

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green field at the bottom, and a central illustration of a city skyline with yellow trees. A blue road or path leads from the bottom towards the city. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a light blue, semi-circular arc above the shield.

**Board of
Commissioners'
Meeting**

August 3, 2016

**NOTICE AND AGENDA FOR
AUGUST 3, 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 **Wednesday, August 3, 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. Request for Approval of Resolution Honoring Tiana Carruthers

CONSENT AGENDA

District Court

- B. Request for Approval of an Agreement with Southwest Michigan Behavioral Health (SWMBH)

Finance

- C. Request for Approval of Professional Services Agreement, Software License Agreement and PremierPro Support & Maintenance Agreement with Selectron

Health & Community Services

- D. Request for Approval to Terminate Contract with the Family Health Center – Edison Dental Clinic Program
- E. Request for Approval to Eliminate Positions (House Keeping)
- F. Request for Approval to Release Funds for the Community Action Agency to Purchase Target Gift Cards for the kids Connect Back-to-School Event

Sheriff

- G. Request for Approval to Hire Dispatch Position at the G Step

Board of Commissioners

- H. Request for Approval of Transfers and Disbursements

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 27, 2016

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

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday Aug. 3, 2016

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of 2016 Amendment between Southwest Michigan Behavioral Health (SWMBH) and the 8th District Court. Original contract awarded \$7,000 for *General Probation* for substance use disorder (SUD) services. District Court requested and has been granted permission to move \$5,000 of that award to the 8th District Court's *Mental Health Recovery Program* for SUD services.

SPECIFIC ACTION REQUESTED:

- 1) Reduce amount provider may bill PA2 funding for 8th District Court's *General Probation* from \$7,000 to \$2,000.
- 2) Increase amount provider may bill PA2 funding for 8th District Court's *Mental Health Recovery Court* by \$5,000

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant award remains the same. Amendment allows for \$5,000 of the award to be moved into another Court specialty program (Mental Health Recovery Court) and the original program (General Probation) to be reduced to \$2,000.

TIME FRAME OF ACTION:

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

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

State funding through PA2/Block Grant funds.

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** August 3, 2016**DEPARTMENT:** Finance**PREPARED BY:** Tracie Moored**SUBJECT:** Approval of Professional Services Agreement, Software License Agreement and PremierPro Support & Maintenance Agreement with Selectron Technologies, Inc**SPECIFIC ACTION REQUESTED:**

Approval of Professional Services Agreement, Software License Agreement and PremierPro Support & Maintenance Agreement with Selectron Technologies, Inc

DESCRIPTION OF ACTION (dollar amount, purpose):

The ExecuTime Advanced Timekeeping software was approved to replace our current timesheet process for all non-exempt employees at the July 5, 2016 board meeting. We are now requesting approval of the Selectron Technologies, Inc agreements for the purchase of a telephony system to be used in conjunction with the Advanced Timekeeping software. The cost of the telephony system was included in our original request for the timekeeping project.

TIME FRAME OF ACTION:

Effective immediately.

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

2016 Technology Project Funds

PERSONNEL IF REQUIRED:

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

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

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

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

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



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

DATE: August 3, 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 TO TERMINATE CONTRACT BETWEEN FAMILY HEALTH CENTER AND THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to terminate an agreement with the Family Health Center for the use of Dental Equipment at the Edison School Based Health Center. The original agreement was approved by the Board on May 17, 2016.

DESCRIPTION OF SUBJECT

The Dental Equipment Rental Agreement with the Family Health Center, provided access and use of their equipment by HCS Dentists and Dental Staff at the Edison School Based Health Clinic for the provision of oral/dental health services to students enrolled in the Clinic.

However, through a joint decision of all Clinic partners, the Edison School Based Health Clinic was closed at the end of the past school year. This decision was made based upon the decreasing demand for Clinic services in recent years, a decrease in funding from the State in support of the Clinic and with knowledge of the upcoming opening of the Family Health Center's second primary care location (Spring of 2017), about a mile north of the school and Clinic location. Additionally, with the availability of the FHC's new mobile medical clinic that will visit the schools once a month, the children who have been attending the Edison School-Based Health Clinic will continue to have access to medical care. The County's mobile dental unit will also continue to visit these schools.

As a result of this decision, HCS Administration is requesting the termination of the Dental Equipment Rental Agreement, effective September 26, 2016. This corresponds with the 60 day termination provision, provided for within the agreement.

RELATIONSHIP TO GOALS

There is no direct relation to the goals of HCS in this request.

FUNDING SOURCE

No County funds are required as a result of this action.

PERSONNEL

There are no new personnel required.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Ryan Post, HCS Deputy Director – FMA at 373-5237 or at rjpost@kalcounty.com

B. APPROVAL OF THE RELEASE OF FUNDS FOR HEALTH AND COMMUNITY SERVICES COMMUNITY ACTION AGENCY TO PURCHASE TARGET GIFT CARDS FOR THE KIDS CONNECT BACK-TO-SCHOOL EVENT

ACTION REQUESTED

HCS Administration requests Board approval of the release of funds to purchase Target gift cards up to the amount of \$30,000 in advance of the “Kids Connect for Back-to-School” event on August 9, 2016.

DESCRIPTION OF SUBJECT

The Community Action Agency (CAA) will host “Kids Connect for Back-to-School”, which is a one-day event where up to 100 approved children from low income qualified families will each be provided with a \$300 Target gift card to purchase back-to-school clothes, shoes and outwear.

RELATIONSHIP TO GOALS

The Health and Community Services Department has defined the overall goal of the Community Action Agency as improvement of the life conditions of the families served. These funds will assist low-income families by removing many of the financial barriers that low-income families face to meet basic clothing needs as well as make better use of the family’s available income.

FUNDING SOURCE

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

The purchase of gift cards will be procured in accordance with County policy.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Charlotte J. Smith, CAA Manager, at 373-5052 / cjsmit@kalcounty.com or Gillian Stoltman, Director/Health Officer, at 373-5260 / gastol@kalcounty.com

C. APPROVAL TO ELIMINATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

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

DESCRIPTION OF SUBJECT

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

The position elimination requested is for #10918 – Clinical Manager; this position was for the support of the Edison School Based Health Clinic, which is no longer a program under the Department. The position is vacant at this time.

RELATIONSHIP TO GOALS

This action does not relate to a specific HCS goal.

FUNDING SOURCE

Not applicable.

PERSONNEL

The following position actions are requested:

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Effective Date</u>
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310-150 Clinical Manager 1.0 K8 8/4/16
10918-001

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 3, 2016

DEPARTMENT: Kalamazoo County Sheriff's Office

PREPARED BY: Sheriff Richard C. Fuller III

SUBJECT: Approval to Hire Employee into Dispatcher position at the G step

SPECIFIC ACTION REQUESTED:

I would like to hire a new dispatcher (10442-001) starting at step "G".

DESCRIPTION OF ACTION (dollar amount, purpose):

\$19.79 hour.

TIME FRAME OF ACTION:

Upon hiring.

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

Sheriff's Office 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)

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:

The potential new hire has experience in our dispatching system. This candidate will be able to come into our center and operate immediately. This candidate is currently a dispatcher with another local dispatch center. In order to attract highly qualified candidates and to retain them, we must compensate them accordingly.

The NF16B, step G is a competitive yet fair wage for this candidate.

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: Sheriff Richard C. Fuller III