

MINUTES

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

AUGUST 18, 2015

ITEM 1 Call to Order: The Regular Meeting of the Board of Commissioners was called to order by Chairperson Taylor, at 7:00 pm in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on August 18, 2015.

ITEM 2 Invocation: Commissioner Dale Shugars.

ITEM 3 Pledge of Allegiance: Commissioner Shugars led the Pledge of Allegiance.

ITEM 4 Roll Call: Commissioners John Gisler, Jeff Heppler, Scott McGraw, Stephanie Moore, Larry Provancher, Julie Rogers, Michael Seals, Dale Shugars, John Taylor, Roger Tuinier and Kevin Wordelman.

Members Absent: None.

Administrators Present: John Faul, Interim County Administrator; Tracie Moored, Finance Director; Thom Canny, Corporate Counsel; Undersheriff Paul Matyas; Mary Balkema, Treasurer; Timothy A. Snow, County Clerk; Dina Sutton, Office Manager.

ITEM 5 Approval of Minutes:

Commissioner Seals moved and it was duly seconded that the Minutes of the August 5, 2015, Board meeting be approved as distributed.

There being no discussion, the motion carried by a voice vote.

ITEM 6 Communications:

Commissioner Rogers stated she received communication from Alamo and Oshtemo Townships residents concerning weed control.

Commissioner Wordelman stated he received a call from a citizen in the Fairmount neighborhood concerning traffic flow in that neighborhood.

Commissioner Shugars stated he had received communications from citizens concerning Q Avenue.

ITEM 7 Citizens' Time

Chairperson Taylor stated that Citizens' Time was when any citizen could address the Board on a non-agenda item. He said anyone wishing to address the Board on a non-agenda item should come to the podium, give their name and address, and limit their remarks to four minutes. He said if anyone would like to speak about an item that was on the consent agenda, they could ask that it be removed from the consent agenda at this time or he would provide an opportunity just prior to that section of the agenda.

Mr. Jim Furnor, Kalamazoo, addressed the traffic flow in his neighborhood. He stated the City of Kalamazoo was looking at making some changes to lights in that area. He stated the Road Commission did not see traffic issues as a quality of life issue.

Commissioner Moore arrived at 7:05 p.m.

Ms. Mary Balkema, Kalamazoo invited the Board to the Tax Sale tomorrow at 11:30 a.m. at the Expo Center.

Mr. Frank Thompson, Kalamazoo, stated he attended the Fair and thought it was successful.

Ms. Kim Bell, Kalamazoo, addressed the Board concerning the traffic in the Dartmouth area.

Ms. Pat Clark, Climax, addressed the Board concerning the Community Action Tripartite Advisory Board; she stated there were a lot of issues on the Board when she joined and was glad she decided to stay as many positive changes had been made.

ITEM 8 For Consideration

A. Request for Approval of Resolution in Support of Kalamazoo Community Foundation Day
Commissioner Wordelman moved and it was duly seconded that the Board of Commissioners approve the following Resolution:

WHEREAS, Kalamazoo Community Foundation was established on August 24, 1925, by resolution of the Kalamazoo Chamber of Commerce and recognized as a Michigan non-profit corporation with the grant of a perpetual charter on November 17, 1930; and,

WHEREAS, Kalamazoo Community Foundation received its first gift of \$1,000 from W.E. Upjohn, followed by thousands of gifts from people throughout Kalamazoo County; and,

WHEREAS, Kalamazoo Community Foundation made its first grant to assist students of Kalamazoo Public Schools, and has since made thousands of grants totaling more than \$403 million to hundreds of nonprofit organizations throughout Kalamazoo County; and,

WHEREAS, Kalamazoo Community Foundation's endowment, with each gift, has grown to a permanent fund of more than \$449 million to make life better for all in Kalamazoo County through leadership and stewardship of resources that last forever; and,

WHEREAS, during 2014, Kalamazoo Community Foundation received 1,427 gifts, awarded grants totaling more than \$16 million and 376 scholarships totaling more than \$1.2 million; and,

WHEREAS, Kalamazoo Community Foundation is dedicated to the vision of a community where every person can reach full potential; and,

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo County Board of Commissioners does hereby Proclaim August 24, 2015 as "Kalamazoo Community Foundation Day" in Kalamazoo County and urge all residents of this community to join in recognizing and supporting the vital service provided by the foundation for the benefit of all citizens.

The roll call vote was as follows:

Ayes: All members present
Nays: None
Abstains: None
Absent: None

The motion carried.

Ms. Carrie Picket-Erway, President and CEO thanked the Board for this honor.

CONSENT AGENDA

Circuit Court

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

That the appropriate County officials be authorized and directed to execute CaseWorks Assessment Software License Hosting and Support Agreement with Orbis Partners, Inc. for YASI Software to be utilized by the Juvenile Services team in the amount of \$20,000; a copy of said Agreement to be attached to the official Minutes of this meeting.

District Court

C. Request for Approval of Grant Agreement with Irving S. Gilmore Foundation for the Young Adult Diversion Program (YADC)

That the appropriate County officials be authorized and directed to execute a Grant Agreement with Irving S. Gilmore Foundation for the YADC in the amount of \$42,500 effective July 21, 2015; a copy of said Agreement to be attached to the official Minutes of this meeting.

D. Request for Approval of Contract Amendment with Lauren Rosenthal

That the appropriate County officials be authorized and directed to execute a Contract Amendment with Lauren Rosenthal in the amount of \$18.25/hour to increase her contract hours

Chm Initial _____

Clk Initial _____

29717

up to 32 hours/week as Program Assistant to the Young Adult Diversion Program effective July 21, 2015; a copy of said Contract Amendment to be attached to the official Minutes of this meeting.

E. Request for Approval to Reallocation Capital Improvement Funds to Purchase Web Based Name Lookup

That the Board of Commissioners approve reallocation of CIP funds to purchase web based name lookup software for the District Court Website in the amount of \$5,000.

Finance

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

That the Board of Commissioners approve the following elimination/creation of positions:

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
101-101	10567-001	Captain/Chief Deputy	C04	1.00	74,530.63

301						
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	
<u>Create:</u>						
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	
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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	
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136	10388-001	Attorney Magistrate II	K12	1.00	58,262.95	
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104-						
421	10390-001	Radio Dispatcher	K04	1.00	23,899.13	

Health & Community ServicesG. Request for Approval of Amendment #4 to the Agreement between Kalamazoo County Health & Community Services/Area Agency on Aging IIIA and Senior Services, Inc.

That the appropriate County officials be authorized and directed to execute Amendment #4 to the Agreement with Senior Services, Inc. for allocation of additional funding for the period of October 1, 2014 through September 30, 2015; a copy of said Amendment to be attached to the official Minutes of this meeting.

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

That the appropriate County officials be authorized and directed to execute CSBG Notice of Contract Amendment Update #5 with Michigan Department of Health & Human Services for language updates for the period of October 1, 2013 through September 30, 2016; a copy of said Amendment #5 to be attached to the official Minutes of this meeting.

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

That the appropriate County officials be authorized and directed to execute Amendment #10 to the Agreement with Michigan Department of Health & Human Services to extend contract agreement through August 31, 2016; a copy of said Amendment #10 to be attached to the official Minutes of this meeting.

J. Request for Approval of Amendment #3 to LIHEAP 13-39015 from the Michigan Department of Health & Human Services (DHHS) to the Low Income Home Energy Assistance Program (LIHEAP) Administered by the Community Action Agency

That the appropriate County officials be authorized and directed to execute Amendment #3 for 13-39015 LIHEAP for the provision of expanded weatherization services for the period of April 1, 2013 through September 30, 2016; a copy of said Amendment #3 to be attached to the official Minutes of this meeting.

K. Request for Approval of Fee Schedule Changes for the Dental Clinic

That the Board of Commissioners approve the fee schedule changes for the Dental Clinic as included in the packet effective September 1, 2015.

Human ResourcesL. Request for Approval of Administrative Services Agreement with Arcadia Benefits Group, Inc. for Administration of the Kalamazoo County Flexible Benefit Plan (FSA)

That the appropriate County officials be authorized and directed to execute Administrative Services Agreement with Arcadia Benefits Group, Inc. for Administration of FSA Plan in the amounts listed below for the period of January 1, 2016 through December 31, 2018; a copy of said Agreement to be attached to the official Minutes of this meeting.

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)

M. Request for Approval of Administrative Services Agreement with Arcadia Benefits Group, Inc. for Compliance of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA)

That the appropriate County officials be authorized and directed to execute Administrative Services Agreement with Arcadia Benefits Group, Inc. for Administration of COBRA in the amounts listed below for the period of January 1, 2016 through December 31, 2018; a copy of said Agreement to be attached to the official Minutes of this meeting.

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

Michigan Works!

N. Request for Approval of an Appointment to the Workforce Development Board

This Item was removed from the Agenda.

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

This Item was removed from the Agenda.

Prosecuting Attorney

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

That the appropriate County officials be authorized and directed to execute Title IV-D Cooperative Reimbursement Contract Amendment # CSPA13-39002-A1 with the Michigan Department of Human Services in the amount of \$878,295 to fund the establishment of paternity and child support orders for families and children for the period of October 1, 2015 through September 30, 2016; a copy of said Contract Amendment to be attached to the official Minutes of this meeting.

Q. Request for Approval of Title IV-E Cooperative Reimbursement Contract Amendment # PROFC14-290011 with the Michigan Department of Human Services

That the appropriate County officials be authorized and directed to execute Title IV-E Cooperative Reimbursement Contract Amendment # PROFC14-290011 with the Michigan Department of

Human Services to extend the Contract for the period of October 1, 2015 through September 30, 2016 in the additional amount of \$418,458.50; a copy of said Contract Amendment to be attached to the official Minutes of this meeting.

Sheriff

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

That the appropriate County officials be authorized and directed to execute a Contract with Mallory Pole Buildings to construct a pole barn that will house the meth cleanup equipment and supplies as well as a drying area for marijuana in the amount of \$25,696; a copy of said Contract to be attached to the official Minutes of this meeting.

Board of Commissioners

S. Request for Approval of Transfers and Disbursements

That the Board of Commissioners approve Transfers and Disbursements as defined and set forth in the document entitled, "Recommended Transfers and Disbursements, dated August 18, 2015", noting claims in the total amount of \$2,934,527.97 be approved; that the County Clerk be authorized to certify to the County Treasurer that the Board has approved on this date the disbursements in the list dated August 18, 2015, and the Director of Finance be authorized to make budgetary transfers, as listed.

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

That the Board of Commissioners approve the following Appointments:

- 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)

Commissioner Shugars moved and it was duly seconded that Items B. through T., with the exception of Items N. and O., be voted on at one time by a roll call vote and be considered as a consent agenda by the Board.

The roll call vote was as follows:

Ayes: All members present
Nays: None
Abstains: None
Absent: None

The motion carried.

NON-CONSENT AGENDA ITEMS

The following Items are Non-Consent Agenda Items and will be voted on individually.

ITEM 9 Old Business

There was no old business.

ITEM 10 New Business

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

Commissioner Tuinier moved and it was duly seconded that the Board of Commissioners approve the Elimination/Creation of the following positions:

Elimination:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
221-226	Administrative Assistant 10877-001	K04	0.8	\$28,959.84-\$39,112.82	8/20/2015

Creation:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
221-227	Public Health Nurse 10865- 007	K08	0.5	\$51,003.39-\$68,864.8	8/20/2015

Commissioner Rogers inquired if this was cost neutral.

Mr. Faul stated HCS needed to focus on clinical duties vs. administrative duties and this was necessary in order to accomplish this.

Ms. Moored indicated it was an increase, however, HCS had a plan in place to make it cost neutral in future operating funds.

Chair Taylor stated he felt as more STD testing was done the more cases there would be.

ITEM 11 County Administrator's Report

Interim County Administrator Mr. John Faul stated the Airport had received a grant in the amount of \$3,000,000 and also mentioned United had resumed flights. He reminded the Board of the Small Group meetings being held this week. He stated the Sheriff's Annual Report was in the Board's mailboxes. He reminded the Board of the upcoming Lunch & Learn at District Court. He also reminded the Board of the upcoming budget meetings next week.

ITEM 12 Chairperson's Report

Chairperson Taylor stated he was working with Mr. Canny on the Fair Housing Ordinance and Mr. Canny did not have the authority to enforce a Fair Housing Ordinance. He also stated he was very proud of the Courts on their work on the Child Care Fund.

ITEM 13 Vice Chairperson's Report

Vice Chairman Heppler asked everyone to drive careful as school was approaching soon. He also asked everyone to thank a Police Officer, First Responder and Fireman for their services.

ITEM 14 Members' Time

Commissioner Shugars wanted to recognize the Kalamazoo Promise on its 10th Year Anniversary. He stated there would be a meeting at Texas Township with the Road Commission on Monday, August 24th.

Commissioner Tuinier stated he attended the Fair and felt it was good but had a ways to go. He stated he was pleased with the progress of the Child Care Fund.

Commissioner Wordelman thanked Mr. Furnor and the other residents for continuing to express their traffic concerns in their neighborhood. He stated MLive released an article concerning issues within Kalamazoo County. He stated the Kalamazoo Community Foundation was hosting an event on August 27th at 6 p.m.

Commissioner McGraw stated he too enjoyed the Fair. He also enjoyed the Kalamazoo Promise event last week. He stated he received two complaints that the Board was not using their microphones when speaking.

Commissioner Provancher stated on September 12th at 10 a.m. at Oakland Park he was going to have a community discussion with constituents.

Commissioner Rogers stated her next coffee with constituents would be held on August 22nd in Oshtemo Township. She stated the Workforce Development Board was working on having an event for Veterans on November 5th at the Air Zoo.

Commissioner Seals stated flights would begin in December by United. He thanked Mr. Furnor for his work on traffic issues in his neighborhood. He stated he attended the Veteran's Day at the Fair and the attendance was good. He stated Mike Hoss was the Veteran's Affairs Coordinator. He stated the Dispatch Authority met and there 18 were candidates who applied and had narrowed it down to 5 candidates for the Director.

ITEM 15 Adjournment

There being no further business to come before the Board, Chairperson Taylor adjourned the meeting at 7:49 p.m.

Timothy A. Snow
Clerk/Register of Deeds

John Taylor, Chairperson
Kalamazoo County Board of
Commissioners