



WILLAMETTE COUNTY GOVERNMENT
Board of Commissioners'
Meeting

April 15, 2014

**NOTICE AND AGENDA FOR
APRIL 15, 2014 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 15, 2014, 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 9th Annual Children's Mental Health Awareness Day Resolution

CONSENT AGENDA

Animal Services & Enforcement

- B. Request for Approval to Submit a Grant Application to Two Seven Oh Inc.

Circuit Court

- C. Request for Approval to Extend Temporary Referee Position (General Fund)
- D. Request for Approval to Submit a Grant Application to the Dorothy U. Dalton Foundation
- E. Request for Approval to Submit a Grant Application to Consumers Energy

District Court

- F. Request for Approval of Michigan Mental Health Court Grant Program (MMHCGP) Subcontracts with Office of Community Corrections (OCC)

Equalization

- G. Request for Approval of Resolution Adopting the 2014 Equalization Report
- H. Request for Approval of a Contract with CSZ Services for Commercial and Industrial Appraisals

Health & Community Services

- I. Request for Approval of Amendment #2 to the 2013/2014 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- J. Request for Approval of an Agreement with the Michigan Office of Services to the Aging to Conduct the Savvy Caregiver Program
- K. Request for Approval to Accept Statement of Work from the Michigan Office of

Services to the Aging

- L. Request for Approval of Amendment #6 to LCA 13-39015 Low Income Home Energy Assistance Program Crisis Assistance (LCA) Deliverable Fuel Award from the Michigan Department of Human Services (MDHS)
- M. Request for Approval of Revised Community Development Block Grant Program Guidelines
- N. Request for Approval of a Letter of Agreement with Oaklawn Hospital, Ella E. M. Brown Charitable Circle

Human Resources

- O. Request for Approval of a Contact with HelpNet for Services for the Employee Assistance Program

Parks & Expo Center

- P. Request for Approval to Request Funds from the Markin Glen Endowment Fund
- Q. Request for Approval to Request Funds from the Kalamazoo River Valley Trail Endowment Fund
- R. Request for Approval of a Contract with Thunderbirds R/C Club
- S. Request for Approval of a Contract with Charter Township of Comstock for the River Oaks Wenke Softball Complex
- T. Request for Approval of an Agreement with Wightman & Associates for River Oaks HMA Paving Project

Sheriff

- U. Request for Approval to Transfer Ownership of 2004 Enclosed 12' Trailer to South Kalamazoo County Fire Authority

Board of Commissioners

- V. Request for Approval of Transfers and Disbursements

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

APRIL 9, 2014

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
TDD PHONE: (269)383-6464



NATIONAL CHILDREN'S
MENTAL HEALTH
AWARENESS DAY

WHEREAS, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of the County of Kalamazoo; and

WHEREAS, the need for comprehensive, coordinated mental health services for children, youth, and families places upon our county a critical responsibility; and

WHEREAS, it is appropriate that a day should be set apart each year for the direction of our thoughts toward our children's mental health and well-being; and

WHEREAS, Kalamazoo Wraps, through its unique and collaborative approach to serving children, youth, and families, is improving the System of Care supporting the mental health needs of all children, youth, and families in our county; and

WHEREAS, May 1st has been designated "National Children's Mental Health Awareness Day" and Kalamazoo Wraps is committed to caring for every child's mental health through education, raising awareness and eliminating stigma.

NOW, THEREFORE, the Kalamazoo County Board of Commissioners do hereby proclaim Thursday, May 1st, 2014, as NATIONAL CHILDREN'S MENTAL HEALTH AWARENESS DAY in the County of Kalamazoo and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite on that day in the observance of such exercises as will acquaint the people of the County of Kalamazoo with the fundamental necessity of providing comprehensive and coordinated services for children and youth with mental health needs and their families.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify the forgoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on April 15, 2014.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

B.

PROPOSED FOR BOARD MEETING OF: April 15th, 2014

DEPARTMENT: Animal Services & Enforcement

PREPARED BY: Stephen Lawrence

SUBJECT: Grant Application Request for a Horse Trailer

SPECIFIC ACTION REQUESTED:

Approve and sign the Grant Request to, Two Seven Oh Inc. for a new two horse trailer and electric brakes for an Animal Service Truck.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant request for \$12,543.70 for a two horse trailer and electric brake controller for one truck.

TIME FRAME OF ACTION:

Purchase trailer and install electric brake control on Animal Services Pickup truck within 3 months of receiving grant money.

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

Two Seven Oh Grant: \$12,543.70
General Fund (Department Budget) for Logos, striping, licensing and registration of trailer.
Estimated \$600.00 expense.

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 personnel required

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:

Horse trailer needed for transportation of stray or injured horses and livestock and for emergency removal of the same.

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:

Stephen Lawrence



Animal Services and Enforcement

2500 Lake St, Kalamazoo MI 49048

Phone: (269) 383-8775 FAX: (269) 383-8713

www.kalcounty.com

Date: February 4, 2014

BOC Grant Application Request

Requested Grant Amount: \$12,543.70

Contact Person: Stephen Lawrence

Email: sjlawr@kalcounty.com

Animal Services has been invited by **Two Seven Oh Inc.**, to apply for a Grant for up to \$30,000 for needed equipment or programs. We are applying for a grant of \$12,543.70 to purchase a new bumper pulled, two horse/livestock trailer and the installation of an electric brake control on an existing county truck. The trailer will be used for the transport of loose livestock with no known owner, the confiscation of abused or neglected livestock, for transporting large numbers of domestic pets seized in hoarding or dog fighting cases, and for transporting livestock or other animals in emergency evacuation situations.

Kalamazoo County Animal Services & Enforcement currently receives calls for loose livestock, or to check the health of horses and livestock. When we are unable to locate an owner in the case of loose animals, or must seize horses or livestock due to negligence or cruelty, we must begin calling people we know who own a trailer, to see if they are available to assist with the transportation of the animals. Many times it is difficult to find any available help right away, and officers are tied up with the animals until a trailer can be located.

Animal Services has 7 Animal Trucks and a ¾ ton pickup without a shell. The pickup truck already has a tow package and would just need the electric brake control installed so it can be used for transporting the trailer. We have included this expense in the grant request. The only other cost that our department would incur with the acceptance of this grant is approximately \$350 to put our logo on the trailer and \$200 for the registration fees. We currently have money in our budget to cover these expenses. Your approval of this application and a signature on the application is requested. Thank you for your consideration of this request. The deadline for the Grant Application is May 1st, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen J Lawrence".

Stephen J Lawrence



Animal Services and Enforcement

2500 Lake St, Kalamazoo MI 49048

Phone: (269) 383-8775 FAX: (269) 383-8713

www.kalcounty.com

Date: March 27, 2014

Requested Grant Amount: \$12,543.70

Contact Person: Stephen Lawrence

Email: sjlawr@kalcounty.com

EIN: 38-6004860

Please consider this **Grant Proposal** submitted to **Two Seven Oh Inc.**, for \$12,543.70 to purchase a new bumper pulled, two horse/livestock trailer and install an electric brake control in a county truck. The trailer will be used for the transport of loose livestock with no known owner, the confiscation of abused or neglected livestock, for transporting large numbers of domestic pets seized in hoarding or dog fighting cases, and for transporting livestock or other animals in emergency evacuation situations.

Kalamazoo County Animal Services & Enforcement currently receives calls for loose livestock, or to check the health of horses and livestock. When we are unable to locate an owner in the case of loose animals, or must seize horses or livestock due to negligence or cruelty, we must begin calling people we know who own a trailer, to see if they are available to assist with the transportation of the animals. Many times it is difficult to find any available help right away, and officers are tied up with the animals until a trailer can be located. In most cases, once the animal is transported to a safe location, they will need transportation again to a vet, a rescue, or another location. This requires more time and phone calls.

Animal Services has 7 Animal Trucks and a ¾ ton pickup without a shell. The pickup truck already has a tow package and would just need the electric brake control installed so it can be used for transporting the trailer. Having the trailer will allow us to handle these types of calls in a timely manner, benefitting both the citizens and the animals. By having our own trailer, it would also free up officers quicker to handle other calls.

I have researched horse trailers to find one tall enough to handle any size horse, a slant load for ease of loading and versatility, and a rear ramp for loading the animals. The Eclipse 2 Horse Trailer meets these needs. I received a quote on

PROJECT PURPOSE

The purpose of the requested grant money is to purchase a bumper pulled slant load two horse/livestock trailer with a ramp, to assist in transportation of loose livestock with no known owner, or abused or neglected livestock. Kalamazoo County Animal Services receives calls all year long for loose livestock that may become a danger to the citizens by becoming a road hazard, or are being abused or neglected and must be moved to a place of safety pending a court decision. The addition of this trailer will allow our department to react quickly to these situations compared to having to call around for volunteers to transport the animals for us, which becomes difficult if not impossible in some instances.

A horse trailer can also assist with the transportation of a larger number of dogs or cats from hoarding or dog fighting situations, or for emergency evacuation of livestock or domestic animals.

WORK PLAN

Kalamazoo County Animal Services will be responsible for the registration and license fees of the horse trailer. An electric brake control will be installed on an existing department $\frac{3}{4}$ ton pickup truck. The trailer will receive department decals and striping for easy recognition by the public. The pickup truck currently has a tow package and is capable of pulling such a trailer.

BUDGET

EQUIPMENT	GRANT EXPENSE	COUNTY EXPENSE
Eclipse 2 Horse Trailer	\$12,343.70	\$0.00
Electric Brake Control	\$200.00	\$0.00
Logo and Striping	\$0.00	\$350.00
License and Registration	\$0.00	\$205.00
TOTAL	\$12,543.70	\$555.00

All records of the transactions would be kept by the county's Eden System software for verification and tracking purposes.

EXPECTED OUTCOME

Ability to routinely and in the case of an emergency, transport horses, livestock, or large number of domestic animals in a safe and timely manner.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

COURT: Ninth Circuit Court-Family Division

PREPARED BY: Suzanne Darling

SUBJECT: Request for extension of temporary employee

SPECIFIC ACTION REQUESTED:

Board approval is requested to extend the temporary referee currently on board to assist the Ninth Circuit Court-Family Division with the docket due to the former custody referee not extending his contract into 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

The funds for the temporary attorney referee project will come from the account which was previously used to pay the contract referee.

TIME FRAME OF ACTION:

Effective at the end of the initial 90 day period approved at the BOC meeting on 12/17/13 for up to 90 days or until the vacant position can be posted and filled.

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

The funds are available in the court's budget, account 101-135-808.44, because they are not needed at this time.

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)

Hourly pay range \$29.35-\$32.29. Account number 101-135-706.00 Position number 10893-001

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)

Renewal- extension of temporary employee

ANY OTHER PERTINENT INFORMATION:

The court is requesting this extension to be able to maintain the workload until the full time position can be posted and filled.

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)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Suzanne M. Darling 269 383-8928 or smdarl@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 2, 2014

COURT: Ninth Circuit Court- Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Request approval to submit a grant for continued funding of Youthful Offender Transitions Program

SPECIFIC ACTION REQUESTED: Partial funding has already been secured for the time frame of March, 2014 through February 2015. We are requesting approval to submit a grant application to the Dorothy U. Dalton Foundation by May 5, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose): We would like to request funding in the amount of \$25,000.00 from the Dorothy U. Dalton Foundation to put towards operating costs incurred by YOTP during the program year that runs until February 2015. This would allow for continuation of the already existing Youthful Offender Transitions Program.

TIME FRAME OF ACTION: The application for the grant deadline is May 5, 2014. The funds will be used pending approval of the grant and award money and ending February 28, 2015.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): The Dorothy U. Dalton Foundation is a local funding source that provides support to youth and human service programs.

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)
The Youthful Offender Transitions Program has employed a full time Transitions Coordinator for the last eight years. This position currently is a J12 at a salary of \$55,244.80.

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 funding will be new. We have not previously made applications to the Dorothy U. Dalton Foundation.

ANY OTHER PERTINENT INFORMATION:
The deadline for the grant application is May 5, 2014.

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)
N/A
CONTACT PERSON WITH PHONE NUMBER: Katherine B. Flack (269)385-6039
kbflac@kalcounty.com

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

COURT: Ninth Circuit Court- Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Request approval to submit a grant for continued funding of Youthful Offender Transitions Program

SPECIFIC ACTION REQUESTED: Partial funding has already been secured for the time frame of March, 2014 through February 2015. We are requesting approval to submit a grant application to the Consumers Energy by May 1, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose): We would like to request funding in the amount of \$25,000.00 from the Consumers Energy foundation to put towards operating costs incurred by YOTP during the program year that runs until February 2015. This would allow for continuation of the already existing Youthful Offender Transitions Program.

TIME FRAME OF ACTION: The application has a rolling deadline, and we would like to submit the application by May 1, 2014. Any funds awarded will be used pending approval of the grant and award money and ending February 28, 2015.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): The Consumers Energy Foundation is a State based foundation and provides funding for social welfare programming in the state of Michigan to programs that serve disadvantaged populations.

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)
The Youthful Offender Transitions Program has employed a full time Transitions Coordinator for the last eight years. This position currently is a J12 at a salary of \$55,244.80.

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 funding will be new. We have not previously made applications to the Consumers Energy Foundation.

ANY OTHER PERTINENT INFORMATION:
Consumers Energy Foundation has a rolling deadline but does review grant applications quarterly. YOTP would like to submit the grant by May 1, 2014.

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)
N/A

CONTACT PERSON WITH PHONE NUMBER: Katherine B. Flack (269)385-6039
kbflac@kalcounty.com

F.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, April 15, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of the Michigan Mental Health Court Grant Program (MMHCGP) subcontracts between 8th District Court and Office of Community Corrections (OCC).

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this subcontract with OCC to contract drug testing for Mental Health Recovery Court participants

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding from SCAO is in the amount of \$95,506. This contract allows for up to \$4,680.00 to OCC for drug testing of Mental Health Recovery Court participants.

TIME FRAME OF ACTION:

This contract runs the length of the grant: 10-1-13 to 9-30-14.

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

FY 2014 Michigan Mental Health Court Grant Program; State Court Administrators 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)

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)

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:

RESOLUTION TO ADOPT THE KALAMAZOO COUNTY EQUALIZATION REPORT

WHEREAS, Section 211.34, as amended, of the Compiled Property Tax Laws of Michigan requires that the County Board of Commissioners shall examine the assessment rolls of each township and city within the County and shall equitably and uniformly equalize the Real and Personal Property separately by adding to or deducting from the valuation of taxable property in any township or city such an amount as in its judgment will produce an equitable County total equalized valuation; and

WHEREAS, the Kalamazoo County Board of Commissioners has received a copy of the 2014 Equalized Valuation Report prepared by the Equalization Department; and

WHEREAS, the Kalamazoo County Board of Commissioners does hereby approve the 2014 equalized valuations of Kalamazoo County as presented in the Equalization Report.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby establish the 2014 County equalized valuation for the County of Kalamazoo as

\$8,631,653,296 (eight billion six hundred thirty-one million, six hundred fifty-three thousand, two hundred ninety-six dollars) equalized by class pursuant to MCL 211.34 as follows:

Agricultural-	\$ 260,740,862	Timber Cutover-	\$ -0-
Commercial-	\$1,536,258,273	Developmental -	\$ -0-
Industrial -	\$ 376,652,416	Personal-	\$874,725,038
Residential-	\$5,583,276,707		

BE IT FURTHER RESOLVED that the total County equalized valuation is apportioned to the various townships and cities as they are on the detached Equalized Valuation Report.

DATED: April 15, 2014

David C. Maturen, Chair
Kalamazoo County Board of
Commissioners

STATE OF MICHIGAN)) ss

COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register, 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 15, 2014.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Equalization

PREPARED BY: Mathew Hansen

SUBJECT: 2014 Commercial and Industrial Equalization Study

SPECIFIC ACTION REQUESTED:

Approval of a contract with CSZ Services for up to 100 commercial and industrial appraisals.

DESCRIPTION OF ACTION (dollar amount, purpose):

Total cost of the project not to exceed \$17,500 (seventeen thousand five hundred dollars).

TIME FRAME OF ACTION:

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

Funding to be paid out of the department's line item budget – Contractual Services.

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)

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)

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The contract was bid out and CZS Services was the lowest bidder.

CONTACT PERSON WITH PHONE NUMBER:

Mathew Hansen
Equalization Director
269-383-8960



Kalamazoo County

I.-N.

Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

DATE: April 15, 2014
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AMENDMENT #2 TO THE 2013/2014 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of amendment #2 to the FY 2013/2014 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2013 to September 30, 2014 in an amount of \$3,527,075.

DESCRIPTION OF SUBJECT

The CPBC 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 #2 is to award an additional \$750 for the Nurse Family Partnership program, an additional \$6,093 for the Public Health Emergency Preparedness program and an additional \$37,680 for the Sexually Transmitted Disease program. Total funding is increased by \$44,523.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

The \$3,527,075 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

There are no new personnel associated with this action.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

If you have any questions, please contact Tammy Lahman, Health and Community Services, at 373-5257 or talahm@kalamazoo.org

B. APPROVAL FOR THE HCS/REGION IIIA AREA AGENCY ON AGING TO ENTER INTO AN AGREEMENT WITH THE MI OFFICE OF SERVICES TO THE AGING TO CONDUCT THE SAVVY CAREGIVER EVIDENCE BASED PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval to accept the grant agreement for the Alzheimer's Disease Supportive Services Program – Savvy Caregiver Program from the Michigan Office of Services to the Aging, effective March 10, 2014 through August 31, 2014, in the amount of \$3,000.

DESCRIPTION OF SUBJECT

The grant agreement covers costs associated with conducting at least two Savvy Caregiver Programs in Kalamazoo County before August 31, 2014. This is the program we refer to as "Creating Confident Caregivers," which is evidence based and directed toward caregivers of people with Alzheimer's disease and other dementias.

RELATIONSHIP TO GOALS

This grant is consistent with the HCS goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives.

FUNDING SOURCE

The funding associated with this agreement is from the MI Office of Services to the Aging through a grant from the Administration on Aging. No County General funds are associated with this request.

PERSONNEL

There are no new personnel associated with this request. Current staff is sufficient to undertake the responsibilities of the grant.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, AAA IIIA Director at 373-5153 or jasiva@kalamazoo.org.

**C. ACCEPTANCE OF A STATEMENT OF WORK FROM THE MICHIGAN
OFFICE OF SERVICES TO THE AGING (MOSA) TO THE HEALTH &
COMMUNITY SERVICES DEPT/REGION IIIA AREA AGENCY ON AGING**

ACTION REQUESTED

HCS Administration requests Board approval of the Statement of Work agreement from the Michigan Office of Services to the Aging (MOSA) with regard to the Civil Monetary Penalty funding to support mentoring and technical assistance for local ombudsmen for the period March 10, 2014 through September 30, 2014. The Statement of Grant Award in the amount of \$25,000 was approved by the Board on April 1, 2014.

DESCRIPTION OF SUBJECT

The Long-Term Care Ombudsman Program serves a five-county area, including Barry, Branch, Calhoun, Kalamazoo and St. Joseph County Michigan. The state ombudsman has acknowledged the exemplary work of our current ombudsman (serving 25 years) and how valuable his assistance has been with mentoring new ombudsmen. This funding provides the capability for our Lead Ombudsman to continue spending a portion of his time on mentoring ombudsmen from across the state, and providing needed technical assistance.

RELATIONSHIP TO GOALS

This program addresses the goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

FUNDING SOURCE

Funding is from the State's Civil Monetary Penalty Fund. There are no County general funds associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, AAA Director at 373-5153 or at jasiva@kalamazoo.org.

D. ACCEPTANCE OF AMENDMENT #6 TO LCA13-39015 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM CRISIS ASSISTANCE (LCA) DELIVERABLE FUEL AWARD, FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES.

ACTION REQUESTED

HCS Administration requests Board approval to accept amendment #6 to the agreement with the Michigan Department of Human Services (DHS) for the program grant LCA13-39015. This amendment is an increase in the funding award of \$30,600.00. The funding period is September 1, 2013 – August 31, 2014. BOC approved last amendment on March 18, 2014.

DESCRIPTION OF SUBJECT

The acceptance of this agreement allows for the continued provision of deliverable fuel assistance and services to low income and at risk families that are in the Kalamazoo County community. The use of Crisis Assistance (LCA) funds will provide heating fuel assistance in the form of deliverable fuels such as: propane, fuel oil, coal, wood, kerosene, and heating fuel pellets. Energy assistance, through LCA grant funds, will assist families to remain self-sufficient through the heating season.

RELATIONSHIP TO GOAL

This agreement will help to foster and build stronger inter-agency relationships. This agreement also continues to further the HCS Community Action Agency's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while helping to improve the conditions of the families served.

FUNDING SOURCE

There are no County General funds associated with this action. All funding is from the Michigan Department of Human Services LCA - LIHEAP Grant Award. LCA13-39015 is comprised through three funding streams. The following award amounts from LCA – MEAP (\$71,400), LCA – LIHEAP (\$53,550), LCA – Supplemental (\$30,600) bring the full funding amount to \$155,550.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Karika A. Phillips, Health Equity Manager, HCS Center for Health Equity at 373-5061 or at kaphil@kalcounty.com.

E. APPROVAL OF THE REVISED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GUIDELINES

ACTION REQUESTED

HCS Administration requests Board approval of the revised Community Development Block Grant (CDBG) Program Guidelines as required by MSHDA.

DESCRIPTION OF SUBJECT

The Community Development Block Grant Program Guidelines have recently been revised, as required by MSHDA, to maintain program funding and grant guidelines. Revisions were made to the following areas: complete housing rehabilitation work, emergency repairs, and the land contract policy. These 3 sections required language updates and more concise and clear definitions to provide for better program understanding. The sliding scale, used for applicants who have a co-pay, was also updated to account for current income limits as dictated by MSHDA.

RELATIONSHIP TO GOALS

The approval of these guidelines will allow for continued housing support and will further the department's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency. This will promote and provide for improvement in the housing stock and the neighborhoods of the Kalamazoo Community.

FUNDING SOURCE

There are no County funds associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, Housing & Neighborhoods Coordinator, HCS Center for Health Equity at 373-5101 or arleve@kalcounty.com

F. APPROVAL OF A LETTER OF AGREEMENT BETWEEN OAKLAWN HOSPITAL, ELLA E. M. BROWN CHARITABLE CIRCLE AND HEALTH AND COMMUNITY SERVICES/BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP)

ACTION REQUESTED

HCS Administration requests Board approval of a Letter of Agreement between Oaklawn Hospital, Ella E. M. Brown Charitable Circle and HCS Breast and Cervical Cancer Control Program (BCCCP), which will account for added services, not previously provided for under the current contract. This agreement will be effective immediately. The original contract was approved September 5, 2006.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Program (BCCCP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population.

This letter of Agreement adds an additional service to those already provided by Oaklawn Hospital to the BCCCP Program. It also accounts for a continued provision of services provided by Oaklawn Medical Group General Surgery, which was recently acquired by Oaklawn Hospital. Services provided will include enrollment assistance, screening examination, and diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates set annually by the Michigan Department of Community Health.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Community Health through the CPBC Agreement.

PERSONNEL

There are no new personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Ann Jones, Women's Health Supervisor at 269-373-5383 or ljone@kalcounty.com.



Human Resources Department

201 West Kalamazoo Avenue, Ste 202 • Kalamazoo, Michigan 49007-3777
Phone: (269) 383-8998 • Fax: (269) 384-8099
An Equal Opportunity Employer

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Human Resources

PREPARED BY: Kelly Ball, Human Resources Director *KBall*

SUBJECT: **Employee Assistance Program**

SPECIFIC ACTION REQUESTED: Approval of the contract between HelpNet and Kalamazoo County. HelpNet will provide short-term counseling, DOT (Department of Transportation) Training and compliance assistance and SAP (Substance Abuse Provider) services to all employees and dependents of Kalamazoo County Government.

DESCRIPTION OF ACTION: In 2007, Kalamazoo County entered into a contract for short-term counseling for employees, commonly called an Employee Assistance Program (EAP). This program has been widely successful. The utilization over the years has been very consistent with treatment of more than 100 clients annually since the program began. The program is intended to serve employees and their dependents requiring only brief periods of situational counseling which can be very costly through our health plan.

Our health plan does offer coverage for employees for counseling services. However, many employees are not willing to seek such guidance because they have to pay the deductible and co-insurance fees to obtain such services. The EAP offers our employees an opportunity to work on positive mental health at no charge.

Kalamazoo County pays a rate of \$21.50/year/employee. This amounts to approximately \$18,000 annually. The rate of \$21.50/year/employee is unchanged from our previous 3-year contract, so this does not increase our expense. The rate is also guaranteed for 3 years @ \$21.50/year/employee.

HelpNet is a comprehensive employee assistance program, which has been designed to help employees whose personal problems may adversely affect their lives and their ability to perform satisfactorily on the job. The professional counselors have many years of experience helping people with a wide variety of problems/concerns including substance abuse, marital/family, stress, depression, anxiety and grief/loss. Face-to-face assessments, referrals, short-term counseling, consulting and training are all provided. They also offer bi-lingual services for Kalamazoo County's diverse workforce.

Again, all services provided by the EAP are at no cost to the employee or family member. This service is being recommended to help bridge the gap in the employee health plans and also as a benefit for employees who are not participants in the County health plans.

The EAP will continue to provide a vital service to supervisors and managers, in that they will continue to have an avenue of referral for employees who are experiencing life difficulties that may transfer over into their jobs. The EAP will assist managers in formulating last chance agreements with employees. HelpNet is also offering 10 hours/year in life enrichment seminars, which will be provided our supervisors, managers and court administrators.

HelpNet has a web site with work-life services including: monthly webinars, wellness resources and self-assessments, savings center, 60+ on-line courses, 5 learning modules, eldercare & childcare resources, and financial & legal resources. They will also provide EAP orientation to our employees and supervisors, managers and court administrators.

HelpNet is a local organization affiliated with Bronson Hospital, headquartered in Battle Creek, with an office in Kalamazoo.

FUNDING SOURCE: Employee Benefit Fund

NEW OR RENEWAL: Renewal, effective 7/1/2014 for 3 years.

ANY OTHER PERTINENT INFORMATION: Staff recommends approval.

CONTACT PERSON AND PHONE NUMBER: Kelly Ball, 384-8100 or coball@kalcounty.com or Jean Michaud, 383-8953, or jmmich@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Markin Glen County Park Endowment Fund Request

SPECIFIC ACTION REQUESTED:

Approve requesting \$26,965.00 from the Markin Glen Endowment Fund for the maintenance and operation of the Markin Glen County Park.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Markin Glen Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. As of 12/31/2013 there was \$1,071,151.22 in the Markin Glen Endowment Fund. Per the original budget approved by the County Board, \$26,965.00 is needed at this time to pay for 2013 operating expenses related to Markin Glen County Park. The purpose of the fund is to pay for the operating and maintenance expenses and for future improvements of Markin Glen County Park.

TIME FRAME OF ACTION:

This is to pay for 2013 budgeted expenses of Markin Glen County Park.

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

Markin Glen is 100% paid for with revenues generated at the park and from the endowed funds.

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)

NA

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)

ANY OTHER PERTINENT INFORMATION:

This request was approved by the Park Commission on February 6, 2014.

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:

David Rachowicz, 383-8787, dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Kalamazoo River Valley Trail Endowment Fund Request

SPECIFIC ACTION REQUESTED:

Approve requesting \$11,910.59 from the Kalamazoo River Valley Trail Endowment Fund for the maintenance and operation of the Kalamazoo River Valley Trail.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo River Valley Trail Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. As of 12/31/2013 there was \$1,263,769.07. Per the original budget approved by the County Board, \$11,910.59 is needed at this time to pay for 2013 operating expenses related to the Kalamazoo River Valley Trail. The purpose of the fund is to pay for the operating and maintenance expenses of the Kalamazoo River Valley Trail.

TIME FRAME OF ACTION:

This is to pay for 2013 budgeted expenses of the KRV Trail.

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

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)

NA

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)

ANY OTHER PERTINENT INFORMATION:

This request was approved by the Park Commission on February 6, 2013. In 2013 the KRV Trail Operating Expenses were partially paid for with \$29,473 from the W.K. Kellogg Foundation KRV Trail Programming Grant. 100% of the operating expenses were paid for with the grant and endowed funds.

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:

David Rachowicz, 383-8787, dmrach@kalamazoo.org

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: River Oaks Thunderbirds R/C Club Contract

SPECIFIC ACTION REQUESTED:

Approve the 2014 contract between Kalamazoo County and the Thunderbirds R/C Club for the club to operate remote controlled airplanes, helicopters, and control-line flight planes at River Oaks County Park.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed contract is a renewal of an existing agreement. The Club reimburses the County for the maintenance expense. The area used for remote controlled airplanes is located at the north-east corner of River Oaks County Park.

The River Oaks Aero Modeler's Club will provide liability insurance policy with limits of at least \$2,500,000 per occurrence. The County will be named as additional insured.

TIME FRAME OF ACTION:

This agreement is for 2014.

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

Incremental mowing cost, based on seasonal staff labor rate for this area is estimated at \$155 per month. This cost will be reimbursed by the club. In addition, all members of the club will be required to purchase annual park passes and visitors to the site will be required to purchase daily or annual passes.

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

This is a renewal of existing contract.

ANY OTHER PERTINENT INFORMATION:

The Kalamazoo County Park Commission approved the agreement on March 6, 2014.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787
dmrach@kalamazoo.org

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: April 15, 2014****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: River Oaks Wenke Softball Complex Contract with Comstock Township****SPECIFIC ACTION REQUESTED:**

Approve the 2014 contract between Kalamazoo County and the Charter Township of Comstock for the River Oaks Wenke Softball Complex.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Wenke Softball complex was completed in 1998 and it was a joint project between Kalamazoo County Parks and Comstock Township. The Township contributed \$231,184 towards the construction of the project. The proposed lease is for one year and the Township will pay the County \$1,238. Under the agreement, the Township will complete all routine maintenance at the site, will maintain the restroom building, pay electric bills, pay for trash service, and will provide staffing for softball events. The lease payment contributes to the overall efforts County staff make towards maintaining River Oaks County Park.

TIME FRAME OF ACTION:

Agreement ends December 31, 2014. We typically have had five year contracts but are recommending another one year contract because construction is planned on the new spray park, playground, dog park, and picnic areas at River Oaks in 2014. Due to how this will increase usage at River Oaks, we will likely have modifications to include for future operations of River Oaks County Park.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**PERSONNEL IF REQUIRED:****NEW OR RENEWAL:**

This is a renewal of existing contract.

ANY OTHER PERTINENT INFORMATION:

The Kalamazoo County Park Commission approved the agreement on March 6, 2014.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787
dmraeh@kalamazoo.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Engineering Services for the River Oaks County Park Paving Project

SPECIFIC ACTION REQUESTED:

Approve agreement with Wightman & Associates for \$12,350 for River Oaks HMA Paving Project

DESCRIPTION OF ACTION (dollar amount, purpose):

In the fall of 2013 the County Board of Commissioners entered into an agreement with Enbridge Energy that allowed Enbridge to utilize River Oaks County Park for Kalamazoo River cleanup operations. The agreement included replacing/repairing the roads and parking areas at the park that were used for this purpose. Enbridge provided \$300,000 that is being held by the County in escrow for this purpose.

The proposed agreement provides the engineering services to finish the specifications and bid documents and for construction engineering and testing services. This will ensure that the completed project will be completed per specifications.

TIME FRAME OF ACTION:

Design services will begin immediately and we anticipate paving will be completed in late may early June as weather permits.

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

The cost for the engineering and design services and all paving expenses will be paid for from the Enbridge Energy Funds held in escrow for these designated purposes by the County.

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

The proposed services have been sent to Enbridge Energy pursuant to the original agreement.

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)

We received three proposals for the proposed work and selected Wightman & Associates, they are the lowest bidder for total services specified.

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, 383-8787, dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 2, 2014

DEPARTMENT: Emergency Management

PREPARED BY: Undersheriff Paul Matyas

SUBJECT: Transfer of ownership on a 2004 enclosed 12' Trailer vehicle identification number #48BTE12294A069729.

SPECIFIC ACTION REQUESTED: Kalamazoo County Board of Commissioners transfer ownership of a 12' enclosed trailer to South Kalamazoo County Fire Authority.

DESCRIPTION OF ACTION (dollar amount, purpose): No dollar amount.

TIME FRAME OF ACTION: Effective April 16, 2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Federal Homeland Security funds were used from grant year 2003 to purchase this trailer

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION: This trailer was purchased to store mass casualty incident equipment for Kalamazoo County. This trailer will still be used for this purpose plus South Kalamazoo County Fire will add a self contained breathing apparatus air fill station in the trailer.

PROCUREMENT INFORMATION: All procurement follows Kalamazoo County purchasing procedures.

CONTACT PERSON WITH PHONE NUMBER: Undersheriff Paul Matyas 385-6176