

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green field in the middle, and a blue river at the bottom. In the background, there are yellow trees and a grey city skyline. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the shield.

**Board of
Commissioners'
Meeting**

September 1, 2015

**NOTICE AND AGENDA FOR
SEPTEMBER 1, 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, September 1, 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

CONSENT AGENDA

Finance

- A. Request for Approval of Elimination/Creation of Positions (general funds)

Health & Community Services

- B. Request for Approval to Accept Statement of Grant Award #4 from the MI Office of Services to the Aging
- C. Request for Approval of Amendment #3 to the 2014-2015 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- D. Request for Approval of a Subprovider Agreement with Joint Venture Hospital Laboratories for the Provision of Covered Laboratory Services to Enrollees
- E. Request for Approval of Renewal Purchase Agreement with Adams Remco for Software License and Maintenance of the HCS Document Management Software
- F. Request for Approval of Household Hazardous Waste (HHW) Contract Amendments with Calhoun County and Wakeshma Township
- G. Request for Approval to Submit Grant Application to the National Association of County and City Health Officials (NACCHO) for the 2015-2016 Accreditation Support Initiative

Human Resources

- H. Request for Approval of Amendment to Personnel Policy Section 3.05 and 5.06 (D)
- I. Request for Approval of Annual Rate Renewal Agreements with Blue Cross Blue Shield of Michigan (BCBS) for Medicare Eligible Retiree Plans

Michigan Works!

- J. Request for Approval of WIA Local Area Waiver Availability & Request Process for Program Years 2013-2015

Prosecuting Attorney

- K. Request for Approval of to Submit Victims of Violence – Assistance Program Victim of

Crime Act (VOCA) Grant to the Michigan Department of Health & Human Services (MDHHS) and the Elimination/Creation of Positions Associated with the Grant

Sheriff

L. Request for Approval to Submit FY2016 Secondary Road Patrol Grant to the State of Michigan, Department of State Police

Board of Commissioners

M. Request for Approval of Transfers and Disbursements

N. Request for Approval of Resolution Setting Annual Meeting and Public Hearing

O. Request for Approval of Appointment to Soil Erosion & Sedimentation Control Board of Appeals

P. Request for Approval of Resolution Affirming that Kalamazoo County is a Welcoming Community

Q. Request for Approval of Sale of Land to Plaza Corp.

NON-CONSENT AGENDA ITEMS

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

R. Request for Approval of Resolution to Adopt NACo Prescription Drug Discount Program

- 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 26, 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: September 1, 2015

DEPARTMENT: Finance and Administrative Services

PREPARED BY: Tracie Moored, Administrative Services Director

SUBJECT: Administrative Position Actions

SPECIFIC ACTION REQUESTED:

Departmental position realignment due to position vacancy.

DESCRIPTION OF ACTION (dollar amount, purpose):

With the vacancy of a position, Administrative Services has reorganized positions and job duties to facilitate effectiveness and service expansion.

TIME FRAME OF ACTION: Effective October 01,2015

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

NA

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)

| <u>Position #</u> | <u>Title</u> | <u>Band</u> | <u>FTE</u> | <u>Salary/Fringe</u> | <u>Account</u> |
|---------------------|---------------------------------|-------------|------------|----------------------|----------------|
| <u>Elimination:</u> | | | | | |
| 10123-002 | Receptionist | K03 | .5 | \$17,021-\$22,965 | 101-226 |
| 10201-001 | Compensation Specialist | K08 | 1.0 | \$56,670-\$76,516 | 101-223 |
| <u>Create:</u> | | | | | |
| New | Recruitment & Hiring Specialist | K08 | 1.0 | \$56,670-\$76,516 | 101-226 |
| 10014-001 | Administrative Assistant | K04 | .125 | \$4,525-\$6,111 | 101-225 |
| 10426-001 | Senior Finance Clerk | K03 | .375 | \$12,766-\$17,227 | 101-223 |

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, 269/383-8843



Kalamazoo County

Health & Community Services

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

DATE: September 1, 2015
TO: County Board of Commissioners
FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2015-4, FROM THE MI OFFICE OF SERVICES TO THE AGING (OSA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval to accept Statement of Grant Award #4 from the MI Office of Services to the Aging (OSA) in a total amount of \$8,496 for the period of October 1, 2014 through September 3, 2015.

DESCRIPTION OF SUBJECT

Statement of grant award (SGA) #4 is an increase in funding for the award for FY15. Additional State and Federal funding for the fiscal year may be received in additional SGA's. Acceptance of this funding allows the continued provision of a range of services provided by the AAIII A and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

RELATIONSHIP TO GOALS

The acceptance of this funding will further the Department's goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency."

FUNDING SOURCE

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Office of Services to the Aging. This SGA brings total funding for FY15 to \$1,642,877.

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 any questions, please contact Judy Sivak, Director, Older Adult Services at 373-5153 or at jasiva@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 or lmstin@kalcounty.com

B. APPROVAL OF AMENDMENT #3 TO THE 2014/2015 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of amendment #3 to the FY 2014/2015 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2014 to September 30, 2015 in an amount of \$3,828,930. The original agreement was approved 12/2/14.

DESCRIPTION OF SUBJECT

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The purpose of amendment #3 is to award an additional \$19,200 for BCCCNP Coordination, award \$39,409 for Public Health Emergency Preparedness (PHEP) 7/1/15 - 9/30/15 and award \$9,198 for Public Health Emergency Preparedness (PHEP) Ebola Virus Disease (EVD) Phase II. The net funding has increased by \$67,807.

RELATIONSHIP TO GOALS

The CPBC funding grant supports Public Health programs and services including AIDS/HIV Prevention, Children's Special Health Care Services, Emergency Preparedness Planning and Coordination, Immunizations, Breast and Cervical Cancer Control Navigation Program, Tuberculosis Control, and other competitive grants. It also includes Essential Local Public Health Services (ELPHS) funding for General Communicable Disease Control, Drinking Water Supply, Hearing Screening, Immunizations, On-site Sewage Treatment Management, Sexually Transmitted Diseases, Vision Screening, and Food Service Sanitation. This funding further increases the Department's capacity to better serve Kalamazoo County residents and deliver quality services that increase overall community health and wellbeing.

FUNDING SOURCE

The \$3,828,930 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

There are no new positions as a result of this request.

PROCUREMENT

There is no procurement related to this action.

ISSUES/CONCERNS

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

C. REQUEST TO ENTER INTO A SUBPROVIDER AGREEMENT WITH JOINT VENTURE HOSPITAL LABORATORIES (JVHL) FOR THE PROVISION OF COVERED LABORATORY SERVICES TO ENROLLEES

ACTION REQUESTED

HCS Administration requests Board approval to enter into a Subprovider Agreement with Joint Venture Hospital Laboratories (JVHL) for the provision of laboratory services to individuals who have insurance coverage. The Agreement will be effective 10/1/15 and is automatically renewed each year.

DESCRIPTION OF SUBJECT

JVHL arranges for the provision of laboratory services through its network of clinical laboratories to members and subscribers (“Enrollees”) covered under health benefit plans (“JVHL Plans”). JVHL has agreed to include the HCS Laboratory in its network of laboratories for the provision of billable laboratory testing for clients of the HCS clinics including the STD clinic, HIV clinic, etc.

This agreement will allow HCS to submit and receive reimbursement from health benefit plans for clinical testing conducted in the HCS Public Health Laboratory.

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. The department aims to be fiscally responsible while maintaining a high level of public health services to the community in order to meet these goals. Collecting reimbursements for services covered under many health insurance plans allows the department to maximize the limited funds available for

clinical services as we continue efforts to reduce the increases in sexually transmitted diseases in the county.

FUNDING SOURCE

There is no cost to the department to participate in this agreement.

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 either Aaron Hoogenboom, KCHCS Laboratory Manager, at awhoog@kalcounty.com or at 373-5077 or Lynne Norman, Deputy Director for Health Services, at ldnorm@kalcounty.com or at 373-5237

D. APPROVAL OF RENEWAL PURCHASE AGREEMENT WITH ADAMS REMCO FOR SOFTWARE LICENSE AND MAINTENANCE OF THE HEALTH & COMMUNITY SERVICES DOCUMENT MANAGEMENT SOFTWARE

ACTION REQUESTED

HCS Administration requests Board approval of the renewal to the purchase agreement with Adams Remco in an amount \$11,250 for the ongoing support and maintenance of the department's document management software. The original agreement was approved by the board on 12/16/14.

DESCRIPTION OF SUBJECT

As a necessary component of the HCS facility plan, a document management plan was developed to address both archived files and workflow to manage future departmental file storage. The document management plan was developed by the HCS Management Information Specialist and includes the public health clinic, environmental health and dental programs, medical examiner's office, administration and financial management units and grant funded programs. The objectives of the plan are to incorporate technological solutions to improve workflow processing, reduce the need for storage space at a new location(s), reduce the cost of transporting storage documents and to modify, implement and maintain record retention policies and procedures.

The document management plan was reviewed and approved by the Deputy County Administrator, County Finance Director, Information Systems Department Director and HCS leadership upon initial implementation and is monitored on an ongoing basis by

HCS Administration and County Information Systems.

RELATIONSHIP TO GOALS

HCS is continually working to increase efficiency in workflow and to eliminate unnecessary waste in both financial and material resources. Electronic document management eliminates the need for excess printing and as a result has greatly reduced printing and copying charges over the past year. This has allowed for a more streamlined process in accessing documents in a manner that increases the quality of services provided to county residents.

FUNDING SOURCE

This project is budgeted with the use of HCS reserves.

PERSONNEL

There are no new personnel related to this request.

PROCUREMENT

Procurement policies and procedures were followed in the selection and procurement of the document management software.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Ryan Post, Deputy Director – Financial Management and Administration, at 373-5257 or at rjpost@kalamazoo.org

E. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE CONTRACT AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES

ACTION REQUIRED

HCS Administration requests Board approval of the following contract amendments between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2015 to December 31, 2015 and establish each unit's funding for fiscal year 2015.

GOVERNMENTAL UNITS AND FUNDING

- | | |
|----------------------|---------|
| 1. Calhoun County | \$6,000 |
| 2. Wakeshma Township | \$400 |

DESCRIPTION OF SUBJECT

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service. These amendments were a result of amended Household Hazardous Waste fees for FY15 that were approved by the Board on March 17th of this year for the purpose of supporting HHW program operations on six (6) Saturdays for the remainder of the calendar year.

RELATIONSHIP TO GOALS

These amendments will allow the collection of household hazardous waste in 2015 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$37.25 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

PERSONNEL

There are no new personnel associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 / vljohn@kalcounty.com or Lynne Norman, Deputy Director – Health Services, at 373-5237 / ldnorm@kalcounty.com

F. APPROVAL OF SUBMISSION OF A GRANT PROPOSAL TO THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) FOR THE 2015-2016 ACCREDITATION SUPPORT INITIATIVE

ACTION REQUESTED

HCS Administration requests Board approval to submit a grant proposal to NACCHO in the amount of \$15,000 to fund activities designed to prepare the department for

national accreditation through strategic planning and improved performance management. The funding will begin upon award and continue until June 10, 2016.

DESCRIPTION OF SUBJECT

Health and Community Services is seeking to improve the quality and effectiveness of our services to Kalamazoo County residents. To demonstrate these improvements we are following well established quality improvement and performance management models. Currently we can demonstrate the quality of our programs by successfully having met all of the requirements and Minimum Program Standards of the Michigan Accreditation process for the last 6 accreditation cycles, however national accreditation will allow us to demonstrate that we are continually improving the services that we provide for the county. This grant will assist us in developing competence in the areas of quality improvement, strategic planning and the ability to use technology to display and assess our progress in meeting the public health needs of the community.

Funding will support:

- Quality Improvement training for staff (\$3,000);
- Development of a department strategic plan (\$5,000), which has not been written for more than five years;
- Software packages (\$4,000) to a) display dashboards and b) conduct various surveys, such as client and staff satisfaction as well gain citizen input into health priorities of county citizens;
- Attendance at a NACCHO Quality Improvement conference in the spring of 2016 (\$3,000).

RELATIONSHIP TO GOALS

Strategic planning and improved performance management align and further the goals set by the KCHCS department to continually work to improve the health and wellbeing of the community. Both will continue to allow the department and staff to reduce preventable disabilities and deaths while promoting healthy lifestyles and choices with increased consistency and quality.

FUNDING SOURCE

No County general funds are associated with this action. All funding will be awarded from the National Association of County and City Health Officials (NACCHO).

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

If awarded, this funding will allow for contract(s) with consultants to conduct Quality Improvement training and also to facilitate strategic planning within the department. All County purchasing and procurement policies will be followed and maintained.

CONCERNS/ISSUES

There are no issues or concerns. Please direct any questions to Gillian Stoltman, Health Officer/Department Director at 373-5260 or gastolt@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 1, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Non-Union Personnel Policy Changes

SPECIFIC ACTION REQUESTED:

Adoption of two revisions to the Non-Union Personnel Policy Changes. Both revisions are supported by Labor Counsel.

DESCRIPTION OF ACTION (dollar amount, purpose):

- 3.05 – Job Posting
 - Allows employees with less than 6 months of service in their current job to transfer to another position, but only with approval by their current supervisor, the Human Resources Director, Deputy County Administrator and the Director of Finance and Administrative Services.

- 4.06 (D) – Reclassification
 - This change provides consistency between the promotion policy (4.06 B) and the reclassification policy (4.06 D). Housecleaning.

The updated policies are attached. The comprehensive review of the County Personnel Policy Manual is currently under review by Human Resources, Finance, and Labor Counsel.

TIME FRAME OF ACTION:

Effective 9/2/2015.

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:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

Personnel Policy #3.05 - Job Posting

Employee Responsibilities

- C. Employees who have completed six (6) months of service in their current jobs may submit transfer bids without their Supervisor's approval. Employees with less than six (6) months of service may ~~not~~ transfer if they have approval from their current supervisor, the Human Resources Director, Deputy County Administrator and the Director of Finance and Administrative Services.

Personnel Policy #4.06 (D) - Reclassification

1. An employee whose position is reclassified, resulting in a higher salary band assignment, shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. The effective date of the reclassification becomes the employee's new position anniversary date. Eligibility for future step increases will be determined using the length of service in the position at the new band level, and will be based upon satisfactory performance.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 1, 2015

DEPARTMENT: Human Resources

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Blue Cross Blue Shield Rate Renewal – Medicare Advantage Plans

SPECIFIC ACTION REQUESTED:

Approval of annual rate renewal between Kalamazoo County and Blue Cross Blue Shield of Michigan (BCBS) for the Medicare eligible retiree plans.

DESCRIPTION OF ACTION (dollar amount, purpose):

Kalamazoo County in coordination with Nulty Insurance was able to negotiate a reasonable rate renewal with BCBSM for the plan year January 1, 2016 through December 31, 2016 for the Medicare eligible retiree health plans (Medicare Plus Blue). This is a fully insured health plan for the retirees of Kalamazoo County. The renewal encompasses health and pharmacy coverage for all Medicare eligible County retirees. The final negotiated renewal results in an increase in the rates of approximately 6%. The new monthly rates to the County are as follows:

| | |
|---|----------------|
| FOP Segment 1 (Sheriff's Office retirees retired before 1/1/2013) | \$471.81/month |
| FOP Segment 2 (Sheriff's Office retirees retired after 1/1/2013) | \$299.31/month |
| General/CMH Retirees | \$312.34/month |
| Road Commission Retirees | \$363.49/month |

NOTE: 2015 rates were: \$442.96, \$280.22, \$294.16 and \$342.41, respectively

The changes made to the Medicare Plus Blue plans are as follows:

- FOP Segments 1 & 2 – added coverage for compression hose, covered at 100% when medically necessary
- General/CMH and Road Commission retirees – added coverage for compression hose, covered at 100% when medically necessary and added a \$20 co-pay for chiropractic visits as required by Medicare

Retirees will continue to pay a portion of the monthly premium according to their specific segment. The premium share for General retirees will be increased from 18% to 20% in 2016 as approved by the Board of Commissioners in 2014.

We are requesting approval to continue our relationship with BCBS and the Medicare Advantage plans for the plan year beginning 1/1/2016.

TIME FRAME OF ACTION:

January 1, 2016 through December 31, 2016

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

Employee Benefits Fund

PROCUREMENT INFORMATION:

N/A – Kalamazoo County completed the RFP process on health insurance in 2014 for an effective date of benefits 1/1/2015. We will renew with the appropriate carriers annually, until such time as we complete another RFP for health insurance (in 2017 for 1/1/2018).

CONTACT PERSON WITH PHONE NUMBER:

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

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 1, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: WIA Local Area Waiver Availability and Request Process for Program Years 2013-2015

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce Development Agency (WDA) Policy 13-04, change 2

DESCRIPTION OF ACTION (dollar amount, purpose): no dollar amount

Michigan Works! Southwest is requesting a local level waiver from the State of Michigan for exemption from inclusion in the credential performance measure calculations credential attainment outcomes for participants enrolled in OJT in the WIA Dislocated Worker and Adult programs.

Michigan Works! Southwest is requesting that regulatory requirement 20 CFR 666.100 be waived. This waiver would exempt the State of Michigan from including credential attainment outcomes for participants enrolled in On-the-Job Training (OJT) in the credential performance measure calculations. Adult and Dislocated Worker participants partaking in activities for OJT would be excluded from quarterly performance measures.

TIME FRAME OF ACTION: July 1, 2013 through September 30, 2015

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

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**

**Workforce Investment Act (WIA) Local Area Waiver Request
On-The-Job Training (OJT) – Credential Attainment Performance Measure**

Michigan Works! Southwest is requesting a local level waiver from the State of Michigan for exemption from inclusion in the credential performance measure calculations credential attainment outcomes for participants enrolled in OJT in the WIA Dislocated Worker and Adult programs.

Statutory Requirements to be Waived

Michigan Works! Southwest is requesting that regulatory requirement 20 CFR 666.100 be waived. This waiver would exempt the State of Michigan from including credential attainment outcomes for participants enrolled in On-the-Job Training (OJT) in the credential performance measure calculations. Adult and Dislocated Worker participants partaking in activities for OJT would be excluded from quarterly performance measures.

Outcomes to be Achieved by Obtaining the Waiver

A valuable tool for the demand-driven approach of workforce development is an expanded use of On-the-Job Training (OJT) conducted in close proximity with employers. Per the Workforce Investment Act (WIA), the “employment and credential/certificate rate” standards for WIA Adult and WIA Dislocated Worker can be greatly impacted when OJT is used. OJT is considered “training,” but a credential is not always earned. Most OJTs teach the job skills needed by a specific employer for a specific occupation; recognized credentials are rarely available for OJT.

Despite the successful training and employment of most OJT participants, the WIA credential performance standards are not reflective of these successes. This is due to the lack of a credential available through OJT. For this reason, Michigan Works! Southwest is requesting a waiver of the credential attainment outcomes for participants enrolled in On-the-Job Training for the credential performance measure calculations for Program Years 2013-2015. Approval of this waiver will lead to a more representative view of WIA programs as implemented by Michigan Works! Southwest.

Technical Information

| | |
|-----------------------------|--|
| Program Title/Number | Workforce Investment Act (WIA) Dislocated Worker, Adult and Youth Programs |
| Funding Source | WIA, Workforce Development Agency |
| Funding Level | n/a |
| Duration | PY 2013-2015 (through September 30, 2015) |
| Reference | Workforce Development Agency (WDA) PI 13-04, Change 2, Dated: 11/9/2014 |
| CFDA Number | 17.258, 17.278 |

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 1, 2015

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Lisa Henthorn, Administrator

SUBJECT: Victims of Violence – Assistance Program

SPECIFIC ACTION REQUESTED:

1) Approve the submission of FY 2015-2016 "Victims of Violence – Assistance Program" Victim of Crime Act (VOCA) Grant Application (no signatures required) to the Michigan Department of Health and Human Services (MDHHS), **and** 2) approve the elimination and creation of a .275 FTE to align required VOCA grant match expenses with the appropriate fund.

DESCRIPTION OF ACTION (dollar amount, purpose):

The total amount of the FY1516 application is \$91,250 and allows the OPA to 1) retain one full-time Victim Advocate and 2) includes a match of County funds for .275 FTE of a Victim Advocate position. The VOCA grant renewal allows the OPA to continue working with victims of domestic violence and sexual assault. This is the 29th year that the OPA has applied for this grant.

TIME FRAME OF ACTION:

10/1/2015 through 9/30/2016.

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

The application includes \$73,000 in Federal funds and \$18,250 in County match funds.

PERSONNEL IF REQUIRED:

Eliminate:

| Account# | Position Title/# | Grade | FTE | Pay Range | Effective |
|-----------------|-------------------------------|--------------|------------|------------------|------------------|
| 101-229 | Victim Advocate #10160-007 | K7 | .275 | \$9,884-\$13,345 | 10/01/15 |

Create:

| Account# | Position Title/# | Grade | FTE | Pay Range | Effective |
|-----------------|-------------------------------|--------------|------------|------------------|------------------|
| 277-150 | Victim Advocate #10160-007 | K7 | .275 | \$9,884-\$13,345 | 10/01/15 |

NEW OR RENEWAL:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, Administrator, (269) 383-8965

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 1, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Request to approve application for 2015/2016 Secondary Road Patrol Grant

SPECIFIC ACTION REQUESTED:

Board approval to submit the application for the 2015/2016 Secondary Road Patrol Grant Grant period October 1, 2015 to September 30, 2016

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval of the application and acceptance by the State of Michigan OHSP will provide Kalamazoo County with \$207,930 in funding for Secondary Road Patrol. The County match is \$21,000. The grant will support 90% of the total cost of the two (2) full-time Deputies to patrol the secondary roads.

TIME FRAME OF ACTION:

Immediate

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

State

PERSONNEL IF REQUIRED:

Continue funding (2) F-19H Sheriff Deputies from the Traffic Enforcement Division, previously paid from the current Secondary Road Patrol Grant

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

Board Chair signatures, the Sheriff, and the Finance Director's signatures are required.

CONTACT PERSON WITH PHONE NUMBER:

Terra Mickolatcher, Financial Administrator, Phone Number: (269) 383-8763



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Tina Becker

DATE: August 26, 2015

SUBJECT: Board Action

The Board Appointments Committee recommends the following appointment:

Soil Erosion and Sedimentation Control Board of Appeals:

- ✓ Brian Montgomeory to serve a term commencing 04/01/15 through 03/31/18

R.

Dear Colleagues,

Thank you for the feedback that you gave during my presentation at the COW on August 4 regarding a resolution for the County to enter into an agreement for a prescription drug discount card plan.

I have researched several other vendors in addition to Caremark/CVS as several of you requested. I wanted to include a large urban county as one of you requested, so I compared Wayne County's contract, Scriptguide RX as well as our local United Way of Battle Creek and Kalamazoo's contract, FamilyWize.

The biggest down side I discovered with FamilyWize is that they do not offer a mail order (90 day supply) option. This service typically provides even deeper discounts than most direct "at the counter" 30-day prescriptions.

The biggest negative of Scriptguide RX is that it includes a per member per month administrative fee. It also appears that members incur the cost of the prescription up front and must submit a form to be reimbursed. NACo's CVS plan is free and costs the county nothing. It also is a direct discount at the point of purchase with fewer hassles for members.

I have communicated frequently with Thom Canney, our corporate counsel throughout this research. I recommend moving forward with a resolution for Kalamazoo County to partner with NACo's preferred vendor, CVS/Caremark. Thom has requested a "rider" be added to the resolution to more clearly define that Kalamazoo County government can continue to offer a different vendor/insurance to our employees and this relationship will not impact the existing benefit package we offer them. (I'd spoken with NACo's membership staff that indicated this is the case but Thom's opinion is we should have it in writing, which is fine).

This will be on the non-consent agenda for discussion and vote at the September 1 Board of Commissioners meeting at 7PM.

Please contact me ahead of time if you have individual questions or concerns (i.e. do not cc the entire group!)

Thank you,
Julie Rogers

Resolution to Adopt NACo Prescription Drug Discount Program

Whereas, Kalamazoo County, Michigan is a member of the National Association of Counties (NACo), and

Whereas, NACo member counties are eligible to participate in a Managed Pharmacy Benefit Services Plan, which is administered by CaremarkPCS Health, L.P., through its General Partner CaremarkPCS Health Systems LLC, and

Whereas, the Managed Pharmacy Benefit Plan, also known as the NACo Prescription Drug Discount Card Program, provides services to prescription drug plans for NACo, and NACo member counties, and

Whereas, as a NACo member county, Kalamazoo County has expressed interest in participating in the aforementioned Managed Pharmacy Benefit Services Plan, which includes NACo Prescription Drug Discount Card Program, and

Whereas, by participating in the aforementioned Managed Pharmacy Benefit Service Plan, Kalamazoo County will afford County residents the opportunity to request and obtain a NACo Prescription Drug Discount Card, which is designed to provide discount prescription medication opportunities to the County's uninsured and underinsured residents, and

Whereas, according to NACo, the Prescription Drug Discount Card Program can provide the residents of Kalamazoo County substantial savings from the retail cost of prescription medication through a national network of more than 57,000 retail pharmacies which honor the NACo Prescription Drug Discount Card, and

Whereas, there are no costs to Kalamazoo County or County taxpayers, with respect to the County participating in either the Managed Pharmacy Benefit Services Agreement, and the associated NACo Prescription Drug Discount Card Program, and

Whereas, the County has reviewed the terms, provisions, conditions, obligations, and requirements contained in the Managed Pharmacy Benefit Services Agreement, and the associated NACo Prescription Drug Discount Card Program, and

Whereas, Kalamazoo County has determined that approving the attached Managed Pharmacy Benefit Services Agreement, and the attached NACo Prescription Drug Discount Card Program will serve the interests of the citizens of Kalamazoo County;

Now, therefore, be it resolved that the Kalamazoo County Board of Commissioners adopt the above information as findings of fact,

And, be it further resolved that the Kalamazoo County Board of Commissioners hereby approves the terms, provisions, conditions, obligations, and requirements of the attached Managed Pharmacy Benefit Services Agreement and Rider(s), and the attached NACo

Prescription Drug Discount Card Program, by and through the National Association of Counties, CaremarkPCS Health, L.P., and CaremarkPCS Health Systems, LLC, its General Partner,

And, be it further resolved that the Kalamazoo County Board of Commissioners authorizes the Kalamazoo County Administrator to act on its behalf to complete the necessary paperwork, put in place a Discount Card awareness and marketing program in conjunction with NACO member services, and implement the objectives of both the Managed Pharmacy Benefit Services Agreement and Rider(s) and the NACo Prescription Drug Discount Card Program.

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 September 1, 2015.

Timothy A. Snow
County Clerk/Register