



**Board of
Commissioners'
Meeting**

August 18, 2015

**NOTICE AND AGENDA FOR
AUGUST 18, 2015 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, August 18, 2015, 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 in Support of Kalamazoo Community Foundation Day

CONSENT AGENDA

Circuit Court

- B. Request for Approval of CaseWorks Assessment Software License Hosting and Support Agreement for YASI Software

District Court

- C. Request for Approval of Grant Agreement with Irving S. Gilmore Foundation for the Young Adult Diversion Program (YADC)
- D. Request for Approval of Contract Amendment with Lauren Rosenthal
- E. Request for Approval to Reallocation Capital Improvement Funds to Purchase Web Based Name Lookup

Finance

- F. Request for Approval of Elimination/Creation of Positions (house keeping)

Health & Community Services

- G. Request for Approval of Amendment #4 to the Agreement between Kalamazoo County Health & Community Services/Area Agency on Aging IIIA and Senior Services, Inc.
- H. Request for Approval of CSBG14-39015 Community Services Block Grant (CSBG) Notice of Contract Amendment Update #5 from the Michigan Department of Health & Human Services/Bureau of Community Action & Economic Opportunity
- I. Request for Approval of Amendment #10 for LCA 13-39015 Low Income Home Energy Assistance Program Crisis Assistance (LCA) Deliverable Fuel Award, from the Michigan Department of Health & Human Services
- J. Request for Approval of Amendment #3 to LIHEAP 13-39015 from the Michigan Department of Health & Human Services (DHHS) to the Low Income Energy Assistance

Program (LIHEAP) Administered by the Community Action Agency
K. Request for Approval of Fee Schedule Changes for the Dental Clinic

Human Resources

L. Request for Approval of Administrative Services Agreement with Arcadia Benefits Group, Inc. for Administration of the Kalamazoo County Flexible Benefit Plan (FSA)
M. Request for Approval of Administrative Services Agreement with Arcadia Benefits Group, Inc. for Compliance of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA)

Michigan Works!

N. Request for Approval of an Appointment to the Workforce Development Board
O. Request for Approval of Appointments to the Workforce Development Board for Michigan Works! Southwest

Prosecuting Attorney

P. Request for Approval of Title IV-D Cooperative Reimbursement Contract Amendment # CSPA13-39002-A1 with the Michigan Department of Human Services
Q. Request for Approval of Title IV-D Cooperative Reimbursement Contract Amendment # PROFC14-290011 with the Michigan Department of Human Services

Sheriff

R. Request for Approval of a Contract with Mallory Pole Buildings

Board of Commissioners

S. Request for Approval of Transfers and Disbursements
T. Request for Approval of Appointments to the Community Action Tripartite Advisory Board (CATAB)

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

AUGUST 12, 2015

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: August 18, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: 9th Circuit Court – Purchase of YASI Caseworks Assessment Software and eTraining

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached Hosting and Support Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed Hosting and Support Agreement will allow the Circuit Court to purchase Youth Assessment & Screening Instrument (YASI) software and eTraining for the software. The Juvenile Services team will be the primary users of this software. The purchase amount for the software and eTraining is \$20,000.00.

YASI is an innovative model that assesses risk, needs, and protective factors in youth populations. YASI provides pre-screening functionality, critical for settings where triage based on risk principles is required. The software includes a case planning component designed to help case workers identify and monitor the priority targets for behavior change. It produces results quickly and efficiently through we-based software that also guides the user through case plan development.

TIME FRAME OF ACTION:

After the Hosting and Support Agreement is signed, software installation will occur quickly thereafter. It will require the vendor and Information Systems to coordinate an installation date and time. Juvenile Services staff can then begin using the software along with taking part in the eTraining.

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

The Circuit Court has already received the \$20,000.00. The purchase is being paid by a local grant/Kalamazoo Foundation.

Account No. 249-141-819.02

PERSONNEL IF REQUIRED:

n/a

NEW OR RENEWAL OR AMENDMENT:

n/a

ANY OTHER PERTINENT INFORMATION:

n/a

PROCUREMENT INFORMATION:

Inquiry was made into several different assessment software programs. However, YASI was the most cost efficient, and included an extra year of eTraining at no additional cost.

CONTACT PERSON WITH PHONE NUMBER:

Suzanne M. Darling, Circuit Court Administrator

Phone Number: (269) 383-8928

Email: SMDarl@kalcounty.com

C./D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Aug. 18, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Approval for: 1) acceptance of grant funds for the 8th District Court Young Adult Diversion Program (YADC) and 2) Approval of amended contract between the 8th District Court YADC Program and Program Assistant, Lauren Rosenthal.

SPECIFIC ACTION REQUESTED:

- 1) The 8th District Court requests Board approval for acceptance of a grant award from the Irving S. Gilmore Foundation in the amount of \$42,500 for the Young Adult Diversion Court Program.
- 2) The 8th District Court requests approval of amended contract between the 8th District Court YADC Program and Lauren Rosenthal – specifically, an increase in hours per week from 20 hours to 32 maximum hours per week.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant funding is in the amount of \$42,500. These funds are designated for Program Assistant salary, contractual services, guest speakers, drug testing and supplies.

TIME FRAME OF ACTION:

This grant starts July 21, 2015 and runs until duration of available funds.

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

Local: Irving S. Gilmore Foundation

PERSONNEL IF REQUIRED:

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

1 PTE, Program Assistant: Contractual position.

NEW OR RENEWAL: Renew

ANY OTHER PERTINENT INFORMATION: *No County match required.

The Young Adult Diversion Court (YADC) was started in April 2013. It is an innovative probation program that works with young adults ages 17-20 who are having difficulty completing probation successfully. YADC is designed to address not only the symptoms – or criminal charges that brought the individual to the court's attention – but also the underlying issues that manifested in the criminal behavior.

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 18, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Tina L. Keifer, Court Administrator

SUBJECT: Approval of reallocation of CIP funds to purchase Web Based Name Lookup.

SPECIFIC ACTION REQUESTED:

District Court had approval for \$16,000 in CIP to fund a new Polycom communication device for one of our courtrooms that ultimately ended up being funded by the State of Michigan. We would respectfully ask that \$5,000 of that money be reallocated to District Court to purchase software to run Web Based Name Lookup on our District Court Website.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$5,000.00.

TIME FRAME OF ACTION:

Immediate.

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

General Fund CIP – reallocation of 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)

None

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

Putting Web Based Name Lookup on our District Court Website will make this information very convenient for the public. Currently, they must come into our office and use a public look-up terminal. We often have people from outside of Kalamazoo County requesting this information. Online access would be optimal for these people. Using Web Based Name Lookup would also increase office efficiencies with reduced phone calls.

PROCUREMENT INFORMATION:

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 18, 2015

DEPARTMENT: Finance

PREPARED BY: Tracie Moored

SUBJECT: Temporary Budgetary Accounting position action

SPECIFIC ACTION REQUESTED:

For budgetary accounting purposes we need to move the below referenced positions from General Fund to the Law Enforcement Fund.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

This move is for the time period of 7/1/15-12/31/15.

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

PERSONNEL IF REQUIRED:

Eliminate:

101-136	10906-006	Court Services Spec I	K04	1.00	18,378.36
101-136	10689-001	Court Accountant	K06	1.00	31,581.92
101-136	10068-009	Probation Officer	K08	1.00	39,149.48
101-136	10068-010	Probation Officer	K08	1.00	39,149.48
101-136	10068-008	Probation Officer	K08	1.00	39,149.48
101-136	10694-002	Deputy Court Manager	K10	1.00	41,369.33
101-136	10694-003	Deputy Court Manager	K10	1.00	46,529.74
101-136	10359-001	Probation Svc Director	K11	1.00	52,699.02
101-136	10388-001	Attorney Magistrate II	K12	1.00	58,262.95
101-229	10368-001	Technical Assistant	K05	1.00	28,511.74
101-229	10750-001	Legal Asst III - Dist/Cir	K05	1.00	23,726.08
101-229	10175-020	APA III	K12	1.00	61,189.13
101-229	10175-014	APA III	K12	1.00	58,421.62
101-229	10175-006	APA III	K12	1.00	58,421.62
101-229	10171-004	Divison Chief	K13	1.00	67,041.35
101-229	10171-003	Divison Chief	K13	1.00	67,041.35
101-301	10577-001	Sheriff's Administrator	C01	1.00	60,658.75
101-301	10567-001	Captain/Chief Deputy	C04	1.00	74,530.63
101-301	10446-001	Account Clerk II	F16a	1.00	35,452.03
101-302	10435-001	Captain	C03	1.00	73,928.84
101-421	10390-001	Radio Dispatcher	K04	1.00	23,899.13

Create:

104-136	10906-006	Court Services Spec I	K04	1.00	18,378.36
104-136	10689-001	Court Accountant	K06	1.00	31,581.92
104-136	10068-009	Probation Officer	K08	1.00	39,149.48
104-136	10068-010	Probation Officer	K08	1.00	39,149.48
104-136	10068-008	Probation Officer	K08	1.00	39,149.48
104-136	10694-002	Deputy Court Manager	K10	1.00	41,369.33
104-136	10694-003	Deputy Court Manager	K10	1.00	46,529.74
104-136	10359-001	Probation Svc Director	K11	1.00	52,699.02
104-136	10388-001	Attorney Magistrate II	K12	1.00	58,262.95
104-229	10368-001	Technical Assistant	K05	1.00	28,511.74
104-229	10750-001	Legal Asst III - Dist/Cir	K05	1.00	23,726.08
104-229	10175-020	APA III	K12	1.00	61,189.13
104-229	10175-014	APA III	K12	1.00	58,421.62
104-229	10175-006	APA III	K12	1.00	58,421.62
104-229	10171-004	Divison Chief	K13	1.00	67,041.35
104-229	10171-003	Divison Chief	K13	1.00	67,041.35
104-301	10577-001	Sheriff's Administrator	C01	1.00	60,658.75
104-301	10567-001	Captain/Chief Deputy	C04	1.00	74,530.63
104-301	10446-001	Account Clerk II	F16a	1.00	35,452.03
104-302	10435-001	Captain	C03	1.00	73,928.84
104-421	10390-001	Radio Dispatcher	K04	1.00	23,899.13

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Tracie Moored 383-8843



Kalamazoo County

Health & Community Services

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

DATE: August 18, 2015
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 AMENDMENT #4 TO THE AGREEMENT BETWEEN
KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES/ AREA
AGENCY ON AGING IIIA AND SENIOR SERVICES, INC.**

ACTION REQUESTED

HCS Administration requests Board approval of Amendment #4 for Senior Services, Inc. for the continued provision of services to older adults in Kalamazoo County. This Amendment allocates additional funding to Senior Services, Inc. for the current funding year of October 1, 2014 through September 30, 2015. The original agreement was approved by the Board on 11/19/13.

DESCRIPTION OF SUBJECT

The HCS Area Agency on Aging IIIA provides leadership and advocacy on aging issues for county residents while also working to identify the greatest needs of older persons within our community. This is also accomplished through the coordinating of services to meet identified needs; services are coordinated with over 25 provider partners.

Senior Services, Inc. is a provider partner with the HCS/AAIII A. As such, amendment #4 provides additional funding allocation to Senior Services for the provision and coordination of services for older adults in Kalamazoo County. Funds are allocated for Transportation, Home Injury Control, Food Assistance and Congregate Meals, Home Delivered Meals, Nutrition Education, Healthcare Services, and assistance for access to an enrollment in Healthcare insurances (Medicaid/Medicare).

RELATIONSHIP TO GOALS

This amendment action further supports the goal of the HCS/AAIII A to provide quality services that enable older persons to live independently with dignity, in their own homes or chosen places of residence.

FUNDING SOURCE

No County general funds are associated with this action. Allocated funds are from a combination of federal and state government funding that has been earmarked for aging services. Funding allocations in the maximum amount of \$751,307.40 are from the following funding sources: Title 3B, Title III E, USDA, State Congregate, Title 3C, MMAP (Senior Medicare Patrol, Senior Health Insurance Assistance Program, State Health IAP, MI Health Link), and Office of Services to Aging.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. Please direct any questions to Judy Sivak, Director Older Adult Services, at 373-5153 / jasiva@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

B. ACCEPTANCE OF CSBG14-39015 COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF CONTRACT AMENDMENT UPDATE #5 FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES/BUREAU OF COMMUNITY ACTION & ECONOMIC OPPORTUNITY

ACTION REQUESTED

HCS Administration requests Board approval to accept Amendment #5 for the Community Service Block Grant (CSBG) from the Michigan Department of Health and Human Services (MDHHS). The contract effective date is October 1, 2013 through September 30, 2016. The original agreement was approved on 7/2/13.

DESCRIPTION OF SUBJECT

Amendment #5 to the CSBG14-39015 contract is for the purpose of changing all contract reference from Michigan Department of Human Services (MDHS) to the Michigan Department of Health and Human Services (MDHHS), which is necessary as a result of the state agency changing their legal name.

The Community Service Block Grant (CSBG) allows the Community Action Agency to provide emergency assistance and supportive services to families in need within our community. It also allows for continued planning and promotion of programs and resources that will help to further educate our community on ways to achieve self-sufficiency and strengthen family units.

RELATIONSHIP TO GOALS

HCS reinforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through education and services offered to the best of its ability and with the highest standards of quality and community partnership. The acceptance of this funding continues to further CAA's goal to promote and create a means toward self-sufficiency for Kalamazoo County residents by helping them improve their working, living, and financial conditions.

FUNDING SOURCE

There are no County funds associated with this request. Amendment # 5 does not add to or decrease any prior funding as designated to the Community Action Agency through the Community Services Block Grant.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have questions, please contact Charlotte J. Smith, CAA Manager, 373-5052 / cjsmit@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

C. APPROVAL OF AMENDMENT #10 FOR LCA13-39015 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM CRISIS ASSISTANCE (LCA) DELIVERABLE FUEL AWARD, FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to accept Amendment #10 from the Michigan Department of Health & Human Services (MDHHS) for the program grant LCA13-39015. Amendment #10 is MDHHS exercising its' option to extend the LCA contract until August 31, 2016. The original contract agreement was approved 7/16/13.

DESCRIPTION OF SUBJECT

Currently the contract term is set to expire on August 31, 2015. Amendment #10 will provide for a one year extension to the agreement with a new term end of August 31, 2016.

The acceptance of this agreement allows the Community Action Agency to continue providing deliverable fuel assistance and services to low income and at risk families that are in the Kalamazoo County community. The use of Crisis Assistance (LCA) funds will provide heating fuel assistance in the form of deliverable fuels such as: propane, fuel oil, coal, wood, kerosene, and heating fuel pellets. Energy assistance,

through LCA grant funds, will assist families to remain self-sufficient through the heating season.

RELATIONSHIP TO GOAL

This agreement will help to foster and build stronger inter-agency relationships. This agreement also continues to further the HCS Community Action Agency's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while helping to improve the conditions of the families served.

FUNDING SOURCE

There are no County General funds associated with this action. All funding is from the Michigan Department of Health & Human Services LCA Grant Award. Funding for the extended grant year will be awarded at a later date in fall of 2015 through Notice of Funding Available (NFAs).

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Amber Leverette, MPA, Housing & Neighborhoods Coordinator, Community Action Agency, 373-5101 / arleve@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

D. ACCEPTANCE OF AMENDMENT #3 TO LIHEAP-13-39015 FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) TO THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) ADMINISTERED BY THE COMMUNITY ACTION AGENCY

ACTION REQUESTED

HCS Administration requests Board acceptance of Amendment #3 to the current LIHEAP program contract from DHHS. The original contract was approved by the Board on 3/19/13.

DESCRIPTION OF SUBJECT

The amendment is for DHHS to exercise three months of the first of two, one year options to extend, resulting in a new end date of the agreement. The end date will change from June 30, 2016 to September 30, 2016. The DHHS LIHEAP Agreement #13-39015 is for the provision of expanded weatherization services. This specific funding period is a part of a 3-year contract from 4/1/2013 through 6/30/2016. Funding is awarded yearly through NFA's. Weatherization housing services normally includes: insulation of walls, floors and ceilings, ensuring there is a tight air seal around windows

and doors, and health and safety inspections of furnaces and water heaters. Roof replacements are also considered in situations where the demand is clear and funds are available. There is a great need in the County for these services and LIHEAP funds will be well invested in helping citizens maintain their homes and reduce energy costs.

RELATIONSHIP TO GOAL

The Health and Community Services Department re-enforces the overall goal for the Community Action Agency (CAA) as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while also helping to improve the housing stock in our community.

FUNDING SOURCE

No County funds are associated with this action. All funding is from the Michigan Department of Health & Human Services (MDHHS).

PERSONNEL

There are no personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Charlotte J. Smith, CAA Manager, at 373-5052 or at cjsmit@kalcounty.com

E. APPROVAL OF FEE SCHEDULE CHANGES FOR THE DENTAL CLINIC

ACTION REQUESTED

HCS Administration requests Board approval of fee schedule changes for the Dental Clinic effective September 1, 2015.

DESCRIPTION OF SUBJECT

In accordance with the Fee for Service revenue policy adopted by the Board and incorporated into budget policy, the Health & Community Services Department evaluates fees to determine the cost of each service performed. In 2014, the Dental Clinic purchased Fair Health's Fee Estimator that provides benchmark charge data

representing full non-discounted fees for dental procedures in geographic areas specifically in Southwestern Michigan (except Kent County).

Data is arrayed by percentiles, providing a view of the distribution of charges for each procedure. A percentile represents the value below which a certain percentage of charges fall. Fair Health Fee Estimator products also include the mean (average), median (middle/50th percentile), and mode (most common) charges for each procedure code/geozip combination. The Health & Community Services Department is recommending the adoption of the fees identified in the Fair Health Fee Estimator with a 20% discounted fee applied to people under 200% poverty.

On an annual basis, the Dental fees will be adjusted based on Fair Health's updated Fee Estimator with the 20% discounted fee applied to people under 200% poverty.

RELATIONSHIP TO GOALS

The Health & Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. Oral health services relate to reducing preventable disabilities and promoting healthy lifestyles.

FUNDING SOURCE

The Dental Clinic is funded through a combination of general fund and fee for services.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

If you have any questions, please contact Ryan Post, Deputy Director – Financial Management & Administration at 373-5254 or rjpost@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 18, 2015

DEPARTMENT: Human Resources

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Flexible Spending Account Administration

SPECIFIC ACTION REQUESTED:

Approval of administrative services agreement with Arcadia Benefits Groups, Inc. for the administration of the Kalamazoo County Flexible Benefit Plan (FSA). The administrative services agreement would be for three years beginning 1/1/2016 through 12/31/2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

We are requesting approval to enter into an agreement with Arcadia Benefits Group, Inc. (a local business) to provide FSA administration for all services related to the Kalamazoo County Flexible Benefit Plan for County employees. Arcadia Benefits would partner with Kalamazoo County to process all submitted FSA claims, print FSA reimbursement checks for employees, maintain appropriate records of all transactions, provide reimbursement reports to Administration, create and provide all legal documents pertaining to the Plan, prepare appropriate nondiscrimination testing as it pertains to the Plan and communicate answers to all FSA related questions employees and/or Administration may have.

The fees for services would be as follows:

- \$4.50 per participant per month (approximate 300 participants = \$16,200 annually)
- Annual renewal fee of \$300.00
- Printed material fee \$.75 per packet (this optional fee is not likely to be utilized)

TIME FRAME OF ACTION:

January 1, 2016 through December 31, 2018

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

Employee Benefits Fund

PROCUREMENT INFORMATION:

As part of the due diligence process, Nulty Insurance searched for a provider for Kalamazoo County to partner with for the administration of the FSA Plan. The search resulted in Kalamazoo County comparing our current carrier, bswift out of Grand Rapids, with local carrier, Arcadia Benefits Group. On May 21, 2015, Nulty and County Administration interviewed Arcadia Benefits Group. Throughout the presentation it became clear their services were a better fit for Kalamazoo County employees. They have a more robust electronic system for filing FSA reimbursement requests, employees will have access to their account via the internet, employees are welcome to

visit the local office with questions or to obtain information, and their latest technology provides a wide range of reports and communications for employees and/or the County.

Arcadia Benefits Group, Inc. brings twenty plus years experience in employee benefits administration and has been in business ten plus years locally in Kalamazoo. Arcadia Benefits Group also comes very highly recommended by Nulty.

The interview team consisted of Kristine Cunningham, Human Resources Director, Lisa Bradshaw, Deputy Finance Director, Jean Michaud, Benefits Specialist and three representatives from Nulty Insurance.

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, kdcunn@kalcounty.com or 269-384-8100 or Jean Michaud, jmmich@kalcounty.com or 269-383-8953.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: August 18, 2015****DEPARTMENT: Human Resources****PREPARED BY: Kristine Cunningham, Human Resources Director****SUBJECT: COBRA Administration****SPECIFIC ACTION REQUESTED:**

Approval of administrative services agreement with Arcadia Benefits Groups, Inc. for compliance of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). The administrative services agreement would be for three years beginning 1/1/2016 through 12/31/2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

We are requesting approval to enter into an agreement with Arcadia Benefits Group, Inc. (a local business) to provide COBRA administration for all services related to Kalamazoo County employees and all legal notices as required by the COBRA Act. Arcadia Benefits would partner with Kalamazoo County to print and mail all required notices on a timely notice.

The fees for services would be as follows:

- Initial notification mailing (sent to all new hires monthly) \$3.00/notification
- Qualifying event fee (sent to all terminated participants as necessary) \$25.00
- Take-over fee for pre-existing COBRA participants \$28.00
- Expected total expense annually approximately \$4,000.00

TIME FRAME OF ACTION:

January 1, 2016 through December 31, 2018

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

Employee Benefits Fund

PROCUREMENT INFORMATION:

As part of the due diligence process, Nulty Insurance searched for a provider for Kalamazoo County to partner with on COBRA administration. The search resulted in Kalamazoo County comparing our current carrier, bswift out of Grand Rapids, with local carrier, Arcadia Benefits Group. On May 21, 2015, Nulty and County Administration interviewed Arcadia Benefits Group. Throughout the presentation it became clear their services were a better fit for Kalamazoo County employees. They have a more robust electronic system for filing COBRA notifications and obtaining reports.

Arcadia Benefits Group, Inc. brings twenty plus years experience in employee benefits administration and has been in business ten plus years locally in Kalamazoo. Arcadia Benefits Group also comes very highly recommended by Nulty.

The interview team consisted of Kristine Cunningham, Human Resources Director, Lisa Bradshaw, Deputy Finance Director, Jean Michaud, Benefits Specialist and three representatives from Nulty Insurance.

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, kdcunn@kalcounty.com or 269-384-8100 or Jean Michaud, jmmich@kalcounty.com or 269-383-8953.

DATE: August 4, 2015
TO: Kalamazoo County Board of Commissioners
FROM: Ben Damerow 
SUBJECT: Workforce Development Board Appointments

We are requesting consideration and approval of the individual listed below for appointment as an Alternate to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

This appointment is for the balance of a three-year term for a community-based organization. The time period would be July 1, 2015 through September 30, 2017.

We are also requesting that the previous appointment of Michelle Davis, Executive Director of Housing Resources, Inc. representing a community based organization, be changed from Alternate status to Regular status.

<u>Name</u>	<u>Sector</u>	<u>Representing</u>	<u>Replacing</u>
Matthew Lynn Director of Community Impact	Community Based Organization	United Way of the Battle Creek & Kalamazoo Region	Peggy Gagen

DATE: August 4, 2015
TO: Kalamazoo County Board of Commissioners
FROM: Ben Damerow 
SUBJECT: Workforce Innovation and Opportunity Act (WIOA)
Workforce Development Board Appointments

The Workforce Innovation and Opportunity Act (WIOA) became effective July 1, 2015. One of the first steps in implementing WIOA is re-establishing Workforce Development Boards in all local areas to meet the law's new provisions. The WIOA Section 107(a) prescribes that there shall be established in each local area (certified by the Governor) a local WDB to lead workforce investment and development activities for the area.

We are requesting consideration and approval of the individuals listed on the attached Workforce Development Board roster dated July 2015, for appointment to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

The individuals listed would be Regular members unless identified on the roster as an Alternate member.

The terms for all individuals who represent the Private Sector would be July 1, 2015 through September 30, 2016.

The terms for all other individuals representing other sectors would be July 1, 2015 through September 30, 2017.

Attachment: 2015 WDB Roster – July 2015

Members and Alternate Members of the Workforce Development Board for Branch, Calhoun, Kalamazoo & St. Joseph Counties

REPRESENTING THE PRIVATE SECTOR

Mr. Dale Swift, (WDB Chair), Tech 1 Mechanic / Commissioner Branch County, Walmart Transportation (Branch)

Mr. Allen Balog, Insurance Agent, Hackenberg-Schreiber Agency (St. Joseph)

Mr. Mike Bearman, Owner Veterinary Clinic (Calhoun)

Mr. Dennis J. Berkebile, Area Manager, Consumers Energy (Kalamazoo)

Mr. Adam Butters (Alternate for Sutherland), Operations Manager, Wilcox Trucking, LLC (Branch)

Ms. Shelly Cichy (Alternate for Zieleniewski), Senior Recruiter, Borgess Health (Kalamazoo)

Mr. Paul David, Human Resources Manager, Duncan Aviation (Calhoun)

Mr. Jim Finan (Alternate for Robinson), Manager, Economic & Business Development, Ind Mich Power, div of American Electric Power (St. Joseph)

Ms. Lisa Godfrey, Owner, Attorney at Law (Kalamazoo)

Mr. Doyle Hayes, Sr. (Alternate for David), President/CEO, D Hayes Group (Calhoun)

Ms. Tamara Hendricks (Alternate for Stevens), HR Manager, TODA America (Calhoun)

Mr. Derek King (Alternate for Bearman), Owner, King Jewelers (Calhoun)

Mr. David Maurer, CFO and Vice President of Operations, Humphrey Products, Inc. (Kalamazoo)

Ms. Jan Opalewski (Alternate for Maurer), Human Resource Manager, Fabri-Kal Corp. (Kalamazoo)

Ms. Kelly Presta, Vice President, Sturgis Molded Products (St. Joseph)

Ms. Sabrina Pritchett-Evans, Owner/SELECT Agent, State Farm Insurance (Kalamazoo)

Ms. Kathy Ragla, HR Generalist, Kellogg Company (Calhoun)

Mr. Mark Robinson, Community Relations Manager, Indiana Michigan Power, a division of American Electric Power (St. Joseph)

Ms. Julie M. Rogers, Physical Therapist, Borgess Health (Kalamazoo)

Ms. Lisa Stevens, Human Resource Manager, DENSO Manufacturing Michigan, Inc. (Calhoun)

Mr. David Sutherland, Manager, Human Resources, Asama Coldwater Manufacturing, Inc. (Branch)

Ms. Therese Zieleniewski, Manager, Bronson at Home (Kalamazoo)

REPRESENTING ECONOMIC DEVELOPMENT

Ms. Jill Bland, CEeD, Executive Vice President, Southwest Michigan First (Kalamazoo)

Mr. Doug Voshell, Marketing Director, Battle Creek Unlimited (Calhoun)

REPRESENTING COMMUNITY BASED ORGANIZATIONS

Ms. Michelle Davis, Executive Director, Housing Resources, Inc. (Kalamazoo)

Ms. Colleen Knight, President & CEO, Branch County Community Foundation (Branch)

Mr. Matthew Lynn (Alternate for Davis), Director of Community Impact, United Way of the Battle Creek & Kalamazoo Region (Kalamazoo)

REPRESENTING EDUCATION

Mr. Mark O'Connell, Interim President, Kellogg Community College (Calhoun)

Mr. Mike Hoffner, Director, Branch Area Career Center (Branch)

Mr. Joe Lopez (Alternate for Hoffner), Superintendent, Branch ISD Educational Service Agency (Branch)

REPRESENTING ORGANIZED LABOR

Mr. Richard Anderson, Representative, United Auto Workers (UAW) Local 2903 (St. Joseph)

Mr. Morris Applebey, Training Director, Kalamazoo Joint Apprenticeship & Training Committee (JATC) - IBEW (Kalamazoo)

Mr. Trevor Bidelman, President / Business Agent, BCTGM Local 3G (Calhoun)

Ms. Kathi Cain-Babbitt (Alternate for Willcutt), Steward, AFSCME Local 1668 (Kalamazoo)

Mr. Richard Frantz (Alternate for Bidelman), President, AFL-CIO (Calhoun)

Mr. Ken Willcutt, Business Rep, Plumbers, Pipefitters and HVACR Local Union No. 357 (Kalamazoo)

REPRESENTING PUBLIC ASSISTANCE AGENCIES

Ms. Sheila Beaty, Program Manager, MI Dept of Health & Human Services – Kalamazoo County Office (Kalamazoo)

Ms. Karen Doubleday (Alternate for Beaty), Assistance Payments Program Manager, MI Dept of Health & Human Services – Calhoun County Office (Calhoun)

REPRESENTING REHABILITATION AGENCIES

Mr. John Fiore (Alternate for Smith), Site Manager, Michigan Rehabilitation Services (Calhoun)

Ms. Jill Murphy (Alternate for Smith), Site Manager, Michigan Rehabilitation Services (Kalamazoo)

Mr. Robert Smith, District Manager, Michigan Rehabilitation Services (Kalamazoo)

REPRESENTING MI DEPARTMENT OF CORRECTIONS / OTHER (per MI WDA policy 13-18)

Mr. Omar Alston, Region Manager, Michigan Department of Corrections (At-Large)

Mr. Don Martin (Alternate for Alston), Parole / Probation Manager, Michigan Department of Corrections, Kalamazoo Office (At-Large)

REPRESENTING AT-LARGE / OTHER (non-voting)

Ms. Windy Rea, Admissions Counselor, Odle Management / Michigan Job Corps (At-Large)

REPRESENTING WORKFORCE DEVELOPMENT AGENCY STATE OF MICHIGAN (per MI WDA policy 13-18 - non-voting)

Ms. Patty Vanaman, Specialist, Workforce Development Agency, State of Michigan (At-Large)

July 2015

AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 18, 2015

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jennifer Granzow

SUBJECT: Amendment of Prosecutor's CRP Contract

SPECIFIC ACTION REQUESTED:

The Office of the Prosecuting Attorney recommends board approval to sign the Title IV-D Cooperative Reimbursement Contract Amendment to extend the current contract for the Office of the Prosecuting Attorney for FY 2016.

DESCRIPTION OF ACTION (dollar amount, purpose):

FY 2016 Title IV-D Cooperative Reimbursement Contract, in the amount of \$878,295.50 to fund the establishment of paternity and child support orders for families and children in Kalamazoo County. The Office of the Prosecuting Attorney is statutorily mandated to provide Title IV-D services to children and families.

TIME FRAME OF ACTION:

October 1, 2015 through September 30, 2016

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

66% Federal and State allocation with a 34% county 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 OR AMENDMENT:

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

Amendment, original contract was signed by chairperson on 9-18-2012, which was a 3 year contract this would extend the present contract for one year.

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)

Not Applicable – The Office of the Prosecuting Attorney is statutorily mandated to provide Title IV-D services.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 18, 2015

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Lisa Henthorn
Prosecutor's Administrator

SUBJECT: MDHS Contract CY 2014-2015 - AMENDED

SPECIFIC ACTION REQUESTED:

KCBOC approval and signature on THREE COPIES of the Michigan Department of Human Services Title IV-E Reimbursement Program Contract Amendment #1. The amendment extends the current FY2014-2015 agreement for one additional year, through 9/30/2016.

DESCRIPTION OF ACTION (dollar amount, purpose):

MDHS will reimburse the County for a percentage of the salary and fringe for OPA staff working on Neglect Cases in Family Court. MDHS agreed to reimburse the County up to \$317,971.50 from 10/1/14-9/30/15. The original contract was approved by the Board on November 5, 2014. The one year contract extension for 10/1/15 – 9/30/16 will allow an additional \$418,458.50 to be reimbursed to the County. The total agreement amount is \$736,440.00. This meets the vision and mission of the OPA to "enhance the quality of life in our community".

TIME FRAME OF ACTION:

October 1, 2015 through September 30, 2016

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

Michigan Department of 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 (383-8965)

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: August 5, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval for Pole Barn Construction

SPECIFIC ACTION REQUESTED:

Approve contract with Mallory Pole Buildings, Inc for \$25, 696.00 to construct a pole barn on the south lot of the Sheriff's Office property.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$25,696.00 for a 24'X36'X12' pole barn that will house the meth cleanup equipment and supplies as well as a drying area for marijuana. Price includes reshingling existing evidence pole barn.

TIME FRAME OF ACTION:

To be scheduled for construction summer to early fall 2015.

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

Drug Forfeiture Fund

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Three quotes were obtained with Mallory Pole buildings, Inc being the preferred selection.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Tina Becker

DATE: August 6, 2015

SUBJECT: Board Action / CATAB Appointment Recommendations

The Board Appointments Committee recommends the following appointments be made to the Community Action Tripartite Advisory Board (CATAB)

- William Reeves to the Consumer Sector to assume a 3 year term (04/01/2014 – 12/31/2017)
- Rico White to the Private Sector to assume a 3 year term (01/01/2015 – 03/31/2017)