

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a stylized landscape with a blue sky, green hills, yellow trees, and a blue river. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the landscape.

**Board of
Commissioners'
Meeting**

July 19, 2016

**NOTICE AND AGENDA FOR
JULY 19, 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 19, 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

- A. Michigan Association of Counties Presentation

CONSENT AGENDA

- B. Request for Approval of 25 Year Resolution Honoring Lisa Budzyn

Buildings & Grounds

- C. Request for Approval to Hire HVAC Technician for Training Purposes (B&G Salary Fund)

Circuit Court

- D. Request for Approval of Agreements with Everbank and DL Gallivan Office Solutions

Finance/Purchasing

- E. Request for Approval of Janitorial Supplies Contract Extension with One-Way Products and Indusco Supply

Health & Community Services

- F. Request for Approval of a Breast and Cervical Cancer Control Navigation Program (BCCCPN) Updated & Renewed Agreement & Business Associate Agreement with Community Mental Health Center of Branch County
- G. Request for Approval of Water Quality Protection Amendment to Grant Contract with the Michigan Department of Environmental Quality (MDEQ)
- H. Request for Approval of Paid Internships in the Emergency Preparedness Program (Grant Funds)
- I. Request for Approval of Additional Staff Hours for the Nurse Family Partnership (NFP) Program (Grant Funds)

Michigan Works!

- J. Request for Approval of Career Jump Start (CJS) Initiative
- K. Request for Approval of Reemployment Services and Eligibility Assessment (RESEA) Program
- L. Request for Approval of Program Year 2016 Employment Service Plan Instructions

Planning & Community Development

M. Request for Approval to Accept Grant Funds from the U.S. EPA

Prosecuting Attorney

N. Request for Approval of FY 2016-2017 Michigan Department of Health & Human Services (MDHHS) Contract

Sheriff

O. Request for Approval of FY2016 Emergency Management Performance Grant Agreement (EMPG)

P. Request for Approval of a Mutual Aid Agreement with Barry County Sheriff's Office

Q. Request for Approval of Medical Services Contract for the Jail with Dr. Hunt

Board of Commissioners

R. Request for Approval of Transfers and Disbursements

S. Request for Approval of a Professional Services Contract with Rich Chambers & Associates

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 13, 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



**RESOLUTION HONORING
Lisa Budzyn**

WHEREAS, Lisa Budzyn has served the citizens of Kalamazoo County for twenty-five (25) years as of July 8, 2016; and

WHEREAS, Lisa Budzyn has faithfully served as a Senior Legal Assistant; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Lisa Budzyn has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 19, 2016.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Buildings and Grounds

**PREPARED BY: Randy E. Winterowd - Director
Eric McNamara - Assistant Director**

SUBJECT: Approval to overlap HVAC Technician for training purposes

SPECIFIC ACTION REQUESTED:

Request for approval to hire HVAC Technician 30 days prior to the existing HVAC Technician's retirement for the purpose of site specific training.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval to overlap HVAC Technician position 30 days prior to the existing HVAC Technician's retirement for the purpose of site specific training. The current HVAC Technician has notified the department that he is planning to retire in September of 2016.

Buildings & Grounds has two 1.0 FTE HVAC Technician positions. The other HVAC Technician position was vacant from early January 2016 until it could be filled in late May. The cost of the overlap is \$3,634.18 (wages & fringes) but due to the 4.5 month position vacancy will not result in any additional General Fund dollars.

This overlap will allow our seasoned employee the opportunity to pass on valuable knowledge to his replacement.

TIME FRAME OF ACTION:

Effective 30 days before retirement of HVAC Technician

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

Current Buildings and Grounds Fund salary and fringes.

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:

For questions contact Eric McNamara – phone #: 383-8120

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)
Original contract was up for yearly automatic renewal and review. The original contract language provided with the Juvenile Home construction package and Otis was the low bidder. The new price and time frame has been negotiated with Otis, but the contract language is the same.

CONTACT PERSON WITH PHONE NUMBER:

DEPARTMENT/COURT APPROVAL: (Required)

I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: _____

(County Department Head or his/her designee)

N/A Please check if your agenda item does not require B&G to sign off.

BUILDINGS AND GROUNDS REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: _____

(B&G Department Head or his/her designee)

N/A Please check if your agenda item does not require IS to sign off.

INFORMATION SYSTEMS REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: _____

(IS Department Head or his/her designee)

N/A Please check if your agenda item does not require HR to sign off.

HUMAN RESOURCES REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: 7/5/16

(HR Department Head or his/her designee)

N/A Please check if your agenda item does not require Purchasing to sign off.

PURCHASING REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: _____
(Purchasing Department Head or his/her designee)

N/A Please check if your agenda item does not require Finance to sign off.

ADMINISTRATIVE REVIEW (FINANCE DIRECTOR): I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: 7/6/14
(Finance Department Head or his/her designee)

N/A Please check if your agenda item does not require Counsel to sign off.

CORPORATE COUNSEL REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No (Please circle one.)

Signed: _____ Date: _____
(Corporate Counsel or his/her designee)

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: 9th Circuit Court Trial Division – Lease Agreement for Two Copy/Printer Machines

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached EverBank lease and Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed agreements with Everbank and DL Gallivan Office Solutions will allow 9th Circuit Court to replace two copy machines in which their current lease agreements have expired. The total lease cost per month for all machines is \$291.10 plus the per copy cost of each copy made. The cost for black copies on the Kyocera TASKalfa 8001i is \$.0035 per page. The cost for black copies on the Kyocera Taskalfa 4551 is \$.005. The cost of color copies on the TASKalfa 4551 is tier based depending on how much color is used on the printed copy. If the document includes 5% color coverage or less, the copy is classified as a Tier 1 print and is billed at \$.03 per page. If the copy uses more than 5% color, the copy is classified as a Tier 2 copy and is billed at \$.06 per page.

TIME FRAME OF ACTION:

60 Month Lease.

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

Equipment Rent/Lease: 101-132.941.00
Copy Charges: 101-132-729.00

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 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)

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

CONTACT PERSON WITH PHONE NUMBER:

Justin J. Clark
Automation and Technology Administrator,
Ninth Judicial Circuit Court
Phone: 269-384-8246
jjclar@kalcounty.com

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

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 II, and III with 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, 2016 to July 31, 2017

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



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

F.-I.

DATE: July 19, 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 A BREAST AND CERVICAL CANCER CONTROL NAVIGATION PROGRAM (BCCCNP) UPDATED & RENEWED AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH COMMUNITY HEALTH CENTER OF BRANCH COUNTY

ACTION REQUESTED

HCS Administration requests Board approval of new Agreement and Business Associate Agreement with the Community Health Center of Branch County whose contract has automatically renewed for 10 years or more. The updated agreements will ensure services continue according to current program requirements. This amendment is effective April 1, 2016 and will automatically renew each year.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Navigation Program (BCCCNP) 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 BCCCNP 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.

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 funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Health and Human Services through the Comprehensive 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 Tammy Vander Horst, Women's Health Supervisor at 269-373-5383 or tkvand@kalcounty.com

B. APPROVAL OF WATER QUALITY PROTECTION AMENDMENT TO GRANT CONTRACT FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)

ACTION REQUESTED

HCS Administration requests Board approval of an Amendment to the Water Quality Protection Grant Contract between KCHCS Laboratory and the Michigan Department of Environmental Quality (MDEQ) in the amount of \$4,600.00 for the period of May 1, 2015 through September 30, 2016 for the purchase of reagents associated with the development of protocols and procedures for rapid beach water testing using qPCR (quantitative real-time polymerase chain reaction). The original agreement was approved by the Board on June 16, 2015.

DESCRIPTION OF SUBJECT

The Amendment extends the contract term from a September 30, 2016 end date to that of December 31, 2016. This extension allows the KCHCS Public Health Laboratory additional ability to receive reimbursement for costs incurred in fulfillment of the contract work plan.

The funds from this grant are used to purchase reagents (primers, probes, etc) to be used in the development of the protocols and procedures necessary to implement rapid beach water testing via qPCR for public and private beach water samples as described in the MOU approved by the Board on May 19, 2015. Once the protocols and procedures are developed, beach samples will be tested using qPCR.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. Rapid beach water testing for samples associated with Environmental Health Programs will build efficiencies in sample result reporting and response.

FUNDING SOURCE

No County general funds are requested. All funds for this grant will be allocated by MDEQ.

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. Please contact Aaron Hoogenboom, KCHCS Laboratory Manager, at awhoog@kalcounty.com or at 373-5077

C. APPROVAL OF PAID INTERNSHIPS IN THE HEALTH & COMMUNITY SERVICES (HCS) EMERGENCY PREPAREDNESS PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval of paid internships in the Emergency Preparedness Program at a total cost not to exceed \$23,842 inclusive of fringe rate. This is a renewal request for the new funding period; the original request was approved by the board on October 20, 2015.

DESCRIPTION OF SUBJECT

Paid internship positions are requested for up to a maximum of 1566 hours; a schedule will be negotiated according to a student's availability and program needs. Interns will work with the Emergency Preparedness Coordinator to assess HCS's capacity and capability to plan for, respond to, and recover from public health emergencies. It is expected that this position will be filled with a student(s) seeking a degree in Biomedical Sciences or a related field.

RELATIONSHIP TO GOALS

Approval of these internships will further the Department's goal to improve the overall health of the community by reducing preventable disease and deaths. It will also provide opportunity for public health (emergency) preparedness learning and on the job training for local college students.

FUNDING SOURCE

No County funds are associated with this request. Funding for this internship opportunity is from the Office of Public Health Preparedness for emergency preparedness activities for fiscal year July 1, 2016 - June 30, 2017.

PERSONNEL

HCS Emergency Preparedness Coordinator will post this position following County position posting procedures and will also work directly with local colleges to identify and place intern(s) into this internship. The intern(s) will be paid \$14 per hour plus fringe rate (8.75% for internships).

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Jeannie Byrne, Emergency Preparedness Coordinator, at 373-5025 / jkbyrn@kalcounty.com or Lynne Norman, Deputy Director – Health Services, at 373-5237 / ldnorm@kalcounty.com

D. APPROVAL OF ADDITIONAL STAFF HOURS FOR THE PROGRAM REPRESENTATIVE IN THE HCS - NURSE FAMILY PARTNERHSHIP (NFP) PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval of 100 additional staff hours for the Program Representative in the Nurse Family Partnership (NFP) Program during the period of July 20, 2016 through September 30, 2016.

DESCRIPTION OF SUBJECT

This temporary increase in hours will allow additional time to be dedicated to Continuous Quality Improvement (CQI) data entry. The position of Program Representative (#10883-001) is currently part-time (20 hours/week), but the individual in the position is willing to work additional hours the weeks of July 20, 2016 through September 30, 2016 to help meet the demands of the data entry and family support activities. The maximum hours extra, during the noted time period, will not exceed 100 hours.

The additional hours are being sought to provide much needed support to the program and to assure that all grant obligations and indicators are met. Due to position vacancies in the past year, there is need for additional staff time to complete program data entry and to adequately support the family caseload required of the program.

RELATIONSHIP TO GOALS

The NFP program is an evidenced-based program that provides support and connections to resources for low-income, first-time mothers and their children. The program benefits are to develop behaviors that enable mothers to have healthier pregnancies, be better parents, have emotionally and physically healthier children, and attain greater economic self-sufficiency.

FUNDING SOURCE

No County general funds are required as a result of this request. The funds to support this request are provided through the Michigan Department of Health & Human Services Comprehensive Agreement. The agreement is effective through September 30, 2016.

PERSONNEL

Approval of this request will allow the Program Representative (Position #10883-001) to work up to 100 additional hours during the period of July 20, 2016 through September 30, 2016. The total budget impact for this request will be \$1,457.22 (includes fringe rate).

ISSUES & CONCERNS

There are no issues or concerns. If you have any questions, please Deb Lenz, Maternal and Child Health Division Manager at 373-5024 or at dllenz@kalcounty.com

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Career Jump Start (CJS) Initiative

SPECIFIC ACTION REQUESTED: Review and approval of the Career Jump Start (CJS) Initiative

DESCRIPTION OF ACTION (dollar amount, purpose): \$13,950

Michigan Works! Southwest has received notice from the Workforce Development Agency, with an additional allocation for the Career Jump Start (CJS) Initiative of \$13,950. This funding is in addition to the \$65,100 already allocated for this initiative.

With the ultimate goal of directing more high school graduates into high demand jobs to help close the skills gap in Michigan, the original intent of the CJS initiative was to provide funding to establish "career liaison" positions within each of the ten Prosperity Regions as well as additional resources to support related statewide marketing efforts.

Guidelines have been established for how the CJS initiative will now be administered and supported through the Prosperity Regions framework and the Workforce Development Agency, as prior to the state level reorganization it was aligned with the MEDC Talent Enhancement. Under this new structure, the designated Michigan Works! Agency (MWA) lead contact for each Talent District Career Council (TDCC) will serve as both the administrative agent and fiduciary, and will be responsible for coordinating the efforts of all TDCC partners to ensure that the CJS initiative is successfully implemented within their respective Prosperity Regions. Michigan Works! Southwest – W.E. Upjohn Institute fulfills this role in Region 8.

TIME FRAME OF ACTION: December 1, 2015 through September 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): AY13 WIA Statewide Rapid Response

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New (additional allocation)

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

Career Jump Start (CJS) Initiative PI 15-27c3

Background

The Career Jump Start initiative was launched in 2013 by the Michigan Economic Development Corporation (MEDC) with the ultimate goal of directing more high school graduates into high demand jobs to help close the skills gap in Michigan. The original intent of the CJS initiative was to provide funding to establish "career liaison" positions within each of the ten Prosperity Regions as well as additional resources to support related statewide marketing efforts. With the Workforce Development Agency (WDA) now responsible for the administration of CJS, MAT2, and other work-based learning initiatives, there is an opportunity to better align and integrate these programs with other components of the talent system to ensure their long-term success and sustainability.

Overview of CJS Initiative

Guidelines have been established for how the CJS initiative will now be administered and supported through the Prosperity Regions framework. Under this new structure, the designated Michigan Works! Agency lead contact for each Talent District Career Council (TDCC) will serve as both the administrative agent and fiduciary, and will be responsible for coordinating the efforts of all TDCC partners to ensure that the CJS initiative is successfully implemented within their respective Prosperity Regions. Michigan Works! Southwest will continue to fulfill this role for Region 8.

Initiative Components

The career liaison will be expected to focus on the following core components of the CJS initiative:

- Assist the Talent District Career Council in their duties;
- Establish a connection to community resources in order to create a talent pipeline;
- Market applicable programs;
- Disseminate initiative information;
- Coordination of outreach events;
- Maintain communication with all key stakeholders;
- Increase enrollment in credential issuing training programs;
- Assist MWA with meeting or exceeding their required WIOA credential attainment performance measures;
- Utilize Pure Michigan Talent Connect and the Eligible Training Provider List as a primary source of in-demand career and education information when developing and implementing regional marketing and outreach strategies;
- Expand Talent Tours, including assistance to the partners to meet or exceed their requirements to facilitate at least two Talent Tours per year, as well as assisting with the identification of additional partners;
- Identify employers seeking to establish or expand youth work experience opportunities;

- Leverage expanded partner networks to build awareness of Career and Technical Education (CTE) and/or Early/Middle Colleges with a focus on increasing the number of industry partners providing work-based learning opportunities;
- Collaboration with adult education programs located within the region;
- In regions where MAT2 programs exist, disseminate information to students, parents, and educators and assist the partners with meeting or exceeding all required metrics and deliverables.

Funding Overview

Michigan Works! Southwest was originally allocated \$65,100, and with this policy issuance has received an additional allocation of \$13,950 for service delivery across Region 8.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Allocation	\$13,950
Program	\$13,252.50
Administration	\$697.50

Source: PI: 15-27, 11/23/2015 and PI: 15-27c3, 6/22/2016

Technical Information

Program Title/Number	Career Jump Start Initiative PI:15-27c3
Funding Source	AY13 WIA Rapid Response Funding
Funding Level	\$13,950
Duration	December 1, 2015 – September 30, 2016
Reference	Workforce Development Agency (WDA) PI: 15-27c3, 6/22/2016
CFDA Number	17.278

K.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Reemployment Services and Eligibility Assessment (RESEA) Program

SPECIFIC ACTION REQUESTED: Review and approval of Reemployment Services and Eligibility Assessment (RESEA) Program

DESCRIPTION OF ACTION (dollar amount, purpose): \$35,540

Michigan Works! Southwest has received notice from the Workforce Development Agency, with allocations for the Reemployment Services and Eligibility Assessment (RESEA) Program. The projected allocation totaling \$35,540 is for the time period of January 1, 2016 through December 31, 2016. This program has permanently replaced the mandatory Profiling Program. The Unemployment Insurance Agency (UIA) submitted a proposal, developed by both the UIA and WDA, to the United States Department of Labor to continue the operation of the RESEA Program.

Only people referred from the UIA may receive services through the RESEA program. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. Early intervention with a proactive approach should result in returning the unemployed back to work sooner.

TIME FRAME OF ACTION: January 1, 2016 through December 31, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): UIA-RESEA Funding – CY2016

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

**Reemployment Services and Eligibility Assessment (RESEA) 2016 Program
 PI 16-08**

Michigan Works! Southwest has received notice from the Workforce Development Agency, with allocations for the Reemployment Services and Eligibility Assessment (RESEA) Program. The allocation totaling \$35,540 is for the time period of January 1, 2016 through December 31, 2016. This program has permanently replaced the mandatory Profiling Program. The Unemployment Insurance Agency (UIA) submitted a proposal, developed by both the UIA and WDA, to the United States Department of Labor to continue the operation of the RESEA Program.

Only individuals referred from the UIA may receive services through the RESEA program. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. Early intervention with a proactive approach should result in returning the unemployed back to work sooner.

As part of this funding, Michigan Works! Southwest must deliver all seven of the RESEA activities listed below:

- Orientation to MWA Services
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTCC)
- Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
- Verification of the Monthly Record of Work Search Form
- Development of an Individual Service Strategy
- Review specific Labor Market Information
- Provide at least 2 hours of Reemployment Services

Funding Summary

Funding Source and Cost Categories	Funding Levels	Customer Service Level
Allocation	\$35,540	206

Source: PI: 16-08, 6/24/2016

Technical Information

Program Title/Number	Reemployment Services and Eligibility Assessment (RESEA) Program PI:16-08
Funding Source	UIA-RESEA Funds
Funding Level	\$35,540
Duration	January 1, 2016 – December 31, 2016
Reference	Workforce Development Agency (WDA) PI: 16-08, 6/24/2016
CFDA Number	17.207

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Program Year (PY) 2016 Employment Service Plan Instructions

SPECIFIC ACTION REQUESTED: Review and Approval of Program Year (PY) 2016 Employment Service Plan Instructions

DESCRIPTION OF ACTION (dollar amount, purpose): \$418,234

Michigan Works! Southwest has received notice from the Workforce Development Agency, with an allocation for ES totaling \$418,234 is for the time period of July 1, 2016 through June 30, 2017. The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that provide job matching at no cost to all employers and job seekers, known as the Employment Service (ES). The Wagner-Peyser Act was recently amended by the WIOA in 2014, and calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the Unemployment Insurance (UI) Work Test, and
- recruitment services for employers.

TIME FRAME OF ACTION: July 1, 2016 through June 30, 2017

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

Program Year (PY) 2016 Employment Service Plan Instructions PI 16-09

Michigan Works! Southwest has received notice from the Workforce Development Agency, with an allocation for ES totaling \$418,234 is for the time period of July 1, 2016 through June 30, 2017.

Background

The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that provide job matching at no cost to all employers and job seekers, known as the Employment Service (ES). The Wagner-Peyser Act was recently amended by the WIOA in 2014, and calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the Unemployment Insurance (UI) Work Test, and
- recruitment services for employers.

Performance

The following four performance measures will be tracked in the One-Stop Management Information System (OSMIS) for Wagner-Peyser ES programs:

- Entered Employment During the Second Quarter After Exit
- Retained Employment During the Fourth Quarter After Exit
- Median Earnings During the Second Quarter After Exit
- Employer Measure

The performance goals for the above four measures are being negotiated by the DOL and will be distributed to the MWAs upon completion.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Allocation	\$418,234
Program	\$342,952
Administration	\$75,282

Source: PI: 16-09, 6/22/2016

Technical Information

Program Title/Number	Program Year (PY) 2016 Employment Service (ES) PI:16-09
Funding Source	Wagner-Peyser Act 7(a)
Funding Level	\$418,234
Duration	July 1, 2016 – June 30, 2017
Reference	Workforce Development Agency (WDA) PI: 16-09
CFDA Number	17.207

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Planning and Community Development

PREPARED BY: Rachael Grover, Resource Coordinator

SUBJECT: U.S. EPA Grant Funds in the amount of \$200,000 for Hazardous Substance Assessment funds and \$200,000 in Petroleum Assessment Funds.

SPECIFIC ACTION REQUESTED:

Approval for the Kalamazoo County Brownfield Redevelopment Authority to receive U.S. EPA Grant Funds in the amount of \$200,000 for Hazardous Substance Assessment funds and \$200,000 in Petroleum Assessment funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) will use the funds to assess the environmental conditions of potential brownfield sites throughout the county, with a focus on the Northside of the City of Kalamazoo, Kalamazoo Township, and areas that impact the Kalamazoo River which is part of the Great Lakes Area of Concern. There is not a contract process. Instead, the KCBRA will submit a Work Plan July 15, 2016 to the EPA and once the Work Plan is approved by EPA, the funds will be made available to the KCBRA October 1, 2016. This is a three (3) year grant.

TIME FRAME OF ACTION:

July 19, 2016

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

Federal funding with no match required.

PERSONNEL IF REQUIRED:

The KCBRA will use existing staff but the majority of the work will be conducted by a subcontractor.

NEW OR RENEWAL OR AMENDMENT:

This is a new grant for three years. The KCBRA received the same award in 2006.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The KCBRA will follow County and U.S. EPA purchasing guidelines.

CONTACT PERSON WITH PHONE NUMBER:

Rachael Grover – 384-8305, ragrov@kalcounty.com

N.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Lisa Henthorn, Administrator

SUBJECT: MDHHS Contract FY 2016-2017

SPECIFIC ACTION REQUESTED:

The approval and signature on THREE copies of the attached FY 2016-2017 Michigan Department of Health and Human Services (MDHHS) Contract.

DESCRIPTION OF ACTION (dollar amount, purpose):

MDHHS will reimburse the County \$175 per unit hour for OPA Assistant Prosecuting Attorney staff service hours, to work on Neglect Cases in Family Court. The contract aligns with the vision and mission of the OPA to "enhance the quality of life in our community".

TIME FRAME OF ACTION:

October 1, 2016 through September 30, 2017

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

Michigan Department of Health & Human Services.

PERSONNEL IF REQUIRED:

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

No new personnel required.

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

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)

Not applicable.

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, Administrator (383-8965)

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Sheriff's Department, Office of Emergency Management

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: FY2016 Emergency Management Performance Grant Agreement (EMPG)

SPECIFIC ACTION REQUESTED:

Approve the renewal of the Emergency Management Performance Grant Agreement for FY2016

DESCRIPTION OF ACTION (dollar amount, purpose):

The FY2016 EMPG is for 35% or up to \$29,670.00 that will fund a portion of the Emergency Management Director's wages and fringe benefits.

TIME FRAME OF ACTION:

The FY2016 grant period is October 1, 2015 through September 30, 2016. The signed copies of the grant agreement are due in Lansing by August 22, 2016.

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

The EMPG is a federally funded grant. The funds are distributed to Emergency Management Offices of Michigan which supplement the County for the duties performed by the Emergency Management directors.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

This agreement is renewed every fiscal year.

ANY OTHER PERTINENT INFORMATION:

The County of Kalamazoo has been a recipient of these grant dollars for many years. If the full \$29,670.00 is not allocated to the Emergency management Director's wages and fringe benefits, Management and Administration costs reimbursement may be requested, however-not to exceed 5% of the total allocation.

PROCUREMENT INFORMATION:

The Emergency Management Performance Grant is awarded to all local Emergency Management State of Michigan recognized programs.

CONTACT PERSON WITH PHONE NUMBER:

Patrick Wright, Emergency Management Director, 385-6137/ Terra Mickolatcher 269-383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval Mutual Aid Agreement

SPECIFIC ACTION REQUESTED:

Approval of Mutual Aid and Hold Harmless Agreement with Barry County Sheriff's Office

DESCRIPTION OF ACTION (dollar amount, purpose):

Establish a written agreement for mutual aid between Sheriff's Offices

TIME FRAME OF ACTION:

Perpetual unless terminated by either party

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

NA

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The agreement provides conditions for mutual aid and hold harmless situations. Mutual Aid can be in various forms to include manpower and resources i.e. equipment. Mutual Aid can also be for various reasons but primarily for natural and manmade disasters.

PROCUREMENT INFORMATION:

This agreement was requested by Barry County sheriff's Office

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve Contact for Medical Services in Jail

SPECIFIC ACTION REQUESTED:

Approve contract with Dr. Hunt to continue with medical services for inmates in the County Jail.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$10,000 per month to provide medical care and supervision of medical treatments.

TIME FRAME OF ACTION:

Immediately

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

Sheriff's Office General Fund

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Renewal.

ANY OTHER PERTINENT INFORMATION:

Dr. Hunt and his father have provided health care in the jail for over 35 years. While the agreement is month to month; a \$20,000 cancellation clause is included if the agreement is cancelled prior to June 30, 2017.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

William Timmerman, Captain ph: 385-6138

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 19, 2016

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Communications and Public Relations Improvement Consultant

SPECIFIC ACTION REQUESTED:

Approve contract with Rick Chambers & Associates for the purpose of strengthening the capabilities of Kalamazoo County leadership, and ultimately County Staff, to communicate effectively with key internal and external audiences.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$10,000

TIME FRAME OF ACTION:

July 19, 2016 – December 31, 2016

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

General Fund, Strategic Planning, Account 101-939-956.05

PERSONNEL IF REQUIRED:

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

None

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Incidents experienced in recent months, along with various day-to-day issues, have underscored a gap in the County's communication resources, strategies, and skill sets. It is crucial to build a strong, effective environment for good communication, starting with the Leadership Team (Administration, Elected Officials, Court Administrators), and to align messaging accordingly.

The contract will consist of two parts: a focused communication training program tailored to the needs of the County on how to listen effectively, what to communicate and how to

communicate. Of the \$10,000 budget, the training will cost \$6,250. The remaining budget of \$3,750 will be held as a reserve for hourly consultations if necessary.

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)

Because of the relatively small size of the contract, purchasing polices required the solicitation of quotes. Rick Chambers & Associates was the only respondent that was satisfactory.

CONTACT PERSON WITH PHONE NUMBER: John Faul, 383-8908, jmfaul@kalcounty.com