



**Board of  
Commissioners'  
Meeting**

**May 19, 2015**

**NOTICE AND AGENDA FOR  
MAY 19, 2015 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 19, 2015, 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**

- B. Request for Approval of Resolution Honoring Jon Dixon

Circuit Court

- C. Request for Approval of to Accept Grant Award from the DeGroot Family Foundation for the Youthful Offender Transitions Program (YOTP)

District Court

- D. Request for Approval of an Agreement with Southwest Michigan Behavioral Healthcare (SWMBH) for the Sobriety Court and Young Adult Diversion Program (YADC)

Drain Commissioner

- E. Request for Approval to Accept 2014 Annual Drain Report

Health & Community Services

- F. Request for Approval of Household Hazardous Waste Contract and Contract Amendments with Multiple Townships and Municipalities
- G. Request for Approval of a Memorandum of Understanding with the Michigan Department of Environmental Quality (MDEQ)
- H. Request for Approval of Dental Provider Agreement with Scion Administrative Services of Michigan, LLC (SCION)
- I. Request for Approval of a Contract for Professional Services with Mary Kusion Consulting, LLC
- J. Request for Approval of Nurse Family Partnership (NFP) Agreement with National Services Office – Nurse Family Partnership
- K. Request for Approval of Position Creation in Area Agency on Aging Program (Grant Funds)

Michigan Works!

L. Request for Approval of an Appointment to the Workforce Development Board

Sheriff

M. Request for Approval of 2015 Strategic Traffic Enforcement Grant Agreement with the Office of Highway Safety Planning

Board of Commissioners

N. Request for Approval of Transfers and Disbursements

O. Request for Approval of Property Transfer Agreement with AirLink, LLC

**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

MAY 13, 2015

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

C.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 19, 2015**

**COURT: Ninth Circuit Court – Family Division**

**PREPARED BY: Kathy Flack**

**SUBJECT: Grant Acceptance – Youthful Offender Transitions Program (Y.O.T.P.)**

**SPECIFIC ACTION REQUESTED:**

We are seeking approval to accept an award of \$15,000 from the DeGroot Family Foundation to fund operation of the Youthful Offender Transitions Program. (Y.O.T.P.)

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

The \$15,000 will be used by the Family Division of the Ninth Circuit Court to fund operation of the Youthful Offender Transitions Program by way of funding opportunities for youth that are short term and extraneous in nature, eg special projects and flexible funds, rather than general operating funds.

**TIME FRAME OF ACTION:**

The term of the grant is from January 15, 2015 through December 30, 2015;

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

DeGroot Family Foundation – local –Berrien County

**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)

Position already exists from previous grant. New grant funding will come out of the same fund so no elimination or creation is required.

**NEW OR RENEWAL OR AMENDMENT:**

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

New

**ANY OTHER PERTINENT INFORMATION:**

The Youthful Offender Transitions Program costs approximately \$120,000.00 to operate annually. For the time period that we are currently seeking grant monies, approximately \$45,000.00 of the operating budget has already been previously secured. However, De Groot Family Foundation funds will not be considered part of the program’s general operating budget because the Foundation wishes to fund opportunities for the program that are short term and extraneous in nature.

**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:**

Kathy Flack 269 385-6039 or kbflac@kalcounty.com

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: Tuesday, May 19, 2015****DEPARTMENT: 8<sup>th</sup> District Court****PREPARED BY: Lynn Kirkpatrick, Probation Services Director****SUBJECT:** Approval of agreement between Southwest Michigan Behavioral Healthcare (SWMBH) and 8<sup>th</sup> District Court and acceptance of PA 2 funds in the amount of \$40,000 for the Sobriety Court Program and the Young Adult Diversion Program.**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of an agreement between SWMBH and 8th District Court to provide \$35,000 for our Sobriety Court Program and \$5,000 for the Young Adult Diversion Program for the grant period of Oct. 1, 2014 – Sept. 30th, 2015.

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

Funding in the amount of \$40,000.

**TIME FRAME OF ACTION:**

Oct. 1 2014 through Sept. 30, 2015.

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

State funding through PA2/Block Grant funds.

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:** Renewal**ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:****N/A****CONTACT PERSON WITH PHONE NUMBER:**

Lynn Kirkpatrick, Probation Services Director, 383-8966.



Kalamazoo County

# Health & Community Services

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

**DATE:** May 19, 2015

**TO:** County Board of Commissioners

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

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

## **A. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE CONTRACT & CONTRACT AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

### **ACTION REQUIRED**

HCS Administration requests Board approval of the following contract & contract amendments between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2015 to December 31, 2015 and establish each unit's funding for fiscal year 2015.

### **GOVERNMENTAL UNITS AND FUNDING**

1. Comstock Township	\$10,815
2. Portage, City of	\$26,000
3. Prairie Ronde Township	\$1,000
4. Ross Township	\$2,500
5. Schoolcraft Village	\$500
6. Vicksburg, Village of	\$625

### **DESCRIPTION OF SUBJECT**

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service. These amendments were a result of amended Household Hazardous Waste fees for FY15 that were approved by the Board on March 17<sup>th</sup> of this year for the purpose of supporting HHW program operations on six (6) Saturdays for the remainder of the calendar year.

### **RELATIONSHIP TO GOALS**

These contracts/amendments will allow the collection of household hazardous waste in 2015 from each unit's residents and will allow removal of household

hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

### **FUNDING SOURCE**

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$37.50 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

### **PERSONNEL**

There are no new personnel issues associated with this item.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 or [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com)

## **B. APPROVAL qPCR/RAPID BEACH TESTING MOU WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Memorandum of Understanding (MOU) between KCHCS Laboratory and the Michigan Department of Environmental Quality's (MDEQ) Water Resources Division (WRD) to develop protocols and procedures for rapid beach water testing using qPCR (quantitative real-time polymerase chain reaction). The term of the MOU is April 1, 2015 to December 31, 2019.

### **DESCRIPTION OF SUBJECT**

Using equipment, consumables and reagents provided by MDEQ, the KCHCS Laboratory will partner with MDEQ and other Local Health Departments (LDHs) throughout Michigan to develop the protocols and procedures necessary to implement rapid beach water testing via qPCR for public and private beach water samples. Once the protocols and procedures are developed, beach samples will be tested using qPCR.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. Rapid beach water testing for samples associated with Environmental Health Programs will build efficiencies in sample result reporting and response.

### **FUNDING SOURCE**

Instruments, other associated equipment, consumables and reagents will be purchased by MDEQ. A fee of \$100 per sample, as determined to be reasonable and customary by MDEQ, will be charged to agency's submitting beach water samples to cover the cost of labor and the cost of reagents and consumables .

### **PERSONNEL**

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

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. Please contact Aaron Hoogenboom, KCHCS Laboratory Manager, at [awhoog@kalcounty.com](mailto:awhoog@kalcounty.com) or at 373-5077

## **C. APPROVAL OF DENTAL PROVIDER AGREEMENT WITH SCION ADMINISTRATIVE SERVICES OF MICHIGAN, LLC FOR THE COORDINATION AND PAYMENT OF DENTAL CARE SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Dental Provider Agreement with Scion Administrative Services of Michigan, LLC (SCION) for the coordination and payment of dental care services for clients seen at KCHCS Clinics. The Agreement will be effective upon signature and will be automatically renewed each year.

### **DESCRIPTION OF SUBJECT**

This agreement will provide further services, coordination and access to dental treatment for residents of the Kalamazoo Community. This will expand the ability of KCHCS to serve and treat more individuals and fulfills expectations that local health departments will work to ensure continuity and access to care for clients. The dental clinic is a program that provides billable services to predominantly low-income, at-risk and/or uninsured members of the public.

### **RELATIONSHIP TO GOALS**

This agreement will coordinate and provide needed services and is consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

### **FUNDING SOURCE**

Services provided to enrollees of SCION will be billed per the terms of the contract.

### **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 Ryan Post, Deputy Director Financial Management & Administration, at 373-5254 and [rjpost@kalcounty.com](mailto:rjpost@kalcounty.com)

## **D. APPROVAL OF CONTRACT FOR PROFESSIONAL SERVICES WITH MARY KUSHION CONSULTING, LLC**

### **ACTION REQUESTED**

HCS Administration request Board approval of a contract for professional consulting services with Mary Kushion Consulting, LLC for the development and implementation of a Performance Management System and Quality Improvement Plan in the Health & Community Services Department for the period of May 1 – August 31, 2015 in the amount of \$10,000.

### **DESCRIPTION OF SUBJECT**

National Accreditation is becoming increasingly important in the current political climate surrounding Public Health, and KCHCS is well poised to take this next step with the only reservation being the need to establish more prevalent Quality Improvement (QI) and program assessment processes. With the assistance of Mary Kushion Consulting and KCHCS identified project staff, current processes and systems will be reviewed and subsequent recommendations and improvements will be made to ensure the department has a Performance Management plan consistent with National Accreditation standards. A Quality Improvement Plan will also be developed during this time to be implemented for the ongoing assurance that the department is

continually operating community programs and services to the highest quality and standards to achieve and maintain National Accreditation in the future.

### **RELATIONSHIP TO GOALS**

This agreement will support all goals of the department by strengthening internal Quality Improvement and overall program assessment processes.

### **FUNDING SOURCE**

There are no County funds associated with this request. All funding is Federal in origin as part of the National Public Health Improvement Initiative and is awarded from the Michigan Department of Community Health (MDCH) by way of a grant award from the Michigan Public Health Institute (MPHI). The Board accepted the grant award on February 17, 2015.

### **PERSONNEL**

No new personnel are required as a result of this request. Current KCHCS Staff will work closely with the Consultant to develop and implement performance management and QI processes.

### **PROCUREMENT**

All County purchasing policies were followed. The Consultant submitted a successful proposal to an RFP issued March 5, 2015. Mary Kushion Consulting, LLC has extensive experience working with Local Health Departments in the areas of quality improvement and performance management and principle consultant Mary Kushion has over 25 years of public health experience, has successfully guided the Central Michigan District Health Department to National Accreditation and is currently a member of the Public Health Accreditation Board's Accreditation Improvement Committee, among many other public health leadership roles.

### **ISSUES/CONCERNS**

There are no issues or concerns. If there are any questions please contact Gillian Stoltman, PhD, MPH, Health Officer / Director HCS, at 373-5260 or [gastol@kalamazoo.com](mailto:gastol@kalamazoo.com).

## **E. APPROVAL OF NURSE FAMILY PARTNERSHIP (NFP) AGREEMENT WITH NATIONAL SERVICE OFFICE – NURSE FAMILY PARTNERSHIP (NSO-NFP)**

### **ACTION REQUESTED**

HCS Administration requests Board approval of an Agreement between Kalamazoo County and the National Service Office – Nurse Family Partnership for continuation of the Nurse Family Partnership evidence-based module implementation. This

agreement is in place from July 1, 2015 through June 30, 2018, with yearly auto-renewals after that.

### **DESCRIPTION OF SUBJECT**

The Nurse Family Partnership (NFP) project is an effective, proven approach to improving the health and life-course of low-income, first-time mothers and their children. Visits occur during the first pregnancy of a woman and throughout the first two years of her child's life.

### **RELATIONSHIP TO GOALS**

HCS has a goal to improve the overall health of the community by reducing preventable disabilities and deaths. The Nurse Family Partnership project focuses on helping families improve skills in the areas of maternal and child health, which HCS strongly supports.

### **FUNDING SOURCE**

No County funds are required as a result of this action. Funding source for this agreement comes from Federal Medicaid match and State grant revenue.

### **PERSONNEL**

There is 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 Deb Lenz, Maternal & Child Health Division Manager at 373-5024 or [dllenz@kalcounty.com](mailto:dllenz@kalcounty.com)

## **F. POSITION CREATION IN THE REGION IIIA AREA AGENCY ON AGING**

### **ACTION REQUESTED**

HCS Administration requests Board approval to create a 0.2 FTE Public Health Nurse position, 0.025 FTE Social Worker and a 0.2 Social Worker positions.

### **DESCRIPTION OF SUBJECT**

The Care Management Program works with persons who are at risk of nursing home placement, with significant health problems and complex situations, to help them stay at home. In addition, the program is contracted to provide support for the MI Health Link pilot program which began May 1, 2015. In order to address the needs of those

waiting for services, and meet the demand for MI Health Link referrals, we are requesting an increase in FTE's for three (3) present positions as follows: increase the current part-time nurse's position from 0.6 FTE to 0.8 FTE; one social worker from 0.775 to 0.8 FTE, and a second social worker from 0.6 to 0.8 FTE.

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

There are no County funds associated with this request. Funding for the proposed increases will be provided through state and federal funds.

### **PERSONNEL**

Create:

<b>Account #</b>	<b>Position/#</b>	<b>Pay</b>	<b>Grade</b>	<b>FTE</b>	<b>Effective</b>
282-142	Public Health Nurse #10866-002	\$8,303-\$11,211	K8	0.2	05/20/2015
690-005	Social Worker #10743-006	\$898-\$1,213	K7	0.025	05/20/2015
690-005	Social Worker #10743-011	\$7,188-\$9,705	K7	0.2	05/20/2015

### **ISSUES/CONCERNS**

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

## **G. POSITION CREATION IN THE KCHCS COMMUNITY ACTION AGENCY**

### **ACTION REQUESTED**

HCS Administration requests Board approval to create a .8 FTE Program Assistant in the KCHCS Community Action Agency.

### **DESCRIPTION OF SUBJECT**

The addition of this Program Assistant will provide needed support to Community Action Agency energy assistance programs. Assistance programs help eligible low-income households meet home energy costs for their primary residence through payment or partial payment of energy bills. This additional staff position will allow for more county residents to receive assistance in a timely and efficient manner and ensure that all grant and funding guidelines are met within the specified timeframes.

**RELATIONSHIP TO GOALS**

This action continues to further the goal of the Community Action Agency to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while helping to improve the conditions of the families served.

**FUNDING SOURCE**

No County funds are required as a result of this request. Funding to support this position creation is allocated through the Community Service Block Grant (CSBG).

**PERSONNEL**

*Create:*

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
793-142	Program Assistant #TBD - NEW	K06	.8	\$25,975 - \$35,060	5/20/15

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have questions please contact Charlotte Smith, JD, CAA Manager, at 373-5052 or at [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com)

**DATE:** May 1, 2015  
**TO:** Kalamazoo County Board of Commissioners  
**FROM:** Ben Damerow  
**SUBJECT:** Workforce Development Board Appointments

We are requesting consideration and approval of the individual listed below for appointment to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

This appointment is for the balance of a two-year term that began on October 1, 2014, for a private sector member.

<u>Name</u>	<u>Sector</u>	<u>Representing</u>	<u>Replacing</u>
Therese A. Zieleniewski Manager	Private Sector	Bronson at Home Personal Care	Jamie Bos

M.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 5, 2015

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Terra Mickolatcher, Financial Administrator

**SUBJECT:** Strategic Traffic Enforcement Grant (*FY 2015*)

**SPECIFIC ACTION REQUESTED:**

Acceptance of the additional funding

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

\$9,997 additional funding for the Strategic Traffic Enforcement Grant  
Total Revised Grant Amount: \$86,769.00

**TIME FRAME OF ACTION:**

Grant period 10/07/2014 through 09/30/2015

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

405d- State

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL OR AMENDMENT:**

*Amendment*

**ANY OTHER PERTINENT INFORMATION:**

The additional funding will be added to Personnel Costs for traffic enforcement throughout the summer

**CONTACT PERSON WITH PHONE NUMBER:**

Terra Mickolatcher, Financial Administrator, Phone Number: (269) 383-8763