

The seal of Clallam County Government is a semi-circular emblem. It features a stylized landscape with a mountain range in the background, a body of water in the middle ground, and a forest of evergreen trees in the foreground. The words "CLALLAM COUNTY GOVERNMENT" are written in a semi-circle along the top edge of the emblem.

**Board of  
Commissioners'  
Meeting**

**May 6, 2014**

**NOTICE AND AGENDA FOR  
MAY 6, 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, May 6, 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 25 Year Resolution Honoring Stella Chivikas
- B. Request for Approval of Resolution Declaring May 10, 2014 National Train Day
- C. Discover Kalamazoo Presentation

**CONSENT AGENDA**

- D. Request for Approval of 25 Year Resolution Honoring Denise Bowers

District Court

- E. Request for Approval of Elimination/Creation of Positions (General Fund)
- F. Request for Approval of Contract Amendment with Ronald Teesdale

Drain Commissioner

- G. Request for Approval Stormwater, Asset Management, and Wastewater (SAW) Grant Agreement with the Michigan Department of Environmental Quality (MDEQ)

Health & Community Services

- H. Request for Approval of the Michigan Energy Assistance Program (MEAP) Contract Amendment with Michigan Community Action Agency Association (MCAAA)
- I. Request for Approval of Agreement and Business Associate Agreement with Borgess Medical Center for Laboratory Services
- J. Request for Approval to Terminate the Contract for Professional Translation/Interpreting Services with Voices for Health
- K. Request for Approval to Designate Michigan State Housing Development (MSHDA) Authorized Official & Certifying Environmental Review Officer for the Community Development Block Grant (CDBG)
- L. Request for Approval of Salary Exception for a Senior Financial Analyst Position (General Fund)

Information Systems

M. Request for Approval of Competitive Adjustment for Enterprise Analyst Positions and Creation of .4 FTE Position (General Fund)

Michigan Works!

N. Request for Approval of Workforce Investment Action (WIA) Local Area Waiver for Sliding Scale Reimbursement for On-The-Job Training (OJT), 14-00

Planning & Community Development

O. Request for Approval of Kalamazoo Area Transportation Study (KATS) In-Kind Contribution for FY 2015 Unified Planning Work Program

Board of Commissioners

P. Request for Approval of Transfers and Disbursements

Q. Request for Request for Approval of Resolution Appointing Lynne Norman as Acting Public Health Officer

R. Request for Approval of Salary Override for Co-Deputy Director, Lynne Norman

S. Request for Approval of Amendment to Construction Management Agreement with American Village Builders (AVB)

T. Request for Approval to Assign American Village Builders (AVB) Contract to the Building Authority

U. Request for Approval of a Contract with Soils and Materials Engineers, Inc. (SME) for Soil Testing Services

V. Request for Approval to Assign Soils and Materials Engineers, Inc. (SME) Contract to the Building Authority

W. Request for Approval to Assign Tower Pinkster Titus Associates, Inc., to the Building Authority

**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*

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Dina Sutton  
Office Manager for Administrative Services

APRIL 30, 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



**RESOLUTION HONORING  
Stella Chivikas**

WHEREAS, Stella Chivikas has served the citizens of Kalamazoo County for twenty-five (25) years as of May 1, 2014; and

WHEREAS, Stella Chivikas has faithfully served as a Victim Advocate; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Stella Chivikas has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 May 6, 2014.

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Timothy A. Snow  
County Clerk/Register



Resolution in Declaring May 10, 2014 as National Train Day

WHEREAS, Kalamazoo has enjoyed uninterrupted passenger train service for more than a century and a half, and

WHEREAS, passenger trains provide a safe, efficient, and cost-effective travel option that reduces congestion on roads and in the skies, thus saving fuel and improving air quality; and

WHEREAS, passenger trains bring people from throughout the Midwest to enjoy Michigan's scenic attractions, festivals, and sporting events; and

WHEREAS, many in our student community depend on trains for travel between their homes and WMU or Kalamazoo College; and

WHEREAS, Kalamazoo has eight daily trains which last year saw over 356 travelers each day get on and off trains for travel to any of forty-nine Michigan communities or five-hundred locations across the country; and

WHEREAS, trains travel up to 110-mph between Kalamazoo and the Indiana state line, the first route outside of the eastern seaboard to achieve these speeds; and

WHEREAS, the recent acquisition by the State of Michigan of the track between Dearborn and Kalamazoo, combined with extensive upgrades over the next 2 years, will decrease travel times and increase reliability; and

WHEREAS, Kalamazoo's historic train station is a source of civic pride, a gateway to our area, and a tool for economic growth; and

WHEREAS, on May 10, 1869 the "golden spike" was driven into the final tie at Promontory Summit, Utah, to join the Central Pacific and the Union Pacific Railroads, ceremonially completing the first transcontinental railroad;


NOW, THEREFORE, be it proclaimed that I, David Maturen, Chair, Kalamazoo County Board of Commissioners, do hereby declare Saturday, May 10, 2014, as National Train Day and that Kalamazoo County will join cities and towns across the country in encouraging train travel as a smart travel choice and a vital part of our state's and nation's transportation system.

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 May 6, 2014.

\_\_\_\_\_  
Timothy A. Snow  
County Clerk/Register

**MEMORANDUM**

To: Peter Battani, Administrator/Controller – Kalamazoo County  
 From: Greg Ayers, President and CEO – Discover Kalamazoo   
 Re: Subject matter to consider in presentation to Kalamazoo County Board of Commissioners  
 Date: Wednesday, April 23, 2014

At the biannual presentation (November 19, 2013) to the Kalamazoo County Board of Commissioners, there was a request by at least two commissioners for us to provide some financial information in our next presentation (scheduled for May 6, 2014). After visiting with the Discover Kalamazoo Finance Committee, we are recommending the following information be presented and/or communicated:

- Rooms sold (surveyed information from Smith Travel Research) for the past three calendar years:

○ 2011	561,987	2012	576,036	2013	620,653
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- Revenue generated from the Kalamazoo County Accommodations Tax Collections:

○ 2011	\$2,111,250	2012	\$2,161,801	2013	\$2,362,029
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- In addition to Discover Kalamazoo, other recipients of the Kalamazoo County Accommodations Tax include the Kalamazoo County Parks & Recreation Department (used for operations and promotion) and the Kalamazoo County Treasurer's Office (administrative fee). The Discover Kalamazoo allocation includes \$50,000 annually for the Kalamazoo/Battle Creek International Airport for marketing and publicity (as outlined in our Management Agreement with the Kalamazoo County Board of Commissioners).
- Revenue, expenses and net gain (loss) for the past three calendar years:

○ <u>Total Revenue</u>					
2011	\$1,683,304	2012	\$1,720,061	2013	\$1,880,226
○ <u>Total Expenses</u>					
2011	\$1,576,340	2012	\$1,815,933	2013	\$1,859,869
○ <u>Net Gain (Loss)</u>					
2011	\$106,964	2012	(\$95,872)	2013	\$20,357
- Discover Kalamazoo maintains a Board Designated Operating Reserve Fund policy not to exceed 50% of the current year's allocation from the accommodation room tax receipts. These funds are available for covering operating commitments, emergencies and unforeseen financial obligations.
- Communicate the annual audit was accepted by the Discover Kalamazoo Board of Directors at its meeting on March 24, 2014 (and copies have been delivered to the County Administrator)

After discussion with you, I will then visit with County Commissioner Brandt Iden for his feedback, as well as sharing the plan with the Discover Kalamazoo Board of Directors for communicating this information to the Kalamazoo County Board of Commissioners. I look forward to the discussion!

GA/ms



**RESOLUTION HONORING  
Denise Bowers**

WHEREAS, Denise Bowers has served the citizens of Kalamazoo County for twenty-five (25) years as of May 1, 2014; and

WHEREAS, Denise Bowers has faithfully served as a Court Recorder/Judicial Aide; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Denise Bowers has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 May 6, 2014.

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Timothy A. Snow  
County Clerk/Register



**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 6, 2014**

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

**PREPARED BY: Tina L. Keifer, Court Administrator**

**SUBJECT:**

**Position Elimination – Senior Deputy Clerk D-15 10723-023 Vacant due to promotion  
Position Creation - Senior Deputy Clerk -LEIN D-16 New Position**

**SPECIFIC ACTION REQUESTED:**

Eliminate the following position:

Senior Deputy Clerk            10723-023        1.0        D-15 Position Vacant

Create the following position:

Senior Deputy Clerk-LEIN    10725            1.0        D-16

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

Additional cost to the District Court Budget in the amount of \$811.20 per year at the top step.

**TIME FRAME OF ACTION:**

Effective May 12, 2014

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

District Court Budget 101-136

**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)

Senior Deputy Clerk            10723-023        D-15    2013 Schedule \$26,603.20-\$32,240.00

Senior Deputy Clerk-LEIN    10725D-16        2013 Schedule \$27,268.80-\$33,051.20

**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:**

District Court currently has 3 desk positions (dispositions) with equal responsibilities. One of these positions is currently a D-16 and two are D-15. I propose to move a current D-16 position and create one new D-16 position to enable all three disposition desk positions to be filled with D-16's. This change would create fairness and equality within these positions.

\*\*District Court has approval of FOP Union to make this change.

**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:**

Tina L. Keifer, Court Administrator 269-384-8166

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 6, 2014**  
**DEPARTMENT: 8<sup>th</sup> District Court**

**PREPARED BY: Tina L. Keifer, Court Administrator**

**SUBJECT: Approval of amended of contract between County of Kalamazoo, 8<sup>th</sup> District Court and Ronald Teesdale.**

**SPECIFIC ACTION REQUESTED:**

Approval of contract between County of Kalamazoo, 8<sup>th</sup> District Court and Ronald Teesdale for private courier service of daily deposits from each court location to County Treasurer.

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

Cost is to be \$60 per day/two times per week.

**TIME FRAME OF ACTION:**

Amended Contract March 3, 2014 to March 2, 2015.

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

Funded through District Court budget

**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)

One position private contractor per contract

**NEW OR RENEWAL:**

Renewal

**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)

This contract was not bid out. Ronald Teesdale is a retired Portage Police Officer.

**CONTACT PERSON WITH PHONE NUMBER:**

Tina L. Keifer, Court Administrator 269-384-8166

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: May 6, 2014****DEPARTMENT: Office of the Drain Commissioner****PREPARED BY: Pat Crowley and Thom Canny****SUBJECT: Approval of Stormwater, Asset Management, and Wastewater (SAW) Grant****SPECIFIC ACTION REQUESTED:**

On November 19, 2014, the Kalamazoo County Board of Commissioners approved a resolution authorizing the Drain Commissioner to apply for two grants as part of the SAW Grant Agreement. The proposals that were submitted were selected for full funding. The State of Michigan sent the SAW Grant Agreement to the Drain Commissioner on April 15, 2014 and required a signature and immediate overnight return. The Drain Commissioner sought the advice of Corporation Counsel and was authorized to sign and return the Agreement. The Drain Commissioner now requests that the Board also formally adopt and approve the Grant Agreement as part of the Consent Agenda.

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

Grant A establishes an asset management plan for enclosed county drains. The grant is for \$189K and the match is \$21k for a total grant project of \$220k.

Grant B establishes a storm water management plan for Davis Creek, targeting nonpoint sources of hydrocarbons and solvents. The grant is for \$76.5K and the match is \$8.5k for a total grant project of \$65k.

**TIME FRAME OF ACTION:**

Grant activity is scheduled from June 2014 to October 2016.

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

Grant match will be made up from either assessments or the Drain Office storm water budget depending on the type of activity. No additional funding will be required from general fund.

**PERSONNEL IF REQUIRED: None****NEW OR RENEWAL OR AMENDMENT: 2 New projects****ANY OTHER PERTINENT INFORMATION: Please call if questions.****PROCUREMENT INFORMATION:**

We are always mindful of the benefits of hiring local sub-contractors.

**CONTACT PERSONS WITH PHONE NUMBERS: Pat 384-8116, Thom 383-8968**



Kalamazoo County

# Health & Community Services

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

H.-L.

**DATE:** May 6, 2014  
**TO:** County Board of Commissioners  
**FROM:** Joshua Jacobs, Acting Health Officer  
**RE:** ITEMS FOR YOUR CONSIDERATION

**A. ACCEPTANCE OF CONTRACT AMENDMENT TO GRANT AWARD FOR FY 2013-2014 FOR THE MICHIGAN ENERGY ASSISTANCE PROGRAM (MEAP) FROM THE MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION (MCAAA).**

**ACTION REQUESTED**

HCS Administration requests Board approval to accept the contract amendment for the MEAP Grant from the Michigan Community Action Agency Association for the Kalamazoo County Community Action Agency. This amendment is an increase of funding in the amount of \$7,172. The funding period is November 13, 2013 - August 31, 2014.

**DESCRIPTION OF SUBJECT**

The purpose of these funds is to intervene in energy crisis situations and provide energy assistant program services that will help eligible low-income households meet home energy costs for their primary residence. This is accomplished through payment or partial payment of bills for electricity, natural gas, propane, heating oil, or any other type of fuel used to heat the primary residence of a vulnerable Kalamazoo County resident during the 2013-2014 heating season.

**RELATIONSHIP TO GOAL**

The Health and Community Services Department has defined the overall goal of the Community Action Agency as improvement of the life conditions of the families served. These funds will assist in keeping our low-income families warm this heating season and as a means to increase self-sufficiency.

**FUNDING SOURCE**

No County funds are required as a result of this request. Funding is designated from the Michigan Energy Assistance Program (MEAP), administered and distributed by the

Michigan Community Action Agency Association (MCAAA). This amendment will bring the full award amount to \$235,112 for the 2013/2014 award year.

### **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/CAA Supervisor, at 373-5061 or at [kaphil@kalamazoo.org](mailto:kaphil@kalamazoo.org).

## **B. APPROVAL OF AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES AND BORGESS MEDICAL CENTER FOR LABORATORY SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Service Agreement and Business Associate Agreement (BAA) with Borgess Medical Center for laboratory services. This agreement is effective April 1, 2014 – March 31, 2015, with an option for automatic renewal for two additional one year terms.

### **DESCRIPTION OF SUBJECT**

Many HCS clinics use Borgess Medical Center for Laboratory Services. There are specific lab services that are not available within the HCS Laboratory and are specific health plans that require labs to be completed by Borgess Laboratories.

### **RELATIONSHIP TO GOALS**

Certain laboratory tests relate to the provision of high quality clinical services. The overall health of the community can be improved by reducing preventable disabilities and deaths and promote healthy lifestyles and choices.

### **FUNDING SOURCE**

Funding is from the County's general fund, as a part of HCS programs annual budgets. Not additional funding is required as a result of 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 Lynne Norman, Division Manager, Clinical Services at 373-5237 or [ldnorm@kalamazoo.org](mailto:ldnorm@kalamazoo.org)

**C. APPROVAL TO TERMINATE THE CONTRACT FOR PROFESSIONAL TRANSLATION/INTERPRETING SERVICES BETWEEN VOICES FOR HEALTH AND THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT**

**ACTION REQUESTED**

HCS Administration requests Board approval to terminate the service contract with Voices for Health, which provides language translation and interpreting services. This contract was approved by the BOC at the August 3, 2011.

**DESCRIPTION OF SUBJECT**

The contract with Voices for Health provides for translation services and interpretation on a case by case basis. These services have been used in a limited manner in past years and with the availability of community & local resources that are now available to HCS programs there is no need to continue this service agreement. The contract will now end July 6, 2014, as is dictated by the terms of the contract.

**RELATIONSHIP TO GOALS**

Not applicable

**FUNDING SOURCE**

No County funds are required as a result of this action.

**PERSONNEL**

There are no new personnel required.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Lucinda Stinson, Health Promotion Disease Prevention Division Manager, at 373-5012 or at [lmstin@kalamazoo.org](mailto:lmstin@kalamazoo.org)

**D. DESIGNATION OF MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) AUTHORIZED OFFICIAL AND THE CERTIFYING ENVIRONMENTAL REVIEW OFFICER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT**

**ACTION REQUESTED**

HCS Administration requests the County Board to designate the following individuals from the Health and Community Services Department, to the designated roles as required for all CDBG/MSHDA funds on behalf of the County governing board to MSHDA:

- Authorized Official – Tammy A. Lahman, Deputy Director HCS-FMS
- Environmental Review Certifying Officer – Lucinda M. Stinson, HCS  
Co-Deputy Director (Community Services)

**DESCRIPTION OF SUBJECT**

The CDBG grant allows for the rehab of 6 low-income homes and emergency repairs on 9 additional units.

This action allows for the appropriate roles to be filled in order to continue to sign and submit CDBG/MSHDA grant related documents. These designations are necessary due to the departure of Acting Health Officer, Joshua Jacobs.

The designated official will be authorized to electronically submit grant related reports, forms, and other documents to MSHDA on behalf of the CBOC. The Certifying Environmental Review Officer ensures that an environmental review has been completed and that the federal standards have been met for rehabilitation work.

**RELATIONSHIP TO GOALS**

This award will allow the HCS – Community Action Agency to complete 6 CDBG Rehabilitation projects on low income housing within the County of Kalamazoo and additionally provide emergency repairs on 9 low income units.

**FUNDING SOURCE**

There are no County funds associated with this request. All funding for the CDBG Program is from the Michigan State Housing Development Authority and is designated for the specific purpose of rehabilitation of low income housing.



## **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, 373-5101 or [arleve@kalcounty.com](mailto:arleve@kalcounty.com).

## **E. APPROVAL OF SALARY EXCEPTION FOR HEALTH & COMMUNITY SERVICES DEPARTMENT, SENIOR FINANCIAL ANALYST POSITION**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a K7E salary exception hiring placement for a Senior Financial Analyst position in the Financial Management Services Unit.

### **DESCRIPTION OF SUBJECT**

A salary exception is requested to hire a Senior Financial Analyst candidate to fill a vacancy in the HCS Financial Management Services Unit. The candidate would be placed at the E step (\$42,265.60).

The position to be filled has been vacant since January 1<sup>st</sup> and as a result of this vacancy plus a leave of absence in the unit, numerous extension requests have been filed with State funding sources for the completion of required budgets and reports and other financial projects have been put on hold. With this potential hire, it is estimated that it will take the remainder of the summer to catch up to normal workloads and deadlines.

The current candidate is the result of a second posting/advertising attempt. The first posting yielded three qualified applicants, all of whom dropped out of consideration due to this position's salary limitations.

### **RELATIONSHIP TO GOALS**

Financial Management Services staff supports all HCS programs in meeting the financial requirements of the programs/services offered.

### **FUNDING SOURCE**

The position to be filled is authorized in the HCS Administration account and is supported by the general fund. This request is covered by the current authorized budget and would not require additional funding support.

**PERSONNEL**

Not applicable.

**ISSUES/CONCERNS**

None at this time.

Please contact Tamara Lahman 373-5257 or [talahm@kalcounty.com](mailto:talahm@kalcounty.com) if you have questions or require additional information.

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: May 6, 2014****DEPARTMENT: Information Systems****PREPARED BY: Lisa Thompson****SUBJECT: Approval of Competitive Adjustment for Enterprise Analyst positions and increase of one Part-Time Position to Full-Time****SPECIFIC ACTION REQUESTED:**Based on the statistics provided at the April 15<sup>th</sup> Committee of the Whole meeting, we recommend the following:

- 1) Restoration of the market exception of 20% for the Sr. Enterprise Analyst positions and 19% for the Enterprise Analyst effective May 7, 2014
- 2) Increase Enterprise Analyst position from .6 FTE (part-time) to 1.0 FTE (full-time)

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

Competitive adjustment to be effective 5/7/14.

Part-time to full-time change to be effective week of 5/12/14.

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

101-228

**PERSONNEL IF REQUIRED:**

Create:

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>FTE</u>	<u>Salary/Fringe</u>	<u>Account #</u>
10079-005	Enterprise Specialist/Analyst	K08	.4 fte	\$22,225.26	101-228-704.00

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Lisa Thompson, IS Director, 383-8989, llthom@kalcounty.com

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 6, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act (WIA) Local Area Waiver for sliding scale reimbursement for On-The-Job Training (OJT), 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act (WIA) Local Area Waiver Availability and Request Process for Program Years (PY 2013-2016 Request 14-00

DESCRIPTION OF ACTION (dollar amount, purpose): N/A

The Kalamazoo-St. Joseph Michigan Works! Area is requesting a local level waiver from the Workforce Development Agency (WDA) to allow Kalamazoo-St. Joseph Michigan Works!/W. E. Upjohn Institute to implement the following to the WIA Dislocated Worker and Adult programs.

1. Waiver of WIA Section 101 (31)(B) to increase employer reimbursement for On-the-Job training (OJT). This waiver permits reimbursement on a sliding scale based on either of the following:
  - a. The size of the employer. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for employers with 50 or fewer employees and,
    - ii. Up to 75 percent of employers with 51-250 employees.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for employers with more than 250 employees.
  - b. The length of the individual's unemployment. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for individuals who have been unemployed for 52 weeks or more, and
    - ii. Up to 75 percent for individuals who have been unemployed for a period of 16-51 weeks.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for individuals who have been unemployed for a period of less than 16 weeks.

TIME FRAME OF ACTION: July 1, 2013 through June 30, 2017

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

**PLEASE ATTACH ALL NECESSARY INFORMATION  
i.e. Agreements/Contracts/Applications**

J:\Annex\PLANS\Plan Approval Process\Board of Commissioners Forms\Board Agenda Request Form\14-00 WIA Local area  
waiver availability and request.doc



# Workforce Development Board

## Workforce Investment Act (WIA) Local Area Waiver for sliding scale reimbursement for On-The-Job Training (OJT)

The Kalamazoo-St. Joseph Michigan Works! Area is requesting a local level waiver from the Workforce Development Agency (WDA) to allow Kalamazoo-St. Joseph Michigan Works!/W. E. Upjohn Institute to implement the following to the WIA Dislocated Worker and Adult programs.

1. Waiver of WIA Section 101 (31)(B) to increase employer reimbursement for On-the-Job training (OJT). This waiver permits reimbursement on a sliding scale based on either of the following:
  - a. The size of the employer. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for employers with 50 or fewer employees and,
    - ii. Up to 75 percent of employers with 51-250 employees.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for employers with more than 250 employees.
  - b. The length of the individual's unemployment. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for individuals who have been unemployed for 52 weeks or more, and
    - ii. Up to 75 percent for individuals who have been unemployed for a period of 16-51 weeks.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for individuals who have been unemployed for a period of less than 16 weeks.

### **Outcomes to be achieved by Obtaining the Waiver**

- Increase the opportunities for employment for the long term unemployed.
- Increase the opportunity for smaller employers to be able to invest in an On-the-Job training.
- Increase employers who have not previously utilized On-the-Job training.

### **Technical Information**

<b>Program Titles</b>	Workforce Investment Act (WIA) Dislocated Worker, Adult and Youth programs
<b>Plan Number</b>	n/a
<b>Funding Sources</b>	WIA, Workforce Development Agency
<b>Funding Level</b>	n/a
<b>Duration</b>	July 1, 2013- June 30, 2017
<b>Reference</b>	Workforce Development Agency, Policy Issuance 13-04. Change 1, November 15, 2013
<b>CFDA Number</b>	17.258, 17.259, 17.278

J:\Annex\Waiver-Eligibility Requests\WIA Waivers\WIA OJT Sliding Scale Waiver\WIA OJT Sliding Scale Waiver, SOA



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties  
222 S. Westnedge Avenue, Kalamazoo, Michigan 49007-4628

## WIA OJT Sliding Scale Waiver Request

May 2014

The Kalamazoo-St. Joseph Michigan Works! Area is requesting a local level waiver to allow the use of sliding scale reimbursements for On-the-Job training for the WIA Dislocated Worker and Adult programs per WDA Policy Issuance 13-04, Change 1.

### **A. Statutory or regulatory requirement to be waived.**

The waiver that is being requested is as follows:

1. Waiver of WIA Section 101 (31)(B) to increase employer reimbursement for On-the-Job training (OJT). This waiver permits reimbursement on a sliding scale based on either of the following:
  - a. The size of the employer. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for employers with 50 or fewer employees and,
    - ii. Up to 75 percent of employers with 51-250 employees.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for employers with more than 250 employees.
  - b. The length of the individual's unemployment. The following reimbursement amounts will be permitted:
    - i. Up to 90 percent for individuals who have been unemployed for 52 weeks or more, and
    - ii. Up to 75 percent for individuals who have been unemployed for a period of 16-51 weeks.
    - iii. The current statutory requirement (50 percent reimbursement) continues to apply for individuals who have been unemployed for a period of less than 16 weeks.

### **B. The outcome(s) to be achieved by obtaining the waiver.**

The outcomes expected to be achieved by obtaining the waiver are:

- Increase the opportunities for employment for the long term unemployed.
- Increase the opportunity for smaller employers to be able to invest in an On-the-Job training.
- Increase employers who have not previously utilized On-the-Job training.

### **C. Process to ensure Accountability for Federal funds**

The Kalamazoo-St. Joseph Michigan Works Area follows local procurement procedures to ensure compliance with federal, state, and local procurement policies. Local MWA administrative staff conduct program and fiscal monitoring during the contract period.

The Workforce Development Board and the Administrative Board review fiscal and participant summary reports at their regular meetings. These reports reflect the total Michigan Works! Agency. The Administrative Board also reviews the annual audit of the Agency.

### **D. Public Comment**

Kalamazoo-St. Joseph Michigan Works! will invite public review and comment of the waiver request for a period of no less than three weeks. The waiver request will be available to the general public via the Kalamazoo-St. Joseph Michigan Works! web site, <http://michiganworkskalamazoo.org/plans.html>.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** May 6, 2014

**DEPARTMENT:** Planning and Community Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** KATS (Kalamazoo Area Transportation Study) In-kind Contribution for FY 2015 Unified Planning Work Program

**SPECIFIC ACTION REQUESTED:**

Approval of Assurances in support of in-kind contributions for KATS

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

KATS staff must satisfy federal and state requirements in the planning process in order to remain certified. Being certified allows federal transportation funding to come to Kalamazoo County for use by local county road and public transit agencies. KATS office operations are paid through Federal Highway Administration and Federal Transit Administration planning dollars.

The Assurance is provided in support of KATS's request to use in-kind contributions as match to their legislated funding. In the past, the Department of Planning and Community Development has reported to KATS the number of hours devoted to planning and transportation that relate to KATS's function, and KATS has counted the value of these hours as an in-kind contribution and a part of their match for funding.

In FY 2015, the in-kind contribution from the Department of Planning and Community development is estimated at \$6,000. If, for some reason, the Department does not meet this match, and other agency/municipalities also fall short of their match, there is a potential for KATS invoicing the difference of the pledged contribution and the realized contribution. The likelihood of this happening is very slim, but since there is a potential of a contractual expense of more than \$1,000, Board approval for the Assurance is hereby requested.

**TIME FRAME OF ACTION:**

Board approval of the Assurance is requested at the May 6, 2014 BOC meeting for the KATS FY 2015 (Oct 2014-September 2015)

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

In the unlikely event that in-kind contributions fall short of the \$6,000 value, the difference would be taken from the Planning Department budget (Acct nr 101-801-)

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

Renewal of agreement 05/07/2013



**ANY OTHER PERTINENT INFORMATION:**

The total amount of estimated third party in-kind contributions for the KATS FY 2014 Unified Planning Work program:

Kalamazoo County Road Commission	\$22,000
Van Buren County Road Commission	\$10,000
City of Kalamazoo	\$22,000
City of Portage	\$22,000
<b>Kalamazoo County (Planning Department)</b>	<b>\$ 6,000</b>
Western Michigan University	\$ 6,000
Comstock Township	\$ 2,000
Kalamazoo Township	\$ 2,000
Oshtemo Township	\$ 2,000
Texas Township	\$ 2,000
City of Galesburg	\$ 1,200
City of Parchment	\$ 1,200
Village of Augusta	\$ 1,200
Village of Climax	\$ 1,200
Village of Lawton	\$ 1,200
Village of Mattawan	\$ 1,200
Village of Paw Paw	\$ 1,200
Village of Richland	\$ 1,200
Village of Schoolcraft	\$ 1,200
Village of Vicksburg	\$ 1,200
Van Buren County	\$ 500
Alamo Township	\$ 100
Almena Township	\$ 100
Antwerp Township	\$ 100
Brady Township	\$ 100
Charleston Township	\$ 100
Climax Township	\$ 100
Cooper Township	\$ 100
Pavilion Township	\$ 100
Paw Paw Township	\$ 100
Prairie Ronde Township	\$ 100
Richland Township	\$ 100
Ross Township	\$ 100
Schoolcraft Township	\$ 100
Wakeshma Township	\$ 100
Waverly Township	\$ 100
<hr/> Estimated FY 2015 Contributions Total	<hr/> \$110,000

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Please contact Lotta Jarnefelt, ph. 384-8115 or [LMJARN@kalcounty.com](mailto:LMJARN@kalcounty.com)

RESOLUTION APPOINTING LYNNE NORMAN  
ACTING PUBLIC HEALTH OFFICER FOR KALAMAZOO COUNTY

**WHEREAS**, The Kalamazoo County Health and Community Services Department serves as the local Public Health Department for Kalamazoo County; and

**WHEREAS**, Joshua Jacobs has served as the Deputy Director/Health Officer of the Kalamazoo County Health and Community Services Department since March 2013 and is leaving the County on May 6, 2014; and

**WHEREAS**, Lynne Norman has served as the Clinical Services Division Manager of the Kalamazoo County Health and Community Services Department since January 23, 2014 and has worked for Kalamazoo County since 1999.

**NOW THEREFORE BE IT RESOLVED**, that the Kalamazoo County Board of Commissioners supports the approval of Lynne Norman as the Acting Public Health Officer for Kalamazoo County effective May 6, 2014.

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 May 6t, 2014.

\_\_\_\_\_  
Timothy A. Snow  
County Clerk/Register