



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

May 1, 2018

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, May 1, 2018 at 7:00 PM** 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 |

CONSENT AGENDA ITEMS

Circuit Court

- A. Request for Application & Acceptance of the Kalamazoo Community Foundation Grant to Support the FY18 Drug Treatment Court Programs and Approval of Field of Interest Grant Agreement Associated with the Same
- B. Request for Approval of Child Care Budget Summary Amendment

Health & Community Services

- C. Request for Approval and Signature of Household Hazardous Waste Program Amendment #2 with Twenty-five Municipalities and Amendment #1 with Two Municipalities for the Purpose of Collections and Disposal Costs
- D. Request for Approval of the Statement of Grant Award, #2018-5 from the MI Aging & Adult Services Agency to the Region 3-A Area Agency on Aging for the Purpose of Supporting Older Adult Service Programs
- E. Request for Approval and Signature of Agreement between Walgreens and the Health & Community Services Department for the Purpose of HIV Testing and Counseling Services at Designated Walgreens Store

- F. Request for Approval of Amendment #1 and #2 to the 2017-18 Comprehensive Agreement with the Michigan Department of Health & Human Services for the Purpose of Funding for Programs and Services
- G. Request for Approval and signature for Purchase of Service (PSA) Agreement with The Regents of the University of Michigan and Kalamazoo County Government through the Michigan Health Endowment Fund for the Purpose of Continued Implementation of a Father-Engagement Curriculum through the Fatherhood Program
- H. Request for Approval and Signature of Lease Agreement Amendment #1 with Robert L. Walton for the Purpose of WIC Program Services
- I. Request for Approval and Signature of MOU Amendment #1 with Family Health Center for the Purpose of WIC Program Services
- J. Request for Approval and Acceptance of Notice of Award from MDHHS with Kalamazoo County Health & Community Services Department for the Special Project “Non-Outbreak Local Health Department Intervention for Hepatitis A Workplan” and Request Approval of Position Increase in the Clinical Services Unit due to the Notice of Award
- K. Request for Approval of signature of a Memorandum of Understanding with the Administration of Kalamazoo County Juvenile Home and the Kalamazoo County Health & Community Services Department for the Purpose of Providing Education and Services to Residents of the Juvenile Home by the Fatherhood Initiative
- L. Request for Approval and Signature of License Agreement with Geriatric Resource Network d/b/a Partnership for Healthy Aging for the purpose of Matter of Balance: Lay Leader Model training

Human Resources

- M. Request for Approval of contract with Cohl, Stoker & Toskey, PC for Workers' Compensation Legal Services
- N. Request for Approval of Lease Agreement with Ricoh USA for Copy Machine
- O. Request for approval of changes to Personnel Policy 4.07 (C) - Bereavement - Sick Leave
- P. Request for Approval of the Creation of Personnel Policy 3.09 – Trauma Informed Organization

Probate Court

- Q. Request for approval of Ricoh USA Inc. Lease and Maintenance Agreement for a Multi-Functional Printer

Sheriff

- R. Request for Approval of Letters of Understanding with the City of Galesburg for the Purpose of Updating the Police Protection Agreement

Board of Commissioners

- S. Request for Approval of Disbursements
- T. Request for Approval of a Lease between the City of Kalamazoo and Kalamazoo County Government for the Parcel of Land Commonly Known as “Bronson Park”

NON-CONSENT AGENDA ITEMS

- ITEM 9 OLD BUSINESS**
- ITEM 10 NEW BUSINESS**
- ITEM 11 COUNTY ADMINISTRATOR'S REPORT**

- ITEM 12 MEMBERS' TIME**
- ITEM 13 VICE CHAIRPERSON'S REPORT**
- ITEM 14 CHAIRPERSON'S REPORT**
- ITEM 15 ADJOURNMENT**

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:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Circuit Court
PREPARED BY: Sara Green, Problem Solving Courts
Administrator
SUBJECT: Request for Application & Acceptance of the
Kalamazoo Community Foundation Grant to
Support the FY18 Drug Treatment Court Programs
and Approval of Field of Interest Grant Agreement
Associated with the Same

SPECIFIC ACTION REQUESTED:

Request for application & acceptance of the Kalamazoo Community Foundation Grant to support the FY18 Drug Treatment Court Programs and approval of Field of Interest Grant Agreement associated with the same.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$225,000 will assist in the funding of the Men's Drug Treatment Court Program and the Women's Drug Treatment Court Program for FY18.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

FUNDING SOURCE & BUDGET CHANGES:

Local

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON:

Sara Green, Problem Solving Courts Administrator, 269-383-6469



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Circuit Court
PREPARED BY: Susan Sayles, Finance Services Administrator
SUBJECT: Request for Approval of Child Care Budget Summary Amendment

SPECIFIC ACTION REQUESTED:

Request for Approval of Child Care Budget Summary Amendment

DESCRIPTION OF ACTION (dollar amount, purpose):

A budget amendment is necessary to increase Independent Living as an increased number of children have been placed here.

Decrease Family Foster Care \$100,000
Decrease Institutional Care \$399,000
Increase Independent Living \$499,000

TIME FRAME OF ACTION:

May 1, 2018

FUNDING SOURCE & BUDGET CHANGES:

No change in total funding amount

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Susan Sayles, Finance Services Administrator, (269) 383-6415



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Signature of Household Hazardous Waste Program Amendment #2 with Twenty-five Municipalities and Amendment #1 with Two Municipalities for the Purpose of Collections and Disposal Costs

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of the following amendments 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.

DESCRIPTION OF ACTION (dollar amount, purpose):

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 amendments adhere to the Household Hazardous Waste fees for FY18 that were approved by the Board on November 7, 2017, for the purpose of supporting HHW program operations, including being open on ten (10) Saturdays throughout the fiscal year.

GOVERNMENTAL UNITS AND FUNDING for Amendment #2

1. Alamo Township \$2,800.00
2. Alma Township \$6,300.00
3. Antwerp Township \$7,800.00
4. Village of Augusta \$500.00
5. Berrien County \$1,500.00

6. Brady Township \$3,000.00
7. Charleston Township \$1,600.00
8. Climax Township \$800.00
9. Village of Climax \$700.00
10. Comstock Township \$20,000.00
11. Cooper Township \$8,000.00
12. City of Kalamazoo \$42,500.00
13. Kalamazoo Township \$17,000.00
14. Oshtemo Township \$15,000.00
15. Pavilion Township \$5,200.00
16. Paw Paw Township \$3,950.00
17. PrairieRonde Township \$1,300.00
18. City of Portage \$41,000.00
19. Richland Township \$9,700.00
20. Village of Richland \$850.00
21. Ross Township \$3,500.00
22. Schoolcraft Township \$3,500.00
23. Village of Schoolcraft \$650.00
24. Texas Township \$15,000.00
25. Village of Vicksburg \$1,150.00

GOVERNMENTAL UNITS AND FUNDING for Amendment #1

1. City of Parchment \$2,200.00
2. Wakeshma Township \$1,000.00

TIME FRAME OF ACTION:

January 1, 2018 to December 31, 2018

FUNDING SOURCE & BUDGET CHANGES:

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 \$35.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive free collection services unless more funds are transferred to the county.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal – amendments to original contracts

ANY OTHER PERTINENT INFORMATION:

These amendments will allow the collection of household hazardous waste in 2018 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus reducing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval of the Statement of Grant Award, #2018-5 from the MI Aging & Adult Services Agency to the Region 3-A Area Agency on Aging for the Purpose of Supporting Older Adult Service Programs

SPECIFIC ACTION REQUESTED:

HCS Administration requests board approval to accept a Statement of Grant Award 2018-5 from the MI Aging & Adult Services Agency to the Kalamazoo County Health & Community Services Dept., Region 3A Area Agency on Aging to support older adult service programs.

DESCRIPTION OF ACTION (dollar amount, purpose):

This grant award reflects the amount of funds allocated for the 2018 fiscal year via state sources in the amount of \$437,514. This brings the total fiscal year 2018 award of state and federal funds amount up to \$1,321,150. Acceptance of this funding allows the continued provision of a range of services designed to help older adults in the community which are provided by the AAALIA and community partners.

TIME FRAME OF ACTION:

SGA #2018-5 October 1, 2017 through September 30, 2018

FUNDING SOURCE & BUDGET CHANGES:

The funding represents allocations from the federal Older Americans Act and the Older Michiganian's Act through the MI Aging & Adult Services Agency.

Grant Funding Information

Grant Title: State of Grant Award
Grantor Agency: Michigan Department of Health & Human Services, Aging & Adult Services Agency
Grant Period: 10/01/2017-09/30/2018
CFDA #:
Program Name: Region 3-A Area Agency on Aging
Program:
Grant ID: 20180434;E20182798
Originating Funding Source:

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Continuation

ANY OTHER PERTINENT INFORMATION:

This represents the fifth of multiple awards expected throughout the course of the fiscal year. This funding represents a portion of the FY18 Annual Implementation Plan approved by the Board at the 6/20/2017 meeting.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Signature of Agreement between Walgreens and the Health & Community Services Department for the Purpose of HIV Testing and Counseling Services at Designated Walgreens Store

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature 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:

04/04/18 through 04/04/19

FUNDING SOURCE & BUDGET CHANGES:

No additional funding or costs 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:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval of Amendment #1 and #2 to the 2017-18 Comprehensive Agreement with the Michigan Department of Health & Human Services for the Purpose of Funding for Programs and Services

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of Amendment #1 and #2 to the FY 0217-18 Comprehensive Agreement with the Michigan Department of Health & Humans Services (MDHHS) for the purpose of funding for programs and services.

DESCRIPTION OF ACTION (dollar amount, purpose):

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 #1 and #2 is outlined below:

Amendment #1: The purpose of Amendment #1 is to reduce the total funding to Kalamazoo County Health & Community Services by \$38,785. The Breast & Cervical Cancer Control Coordination program will be reduced by \$69,085, the Public Health Emergency Preparedness (PHEP) 10/1/17 – 6/30/18 will receive an additional \$7,500 and the new HIV Data to Care program will receive \$22,800.

Amendment #2: The purpose of Amendment #2 is to award Kalamazoo County Health & Community Services \$9,000. This funding increases the STD Enhanced Surveillance Project.

The total reduction in funding for the two Amendments is \$29,785.

The total funding for the FY2017/2018 Comprehensive Agreement decreased from \$4,561,158 to \$4,531,373.

TIME FRAME OF ACTION:

This action covers the Fiscal Year of October 1, 2017 through September 30, 2018

FUNDING SOURCE & BUDGET CHANGES:

Grant Funding Information

Grant Title: Comprehensive Agreement
Grantor Agency: Michigan department of Health & Human Services (MDHHS)
Grant Period: 10/01/2017 - 09/30/2018
CFDA #:
Program Name: Kalamazoo County Health & Community Services Department
Program:
Grant ID: 20180076

Originating Funding Source: Federal and State funds contracted via the Michigan Department of Health & Human Services.

Budget Changes:

Account Name	Account Number	Increase/Decrease	Amount
Unspecified Grants	302-999-680.02	INCREASE	22,800.00
Appropriations	302-999-969.00	INCREASE	22,800.00

PERSONNEL IF REQUIRED:

ELIMINATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
302-170	10069-002	Prevention Specialist	K07	.20	\$41,704.00- \$51,230.40	5-02-2018

CREATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
690-004	10069-002	Prevention Specialist	K07	.20	\$41,704.00- \$51,230.40	5-02-2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

HCS received the initial funding reduction of the BCCNP program in September 2017. KCBOC approved on 9/19/17 a reduction of personnel and related operating expenses, to address the funding issue at that time, versus waiting for MDHHS notification to adjust the budget mid fiscal year.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and signature for Purchase of Service (PSA) Agreement with The Regents of the University of Michigan and Kalamazoo County Government through the Michigan Health Endowment Fund for the Purpose of Continued Implementation of a Father-Engagement Curriculum through the Fatherhood Program

SPECIFIC ACTION REQUESTED:

HCS Administration request Board approval and signature for Public Service Agreement with The Regents of the University of Michigan and Kalamazoo County Government through the Michigan Health Endowment Fund for the purpose of continued implementation of a father-engagement curriculum through the HCS Maternal and Child Health Unit's Fatherhood Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

The HCS Maternal and Child Health Unit's Fatherhood Program conducts education and outreach activities with community home visitation partners to enroll fathers. Home visitation sessions focused on parent education and related to the safe care of infants will be conducted. Group educational opportunities utilizing the evidence-based curriculum (24/7 DAD) will also be conducted. The Kalamazoo County Fatherhood program is one of several Michigan Fatherhood programs subcontracted with the University of Michigan to gather data promoting infant health and well-being by engaging fathers in home visitation programs. The University of Michigan's School of Social Work will compile data and evaluate the effectiveness of statewide fatherhood programs.

The total cost of work to be performed under the PSA is not to exceed \$15,000.

TIME FRAME OF ACTION:

April 1, 2018 – September 30, 2018

FUNDING SOURCE & BUDGET CHANGES:

Michigan Health Endowment Fund through a subcontract with the University of Michigan's School of Social Work.

Budget Changes:

Account Name	Account Number	Increase/Decrease	Amount
Local Grant Revenue	297-175-600.03	INCREASE	15,000.00
Special Project (MHEF)	297-175-957.36	INCREASE	15,000.00

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

The University of Michigan's School of Social Work applied for the Michigan Health Endowment Fund grant to evaluate statewide fatherhood programs to determine their effectiveness. Additional funds will support and enhance educational materials/opportunities and case management services currently being provided by the County's Fatherhood program through the United Way of Battle Creek and Kalamazoo Region grant.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Signature of Lease Agreement Amendment #1 with Robert L. Walton for the Purpose of WIC Program Services

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature for an amendment to the lease agreement in the WIC Program as a result of the County-wide merge with the Family Health Center:

- Robert L. Walton (Portage Rd. rental)

DESCRIPTION OF ACTION (dollar amount, purpose):

The WIC program serves pregnancy, breastfeeding and postpartum women, infants, and children to age 5. This amendment to the lease agreement will allow WIC families to continue to access services at the Portage Rd WIC site during the HCS building move to Alcott St site. The contract allocation is as follows:

- Robert L. Walton (Portage Rd rental) - \$1500/month extended through July 31. 2018.

TIME FRAME OF ACTION:

Original contract will be extended through July 31, 2018.

FUNDING SOURCE & BUDGET CHANGES:

The WIC Program is supported by the Michigan Department of Health & Human Services

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Amendment #1

ANY OTHER PERTINENT INFORMATION:

The amendment will allow WIC services to be continued through the timeframe established for the HCS move to Alcott St. site.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Signature of MOU
Amendment #1 with Family Health Center for the
Purpose of WIC Program Services

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature for an amendment to the Memorandum of Understanding (MOU) in the WIC Program as a result of the County-wide merge with the Family Health Center:

- Family Health Center (pass thru operating costs, and related repair & maintenance costs)

DESCRIPTION OF ACTION (dollar amount, purpose):

The WIC program serves pregnancy, breastfeeding and postpartum women, infants, and children to age 5. This amendment to the MOU will allow WIC families to continue to access services at the Portage Rd WIC site during the HCS building move to Alcott St site. The MOU allocation is as follows:

- Family Health Center – pass thru operating costs, and related repair & maintenance costs incurred at 2624 Portage Street WIC location to be extended through July 31, 2018.

TIME FRAME OF ACTION:

Original MOU will be extended through July 31, 2018.

FUNDING SOURCE & BUDGET CHANGES:

The WIC Program is supported by the Michigan Department of Health & Human Services

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Amendment #1

ANY OTHER PERTINENT INFORMATION:

The amendment will allow WIC services to be continued through the timeframe established for the HCS move to Alcott St. site.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Acceptance of Notice of Award from MDHHS with Kalamazoo County Health & Community Services Department for the Special Project "Non-Outbreak Local Health Department Intervention for Hepatitis A Workplan" and Request Approval of Position Increase in the Clinical Services Unit due to the Notice of Award

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and acceptance of notice of award from MDHHS with Kalamazoo County Health & Community Services Department for the special project "Non-Outbreak Local Health Department Intervention for Hepatitis A Workplan" in the amount of \$20,000. Due to the Notice of Award, HCS also requests Board approval of a temporary position increase in the clinical services unit by .20 FTE until September 30, 2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

This project funding of \$20,000 will allow for the HCS's Clinical Services Unit to utilize more staff time to schedule and advertise for Hepatitis A specific clinics throughout the community in order to reach the target population. The project funding is specifically for non-outbreak local health departments so preventative measures of education and outreach can take place to reach the target population.

TIME FRAME OF ACTION:

3/01/2018 - 9/30/2018

FUNDING SOURCE & BUDGET CHANGES:

Budget Changes:

Account Name	Account Number	Increase/Decrease	Amount
STATE GRANT REVENUE	221-225-600.02	INCREASE	20,000.00
SALARIES	221-225-704.00	INCREASE	4,000.00
FRINGES	221-225-710.00	INCREASE	1,500.00
SPECIAL PROJECTS	221-225-957.34	INCREASE	14,500.00

Funding from the Michigan Department of Health & Human Services (MDHHS)

PERSONNEL IF REQUIRED:

CREATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
221-225	10926-001	Public Health Specialist	K07	.20	\$20.05-\$24.63	04/18/2018-09/30/2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval of signature of a Memorandum of Understanding with the Administration of Kalamazoo County Juvenile Home and the Kalamazoo County Health & Community Services Department for the Purpose of Providing Education and Services to Residents of the Juvenile Home by the Fatherhood Initiative

SPECIFIC ACTION REQUESTED:

HCS Administration requests approval of signature of a Memorandum of Understanding (MOU) with the Administration of Kalamazoo County Juvenile Home and Kalamazoo County Health and Community Services, for the purpose of providing education and services to residents of the Juvenile Home by the Fatherhood Initiative.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fatherhood Initiative plans to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on engaging fathers, potential future fathers and male caregivers in high-risk communities through educational opportunities. Kalamazoo County Juvenile Home will provide a meeting space for residents to participate in the educational opportunities.

TIME FRAME OF ACTION:

Effective April 17, 2018, and continues to be in effect until terminated by one or both parties.

FUNDING SOURCE & BUDGET CHANGES:

There is no funding being requested as a result of this MOU.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Request for Approval and Signature of License agreement with Geriatric Resource Network d/b/a Partnership for Healthy Aging for the purpose of Matter of Balance: Lay Leader Model training

SPECIFIC ACTION REQUESTED:

HCS Administration request for Approval and Signature of License Agreement with Geriatric Resource Network d/b/a Partnership for Healthy Aging for the purpose of Matter of Balance: Lay Leader Model training, with the HCS-Area Agency on Aging IIIA Unit.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval of this license agreement will allow HCS/AAIIIA Unit to meet the goal as stated in the 2018 Annual Implementation Plan, of providing Evidence-Based Disease Prevention programming approved by the Administration on Community Living, namely Matter of Balance: Lay Leader Model.

TIME FRAME OF ACTION:

The contract would be effective May 1, 2018, until either party decides to cancel the agreement with 30 days prior notice.

FUNDING SOURCE & BUDGET CHANGES:

There is no cost associated with this BAR request for the license.

The HCS-Area Agency on Aging IIIA Unit Matter of Balance program is supported by Michigan Aging & Adult Services Agency (federal funds) as well as a Gilmore Grant, which

expires September 30, 2018.

PERSONNEL IF REQUIRED:

The employee trained as the master trainer will move from fund code 282-154 to funding code 690-005 to allow for flexibility.

ELIMINATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
282-154	10743-012	SOCIAL WORKER	K07	1.0	\$41,704.00-\$51,230.40	05/01/2018

CREATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
690-005	10743-012	SOCIAL WORKER	K07	1.0	\$41,704.00-\$51,230.40	05/01/2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Previous master trainer for Matter of Balance retired last year, which requires the HCS/AAAIIA to establish a new master trainer to meet our Annual Implementation Plan and Grantor goals. Additionally, training for the Matter of Balance Master Trainer is only available twice a year.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Human Resources
PREPARED BY: Kristine Cunningham, Human Resources Director
SUBJECT: Request for Approval of contract with Cohl, Stoker & Toskey, PC for Workers' Compensation Legal Services

SPECIFIC ACTION REQUESTED:

Approval of contract with Cohl, Stoker & Toskey, P.C. for workers' compensation legal services. The legal services contract would be for two years beginning 7-1-18 through 6-30-20.

DESCRIPTION OF ACTION (dollar amount, purpose):

We are requesting approval to continue our partnership with Cohl, Stoker & Toskey, P.C. to provide workers' compensation legal services for all workers' compensation related claims. Cohl, Stoker & Toskey, P.C. would represent Kalamazoo County at all legal proceedings pertaining to workers' compensation and provide legal advice regarding claims.

The amount for legal services will be at a rate of \$125.00 per hour plus expenses. Consistent with our current agreement for labor services, there will be no charge for mileage or attorney time for travel from their office to County offices. Annualized costs will depend upon the amount of workers' compensation claims that require legal attention.

TIME FRAME OF ACTION:

July 1, 2018 through June 30, 2020

FUNDING SOURCE & BUDGET CHANGES:

Employee Benefits Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Kristine Cunningham, Director, 269-384-8100



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Human Resources
PREPARED BY: Kristine Cunningham, Human Resources Director
SUBJECT: Request for Approval of Lease Agreement with Ricoh USA for Copy Machine

SPECIFIC ACTION REQUESTED:

Approval of lease agreement with Ricoh USA Inc. for a copy machine in the Human Resources Department.

DESCRIPTION OF ACTION (dollar amount, purpose):

Human Resources is in need of a confidential copy machine that has the ability to perform necessary copy functions to suit our business needs. This machine will aid the department during investigations, FOIA requests, union negotiations, meetings with outside vendors and in copying personnel files for employees.

This lease agreement is \$90.70/month for 60 months. The monthly price includes labor, parts, toner and staples.

TIME FRAME OF ACTION:

Effective 5/2/2018 through 5/1/2023

FUNDING SOURCE & BUDGET CHANGES:

Human Resources Operating Budget (101-226)

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Purchasing assisted in obtaining quotes for this product. This lease was the best economical choice for the Human Resources Department.

CONTACT PERSON:

Kristine Cunningham, Director, 269-384-8100



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Human Resources
PREPARED BY: Kristine D. Cunningham, Human Resources Director
SUBJECT: Approval of changes to Personnel Policy 4.07 (C) - Bereavement - Sick Leave

SPECIFIC ACTION REQUESTED:

Approval of changes to Personnel Policy 4.07 (C) - Bereavement - Sick Leave.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed changes provide a more detailed description for employee's who choose to utilize sick leave for bereavement purposes. These policy changes are based on other County/City policies throughout Michigan. Labor Counsel has reviewed the proposed policy changes.

TIME FRAME OF ACTION:

Effective immediately.

FUNDING SOURCE & BUDGET CHANGES:

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Kristine Cunningham, Director, 269-384-8100

PERSONNEL POLICY 4.07 (C)

4. BEREAVEMENT – SICK LEAVE

~~An employee eligible for sick leave with pay may use such sick leave when arranged for and approved by the Department Head/Court Administrator/Elected Official.~~The Department Head/Court Administrator/Elected Official shall offer three (3) to five (5) consecutive sick leave days when death occurs in the employee's immediate family (current spouse, children, step children, parents, foster children, step parents, foster parents, brothers, sisters, current mother-in-law, current father-in-law, current sister-in-law, current brother-in-law, current son-in-law, current daughter-in-law, grandparents, grandchildren, and any persons for whom financial or physical care is the employee's principal responsibility). For out-of-state funerals, employees shall be permitted to take up to two (2) additional days leave of absence (using accumulated annual leave).

NOTE: The employee may choose to take less time off for bereavement purposes.

Additional leave (using accumulated annual leave) may be granted at the discretion of the Department Head/Court Administrator/Elected Official.

Upon request by the Department Head/Court Administrator/Elected Official, bereavement leave shall be substantiated by documentation.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Human Resources
PREPARED BY: Kristine D. Cunningham, Human Resources Director
SUBJECT: Request for Approval of the Creation of Personnel Policy 3.09 – Trauma Informed Organization

SPECIFIC ACTION REQUESTED:

Request for Approval of the Creation of Personnel Policy 3.09 – Trauma Informed Organization

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed personnel policy reflects the County's commitment to becoming a "Trauma Informed Organization" and outlines the expectations of how the County will operate utilizing a trauma-informed lense.

TIME FRAME OF ACTION:

Effective May 2, 2018

FUNDING SOURCE & BUDGET CHANGES:

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Kristine Cunningham, Director, 269-384-8100

SECTION 3	WORKPLACE ENVIRONMENT POLICIES			
3.09	TRAUMA INFORMED ORGANIZATION			
Approved by BOC on:		Effective Date:		Supersedes: N/A

Kalamazoo County Government is committed to being a trauma-informed organization. We assume that everyone may have experienced trauma, including the people we serve, employees, and anyone else we encounter while conducting County business.

Definitions of trauma: Individual trauma (“IT”) results from an event, series of events, or ongoing situation that is experienced by an individual as physically or emotionally harmful or threatening and has lasting adverse effects on the individuals’ functioning and physical, social, emotional well-being resulting in extreme stress that overwhelms a person’s ability to cope and may have short-or long-term effects. Vicarious trauma (“VT”) results from the occupational exposure of staff employed in victim services, emergency medical services, law enforcement, healthcare, etc. to the traumatic experiences of others.

We believe that healthy relationships are a vehicle for healing trauma. Therefore, it is our intention to:

- Raise awareness of employees and supervisors of recognizing warning signs or symptoms of IT and VT. This will include training and professional development to identify the symptoms of, and which promote the understanding of, traumatic stress. The goal is to assist employees and supervisors to recognize symptoms and behaviors are often attempts to cope with trauma and to maintain self-awareness of our behavior, attitudes, and emotions and their impact on the people around us.
- Promote a workplace culture of caring, and emotional and social support from co-employees and supervisors. This will include: 1. a workplace culture which is accepting of individual differences and adjusts responses in a way that acknowledges and appreciates the other person’s perspective. 2. a workplace culture that recognizes, respects, and builds upon individuals’ strengths, abilities, and potentials; 3. a workplace that seeks to maintain an environment which fosters connection and cohesion among employees.
- Inform employees of sources of support available to reduce traumatic stress, or to reduce the effects of IT or VT. This will include, but is not limited to:
 - Raising employees’ awareness of professional and personal self-care strategies for addressing VT.
 - Encourage employees practice self-care and provide opportunities and resources that promote and support self-care.
 - Encourage relationships that are a vehicle for healing.
 - Ensure that employees do not have to disclose trauma in order to receive trauma-informed services.

- Provide a confidential employee assistance program competent to address IT and VT issues and which provides referrals to helpful services.

To facilitate this policy, the County will

- Periodically evaluate the extent to which the County policies and procedures are trauma-informed and identify the County's strengths and barriers.
- Adopt approaches that prevent and address staff IT and VT – including encouraging wellness self-care initiatives and maintaining an EAP program.
- Provide trauma-informed training for staff and reinforce as needed.
 - Ensure that all employees receive information on the ACEs score and how they can seek assistance from various counseling services.
 - Ensure that all supervisors attend a Trauma-Informed training and have an awareness of the resources available to them to proactively assist their staff, understand compassion fatigue related to their work, and how to adopt self-care practices.
- Maintain community partnerships that assist the County's trauma informed organization and promote a trauma-informed community as a whole.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Probate Court
PREPARED BY: Steve Burnham, Probate Register
SUBJECT: Request for approval of Ricoh USA Inc. Lease and Maintenance Agreement for a Multi-Functional Printer

SPECIFIC ACTION REQUESTED:

Request for approval of Ricoh USA Inc. Lease and Maintenance Agreement for a Multi-Functional Printer

DESCRIPTION OF ACTION (dollar amount, purpose):

The lease and maintenance agreement with Ricoh USA Inc. will add one Multi-Functional Printer (MFP) to the Probate Court at the Gull Road Justice Complex. The lease cost is \$110.00 per month for a 48 month lease term. Each Black copy printed is priced at \$.006 per page.

TIME FRAME OF ACTION:

48 Months Lease with installation to be scheduled after signature of lease and maintenance agreement.

FUNDING SOURCE & BUDGET CHANGES:

101-148-941.00

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

The Purchasing Department received two quotes from the Probate Court. Purchasing received a matching quote from Ricoh USA, for a better quality machine.

CONTACT PERSON:

Steve Burnham, Probate Register/Attorney Referee, 269-383-8678



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Sheriff
PREPARED BY: James VanDyken, Undersheriff
SUBJECT: Request for Approval of Letters of Understanding with the City of Galesburg for the Purpose of Updating the Police Protection Agreement.

SPECIFIC ACTION REQUESTED:

Request for Approval of Letters of Understanding with the City of Galesburg for the Purpose of Updating the Police Protection Agreement

DESCRIPTION OF ACTION (dollar amount, purpose):

Request for approval of letters of understanding regarding amended March 2018 payment, retention of reports, evidence, and firearms

Letter of Understanding #1

As the contract between the County of Kalamazoo and the City of Galesburg, Michigan was signed on March 10, 2018-the amended amount owed for the month of March is as follows:

March 2018 monthly expense: \$7,416.20

This amount amends the contractual amount for the contract signed on the 10th day of March, and all subsequent months will follow the agreed upon amount of \$10,450.17 per month.

Letter of Understanding #2

This letter of understanding will encompass the guns, evidence and records secured for the City of Galesburg by the Kalamazoo County Sheriff's Office.

Prior to signing the police protection agreement on March 10, 2018, the Kalamazoo County Sheriff's Office took possession of evidence and police records from the Galesburg Police Department.

Any physical reports or "hard copies" will be maintained at the Kalamazoo County Sheriff's Office and may also be returned upon request within one (1) business day. The items of evidence will be maintained, released, and destroyed in accordance to the retention policy and with policies established and followed by the Kalamazoo County Sheriff's Office.

An itemized list of all weapons will be created and provided to both agencies, once the weapons have been received by the Kalamazoo County Sheriff's Office.

This Letter of Understanding should document that the Kalamazoo County Sheriff's Office will securely maintain these items, which can be returned to the City of Galesburg upon request within one (1) business day.

TIME FRAME OF ACTION:

March 10th, 2018 through June 30th, 2019

FUNDING SOURCE & BUDGET CHANGES:

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Jim VanDyken, Undersheriff



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse, Deputy County Administrator -
Internal Services
SUBJECT: Request for Approval of Disbursements

SPECIFIC ACTION REQUESTED:

Request for Approval of Disbursements

DESCRIPTION OF ACTION (dollar amount, purpose):

Request for Approval of Disbursements totaling \$1,669,611.22.

TIME FRAME OF ACTION:

Checks will be released 5/2/2018

FUNDING SOURCE & BUDGET CHANGES:

Please see claims list attached with Committee of the Whole agenda.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Amanda Morse, Deputy County Administrator, 269-384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 1, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Beth White, Corporation Counsel
SUBJECT: Request for Approval of a Lease between the City of Kalamazoo and Kalamazoo County Government for the Parcel of Land Commonly Known as "Bronson Park"

SPECIFIC ACTION REQUESTED:

Request for Approval of a Lease between the City of Kalamazoo and Kalamazoo County Government for the Parcel of Land Commonly Known as "Bronson Park"

DESCRIPTION OF ACTION (dollar amount, purpose):

Kalamazoo County Administration and the Corporation Counsel recommend that the Board of Commissioners authorize the Corporation Counsel to negotiate an extension of the Bronson Park Lease with the City of Kalamazoo.

Extending the Lease will allow the City of Kalamazoo to continue to operate and maintain the property as a park accessible to all citizens of Kalamazoo County. The negotiated lease extension will be established at a rate of \$1.00 for a period not to exceed three years.

TIME FRAME OF ACTION:

Immediately

FUNDING SOURCE & BUDGET CHANGES:

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Beth White, Corporate Counsel, 269-383-8968