

The logo for Kalamazoo County Government is a semi-circular emblem. It features a stylized landscape with a row of evergreen trees in the foreground and a sun or moon partially obscured by a cloud in the background. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a light, sans-serif font along the top arc of the emblem.

**Board of
Commissioners'
Meeting**

July 15, 2014

**NOTICE AND AGENDA FOR
JULY 15, 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, July 15, 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

- A. Request for Approval of 25 Year Resolution Honoring Jeffrey Christensen
- B. Request for Approval of Resolution Recognizing J.B. Printing

CONSENT AGENDA

Buildings and Grounds

- C. Request for Approval of Service Agreement with Riverside Integrated Systems

Circuit Court

- D. Request for Approval of Elimination/Creation of Positions (Grant Funded)
- E. Request for Approval to Submit Swift and Sure Sanction Program Grant Application to the Michigan State Court Administrative Office
- F. Request for Approval to Accept Grant Award from the Kalamazoo County Bar Association Endowment Fund of the Kalamazoo Community Foundation for the Youthful Offender Transitions Program
- G. Request for Approval of a Contract with Western Michigan University (WMU) for Process & Outcome Evaluation Components of the Juvenile Drug Court Program

Health & Community Services

- H. Request for Approval of Amendment #4 to the 2013-2014 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- I. Request for Approval of Amendment #2 to the Agreement with Kalamazoo County Health Plan Corporation (KCHP) for the Provision of Indigent Health Care Services
- J. Request for Approval of a Letter of Agreement & Business Associate Agreement with West Michigan Cancer Center (WMCC) for Breast and Cervical Cancer Control Program (BCCCP) Services to the Pink Saturdays 2014 Program
- K. Request for Approval of Breast and Cervical Cancer Control Program (BCCCP) Updated & Renewed Agreement & Business Associate Agreement with Surgical Specialties of St. Joseph
- L. Request for Approval of an Agreement with Safe Kids Kalamazoo County
- M. Request for Acceptance of Site Agreement between Kalamazoo County Health & Community Services and Kalamazoo College

N. Request to Re-Hire Retiree as Temporary Employee

Parks & Expo Center

O. Request for Approval of to Issue Weekly Checks for County Fair Premiums and Judge Payments

P. Request for Approval to Increase Fair Coordinator Position (Fair Funded)

Q. Request for Approval of Settlement Release for the Home Builders Association of Greater Kalamazoo

R. Request for Approval of 2017 United Kennel Club Premiere Dow Show Contract

Purchasing

S. Request for Approval of Contract Extension with Materials Resources, One- Way Products, and Indusco Supply for Janitorial Supplies

Sheriff

T. Request for Approval of Elimination of Deputy/CO II Position Due to Amendment with Comstock Township

Board of Commissioners

U. Request for Approval of Transfers and Disbursements

V. Request for Approval to Grant Water Main Easement to the City of Kalamazoo

W. Request for Approval of Intergovernmental Financing Agreement between the County and Kalamazoo County Community Mental Health & Substance Abuse Services

NON-CONSENT AGENDA ITEMS

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

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

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

JULY 9, 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



Resolution Recognizing J.B. Printing

WHEREAS, J.B. Printing has been designated as a Clean Corporate Citizen (C3) by the Michigan Department of Environmental Quality; and

WHEREAS, J.B. Printing has exemplified corporate environmental responsibility through its efforts to maintain, protect, and enhance Michigan's environmental resources; and

WHEREAS, J.B. Printing has demonstrated its environmental ethic and stewardship by meeting the criteria for C3 designation: the development and implementation of an environmental management system, the practice of pollution, and a strong environmental compliance of record; and

WHEREAS, integrating environmental factors into the daily operations at your facility has resulted in:

- A robust recycling program focusing on paper, printing plates, toner cartridges, shrink wraps, inks, and metals
- Energy efficiency goals and objectives
- Continuing to use and explore more environmentally friendly cleaning supplies
- Continuing to conduct workflow analysis creating an efficient system saving time and resources during daily operations
- Development of a dynamic Environmental Management System which will continue to evolve and grow as your operations do

NOW, THEREFORE, LET IT BE RESOLVED THAT, the Kalamazoo County Board of Commissioners, recognizes J.B. Printing for its status and accomplishments as a Clean Corporate Citizen and looks forward to continued efforts and commitment protecting and enhancing our shared environment.

STATE OF MICHIGAN)
) ss
 COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify the forgoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on July 15, 2014.

 Timothy A. Snow
 County Clerk/Register

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: July 15, 2014****DEPARTMENT: Buildings & Grounds****PREPARED BY: Randy Winterowd****SUBJECT: Services Agreement****SPECIFIC ACTION REQUESTED:****Requesting Board of Commissioner approval to contract with Riverside Integrated Systems for 24 hour Fire Alarm Panel Monitoring at the Healy Street Center.****DESCRIPTION OF ACTION (dollar amount, purpose):****\$ 300.00****TIME FRAME OF ACTION: Immediate: Payment was made, in order to obtain occupancy permit.****FUNDING SOURCE IF REQUIRED (Federal, State, or Local):****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)****NEW OR RENEWAL:****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 not bid, because monitoring will integrate with warranty from same vendor.****CONTACT PERSON WITH PHONE NUMBER:****Randy Winterowd, Director of Buildings & Grounds 384-8121**

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Elimination/Creation of Positions.

SPECIFIC ACTION REQUESTED:

The Circuit Court is requesting the elimination and creation of three positions in the family division.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Effective July 14, 2014

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

There is no change in the funding source. These positions are part of the Child Care fund which is funded 50% State and 50% Local.

PERSONNEL IF REQUIRED:

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

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10558-xxx	Juvenile Probation Officer II	j12	42,494.40-55,244.80	1.0	292-664-704.00
10558-xxx	Juvenile Probation Officer II	j12	42,494.40-55,244.80	1.0	292-664-704.00
10575-001	Comm Tracker/Crisis Couns	j06	26,104.00-28,683.20	1.0	292-664-704.00

ELIMINATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10573-006	Fam Intervent/Mediator II	j12	42,494.40-55,244.80	1.0	292-668-704.00
10573-012	Fam Intervent/Mediator II	j12	42,494.40-55,244.80	1.0	292-668-704.00
10575-001	Comm Tracker/Crisis Couns	j06	26,104.00-28,683.20	1.0	292-668-704.00

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)

N/A

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)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Suzanne Darling	383-8928
Kathy Flack	685-6039
Susan Sayles	383-6415

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Swift and Sure Sanctions Program Grant Submission

SPECIFIC ACTION REQUESTED:

Permission to submit SSSP Grant to the Michigan State Court Administrative Office

DESCRIPTION OF ACTION (dollar amount, purpose):

The swift and sure sanctions probation program (SSSPP) is an intensive probation supervision program that targets high-risk felony offenders with a history of probation violations or failures. Governed by MCL 771A.1 et seq., SSSPP is modeled on Hawaii's Opportunity Probation with Enforcement (HOPE) program, which studies have shown to be very successful in improving the rate of successful completion of probation among high-risk probationers.

SSSPP participants are closely monitored, including being subjected to frequent random testing for drug and alcohol use and being required to attend frequent meetings with probation and/or case management staff. SSSPP aims to improve probationer success by promptly imposing graduated sanctions, including small amounts of jail time, for probation violations. Judges in Michigan's SSSPP courts have reported a reduction in positive drug tests and failures to appear at scheduled meetings with probation officers among their SSSPP participant population.

Grant Request for FY 2015: \$174,428

TIME FRAME OF ACTION:

October 1, 2014 – September 30, 2015

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

State

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL OR AMENDMENT:

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

The Kalamazoo SSSP has been operational since May of 2013. Grant awards were received in 2013 and 2014. Renewal.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

COURT: Ninth Circuit Court – Family Division

PREPARED BY: Jai Khatri

SUBJECT: Grant Acceptance – Youthful Offender Transitions Program

SPECIFIC ACTION REQUESTED:

Seeking approval to accept an award of \$1,500.00 from the Kalamazoo County Bar Association Endowment Fund of the Kalamazoo Community Foundation

DESCRIPTION OF ACTION (dollar amount, purpose):

The \$1,500.00 will be used by the Family Division of the Ninth Circuit court to fund operation of the Youthful Offender Transitions Program.

TIME FRAME OF ACTION:

The term of the grant is from March 1, 2014 to February 28, 2015.

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

Kalamazoo County Bar Association Endowment Fund of the Kalamazoo Community Foundation.

PERSONNEL IF REQUIRED:

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

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

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

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:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Evaluation Services for the Juvenile Drug Court Program

SPECIFIC ACTION REQUESTED:

Approval of contract with Western Michigan University (WMU) for process and outcome evaluation of components of the Juvenile Drug Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

An independent evaluation is an invaluable source of information for determining program effectiveness and for providing direction for program improvements that will enhance treatment outcomes for program participants. The Kercher Center has extensive experience in evaluation of Drug Treatment Courts, in the Kalamazoo Court system, and other Michigan Drug Courts. PA 224, legislation specific to Drug Treatment Courts, became effective on January 1, 2005, and requires program evaluation and reporting. An evaluation work plan was developed by the Kercher Center and complies with the requirements of PA 224.

Juvenile: 12,258

TIME FRAME OF ACTION:

Grant start date is October 1, 2013 through April 1, 2015

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

State

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:

(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:

Ann Filkins (269) 384-8253



Kalamazoo County

Health & Community Services

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

DATE: July 15, 2014
TO: County Board of Commissioners
FROM: Lynne Norman, Acting Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AMENDMENT #4 TO THE 2013/2014 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of amendment #4 to the FY 2013/2014 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2013 to September 30, 2014 in an amount of \$3,565,331.

DESCRIPTION OF SUBJECT

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The purpose of amendment #4 is to award an additional \$3,800 for the Nurse Family Partnership Program, award \$37,789 for the Public Health Emergency Preparedness Program for the period of 7/1/14 through 9/30/14, reduce State Immunization Field Representative funding by \$3,333, and to revise program specific assurance and requirement language as outlined in attachment III to the contract.

RELATIONSHIP TO GOALS

The funding provided through the CPBC is relative to all Health and Community Services Department goals.

FUNDING SOURCE

The \$3,565,331 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

There are no new personnel needs as a result of this request.

PROCUREMENT

There is no procurement associated with this action.

ISSUES/CONCERNS

If you have any questions, please contact Tammy Lahman, Deputy Director HCS FMS, Health and Community Services, at 373-5257 or talahm@kalcounty.com

B. APPROVAL OF AMENDMENT #2 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 amendment #2 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 \$365,734.50.

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 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@kalcounty.com.

C. APPROVAL OF A LETTER OF AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH WEST MICHIGAN CANCER CENTER (WMCC) FOR BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) SERVICES TO THE PINK SATURDAYS 2014 PROGRAM

ACTION REQUESTED

HCS Administration requests the Board approval of a Letter of Agreement and Business Associate Agreement (BAA) with West Michigan Cancer Center for BCCCP services in the Pink Saturdays 2014 Program. BCCCP services will be provided October 1, 2014 through June 30, 2015 and HCS will be paid according to a pre-set fee for service scale.

DESCRIPTION OF SUBJECT

HCS's BCCCP program will provide follow-up care and treatment for Pink Saturday program participants, who are not current participants enrolled in HCS's BCCCP caseload. HCS will coordinate care in order to provide these participants with services such as follow-up radiology, surgeon consultations and breast biopsies.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast cancer are preventable, and this program assists underserved women in obtaining early diagnosis of breast cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Reimbursement for services will be from the West Michigan Cancer Center for services rendered.

PERSONNEL

There are no additional 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 Lynn Jones, BCCCP Program Coordinator at 373-5383 or at lajone@kalamazoo.org.

D. APPROVAL OF A BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) UPDATED & RENEWED AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT

ACTION REQUESTED

HCS Administration requests Board approval of a new Agreement and Business Associate Agreement (BAA) with Surgical Specialties of St. Joseph, whose provider contract has automatically renewed for 10 years or more. The updated agreement will ensure services continue according to current program requirements. Agreement is effective July 1, 2014 and will automatically renew each year thereafter.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Program (BCCCP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population. Medical providers who have agreed to participate in BCCCP will provide all or a portion of the enrollment, screening examination, diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates set annually by the Michigan Department of Community Health.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County general funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Community Health through the CPBC Agreement.

PERSONNEL

There are no new personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Ann

Jones, Women's Health Supervisor at 269-373-5383 or lajone@kalamazoo.org

E. APPROVAL OF AN AGREEMENT BETWEEN SAFE KIDS KALAMAZOO COUNTY (THROUGH BRONSON'S CHILDRENS HOSPITAL) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT THROUGH ITS MATERNAL & CHILD HEALTH DIVISION

ACTION REQUESTED

HCS Administration requests Board approval for an agreement between Safe Kids Kalamazoo County and HCS Maternal & Child Health Division (MCH) through the Safe Sleep Initiative project. The agreement is effective 1/1/14 through 9/30/14.

DESCRIPTION OF SUBJECT

The MCH Division is a Safe Sleep project partner with Safe Kids Kalamazoo County. The requested agreement will allow for an increase in the development and execution of outreach and marketing to increase the community's overall awareness of safe sleep practices. Funding allocated for this agreement will not exceed \$1,500 for outreach and marketing products and services.

RELATIONSHIP TO GOALS

The acceptance of this agreement 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

No County general funds are associated with this request. Funding is through the MDCH Safe Sleep Initiative 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 Deb Lenz, Division Manager, Maternal and Child Health at 373-5024 or dllenz@kalamazoo.org

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

ACTION REQUESTED

HCS Administration requests board approval to enter into a Site Sponsor Agreement with Kalamazoo College, effective July 15, 2014 through September 14, 2014.

DESCRIPTION OF SUBJECT

This is an agreement that relates to providing internship experiences for Kalamazoo College students in the summer of 2014. It depicts responsibilities of the college and the site to support student interns, promote a safe working environment, maintain good communication, etc. This is an educational opportunity for students to acquire relevant and real life educational experiences that will positively influence and assist in their overall educational outcomes and career choices.

RELATIONSHIP TO GOALS

This request closely aligns with the departments goals to promote healthy lifestyles and choices for the Kalamazoo community, through the further education and community investment that an internship opportunity offers. This will also provide support to department programs that work to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency.

FUNDING SOURCE

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

PERSONNEL

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

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

G. REQUEST TO REHIRE RETIREE AS TEMPORARY EMPLOYEE

ACTION REQUESTED

HCS Administration requests Board approval to rehire a retiree as a temporary employee for a period not to exceed 90 days at a K7C level.

DESCRIPTION OF SUBJECT

To assist in completing backlogged financial projects due to long term staffing vacancies, HCS requests approval to rehire a retiree for a period not to exceed 90 days at a Sr. Financial Analyst K7C level. The returning retiree was previously the Financial Systems Supervisor within the unit and this expertise will be particularly beneficial for the tasks to be performed.

RELATIONSHIP TO GOALS

The requested temporary assistance will assist in meeting financial requirements and needs of HCS programs and services.

FUNDING SOURCE

Funding to support this temporary position is available from the current vacant positions in HCS Administration 101-613.

PERSONNEL

This temporary arrangement will not exceed 90 days.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

This request is submitted to address current concerns with meeting financial obligations. If you have any questions, please contact Tammy Lahman, Deputy Director HCS FMS, at 373-5257 or at talahm@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: July 15, 2014****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: Approval to issue weekly checks for County Fair Premiums and Judge Payments****SPECIFIC ACTION REQUESTED:**

Board of Commissioners approval for Finance to issue weekly payment checks for County Fair Premiums and Judge Payments

DESCRIPTION OF ACTION (dollar amount, purpose):

The 2014 County Fair will be the second year that Kalamazoo County Parks has overseen the County Fair. The 4H entries (approx 350) and open class entries (approx 50) are eligible for award premiums at the Kalamazoo County Fair. The total anticipated amount paid will be \$5,500. We are requesting weekly payments so that participants and judges do not need to wait over a month to receive their payments (normal claims process) for participating in the Kalamazoo County Fair.

We have met with the Finance Department and determined this is the appropriate way to make these payments.

TIME FRAME OF ACTION:

The 2014 Kalamazoo County Fair will be held August 4-9.

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

There is no additional cost and the premiums and judge fees are funded with donations, fees, and event revenue.

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:

This is a new request.

ANY OTHER PERTINENT INFORMATION:**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, 383-878 or dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Increase Fair Coordinator Position from .5FTE to .625FTE

SPECIFIC ACTION REQUESTED:

Temporarily increase .5FTE Fair Coordinator Position to .625 FTE

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fair Coordinator Position was created in November of 2012. This position was created as a part time position at .5FTE. In 2013 the Board of Commissioners approved temporarily increasing the position to .625 FTE. As we continue work to develop and grow the Kalamazoo County Fair it is clear that we need additional staff time to complete the necessary work.

Request is to approve a permanent increase starting with budget year 2014 to increase the position from .5 FTE to .625 FTE. The total additional cost including fringe = \$5,568 and will be paid for with excess revenue from the Kalamazoo County Fair.

TIME FRAME OF ACTION:

Starting with 2014 Budget

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

The additional funds to pay for salary and fringe is \$5,568 and will be funded from revenue from the 2014 Kalamazoo County Fair. Upon approval, budget adjustment will be submitted to revise the Fair Budget.

PERSONNEL IF REQUIRED:

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

Increase FTE from .5 FTE to:

.625 FTE Fair Coordinator K7 \$35,235.20-\$47,569.60 208-009 Position #10876-001

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, 383-878 or dmrach@kalamazoo.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Home Builders Association Insurance Settlement Release

SPECIFIC ACTION REQUESTED:

Approve the settlement release for the Home Builders Association of Greater Kalamazoo

DESCRIPTION OF ACTION (dollar amount, purpose):

During the 2014 Home Expo one of the vendors damaged the Expo Center building with a forklift. Repairs cost \$2,855.90. This expense for repairs was paid for by Home-Owners Insurance Company on behalf of the Home Builders Association of Greater Kalamazoo. The release is an agreement that the payment made settles all claims resulting from the accident. All repair work has been completed and no further action or repairs are necessary.

TIME FRAME OF ACTION:

The accident occurred on March 10, 2014 and repairs were completed spring 2014.

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

The repairs were contracted to a private contractor and total expense was \$2,855.90. The County has received full reimbursement from Home-Owners Insurance on behalf of the Home Builders Association of Greater Kalamazoo.

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)

NA

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, 383-878 or dmrach@kalcounty.com

R.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: 2017 United Kennel Club Premiere Dog Show

SPECIFIC ACTION REQUESTED:

Approve the 2017 United Kennel Club Premiere Dog Show contract for the use of the Kalamazoo County Expo Center & Fairground. The event is scheduled for June 12 thru June 18, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the United Kennel Club Premiere Dog Show contract at the following rates:
2017 = \$18,546.00

TIME FRAME OF ACTION:

The contract is for the 2017 United Kennel Club Premiere Dog Show. Contracts were previously approved for 2015 and 2016.

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

NA

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)

NA

NEW OR RENEWAL:

The event has a long history at the Kalamazoo County Expo Center and the UKC is making a long-term commitment to stay at the Expo Center.

ANY OTHER PERTINENT INFORMATION:

United Kennel Club Premiere Dog Show contracts come to the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

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:

David Rachowicz, (269) 383-8787
Email: dmrach@kalamazoo.org

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Office of Finance - Purchasing

PREPARED BY: Thomas G. O'Brien

SUBJECT: Janitorial Supplies Contract Extension

SPECIFIC ACTION REQUESTED: Approval

DESCRIPTION OF ACTION (dollar amount, purpose):

Extend contracts for Groups I, II, and III with Materials Resources, One – Way Products, and Indusco Supply.

Contract extension dollar amount is an estimate based on estimated quantities multiplied by the unit price bid.

TIME FRAME OF ACTION: August 1, 2014 to July 31, 2015

This contract may be extended for four (4) one-year (1) periods upon mutual agreement of all parties. This is the second extension.

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Jointly bid with City of Kalamazoo and City of Portage in June 2012.

CONTACT PERSON WITH PHONE NUMBER:

Thomas G. O'Brien, Purchasing Coordinator 383-8967

T.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 15, 2014

DEPARTMENT: Finance Department

PREPARED BY: Paul Matyas

SUBJECT: Comstock Township Deputy

SPECIFIC ACTION REQUESTED:

Effective 1/1/2014 Comstock Township reduced the level of contract deputies from three to two. This action is the elimination of the unfunded position.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Immediately

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

PERSONNEL IF REQUIRED:

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

Eliminate:

10437-007 Deputy/CO II – Comstock F19 1.0 fte \$111,500 salary/fringe 101-303-704.29

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

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: Tracie Moored 384-8090



ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: JULY 3, 2014

SUBJECT: GRANTING A WATER MAIN EASEMENT TO THE CITY OF
KALAMAZOO

With the completion of the Justice Facility on Healy Street, it is necessary to grant the City of Kalamazoo an easement across a portion of the property in order to construct, install, repair, and maintain, a public water distribution system and appurtenances that serve the Healy Street facility. The City has already constructed and installed the water main.

Administration and the Corporate Counsel's Office request that the Board grant a water main easement to the City of Kalamazoo for the benefit of the Healy Street property.

Please feel free to contact me at (269) 383-8968 if you have any questions concerning this matter.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: JULY 9, 2014

SUBJECT: RECOMMENDATION TO ENTER INTO BOND ISSUANCE AND REIMBURSEMENT AGREEMENT WITH KALAMAZOO COMMUNITY MENTAL HEALTH & SUBSTANCE ABUSE SERVICES

Kalamazoo Community Mental Health & Substance Abuse Services (KCMH) plans to construct a new building as part of the Healthy Living Campus project. KCMH will need to borrow Five Million Dollars (\$5,000,000.00) to finance the design and construction of the new building. KCMH has limited statutory borrowing powers and cannot issue bonds to pay for the design and construction of the building.

KCMH has asked if the County would be willing to enter into an Agreement under the Municipal Partnership Act, Act No. 258 of the Public Acts of 2011 (MCL 124.111 et seq.). Under this Agreement, the County would issue \$5,000,000.00 in Limited Tax Obligation Bonds through an Agreement with PNC Bank and KCMH would use the bond proceeds to pay for the design and construction of the new building. KCMH would be required to reimburse the County for all costs associated with issuing the bonds and paying-off the principal and interest on the bonds (Debt Service). In consideration for the County's willingness to issue the bonds, once the building is complete, KCMH will permit the County to utilize conference room space in the building for County meetings, employee training and similar activities.

Administration recommends that the Board of Commissioners enter into a Reimbursement Agreement with KCMH under the Municipal partnership Act to issue \$5,000,000.00 of Limited Tax Obligation Bonds and allow KCMH to use the bond proceeds to construct its new building on the Health Living Campus. Thank you for your time and consideration. Please contact me at your convenience at (383-8968) if you have any questions, comments or concerns regarding this Memorandum.