

The seal of Clallam County Government is a semi-circular emblem. It features a stylized landscape with evergreen trees and a body of water. The words "CLALLAM COUNTY GOVERNMENT" are written in a semi-circle along the top edge of the seal.

**Board of
Commissioners'
Meeting**

September 15, 2015

**NOTICE AND AGENDA FOR
SEPTEMBER 15, 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 15, 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 25 Year Resolution Honoring Marcella Cheatham
- B. Request for Approval of 25 Year Resolution Honoring Juanita Newsome

CONSENT AGENDA

Circuit Court

- C. Request for Approval of 2015-2016 Child Care Budget

Drain Commissioner

- D. Request for Approval of Extension of Temporary Employee

Health & Community Services

- E. Request for Approval of an Agreement with the Center for Information Management, Inc. (CIM)
- F. Request for Approval of Amendment #1 with Medicare/Medicaid Assistance Program (MMAP) for the State Health Insurance Assistance Program (SHIP) and SHIP Performance Improvement & Innovative Project Contract with MMAP
- G. Request for Approval to Accept Statement of Grant Award #2015-5 from the Aging and Adult Services Agency
- H. Request for Approval of a Partnership Agreement with Kalamazoo Valley Community College
- I. Request for Approval of Notice of Funding Award (NFA) #11 for LCA13-39015 Low Income Home Energy Assistance Program (LIHEAP) Crisis Assistance (LCA) Deliverable Fuel Award from the Michigan Department of Health & Human Services (MDHHS)
- J. Request for Approval of Subcontractor Agreements for DOE 13-39015-3 Weatherization Grant
- K. Request for Approval of Amendment to the Healthy Babies Healthy Start (HBHS) Agreement with the YMCA of Greater Kalamazoo
- L. Request for Approval of Elimination/Creation of Positions in the Environmental Health Program (General Funds)
- M. Request for Approval of Elimination/Creation of Positions in the Community Action Agency Program (Grant Funds)

Human Resources

N. Request for Approval of Professional Services Agreement with OnStaff Group

Michigan Works!

O. Request for Approval of Sector Partnership National Emergency Grant (SP NEG) PI 15-17

Planning & Community Development

P. Request for Approval of Resolution to Support and Authorize Participation in Michigan Department of Agriculture and Rural Development (MDARD) Application for Grant Funds

Sheriff

Q. Request for Approval to Submit a Grant Application to the Kalamazoo Rotary Club for the Honor Guard Program

Board of Commissioners

R. Request for Approval of Transfers and Disbursements

NON-CONSENT AGENDA ITEMS

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

S. Request for Approval to Authorize Administration to Proceed with Relocation of HCS Project Utilizing Existing County Facilities

T. Request for Approval of Riverview Excavating and Snowplowing Claim

- 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

SEPTEMBER 9, 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 15, 2015**DEPARTMENT:** Circuit Court**PREPARED BY:** Susan Sayles**SUBJECT:** Child Care Fund Budget**SPECIFIC ACTION REQUESTED:**

The 2015-2016 Child Care Budget needs to be approved. This grant provides 50% of the funding for fund 292 the Child Care Fund.

DESCRIPTION OF ACTION (dollar amount, purpose):

The total budget is \$10,217,750.

TIME FRAME OF ACTION:

Year October 1, 2015 through September 30, 2016

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

State of Michigan \$5,108,875
Kalamazoo County General Fund \$5,108,875

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 changes

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)

This is a renewal for year 2015-2016

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:

Susan Sayles 383-6415

2015-2016

	DHS	COURT	TOTAL
Family Foster Care	600,000	100,000	700,000
Institutional Care	2,000,000	5,000,000	7,000,000
In Home Care	152,800	2,764,950	2,917,750
Independent Living	22,500	-	22,500
	<hr/>	<hr/>	<hr/>
Subtotals	2,775,300	7,864,950	10,640,250
Revenue	73,500	152,000	225,500
	<hr/>	<hr/>	<hr/>
Net Expenditure	2,701,800	7,712,950	10,414,750
Foster Care During Release		2,000	2,000
	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE	2,701,800	7,714,950	10,416,750
	<hr/>	<hr/>	<hr/>

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 15, 2015

DEPARTMENT: Office of the Drain Commissioner

PREPARED BY: Pat Crowley

SUBJECT: Extension of 90 day Temporary Employee term

SPECIFIC ACTION REQUESTED:

I am requesting permission to extend the 90 day contract of the temporary employee filling the Drain Commissioner's Administrative Assistant position.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Drain Commissioner's Administrative Assistant has been out on an indefinite leave of absence since June 5th. On June 29th, a temporary employee was brought on board to assist the public with concerns and permits and to process vendor payments and deposits. The approval for the temporary employee expires on Sept 29th. We would like to extend the term of the temporary employee for an additional 90 days.

TIME FRAME OF ACTION:

I would like the extension to cover the time period of September 30th until December 30th.

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

General Fund

PERSONNEL IF REQUIRED:

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

This request may be revoked before September 15th.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Pat Crowley x8116 or Jeff VanBelle x8113



E.-M.

**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

DATE: September 15, 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 AN AGREEMENT BETWEEN HCS/AREA AGENCY ON
AGING IIIA AND THE CENTER FOR INFORMATION MANAGEMENT, INC.**

ACTION REQUESTED

HCS Administration requests Board approval of a renewal agreement between the Center for Information Management, Inc. (CIM) and HCS/AAAIIA for information services from CIM's MI-Choice Information System (MICIS) Service Bureau. This agreement includes a monthly maintenance fee of \$130/month for software data access, updates, technical assistance and support and Vendor View maintenance fee of \$110.00/month. The agreement period is October 1, 2015 to September 30, 2016.

DESCRIPTION OF SUBJECT

All Michigan Area Agency on Aging care management programs are required by the State to be a part of the MICIS system for the purpose of data collection, reporting, and claims processing. This system has been developed and managed by the Center for Information Management (CIM). In addition, we are also utilizing their Vendor View product, which has streamlined communication and billing between contractors and our agency.

RELATIONSHIP TO GOALS

The Care Management programs address the goal of strengthening the capacity of individuals and families at risk within the community to take greater control of their lives and work toward self-sufficiency.

FUNDING SOURCE

Funding for these fees is charged to the appropriate local, state and federal sources that the Care Management programs utilize.

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

B. APPROVAL OF CONTRACTS FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

ACTION REQUESTED

HCS Administration requests Board approval of two agreements between the Michigan Medicare/Medicaid Assistance Program (MMAP) and the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support the State Health Insurance Assistance Program (SHIP).

The first agreement is Amendment No.1 to the SHIP agreement for the period of April 1, 2015 through March 31, 2016, originally approved by the board on May 5, 2015. The second is a new agreement for the SHIP Performance Improvement and Innovations Project for the period October 20, 2014 through September 30, 2015.

DESCRIPTION OF SUBJECT

These agreements provide funding provisions that are intended for the recruitment, training, and support of volunteers whose objective is to provide health benefits counseling and information on Medicare, Medicaid, Medigap, long-term care insurance and related issues to Kalamazoo County's older adults, the disabled population and their family members. Additionally funding designated in the SHIP Amendment No. 1 identifies the project purpose as providing counseling, outreach and education for beneficiaries that will better enable them to identify, understand and enroll in programs and plans including prescription drug plans, Medicare Advantage plans, Medigap policies, Medicare Savings Programs, long-term care insurance and other public and private health insurances.

The reason that the SHIP Performance Improvement and Innovations Project contract is being presented to the Board close to the end of the contract period is that the funding for this contract comes from unspent funds of the federal government which are being re-allocated out to service agencies. As the federal government is not able to determine the amount of funds that will be unspent within any fiscal year until the

later part of that cycle, they are not able to re-allocate to areas of need until almost the end of the contract period.

RELATIONSHIP TO GOALS

Both agreements support the goal of the HCS – Area Agency on Aging to help strengthen the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency through strengthening resource availability and strengthening linkages to the resources that allow older and disabled adults to remain independent and healthy in their communities.

FUNDING SOURCE

There are no County funds associated with this request. Funding is from the state via a grant from the Department of Health & Human Services, Administration for Community Living. Amendment No. 1 is a funding increase of \$741 for a total funding allocation of \$18,105. The new agreement for SHIP Performance Improvement and Innovations Project is for funding in the amount of \$980.

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. If you have any questions, please contact 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.

C. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2015-5, FROM THE AGING AND ADULT SERVICES AGENCY (FORMERLY THE MI OFFICE OF SERVICES TO THE AGING) 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 #5 from the Aging and Adult Services Agency (formerly the MI Office of Services to the Aging) in a total amount of \$5,012 for the period of October 1, 2014 through September 3, 2015.

DESCRIPTION OF SUBJECT

Statement of grant award (SGA) #5 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 AAAllIA 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

Acceptance of this award will support the goal of the HCS – Area Agency on Aging to help strengthen the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency through strengthening resource availability and strengthening linkages to the resources that allow older and disabled adults to remain independent and healthy in their communities.

FUNDING SOURCE

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the Aging and Adult Services Agency. This SGA brings total funding for FY15 to \$1,647,889.

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@kalamazoovalley.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 or lmstin@kalamazoovalley.com

D. APPROVAL OF A PARTNERSHIP AGREEMENT BETWEEN KALAMAZOO COUNTY COMMUNITY ACTION AGENCY AND KALAMAZOO VALLEY COMMUNITY COLLEGE

ACTION REQUESTED

HCS Administration requests Board approval of a Partnership Agreement with Kalamazoo Valley Community College (KVCC) and HCS Community Action Agency (CAA) for the period of October 1, 2015 through September 30, 2016.

DESCRIPTION OF SUBJECT

Kalamazoo Valley Community College, may identify up to five low-income students per semester to participate in the CAA's Skills to Build Program. The purpose of the program is to connect individuals interested in obtaining certifications/degrees through KVCC's "Fast Track" career programs with funding and program support. CAA may also refer participants within its program to the KVCC program and provide program information and orientation. Qualified participants will enroll as students with KVCC and create a Self-Sufficiency Plan which will be monitored by the KCCAA in addition to providing case management support. KVCC's Student Success Center will support these students by providing academic and wrap-around social support. For example, KVCC will offer advising, guidance, career assessments and assistance in career decision-making; help with resume writing, cover letters, interviewing, job shadowing, volunteering, and employment opportunities. In addition, KVCC will provide mentorship, counseling, and other services designed to enrich their college experience; and find solutions to housing, personal finance, time management, nutrition, and health related issues. KCCAA and KVCC will share pertinent feedback to support continuous improvement and program design.

RELATIONSHIP TO GOALS

The activities associated with this agreement will further the goal to support KCCAA's "Skills to Build" program in an effort to increase self-sufficiency for some of the County's most vulnerable residents.

FUNDING SOURCE

There are no County general funds associated with this request. All funding in support of participants of the Skills to Build Program have been budgeted from Community Service Block Grant (CSBG) funds.

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 any questions please contact Charlotte J. Smith, J.D., CAA Manager at 373-5052 / cjsmit@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

**CRISIS ASSISTANCE (LCA) DELIVERABLE FUEL AWARD, FROM THE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES.**

ACTION REQUESTED

HCS Administration requests Board approval to accept notice of funding award (NFA) #11 from the Michigan Department of Health & Human Services (MDHHS) for the program grant LCA13-39015. NFA #11 is for funding in the amount of \$71,400 for the 2015-2016 heating season.

DESCRIPTION OF SUBJECT

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.

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, at 373-5101/arleve@kalcouny.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 or lmstin@kalcouny.com

F. APPROVAL OF SUBCONTRACTOR AGREEMENTS FOR THE DOE13-39015-3 WEATHERIZATION GRANT TO THE HCS COMMUNITY ACTION AGENCY

ACTION REQUESTED

HCS Administration requests Board approval of subcontractor agreements for the period of October 1, 2015 through September 30, 2016 for the DOE13-39015-3 Weatherization Grant with the following entities:

Subcontract Agreements with:

- Rogers Heating/Cooling – HVAC
- DeHaan Heating/Cooling-HVAC
- Community Homeworks-HVAC
- Rand Building Enterprises-Inspector
- Flory Construction – Weatherization Contractor

DESCRIPTION OF SUBJECT

These subcontract agreements will provide the necessary professional skills and support needed for the HCS Community Action Agency to complete work consistent with the DOE 2015-2016 Weatherization program year. Community Action Agency staff will work with community residents in need of weatherization services and will complete all program qualifying requirements as outlined by the DOE program grant. Each contractor will be responsible for completing energy efficiency measures on homes within Kalamazoo County as designated by the Community Action Agency. These measures will result in a decrease in energy usage by the home overall as well as a monetary decrease on the resident's monthly energy bill.

Subcontracts for the provision of weatherization services are a result of the MDHHS DOE13-39015 grant award, originally approved by the Board of Commissioners on 5/20/14 with the most recent 2015-2016 funding allocation approved on 8/5/15.

RELATIONSHIP TO GOALS

The weatherization program and subsequent approval of these subcontract agreements 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, work toward their self-sufficiency, and help improve the housing stock within the community.

FUNDING SOURCE

No county general funds are required. Funding is from the MDHHS grant award DOE13-39015 (U.S. Department of Energy through the Michigan Department of Health and Human Services).

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

All county purchasing and procurement policies were followed. Subcontractors listed above submitted successful bids in response to the HCS – Community Action Agency's RFP for weatherization services.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, Housing and Neighborhoods Coordinator, at [373-5101](tel:373-5101)/arleve@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

G. APPROVAL OF AMENDMENT TO THE HEALTHY BABIES HEALTHY START (HBHS) AGREEMENT WITH THE YMCA OF GREATER KALAMAZOO

ACTION REQUESTED

HCS Administration requests Board approval to amend the Agreement with the YMCA of Greater Kalamazoo for the provision of professional fitness education services for the Healthy Babies Healthy Start (HBHS) project. This amendment is for the period of June 1, 2015 through March 31, 2016 for an amount not to exceed \$6,800. The original agreement was approved by the Board on 9.17.14.

DESCRIPTION OF SUBJECT

The Healthy Babies/Healthy Start Program is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The YMCA of Greater Kalamazoo provides professional fitness education services to HBHS participants including provision of child care during classes. This partnership with the YMCA provides opportunities for increased physical activities for HBHS families.

RELATIONSHIP TO GOALS

HCS has a goal to improve the overall health of the community by reducing preventable deaths. The Healthy Babies/Healthy Start Program works to reduce the fetal and infant deaths in Kalamazoo County.

FUNDING SOURCE

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start grant. Notification of grant award was received August 28, 2014.

PERSONNEL

Implementation of this request requires no additional personnel.

PROCUREMENT

There is no procurement issue associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 / dllenz@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services at 373-5012 / lmstin@kalcounty.com

H. APPROVAL OF POSITION ELIMINATION AND CREATION IN HCS-ENVIRONMENTAL HEALTH

ACTION REQUESTED

HCS Administration requests Board approval to eliminate a 1.0 FTE position and create a 1.0 FTE position for housekeeping purposes that will locate this FTE in the appropriate fund/activity.

DESCRIPTION OF SUBJECT

On a periodic basis, HCS brings position action requests to the Board for housekeeping or accounting purposes. With this action, HCS is requesting the elimination of 1.0 FTE Environmental Health (EH) Division Supervisor position and the corresponding creation of a 1.0 FTE EH Division Supervisor position in the Health Fund in order to implement Environmental Health reorganization. The proposed change will place the incumbent within the EH Administration account as this position is directly or indirectly managing all EH Program activities.

RELATIONSHIP TO GOALS

This request supports the Health and Community Services Department goal of reducing preventable disabilities and deaths and of promoting healthy lifestyles and wellness for all members of the community. The requested position action more appropriately aligns the time and responsibilities of the EH Division Supervisor to provide greater efficiency and accuracy in personnel fund costs.

FUNDING SOURCE

This position to be created will be funded by the general fund and is cost neutral.

PERSONNEL

The following position actions are requested:

Eliminate:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
#221-502	EH Division Supervisor #10078-001	K09	1.0	\$45,364-\$61,256	10/1/2015

Create:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
#221-501	EH Division Supervisor #10078-001	K09	1.0	\$45,364-\$61,256	10/1/2015

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. Please direct questions to Vern Johnson, EH Division Manager, 373-5356 / vljohn@kalcounty.com or Ryan Post, Deputy Director – FMA, 373-5254/ rjpost@kalcounty.com .

I. APPROVAL OF POSITION ELIMINATIONS AND CREATIONS IN THE HCS - COMMUNITY ACTION AGENCY (CAA)

ACTION REQUESTED

HCS Administration requests Board approval to eliminate 2.0 FTEs and create 2.0 FTEs in the HCS – Community Action Agency for the purpose of more accurately accounting for staff work hours and in response to a recommendation from the Michigan Department of Health & Human Services (MDHHS).

DESCRIPTION OF SUBJECT

This request is a result of the MDHHS's recommendation to the Community Action Agency (CAA) to reduce the current number of FTEs for housing staff positions that are solely funded from the Community Services Block Grant (CSBG). These staff positions support housing programs that fall outside of CSBG program funding as well as those supported directly by CSBG funds. Upon a review of all funding sources that support CAA staff and community assistance programs, the MDHHS recommends that funding from the Low Income Home Energy Assistance Program (LIHEAP) should be used to support housing program staff in their time spent on the weatherization and home rehabilitation programs.

As a result of this recommendation, staff positions that have job responsibilities across multiple funding sources will be moved into the 690 Pooled Fund so that their time can be appropriately charged between multiple grant programs in accordance with Federal grant regulations.

RELATIONSHIP TO GOALS

The Health and Community Services Department reinforces their overall goal for the Community Action Agency 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 request. Both of these requested position creations will be federally funded through a combination of CSBG and LIHEAP and are cost neutral.

PERSONNEL

Eliminate:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
#793-142	Housing & Neighborhood Coordinator #10847-001	K09	1.0	\$45,364-\$61,256	10/1/2015
#793-142	Program Assistant #10874-001	K06	1.0	\$32,468-\$43,826	10/1/2015

Create:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
#690-001	Housing & Neighborhood Coordinator #10847-001	K09	1.0	\$45,364-\$61,256	10/1/2015
#690-001	Program Assistant #10874-001	K06	1.0	\$32,468-\$43,826	10/1/2015

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions regarding this information, please contact Charlotte J. Smith, CAA Manager, 373-5052/ cjsmit@kalcounty.com or Ryan Post, Deputy Director – FM&A, 373-5254 / rjpost@kalcounty.com .

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 15, 2015

DEPARTMENT: Human Resources

PREPARED BY: Kristine D. Cunningham, Director

SUBJECT: Professional Services Agreement

SPECIFIC ACTION REQUESTED:

Approve and sign three copies of the "Professional Services Agreement" with OnStaff Group.

DESCRIPTION OF ACTION (dollar amount, purpose):

Throughout the year, departments may request a temporary agency employee to fill in for an approved temporary leave of absence of an employee. This contract provide us with set rates that we will be charged as well as other provisions that pertain to working with temporary agencies.

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2018. The contract may be renewed in one (1) year increments, not to exceed two (2) one-year extensions, at the option of the County.

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

Departmental operating budgets

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 OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

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

An RFP was prepared and results were reviewed.

CONTACT PERSON WITH PHONE NUMBER:

Kristine D. Cunningham, 384.8100 or kdcunn@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 15, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Sector Partnership National Emergency Grant (SP NEG), PI 15-17

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce Development Agency (WDA) Policy 15-17

DESCRIPTION OF ACTION (dollar amount, purpose): \$972,000

The United States Department of Labor (USDOL) awarded the Workforce Development Agency (WDA) SP NEG funds to provide employment related services for dislocated workers. SP NEG funds are structured to advance and complement the more integrated and comprehensive dislocated worker services envisioned by the Workforce Innovation and Opportunity Act (WIOA). The specific activities targeted by the SP NEG include regional sector planning strategies, enhanced career services and work based training opportunities.

For Region 8, Michigan Works! Southwest – Upjohn Institute will serve as the administrator of these funds for all of Region 8 (Branch, Calhoun, Kalamazoo, St. Joseph, Berrien, Cass, Van Buren) in a program to engage individuals who are detained in local correctional facilities to provide basic services to individuals identified through the facility as potentially being dislocated or long term unemployed. Services provided while still incarcerated may include resume and interview skills workshops. Post release, individuals may have the opportunity to enroll in training and work based training to further enhance employment skills and with the assistance of staff gain employment.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): FY15 Dislocated Worker National Reserve Funds

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**

**Sector Partnership (SP) National Emergency Grant (NEG)
 PI 15-17**

The United States Department of Labor (USDOL) awarded the Workforce Development Agency (WDA) SP NEG funds to provide employment related services for dislocated workers. SP NEG funds are structured to advance and complement the more integrated and comprehensive dislocated worker services envisioned by the Workforce Innovation and Opportunity Act (WIOA).

For Region 8, Michigan Works! Southwest -- Upjohn Institute will serve as the administrator of these funds (\$972,000) for all of Region 8 (Branch, Calhoun, Kalamazoo, St. Joseph, Berrien, Cass and Van Buren). The focus of SP NEG in Region 8 is to engage individuals who are detained in local correctional facilities to provide basic services to individuals identified through the facility as potentially being dislocated or long term unemployed. Services provided while still incarcerated may include resume and interview skills workshops. Post release, individuals may have the opportunity to enroll in training and work based training to further enhance employment skills and with the assistance of staff gain employment.

Regional planning funds to enhance or expand the Michigan Industry Cluster Approach are also included in this funding. These funds should be used to ensure partnerships and regional assets are aligned and integrated, and may include, but are not limited to, development of regional plans, partnership and program development, asset mapping, staff training to facilitate regional planning and development of social and/or peer learning networks.

Funding Summary

Enhanced Career Services (At Least 20% of Award)	\$352,125
Work-Based Training (WBT) Other Than OJT	\$200,000
OJT Expenditure	\$125,000
Other training (All Training At Least 30% of Award)	\$75,000
Supportive Services	\$50,000
Regional Planning	\$97,875
Administration	\$72,000
Total	\$972,000

Planned Participants	
Receiving Career Services	300
Enrolled In Training (Total of All Training)	136
Receiving Supportive Services	75
Exits	136
Entering Employment At Exit	122
Total Planned Participants	300

Source: PI: 15-17, 8/31/2015

Technical Information

Program Title/Number	Sector Partnership (SP) National Emergency Grant (NEG)
Funding Source	Fiscal Year 2015 Dislocated Worker National Reserve Funds
Funding Level	\$972,000
Duration	July 1, 2015 -- June 30, 2017
Reference	Workforce Development Agency (WDA)
CFDA Number	17.278, 17.277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 15, 2015 BOC

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: BOC resolution to support and authorize participation in Michigan Department of Agriculture and Rural Development (MDARD) application for grant funds.

SPECIFIC ACTION REQUESTED:

BOC resolution to support and authorize participation in Michigan Department of Agriculture and Rural Development (MDARD) application for grant funds under the US Geological Survey (USGS) three dimensional elevation program (3DEP) for the acquisition of Quality Level 2 (QL2) Light Detection and Ranging (Lidar) data.

DESCRIPTION OF ACTION (dollar amount, purpose):

Resolution to support and authorize participation in MDARD application, with Kalamazoo County's share (about 30% of the total cost) at \$61,900, covered by Clerk/Register of Deeds Automation Fund.

Kalamazoo County has an opportunity to participate in a large scale collaborative MDARD grant application, along with up to 21 Michigan Counties, to acquire Quality Level 2 (QL2) Light Detection and Ranging (Lidar) Data. Lidar data is a way to create a 3-D model of the topography of the County, including man-made features. It provides the data to produce accurate contours for GIS (Geographic information Systems).

The grant is offered by USGS. The Natural Resource Conservation District (NRCS) has pledged significant matching funds for the program, reducing the County's required match to an estimated \$100 per sq mi compared to the \$143 per sq mi should the County apply solo (full cost est. \$285 per sq mi). The collaborative MDRAD grant's combined large geographic area, numerous partners and the NRCS' matching funds make conditions for this nationally competitive grant favorable. Full Lidar coverage of the nation is USGS' ideal goal.

County Drain Commissioner Pat Crowley was initially informed about this grant at the Drain Commissioners' meeting where there has been much interest, as there is great potential in any type of drain and water /flood management when Lidar data is available. The data would also benefit road construction, land development, trail planning, precision farming, emergency management etc, anything that has to do with topography. It would be publicly available, and make it possible to produce 1 ft contours of the whole county, or for smaller sites. It would make any initial planning of projects easier and less costly. At this time, 4 ft contours are available for the County, but they are too generalized for site specific planning.

Clerk/Register Tim Snow has offered to use the Automation Fund towards the required match, estimated at \$61,900.

TIME FRAME OF ACTION:

Approval of the resolution of support and authorization to participate in the MDARD grant is requested at the September 15, 2015 BOC.

In order for MDARD to meet the deadlines for the final submittal of the USGS grant, the matching funds have to be approved during the September 15 Board meeting, leaving enough time for MDARD to write the final grant submittal. The formal agreement with MDARD will be provided in the last week of September to be approved by the County BOC in October.

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

Clerk/Register of Deeds Automation Fund.

MDARD is contributing funds to this grant application and will not include any fees for being the grant administrator.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt Ph. 384-8115, LMJARN@kalcounty.com

RESOLUTION OF SUPPORT AND AUTHORIZING PARTICIPATION IN THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT'S (MDARD) APPLICATION FOR GRANT FUNDS UNDER THE UNITED STATES GEOLOGICAL SURVEY (USGS) THREE DIMENSIONAL ELEVATION PROGRAM (3DEP) FOR THE ACQUISITION OF QUALITY LEVEL 2 (QL2) LIGHT DETECTION AND RANGING (LIDAR) DATA

WHEREAS, the USGS has announced a grant program for matching and cost sharing associated with the acquisition of LIDAR data under its 3DEP program; and

WHEREAS, QL2 LIDAR data will provide communities with the data to produce hyper-accurate topographic contour mapping for GIS based spatial imaging; and

WHEREAS, QL2 LIDAR data has significant benefits for planning, roads, floodplain mapping, wildlife and habitat management, recreation, flood modeling, site planning and many other uses; and

WHEREAS, the Natural Resources Conservation Service (NRCS) has pledged significant matching funds for the program; and

WHEREAS, more than 20 counties in Southern Lower Michigan have expressed interest in participating in the program; and

WHEREAS, the broad support between the many interested agencies and local units of government will allow counties to acquire LIDAR data at roughly one-third the cost necessary to singly acquire the data; and

WHEREAS, the cost for individual counties to acquire the data and leverage the federal agency matching funds will be \$100 per square mile of territory plus additional area for boundary and overlap data (a total of 619 square miles for Kalamazoo County), or sixty-one thousand nine hundred Dollars (\$61,900); and

WHEREAS, the acquisition of LIDAR data will provide an important data tool for the county's spatial data program at a much reduced cost.

THEREFORE BE IT RESOLVED that the Kalamazoo County Board of Commissioners requests its inclusion and authorizes its participation in MDARD's application to the USGS' 3DEP grant program;

SECTION I: That the County Board is hereby authorized and directed to coordinate with MDARD and other partner agencies and governments in filing with the U.S. Geological Survey (USGS) for a grant in the amount of sixty-one thousand nine hundred Dollars (\$61,900) to fund the 3D Elevation Program/National Geospatial Program within the County of Kalamazoo.

SECTION II: That the County Board is hereby authorized and directed to provide and execute any additional documents, on behalf of the County of Kalamazoo, which may be required by the USGS to secure the aforesaid grant.

SECTION III: That, should said grant be approved and issued by USGS, the County Board is hereby authorized and directed to accept the same and comply with the conditions of the grant and the funding for the aforesaid project.

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 15, 2015.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 15, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Request to approve application for the Kalamazoo Rotary Club Grant for the Honor Guard Program

SPECIFIC ACTION REQUESTED:

Board approval to submit the application for the 2015/2016 Kalamazoo Rotary Club Grant for the Honor Guard Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval of the application to apply for a \$3,000 grant with a County match of \$3,000 to fund the Honor Guard Program

TIME FRAME OF ACTION:

Immediate

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

Local

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The Honor Guard is a volunteer program and the members are selected from the Kalamazoo County Sheriff's Office from the all Divisions the Units of the Department. They undergo continuous training and focus on honoring fallen officers. Some of the activities they attend include: parades, memorial ceremonies, and other community events. The members of the Honor Guard serve without compensation.

CONTACT PERSON WITH PHONE NUMBER:

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