

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green field at the bottom, and a central blue river winding through a landscape with yellow trees and a city skyline. The words "KALAMAZOO COUNTY GOVERNMENT" are written in a light blue arc across the top of the shield.

**Board of  
Commissioners'  
Meeting**

**May 17, 2016**

**NOTICE AND AGENDA FOR  
MAY 17, 2016 MEETING  
OF THE  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, May 17, 2016, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A. Discover Kalamazoo Presentation

**CONSENT AGENDA**

Administration

- B. Request of Approval of Elimination/Creation of Positions

Circuit Court

- C. Request for Approval of Elimination/Creation of Positions

Finance

- D. Request for Approval of an Agreement with Thomson Reuters

Health & Community Services

- E. Request for Approval of a Grant Agreement with Michigan Medicare/Medicaid Assistance Program (MMA) for the State Health Insurance Assistance Program (SHIP)
- F. Request for Approval of a Medicare Application to the U.S. Department of Health & Human Services – Centers for Medicare & Medicaid Services (CMS) for Diabetes Self Management Training (DSMT) and Medical Nutrition Therapy
- G. Request for Approval of Veterans Health Administration Provider Agreement & Application for Furnishing Long-Term Care Services (Form 10-10145)
- H. Request for Approval to Accept CSBG 14-39015 Community Services Block Grant (CSBG) Notice of Funds Available (NFA) #8 from the Michigan Department of Health & Human Services (MDHHS) Bureau of Community Action & Economic Opportunity
- I. Request for Approval of Notice of Funds Available #7 to the Agreement for the DOE 13-39015 Weatherization Assistance Program from the Michigan Department of Health & Human Services (MDHHS)
- J. Request for Approval of a Contract with Kalamazoo Valley Community College (KVCC) Promise Program for Delivery of Financial Assistance to Resolve Educational Barriers

- K. Request for Approval of Notice of Funds Available (NFA) #5 to the Agreement for LIHEAP 13-39015 Weatherization Assistance Program from the Michigan Department of Health & Human Services (MDHHS)
- L. Request for Approval of the 2016 Department of Energy (DOE) Weatherization Assistance Program Agreement WAP 16-39015 with the Michigan Department of Health & Human Services (MDHHS)
- M. Request for Approval to Apply for Grant Funding from the Michigan Health Endowment Fund in Support of Community Fatherhood Initiative
- N. Request for Approval of Paid Internship Position for Support to the STD Health Coalition (grant funds)
- O. Request for Approval of a Contract with Family Health Center for Rental of Dental Equipment at the Edison School Based Health Clinic
- P. Request for Approval of Elimination/Creation of Positions
- Q. Request for Approval of Alignment to Board Member's Terms of Service for the Community Action Tripartite Advisory Board (CATAB)

Human Resources

- R. Request for Approval of a Contract with C2 Consulting for Kalamazoo County Government Leadership Academy
- S. Request for Approval of a Contract with C2 Consulting for 2016 Leadership vs. Management Training

Michigan Works!

- T. Request for Approval of Trade Adjustment Assistance (TAA) Business Services Employer-Based Training Funding

Sheriff

- U. Request for Approval of Asset Recovery & Management Services Agreement with Concierge Corrections, LLC
- V. Request for Approval of a Contract with Maxim for Temporary Nurses at the Jail

Board of Commissioners

- W. Request for Approval of Transfers and Disbursements
- X. Request for Approval of Appointments to Various Advisory Boards
- Y. Request for Approval of a Contract with Eckert Wordell

**NON-CONSENT AGENDA ITEMS**

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

ITEM 9 Old Business

Z. Request for Approval of Resolution Declaring June 2, 2016 National Gun Violence Awareness Day

- 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

MAY 11, 2016

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

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:**     **May 17, 2016**

**DEPARTMENT:**     **Administrative Services**

**PREPARED BY:**     **Thom Canny, Tracie Moored & John Faul**

**SUBJECT:**             **Position Creation/Elimination**

**SPECIFIC ACTION REQUESTED:**

We are requesting the elimination of a 0.35 FTE Senior Finance Clerk (10426) and creation of a 0.5 FTE Assistant Corporation Counsel (10193-003).

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

The Finance Office has a vacant 0.35 FTE Senior Finance Clerk position that has not been utilized since August of 2015. Previous position eliminations and creations have resulted in a reduction in total FTE. Administrative Services currently has a 0.5 FTE Assistant Corporation Counsel position and needs to increase that position to a 1.0 FTE. These eliminations and the position creation will result in no additional FTE in General Fund but a potential annual salary increase of \$7,597.20 - \$10,242.96.

**TIME FRAME OF ACTION:**

Effective 5/18/2016.

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

General Fund

**PERSONNEL IF REQUIRED:**

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

Eliminate:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Eff Date
101-223	10426	Senior Finance Clerk	K03	0.35	\$8,925.28 - \$12,0412.12	5/18/2016

Create:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Eff Date
101-104	10193-003	Assistant Corporation Counsel	K10	0.5	\$25,438.40 - \$34,330.40	5/18/2016

**NEW OR 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)

**CONTACT PERSON WITH PHONE NUMBER:**

Thom Canny 383-8968

Tracie Moored 383-8843

John Faul 383-8908

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 17, 2016**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: Elimination/Creation of Positions**

**SPECIFIC ACTION REQUESTED:**

The Circuit Court is requesting the creation of two positions with the elimination of three.

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

**TIME FRAME OF ACTION:**

This would be effective May 16, 2016

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

The positions eliminated are funded through the child care fund which is 50% State and 50% 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)

**CREATE:**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	36,753.60-49,608.00	1.0	101-132-704.00
10132-00X	Psychologist	k10	50,876.80-68,660.80	1.0	292-662-704.00

**ELIMINATE:**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	36,753.60-49,608.00	.5	101-132-704.00
				.5	292-676-704.00
10685-001	Prog Mgr-Youth Systems Dev	k09	46,384.00-62,628.80	1.0	292-662-704.00
10132-002	Psychologist	k10	40,701.44-54,928.64	.8	292-662-704.00

**NEW OR RENEWAL OR AMENDMENT:**

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

**ANY OTHER PERTINENT INFORMATION:**

Temporary request was approved 4/05/2016.

**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:**

Suzanne Darling 383-8928  
Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 17, 2016

**DEPARTMENT:** Finance

**PREPARED BY:** Lisa Bradshaw

**SUBJECT:** Thomson Reuters Tax & Accounting Subscriptions

**SPECIFIC ACTION REQUESTED:**

Approval of the agreement with Thomson Reuters to access and utilize the licensed information as detailed below from the Checkpoint online application.

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

GASB Reference Material (1 user)	\$485.00
WGL Government Accounting & Auditing Disclosure Manual (5 users)	\$439.76
WGL Government Accounting & Financial Reporting Manual (5 users)	\$515.70
PPC Guide to Preparing Government Financial Statements (5 users)	\$291.00
PPC Accounting & Auditing Newsletter (5 users)	\$294.50
CPL Premier Plus CPE Package (1 user)	\$422.10
	<u>\$2,448.06</u>

**TIME FRAME OF ACTION:**

Annual subscriptions, effective April 25, 2016.

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

Office of Finance General Fund Budget for subscriptions and training.

**NEW OR RENEWAL OR AMENDMENT: Renewal**

(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 is an electronic solution for subscriptions that were currently being received in print format along with access to continuing education materials to allow accounting staff to remain current on standards and practices. This change will allow for reduced costs and greater access to professional 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:**

Lisa Bradshaw, Finance Deputy Director, 269-383-8686



E. - Q.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

---

*Promoting Health For All*

**DATE:** May 17, 2016

**TO:** County Board of Commissioners

**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer

**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF GRANT FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)**

**ACTION REQUESTED**

HCS Administration requests Board approval of a grant from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support the State Health Insurance Assistance Program (SHIP), in the amount of \$19,539. The grant period is April 1, 2016 through March 31, 2017.

**DESCRIPTION OF SUBJECT**

These funds are intended to recruit, train, and support volunteers whose objective is to provide health benefits counseling and information on Medicare, Medicaid, Medigap, long-term care insurance and related issues to Kalamazoo County's older adults and disabled population and their family members.

**RELATIONSHIP TO GOALS**

This program meets the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency.

**FUNDING SOURCE**

There are no County funds associated with this request. Funding is from the state via a grant from the Department of Health & Human Services, Administration for Community Living.

**PERSONNEL**

There are no new personnel issues associated with this request.

**PROCUREMENT**

There is no procurement issue associated with this request.

**CONCERNS/ISSUES**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Area Agency on Aging Director at 373-5153 or at [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

**B. APPROVAL OF A MEDICARE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES – CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) FOR DIABETES SELF MANAGEMENT TRAINING (DSMT) AND MEDICAL NUTRITION THERAPY**

**ACTION REQUESTED**

HCS Administration requests Board approval of a Medicare Enrollment Application to the U.S. Department of Health & Human Services – Centers for Medicare and Medicaid Services for funding of Region IIIA Area Agency on Aging (AAIIIA) Diabetes Self Management Training (DSMT) and Medical Nutrition Therapy programs.

**DESCRIPTION OF SUBJECT**

AAIIIA Diabetes programs, including DSMT and Medical Nutrition Therapy, provide residents of the County with the tools and skills for the day-to-day management of diabetes. The Medicare Enrollment Application will provide HCS an additional Medicare identification number, allowing HCS to obtain reimbursement of the training workshops for the diabetes programs. The Medicare reimbursements will provide additional funding to support the AAIIIA Diabetes programs that are already being provided to County residents.

**RELATIONSHIP TO GOALS**

The activities of the AAIIIA are consistent with the HCS goal of improving the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

**FUNDING SOURCE**

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

**PERSONNEL**

There are no new personnel required as a result of this action.

**PROCUREMENT**

There is no procurement associated with this action.

## **ISSUES/CONCERNS**

There are no concerns or issues. If there are any questions please contact Judy Sivak, Director – Older Adult Services, at 373-5153 / [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian Stoltman, Director/ Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com) .

### **C. APPROVAL OF VETERANS HEALTH ADMINISTRATION PROVIDER AGREEMENT AND APPLICATION FOR FURNISHING LONG-TERM CARE SERVICES (FORM 10-10145) WITH THE REGION IIIA AREA AGENCY ON AGING**

## **ACTION REQUESTED**

HCS Administration requests Board approval for an agreement with the Veterans Health Administration to allow the Region IIIA Area Agency on Aging to continue participation as a provider of Veterans Directed Home and Community Based Services, and to approve the Department of Veterans Affairs Veterans Health Administration (VHA) Veterans Choice Program Provider Agreement, effective May 1, 2016 through April 30, 2021.

## **DESCRIPTION OF SUBJECT**

This document provides for continuation of the successful partnership between the Veterans Administration and the AAAlIIA, with the AAAlIIA as the Kalamazoo County Veteran Directed Home and Community Based Services (VDHCBS) provider. Our care managers will continue working with veterans of all ages who need a substantial amount of help to stay in their own home. The difference between this and the VA's traditional home care program is that the veteran can choose their providers (which can be a relative, friend or neighbor); receive more hours of service; and have more choice over the goods and services that help maintain their independence. Form 10-10145 is the Veteran Health Administration document required to continue providing the VDHCBS.

## **RELATIONSHIP TO GOALS**

Veteran Directed Home and Community Based Services 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**

There are no County funds associated with this request. All funding is from the federal Veterans Administration and will cover all expenses associated with the service.

## **PERSONNEL**

There are no new personnel associated with this request.

## PROCUREMENT

There is no procurement issue associated with this request.

## ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, AAIIIA Director, at 373-5153 or [jasiva@kalamazoo.com](mailto:jasiva@kalamazoo.com).

### **D. ACCEPTANCE OF CSBG14-39015 COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (NFA), #8 FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES/BUREAU OF COMMUNITY ACTION & ECONOMIC OPPORTUNITY**

## ACTION REQUESTED

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #8 for the Community Service Block Grant (CSBG) from the Michigan Department of Health and Human Services (DHHS). NFA #8 is a funding increase in the amount of \$36,585 in relation to the approved CSBG14-39015 contract effective October 1, 2015 through September 30, 2016. The terms for the increase allow for the funds to be used through September 30, 2016. The original agreement was approved on July 2, 2013.

## DESCRIPTION OF SUBJECT

NFA #8 for the CSBG14-39015 contract with DHHS represents approximately six percent of the balance due from the original allocation (\$603,147) in the amount of \$36,585. These funds will be used for existing CSBG funded programs designed to assist Kalamazoo County residents to become self-sufficient, remain safely in their homes, and strengthen family units. Acceptance of NFA #8 allows the continued provision of a range of services that are designed to help families remain independent.

## RELATIONSHIP TO GOALS

HCS reinforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through education and services offered to the best of its ability and with the highest standards of quality and community partnership. The acceptance of this funding continues to further CAA's goal to promote and create a means toward self-sufficiency for Kalamazoo County residents by helping them improve their working, living, and financial conditions.

## FUNDING SOURCE

There are no County funds associated with this request. The funding is from the Federal Community Service Block Grant (CSBG), which is distributed through the State of Michigan by the Department of Health and Human Services (DHHS). This action

accounts for increased funding for the FY 2015 grant year. The total Grant award is now \$854,327.

### **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 questions, please contact Charlotte J. Smith, CAA Manager, 373-5052 / [cjsmit@kalcouny.com](mailto:cjsmit@kalcouny.com) or Gillian Stoltman, Director/ Health Officer, at 373-5260 / [gastol@kalcouny.com](mailto:gastol@kalcouny.com) .

## **E. APPROVAL OF NOTICE OF FUNDS AVAILABLE #7 TO THE AGREEMENT FOR THE DOE13-39015 WEATHERIZATION ASSISTANCE PROGRAM FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Notice of Funds Available (NFA) #7 to the current agreement for the DOE Weatherization Assistance Program, from the Michigan Department of Health and Human Services (DHHS). The NFA is for additional funding in the amount of \$60,000. The additional funding increases the original amount from \$276,179 to \$336,179. This is in relation to the approved DOE13-39015 contract that is effective July 1, 2013 through June 30, 2016. Original agreement was approved on 6/18/13.

### **DESCRIPTION OF SUBJECT**

NFA #7 is additional funding for the 2015-2016 program year. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and communities. Services provided will include assisting families with home weatherization and client education activities.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA'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 also helping to improve the housing stock in our community.

**FUNDING SOURCE**

There are no County funds associated with this action. All funding is from the Michigan Department of Health and Human Services (DHHS) and the Department of Energy (DOE).

**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, MPA, CAA Housing & Neighborhoods Coordinator, at 373-5101 / [arleve@kalamazoo.com](mailto:arleve@kalamazoo.com) or Gillian Stoltman, Director/ Health Officer, at 373-5260 / [gastol@kalamazoo.com](mailto:gastol@kalamazoo.com) .

**F. APPROVAL OF CONTRACT BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES/ COMMUNITY ACTION AGENCY AND THE KALAMAZOO VALLEY COMMUNITY COLLEGE PROMISE PROGRAM FOR DELIVERY OF FINANCIAL ASSISTANCE TO RESOLVE EDUCATIONAL BARRIERS**

**ACTION REQUESTED**

HCS Administration requests Board approval of a contract with Kalamazoo Valley Community College Promise Program (KVCCPP) for provision of financial assistance to eligible Kalamazoo County residents in need of assistance to resolve educational barriers on behalf of the Community Action Agency (CAA). Total contract amount is \$35,480. The Agreement is effective May 1, 2016 through September 30, 2016.

**DESCRIPTION OF SUBJECT**

KVCCPP will provide referrals to CAA for Kalamazoo Valley Community College students that are low income recipients of the Kalamazoo Promise Scholarship Program. CAA staff will conduct eligibility appointments with each referred student to ensure they meet CSBG grant eligibility criteria. Once a student is deemed eligible they will receive financial assistance in the form of bus passes in addition to tuition, and/or educational expenses to be paid directly to Kalamazoo Valley Community College on behalf of the student.

**RELATIONSHIP TO GOALS**

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 low-income families by removing many of the financial barriers that low-income students face when working to obtain higher education for a better quality of life for themselves and their families.

### **FUNDING SOURCE**

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program.

### **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 Charlotte J. Smith, CAA Manager, at 373-5052 / [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Gillian Stoltman, Director/Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **G. APPROVAL OF NOTICE OF FUNDS AVAILABLE #5 TO THE AGREEMENT FOR THE LIHEAP13-39015 WEATHERIZATION ASSISTANCE PROGRAM FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Notice of Funds Available (NFA) #5 to the current agreement for the LIHEAP Weatherization Assistance Program, from the Michigan Department of Health and Human Services (DHHS). The NFA is for additional funding in the amount of \$30,000. The additional funding increases the original amount from \$129,468 to \$159,468. This is in relation to the approved LIHEAP13-39015 contract that is effective April 1, 2013 through September 30, 2016. Original agreement approved 3/19/13.

### **DESCRIPTION OF SUBJECT**

NFA #5 is additional funding for the 2015-2016 program year. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and communities. Services provided will include assisting families with home weatherization and client education activities.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA'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 also helping to improve the housing stock in our community.

### **FUNDING SOURCE**

There are no County funds associated with this action. All funding is from the Michigan Department of Health and Human Services (DHHS) and the Department of Energy (DOE).

### **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, MPA, CAA Housing & Neighborhoods Coordinator, at 373-5101/ [arleve@kalcouny.com](mailto:arleve@kalcouny.com) or Gillian Stoltman, Director/ Health Officer, at 373-5260 / [gastol@kalcouny.com](mailto:gastol@kalcouny.com) .

## **H. APPROVAL OF THE 2016 DEPARTMENT OF ENERGY (DOE) WEATHERIZATION ASSISTANCE PROGRAM AGREEMENT WAP16-39015 BETWEEN THE KALAMAZOO COUNTY COMMUNITY ACTION AGENCY AND THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of the agreement WAP16-39015 for the 2016 DOE Weatherization Assistance Program from the Michigan Department of Health and Human Services (DHHS). The contract is effective July 1, 2016 through June 30, 2019. Funding for year one was awarded in the amount of \$281,248.

### **DESCRIPTION OF SUBJECT**

Agreement WAP16-39015 allows for funding for the Weatherization Assistance Program years 2016-2019. This first year amount is effective July 1, 2016 through June 30, 2017. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and

communities. Services provided include assisting families with home weatherization and client education activities.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for and education our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA'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 also helping to improve the housing stock in our community.

### **FUNDING SOURCE**

There are no County funds associated with this action. All funding is from the Michigan Department of Health and Human Services (DHHS) and the Department of Energy (DOE)

### **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, MPA, CAA Housing & Neighborhoods Coordinator, at 373-5101 or at arleve@kalamazoo.com.

## **I. APPROVAL TO APPLY FOR GRANT FUNDING FROM THE MICHIGAN HEALTH ENDOWMENT FUND IN SUPPORT OF A COMMUNITY FATHERHOOD INITIATIVE**

### **ACTION REQUESTED**

HCS Administration requests Board approval to submit a grant application to the Michigan Health Endowment Fund for the support of the Fatherhood Initiative. The Fatherhood Initiative will operate from within the HCS - Maternal & Child Health Division and will work alongside the existing Home Visitation programs. The total funding request is \$97,400 and is for the period of August 1, 2016 through July 31, 2017.

### **DESCRIPTION OF SUBJECT**

The Fatherhood Initiative is a national initiative that believes the involvement of responsible fathers is essential to the economic, emotional, and social health of their children. The goal of the initiative will be to provide support and service to fathers within the Kalamazoo community, specifically emphasizing positive activities to foster engaged fathers.

Grant funding will be used to support this initiative in Kalamazoo County as we engage fathers and families to improve relationships within the family unit. Additionally, the role of a father has been identified as an essential component in reducing the number of infant deaths in Kalamazoo County.

### **RELATIONSHIP TO GOALS**

The Fatherhood Initiative will further support the HCS goal to improve the overall health of the community by reducing preventable disabilities, disease and death, and by promoting healthy lifestyles and choices. Additionally, this Initiative relates to the work of reducing Infant Mortality rates and disparities within the Kalamazoo County community.

### **FUNDING SOURCE**

No County funds are required as a result of this action. All funding would be from the Michigan Health Endowment Fund.

### **PERSONNEL**

If funding is awarded, there will be 2 positions required to support the Fatherhood Initiative. A 1.0 FTE Community Educator position and a .5 FTE Care Coordinator position will be brought to the Board of approval and creation following notice of grant award.

### **ISSUES/CONCERNS**

Notice of the grant RFP from the Michigan Endowment Fund was released after the deadline for adding new business items to the May 3<sup>rd</sup> Board agenda and the final grant application is due on May 16<sup>th</sup>. Due to the short timeline from RFP issuance to application deadline, HCS Administration requested permission from County Administration to apply ahead of Board approval. Any grant award will be brought to the Board for approval and acceptance. There are no other issues or concerns at this time. If you have any questions regarding the above requested action, please contact Deb Lenz, MCH Division Manager at [dllenz@kalcounty.com](mailto:dllenz@kalcounty.com) or 373-5024

## **J. REQUEST FOR APPROVAL OF PAID INTERNSHIP POSITION IN THE HEALTH & COMMUNITY SERVICES (HCS) DEPARTMENT FOR SUPPORT TO THE STD HEALTH COALITION**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a paid internship position to support the STD Health Coalition at a total cost not to exceed \$27,816.08 including fringe rate.

### **DESCRIPTION OF SUBJECT**

A paid internship position is requested for up to a maximum of 35 hours per week, for the period of July 1, 2016 through June 30, 2017; a schedule will be negotiated according to a candidate's availability and program needs. Intern will work with the STD Health Coordinator and will assist in the continued development of the community-wide STD Task Force & Coalition as well as other initiatives for the purpose of reducing STD rates in Kalamazoo County. It is expected that this position will be filled with an undergraduate or graduate student seeking a degree in the area of Public Health, Biomedical Sciences or other related field.

### **RELATIONSHIP TO GOALS**

Approval of this internship will further the Department's goal to improve the overall health of the community by reducing preventable disease and deaths and promoting healthy lifestyles and choices. It will also provide opportunity for public health learning and on the job training for a local college student.

### **FUNDING SOURCE**

No County funds are associated with this request. All funding is from the grant awarded by the Kalamazoo County Health Plan. This grant award was accepted by the Board on April 5, 2016.

### **PERSONNEL**

HCS STD Health Coordinator, with guidance from the HCS Deputy Director - Health Services, will post this position following County position posting procedures and will also work directly with local colleges to identify and place an intern into this internship. The intern(s) will be paid \$14 per hour plus fringe rate.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

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

## **K. ACCEPTANCE OF A CONTRACT BETWEEN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AND FAMILY HEALTH CENTER FOR THE RENTAL OF DENTAL EQUIPMENT AT THE EDISON SCHOOL BASED HEALTH CLINIC**

### **ACTION REQUESTED**

HCS Administration requests Board acceptance of the contract between the County and the Family Health Center (FHC). This is a Dental Equipment Rental Agreement for the dental equipment at the Edison School Based Health Clinic. The contract will commence upon signature and automatically renew on an annual basis thereafter. There is no annual fee associated with this rental agreement; the FHC is providing access of the equipment to the County "in-kind."

### **DESCRIPTION OF SUBJECT**

In previous years, the Edison School Based Health Clinic (Clinic) was under the sole operation of the Family Health Center (FHC). Due to the transition of the Clinic operations to the County, during Fall of 2015, many services previously provided by the FHC are now being provided by the County (through the Health and Community Services Department [HCS]) and other community partners. All dental services provided at the Clinic have transitioned to the HCS – Dental Clinic. To ensure seamless service to students and their families served at the Clinic, the FHC has agreed to leave all dental equipment at the Clinic and to allow HCS – Dentists and Dental Hygienists to utilize this equipment to provide much needed dental and oral health care.

The Edison School Health Clinic provides health care to students attending the Edison School and their siblings. Kalamazoo County Health and Community Services Department in partnership with WMU Homer Stryker School of Medicine, Kalamazoo Communities in Schools, Family Health Center and Kalamazoo Public Schools has received grant award and funding to continue the work of the Clinic. The Clinic provides health services to children attending the Edison School, 98% of who are eligible for free and reduced lunches. For many of these children there is no dental home and even for those who do have a designated provider, there are frequently many challenges for them to make their appointments. The Clinic provides many of these services on site, which means that not only do the children receive the needed care, but the time away from their classes is minimized.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the health of the community through coordinated planning, resource development, and service delivery. The Edison School Based Health Clinic provides important dental services to the most vulnerable members of our community, in order to minimize health and behavioral challenges to their education.

### **FUNDING SOURCE**

No County funds are requested as a result of this action. Use of dental equipment is being provided "in-kind" by the Family Health Center.

### **PERSONNEL**

There are no new personnel as a result of this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If there are any questions, please contact Gillian Stoltman, Director Health and Community Services [gastol@kalcounty.com](mailto:gastol@kalcounty.com) or 269-373-5260.

**L. APPROVAL TO CREATE AND ELIMINATE POSITIONS WITHIN THE HEALTH & COMMUNITY SERVICES DEPARTMENT**

**ACTION REQUESTED**

HCS Administration requests Board approval to eliminate and create positions for housekeeping purposes within the Area Agency on Aging IIIA.

**DESCRIPTION OF SUBJECT**

As a matter of program budget reconciliation, the personnel creations and eliminations identified below are requested. A new account to house these Health Services and Community Services personnel has been set up and the personnel actions requested will locate the pertinent authorized positions within those accounts.

**RELATIONSHIP TO GOALS**

No direct correlation to HCS goals.

**FUNDING SOURCE**

All positions are funded via adopted budgets.

**PERSONNEL**

The following actions are requested:

**ELIMINATE:**

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
282-152	Public Health Nurse #10866-001	1.0	K8	\$42,452 - \$57,324	5/18/16
282-152	Public Health Nurse #10866-002	1.0	K8	\$42,452 - \$57,324	5/18/16

**CREATE:**

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
690-005	Public Health Nurse #10866-001	1.0	K8	\$42,452 - \$57,324	5/18/16

690-005 Public Health Nurse 1.0 K8 \$42,452 - \$57,324 5/18/16

#10866-002

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. Please direct questions to Ryan Post, Deputy Director – Financial Management & Administration at 373-5254 or [rjpost@kalcounty.com](mailto:rjpost@kalcounty.com)



## KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES DEPARTMENT

---

*Promoting Health For All*

**TO:** Kalamazoo County Board of Commissioners  
**FROM:** Charlotte Smith, Community Action Agency Manager  
**DATE:** May 9, 2016  
**RE:** Alignment of Board Member's Terms of Service for the Community Action Tripartite Advisory Board (CATAB)  
**CC:** Tina Becker, Administrative Assistant  
John Faul, Interim County Administrator  
Dr. Gillian Stoltman, Director, HCS/ Health Officer

---

This is a request to revise Board Member Terms of the CATAB to ensure greater clarity in term definition.

The Policies of Kalamazoo County and the By-Laws of the CATAB determine that the terms board members serve are to be staggering terms; the intent is to ensure the work of the Community Action Agency and the purpose of the Board progresses unhindered by maintaining board experience, consistency and historical knowledge that could be lost by complete turnover.

Over a period of time the current terms have become misaligned and confused with term assumption dates (dates of appointment) and have been unintentionally interchanged with beginning and/or ending term dates.

The proposed new term dates have been adjusted so as to end in only March as opposed to March and December. The proposed change will also alleviate some of the workload that the County Board of Commissioners already has to address at the end of each calendar year.

The 'staggered' requirement will still be met by allowing no more than two members from the same Sector (Consumer, Private, Public) to occupy the same term start and end dates. The consistent month of start and end for terms will be more efficient to manage as members vacate and fill positions precipitately, while ensuring each Board position remains staggered and constant regardless of the dates of member appointments or resignations.

Please see the following enclosure which illustrates how this change will affect current CATAB members. To provide the least disruption to current members and fluid transition to the new term periods, you will notice that 6 Board Members will serve 3 months longer than previously noted. This change has been addressed with each Board member to ensure no conflict will arise from the extended period of service. Lastly, this change will ensure that Board Members from the same sector will also have staggering terms, which is not the current case as shown in the enclosed chart and further lends to loss of Board experience and knowledge.

In conclusion, I would like to request Board approval of the newly proposed terms for the Community Action Tripartite Advisory Board and for the 3 month Board service time for the 6 noted Board members. All requested changes are within the guidelines of County Policy and CATAB By-Laws.

**Enclosure: Current CATAB Member Terms versus Proposed Member Terms**

Enclosure 1 – Current CATAB Member Terms versus Proposed Member Terms

SECTOR	CURRENT TERMS		Term End	Name	Total Years at Term End	Term Adj	PROPOSED TERMS		
	Term Start	Term End					TERM	TERM Start	TERM End
Consumer	4/1/2016	-	3/31/2019	<i>Pending Appt.</i>			Term A	4/1/2016	3/31/2019
Consumer	1/1/2016	-	12/31/2018	Cassandra Stewart	6.2	+3 Months	Term A	4/1/2016	3/31/2019
Consumer	4/1/2014		12/31/17	Vacant			Term B	4/1/2014	3/31/2017
Consumer	1/1/2015	-	12/31/2017	Vacant			Term B	4/1/2014	3/31/2017
Consumer	1/1/2015	-	12/31/2017	Melrose Hensley	2.7	+3 Months	Term C	4/1/2015	3/31/2018
Consumer	4/1/2014	-	12/31/2017	Vacant			Term C	4/1/2015	3/31/2018
Private	4/1/2016	-	3/31/2019	Christina Hegwood	3.7		Term A	4/1/2016	3/31/2019
Private	1/1/2015	-	3/31/2017	<i>Pending Appt.</i>			Term A	4/1/2016	3/31/2019
Private	4/1/2014	-	3/31/2017	Colin Andrews	1.8		Term B	4/1/2014	3/31/2017
Private	4/1/2014	-	3/31/2017	S. Thomas-Cloud	1.7		Term B	4/1/2014	3/31/2017
Private	1/1/2015	-	12/31/2017	Anthony Bradley	3.1	+3 Months	Term C	4/1/2015	3/31/2018
Private	4/1/2015	-	3/31/2018	Sonjalita Hulbert	3.0		Term C	4/1/2015	3/31/2018
Public	Commissioner			Stephanie Moore	7.1		Term E	4/1/2016	3/31/2020
Public	Commissioner			John Taylor	4.9		Term E	4/1/2016	3/31/2020
Public	Commissioner			Michael Seals	4.2	+3 Months	Term F	4/1/2013	3/31/2017
Public	1/1/2015	-	12/31/2017	Patricia Clark	3.2	+3 Months	Term G	4/1/2014	3/31/2018
Public	1/1/2015	-	12/31/2017	Don Cooney	2.7	+3 Months	Term G	4/1/2014	3/31/2018
Public		-					Term F or H		-

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 17, 2016

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Kalamazoo County Government Leadership Academy

SPECIFIC ACTION REQUESTED:  
Approval of training proposal with C2 Consulting.

DESCRIPTION OF ACTION (dollar amount, purpose):  
For the facilitation of a professional leadership training program for all Kalamazoo County Government supervisors (maximum of 50 supervisors per year). This is a comprehensive leadership curriculum focusing on building the leadership skills of our current supervisors. Each session will cost \$7,000, with a total cost of \$28,000/year.

A description of the Leadership Academy is attached to the contract.

TIME FRAME OF ACTION:  
November 2016 – March 2017, and annually thereafter.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):  
101-939-956.24

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:  
N/A

CONTACT PERSON WITH PHONE NUMBER:  
Kristine Cunningham, 384-8100 or kdcunn@kalamazoo.org

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 17, 2016

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: 2016 Leadership versus Management Training

**SPECIFIC ACTION REQUESTED:**

Approval of training proposal with C2 Consulting.

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

For the facilitation of a professional leadership training class for Kalamazoo County Government supervisors (maximum of 40 supervisors per session). This is a leadership class focusing on the difference between leadership skills and management skills. The class was offered on February 4, 2016 and 96% of the attendees found the training Excellent or Good. Each session will cost \$6,000, for a total cost of \$12,000

**TIME FRAME OF ACTION:**

July – November 2016

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

101-939-956.24

**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:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine Cunningham, 384-8100 or kdcunn@kalcouny.com

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 17, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Trade Adjustment Assistance (TAA) Business Services Employer-Based Training Funding

SPECIFIC ACTION REQUESTED: Approval of funding and use of funding as outlined in Workforce Development Agency Policy Issuance: Trade Adjustment Assistance (TAA) Business Services Employer-Based Training Funding

DESCRIPTION OF ACTION (dollar amount, purpose): \$21,000

Michigan Works! Southwest has received notice from the Workforce Development Agency, with Trade Adjustment Assistance (TAA) Business Services Employer-Based Training Funding totaling \$21,000. Locally, funds made available through this policy issuance will be used to support the expansion or development of TAA Employer-Based Training programs. Michigan Works! Southwest will work with existing demand-driven programs and processes within the Michigan Works! Southwest area, such as establishing new industry cluster groups or expanding the existing Healthcare and Manufacturing industry cluster groups through the Michigan Industry Cluster Approach (MICA).

In addition, the TAA Business Services Employer-Based Training Funding will be used:

- To support the expansion or development of TAA Employer-Based Training programs including On-the-Job Training (OJT), Customized Training and Registered Apprenticeships and collaborating with local employers to design these training programs;
- To collaborate with industry partners to identify workforce needs and skill gaps;
- For Business Services staff coordination; and
- Labor Market Information analysis to align with local employer needs.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

u.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 17, 2016

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Approval of Agreement for Medical Cost Recovery

**SPECIFIC ACTION REQUESTED:**

Approve agreement with Concierge Corrections

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

Concierge Corrections will seek reimbursement for large inmate medical expenses that the Sheriff's Office has been unsuccessful in obtaining. There is no fee unless a collection is made.

**TIME FRAME OF ACTION:**

2 year agreement from signature date with two successive renewal terms. Agreement may be terminated without cause with 90 days written notice.

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

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

Concierge Corrections will retain a 37% commission of the amount collected. The Sheriff's Office has recovered nothing on these inmate accounts. Collections are only sought on inmate accounts with significant charges.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

# Concierge CORRECTIONS

Corrections Facilities across the nation are burdened with Inmate Healthcare costs that consume the majority of their budgets. I'm sure your facility is no exception.

Concierge Corrections' mission is to provide relief from this burden through our Asset Recovery and Inmate Eligibility Processes.

Here's how the Asset Recovery works in a nutshell;

- We are supplied with the past 12-18 months of *Paid* Medical bills from Offsite services.
- We search our databases for Insurance Coverage or Eligibility of Coverage for each Inmate.
- Upon finding the inmate is covered or is eligible for coverage we will then begin our Recovery Process.
- The qualified claims are then paid by the responsible parties and the Monies are returned back to you.
- We are compensated based upon a percentage of what is recovered for you. If you don't get paid, neither do we.

In addition to the considerable amount of cash you can expect to recoup with the initial Asset Recovery, our services will afford a significant, sustainable impact on your health care budget going forward.

The amount of money being left on the table is powerful. We've spent years in research and practicing under applicable Federal, State and Local Laws, Statutes and Programs and have found an answer to the Health Care cost burden to Counties like yours. We'd like to be your solution.

Regards,

Matt Brown, President  
Melissa White, V.P.

2869 Jolly Road  
Okemos, MI 48864  
517-908-3971



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** May 4, 2016

**SUBJECT:** Board Approval Request

The Board Appointments Committee recommends the following appointments:

Building Authority:

- Kraig Lee – for a term commencing 5/1/16 through 12/31/19

Community Action Tripartite Advisory Board

- Nikkea Kelley (Consumer Slot) – to assume a term commencing 4/1/16 through 3/31/19
- Cheri Bell (Private Sector) – to assume a term commencing 4/1/16 through 3/31/19

Building Authority	Jerry Blaisdell	05/01/2014 to 04/30/2017	04/30/08
Building Authority	Fred Einspahr	05/01/2014 to 04/30/2017	11/07/06
Building Authority	Ken Willcutt	05/01/2015 to 04/30/2018	05/05/15
Building Authority	Wayne Kruger	05/01/2015 to 04/30/2018	03/17/09
Building Authority	VACANT	05/01/2016 to 04/30/2019	

# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

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

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

Name Kraig Lee

Occupation Electrician

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

Street

City

Zip

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

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

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

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

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

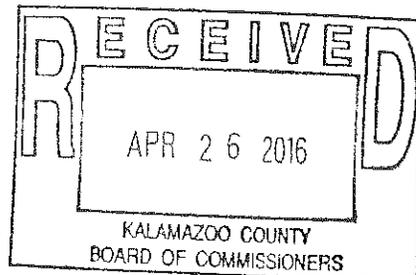
I currently hold a master's electrical license and have been working in the construction industry since 1989. I have also worked as a field engineer for a national company and have been involved with several aspects of the building and construction trades. I have administered numerous construction contracts and have held several project management positions.

Volunteer Experiences:

Board of Directors for the 60th District Service Office  
Director for the Southwest Michigan Building Trades Labor Day Food Drive  
Habitat for Humanity  
Edison Street Lighting Project  
Pretty Lake Cabin Remodels

4/26/2016

Date of Application



## KRAIG R. LEE

13563 S. 34<sup>th</sup> St.

Vicksburg, MI. 49097

Phone: (269) 330-8078

E-mail: [klee@ibew131.com](mailto:klee@ibew131.com)

### EMPLOYMENT

- 1998-Present      Journeyman inside wireman, International Brotherhood of Electrical Workers (I.B.E.W.) Local Union 131  
Worked on the construction and remodeling of several projects while interacting and coordinating with all the different trades
- June 2013- Present      Business Manager, I.B.E.W. Local Union 131, Kalamazoo, MI.  
Responsible for the day to day operations of the Local Union.
- Sept. 2007-June 2013      Business Agent, I.B.E.W. Local Union 131, Kalamazoo, MI.  
Assistant to Business Manager. Responsible for contract negotiations, labor and management issues
- April 2007-Sept. 2007      Field engineer, M.J. Electric, Inc.  
Responsible for the construction of 2 gas turbine generators and one steam turbine generator. Designed the site lighting for the Tracy Power Plant located near Reno, Nevada.
- Aug. 2005-Feb. 2007      Electrical Journeyman/Foreman, Leet Electric, Inc.  
Responsible for the installation of various process controls and instrumentation at a local chemical plant and automotive plant
- Oct. 2004-Feb. 2005      Electrical foreman, M.J. Electric, Inc.  
In charge of warrantee issues at the Covert Power Plant
- Sept. 2004      Electrical foreman, Atlantic Group, Inc.  
In charge of the ventilation motor replacement project at Palisades Nuclear Facility.
- July 2004      Electrical foreman, Quality Electric, Inc.  
Responsible for the installation of robotic machines at a local automotive plant
- July 2003-Jan. 2004      Electrical shift supervisor, M.J. Electric, Inc.  
Responsible for the night shift during the construction and initial starting phases of a gas power plant
- Dec. 2002-July 2003      Electrical field engineer, M.J. Electric, Inc.  
Responsible for the building phase of six gas and steam electric generators, turbines, and their associated equipment

## **EMPLOYMENT (cont.)**

July 2002-Dec. 2002	Electrical foreman, Newkirk Electrical Associates, Inc. In charge of the coordination between three crews building six gas and steam generators, turbines, and their associated equipment
1993-1998	Electrical apprentice, I.B.E.W. local 131 Worked on construction and remodeling of several project
1991-1993	Electrical apprentice, Toering Electric Company Worked on the construction of a high school and hospital
1989-1991	Electrical helper, Kalamazoo Public Schools Maintenance Dept. Along with the maintenance of several schools, duties also included the inventory and ordering of materials

## **EDUCATION**

2011-Present	State of Michigan Masters Electrical License
1996- 2011	State of Michigan Journeyman Electrical License
1993-1998	Apprenticeship, Kalamazoo Joint App. Training Committee
1988-1990	Pre-engineering, Kalamazoo Valley Community College

<b>PUBLIC SECTOR</b>		
CATAB	Stephanie Moore	Commissioner
CATAB	Mike Seals	Commissioner
CATAB	John Taylor	Commissioner
CATAB	Patricia Clark	01/01/2014 to 12/31/2017
CATAB	Don Cooney	01/01/2015 to 12/31/2018
<b>CONSUMER SECTOR</b>		
CATAB	VACANT (Clisha Reeves)	04/01/2015 to 03/31/2017
CATAB	VACANT (Jessica Taylor)	01/01/2015 to 12/31/2017
CATAB	Cassandra Stewart (Chair)	01/01/2015 to 12/31/2018
CATAB	VACANT (Bill Reeves)	08/01/2015 to 07/31/2018
CATAB	Melrose Hensley	01/01/2015 to 12/31/2017
<b>PRIVATE SECTOR</b>		
CATAB	Anthony Bradley	01/01/2015 to 03/31/2017
CATAB	Sherry Thomas Cloud	04/01/2014 to 03/31/2017
CATAB	Christine Hegwood	04/01/2016 to 03/31/2019
CATAB	Colin Andrews	04/01/2014 to 03/31/2017
CATAB	Sonjalita Boyd Hulbert (VC)	04/01/2015 to 03/31/2018
CATAB	*VACANCY (Rico White)	04/01/2016 to 03/31/2019

- By-laws indicate each sector can have up to 6 members but not required

**KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**APPLICATION FOR APPOINTMENT TO:  
COMMUNITY ACTION TRIPARTITE ADVISORY BOARD**

Name Nikkea Kelley Occupation Social Worker

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

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

Cell Number \_\_\_\_\_ E-mail address \_\_\_\_\_

The Community Action Tripartite Advisory Board shall advise the Kalamazoo County Board of Commissioners (the governing board) and advise the Health and Community Services Department on the implementation and coordination of a comprehensive Community Action program. The community Action Tripartite Advisory Board will assist the Governing Board by and through the Kalamazoo County Health and Community Services Department by serving as the advocate for the reduction of the causes, conditions and effects of poverty and shall assist in the provisions of social and economic opportunities that foster self-sufficiency for low income persons.

Certain categories need to be represented on the Community Action Tripartite Advisory Board. Please check the category which you believe applies to you:

\_\_\_\_\_ **Public Official Sector** – Any elected official currently holding office.

\_\_\_\_\_ **Private Sector** – Individuals from areas of business, industry, agriculture, labor, education, and religious and civic organizations located within the County.

**Consumer Sector** – Individuals from any of the following categories, low-income individuals who are consumers of, or eligible for, Community Action Agency services residing in the County.

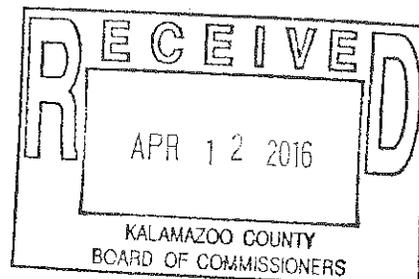
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I am Currently the Chair for the Head Start policy Council. I Also hold a Master Degree in Social Work and certification in both Substance Abuse, Work Force Development. I am very passionate educated individual who is concerned with helping others as well as my myself succeed. For these reasons I fill that I would be an effective Board Member.

Volunteer Experiences:

I have volunteered over the course of several years during my education years.

4/12/2016  
Date of Application



**KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**APPLICATION FOR APPOINTMENT TO:  
COMMUNITY ACTION TRIPARTITE ADVISORY BOARD**

Name Cheri L. Bell Occupation Regional Director of Development

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

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

Cell Number \_\_\_\_\_ E-mail address \_\_\_\_\_

The Community Action Tripartite Advisory Board shall advise the Kalamazoo County Board of Commissioners (the governing board) and advise the Health and Community Services Department on the implementation and coordination of a comprehensive Community Action program. The community Action Tripartite Advisory Board will assist the Governing Board by and through the Kalamazoo County Health and Community Services Department by serving as the advocate for the reduction of the causes, conditions and effects of poverty and shall assist in the provisions of social and economic opportunities that foster self-sufficiency for low income persons.

Certain categories need to be represented on the Community Action Tripartite Advisory Board. Please check the category which you believe applies to you:

- \_\_\_\_\_ **Public Official Sector** – Any elected official currently holding office.
- Private Sector** – Individuals from areas of business, industry, agriculture, labor, education, and religious and civic organizations located within the County.
- \_\_\_\_\_ **Consumer Sector** – Individuals from any of the following categories, low-income individuals who are consumers of, or eligible for, Community Action Agency services residing in the County.

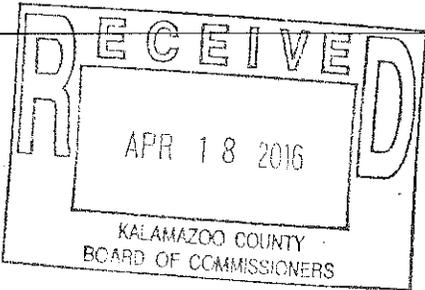
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

As an employee of Planned Parenthood Mid and South Michigan (PPMSM), I have gained significant experience working on issues pertaining to health and poverty in Kalamazoo County. Before joining the staff of PPMSM, I served as district legislative staff for four years, working with Rep. Robert B. Jones and Rep. Sean McCann. During my employment with the House of Representatives, I was involved connecting individuals, often low income, to state and community resources to assist with housing, health care, food, transportation and others matters which impact the daily lives of people. I have also had the opportunity to be involved with the legislative process, helping to develop and advocate for community programs and support to improve the lives of citizens.

**Volunteer Experiences:**

Oshtemo Township - Zoning Board of Appeals - (2008-current)  
  
Oshtemo Township - Parks Committee - (2008 - current)  
Work alongside township staff to create and maintain public park spaces that are attractive to residents and provide opportunities to

4/18/2016  
Date of Application



# Cheri L. Bell

## Career Summary

Skilled professional with leadership experience in non-profit, governmental and community resources. Executive leadership in community organizing, management, fund development, volunteer recruitment, volunteer training and event coordination.

## Skills and Qualifications

- Extensive background in public policy, research, communication, organization and leadership
- Broad knowledge of available community resources; public and private
- Leader in planning, successful fundraising and event coordination
- Strong computer skills in Microsoft Windows, Mac OS software and applications
- Ability to create, manage and maintain websites, email lists and advocacy/information alerts
- Excellent communication skills with experience in public speaking and constituent relations
- Creation of press releases, newsletters, targeted direct mail and social media
- Experience in recruitment and supervision of volunteers

## Ability to

- Incorporate needs, wants and goals from different business unit perspectives into communication materials and/or reporting information designed to meet the end goal and objective.
- Attend to detail while maintaining a big picture orientation.
- Gather information, identify linkages and trends and apply findings to assignments.
- Incite enthusiasm and influence, motivate and persuade others to achieve desired outcomes.
- Interpret and apply policies and identify and recommend changes as appropriate.
- Organize and prioritize multiple tasks and meet deadlines.
- Communicate effectively, both orally and in writing.
- Work independently as well as collaboratively within a team environment.
- Provide a high level of customer service.
- Establish and maintain effective working relationships at all levels of the organization.
- Maintain confidentiality of donor and other sensitive information.

## Employment History

Planned Parenthood of Michigan  
*Regional Development Director*

Kalamazoo, MI  
06/2012 – current

- Direct regional operations, planning and strategies to secure philanthropic and community support for Planned Parenthood of Michigan (PPMI).
- Work to position PPMI as an essential and contributing community partner among supporters, advocates, local officials, agencies, businesses and other entities.
- Take an active role in representing and promoting PPMI in the region. Serve as media and communications liaison as needed
- Recruit, mobilize and support volunteers, manage planning, volunteer coordination and implementation of local fundraising events
- Participate in preparation of budgets and projections

MI House of Representatives  
*Constituent Services Director -- State Rep. Sean McCann*  
*Constituent Services Director --State Rep. Robert B. Jones*

Lansing, MI  
01/2011-06/2012  
12/2008 to 12/2010

- Investigate and respond to a wide variety of constituent inquires posed to an elected official in a professional, timely and organized manner
- Identify, inform and route constituents to agencies --federal, state and local, public and private, for support to address specific concerns or needs
- Develop, maintain direct communication between community entities, public and private, to the elected official, acting as conduit of information to elected official
- Maintain a high level of awareness of background and stakeholders regarding legislation presented in the MI House of Representatives

60th District Service Office  
*Executive Director*

Kalamazoo, MI  
12/2008-06/2012

- Reorganized nonprofit to functional operational standards, re-establish Board of Directors to governing duties, assign committee duties and measure effectiveness
- Create and implement organizational strategic goals, objectives, program development, budget, fund development, including financial and tax requirements
- Provided leadership, operational and administrative support necessary to implement organization goals
- Created newsletter, social media and website • Expanded organizational capacity in outreach, budgetary capacity, volunteer base, programming, and regained organization stability

Robert B. Jones for State Senate  
*Campaign Director*

Kalamazoo, MI  
01/2010-10/2010

- Develop, launch and coordinate a \$1M state senate campaign
  - Recruit and oversee staff of 4, manage timelines, budget, while continually reviewing campaign progress
  - Responsible to coordinate communication with state level campaign directors
  - Extensive database utilization in voter participation rates, campaign fund supporters and campaign volunteers
  - Responsible to communication of key campaign activities between the candidate, state campaign team and campaign staff
  - Responsible for all required financial filings, all budgetary considerations of incoming and outgoing funds
- Robert B. Jones for State Representative Kalamazoo, MI

### **Community Volunteer Activities**

Zoning Board of Appeals, Chair – Oshtemo Township, 2009-current  
Parks Committee – Oshtemo Township, 2011-current  
Greater Kalamazoo United Way Campaign –2011 Cabinet Committee Member  
Sistah's Can We Talk- Steering Committee, 2011  
YWCA of Kalamazoo – Fundraising Committee and Events, 2005-2006  
Planned Parenthood of South Central MI – Fundraising Committee and Events, 2007-2010  
March of Dimes, Chair – Culinary Cabaret, 2002-2003

### **Education**

Western Michigan University Kalamazoo, MI  
*Bachelors of Science/Psychology, Gender & Women's Studies and Biomedical Science*

Kalamazoo Valley Community College Kalamazoo, MI  
*Associates Degree/Liberal Arts*



**ADMINISTRATIVE  
SERVICES  
MEMORANDUM**

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: MAY 10, 2016

SUBJECT: RECOMMENDATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ECKERT WORDELL, LLC

Pursuant to the Board of Commissioners' discussion at your meeting on April 19, 2016, we have negotiated a proposed Professional Services Agreement with the architectural firm of Eckert Wordell, LLC. Pursuant to this proposed Agreement, Eckert Wordell will serve as the architect of record for the design of a new Health and Community Services Building. The Building is expected to be approximately 50,000 square feet and will be located at 505 East Alcott Street, in the City of Kalamazoo. Eckert Wordell's will charge a fee equal to 4.9% of the actual construction costs of the Health and Community Building. This fee includes designing the building, preparing the construction documents for bidding the project, and construction administration/supervision during construction. Pursuant to the proposed contract, we anticipate that the building costs will be approximately \$12,000,000 (this does not include soil or environmental remediation costs); that Eckert Wordell will complete the construction documents

by the end of 2016; that construction will commence in the Spring of 2017; and that the Building will be completed early in the 4<sup>th</sup> quarter of 2018.

We recommend that the County enter into the Professional Services Agreement with Eckert Wordell, L.L.C. Funding for these services will come from the "County Facilities Improvement Fund."

Thank you for your time and consideration to this Memorandum. Please feel free to contact my office at your convenience if you have any questions, comments or concerns regarding these recommendations.



RESOLUTION DECLARING JUNE 2, 2016 NATIONAL GUN VIOLENCE  
AWARENESS DAY IN KALAMAZOO COUNTY, MICHIGAN

WHEREAS, six Kalamazoo-area residents were recently killed and two others badly wounded in a tragic mass shooting event in Kalamazoo; and

WHEREAS, two of the victims in the Kalamazoo mass shooting were children under the age of 18; and

WHEREAS, according to the Brady Campaign to End Gun Violence, 297 people are shot every day in the United States, including 48 children, and more than 33,000 people are killed by guns every year; and

WHEREAS, gun violence affects people of all race, gender, religion, socioeconomic status, ethnicity, national origin, sexual orientation and gender identity; and

WHEREAS, more than 1,000 people are killed with guns each year in Michigan, according to MLive Media Group; and

WHEREAS, it is our responsibility as commissioners to protect and promote the safety, health and welfare of our many constituents; and

WHEREAS, June 2, 2015 would have been the 18th birthday of Hadiya Pendleton, a Chicago teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later; and

WHEREAS, to honor Hadiya- and the nearly 300 people shot daily in the United States- a national coalition of organizations designated June 2 to be "National Gun Violence Awareness Day; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their community to commemorate Hadiya's life by wearing orange, the color hunters wear to protect themselves from accidental shootings when out in the woods; and

WHEREAS, anyone can join this campaign by pledging to Wear Orange on June 2nd to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 2nd, Americans will raise awareness about gun violence and honor the lives and lost human potential stolen by gun violence; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and to encourage responsible gun ownership; and

WHEREAS, as local elected officials we call on our state and national representatives to take action to promote common sense, responsible gun ownership;

NOW, THEREFORE BE IT RESOLVED, that the Kalamazoo County Board of Commissioners declares June 2 to be Gun Violence Awareness Day in Kalamazoo County and encourage all citizens to support efforts to prevent the tragic effects of gun violence and to honor and value human lives.

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 17, 2016.

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