
BOARD OF
COMMISSIONERS'
MEETING



June 20, 2017

**NOTICE AND AGENDA FOR
JUNE 20, 2017 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 20, 2017, 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

Circuit Court

A. Request for Approval of a Contract with Nicole Triplett (17-39001) and Secure Counseling Services (17-39002) for Guidance to Families at Risk of Children Being Removed from the Home

District Court

B. Request for Approval of Amendment #1 to Contract with Southwest Michigan Behavioral Health (SWMBH) due to Increased Funding

Health & Community Services

C. Request for Approval of Purchase of Services Agreement & Business Associate Agreement with HomeCare Transitions, Inc.

D. Request for Approval of FY2018 Annual Implementation Plan for the Region IIIA Area Agency on Aging

E. Request for Approval of Amendment #4 WAP16-39015 Weatherization Extension Agreement with the State of Michigan Department of Health & Human Services (MDHHS)

F. Request for Approval to Submit Grant Proposal to the National Association of County and City Health Officials (NACCHO)

G. Request for Approval of an Amendment to Contract with Western Michigan University Homer Stryker M.D. School of Medicine for Healthy Babies Healthy Start (HBHS) Project

H. Request for Approval of Healthy Babies Healthy Start (HBHS) Contract with Mamasutra Loving Arts

I. Request for Approval of an Extension of Paid Internship Position to Support the STD Health Coalition (Grant Funds)

J. Request for Approval of Increased Hours of Paid Internship Position(s) to Support the Maternal and Child Health Needs Assessment (Grant Funds)

K. Request for Approval of Paid Internship Positions for the Emergency Preparedness Program (Grant Funds)

Human Resources

L. Request for Approval of Renewal of an Agreement with Bronson Battle Creek Hospital dba HelpNet Employee Assistance Program

Parks & Expo Center

M. Request for Approval of Trail Easements Granted to Kalamazoo County and the City of Kalamazoo for the Downtown Connection of the Kalamazoo River Valley Trail

Planning & Community Development

N. Request for Approval to Submit an Application for a Scholarship from Michigan Association of Planning (MAP) for Educational and Training Needs

Sheriff

O. Request for Approval of the Elimination/Creation of Positions and Submit FY2018 Grant Application to the Michigan Department of Corrections

P. Request for Approval of Expenditure for Consolidated Crime Lab Project (within Sheriff's General Funds)

Q. Request for Approval of Salary Exception for a Patrol Deputy (within Sheriff's General Fund)

R. Request for Approval of Renewal of the Intergovernmental Funding Agreement with the County of Van Buren

S. Request for Approval of 2017 Marine Safety Grant Agreement with the Michigan Department of Natural Resources (MDNR)

T. Request for Approval to Purchase Talino KA-101 Forensic Workstation (Drug Enforcement Funds)

U. Request for Approval of Service Agreement with Roe-Comm, Inc.

V. Request for Approval of School Resources Deputy Agreement with Gull Lake Community Schools

Board of Commissioners

W. Request for Approval of Transfers and Disbursements

X. Request for Approval of an Appointment to the Community Action Tripartite Advisory Board (CATAB)

Y. Request for Approval of First Amendment to Agreement for Transfer and Exchange of Real Estate

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 Members' Time
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Chairperson's Report
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Administrator's Executive Coordinator

JUNE 14, 2017

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
Administrator's Executive Coordinator
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: June 20, 2017****DEPARTMENT: Circuit Court****PREPARED BY: Susan Sayles****SUBJECT: DHHS Contracts****SPECIFIC ACTION REQUESTED:**

DHHS would like approval of the attached contracts. These contracts relate to services provided that are Child Care Fund reimbursable. Contract 17-39001 is to provide guidance to families that might have a potential risk of their children being removed from the home due to child abuse and/or neglect, and/or to families that are in need of supervised visitations. Contract 17-39002 is to provide assistance to families that are at a risk of having their children removed from their home due to severe domestic violence issues.

DESCRIPTION OF ACTION (dollar amount, purpose):

Contract 17-39001 is \$19.00 per service unit with a maximum of \$114,000.
Contract 17-39002 is \$160 per session up to 10 individuals with a maximum of \$8,000.
This has been budgeted with the State Child Care Unit.

TIME FRAME OF ACTION:

June 20 through September 30, 2017

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

Funding would be 50% State of Michigan from Child Care Funds.
50% general Fund.

PERSONNEL IF REQUIRED:

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

None

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)

Contract was bid out by DHHS.

CONTACT PERSON WITH PHONE NUMBER:

Susan Sayles 383-6415

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: Tuesday June 20, 2017****DEPARTMENT: 8th District Court****PREPARED BY: Lynn Kirkpatrick, Probation Services Director****SUBJECT:**

Approval of 2017 Budget Amendment between Southwest Michigan Behavioral Health (SWMBH) and the 8th District Court. Budget was increased by a total of \$11,500.00.

SPECIFIC ACTION REQUESTED:

- 1) Increase amount provider may bill PA2 funding for 8th District Court's *OWI Court Program* by \$9,500.
- 2) Increase amount provider may bill PA2 funding for 8th District Court's *YADC Court Program* by \$2,000.

DESCRIPTION OF ACTION (dollar amount, purpose):

Acceptance of additional PA2 funding in the amount of \$11,500 for 8th District Court programs.

TIME FRAME OF ACTION:

This grant that runs from 10-1-16 to 9-30-17.

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)

N/A

NEW OR RENEWAL: Renewal**ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:**

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA, Health Officer/Director

SUBJECT: **APPROVAL OF PURCHASE OF SERVICE AND BUSINESS ASSOCIATE AGREEMENT WITH HomeCare Transitions, Inc.**

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of a Purchase of Service (POS) Agreement and Business Associate Agreement between the HCS/AAA3A and HomeCare Transitions, Inc.

DESCRIPTION OF ACTION (dollar amount, purpose):

The POS agreement corresponds with the AAAIIIA multi-year plan for service provision. The plan has a time period of three years and contractors are continually added to the pool during the three year time frame. The contractors become 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.

TIME FRAME OF ACTION:

The Purchase of Service agreement is made effective March 21, 2017 with the term of October 1, 2016 to September 30, 2019. The Business Associate agreement has the term March 21, 2017 with automatic renewals.

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

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

PERSONNEL IF REQUIRED:

There are no new personnel associated with this request.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

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.

PROCUREMENT INFORMATION:

County Purchasing Policy is followed for these subcontractors.

CONTACT PERSON WITH PHONE NUMBER:

Judy Sivak, Older Adult Services/AAA IIIA Director at 373-5153 or jasiva@kalamazoo.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA, Health Officer/Director

SUBJECT: **APPROVAL OF HEALTH & COMMUNITY SERVICES
DEPARTMENT/AREA AGENCY ON AGING IIIA (HCS/AAAIIIA) FY
2018 ANNUAL IMPLEMENTATION PLAN**

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of the Fiscal Year 2018 Annual Implementation Plan for the Region IIIA Area Agency on Aging.

DESCRIPTION OF ACTION (dollar amount, purpose):

Each year, the HCS/AAAIIIA 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 AAIIIIA's policy board, is required to review and approve the plan prior to submitting it to the state. The plan was approved by the Older Adult Services Advisory Council at a meeting held on May 10, 2017. There were no comments from the public during the required public hearing.

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. 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 \$1,973,293.

TIME FRAME OF ACTION

The 2018 fiscal year is from October 1, 2017 through September 30, 2018.

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

Funding is from the federal Administration on Aging, the MI Dept. of Health & Human Services Aging & Adult Services Agency, client donations, County General Fund and a required 10% minimum match provided by sub-recipients.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

It is expected that the amount of funding available will change since at this time state and federal funds are uncertain.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Judy Sivak, Area Agency on Aging Director, at 373-5153 or jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA, Health Officer/Director

SUBJECT: APPROVAL OF AMENDMENT #4 WAP16-39015 WEATHERIZATION EXTENTION AGREEMENT BETWEEN THE KALAMAZOO COUNTY COMMUNITY ACTION AGENCY AND THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of the extension of the agreement WAP16-39015 for the 2016 DOE Weatherization Assistance Program from the Michigan Department of Health and Human Services (DHHS). The contract was effective July 1, 2016 through June 30, 2019. It is to be extended through September 30, 2019.

DESCRIPTION OF ACTION (dollar amount, purpose):

WAP16-39015 allows for funding for the Weatherization Assistance Program years 2016-2019. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and communities.

TIME FRAME OF ACTION:

The contract will be effective July 1, 2016 through September 30, 2019.

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

No County General Funds are required. Funding is from the Michigan Department of Health and Human Services (DHHS) and the Department of Energy (DOE).

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

None

PROCUREMENT INFORMATION:

There is no procurement issue associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Amber Leverette, MPA, CAA Manager at 373-5101 or arleve@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director

SUBJECT: GRANT APPLICATION TO THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) FOR A NEW FUNDING OPPORTUNITY, "INCREASING THE CAPACITY OF LOCAL HEALTH DEPARTMENTS TO PREVENT HIV AND STDs IN ADOLESCENTS (10-19 YEAR OLD) THROUGH CDC-DEVELOPED SCHOOL-BASED APPROACHES FOR HEALTH EDUCATION, HEALTH SERVICES AND SAFE AND SUPPORTIVE ENVIRONMENTS."

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to submit a grant proposal to the National Association of County and City Health Officials (NACCHO). The grant is a cooperative agreement with the Centers for Disease Control and Prevention (CDC) Division of Adolescent and School Health (DASH), along with national partners, Advocates for Youth, the National Coalition of STD Directors, and the School-Based Health Alliance. Together these organizations have formed partnerships to increase the awareness and implementation of school-based approaches for HIV and STD prevention among adolescents.

DESCRIPTION OF ACTION:

This grant will provide funding to partner with Kalamazoo Public Schools (KPS) to provide CDC-developed, school-based approaches for STD and HIV prevention among adolescents ages 10-19. The total request is for \$18,000. The grant application is due on June 9, 2017.

TIME FRAME OF ACTION:

The grant is thirteen months in duration, from September 1, 2017 through September 29, 2018. The grant application is due on June 9, 2017.

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

The Association of County and City Health Officials (NACCHO), with support from the CDC Division of STD Prevention, is the sole funding source for this request. No additional county general funds are requested for this project.

PERSONNEL IF REQUIRED:

If grant is awarded, there will be an increase in hours for the STD Health Coordinator from 0.75 FTE to 1.0 from April 1, 2018 through September 29, 2018.

INCREASE:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-201	STD COORDINATOR #10914-001	.25	K08	\$26.41	April 1, 2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Kalamazoo County continues to have the 2nd highest rate of gonorrhea and Chlamydia in the state. This funding will support increased collaboration with KPS to educate 10-19 year olds on STDs and HIV by providing education to reduce sexual risk behaviors.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynne Norman, RN, MPH, Deputy Director – Health Services at lnorm@kalcounty.com or 269-373-5237.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA, Health Officer/Director

SUBJECT: APPROVAL OF AN AMENDMENT TO CONTRACT WITH WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE FOR PROFESSIONAL CONSULTING SERVICES FOR THE KCHCS HEALTHY BABIES HEALTHY START (HBHS) PROJECT

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of an amendment to Western Michigan University Homer Stryker M.D. School of Medicine (WMed) consultation services contract regarding Section L – 'assignment of professional services'. Under Section L, WMed will be allowed to assign certain duties and responsibilities to ancillary personnel, including interns.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies/Healthy Start Program is a five-year grant 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. WMed by and through the professional services and knowledge of Catherine Kothari completes research in regards to overall HBHS research as well as evaluation of our current grant project.

TIME FRAME OF ACTION:

The amendment will be effective June 21, 2017, with annual renewals.

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

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start Grant.

PERSONNEL IF REQUIRED:

There are no personnel requirements of this request.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

None

PROCUREMENT INFORMATION:

There is no procurement issue associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, MCH Division Manager: 373-5024 or dllenz@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA, Health Officer/Director

SUBJECT: **HEALTHY BABIES HEALTHY START CONTRACT WITH
MAMASUTRA LOVING ARTS**

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of an Agreement with Mamasutra Loving Arts for the provision of doula services to prenatal and perinatal program participants for the Healthy Babies Healthy Start (HBHS) project.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies Healthy Start project is a five-year Healthy Initiative grant to continue collaborative efforts 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. The doula collaboration would support women during pregnancy and interconception up to infant's 6-month of life through education and wellness activities.

TIME FRAME OF ACTION:

This agreement is for the period of June 1, 2017 through March 31, 2018 for an amount not to exceed \$10,000.

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

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start Initiative grant.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal. Notification of original grant award was received August 28, 2014.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, Maternal & Child Health Division Manager, (269) 373-5024,
dlrenz@kalamazoo.org.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** REQUEST FOR APPROVAL FOR AN EXTENSION OF PAID INTERNSHIP POSITION IN THE HEALTH & COMMUNITY SERVICES (HCS) DEPARTMENT TO SUPPORT THE STD HEALTH COALITION**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for an extension of a paid internship position to support the STD Health Coordinator at a total cost not to exceed \$4,800.00 including fringe rate.

DESCRIPTION OF ACTION (dollar amount, purpose):

The intern will work with the STD Health Coordinator and will assist in the continued development of the community-wide STD Task Force & Coalition as well as other initiatives for the purpose of reducing STD rates in Kalamazoo County. The paid internship position is requested for up to 40 hours per week and will be paid \$14 per hour plus fringe rate.

TIME FRAME OF ACTION:

A paid internship position is requested for the period of July 1, 2017 through August 31, 2017. Approval of this internship will further the Department's goal to improve the overall health of the community by reducing preventable disease and deaths through promotion of healthy lifestyles and choices.

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

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

PERSONNEL IF REQUIRED:

<u>Account:</u>	<u>Position #</u>		<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-201	19999-006	STD Intern	00	00	\$14.00 per hour	07/01/2017

NEW OR RENEWAL:

Renewal, this request is an extension of an internship position approved on May 17, 2016.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

There is no procurement associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Lynne Norman, Deputy Director – Health Services, at 269-373-5237 / ldnorm@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** REQUEST FOR INCREASED HOURS OF PAID INTERNSHIP POSITION(S) IN HCS FOR MCH HEALTH ASSESSMENT SUPPORT AND COMMUNITY ENGAGEMENT ACTIVITIES**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of an increase in hours for paid internship positions to support the MCH Health Assessment and community engagement activities at a total cost not to exceed \$11,084 including fringes.

DESCRIPTION OF ACTION (dollar amount, purpose):

Paid internship position(s) of up to 30 hours per week were originally requested and approved by the Board on April 18, 2017. To ensure sufficient involvement and attendance at community events throughout the summer, the Department would like to increase this to a total of 60 hours per week - to be divided between 3 student interns.

This internship is for the support of a County wide Maternal and Child Health Needs Assessment, specifically supporting community outreach activities such as community input walls, surveys and focus groups. These internship positions will be filled with undergraduate or graduate students seeking a degree in the area of Biomedical or Social Sciences, Public Health or other related field.

TIME FRAME OF ACTION:

Paid internship position(s) are for the time period of May 1, 2017 through September 30, 2017.

FUNDING SOURCE IF REQUIRED:

No County funds are associated with this request. All funding is from the Comprehensive Agreement awarded by the Michigan Department of Health and Human Services.

PERSONNEL IF REQUIRED:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-221	19999-010 Community Assessment Intern	00	00	\$14.00 per hour	6/20/17

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

There is no procurement associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Courtney Davis, MPH, Emergency Preparedness Coordinator, 373-5025 or cldavi@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** **REQUEST FOR APPROVAL OF PAID INTERNSHIP POSITIONS
IN THE HEALTH & COMMUNITY SERVICES (HCS) EMERGENCY
PREPAREDNESS PROGRAM****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of a paid internship position(s) to support the Public Health Emergency Preparedness Program at a total cost not to exceed \$12,700 including fringe rate.

DESCRIPTION OF ACTION (dollar amount, purpose):

Paid internship positions are requested for up to a maximum of 829 hours; a schedule will be negotiated according to a student's availability and program needs. Interns will work with the Emergency Preparedness Coordinator to assess the Department's capacity and capability to plan for, respond to, and recover from public health emergencies. It is expected that this position will be filled with a student(s) seeking a degree in public health, biomedical or social sciences or a related field.

TIME FRAME OF ACTION:

A paid internship position(s) is requested for up to a maximum of 829 hours (average of 16 hours per week) for the period of July 1, 2017 - June 30, 2018.

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

No County funds are associated with this request. Funding for this internship opportunity is from the Michigan Department of Health & Human Services, provided through the Comprehensive Agreement for public health emergency preparedness activities for fiscal year July 1, 2017 - June 30, 2018.

PERSONNEL IF REQUIRED:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
248-170	19999-003 Emergency Preparedness Intern	00	00	\$14.00 per hour	07/01/2017-09/30/17
248-171	19999-003 Emergency Preparedness Intern	00	00	\$14.00 per hour	10/01/17-06/30/18

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Courtney Davis, MPH, Emergency Preparedness Coordinator, 373-5025 or cldavi@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Renewal of Agreement with Bronson/HelpNet

SPECIFIC ACTION REQUESTED:

Approval of a renewal between the County of Kalamazoo and Bronson Battle Creek Hospital d/b/a HelpNet Employee Assistance Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval a one-year renewal for our Employee Assistance Program (EAP). The previous contract will expire on 6/30/2017.

This program has proven successful as an extension of our health insurance program. The EAP provides short-term counseling for our employees and their family at no cost. This program allows participants a confidential provider when they need it the most. The program also allows the County to curtail some mental health claims for people only needing immediate, but brief, assistance.

The cost remains \$21.50 per employee annually. This price has not increased since our previous contract began on 7/1/2014.

TIME FRAME OF ACTION:

July 1, 2017 through June 30, 2018

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

Employee Benefits Fund

PROCUREMENT INFORMATION:

N/A

NEW OR RENEWAL:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, kdcunn@kalcounty.com or 269-384-8100 or Jean Michaud, jimmich@kalcounty.com or 269-383-8953.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Parks & Expo Center**PREPARED BY:** David Rachowicz**SUBJECT:** Kalamazoo River Valley Trail Easements**SPECIFIC ACTION REQUESTED:**

Approve Trail Easements granted to Kalamazoo County and the City of Kalamazoo for the Portage Creek Connection of the Kalamazoo River Valley Trail.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo River Valley Trail is currently 22 miles long and there is a gap in the three main trail segments through Downtown Kalamazoo. We have been working in partnership with the City of Kalamazoo and the Parks Foundation of Kalamazoo to construct connections to Downtown Kalamazoo. The funds for construction of these segments was provided by the City of Kalamazoo and State grant funds. The easements agreements are with Kalamazoo Valley Community College and Bronson Hospital

The easements are for the section of trail from Walnut to Lake Street near Bronson Hospital and Upjohn Park. These easements are being donated and there is no cost associated with the acquisition. Once the trail is complete, this section of trail will become a part of the County Park operated Kalamazoo River Valley Trail. The cost for maintenance and operation will be funded by the endowment held at the Kalamazoo Community Foundation. The endowment has a balance of \$1.45 million and the Parks Foundation is raising additional funds to increase this amount.

TIME FRAME OF ACTION:

Construction started in spring of 2017 and the project should be complete by fall of 2017.

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

No County funds will be needed for the construction of the trail. Operation and maintenance expenses will be funded through the KRV Trail Endowment Fund. The Parks Foundation of Kalamazoo County has done private fundraising to pay for the construction and to fund the maintenance endowment.

PERSONNEL IF REQUIRED: No additional staff will be needed.

NEW OR RENEWAL: These are new easements.

ANY OTHER PERTINENT INFORMATION:

The easement grantors and the City of Kalamazoo have approved the easement agreements.

PROCUREMENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt, Director

SUBJECT: Submission of Application for Elected and Appointed Officials Scholarship

SPECIFIC ACTION REQUESTED:

Approve submission of application for a scholarship from Michigan Association of Planning (MAP) for educational and training needs

DESCRIPTION OF ACTION (dollar amount, purpose):

The scholarships range from \$500-1,500 per community.

The scholarship is applied for to help cover expenses for basic planning workshops, payment toward attending the annual MAP conference, or for an onsite workshop tailored for the needs of the Kalamazoo Metropolitan County Planning Commission (KMCP) members.

The KMCP has had a complete turnover of members in the last 7 years. With no budget available for training, this scholarship would aid in paying for training for some of the members. Getting a better understanding of the role of local and County planning would be valuable when KMCP's reviews and comments on local master plans and plan amendments.

TIME FRAME OF ACTION:

Application deadline was May 31, 2017. Pre-approval to submit application was received. Applicants will be notified in late August of the results.

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

This is a scholarship from Michigan Association of Planning (MAP)

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt, 384-8115, LMJARN@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 20 June 2017

DEPARTMENT: Community Corrections/Circuit Court

PREPARED BY: Kenneth D. Bobo, Director/Sue Darling, Court Administrator

SUBJECT: 1,2. Transfer and Expansion of Positions
3. Grant Submission.

SPECIFIC ACTION REQUESTED:

1. Transfer two 0.4 FTE Drug Testing Assistant positions from Circuit Court to the Office of Community Corrections (OCC);
2. Expand the 0.4 FTE positions to 1.0 FTE positions.
3. Approve OCC submission of the FY2018 Grant application for PA511 funding to the Michigan Department of Corrections (MDOC).

DESCRIPTION OF ACTION (dollar amount, purpose):

- 1, 2. The Drug Treatment Court (DTC) has two 0.4 FTE personnel assigned for the purpose of assisting with drug testing of DTC participants. The Office of Community Corrections (OCC) has a complete Program devoted to the testing of people engaged with the criminal justice system, in both the pre- and post-trial phases (8th District and 9th Circuit court's pre-trial population, 8th and 9th's probation population, as well as specialty court programs including Mental Health Recovery Court (MHRC), Young Adult Diversion Court (YADC), Sobriety/OWI Court, and for the past few months, assisting DTC). Combining all of the County's drug testing resources into one department increases efficiency, consolidates similar, but disparate programs and expands services.

With the expansion of two part-time positions to full-time positions, OCC will be able to provide expanded weekday hours for testing, along with adding weekend and holiday testing hours, becoming a true, 365-day, centralized drug testing operation for all county criminal justice operations, and benchmarking Kalamazoo's drug testing program as Best Practices compliant.

3. Programs and Services in the amount of \$833,095.00.
Felony Drunk Driver Jail Reimbursement in the amount of \$8,700.00.

TIME FRAME OF ACTION:

- 1, 2. Immediately.
3. Grant year begins 01 Oct 17 and ends 30 Sep 18.

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

- 1, 2. Funding for the .04 FTE positions already exists, and participant fees will provide the balance of funding for the 1.0 FTE positions.
3. 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:

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

1, 2. Eliminate:

10903-002 Drug Testing Assistant K3 0.4FTE 240-160
\$11,390.08 - \$13,969.28

10903-002 Drug Testing Assistant K3 0.4FTE 242-160
\$11,390.08 - \$13,969.28

Create:

10345-00x Drug Testing Assistant K4 1.0FTE 331-002
\$30,305.60 - \$37,169.60

10345-00x Drug Testing Assistant K4 1.0FTE 331-002
\$30,305.60 - \$37,169.60

3. None

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)

- 1, 2. N/A

3. This is a renewal. First grant was received in 1990, and we have received one each succeeding year since then.

ANY OTHER PERTINENT INFORMATION:

N/A

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:

- 1, 2. Kenneth D. Bobo 269-383-6434
Suzanne Darling 269-383-8928

- 3. Kenneth D. Bobo 269-383-6434

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Sheriff's Office**PREPARED BY:** Paul Matyas, Undersheriff**SUBJECT:** Approval Expenditure for Consolidated Crime Lab**SPECIFIC ACTION REQUESTED:**

Approve the cost of remodeling the KDPS garage to house a new mobile crime lab vehicle as part of Consolidated Crime Lab project.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$6,849.00 for masonry work and a new, larger garage door with door opener. The renovation is necessary to house the new mobile crime lab vehicle in the existing garage.

TIME FRAME OF ACTION:

Project is projected for completion summer of 2017.

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

Sheriff's Office General Fund 101-303-846.00

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

The Sheriff's Office has been in partnership with KDPS for many years through an intergovernmental agreement whereby a consolidated crime lab was formed. The lab is housed and operates at the KDPS Crosstown facility. Costs are shared between the two agencies and the agreement has been successful to both parties. KDPS has obtained a new mobile crime lab vehicle and the Sheriff's Office is contributing to the project by paying for the cost to renovate the garage at KDPS where the vehicle will be housed.

PROCUREMENT INFORMATION:

Quotes were obtained from Kalamazoo area vendors and the work will be completed by Vandermay Construction and Fawley Door, both businesses from Portage.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 20, 2017**DEPARTMENT:** Sheriff's Office**PREPARED BY:** Richard C. Fuller III**SUBJECT:** New Employee Pay Rate**SPECIFIC ACTION REQUESTED:**

Approve the starting pay rate for a new hire at NF-19 Step F.

DESCRIPTION OF ACTION (dollar amount, purpose):

NF-19 Step A is \$41,308 being raised to NF-19 Step F at \$53,705 (based on current KCSDA CBA 2015 pay scale). The Sheriff's Office is hiring a patrol deputy with 20 years' experience as a police officer with another area police agency.

TIME FRAME OF ACTION:

Upon hire.

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

Sheriff's Office General Fund

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

Police agencies in Michigan are faced with a lack of MCOLES certified personnel to fill the available positions. The Sheriff's Office is no different and need to be innovative in attracting qualified candidates to this agency particularly female candidates.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Richard C. Fuller III ph: 385-6173

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Renewal of the Intergovernmental Funding Agreement

SPECIFIC ACTION REQUESTED:

Approve the renewal of the 2016 Homeland Security Grant Program between the County of Van Buren and the County of Kalamazoo

DESCRIPTION OF ACTION (dollar amount, purpose):

The grant award will be determined based on the equipment and products purchased over the next grant cycle. This agreement allows funding reimbursement between the two counties for the upcoming purchases.

CFDA#: 97.067

Grant #: EMW-2016-SS-000010-S01

Grant period: September 1, 2016 to May 31, 2019

TIME FRAME OF ACTION:

Immediate

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

Federal sourcing from the State of Michigan

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

N/A

ANY OTHER PERTINENT INFORMATION

The funds are dispersed to the State of Michigan, allocated to Kalamazoo County as a fiduciary through Van Buren County. This program has been in existence for many years and has been dispersing funds to local communities during times of disaster.

CONTACT PERSON WITH PHONE NUMBER: Undersheriff, Paul Matyas (385-6176) or OEM Director, Pat Wright (385-6137)

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Acceptance of the 2017 Marine Safety Grant

SPECIFIC ACTION REQUESTED:

Accept the award of the 2017 Marine Safety Grant from the Michigan Department of Natural Resources (DNR)

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant Request: \$109,192.00 Award: \$24,000.00 with No County Match
For Marine patrols on the County lakes/waterways

TIME FRAME OF ACTION:

Grant period covering January 1, 2017 through September 30, 2017

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

State (DNR)

PERSONNEL IF REQUIRED:

Existing Sheriff's Office Marine Staff

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher, ph: 383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve the purchase of Talino KA-101 forensic workstation

SPECIFIC ACTION REQUESTED:

Approve the purchase of a capital equipment item (CIP) outside of the CIP process utilizing Sheriff's Office Drug Law Enforcement Fund (266)

DESCRIPTION OF ACTION (dollar amount, purpose):

Purchase a Talino KA-101 forensic workstation
Estimated cost of equipment: \$5,595.00

TIME FRAME OF ACTION:

Immediate

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

Drug Law Enforcement Fund (266)

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

N/A

ANY OTHER PERTINENT INFORMATION

The Sheriff's Department partners with the Michigan State Police ICAC (Internet Crimes Against Children) Task Force to help solve crimes. KCSO uses many ways of solving crimes. One way of completing this task, is a forensic workstation. The current workstation is at the end of its life cycle and is beyond its storage and usage capabilities. The original equipment was obtained through ICAC over ten years (10) ago.

CONTACT PERSON WITH PHONE NUMBER: Paul Matyas, 385-6173

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 20, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval Radio Service Agreement

SPECIFIC ACTION REQUESTED:

Approve service agreement with Roe Com

DESCRIPTION OF ACTION (dollar amount, purpose):

\$36,415.00 per year for maintenance and service of 454 police radios and one jail repeater.

TIME FRAME OF ACTION:

July 1, 2019 to June 30, 2019 with two 1 year options to renew.

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

Sheriff's Office General Fund

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

An RFP was issued in May for bids on this contract. The only one received was from the current vendor, Roe Com who has done an excellent job in providing service to the Sheriff's Office for many years.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas ph: 385-6176

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: June 20, 2017****DEPARTMENT: Sheriff's Office****PREPARED BY: Paul Matyas, Undersheriff****SUBJECT: Approval Gull Lake Community School's SRD Contract****SPECIFIC ACTION REQUESTED:**

Approve the contract with Gull Lake Community Schools to continue the services of a Sheriff's Deputy as the School Resource Deputy (SRD).

DESCRIPTION OF ACTION (dollar amount, purpose):

\$86,652.72 for school year 2017-18. For each of the next two succeeding school years, the contract is adjusted for any wage and fringe changes. The SRD serves the school district providing safety and well as staff with a resource for education.

TIME FRAME OF ACTION:

School Year 2017-18 starts August 23, 2017 ending June 15, 2018. Each successive school year will have start and ending times slightly adjusted to correspond with the school year calendar.

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

Gull Lake Community Schools and the Sheriff's General Fund 101-301.

PERSONNEL IF REQUIRED:

FTE 1.0

NEW OR RENEWAL OR AMENDMENT:

The Gull Lake Community School contract is a renewal from a one year contract approved by the BOC last year. The SRD program was highly successful and the school district is asking for a renewal for three years.

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Dina Sutton

DATE: June 12, 2017

SUBJECT: Community Action Tripartite Advisory Board Appointment

For consideration at your June 20, 2017 Board meeting the Board Appointment Committee is recommending the following appointments:

- ✚ Community Action Tripartite Advisory Board:
 - Shequita Lewis for a term commencing April 1, 2015 through March 31, 2018

Thank you for your consideration.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Board of Commissioners

FROM: Tracie Moored, County Administrator

DATE: June 20, 2017

RE: Land Swap Agreement Amendment

At the April 4, 2017 Board of Commissioners meeting, the Transfer and Exchange of Real Estate for the land swap agreement with MW Acquisitions was adopted. We are requesting an additional thirty days on issuing the notice to proceed. This amendment is needed to allow us to garner additional information on the environmental impacts. The amendment for extension of the Transfer and Exchange of Real Estate Agreement is a motion at your Board of Commissioners meeting this evening.

Please let me know if you have questions or concerns.

ADMINISTRATOR'S OFFICE

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | www.kalcounty.com