

The seal of Collier County, Florida, is a circular emblem with a scalloped edge. It features a central figure, likely a person or a symbol, surrounded by the text "COLLIER COUNTY FLORIDA".

**Board of
Commissioners'
Meeting**

June 17, 2014

**NOTICE AND AGENDA FOR
JUNE 17, 2014 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, June 17, 2014, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

CONSENT AGENDA

Community Corrections

- A. Request for Approval to Submit FY 2015 Grant Application for Comprehensive Corrections Plan to the State of Michigan – Office of Community Alternatives

Drain Office

- B. Request for Approval of Revolving Drain Fund Procedure Amendment
- C. Request for Approval to Accept 2013 Annual Drain Report

Health & Community Services

- D. Request for Approval of Amendment to the Agreement with Kalamazoo County Health Plan Corporation (KCHP) for the Provision of Indigent Health Care Services
- E. Request for Approval of Fiscal Year 2014 Annual Implementation Plan for the Region IIIA Area Agency on Aging
- F. Request for Approval of Multiple Amendments to Purchase of Service Agreements with Various Providers of Service for Area Agency on Aging
- G. Request for Approval of Amended Agreements for FY 2014 with Senior Services, Inc., Advocacy Services for Kids, and Legal Aid of Western Michigan
- H. Request for Approval to Apply for A Sanofi Passeur Educational Grant to Assist in Creating Public Awareness to the Importance of Travel Health Assessment Prior to Foreign Travel
- I. Request for Approval of Amendments to Partnership Agreements with Kothari Consulting, YMCA of Kalamazoo, and Challenger Group, Inc.
- J. Request for Approval of Data Sharing Agreement and Business Associate Agreement with Kalamazoo Regional Education Service Agency (KRESA)

Michigan Works!

- K. Request for Approval of Contract 2012-01, Mod 02 with the W.E. Upjohn Institute
- L. Request for Approval of Contract 2014-01 with W.E. Upjohn Institute

- M. Request for Approval of Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8) Agreement
- N. Request for Approval of Workforce Development Board (WDB/CEO) Agreement and Bylaws
- O. Request for Approval of Wagner-Peyser 7 (a) Employment Services Plan 14-00
- P. Request for Approval of Workforce Investment Act Adult Services Plan 14-00
- Q. Request for Approval of Workforce Investment Act Dislocated Worker Plan 14-00
- R. Request for Approval of Workforce Investment Act Youth Plan 14-00
- S. Request for Approval of Workforce Investment Act, Service Center Operations – Statewide Activities Plan 14-00
- T. Request for Approval of Workforce Investment Act Capacity Building and Professional Development Plan 14-00

Sheriff

- U. Request for Approval of an Agreement with Kalamazoo County Community Mental Health and Substance Abuse Services
- V. Request for Approval of an Agreement with Bio-Medical Application of Michigan, Inc.
- W. Request for Approval of a Contract Extension with Canteen Services

Board of Commissioners

- X. Request for Approval of Transfers and Disbursements
- Y. Request for Approval of Change in Professional Services – Additional Scope with Arcadia Collaborative
- Z. Request for Approval of an Agreement with Charter Township of Oshtemo and the South Drake Road Corridor Improvement Authority Regarding the Capture of County Taxes
- AA. Request for Approval of A Resolution to Exempt County Taxes from Capture by the South Drake Road Corridor Improvement Authority

NON-CONSENT AGENDA ITEMS

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

District Court

- BB. Request for Approval of Contract Amendment with Speak It Forward

- 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 11, 2014

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

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111
TDD PHONE: (269)383-6464



COMMUNITY CORRECTIONS

1000 Oliver St, West Entrance Kalamazoo MI 49008
269-387-7136 269-387-7193 Fax

BOARD AGENDA REQUEST

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo

SUBJECT: FY2015 Application for Comprehensive Corrections Plan between the State of Michigan – Office of Community Alternatives and Kalamazoo County.

SPECIFIC ACTION REQUESTED: Approve submission of the FY2014 Grant application for PA511 funding for Community Corrections programming.

DESCRIPTION OF ACTION (dollar amount, purpose):

Programs and services in the amount of \$443,088.

Probation Residential funding for 49 beds (estimated to be \$860,000.00)

Felony Drunk Driver Community Treatment/Jail Reimbursement in the amount of \$6,069.00

Mental Health/Substance Abuse Assessments Services in the amount of \$6,000

TIME FRAME OF ACTION:

Grant year is October 1, 2014 through September 30, 2015.

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

Funding for this grant is from the State of Michigan, Michigan Department of Corrections – Office of Community Alternatives, as identified in PA 511 (Community Corrections Act).

PERSONNEL IF REQUIRED: The Grant requests various levels of continuation funding for 9.5 personnel and additional funding for a 0.5 FTE position which is already authorized, but unfilled at this time..

NEW OR RENEWAL: This is a renewal. First Grant was received in 1990.

ANY OTHER PERTINENT INFORMATION: This funding will help support CCAB Administration, the Electronic Monitoring Program, Drug Testing, Pretrial Supervision, Probation Residential Services, Post Arraignment screening of jail inmates, mental health and substance abuse assessments and a Felony Drunk Driver Community Treatment program. These positions oversee 4,000 annual OCC program enrollments.

CONTACT PERSON WITH PHONE NUMBER: Kenneth D. Bobo. 269.387.7136



Kalamazoo County

Health & Community Services

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

DATE: June 17, 2014
TO: County Board of Commissioners
FROM: Lynne Norman, Acting Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH THE
KALAMAZOO COUNTY HEALTH PLAN CORPORATION (KCHP)
FOR THE PROVISION OF INDIGENT HEALTH CARE SERVICES**

ACTION REQUESTED

HCS Administration requests Board approval of an amendment to the agreement with the Kalamazoo County Health Plan (KCHP) for the period of October 1, 2013 through September 30, 2014. Total funding amount is \$367,328.25.

DESCRIPTION OF SUBJECT

The Kalamazoo County Health Plan is a community-sponsored program for income qualified Kalamazoo County residents without health insurance and the Adult Benefits Waiver recipients (prior to April 1, 2014) living in Kalamazoo County. Under provisions of this agreement, the Health Plan compensates the Kalamazoo County Health and Community Services Department for the provision of select health services to indigent and low-income individuals. This amendment is a decrease in the committed funding.

RELATIONSHIP TO GOALS

This agreement is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

FUNDING SOURCE

In accordance with regulations governing local county health plans, the Kalamazoo County Health and Community Services Department provides local funding support each year to the Kalamazoo County Health Plan. The local funding is used to generate additional Federal funds. The Health Plan then contracts with HCS to perform specified services in an amount relative to the local funding commitment.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Tammy Lahman, Deputy Director-HCS FMS at 373-5257 or talahm@kalamazoo.org.

B. APPROVAL OF HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA (HCS/AAA) FY 2015 ANNUAL IMPLEMENTATION PLAN

ACTION REQUESTED

HCS Administration requests Board approval of the Fiscal Year 2015 Annual Implementation Plan for the Region IIIA Area Agency on Aging.

DESCRIPTION OF SUBJECT

Each year, the HCS/AAA is required to write a plan that indicates priorities for spending state and federal money designated for aging services in primarily Kalamazoo County (the Long-Term Care Ombudsman/Elder Abuse Education Program serves a 5-county area). The County Board of Commissioners, as the AAA's policy board, is required to review and approve the plan prior to submitting it to the state. A public hearing, followed by the approval from the Older Adult Services Advisory Council took place on June 11, 2014.

The plan is a continuation of the direction set by the Multi-Year Plan, prioritizing the funding of services to help maintain people in their own homes, increasing the availability of Healthy Living Programs, and collaborating with community partners on program development efforts. The amount of federal and state money, including local match and program income, expected to be available to support the administrative responsibilities of the HCS/AAA, and provide program development, supportive and nutrition services is \$2,059,844.

RELATIONSHIP TO GOALS

This action is consistent with the HCS goal to strengthen the capacity of individual and families at risk within the community to take control of their lives.

FUNDING SOURCE

Funding is from the Federal Administration on Aging, the MI Office of Services to the Aging, client donations, county general fund and a required 10% minimum match provided by contractors.

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 at this time. Please contact Judy Sivak, Director of Older Adult Services, at 373-5153 or jasiva@kalamazoo.org if there are questions.

C. APPROVAL OF MULTIPLE AMENDMENTS TO PURCHASE OF SERVICE AGREEMENTS WITH VARIOUS PROVIDERS OF SERVICE FOR HCS AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval of multiple Amendments to Purchase of Service (POS) agreements with the HCS/AAA3A and **various service providers noted below**. The Amendment removes the match requirement that was a part of the master POS Agreement beginning October 1, 2013 and ending September 30, 2016.

<u>Organization</u>	<u>Services</u>
Medical Resource Management, Inc.	Homemaking, In-home Respite, Medication Management, Personal Care, Transportation
Home Watch Care Givers	Homemaking, In-home Respite, Medication Management, Personal Care, Transportation
ADL Home Care	Homemaking, In-home Respite, Personal Care, Transportation.

DESCRIPTION OF SUBJECT

The Amendment removes the match requirement from the master POS agreement. Match requirements for HCS Area Agency on Aging are being fulfilled internally and in ways independent of current Service Providers, so the contract requirement is no longer necessary. These providers are a part of the purchase of service pool for the Choices for Independence Programs, providing clients a choice of various service providers. The services available will assist Kalamazoo County older adults (60 and over) to obtain/maintain the ability to stay in their own home for as long as possible, thus avoiding costly institutional care.

RELATIONSHIP TO GOALS

This action will allow residents at risk to strengthen their capacity to take control of their lives and remain living as independently as possible in the community.

FUNDING SOURCE

No County funds are required. Funds are from federal and state grants.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

County Purchasing Policy is followed for these subcontractors.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director – Older Adult Services at 373-5153 or at jasiva@kalamazoo.org.

**D. APPROVAL OF AMENDED AGREEMENTS FOR FISCAL YEAR 2014
BETWEEN THE COUNTY OF KALAMAZOO AND SENIOR SERVICES, INC.,
ADVOCACY SERVICES FOR KIDS, AND LEGAL AID OF WESTERN MI**

ACTION REQUESTED

HCS Administration requests Board approval of the following amendments to the 13/14 FY AAIIIA Provider Contracts. These contracts are for the provision of services to older adults in Kalamazoo County and are active from October 1, 2013 to September 30, 2014. The original contracts were approved by the Board on November 19, 2013.

<u>Contractee</u>	<u>Agreement</u>	<u>Funding Total</u>
Senior Services, Inc.	Amendment #2	\$718,213
Services include Senior Center Staffing/Operations; Transportation, Home Injury Control, USDA, Congregate Meals, Home Delivered Meals, MMAP SMP and SMP II, MMAP Core		
Advocacy Services for Kids	Amendment #1	\$4,043
Caregiver Education, Support & Training		
Legal Aid of Western Michigan	Amendment #1	\$12,491
Legal Services		

DESCRIPTION OF SUBJECT

These amended agreements reflect increased maximum funding levels for contracted services due to recent Statement of Grant Awards received from the Office of Services to the Aging.

RELATIONSHIP TO GOALS

The services funded through this action meet the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

FUNDING SOURCE

All of the funds are from the federal and state government and are earmarked for aging services.

PERSONNEL

There are no personnel issues associated with this request.

PROCUREMENT

There are no procurement associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. Please contact Judy Sivak, Director – Older Adult Services, at 373-5153 or jasiva@kalamazoo.com if you have any questions.

E. APPROVAL TO APPLY FOR A SANOFI PASTEUR EDUCATIONAL GRANT TO SUPPORT THE HEALTH AND COMMUNITY SERVICES DEPARTMENT (HCS) IN CREATING PUBLIC AWARENESS TO THE IMPORTANCE OF TRAVEL HEALTH ASSESSMENTS PRIOR TO FOREIGN TRAVEL

ACTION REQUESTED

HCS Administration requests Board approval to apply for a mini-grant to Sanofi Pasteur for an educational grant to support public awareness and education regarding the Travel Clinic at Kalamazoo County HCS. HCS is applying for the grant in the amount of \$2500 to be used during the time period of September 2014-September 2015.

DESCRIPTION OF SUBJECT

HCS Travel clinic provides comprehensive education regarding travel health and vaccine and/or medication preventable diseases associated with travel. The travel

health clinic also provides follow-up assessment post travel.

This grant would provide opportunities to advertise and educate the Kalamazoo Community to the importance of obtaining proactive disease prevention education/information prior to travel. HCS would raise awareness and further its education to the community through printed materials, bus advertisements, and other similar venues. This grant will be used for the promotion of our travel clinic to ensure that the public is given comprehensive education and services for foreign travel.

RELATIONSHIP TO GOALS

The travel clinic contributes to the HCS goal of reducing communicable diseases in our county. Foreign travel provides opportunity for foreign disease to find its way into our state and our county. Education will minimize this risk.

FUNDING SOURCE

There are no County funds associated with this request. Funding will be provided through the Sanofi Pasteur Grant.

PERSONNEL

There are no new personnel associated with this request

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynne Norman, HCS Acting Health Officer, at 269-373-5237 or ldnorm@kalcounty.com.

F. APPROVAL OF AMENDMENTS TO PARTNERSHIP AGREEMENTS BETWEEN THE HCS-HEALTHY BABIES/HEALTHY START (HBHS) PROJECT AND THE CONTRACTEES KOTHARI CONSULTING, YMCA of KALAMAZOO, & CHALLENGER GROUP, INC.

ACTION REQUESTED

HCS Administration requests Board approval to Amend the Agreements between Kalamazoo County and the providers listed below for the provisions of pre-natal and perinatal services under the Healthy Babies/Healthy Start Program. These amendments will extend the terms of the agreement to August 31, 2014.

<u>PROVIDER</u>	<u>SERVICES PROVIDED</u>	<u>AMOUNT</u>	<u>BOC DATE</u>
Kothari Consulting, LLC.	Consultant	\$ 5,000	Nov. 19, 2013
YMCA of Kalamazoo	Exercise/Physical Activities	\$ 2,100	July 2, 2013

Challenger Group, Inc. Software

\$ 3,000 July 2, 2013

DESCRIPTION OF SUBJECT

The Healthy Babies/Healthy Start Program is in the final year of a five-year grant cycle to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. Program is currently awaiting notification of application for next 5-year funding cycle. These contract amendments and extension requests are due to the 90 day extension received from HRSA for the current grant cycle. This will allow additional time to HRSA to review and award Healthy Start grants for the next funding cycle.

RELATIONSHIP TO GOALS

HCS has a goal to improve the overall health of the community by reducing preventable deaths. The Healthy Babies/Healthy Start Program works to reduce the fetal and infant deaths in Kalamazoo County.

FUNDING SOURCE

No County funds are required as a result of this action. Funding source for this agreement comes from the Healthy Start Initiative of the United States Department of Health and Human Services.

PERSONNEL

There is no 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.

G. APPROVAL OF DATA SHARING AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT BETWEEN KALAMAZOO REGIONAL EDUCATION SERVICE AGENCY (KRESA) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT THROUGH ITS MATERNAL & CHILD HEALTH DIVISION

ACTION REQUESTED

HCS Administration requests Board approval of a Data Sharing Agreement and a Business Associate Agreement between Kalamazoo Regional Education Service Agency (KRESA) and Maternal & Child Health Division. Both agreements are effective July 1, 2014 and will automatically renew on an annual basis.

DESCRIPTION OF SUBJECT

HCS – Maternal & Child Health Division (MCH) will provide data sharing from MCH home visitation programs to KRESA. This is for the KRESA Efforts to Outcomes (ETO) research being completed by the Upjohn Institute. Research is being completed to study ways to improve educational outcomes in Kalamazoo County. HCS-MCH will ensure that all data sharing is completed after client knowledge and consent is obtained and documented.

RELATIONSHIP TO GOALS

The acceptance of these agreements will further HCS's goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

FUNDING SOURCE

There are no County General funds associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, MCH Division Manager at 373-5024 or dlenz@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2012-01, Mod 02 between the County of Kalamazoo and the W.E. Upjohn Institute.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2012-01, Mod 02 between the County of Kalamazoo and the W.E. Upjohn Institute.

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 Kalamazoo-St. Joseph Michigan Works! 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, 2012 through June 30, 2014

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 of current contract.

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 2012-01, Modification 02 is attached

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2014-01 between the County of Kalamazoo and the W.E. Upjohn Institute.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2014-01 between the County of Kalamazoo and the W.E. Upjohn Institute.

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 Kalamazoo-St. Joseph Michigan Works! Area is defined in the attached Management Services contract between the W. E. Upjohn Institute for Employment Research, Employment Management Division and the County of Kalamazoo.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2015

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 Division and the County of Kalamazoo.

NEW OR RENEWAL: New Contract 2014-01

ANY OTHER PERTINENT INFORMATION: This contract is renewed every year.

CONTACT PERSON WITH PHONE NUMBER: Ben Damerow 349-1533

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

Contract 2014-01 is attached

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8)

SPECIFIC ACTION REQUESTED: Review and approval of the Revised Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8) Agreement

DESCRIPTION OF ACTION (dollar amount, purpose): N/A
Enclosed for County Board consideration and approval is the Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8) Agreement between the Kalamazoo County Board of Commissioners for the County of Kalamazoo and the St. Joseph County Board of Commissioners for the County of St. Joseph, for the administration of Michigan Works! System and activities of the Kalamazoo-St. Joseph Workforce Development Board for the Kalamazoo-St. Joseph Michigan Works! Area.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

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

J:\Annex\PLANS\Plan Approval Process\Board of Commissioners Forms\Board Agenda Request Form\14-00 Interlocal Agreement.doc

Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8)

Summary of Revisions – May 2014

Updated references to the Michigan Works! Agency as the Administrative and Fiscal Agent throughout the document as follows:

Page 1

4th paragraph

8th paragraph

Page 2

Section 4: Employee Transfer, Reassignment or Benefit Adjustments

Page 3

Section 7: Other Legal, Financial and Administrative Arrangements

a. and c.

Page 4

Section 8: Joint Board of Commission

b.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Development Board (WDB/CEO) Agreement and Bylaws

SPECIFIC ACTION REQUESTED: Review and approval of the Revised Workforce Development Board (WDB/CEO) Agreement and Bylaws

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

Enclosed for County Board consideration and approval is the updated Workforce Development Board (WDB/CEO) Agreement and Bylaws for the execution of responsibilities of the Kalamazoo-St. Joseph Workforce Development Board for the Administration of the Michigan Works! System.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

PLEASE ATTACH ALL NECESSARY INFORMATION

i.e. Agreements/Contracts/Applications

Bylaws of the Kalamazoo County and St. Joseph County Workforce Development Board

Summary of Revisions – May 2014

Updated references to the Michigan Works! Agency as the Administrative and Fiscal Agent throughout the document as follows:

Page 2

- o B. Administrative and Fiscal Agent
i., ii., iii.
- o Section 4: Reporting

Page 4

Section 3: Terms of Membership, A.

Page 9

Section 8: Board Staff

Page 11

Section 9: Publications of Proceedings, C. and D.

Page 13

Section 3: Accountability

Page 14

Article VI: Definitions

Administrative and Fiscal Agent

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Wagner-Peyser 7(a) Employment Services 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Wagner-Peyser 7(a) Employment Services Plan 14-00.

DESCRIPTION OF ACTION (dollar amount, purpose): \$400,562

The Workforce Development Agency (WDA) has allocated \$400,562 in Wagner-Peyser Employment Services Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2014 (7/1/2014-6/30/2015).

Employment Services are provided at two Michigan Works! Service Centers in the Kalamazoo-St. Joseph Michigan Works Area: One in the City of Kalamazoo and one in the City of Three Rivers.

Basic labor exchange services are designed to assist job seekers in finding employment by providing access and direction on how to use the Pure Michigan Talent Connect public labor exchange system. There are no preconditions or costs for job seekers or employers using these employment services.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2015

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Wagner-Peyser Act 7(a) Employment Services

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

PLEASE ATTACH ALL NECESSARY INFORMATION

i.e. Agreements/Contracts/Applications

J:\Annex\PLANS\Plan Approval Process\Board of Commissioners Forms\Board Agenda Request Form\14-00 W-P ES Plan.doc

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act Adult Services Plan 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Adult Plan 14-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$606,205

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for job seekers and employers. The goal of the locally operated, demand driven workforce investment system is to increase employment, retention, earnings, and occupational skill attainment of job seekers.

The Workforce Development Agency (WDA) provided an estimated allocation of \$606,205 in Workforce Investment Act (WIA) Adult Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2014 (7/1/2014-6/30/2015). The allocation is pending an official policy issuance. A portion of the total of the local allocation (\$42,912) is available for expenditure July 1, 2014, with the projected balance (\$563,293) available for expenditure on October 1, 2014.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act Dislocated Worker Plan 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Dislocated Worker Plan 14-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$775,611

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for employers and job seekers that have been displaced due to business closures or substantiated layoff. The goal is to increase the employment, retention, earnings, and occupational skill attainment of job seekers. Workforce development services provided through local organizations and agencies include: rapid response to business closure or substantiated layoff, career information and guidance, job search assistance, occupational skill training, employability skills training, and job development and placement services.

The Workforce Development Agency (WDA) provided an estimated allocation of \$775,611 in Workforce Investment Act (WIA) Dislocated Worker Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2014 (7/1/2014-6/30/2015). The allocation is pending an official policy issuance. A portion of the total of the local PY2014 allocation (\$125,415) is available for expenditure July 1, 2014, with the projected balance (\$650,196) available for expenditure on October 1, 2014.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

PLEASE ATTACH ALL NECESSARY INFORMATION

i.e. Agreements/Contracts/Applications

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act Youth Plan 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Youth Plan 14-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$873,160

The Workforce Development Agency (WDA) has provided an estimated allocation of \$873,160 in Workforce Investment Act (WIA) Youth Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2014 (7/1/2014-6/30/2015).

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for job seekers and employers. The goal is to increase the employment, retention, earnings, and occupational skill attainment of job seekers.

The youth program provides eligible youth seeking academic and employment success with an effective and comprehensive range of resources to improve their education and skill competencies as well as provide them with effective connections to employers.

The program incorporates service strategies that consider differing needs of younger and older youth. Program services are available to all eligible youth 14 through 21 years old. However, older youth (19 – 21 years old) also have access to adult service options.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act, Service Center Operations – Statewide Activities Plan 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Service Center Operations Plan 14-00.

DESCRIPTION OF ACTION (dollar amount, purpose): \$15,006

The Workforce Development Agency announced Statewide Activity funding for the Kalamazoo-St. Joseph Michigan Works! Area for the operations of the Michigan Works! One-Stop Service Centers. The announced allocation for PY2014 (July 1, 2014 – June 30, 2015) is \$15,006. Service Centers are the core of the local Michigan Works! System. Numerous organizations and agencies and programs are housed at the Service Centers. One Service Center is located in Three Rivers (St. Joseph County) and the other in Kalamazoo (Kalamazoo County). Funds identified for the One-Stop system will be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade one-stop facilities as necessary.

One-Stop Operations funds from this grant will supplement financial support from all partners housed at the one stop facilities. The grant will support:

- Service center development and coordination (\$7,800)
- Marketing and public information (\$1,800)
- One-Stop operations (\$5,406)

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: N/A

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

PLEASE ATTACH ALL NECESSARY INFORMATION

i.e. Agreements/Contracts/Applications

J:\Annex\PLANS\Plan Approval Process\Board of Commissioners Forms\Board Agenda Request Form\14-00 WIA Statewide Service_Ctr Operations.doc

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dallas Oberlee

SUBJECT: Workforce Investment Act Capacity Building and Professional Development 14-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Capacity Building and Professional Development Plan 14-00.

DESCRIPTION OF ACTION (dollar amount, purpose): \$125,000

The Workforce Development Agency is providing Workforce Investment Act Statewide Activities funds to the Michigan Works! System for enhancing skills of Michigan Works! Agency professionals in the development of skills and abilities that will address the changing program and technological needs presented in the Michigan Works! System. Capacity building funding, which will benefit the entire system, is allocating funding using a regional approach. Kalamazoo/St. Joseph Michigan Works! was selected as one of four MWAs in the state who are awarded these funds and will serve as project manager for these funds. Capacity Building and Professional Development funds shall be used to address a number of critical areas within the Michigan Works! System, including, but not limited to:

- Supporting state and local partnerships
- Developing and improving local program performance and goals
- Assisting ongoing system development and proficiency including professional development and technical assistance

Capacity building and professional development activities will be achieved for this through the special membership fee to the Michigan Works! Association.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2015

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W. E. Upjohn Institute served as a regional project manager for this funding during the 2012 and 2013 program year (2012 – 2014).

CONTACT PERSON WITH PHONE NUMBER: Dallas Oberlee 385-0442

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

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Community Mental Health Reimbursement Agreement

SPECIFIC ACTION REQUESTED:

Approve the reimbursement agreement with the Kalamazoo County Community Mental Health and Substance Abuse Services.

DESCRIPTION OF ACTION (dollar amount, purpose):

Reimbursement varies by program/training. The training is for Deputies on dealing with person or inmates who may have mental health issues.

TIME FRAME OF ACTION:

Immediate

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

PERSONNEL IF REQUIRED:

NEW OR RENEWAL OR AMENDMENT:

The Board has already approved the contract with CMH however attached is amendment 1.1 which provides the mechanism for which the Sheriff's Office will get reimbursed for training costs.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas 385-6176 or Dave Buchowicz, CMH 385-6128

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve Dialysis Agreement

SPECIFIC ACTION REQUESTED:

Approve an agreement with Bio-Medical Application of Michigan, Inc to provide dialysis treatments to inmates at a reduced cost.

DESCRIPTION OF ACTION (dollar amount, purpose):

Agreed cost per treatment is \$400. Dialysis is occasionally required for inmates.

TIME FRAME OF ACTION:

Immediate

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

General Fund

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The normal cost per treatment is about \$2,000. This agreement represents a significant savings to the County.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 17, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve Canteen Services Contract Extension

SPECIFIC ACTION REQUESTED:

Approve a contract extension with Canteen Services to December 31, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

Canteen provides the commissary service to the County Jail inmates.

TIME FRAME OF ACTION:

Immediate to December 31, 2014

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

NA

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

Extension

ANY OTHER PERTINENT INFORMATION:

Canteen has provided commissary services since 1998. The contract was rebid in 2005 and again awarded to Canteen. There have been several extensions since 2005. At the conclusion of this extension, the contract will be bid out again.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Facilities Master Plan (FMP)

SPECIFIC ACTION REQUESTED: Change in Professional Services-Additional Scope \$27,500

DESCRIPTION OF ACTION (dollar amount, purpose): In September, 2011 the County engaged the services of the Arcadia Collaborative West (ACW) to assist in the development of a Facilities Master Plan (FMP). The original bid was for \$39,000 with no reimbursable expenses. Subsequently, in March, 2012, we engaged ACW for additional work because of increased scope and meeting times for the amount of \$8,500. The final FMP completed in June, 2012. We have used that as a working document as we have planned for the construction of the Gull Road Court Facility, implemented essential maintenance updates at the Michigan Avenue Courthouse, and evaluated other projects including identifying potential locations for HCS, deferred maintenance in the Administration Building, and parking/file storage needs.

As explained in the Facilities Master Plan Update given to the Board April 8, 2014, we are recommending engaging the services of ACW to complete an update of the FMP that will incorporate the projects we have completed, projects that have been worked on as a result of modifications in the FMP, and a thorough analysis of Court co-location possibilities including discussing the long term use of MAC. The goal is to have a plan that identifies projects that remain to be done and their cost so a financial plan can be developed to address those needs.

This additional scope will cost \$27,500 and will completed for approval in October, 2014.

TIME FRAME OF ACTION: Request approval at the June 17, 2014 Board of Commissioners meeting.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Capital Improvement 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) No additional personnel

NEW OR RENEWAL: Change order

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: John Faul (383-8908) jmfaul@kalcounty.com

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: Tuesday, June 17, 2014****DEPARTMENT: 8th District Court****PREPARED BY: Lynn Kirkpatrick, Probation Services Director****SUBJECT:**Board approval of amended contract between the 8th District Court Young Adult Diversion Program (YADC) and Speak It Forward.**SPECIFIC ACTION REQUESTED:**

At this time we request approval of the amended contract which will allow compensation up to \$ 5,586 per month in staff salaries and supplies, through the duration of funding availability as designated for the 8th District Court YADC program.

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

Duration of grant funding availability.

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

Local : 1) Kalamazoo Community Foundation Grant
2) Irving S. Gilmore Grant

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)

No new County personnel required at this time.

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 Young Adult Diversion Court (YADC) is a newly conceived innovative approach to probation. YADC is an energetic program designed to address not only the symptoms – or criminal charges that brought the individual to the court's attention – but also the underlying issues that manifested in the criminal behavior. Created in conjunction with the 8th District Court and multiple community based agencies, YADC fundamentally restructures the traditionally punitive probation system into a process of self-actualization, where youth are empowered to find their voice, their self-worth, explore their role in their families,

neighborhoods and community, work toward establishing their identity, and to assume personal and community responsibility.

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:

Lynn Kirkpatrick, Probation Services Director: 383-8966