
BOARD OF COMMISSIONERS' MEETING



July 18, 2017



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

July 18, 2017

PLEASE BE ADVISED that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, July 18, 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 ITEMS

Administration

- A. Request for Approval of Facilities Standards Policies

Circuit Court

- B. Request for Approval of Amendment to Child Care Fund
C. Request for Approval of US Bank Equipment Lease and Applied Imaging Maintenance Agreement

Health & Community Services

- D. Request for Approval of an Agreement and Business Associate Agreement with Consultants in Laboratory Medicine for Breast and Cervical Cancer Control Navigation Program (BCCNP)
E. Request for Approval of Memorandum of Understanding (MOU) with LIFT Foundation for Healthy Babies Healthy Start (HBHS) Project
F. Request for Approval of a Contract with Douglass Community Center for Fatherhood Program
G. Request for Approval of Elimination/Creation of Positions (General Funds/Cost Neutral)
H. Request for Approval of Contract Amendment with Ecumenical Senior Center

Michigan Works!

- I. Request for Approval of Amendment #1 with Michigan Department of Talent & Economic

Development for Budget Modification for the Clemens Food Group Project

J. Request for Approval of Memorandum of Understanding (MOU) Under the Workforce Innovation and Opportunity Act (WIOA) for the Michigan Works! Southwest Area

Prosecuting Attorney

K. Request for Approval of First Amendment to the FY 2016-2017 Memorandum of Understanding (MOU) with the Department of Attorney General

L. Request for Approval of an Independent Contractor Agreement with the YWCA

Treasurer

M. Request for Approval of Elimination/Creation of Positions (General Fund)

Board of Commissioners

N. Request for Approval of Transfers and Disbursements

O. Treasurer's Office Renovation (General Fund/Capital Improvement)

P. Request for Approval of the Appointment of Chief Thad Tackett to the Kalamazoo County Consolidated Dispatch Authority

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**

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:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Administration
PREPARED BY: Amanda Morse
SUBJECT: Approval of Facilities Standards Policies

SPECIFIC ACTION REQUESTED:

Administration is seeking Board of Commissioner approval of the new Facilities Standards Policies.

DESCRIPTION OF ACTION (dollar amount, purpose):

During the 2017 budget process, the Sustainability Budget policy was modified to create a Facilities Standards Committee. The purpose of this committee is to recommend design standards and criteria for new buildings and major alterations of Kalamazoo County facilities. The Facilities Standards Committee consists of representatives from the Board of Commissioners, Administration, Finance, Buildings & Grounds and Information Systems.

Over the last several months, the committee has met to draft Facilities Standards Policies. These policies provide the County Administrator and/or their designee the ability to develop, update and implement the guidelines and detailed standards for all Kalamazoo County buildings and properties. They also provide specific parameters for the life cycle of all buildings as well as sustainability considerations.

TIME FRAME OF ACTION:

Effective immediately.

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

N/A

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:

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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator of Internal Services	384-8148

KALAMAZOO COUNTY GOVERNMENT

**FACILITIES
STANDARDS
POLICIES**



In the Pursuit of Extraordinary Governance...



KALAMAZOO COUNTY GOVERNMENT

FACILITIES STANDARDS**TABLE OF CONTENTS**

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KALAMAZOO COUNTY GOVERNMENT

FACILITIES STANDARDS

1.01	Purpose			
Approved by BOC on:		Effective Date:		Supersedes:

Kalamazoo County Government is committed to adaptability, efficiency, accessibility, reliability, resiliency, quality, and energy savings for its facilities and technology. The subsequent policies must be followed when building, renovating or repairing facilities owned or maintained by Kalamazoo County.

1.02	Creation of the Facilities Standards Committee			
Approved by BOC on:		Effective Date:		Supersedes:

In accordance with the Sustainability Budget policy, a Facilities Standards Committee was created by the Board of Commissioners to recommend design standards and criteria for new buildings and major alterations of Kalamazoo County facilities.

The intent of the Facilities Standards Committee is to create facilities and technology standards that promote accessibility in Kalamazoo County facilities so they may serve all the public.

The Facilities Standards Committee will meet at least annually or as needed. This Board approved committee shall consist of, but is not limited to, representatives from the Board of Commissioners, Administration, Finance, Buildings and Grounds, and Information Systems.

This committee shall make recommendations to the County Board of Commissioners regarding the facilities standards policies to be used and followed in the development of the programming, design, and documentation of all County buildings and properties.

1.03	Development & Implementation of Facilities Standards			
Approved by BOC on:		Effective Date:		Supersedes:

The County Administrator and/or designee shall develop, update and implement the guidelines and detailed standards for all County buildings and properties.



KALAMAZOO COUNTY GOVERNMENT

FACILITIES STANDARDS

1.04	Revision of Facilities Standards			
Approved by BOC on:		Effective Date:		Supersedes:

The Facilities Standards Committee understands and agrees that from time to time the guidelines and detailed standards shall need to be updated, or changed. It recognizes that it is the responsibility of the County Administrator and/or their designee to provide, develop, update, or change the guidelines and detailed standards, and report any changes to the Facilities Standards Committee for review at the next available meeting.

Kalamazoo County facilities' standards shall supersede any other standard or request other than state or federal law or state building codes.

1.05	Life Cycle Standards Policy			
Approved by BOC on:		Effective Date:		Supersedes:

Kalamazoo County buildings shall be designed for longevity. All buildings should be designed to have a normal operating life cycle of 20-50 years with the goal of decreased energy use, utility and operational costs, reduced pollution, and enhanced community planning and accessibility using sustainable practices.

A Facility Assessment Plan shall be updated every 10 years and shall include energy audits, life cycle replacement documents as well as deferred maintenance information for all Kalamazoo County owned buildings. This plan shall be submitted to the Facilities Standards Committee and County Administrator for review. This Assessment Plan shall not be considered a Facilities Master Plan.



KALAMAZOO COUNTY GOVERNMENT

FACILITIES STANDARDS

1.06	Sustainability Standards Policy			
Approved by BOC on:		Effective Date:		Supersedes:

Kalamazoo County is committed to fostering a safe, secure future that conserves natural resources, while meeting basic human needs and services. This commitment to a sustainable and reliable future will be a consideration in making public policy, developing public programs, operating public facilities, delivering public services, and developing, designing, or implementing county facilities and technology standards.

All employees and any written standards, guidelines or detailed standards must therefore recognize and respect the connections between economic, resilient, environmental, social and health systems in meeting their explicit and implied responsibilities, accessibility and function to current and future generations of County citizens and its organization when designing, implementing, building or renovating facilities or technology.

Facility guidelines shall continuously enhance our perspective and expertise in making sustainable, economical and reliable choices and standards on behalf of the citizens, and identify and pursue new opportunities that promote sustainable and reliable practices.

When facility guidelines (or detailed standards) include the calculation of a return on investment, the maximum return on investment payback should not exceed greater than 70% of the useful lifespan of the component being evaluated, and cost shall be evaluated on a case by case basis prior to considering for a project.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Circuit Court
PREPARED BY: Susan Sayles
SUBJECT: Child Care Fund Amendment

SPECIFIC ACTION REQUESTED:

Circuit Court is seeking approval of the Child Care Fund Amendment. Indirect cost for July through September are able to be expensed by the grant, this will bring in an additional \$77,372 of grant funds from the Child Care Grant.

DESCRIPTION OF ACTION (dollar amount, purpose):

Increase the Child Care Grant \$154,744 of indirect costs from July thru September. One-half \$77,372 will be reimbursed by the Child Care Grant.

TIME FRAME OF ACTION:

July 18, 2017

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

Increase of \$77,372 in State Child Care 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)

N/A

NEW OR RENEWAL:

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)

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Suzanne Darling	Circuit Court Administrator	383-8928



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: 9th Circuit Court
PREPARED BY: Justin Clark, Automation & Technology
Administrator
SUBJECT: Lease Documentation for 2 Copy Machines

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached US Bank Equipment Lease and Applied Imaging Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The lease and maintenance agreement with US Bank and Applied Imaging will add 2 multi-functional printers (MFP) to the 9th Circuit Court, one at the Civil Division at the Crosstown Parkway location and one on the 3rd floor of the Michigan Avenue Courthouse in the Drug Court Office. Both locations are in need of an MFP in the office. The total lease cost per month for both MFPs is \$184.00 per month for a 60 month lease term. Each black copy printed is priced at \$0.00450 per page.

TIME FRAME OF ACTION:

60 Month Lease with installation to be scheduled after signature of lease and maintenance agreement.

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

101-132-941.00

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:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

The 9th Circuit Court received and reviewed a two quotes from Applied Imaging and DL Gallivan. Applied Imaging was chosen based on the company's quotation because they provided the lowest 60-month lease price.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Sue Darling	Court Administrator	383-8928



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: BREAST AND CERVICAL CANCER CONTROL
NAVIGATION PROGRAM (BCCNP) AGREEMENT
AND BAA WITH CONSULTANTS IN LABORATORY
MEDICINE

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of new Agreement and Business Associate Agreement with Consultants in Laboratory Medicine. This agreement is effective March 1, 2017, and will automatically renew each year.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Breast and Cervical Cancer Control Navigation Program (BCCNP) 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 BCCNP 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 Health and Human Services.

TIME FRAME OF ACTION:

This agreement is effective March 1, 2017, and will automatically renew each year.

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

No County 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 IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

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.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN HEALTHY BABIES HEALTHY START (HBHS) AND LIFT FOUNDATION

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval for Memorandum of Understanding (MOU) with LIFT Foundation, a nonprofit housing corporation, for the provision of education services for the Healthy Babies Healthy Start (HBHS) project.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies Healthy Start project 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. The LIFT Foundation (within the New Village Park and Heather Gardens communities) offers meeting space for educational activities to HBHS participants and community residents. This MOU was previously approved, however during that timeframe, the name of the corporation changed. This prompted a new MOU.

TIME FRAME OF ACTION:

The MOU is for the period of July 1, 2017 through June 30, 2018 (the 4th year of the Healthy Start grant).

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:

Implementation of this request requires no additional personnel.

NEW OR RENEWAL:

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

ANY OTHER PERTINENT INFORMATION:

There are no issues or concerns.

PROCUREMENT INFORMATION:

There is no procurement issue associated with this request

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: APPROVAL OF CONTRACT BETWEEN THE DOUGLASS
COMMUNITY CENTER AND HEALTH & COMMUNITY
SERVICES DEPARTMENT'S FATHERHOOD PROGRAM

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval for a contract between the Douglass Community Center and the HCS's Fatherhood program for the provision of educational classes and activities.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fatherhood Program is a one-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on engaging and supporting males in high risk communities through educational opportunities. The Douglass Community Center offers a neighborhood meeting space for these educational opportunities.

TIME FRAME OF ACTION:

This amendment is for the period of July 19, 2017 through October 31, 2017 for an amount not to exceed \$720.

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 United Way of Greater Battle Creek & Kalamazoo Region grant.

PERSONNEL IF REQUIRED:

Implementation of this request requires no additional personnel.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

There are no issues or concerns.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Lisa Henthorn

Deputy County Administrator of
External Services

383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: POSITION ELIMINATION AND CREATION IN THE
 CLINICAL SERVICES PROGRAM

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to eliminate a 1.0 FTE Prevention Specialist and create a 1.0 FTE Disease Intervention Specialist (DIS) position. No additional funding is needed for this change.

DESCRIPTION OF ACTION (dollar amount, purpose):

This change will increase efficiencies within the STD & HIV programs to better utilize staff resources. The staff will all receive cross training to ensure that clients receive more timely notifications and follow-up. Services will stay at the same level for both programs and the integration of the programs will reduce gaps. The Michigan Department of Health and Human Services, Division of HIV and STD Programs, supports this change which will better align us with their funding and strategic plan. At this time the Prevention Specialist position is vacant due to retirement.

TIME FRAME OF ACTION:

Effective July 18, 2017

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

This is a cost neutral change in staffing. The current Prevention Specialist is funded through the Health Fund using General Fund dollars appropriated to the Health Fund. No increase in General Fund dollars is requested.

PERSONNEL IF REQUIRED:*Elimination:*

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-301	Prevention Specialist #10069-005	1.0	K07	\$19.71 – \$24.21	July, 18, 2017

Creation:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-227	Disease Intervention Specialist #10085-*	1.0	K07	\$19.71 - \$24.21	July, 18, 2017

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval of Amendment #1 with Ecumenical Senior Center

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of Amendment #1 to the Ecumenical Senior Center contract for delivery of congregate meals to Kalamazoo County senior citizens in need of nutritional meals on behalf of the Community Action Agency (CAA). Total contract amount is \$5,000. The agreement is effective October 1, 2016 through September 30, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

The original contract allowed for the funds to be spent on breakfast. The amendment will allow for the funds to be spent on breakfast, lunch and dinner.

Additionally, the contract is being amended to remove the monthly spending cap of \$416. Allowing Ecumenical Senior Center to spend what they need each month, but not exceeding \$5,000 for the term of the contract.

This approval of the Amendment #1 will allow Ecumenical Senior Center and the Community Action Agency to spend the funds more efficiently by the September 30, 2017 end date.

TIME FRAME OF ACTION:

This contract is effective October 1, 2016 through September 30, 2017.

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

There are no County general funds associated with this action. All funding is from the Community Services Block Grant granted through the Michigan Department of Health and Human Services.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Amendment

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

There is no procurement associated with this request.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Clemens Food Group Project – Budget Modification

SPECIFIC ACTION REQUESTED: Review and approval of Budget Modification for the Clemens Food Group ProjectDESCRIPTION OF ACTION (dollar amount, purpose): \$7,100

The purpose of this modification is to increase the 'administrative' line item of the budget by \$7,100 to reflect additional administrative costs incurred in the execution of the Clemens Food Group Project. This increase will be accompanied by a corresponding decrease of \$7,100 to the 'program-salaries/wages' line item of the budget.

Background information:

This grant, totaling \$325,000, provides Michigan Works! Southwest with funding to assist Clemens Food Group, in their expansion into Coldwater, Michigan, a community in Branch County, in the Michigan Works! Southwest Area. The expansion will result in 850 individuals being hired and trained prior to their scheduled opening on September 4, 2017. To ensure their success, this funding has been utilized for dedicated Michigan Works! Southwest staff to assist Clemens Food Group in their recruitment and hiring process.

The goals of this funding are to assist Clemens Food Group in filling their hiring needs prior to their scheduled opening date; provide ongoing hiring assistance through the first months of operation to address the anticipated turnover; and work strategically with other local employers backfilling positions of individuals who have moved along their individual career pathways to fill positions at Clemens Food Group.

TIME FRAME OF ACTION: February 7, 2017 through January 31, 2018FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Federal: Workforce Innovation and Opportunity ActPERSONNEL IF REQUIRED: None of the hired staff are affected by the budget modification.NEW OR RENEWAL: NewANY OTHER PERTINENT INFORMATION: The review and approval of the Clemens Food Group Project (totaling the amount of \$325,000) was reviewed at the March 21, 2017 meeting.CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute
PREPARED BY: Amy Meyers
SUBJECT: Memorandums of Understanding under the WIOA

SPECIFIC ACTION REQUESTED:

Review and approval of Memorandums of Understanding (MOUs) Under the Workforce Innovation and Opportunity Act (WIOA) for the Michigan Works! Southwest area

DESCRIPTION OF ACTION (dollar amount, purpose):

Non-financial.

Background: All local workforce development boards are required to develop and enter into new MOUs with each required One-Stop partner, identified in Attachment A, in compliance with the provisions of the WIOA, the WIOA Final Regulations, federal guidance, and Talent Investment Agency, State of Michigan, policy.

Purpose: The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute MOUs with One-Stop partners concerning the operation of the One-Stop delivery system in the local service delivery area. All MOUs contain, as required by the WIOA, a description of: service provision and coordination, referral strategies, inclusion strategies and duration of the agreement.

TIME FRAME OF ACTION:

Amended MOUs that incorporate infrastructure funding agreements are due to the TIA no later than September 1, 2017.

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

Non-financial.

PERSONNEL IF REQUIRED: N/A

(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:

Attachment A includes a list of all required One-Stop Partners.

PROCUREMENT INFORMATION: N/A

(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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Office of the Prosecuting Attorney
PREPARED BY: Jeffrey Getting, Prosecuting Attorney
SUBJECT: First Amendment to Memorandum of Understanding with the Department of Attorney General

SPECIFIC ACTION REQUESTED:

Approve and sign the FY 2016-2017 First Amended Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office.

DESCRIPTION OF ACTION (dollar amount, purpose):

On October 4, 2016, the KCBOC approved and signed the FY 2016-2017 Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office for the Sexual Assault Kit Investigation project. 2015 PA 84 appropriated funding to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Kalamazoo County.

The Kalamazoo County Prosecutor's Office is now seeking approval of an Amended MOU to include and Independent Contractor Agreement regarding a community based Sexual Assault Victim Advocate. Through execution of the Amended MOU and the Independent Contractor Agreement, the Michigan Department of Attorney General agrees to reimburse the OPA for the costs associated with the contract with YWCA for Sexual Assault Victim Advocate services. Reimbursable expenses include expenses for the Victim Advocate at the YWCA and operational expenses including equipment, travel and supplies.

TIME FRAME OF ACTION:

10/01/2016 through 09/30/2017.

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

State funds and requires no match.

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)

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Jeff Getting	Prosecuting Attorney	383-8955



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017
DEPARTMENT: Office of the Prosecuting Attorney
PREPARED BY: Jeffrey Getting, Prosecuting Attorney
SUBJECT: Independent Contractor Agreement with YWCA

SPECIFIC ACTION REQUESTED:

Approve and sign the Independent Contractor Agreement between the YWCA and the Kalamazoo County Prosecutor's Office for the period ending September 30, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

On October 4, 2016, the KCBOC approved and signed the FY 2016-2017 Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office for the Sexual Assault Kit Investigation project. 2015 PA 84 appropriated funding to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Kalamazoo County.

The Kalamazoo County Prosecutor's Office is now seeking approval of a new Independent Contractor Agreement, regarding a community based Sexual Assault Victim Advocate. Through execution of the MOU and the Independent Contractor Agreement, the Michigan Department of Attorney General agrees to reimburse the OPA for the costs associated with the contract with YWCA for Sexual Assault Victim Advocate services. Reimbursable expenses include expenses for the Victim Advocate at the YWCA and operational expenses including equipment, travel and supplies.

TIME FRAME OF ACTION:

10/01/2016 through 09/30/2017.

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

State funds and requires no match.

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)

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Jeff Getting	Prosecuting Attorney	383-8955



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 5, 2017
DEPARTMENT: Treasurer
PREPARED BY: Megan Buwalda/Mary Balkema
SUBJECT: Creation/Transfer/Reduction surrounding Senior Account Clerk II

SPECIFIC ACTION REQUESTED:

- [1] Create two new positions (Senior Account Clerk II)
- [2] Transfer two of the existing position holders from Senior Account Clerk to Senior Account Clerk II
- [3] Reduce the number of current Senior Account Clerks from four to two

DESCRIPTION OF ACTION (dollar amount, purpose):

The Treasurer Requests two new positions be created (Senior Account Clerk II), and the number of Senior Account Clerks be reduced from four to two. The Senior Account Clerk II position was created in partnership with Human Resources to accurately capture the more complex work being performed by some of the Treasurers Staff.

Total annual increase in salary expense: \$2870.40

TIME FRAME OF ACTION:

Effective immediately.

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

General Fund.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

PERSONNEL IF REQUIRED:

Eliminate:

- 10112-002 Senior Account Clerk K4 30,305.60- 37,169.60
1.0 FTE 101-253-704.00
- 10112-004 Senior Account Clerk K4 30,305.60- 37,169.60
1.0 FTE 101-253-704.00

Create:

- xxxxx-TBD Senior Account Clerk II K5 33,987.20- 41,724.80
1.0 FTE 101-253-704.00
- xxxxx-TBD Senior Account Clerk II K5 33,987.20- 41,724.80
1.0 FTE 101-253-704.00

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

Megan Buwalda

TITLE

Chief Deputy Treasurer

PHONE NUMBER

384-8135



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 18, 2017

DEPARTMENT: Treasurer

PREPARED BY: Megan Buwalda, Chief Deputy Treasurer

SUBJECT: Treasurer's Office Remodel

SPECIFIC ACTION REQUESTED:

Request approval to allocate funds in the amounts listed below in the description of action for the remodel of the Kalamazoo County Treasurer's Office to become compliant with the Americans with Disabilities Act (ADA) and to better ensure the safety and security of staff while handling a high volume of cash on a daily basis.

DESCRIPTION OF ACTION (dollar amount, purpose):

The project is to remodel the Treasurer's Office to comply with ADA and to better secure cash, checks, tax records, and plat maps. The remodel provides for the public space to be outside of the secured area.

A&E Fee	18,500	InForm Architect
FF&E (Furniture)	67,256	MiDeal
NESHAPS	1,790	DeLisle (Asbestos/Lead)
Construction	112,695	To be bid out
Contingency	10,000	
Total Cost:	210,241	

TIME FRAME OF ACTION:

Immediate—Construction to begin ASAP after formal bidding

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

General Fund--Capital Improvement Fund

PERSONNEL IF REQUIRED:

n/a

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

n/a

PROCUREMENT INFORMATION:

Construction will be put out for bid following board approval.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Megan Buwalda	Chief Deputy Treasurer	384-8135



Kalamazoo County ^{ITEM P.}
Fire Chief's Association.
Serving all of Kalamazoo County Michigan

Executive Board

*President
Mark Barnes
Fire Chief
Oshtemo Twp.*

*Vice President
David Obreiter
Fire Chief
Kalamazoo Twp.*

*Secretary /
Treasurer
Joe Bonhomme
Fire Chief
City of
Parchment*

Trustees
*Karl Poenicke
Fire Chief
Pavilion Twp.*

*David Wuis
Captain
Comstock Twp.*

*Todd Kowoloski
Fire Marshal
K-Twp.*

**Training
Committee**
Chair
*Chad Tackett
Fire Chief
Texas Twp.*

July 6, 2017

Kalamazoo County Board of Commissioners
C/O Chairman Dale Shugars
201 West Kalamazoo Avenue
Kalamazoo, MI. 49007

Ref: Appointment of Alternate to Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board.

Dear Kalamazoo County Board of Commissioners,

As you are aware, the fire service of Kalamazoo County has recently lost a cherished member in Comstock Fire Chief Ed Switalski. His unfortunate and tragic death has left a void in our hearts. Administratively, it has also created a vacancy in the position of alternate to the KCCDA Board.

Persuiant to KCCDA's interlocal agreement (Section 4, A, 8), the Kalamazoo County Fire Chief's Association (KCFCA) has elected Chief Chad Tackett of Texas Township to fill the position of alternate.

I would respectfully ask that the Board make this appointment.

Fraternally,
Mark L. Barnes, CFO
KCFCA President.