

A large, semi-transparent watermark of the Calumet County Government logo is centered on the page. The logo features a stylized landscape with a sun or moon rising over a range of mountains. The text "CALUMET COUNTY GOVERNMENT" is arched across the top of the logo.

**Board of  
Commissioners'  
Meeting**

**July 5, 2016**

**NOTICE AND AGENDA FOR  
JULY 5, 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, July 5, 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

**CONSENT AGENDA**

Circuit Court

- A.      Request for Approval of Amended Purchase Price of JAVS Video and Audio Courtroom Recording Equipment

Finance

- B.      Request for Approval of Purchase & Sales Agreement, License Agreement and Software Support Agreement with ExecuTime Software, LLC

Health & Community Services

- C.      Request for Approval of Area Agency on Aging IIIA FY 2017-2019 Multi-Year Plan
- D.      Request for Approval of a Grant Agreement with Michigan Medicare/Medicaid Assistance Program (MMAP) and a Contract Amendment with Senior Medicare Patrol
- E.      Request for Approval to Accept CSBG14-39015 Community Services Block Grant Notice of Funds Available (NFA) Extension Agreement #9 from the Michigan Department of Health & Human Services (MDHHS)
- F.      Request for Approval of Service Agreement Renewal with Stericycle, Inc.
- G.      Request for Approval of Paid Internship Position (Grant Funds)
- H.      Request for Approval of Elimination of Position (House Keeping)

Sheriff

- I.      Request for Approval of an Amendment to Agreement with Telmate

Board of Commissioners

- J.      Request for Approval of Transfers and Disbursements
- K.      Request for Approval of Appointments to Advisory Boards
- L.      Request for Approval of Complete Streets Resolution

**NON-CONSENT AGENDA ITEMS**

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

M. Request for Approval of Construction Manager Contract with Walbridge

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

*Dina Sutton*

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Dina Sutton  
Office Manager for Administrative Services

JUNE 29, 2016

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

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

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** July 5, 2015**DEPARTMENT:** 9<sup>th</sup> Circuit Court**PREPARED BY:** Justin J. Clark**SUBJECT:** 9<sup>th</sup> Circuit Court Court -**SPECIFIC ACTION REQUESTED:**

Board approval is requested on the amended purchase price of the JAVS video and audio courtroom recording equipment in the Gull Road Justice Complex.

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

In 2015, the Board of Commissioners approved and allocated \$649,092.76 for the installation of Justice AVS Solutions (JAVS) in each courtroom and hearing room at the new Gull Road Justice Complex. During the installation, unnecessary equipment was removed from the contract, and necessary equipment was added to make the JAVS system fully operational. The invoiced amount for the JAVS system after credits are applied is \$650,606.71. The difference in price is \$1,513.95.

**TIME FRAME OF ACTION:**

Invoices for the new amount can be paid immediately after Board approval.

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

Court Allocated Funds – 101.444-970.75

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

Amendment – 08/05/2015

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Suzanne M. Darling, Circuit Court Administrator

Phone Number: (269) 383-8928

Email: [SMDarl@kalcounty.com](mailto:SMDarl@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** July 5, 2016

**DEPARTMENT:** Finance

**PREPARED BY:** Tracie Moored

**SUBJECT:** Approval of Purchase & Sale Agreement, License Agreement and Software Support Agreement with ExecuTime Software, LLC at July 5, 2016 meeting

**SPECIFIC ACTION REQUESTED:**

Approval of Purchase & Sale Agreement, License Agreement and Software Support Agreement with ExecuTime Software, LLC for the purchase of an advanced timekeeping system at the July 5, 2016 meeting.

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

The ExecuTime Advanced Timekeeping software will be used to replace the current timesheet process for all non-exempt employees. The purchase of this software will further automate the timesheet and time-off request process by collecting in and out times for all non-exempt employees, providing electronic time-off requests and automatically calculating regular and overtime pay. This will ensure that compensable time owed is calculated fairly and consistent with Department of Labor guidelines across the County.

Additional contracts for Selectron Technologies will be presented at a future board meeting for the purchase of a telephony (IVR) time collection system that will be used along with the ExecuTime Advanced Timekeeping system.

The total cost of this project including the ExecuTime Advanced Timekeeping System, Selectron Technologies IVR system, and physical timeclocks purchase is approximately \$300,000.

**TIME FRAME OF ACTION:**

Effective immediately.

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

2016 Technology Project Funds

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

**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)

This contract was not bid out as it was determined to be a sole source due to the ability to interface with current payroll software.

**CONTACT PERSON WITH PHONE NUMBER:** Tracie Moored, 383-8843



C.-H.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

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*Promoting Health For All*

**DATE:** July 5, 2016

**TO:** County Board of Commissioners

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

**RE: ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA  
AGENCY ON AGING IIIA (HCS/AAA) FY 2017-2019 MULTI-YEAR PLAN**

**ACTION REQUESTED**

HCS Administration requests Board approval of the Fiscal Year 2017-2019 Multi-Year Plan covering October 1, 2016 through September 30, 2019 for the Region IIIA Area Agency on Aging. This is the plan that was presented during the June 21, 2016 Committee of the Whole meeting.

**DESCRIPTION OF SUBJECT**

Every three years, the HCS/AAA is required to write a multi-year 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. The Older Adult Services Advisory Council conducted two public hearings on the plan. Positive testimony was given and the Advisory Council approved the plan at their May 11, 2016 meeting.

The plan prioritizes the funding of services to help maintain people in their own homes, reviews collaborative efforts with community partners, and sets forth program development objectives that address quality of care, services and life. 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 \$2.2 million.

**RELATIONSHIP TO GOALS**

This action is consistent with the HCS goal to strengthen the capacity of individuals 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 Aging & Adult Services Agency, client donations, County General Fund and a required 10% minimum match provided by contractors.

### **PERSONNEL**

There are no new personnel associated with this plan.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. Please contact Judy Sivak, Director of Older Adult Services, at 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) if there are questions.

## **B. APPROVAL OF GRANTS FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM NO COST EXTENSION AND SENIOR MEDICARE PATROL CONTRACT AMENDMENT**

### **ACTION REQUESTED**

HCS Administration requests Board approval of two grants from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging.

The MMAP - State Health Insurance Assistance Program (SHIP) No Cost Extension Contract is for the period of June 1, 2016 through August 31, 2016 and provides funding in the amount of \$653.

The MMAP - Senior Medicare Patrol (SMP) Contract Amendment No. 1 covers the period of June 1, 2015 through May 31, 2018 and provides funding in the amount of \$4,580. The original agreement was approved on July 21, 2015

### **DESCRIPTION OF SUBJECT**

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

The SMP funding supports volunteers and staff who conduct outreach and education activities to educate Medicare and Medicaid beneficiaries on preventing and detecting health care fraud, errors, and abuse.

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

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

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **CONCERNS/ISSUES**

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@kalcounty.com](mailto:jasiva@kalcounty.com).

### **C. ACCEPTANCE OF CSBG14-39015 COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (EXTENSION AGREEMENT), #9 FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES/BUREAU OF COMMUNITY ACTION & ECONOMIC OPPORTUNITY**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept the Extension Agreement Amendment #9 for the Community Service Block Grant (CSBG) from the Michigan Department of Health and Human Services (DHHS). Extension Agreement Amendment #9 extends the current three-year contract for CSBG14-39015 from October 1, 2013 through September 30, 2016 by one year. The amended contract ending date will be September 30, 2017. The master agreement was approved by the Board on July 2, 2013.

### **DESCRIPTION OF SUBJECT**

Extension Agreement Amendment #9 for the CSBG14-39015 contract with DHHS extends the contract by one year. Funds received for the program year beginning on October 1, 2016 will be included in the amended four-year contract amount once the funds are received. Funds will allow the Community Action Agency to provide emergency assistance to families and individuals, as well as fund programs designed

to assist Kalamazoo County residents to achieve economic stability and strengthen family units. Acceptance of Extension Agreement Amendment #9 allows the continued provision of a range of services that are designed to help families remain independent.

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

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

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES AND CONCERNS**

There are no issues or concerns. If you have questions, please contact Gillian A. Stoltman, HCS Director at 373-5160 [gastol@kalcounty.com](mailto:gastol@kalcounty.com) or Charlotte J. Smith, HCS Deputy Director for Community Services, 373-5052 [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com)

## **D. APPROVAL OF SERVICE AGREEMENT RENEWAL WITH STERICYLE, INC. FOR MEDICAL WASTE DISPOSAL SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a service agreement renewal and attached addendum with Stericycle, Inc. for the monthly removal of regulated medical waste. This agreement period is July 1, 2016 through June 30, 2018 and will be automatically renewed thereafter for successive 24 month periods.

### **DESCRIPTION OF SUBJECT**

Stericycle, Inc. shall collect, transport, treat and dispose of all Regulated Medical Waste (except Non-conforming Waste) generated by the Kalamazoo County Health

and Community Services Department, the Sheriff's Department and the Juvenile Home during the term of this Agreement.

### **RELATIONSHIP TO GOALS**

The Medical Waste Regulatory Act, Part 138 of Act No. 368 of the Public Acts of 1978, requires that all facilities that produce regulated medical waste must ensure the proper collection, transportation and disposal of this waste. Stericycle, inc. will be contracted to provide the collection, transportation and disposal of the regulated medical waste produced at KCHCS, the juvenile home and the jail.

### **FUNDING SOURCE**

A monthly fee will be paid with: KCHCS Nazareth fund dollars through the collection of rental fees for KCHCS and general fund dollars for both the Sheriff's Department and the Juvenile Home.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

If you have any questions please contact Aaron Hoogenboom, Lab Manager at 373-5077 or at [awhoog@kalcounty.com](mailto:awhoog@kalcounty.com).

## **E. REQUEST FOR APPROVAL OF PAID INTERNSHIP POSITION IN THE HEALTH & COMMUNITY SERVICES (HCS) DEPARTMENT FOR SUPPORT TO LEAD (Pb) OUTREACH AND EDUCATION**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a paid internship position to support the development of a Lead (Pb) outreach and education program at a total cost not to exceed \$6,100 including fringe rate.

### **DESCRIPTION OF SUBJECT**

A paid internship position is requested for up to a maximum of 400 hours, for the period of July 18, 2016 through September 30, 2016; a schedule will be negotiated according to a candidate's availability and program needs. Interns will work with the Maternal Child Health Division Manager and will assist in the development of a Lead (Pb) Program with specific focus on the creation of educational materials for program use, community action plan development and outreach. It is expected that

this position will be filled with an undergraduate or graduate student seeking a degree in the area of Public Health, Biomedical Sciences or other related field.

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

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

### **PERSONNEL**

The Maternal Child Health Division Manager will post this position following County position posting procedures and will also work directly with local colleges to identify and place an intern into this internship. The intern(s) will be paid \$14 per hour plus fringe rate.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

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

## **F. APPROVAL TO ELIMINATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT**

### **ACTION REQUESTED**

HCS Administration requests Board approval to eliminate a 1.0 FTE position as a housecleaning item; this action reconciles funded FTEs with authorized FTEs.

### **DESCRIPTION OF SUBJECT**

On a periodic basis, HCS brings position action requests to the Board for housekeeping or accounting purposes. With this action, HCS is requesting the elimination of a 1.0 FTE vacant and unfunded position. This action will reconcile funded FTEs with authorized FTEs.

### **RELATIONSHIP TO GOALS**

This action does not relate to a specific HCS goal.

**FUNDING SOURCE**

Not applicable.

**PERSONNEL**

The following position actions are requested:

**Eliminate:**

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Effective Date</u>
793-152	Policy Analyst 10873-001	1.0	K7	7/5/16

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. Please direct questions to Ryan Post, Deputy Director FMA, at 373-5257 or [rjpost@kalcounty.com](mailto:rjpost@kalcounty.com).

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: July 5, 2016**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Telmate Agreement Amendment**

**SPECIFIC ACTION REQUESTED:**

Approval of the Telmate agreement amendment. The original agreement was entered into June 2015.

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

The FCC mandated a rate change in the amount the phone provider to jails may charge. This caused a corresponding reduction in the Sheriff's Office commission.

**TIME FRAME OF ACTION:**

FCC order becomes effective June 20, 2016

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

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Amendment to Telmate agreement originally signed June 24, 2015

**ANY OTHER PERTINENT INFORMATION:**

FCC decided to take jurisdiction of jail and correctional facility phone rates and issued an order that dictated rates private vendors may charge. The order was appealed and a partial stay was issued by the Federal courts. This amendment reflects those areas that the stay did not apply to. For the Sheriff's Office, the only affected rate is the phone rate which drops to 25 cents a minute. Video visitation and inmate tablet use are not affected yet. A corresponding budget adjustment will be made at a future date when the totality of the impact is determined.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** June 22, 2016

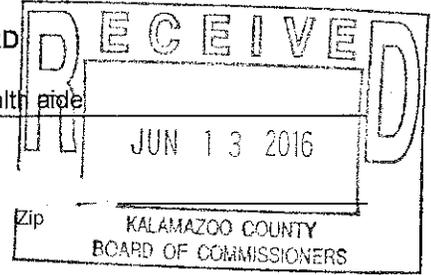
**SUBJECT:** Board Approval Request

The Board Appointments Committee recommends the following appointments to the Community Action Tripartite Advisory Board Consumer Sector B:

- Mr. Chris Wahmhoff – to assume a term commencing 4/1/14 through 3/31/17
- Ms. Destini Haggen – to assume a term commencing 4/1/14 through 3/31/17

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO:  
COMMUNITY ACTION TRIPARTITE ADVISORY BOARD



Name Chris Wahmhoff

Occupation Home health aide

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

Street

City

Zip

KALAMAZOO COUNTY  
BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

I have identified as a low income individual since birth, growing up with a single mother on food stamps, and currently live annually under 12 thousand a year.

I currently live in Edison neighborhood, and am heavily involved with both the Edison neighborhood association, and the Kalamazoo environmental concerns committee.. I feel confident both groups would agree I have a large passion, and commitment for making sure our discussions push for consideration and space for inclusion/empowerment of the most marginalized in both Kalamazoo city and county. I love the kids in my neighborhood, and west Michigan. I've lost kids here to gun violence as recently as this year, they are what motivates me to get involved in this kind of work. . I am very interested to get involved with the country level and have spoke to people at the county about idea's of how to increase community engagement/empowerment before being made aware of this board. I would love to be considered for this board, and I would offer Edison neighborhood director Tammy Taylor as a personal reference , thank you for your time and consideration :) Chris

Volunteer Experiences:

Several petitions both as signature get"er", and coordinator, organized community education, protest, on local, state, national, and international, created and organized phone support for community fire responses in west Michigan, the Oklahoma tornado's and hurricane sandy in NYC in 2012, i also have been active or helped create several social justice groups and child hood events or programs in Edison neighborhood again thank you for your time :)

6/11/2016

**KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

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

Name Destini Haggen Occupation Social work student

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

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

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

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

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

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

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

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

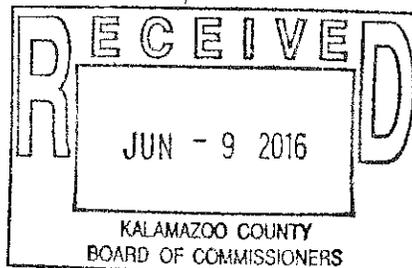
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I am a student of social work at Western Michigan and have learned about community organizing, cultural humility and transformative complicity.  
I am a member of Community and Universities United for Flint and Environmental Justice.  
I am a member of Delta Sigma Theta Sorority, Inc. I am on the executive board as the Chapter Treasure.

Volunteer Experiences:

Kalamazoo Literacy Center - Group Leader - January 2016 - current  
Advocating for adult literacy with teaching courses and tutoring adults with reading, writing and comprehension.

6/09/2016  
Date of Application





## **Resolution Supporting the Development of Complete Streets Policies**

WHEREAS, 2010 PA 134 and 135 defines "Complete Streets" to mean "roadways planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot or bicycle"; and

WHEREAS, the Michigan Legislature has passed Complete Streets legislation that requires the Michigan Department of Transportation to consider all users in transportation related projects and work with local municipalities to include planning for Complete Streets in their transportation programming; and

WHEREAS, a Complete Streets policy provides guidance for the planning, design, and construction of roadways and/or an interconnected network of transportation facilities that promotes complete streets; and

WHEREAS increasing active transportation (e.g., walking, bicycling, and public transportation) offers the potential for improved public health, economic development, a cleaner environment, reduced transportation costs, enhanced connectivity, social equity and makes Kalamazoo County a more livable community; and

WHEREAS, Complete Streets enhances safe walking and bicycling options for school-age children, in recognition of the national Safe Routes to Schools program; and

WHEREAS, Kalamazoo County recognizes and appreciates the challenges facing the units of local government to continuously balance ever-increasing duties to provide services and infrastructure to the public while exercising sound fiscal decisions with ever-shrinking availability of funds; and

WHEREAS, Kalamazoo County recognizes and appreciates the unique determinations, evaluations, insights, and judgments that the Kalamazoo Area Transportation Study (KATS), the Kalamazoo County Board of Road Commissioners, the Cities, Townships and Villages, contribute to developing and implementing a set of Complete Streets Policies within our County; and

WHEREAS, the County believes that it is important and beneficial for the County to add its voice to the discussions surrounding the Complete Street Policies.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners supports the development and implementation of Complete Streets Policies that provide the highest access to our roadways (for both motorized and non-motorized travel) that is reasonably possible while maintaining sound and prudent fiscal spending practices and encourages the Kalamazoo County Road Commission and other local transportation agencies to also develop and implement Complete Streets Policies in this manner.

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 July 5, 2016

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Timothy A. Snow  
County Clerk/Register



## ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: JUNE 27, 2016

SUBJECT: RECOMMENDATION TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT WITH WALBRIDGE ALDINGER, LLC.

During the Board of Commissioners' May 17, 2016 Committee of the Whole meeting, the CSM Group, Miller Davis, and Walbridge Aldinger LLC (Walbridge), provided you with presentations in support of their respective responses to the County's Request for Qualifications from construction management firms. After the conclusion of the presentations, a majority of the Board members indicated a desire to have the Corporate Counsel engage in discussions with Walbridge to determine if Walbridge would be willing to negotiate its proposed Construction Management fee and costs to more closely mirror the fees and costs proposed by Miller Davis and the CSM Group. The Corporate Counsel met personally with Walbridge representatives on May 24<sup>th</sup> and on May 25<sup>th</sup>. Between those meetings and the Board of Commissioners' meeting on June 7, 2016, both Walbridge and the CSM Group provided clarifications and supplements to their proposals. Ultimately, Walbridge presented a proposal to the Board of Commissioners for the June 7, 2016 meeting, that more closely mirrored the CSM Group proposal.

Based upon the information provided by both companies, a majority of the Board members expressed a desire to have the Corporate Counsel negotiate a Construction Management Services Agreement with Walbridge. Corporate Counsel met with Walbridge's representatives on or about June 9, 2016, and agreed upon the terms and conditions for a Construction Management Services Agreement. Walbridge's representatives reduced the terms

and conditions to writing and sent a final draft to the County on Wednesday, June 15, 2016. Corporate Counsel has reviewed the final draft and the Agreement is ready for the Board of Commissioners' review and action.

In regards to professional fees, Walbridge will receive a professional service fee of \$29,021 for pre-construction services including, but not limited to, participating in the design charrettes for the project and developing a construction budget prior to the drafting of construction documents. If the County decides not to move forward with the Project, the County will only owe Walbridge for the \$29,021 of Preconstruction Services. If the County determines to move forward with the Project, Walbridge will receive a professional service fee equal to 2.25% of the construction costs and will be reimbursed for actual construction expenses (such as dumpsters, plan drawings, etc..) at the rates identified in Walbridge's final submission to the Board of Commissioners for the June 7, 2016 meeting. The total fee and reimbursable costs cannot be calculated until the building and construction costs are actually incurred and will be dependent on the cost of the building and the duration of the construction itself.

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