounty.com).

## **C. REQUEST FOR APPROVAL FOR INCREASED HOURS TO PAID INTERNSHIP POSITIONS IN THE HEALTH & COMMUNITY SERVICES (HCS) EMERGENCY PREPAREDNESS PROGRAM**

### **ACTION REQUESTED**

HCS Administration requests Board approval to increase the hours to paid internship positions in the Emergency Preparedness Program at a total cost not to exceed \$18,100 plus fringe rate. The original request was approved by the board on October 20, 2015.

### **DESCRIPTION OF SUBJECT**

Paid internship positions are requested for up to a maximum of 1293 hours, this is an increase of 243 hours from the previously approved 1050 hours; a schedule will be negotiated according to a student's availability and program needs. Interns will work with the Emergency Preparedness Coordinator to assess HCS's capacity and capability to plan for, respond to, and recover from public health emergencies. It is expected that this position will be filled with a student(s) seeking a degree in Biomedical Sciences or a related field.

### **RELATIONSHIP TO GOALS**

Approval of this internship will further the Department's goal to improve the overall health of the community by reducing preventable disease and deaths. It will also provide opportunity for public health (emergency) preparedness learning and on the job training for local college students.

### **FUNDING SOURCE**

No County funds are associated with this request. Funding for this internship opportunity is from the Office of Public Health Preparedness for emergency preparedness activities for fiscal year October 1, 2015 - June 30, 2016. The increased hours are supported by carry forward funding.

## **PERSONNEL**

HCS Emergency Preparedness Coordinator will post this position following County position posting procedures and will also work directly with local colleges to identify and place intern(s) into this internship. The intern(s) will be paid \$14 per hour plus fringe rate.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Jeannie Byrne, Emergency Preparedness Coordinator, at 373-5025 / [jkbyrn@kalcounty.com](mailto:jkbyrn@kalcounty.com) or Lynne Norman, Deputy Director – Health Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

## **D. ACCEPTANCE OF GRANT AWARD FOR STD HEALTH COALITION FROM THE KALAMAZOO COUNTY HEALTH PLAN AND POSITION CREATION IN THE HEALTH AND COMMUNITY SERVICES DEPARTMENT**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept the grant award from the Kalamazoo County Health Plan for funding to support the Sexually Transmitted Disease (STD) Coalition that has been created to reduce STD rates in Kalamazoo County residents and approval to create .25 FTE in the position of STD Health Coordinator. The total grant award is in the amount of \$100,000.

### **DESCRIPTION OF SUBJECT**

This grant will provide funding to enhance the newly created STD Coalition comprised of medical professionals, educators, faith based organizations and other community partners. The funding will be used to purchase evidenced based, culturally competent STD educational programs for adolescents through teen age years. Partnerships will be formed with community and faith based groups that host targeted ages. The partnerships will further explore best practices for communication options to convey unified STD messaging throughout the community.

Kalamazoo County is experiencing an increase in STD rates. To address the rising rates of STDs in Kalamazoo County, the HCS Department created the position of STD Health Coordinator in 2015. The STD Health Coordinator (#10914) is tasked with cultivating collaborations and coordinating communitywide initiatives to decrease the rates of sexually transmitted diseases in residents of Kalamazoo County. As a result of coalition work and community interest in addressing STD rates in adolescents and young adults, HCS Administration wishes to increase the STD Health Coordinator position from .75 FTE to 1.0 FTE for the duration of the Health Plan Grant. This

increase will ensure adequate support is available to community partners as we work to decrease STD Rates County wide.

**RELATIONSHIP TO GOAL**

The activities of the STD Health Coordinator are consistent with the HCS goal of improving the overall health and wellbeing of the community by reducing preventable disease and deaths and promoting healthy lifestyles and choices.

**FUNDING SOURCE**

No County general funds are required as a result of this request. All funding is from the Kalamazoo County Health Plan.

**PERSONNEL**

**Create:**

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
221-201	STD Health Coordinator #10914-001	K08	.25	\$10,613-14,331	4/6/2016

This action will increase position #10914, STD Health Coordinator, from a .75 FTE to a 1.0 FTE for the duration of the grant funding period only; this will be a 2 year period. At the conclusion of the 2 year period this position will return to a .75 FTE. The employee in the position of STD Health Coordinator is aware of the timeline for the increased hours to their position and understands that once the grant funding period has ended their hours will revert back to the current .75 FTE.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have questions, please contact Lynne Norman, Deputy Director – Health services at 373-5237 or [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com).

L.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: April 5, 2016**

**DEPARTMENT: Human Resources**

**PREPARED BY: Kristine Cunningham, Human Resources Director**

**SUBJECT: County Administration Retirement Plan Restatement**

**SPECIFIC ACTION REQUESTED:**

Approval of the attached Governmental Money Purchase Plan & Trust Adoption Agreement.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Kalamazoo County has a retirement plan for a former County Administrator, which was originally adopted on 11/20/1998. In accordance with IRS regulations, we are required to restate the 401 plan by 4/30/2016. The attached document requires signature from the Board to restate the plan.

**TIME FRAME OF ACTION:**

Effective April 30, 2016

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

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine Cunningham, [kdcunn@kalcounty.com](mailto:kdcunn@kalcounty.com) or 269-384-8100 or Jean Michaud, [jmmich@kalcounty.com](mailto:jmmich@kalcounty.com) or 269-383-8953.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** April 5, 2016

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Temporary Sergeant Position Approval

**SPECIFIC ACTION REQUESTED:**

Approval to create temporary F-22 position

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Approval to place an existing F-19 FTE into a temporary F-22 position

**TIME FRAME OF ACTION:**

April 2 – September 30, 2016

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

Covered by Sheriff's Office Budget in the General Fund

**PERSONNEL IF REQUIRED:**

No new personnel will be required.

**NEW OR RENEWAL OR AMENDMENT:**

**ANY OTHER PERTINENT INFORMATION:**

This is an annual event where a Sergeant is assigned to Marine/ORV and snowmobile patrols. This action fulfills the KCSDA CBA Article XXII Sec. 18 attached. It is much more economical to create the temporary F-22 than to pay an officer in charge the required one hour overtime.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

**Section 17:** If a central dispatch authority is created and the Employers cease to operate an independent dispatch center, laid off dispatchers will be given the opportunity to exercise their seniority to displace a Civilian Aide with less County seniority or an employee in the F-9 Clerk Typist I/Control Center Operator classification with less County seniority. A Dispatcher exercising his/her seniority in this manner will have his/her pay rate red-circled at his/her last Dispatcher rate of pay until the pay rate for the Civilian Aides exceeds it. The Dispatchers so exercising their seniority will remain as members of this bargaining unit while employed as Civilian Aides, but the Civilian Aide classification will not become part of this bargaining unit.

**Section 18:** When a shift Sergeant is assigned to a special assignment, such as but not limited to Marine Division, that Sergeant's position will be backfilled with a Sergeant. Neither the assigned nor the backfilling Sergeant will acquire any right or title to the job seniority and the permanent classification to which he/she is assigned or for which he/she is backfilling.

**Section 19: Security Deputies.** Plan for security screeners at County Court buildings based upon previous proposal made by Sheriff Anderson. The pay scale is the same as for Airport Security Deputies.

**Section 20: Part-time employees.** The Employers shall have the right to use part-time employees without benefits as Security Deputies, as Civilian Dispatchers and Clerical positions. It is also agreed that part-time employees will not be used to replace full-time positions and/or to reduce the regular hours worked by full-time employees.

**Section 21. Random Drug Testing.** The random drug testing program currently utilized by the City of Portage will be used as a basis to develop a KCSD drug testing program. The drug testing program will be outsourced and will not be run by the County. A rehabilitation program is included in the drug testing program.

**Section 22. Other Agreements.** The parties have reviewed a number of memoranda and Letters of Understanding and have determined that the following Letters of Understanding are applicable:

1. May 10, 1985 regarding Radio Section assignments.
2. July 29, 1985 Grievance resolution regarding overtime eligibility
3. April 8, 1988 Grievance resolution regarding association leave time usage.
4. June 21, 1988 Grievance resolution identifying the Deputy/Reserve ratio.
5. June 22, 1988 Grievance resolution regarding using management for extraditions.
6. January 9, 1989 Grievance resolution regarding calculation of court overtime.
7. June 7, 1991 Grievance resolution regarding vacations with Jail and Transport on dayshift.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: April 5, 2016**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Termination of Touch Pay Contract**

**SPECIFIC ACTION REQUESTED:**

Terminate the Touch Pay (Formerly EZ Card and Kiosk) contract

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Termination of contract allows for transition to the Canteen Command Inmate Trust accounting module.

**TIME FRAME OF ACTION:**

Termination date is May 5, 2016

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

None

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Contract was originally approved on May 5, 2015 for TouchPay Holding, LLC

**ANY OTHER PERTINENT INFORMATION:**

TouchPay purchased EZ Card and Kiosk, Inc in May or 2015. TouchPay Holding is the vendor for the kiosks which pushes inmate deposits and bonds into the inmate trust account.

**PROCUREMENT INFORMATION:**

The Sheriff's Office, working in conjunction with the Finance Dept, researched inmate accounting programs to replace the Archonix program being used since 2011. A Canteen inmate accounting module was selected as a replacement. This new module combines the kiosk and debit card system into one vendor which provides for more efficient recordkeeping and operation. This is part of the Sheriff's Office inmate account reconciliation efforts.

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** April 5, 2016**DEPARTMENT:** Sheriff's Office**PREPARED BY:** Paul Matyas, Undersheriff**SUBJECT:** Terminate Rapid Financial Solutions Agreement**SPECIFIC ACTION REQUESTED:**

Terminate the Prepaid Inmate Debit Card Release Program Agent Agreement previously entered into on February 16, 2016

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Termination of agreement allows for transition to the Canteen Command Inmate Trust accounting module.

**TIME FRAME OF ACTION:**

Termination is effective May 5, 2016

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

None

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Agreement was originally approved on February 16, 2016

**ANY OTHER PERTINENT INFORMATION:**

Rapid Financial Solutions was the vendor for issuing inmate debit cards upon their release from jail. Termination of this agreement is in conjunction with the TouchPay Holding contract termination.

**PROCUREMENT INFORMATION:**

The Sheriff's Office, working in conjunction with the Finance Dept and County IS, researched inmate trust accounting programs to replace the Archonix program being used since 2011. A Canteen inmate accounting module was selected as a replacement. This new module combines the kiosk and debit card system into one vendor which provides for more efficient recordkeeping and operation. This is part of the Sheriff's Office inmate account reconciliation efforts.

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** March 18, 2016

**SUBJECT:** Board Approval Request

The Board Appointments Committee recommends the following reappointments to the Planning Commission:

- Joel Amos – has served since 4/13  
✓ meeting attendance 80%
- Steven Cook – has served since 7/13  
✓ meeting attendance 88%

Terms will commence 4/1/16 through 3/31/19

**Planning Commission – (3 year terms) Contact: Lotta Jarnefelt**

Advisory Board	Member	Term	Date Appointed
Planning Commission	John Gisler (Commissioner)	01/01/2015 to 12/31/2016	
Planning Commission	Heather Ricketts	04/01/2015 to 03/31/2018	03/03/15
Planning Commission	Vince Calahaly	04/01/2015 to 03/31/2018	03/03/15
Planning Commission	Martin Jannsen	04/01/2015 to 03/31/2018	05/15/12
Planning Commission	Steven Cook (Term Expiring)	04/01/2013 to 03/31/2016	07/16/13
Planning Commission	Joel Amos (Term Expiring)	04/01/2013 to 03/31/2016	04/03/13
Planning Commission	Alice Taylor-(resigned) (Vacancy)	04/01/2013 to 03/31/2016	12/15/15
Planning Commission	Virgie Ammerman-(resigned) (Vacancy)	04/01/2014 to 03/31/2017	08/05/15
Planning Commission	Jonathon Start	04/01/2014 to 03/31/2017	10/14/05
Planning Commission	Neil Sikora	04/15/2014 to 03/31/2017	05/18/10
Planning Commission	Joseph Hohler	04/01/2014 to 03/31/2017	04/01/14

# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Department of Human Services
- Economic Development Corporation /Brownfield Redevelopment Authority
- Fair Council
- Kalamazoo County Transportation Authority

- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Joel Amos

Occupation Farmer

Home Address \_\_\_\_\_  
Street

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_

Business Telephone \_\_\_\_\_

Cell Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

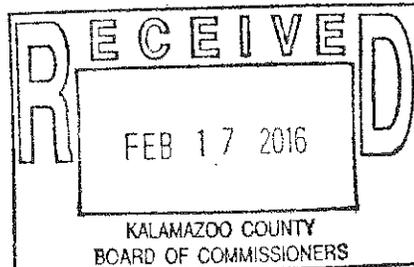
I have served on this board for three years. I also serve on Climax Township Board and Township Planning Commission.

Volunteer Experiences:

Have served on this board for three years.

2/16/2016

Date of Application



# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
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- Retirement Investment Committee
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Steven Cook

Occupation Web Developer

Home Address: \_\_\_\_\_  
Street City Zip

Home Telephone \_\_\_\_\_

Business Telephone \_\_\_\_\_

Cell Number \_\_\_\_\_

E-mail address \_\_\_\_\_

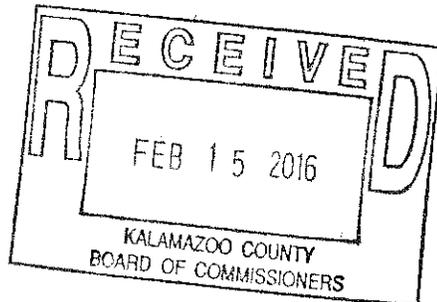
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

Currently a KCMPC member, currently Secretary

Volunteer Experiences:

KCMPC, KRESA Council, EFE Visual Arts Advisory Board Chair, Westwood Little league coach, football coach

2/15/2016  
Date of Application



# Steven Cook

## Digital Strategist

### WHAT I DO:

Work with organizations to identify unmet needs, goals, opportunities and challenges of departments and specific aspects of business. Create and oversee the execution of a plan through specific initiatives to meet the objectives of the strategy. Analyze the results, update the strategy and optimize initiatives if possible.

### HOW I DO IT:

#### Skills:

Stakeholder Interviews  
Competitor Analysis  
User Interface Design  
Heuristic Evaluation  
Features/Functionality Analysis  
Financial Analysis  
Digital Roadmapping  
ASSIMPLER Blueprinting  
Ethnographic Research  
Web Analytics  
Persona Development  
Market Segmentation  
Performance Assessment  
Funnel Analysis  
Analytical CRM

Multichannel Analysis  
Statistical Surveys  
Business Plan or Case  
Technical Assessment  
Process Assessment  
Online Media Plan  
SEO/SEM  
Landing Page Design/Optimization  
Lead Generation/Nurturing  
Campaign Planning  
Marketing Automation  
Proof of Concepts  
Measurement Plan  
Governance Model

#### Software/SaaS:

Adobe Creative Cloud  
Adobe Document Cloud  
Microsoft Office  
Apple iWork  
Microsoft CRM 2011  
Salesforce CRM  
Salesforce Marketing Cloud  
Evernote  
Google Analytics  
Siteimprove (web governance)  
Wordpress

### WORK EXPERIENCE:

**Kalamazoo Valley  
Community College**  
Web+Social Media Developer  
2010-Present

**Zoo Valley Graphics**  
2005-Present  
Clients: EOH, Brandi Music, MEA,  
Eckert Wordell, C2AE, Spark Fire, CSM

**Eckert Wordell**  
Graphic Designer  
2008-2009

### OTHER ORGANIZATIONS:

**Kalamazoo Regional Educational  
Service Agency (KRESA)**  
Council Member &  
Visual Arts Advisory Committee Chair  
2009-Present

**Kalamazoo County Metropolitan  
Planning Commission (KCMPC)**  
Commissioner & Secretary  
2013-Present

**Westwood Little League**  
Youth Sports Coach  
2011-Present

### EDUCATION:

**Kalamazoo Valley  
Community College**  
AAS Graphic Design  
2008

**Western Michigan University**  
Graphics & Printing Science  
2011

### MORE DETAILS:

#### Contact Me

**Myers-Briggs Type Indicator**  
Introversion  
Intuition  
Thinking  
Judging

**Gallop Top 5 Strengths**  
Strategic  
Input  
Arranger  
Achiever  
Connectedness

## Tina M. Becker

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**From:** Lotta M. Jarnefelt  
**Sent:** Monday, February 15, 2016 4:52 PM  
**To:** Tina M. Becker  
**Subject:** KMCPC re-appointments

Hi Tina,

I checked the attendance of the three renewal candidates for KMCPC:

Joel Amos: average attendance 80% since he started in April 2013

Steve Cook: average attendance 88% since he started in October 2013

Alice Taylor: only started in January of 2016, and she attended that time (100%). Our February meeting was cancelled.

I recommend re-appointing all three.

I'll ask the Chair Neil Sikora for his recommendation, too.

Thank you,

Lotta

### **Lotta Jarnefelt**

Director

Department of Planning and Community Development

Kalamazoo County

201 W Kalamazoo Ave

Kalamazoo MI 49007

Phone (269) 384-8115

Fax (269) 383-8920

Email [LMJARN@kalcounty.com](mailto:LMJARN@kalcounty.com)