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# COMMITTEE OF THE WHOLE MEETING

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August 15, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR  
COMMITTEE OF THE WHOLE MEETING

August 15, 2017

**PLEASE BE ADVISED** that the Kalamazoo County Board of Commissioners has scheduled a Committee of the Whole meeting on **August 15, 2017 at 4:00 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:

	<i>Projected Time for Presentation &amp; Discussion</i>
1. Review of Transfers and Disbursements (Item N.) – <i>Ms. Amanda Morse</i>	4:00 – 4:05 p.m.
2. Resolution to Adopt Pilot Program to Waive Fees for Vital Records for the Homeless Population – <i>Clerk Tim Snow</i>	4:05 – 4:15 p.m.
3. Revision of Personnel Policy Manual – <i>Ms. Kristine Cunningham</i>	4:15 – 4:30 p.m.
4. Consolidated Dispatch (Item P.) – <i>Commissioners Michael Seals, Scott McGraw</i>	4:30 – 5:00 p.m.
5. MAC Conference – <i>Chair Shugars</i>	5:00 – 5:05 p.m.
6. 2018 Budget Meeting Dates – <i>Ms. Tracie Moored</i>	5:05 – 5:15 p.m.
7. Verbal Update on the Transfer Agreement with Community Mental Health for Veterans Affairs Department – <i>Ms. Tracie Moored</i>	5:15 – 5:45 p.m.
8. Any other items	
9. Closed Session	5:45 – 6:00 p.m.
10. 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**  
 In the Pursuit of Extraordinary Governance...

**RECOMMENDED TRANSFERS AND DISBURSEMENTS**  
**August 15, 2017**

**DISBURSEMENTS**

**CLAIMS**

Claims	\$1,555,678.24
Claims Requiring Disclosure:	\$0.00
<b>Total Current Claims:</b>	<b>\$1,149,196.47</b>

**RELEASE OF FUNDS**

Southwest Michigan Behavioral Health		\$295,332.50
2nd Quarter 2017 Alcohol Tax Collection	101-649-969.27	
400 Bryant Street LLC		\$5,000,000.00
Advance Funding for HCS Facility Project	115-000-123.02	
<b>Total Release of Funds:</b>		<b>\$5,295,332.50</b>

**TRANSFERS**

<u>DEPARTMENT/ACCOUNT</u>		<u>DECREASE</u>	<u>INCREASE</u>
<b><u>Board of Commissioners</u></b>			
Transfer from Delinquent Tax Revolving Fund	101-253-699.01		5,000,000 R
Transfer to HCS Facility Fund	101-613-999.04		5,000,000
Transfer from General Fund	115-006-699.01		5,000,000 R
Building Rental	115-006-940.00		5,000,000
Reserve for Future Use	620-000-897.01	145,000	
Carryover	620-000-402.01		4,855,000 R
Transfer to General Fund	620-000-999.01		5,000,000

**Reason: To budget advance funding included in lease amendment with 400 Bryant Street LLC as approved August 2, 2017**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### August 15, 2017

TRANSFERS			
DEPARTMENT/ACCOUNT		DECREASE	INCREASE
<b><u>Finance Department</u></b>			
New Equipment Buildings & Grounds (B&G)	101-444-958.10	6,000	
New Equipment Sheriff	101-444-958.19		6000
<b>Reason: Re-align CIP budgets for alternate item approved for Sheriff's AED upgrade due to excess funding from B&amp;G CIP projects</b>			
<b><u>Health &amp; Community Services</u></b>			
Transfer to Health Fund	101-613-999.01	4,000	
New Equipment Health & Community Services	101-444-958.13		4,000
Transfer from General Fund	221-001-699.01	4,000 R	
Testing - Other	221-206-596.02		4,000 R
<b>Reason: Adjust budgets to cover emergency laboratory equipment.</b>			
<b><u>Human Resources</u></b>			
Travel	101-226-860.00	500	
Advertising	101-226-901.00	3,000	
HR Staff Training	101-226-956.00	2,000	
Copy Charges	101-226-729.00		500
Office Supplies	101-226-730.00		3,000
Recruitment	101-226-957.12		2,000

**Reason: To properly align expenditures with the appropriate line-item account.**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 8/15/2017

**DEPARTMENT:** Clerk/Register

**PREPARED BY:** Tim Snow, Clerk/Register

**SUBJECT:** Vital records for homeless persons

### **SPECIFIC ACTION REQUESTED:**

Adoption of the attached Resolution which establishes a pilot program to provide vital records to homeless persons who are clients at the Kalamazoo Gospel Mission and Ministry with Community.

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

A total value of \$5,000 in potentially lost revenue, which would provide vital records (2 per homeless person). A total of 250 individuals could be served during the 1 year pilot program.

### **TIME FRAME OF ACTION:**

Pilot to begin October 1, 2017 and continue to September 30, 2018.

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

County

### **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:**

**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>
Tim Snow	Clerk/Register	384-8141





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 15, 2017  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** 2018 Personnel Policies Manual

**SPECIFIC ACTION REQUESTED:**

Approval of the 2018 Personnel Policies Manual.

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

In 2016, Human Resources (with guidance by Labor Counsel and Finance) began drafting changes to the current Personnel Policies Manual. The proposed 2018 Personnel Policies Manual includes the separation of policies and organizational practices. Furthermore, Labor Counsel advised including new policies (Resignations, Recovery of Overpayments, Supervisor/Subordinate Relations, and Social Security Number Privacy policies). Lastly, the proposed manual incorporates changes to policies including the elimination of the personal leave and vacation leave categories (transferring vacation/personal leave time to annual leave time), increasing the maximum annual leave accrual (from 280 to 360), increasing longevity bonus annual leave hours, banning the use of e-cigarettes in the workplace, adding language related to reasonable suspicion testing after on-the-job accidents, incorporating amendments to the Hatch Act, and adding Fair Labor Standards Act (FLSA) complaint and investigation procedures.

A summary of the proposed changes are attached. The draft Personnel Policies Manual was placed in your in-box on August 2<sup>nd</sup>.

**TIME FRAME OF ACTION:**

Effective December 23, 2017

**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:**

**NAME**

Kristine D. Cunningham

**TITLE**

Human Resources Director

**PHONE #**

384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

DATE: August 15, 2017  
 TO: Board of Commissioners  
 FROM: Michael Seals, Commissioner, Consolidated Dispatch Representative  
 Scott McGraw, Commissioner, Consolidated Dispatch, Finance Committee  
 RE: Consolidated Dispatch Funding

Meetings have occurred with the five signatory agencies to develop a mutually agreed upon funding strategy of Consolidated Dispatch for the next five years. It is anticipated that, at a Board meeting in September, we will be receiving proposed Amendments to the Consolidated Dispatch Authority Agreement and 9-1-1 Surcharge Revenues Distribution Agreement which will allow us to move forward with the approval of an Alternate Funding Plan.

## Consolidated Dispatch Alternative Funding Recommendation

	2016 Total Expenses	Per Capita / Existing Modified	County Impact
City of Kalamazoo*	\$ 2,346,817	\$ 1,289,826	
City of Portage	\$ 1,126,764	\$ 756,793	
Kalamazoo County	\$ 1,274,721	\$ 1,514,025	\$ 239,304
Kalamazoo Township	\$ 447,572	\$ 364,778	
WMU	\$ 513,841	\$ 374,578	
Total	\$ 5,709,715	\$ 4,300,000	

\*Also has revenue offset

As our Administrator / Controller communicated previously, the additional funds during this period will result in a reduced annual contribution to the technology fund. During the five year period, the Consolidated Dispatch Authority will solidify a permanent funding model to present for consideration.

Thank you for the diligent efforts to move this forward.

## BOARD OF COMMISSIONERS

201 West Kalamazoo Avenue | Kalamazoo, MI 49007  
 Phone: 269.384.8111 | [www.kalcounty.com](http://www.kalcounty.com)



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Proposed Budget Workshop Dates

Tuesday, September 12

Wednesday, September 13

Thursday, September 14

Tuesday, September 19

Wednesday, September 20

Thursday, September 21

## Target Budget Adoption Date

Tuesday, October 3

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**OFFICE OF THE ADMINISTRATOR**

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.383.8998 | [www.kalcounty.com](http://www.kalcounty.com)