



**Board of
Commissioners'
Meeting**

June 7, 2016

**NOTICE AND AGENDA FOR
JUNE 7, 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, June 7, 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. Request for Approval of 25 Year Resolution Honoring Suzanne Darling
- B. Public Hearing Resolution to Levy

CONSENT AGENDA

Buildings & Grounds

- C. Request for Approval of Contract with Otis Elevators for the Gull Road Justice Complex
- D. Request for Approval of a Space Utilization Agreement with DNA Diagnostics Center

Circuit Court

- E. Request for Approval of a Contract with Recovery Institute of Southwest Michigan
- F. Request for Approval of Michigan Legal Milestone Plaque at Michigan Avenue Courthouse
- G. Request for Approval of a Grant Agreement with the Kalamazoo Community Foundation

Equalization

- H. Request for Approval of Resolution to Levy

Finance/Human Resources

- I. Request for Approval of a Letter of Engagement with Korn Ferry Hay Group

Health & Community Services

- J. Request for Approval to Accept Statement of Grant Award #2016-4 & 2016-5 from the MI Aging & Adult Services Agency (AASA)
- K. Request for Approval of Site Sponsor Agreement with Kalamazoo College
- L. Request for Approval of a Contract with Kalamazoo Metro Transit
- M. Request for Approval of a Contract with Senior Services Southwest Michigan

Michigan Works!

N. Request for Approval of Contract 2015-0, Mod 01 with the W.E. Upjohn Institute

Parks & Expo Center

O. Request for Approval of Copier Lease with Ricoh-USA

Sheriff

P. Request for Approval of the Creation of a Part-time Position – Dispatcher (General Funds)

Board of Commissioners

Q. Request for Approval of Transfers and Disbursements

R. Request for Approval of Resolution Honoring Kevin Werkman

NON-CONSENT AGENDA ITEMS

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

S. Request for Approval of Allocation of Funds for the Kalamazoo Department of Public Safety: Police Foundation Critical Incident Review proposal

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

JUNE 1, 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



ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: MAY 31, 2016

SUBJECT: RESOLUTION TO LEVY

Michigan law requires each county to adopt an annual Budget for its fiscal year. Each county must adopt the annual budget prior to the start of the budget's fiscal year. This meant adopting the 2016 budget prior to January 1, 2016.

As part of this budget process, each county must adopt a Resolution to Levy setting forth the total number of mills of ad valorem property taxes the County will levy. The monies collected from the levy are then used to meet the county's financial needs for the ensuing fiscal year.

Prior to 2005, all county millages were levied in December and collected in the following March. This system served counties well because counties operate on a calendar year budget and would generally try to adopt the ensuing year's budget at the county's annual meeting in October.

In 2005, the Legislature amended the State Revenue Sharing Act, eliminating revenue sharing payments to counties but allowing Counties to start levying their general operating millage in July of each year, instead of December. By levying the millage in July, the revenues would be collected in September. The Legislature authorized this accelerated levying, and collection, of county general operating millage in order to reduce some of the adverse financial impacts resulting from the elimination of state-shared revenue. The State phased in a county's ability to shift the levying and collection of its general operating millage over a 3 year period with counties levying 1/3rd of their general operating millage in July of 2005; 2/3rds in July of 2006 and all of their general operating millage in July of 2007.

While the shift in general operating millage levy and collection reduced some of the adverse impacts the county experienced with the elimination of state-shared revenue, it has also created an unintended consequence. Specifically, a County's budget adoption process still takes place in the September-December time frame, and the County still is required to adopt the Resolution to

Levy in that same September-December time frame. However, State law now requires the County to levy and collect its general operating millage in July, prior to the adoption of the Resolution to Levy, and prior to the adoption of the budget the millage revenues will fund. Some members of the Board of Commissioners expressed concern about the County levying all, or a portion, of the County's general operating millage levied in July but not adopting the formal Resolution to Levy until October.

Unfortunately, the Legislature provided no guidance to the Counties on how to address the fact that its general operating levy may be taking place prior the adoption of a Resolution to Authorize the Levy.

In order to avoid any misunderstandings or questions, the Administration and Corporate Counsel have recommend that the Board of Commissioners adopt a Resolution to Levy, after a public hearing, in May or June of each year directing the levying of the County's general operating millage in July of that year. This year's Public Hearing will take place at your Meeting on June 7, 2015.

Thank you for your time and consideration to this Memorandum. Please feel free to contact the Interim County Administrator, Interim County Controller, or me, if you have any questions, comments or concerns regarding this Memorandum or the Resolution to Levy.

**2016
RESOLUTION TO LEVY**

WHEREAS, the County Administrator of Kalamazoo County has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2016; together with the estimated revenues from said departments and from taxation for the year 2016; and

WHEREAS, it is the duty of the Kalamazoo County Board of Commissioners to discuss, consider and authorize an annual appropriation to cover such expenditures as determined by the Board of Commissioners to be necessary; and

WHEREAS, it is estimated that a 4.6871 mill tax to cover such estimated expenditures would be necessary.

NOW, THEREFORE, BE IT RESOLVED that a 4.6871 mill operating tax be spread on the taxable value of the property of the County of Kalamazoo in 2016 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2016. Such tax spread being subject to Public Act 357 of 2004, requiring the total operating rate of 4.6871 mills to be levied in July 2016.

BE IT FURTHER RESOLVED that the County Administrator, as the duly appointed Budget Director, is hereby empowered to administer such duties as may be from time to time delegated to that office by the Kalamazoo County Board of Commissioners.

BE IT FURTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners at the October 6, 2015 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: June 7, 2016

John Taylor, Chairperson
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN)
) SS.
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, 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 June 7, 2016.

Timothy A. Snow,
Kalamazoo County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

**PREPARED BY: Randy E. Winterowd - Director
Eric McNamara - Assistant Director**

SUBJECT: Elevator Contract GRJC

SPECIFIC ACTION REQUESTED:

The approval of the attached elevator service contract for the four (4) new elevators located at the Kalamazoo County Gull Road Justice Complex to be serviced by the Otis Elevator Company. The contract is for 3 year term starting 11/01/2017, at the end of the construction warranty period, with a one (1) year automatic renewal.

DESCRIPTION OF ACTION (dollar amount, purpose):

The contract is a full service contract \$300.00 a month or annual \$3,600.00 per elevator.
(4) Elevators = \$1,200.00 per month or \$14,400.00 annually.

TIME FRAME OF ACTION:

Immediate. This is to take advantage of the current 2015 service rates. The contract is for a 3 year term starting 11/01/2017 with a one (1) year automatic renewal, beginning at the end of the construction warranty period.

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

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

The rate and the language of the contract is the same as other service elevator contracts we currently have with Otis Elevator. Otis was the installer of the elevator for the construction project.

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)

Warranty period ending on elevator 11/ 2017 from the Gull Road Justice Complex construction project.

CONTACT PERSON WITH PHONE NUMBER:

Eric McNamara- phone#: 269-383-8120

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Buildings & Grounds

PREPARED BY: Randy Winterowd

SUBJECT: DNA Diagnostics Center Space Utilization Agreement

SPECIFIC ACTION REQUESTED:

To establish a space utilization agreement with DNA Diagnostics Center for space in the County Administration Building for collecting DNA samples from individuals for purposes of paternity verification.

DESCRIPTION OF ACTION (dollar amount, purpose):

DNA Diagnostics shall pay \$25 for each half day of use and \$50 for each full day of use. Payment for the entire term of the Agreement is to be paid at one time, in advance and is due within 15 days of County issued invoice.

TIME FRAME OF ACTION:

The term of this Agreement shall commence on April 25, 2016 and terminate on December 31, 2016. DNA Diagnostics Center shall have the right to use the space on the following dates:

- May 23, 2016
- June 27, 2016
- July 25, 2016
- August 22, 2016
- September 26, 2016
- October 24, 2016
- November 21, 2016
- December 19, 2016

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

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT: New contract

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

(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:

Randy Winterowd, Director of Buildings & Grounds
(269) 383-8121

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 17, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Recovery Institute Contract for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court is requesting permission to enter into a contractual relationship with:

Recovery Institute of Southwest Michigan

DESCRIPTION OF ACTION (dollar amount, purpose):

The Recovery Institute of Southwest Michigan provides a recovery coach for the Drug Treatment Court Programs including: Men's Drug Treatment Court Program, Women's Drug Treatment Court Program, and Family Dependency Treatment Court Program. The recovery coach attends pre-court planning meetings and facilitates a process group after court sessions. The rate is \$24/hour not to exceed 36 hours or \$840 a month.

TIME FRAME OF ACTION:

January 1, 2016 – September 30, 2016

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

Mixture of state, local and federal grant funding.

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Circuit Court Administration

PREPARED BY: Suzanne Darling

SUBJECT: Michigan Legal Milestone

SPECIFIC ACTION REQUESTED:

The State Bar of Michigan is requesting a plaque be placed at the Michigan Avenue Courthouse, on the corner of Rose Street and W. Michigan Avenue, to commemorate a Michigan Legal Milestone. (See attached letter)

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

June/July 2016

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

There will be no cost to the county or court.

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

See attached letter.

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:

Sue Darling, 383-8928

SBM S T A T E B A R O F M I C H I G A N

p 517-346-6300

p 800-968-1442

f 517-482-6248

www.michbar.org

Kalamazoo County Board of Commissioners
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007

Chairperson Taylor and Kalamazoo Commissioners:

306 Townsend Street
Michael Franck Building
Lansing, MI
48933-2012

The State Bar of Michigan is pleased to have selected the Kalamazoo Case (*Stuart v. School District No. 1 of Village of Kalamazoo*) as the next Michigan Legal Milestone, to be dedicated during a banquet and educational program that will occur at noon on June 21, 2016 at the Radisson Plaza Hotel at Kalamazoo Center. The State Bar of Michigan Law Related Education and Public Outreach Committee has worked in collaboration with the Kalamazoo County Bar Association to plan this milestone dedication.

The Michigan Legal Milestones program recognizes significant legal cases and personalities in Michigan's history and uses bronze plaques, placed at featured sites, to relate the historical significance. Milestones are selected and dedicated no more than once a year. There are 39 milestones throughout the state, but none in Kalamazoo. The nearest milestone, the Sojourner Truth Milestone, is in Battle Creek.

Descriptions of the program and the milestones can be found here:

<http://www.michbar.org/programs/milestones>.

At the next dedication ceremony in Kalamazoo on June 21, a bronze historical marker plaque that recounts the history of the Kalamazoo Case will be revealed. The language on the historical marker plaque is attached to this letter.

After consultation with with Suzanne Darling, Court Administrator for the Ninth Judicial Circuit Court, and a site visit, the State Bar of Michigan requests that the Kalamazoo Case milestone plaque be placed on the grounds of the Ninth Circuit Courthouse in downtown Kalamazoo. More specifically, the committee requests that the plaque be installed near the benches and flagpoles that stand on the corner of the land in front of the courthouse at the Southwest corner of the intersection of Michigan Avenue and Rose Street.

The State Bar of Michigan has issued invitations to this dedication ceremony and luncheon to all members of the Kalamazoo County Board of Commissioners. We would like to be able to announce at this ceremony the exact location of the site where the plaque will be installed. We sincerely hope that you will be able to approve our proposed location and that you can join us to celebrate the history of your community.

Best wishes,



Janet Welch
Executive Director
State Bar of Michigan

40th MICHIGAN LEGAL MILESTONE

“The Kalamazoo Case: Establishing High School for All”

In 1858, the citizens of Kalamazoo extended free public education beyond the elementary level when they used tax money to construct Kalamazoo Union High School and to fund both elementary and secondary studies.

In 1873, several prominent Kalamazoo citizens filed a lawsuit raising a legal and constitutional challenge to the high school, arguing that tax dollars could only be used to fund primary schools.

On February 9, 1874, Circuit Court Judge Charles R. Brown ruled against the challenge, stating, “The provision that the legislature shall establish a system of primary schools cannot be reasonably construed as forbidding the establishment of other schools.”

After an appeal to the Michigan Supreme Court, Justice Thomas M. Cooley penned a unanimous opinion on July 21, 1874, upholding Judge Brown’s ruling, concluding that neither the legislature nor the state constitution restricted the scope of public education.

By 1890, there were 278 high schools in Michigan. The Kalamazoo Case changed the landscape of public education in Michigan and served as a landmark for educational reform across the United States.

Placed by the State Bar of Michigan
and the Kalamazoo County Bar Association

June 21, 2016

Property of the State Bar of Michigan

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to accept a grant from the Kalamazoo Community Foundation-Drug Treatment Court Fund

DESCRIPTION OF ACTION (dollar amount, purpose):

\$290,000 to support the Men's/Women's/Juvenile and Family Dependency Treatment Court Programs
\$5600 to Sobriety Court

TIME FRAME OF ACTION:

April 1, 2016 – March 31, 2017

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

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)
N/A

NEW OR RENEWAL OR AMENDMENT:

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

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:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Human Resources & Finance

PREPARED BY: Kristine Cunningham & Tracie Moored

SUBJECT: Korn Ferry Hay Group Job Evaluation Letter of Engagement

SPECIFIC ACTION REQUESTED:

Approval of a letter of engagement with Korn Ferry Hay Group to continue to provide job evaluation services.

DESCRIPTION OF ACTION (dollar amount, purpose):

The County utilizes the hay system to evaluate and point our job descriptions. Our previous vendor, Hay Group recently merged with a new company Korn Ferry. Korn Ferry Hay Group now requires a signed letter of engagement to continue their job evaluation services.

TIME FRAME OF ACTION:

Effective 5/1/2016 – 4/30/2017

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

Office of Finance General Fund Operating Budget

PERSONNEL IF REQUIRED:

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

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:

Kristine Cunningham 384-8100
Tracie Moored 383-8843



J.- M.

**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

DATE: June 7, 2016
TO: County Board of Commissioners
FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

**A. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2016-4 & #2016-5,
FROM THE MI AGING & ADULT SERVICES AGENCY TO THE KALAMAZOO
COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA
AREA AGENCY ON AGING**

ACTION REQUESTED

HCS Administration requests Board approval to accept Statement of Grant Awards #4 & #5 from the MI Aging & Adult Services Agency (AASA) in the amount of \$62,458 and \$8,814 respectively for the period of October 1, 2015 through September 30, 2016. The initial grant award was approved by the Board on November 4, 2015.

DESCRIPTION OF SUBJECT

Statement of grant awards #4 & #5 are continued funding for the AAIIIA FY16. Additional State and Federal funding for the full fiscal year is expected to be received in additional increments. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

RELATIONSHIP TO GOALS

The acceptance of this funding will further the Department's goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency."

FUNDING SOURCE

The funding represents allocations from the Older Michigianian's Act and Older American's Act through the MI Aging & Adult Services Agency. Total grant award to date is \$1,690,128.

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 Judy Sivak, Director, Older Adult Services at 373-5153 / jasiva@kalamazoo.org

B. REQUEST FOR ACCEPTANCE OF SITE SPONSOR AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES (KCHCS) AND KALAMAZOO COLLEGE

ACTION REQUESTED

HCS Administration requests board approval to enter into a Site Sponsor Agreement with Kalamazoo College, effective upon signature by Kalamazoo College through September 30, 2016.

DESCRIPTION OF SUBJECT

Kalamazoo College coordinates summer internships and job training opportunities for their students through coordination of the summer Career Building Internship Program (CBI). The Site Sponsorship Agreement will allow a student to participate in this program and to intern within HCS from June 29th through August 31st. The agreement depicts responsibilities of the college and the site to support student interns, promote a safe working environment, maintain good communication, etc. This is an educational opportunity for students to acquire relevant and real life educational experiences that will positively influence and assist in their overall educational outcomes and career choices.

This Internship will work with the department's Public Information Officer to support an increase in the effectiveness in which the Office educates the public and will help identify, develop new and hone current tools (web, social media, print, etc..) to do so. This Intern will be responsible for researching and identifying community groups, entities and individuals and how to best communicate with each. The main focus will be on identifying communication and education gaps associated with health literacy issues and differences among all community and population groups in which the Department and its programs and staff interact. Additionally, this Intern will help develop messages and recommend modes of communication to diminish gaps identified.

RELATIONSHIP TO GOALS

This request closely aligns with the department's goals to promote healthy lifestyles and choices for the Kalamazoo community, through the further education and

community investment that an internship opportunity offers. This will also provide support to department programs that work to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency.

FUNDING SOURCE

There are no County funds associated with this request. A Stipend for the summer is provided by Kalamazoo College to their students who participate in summer internships.

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. If you have any questions, please contact Courtney L. Davis, HCS Administrative Coordinator/ Public Information Officer, at 373-5197 or cldavi@kalcounty.com

C. APPROVAL OF CONTRACT BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES/ COMMUNITY ACTION AGENCY AND KALAMAZOO METRO TRANSIT FOR THE PURCHASE OF BUS PASSES FOR KVCC PROMISE STUDENTS PARTICIPATING IN A COMMUNITY ACTION AGENCY PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval of a partnership agreement with Kalamazoo Metro Transit (KMT) for the purchase of bus passes for Kalamazoo Valley Community College Promise students participating in the Community Action Assistance for Promise Students (CAAPS) program. The total Agreement amount is \$4,800. The Agreement is effective May 1, 2016 through September 30, 2016.

DESCRIPTION OF SUBJECT

The Community Action Agency (CAA) and Kalamazoo Valley Community College entered into a partnership to create the CAAPS program (agreement was approved by the Board on May 17, 2016). The CAA funded program provides income-eligible Promise students with assistance paying tuition and educational expenses. Kalamazoo Metro Transit (KMT), in partnership with the CAA, will assist CAAPS participants seeking to attain higher educational goals by providing bus passes for the semester. The purpose of the program is to assist low-income students that encounter financial barriers while attempting to attain

higher education. KMT will invoice the CAA \$240 for each one-semester bus pass for up to 20 income-eligible students.

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 students by eliminating concerns about transportation as they work to achieve higher education goals.

FUNDING SOURCE

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

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 or Gillian Stoltman, Director/Health Officer, at 373-5260 / gastol@kalcounty.com

D. APPROVAL OF CONTRACT BETWEEN HEALTH AND COMMUNITY SERVICES COMMUNITY ACTION AGENCY AND SENIOR SERVICES SOUTHWEST MICHIGAN FOR DELIVERY OF HOME DELIVERED MEALS AND SENIOR PROJECT FRESH COUPONS TO RESOLVE FOOD AND NUTRITIONAL EMERGENCIES FOR SENIOR CITIZENS

ACTION REQUESTED

HCS Administration requests Board approval of a contract with Senior Services Southwest Michigan for the delivery of home delivered meals and Senior Project Fresh coupons to eligible Kalamazoo County senior citizens in need of nutritional meals on behalf of the Community Action Agency (CAA). Total contract amount is \$33,790. The Agreement is effective May 1, 2016 and ends September 30, 2016.

DESCRIPTION OF SUBJECT

This contract will permit Senior Services Southwest Michigan to screen, qualify and provide senior citizens with nutritional home delivered meals and USDA coupons

redeemable at participating Michigan Farmer's Markets. Senior Services Southwest Michigan will then invoice CAA for reimbursement of the meals and coupons.

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 seniors to attain meals and nutritious foods they need to remain healthy and self – sufficient.

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 or Gillian Stoltman, Director/Health Officer, at 373-5260 / gastol@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2015-01, Mod 01 between the County of Kalamazoo and the W. E. Upjohn Institute for Employment Research.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2015-01, Mod 01 between the County of Kalamazoo and the W. E. Upjohn Institute for Employment Research.

DESCRIPTION OF ACTION (dollar amount, purpose): Funding for programs and services for the Michigan Works! System and activities of the Workforce Development Board for the Michigan Works! Southwest Area is defined in the attached Management Services contract modification between the W. E. Upjohn Institute for Employment Research, Employment Management Services Division and the County of Kalamazoo.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2017

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

PERSONNEL IF REQUIRED: Personnel used to implement programs and services are supported through this Management Services Contract between the W.E. Upjohn Institute for Employment Research, Employment Management Services Division (EMSD) and the County of Kalamazoo.

NEW OR RENEWAL: Modification 01 of the current contract 2015-01.

ANY OTHER PERTINENT INFORMATION: This contract is renewed every two years.

CONTACT PERSON WITH PHONE NUMBER: Ben Damerow 349-1533

Please Attach All Necessary Information (i.e. Agreements/Contracts/Applications):

- Contract 2015-01, Modification 01 is attached

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Copier lease with Ricoh-USA, Inc.

SPECIFIC ACTION REQUESTED:

Approve a purchase order with Ricoh-USA for the lease and maintenance of a copy machine, model Ricoh MP2554SP, for the Parks & Expo Center Department.

DESCRIPTION OF ACTION (dollar amount, purpose):

The purchase order for the lease and maintenance is for 60 months at a term of \$56.37 per month and \$0.0040 per copy image. The new copy machine is a replacement for the existing copier that is at the end of its 5 year lease. The copy machine will be located in the Parks Office at the Expo Center and is used for general department uses. In addition to standard black and white copies, the machine is also used as a printer, scanner, and fax machine. The proposal recommended for award is based on the State of Michigan MiDeal bidding, contract #071B9200190 with Ricoh, USA.

TIME FRAME OF ACTION:

Leases will take effect in June 2016

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

Parks Operating Budget

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

New lease agreement to replace expiring lease for copy machine.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Purchasing bid the copier per county policy and five proposals were received. The proposal from Ricoh-USA, Inc. meets the bid requirements and was the lowest bidder. The bidder also submitted State of Michigan MiDeal pricing. The last time this was bid was 5 years ago.

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz 383-8787

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 7, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Richard C. Fuller III, Sheriff

SUBJECT: Approval Part Time Position

SPECIFIC ACTION REQUESTED:

Approve the creation of a part time dispatch position

DESCRIPTION OF ACTION (dollar amount, purpose):

Part time dispatcher not to regularly exceed 30 hrs per week. The dispatch center has been filling vacations and position openings with overtime and/or placing a dispatch trained patrol or corrections deputy into dispatch to fill the void. This is costly to the budget and also depletes the staffing from the road patrol and jail. A recent position vacancy resulted in a temporary dispatcher being hired whereupon the Sheriff's Office made the assessment that hiring a part time dispatcher to fill the schedule was more economically feasible from both budget and service delivery perspectives. T

TIME FRAME OF ACTION:

Immediate

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

The position will be covered within the Sheriff's Office budget

PERSONNEL IF REQUIRED:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Eff Date
101-301	10442-TBD	Dispatcher	nf16b	0.75	\$26,176.80 - \$31,652.40	6/8/2016

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

This position is covered by the existing CBA and does not have to be negotiated.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Richard C. Fuller III ph: 385-6173



RESOLUTION HONORING

Mr. Kevin Werkman

WHEREAS, Kevin Werkman was appointed to the Kalamazoo County Building Authority in August 2011 and served until April 2016, serving with dedication and distinction by always thoroughly reviewing the meeting agendas and making informed decisions; and

WHEREAS, Kevin Werkman is a Senior Manager at Jansen, Valk, Thompson & Reahm, PC and has an extensive financial background, which was beneficial to the Kalamazoo County Building Authority; and

WHEREAS, Kevin Werkman is a Certified Public Accountant and a Chartered Global Management Accountant,

WHEREAS, Kevin Werkman earned Master and Bachelor degrees of Business Administration from Western Michigan University, and

WHEREAS, Kevin Werkman is a loyal and faithful member of the community, serving as Treasurer for Second Impressions, in addition to his service on the Kalamazoo County Building Authority.

NOW, THEREFORE, LET IT BE RESOLVED that the County of Kalamazoo and the Kalamazoo County Building Authority wish to acknowledge and honor Kevin Werkman for his contributions to the Kalamazoo County Building Authority and to the citizens of Kalamazoo County.

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 June 7, 2016.

Timothy A. Snow
County Clerk/Register