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# BOARD OF COMMISSIONERS' MEETING

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September 19, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

September 19, 2017

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, September 19, 2017 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 Judge Paul Bridenstine

### CONSENT AGENDA ITEMS

#### Animal Services & Enforcement

- B.      Request for Approval of a Contract with CHMP for Architect & Engineering Services for the Animal Services & Enforcement Shelter Project

#### Health & Community Services

- C.      Request for Approval of a Coordination Agreement with Molina Healthcare of Michigan for Elevated Blood Lead Case Management
- D.      Request for Approval to Accept Statement of Grant Award (SGA) #2017-6 and #2017-7 from the MI Aging & Adult Services Agency
- E.      Request for Approval of Contract Extension with Medicare/Medicaid Assistance Program (MMAP) for the State Health Insurance Assistance Program (SHIP) Michigan
- F.      Request for Approval of Contract Amendment with Southwest Michigan Behavioral Health
- G.      Request for Approval of Contract Amendment with Medicare/Medicaid Assistance Program (MMAP) for the Senior Medicare Patrol

- H. Request for Approval of Amendment to Medicare/Medicaid Assistance Program (MMAP) for the State Health Insurance Assistance Program (SHIP)
- I. Request for Approval of Elimination/Creation of Positions – Healthy Babies Healthy Start (Cost Neutral – Grant Funds)
- J. Request for Approval of Elimination of Positions in the Breast & Cervical Cancer Control Navigation Program
- K. Request for Approval of Amendment #4 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)
- L. Request for Approval of Lease agreement with Robert L. Walton for the WIC Program
- M. Request for Approval of Creation of Positions in the WIC Program (Grant Funds)
- N. Request for Approval to Accept Grant Award from HRSA for the Healthy Babies Healthy Start Program

Human Resources

- O. Request for Approval of 2018 Wellness Incentive
- P. Request for Approval of 2018 Personnel Policies Manual
- Q. Request for Approval of Blue Cross Blue Shield Stop Loss Renewal

Michigan Works!

- R. Request for Approval of the Appointment of Jamie Bos to the Workforce Development Board
- S. Request for Approval of Amended Workforce Development Board Bylaws
- T. Request for Approval of Infrastructure Funding Agreements Under the Workforce Innovation and Opportunity Act (WIOA)
- U. Request for Approval of Workforce Innovation and Opportunity Act Statewide Activities Funding for High Concentrations of WIOA Youth
- V. Request for Approval of Workforce Innovation and Opportunity Act Statewide Activities Funding for Michigan Works! Service Center Operations
- W. Request for Approval of Capacity Building & Professional Development Allocations for PY2017

Planning & Community Development

- X. Request for Approval to Accept Scholarship from Michigan Association of Planning (MAP) for Educational and Training Needs

Prosecuting Attorney

- Y. Request for Approval of Second Amendment to FY 2017-2018 Memorandum of Understanding (MOU) with the Department of Attorney General
- Z. Request for Approval of First Amendment to Employment Agreement with Charles W. Dahlinger
- AA. Request for Approval of Independent Contractor Agreement with YWCA

Sheriff

- BB. Request for Approval to Submit FY 2018 Secondary Road Patrol Grant

Board of Commissioners

- CC. Request for Approval of Transfers and Disbursements
- DD. Request for Resolution to Set Annual Meeting Date and Public Hearing

**NON-CONSENT AGENDA ITEMS**

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

- ITEM 9                OLD BUSINESS**
- ITEM 10             NEW BUSINESS**
- ITEM 11             COUNTY ADMINISTRATOR’S REPORT**
- ITEM 12             MEMBERS’ TIME**
- ITEM 13             VICE CHAIRPERSON’S REPORT**
- ITEM 14             CHAIRPERSON’S REPORT**
- ITEM 15             ADJOURNMENT**

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Animal Services & Enforcement  
**PREPARED BY:** David Rachowicz  
**SUBJECT:** Animal Services & Enforcement Shelter Project

**SPECIFIC ACTION REQUESTED:**

Approve contract with CHMP for Architect & Engineering Services for the Animal Services & Enforcement Shelter Project.

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

Approve contract with CHMP for Architect & Engineering (A/E) Services for the Animal Services & Enforcement Shelter Project. The first phase in the process will include the Design Phase. This includes design development, testing and surveys, complete conceptual plans with associate cost estimates and project budget, preparation of the master project schedule. The cost for the design phase is \$56,994.00. Following the Design Phase, an update will be given to the County Board of Commissioner before beginning the Construction Phase. The cost for the Construction Phase A/E Services is \$205,839.00.

**TIME FRAME OF ACTION:**

Architecture and Engineering work will begin following Board of Commissioners approval. The goal is begin construction spring of 2018 and occupy the new building/facilities in March of 2019.

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

Allocated Capital Improvement Project Funds. The overall preliminary project budget remains at \$5,000,000.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

This is a new agreement for the Shelter Project Report.

**ANY OTHER PERTINENT INFORMATION:**

This process and plan was outlined in the Animal services & Enforcement Shelter Project presentations to the Board of Commissioners in June and on September 5. The Animal Services Advisory Board has also reviewed the proposal and supports the recommendation of CHMP.

**PROCUREMENT INFORMATION:**

The Architect & Engineering Services were bid through Kalamazoo County Purchasing per county policies. 12 proposals were received and the top three firms were interviewed. The final recommendation was made form a selection committee represented by Steve Lawrence, (Animal Services) Georgia Bryant (Purchasing) Lisa Henthorn (Administration), Amanda Morse (Administration), Thom Canny (Corporation Counsel), Eric McNamara (Buildings & Grounds), Lisa Thompson (Information Systems), David Rachowicz, (Parks)

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Local Health Department (LHD) and Medicaid  
Health Plan Care (MHP) Coordination Agreement for  
Elevated Blood Lead Case Management

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of a Coordination Agreement with the following Managed Health Plan to provide care coordination services:

- Molina Healthcare of Michigan

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

Medicaid enrollees less than age 6 with an elevated blood lead level (EBLL) qualify for the provision of in-home nurse case management described in the MDHHS "Guide for Case Management for Children with Elevated Blood Lead Levels". The purpose of establishing a care coordination agreement between the MHP and the LHD is to assure service coordination and continuity of care for children receiving services related to their blood lead levels from both organizations. The explicit intent of this agreement is to describe the services to be coordinated and the essential aspects of collaboration between the MHP and LHD.

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

This agreement will be effective August 1, 2017, with annual renewals consistent with the contract periods of the Managed Health Plans and the Michigan Department of Technology, Management and Budget

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

No County funds are required. Funds are from State grants.

**PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

No issues

**PROCUREMENT INFORMATION:**

None

**CONTACT PERSON:**

**NAME**

**TITLE**

**PHONE  
NUMBER**

Lisa Henthorn

Deputy County Administrator of  
External Services

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Statement of Grant Award #2017-6 and #2017-7

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to accept a Statement of Grant Award (SGA) #2017-6 and #2017-7 from the MI Aging & Adult Services Agency to the Kalamazoo County Health & Community Services Dept., Region 3A Area Agency on Aging Unit, to support older adult service programs.

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

The grant award SGA #2017-6 reflects an increase of \$5,789 and a transfer of \$62,000 from Congregate Meals to Home Delivered Meals, bringing the total to \$1,741,010.

The grant award SGA #2017-07 increases the funding by \$102 received from SGA #2017-6, bringing the total awarded to \$1,741,112 for the period October 1, 2016 through September 30, 2017. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIA Unit 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.

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

The action covers the Fiscal Year October 1, 2016 through September 30, 2017.

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

The funding represents the most recent allocation of State and Federal awards for FY2017.

### **PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

**NAME**

Lisa Henthorn

**TITLE**

Deputy County Administrator of  
External Services

**PHONE NUMBER**

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of SHIP No-Cost Extension contract with MMAP

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of the State Health Insurance Assistance Program (SHIP) Michigan no-cost extension contract from the Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging Unit for \$399.00, which covers the period of April 1, 2016 through September 15, 2017.

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

The MMAP-SHIP funds support volunteers and staff who provide information, counseling and outreach activities to educate Medicare and Medicaid beneficiaries on preventing and detecting health care fraud, errors and abuse, as well as identifying appropriate insurance plans for beneficiaries.

**TIME FRAME OF ACTION:**

This allocation is from April 1, 2016 through September 15, 2017.

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

There are no County funds associated with this request. Funding is from the State via grants from the Department of Health and Human Services, Administration for Community Living.

**PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

This is a no-cost extension contract.

**ANY OTHER PERTINENT INFORMATION:**

There are no issues or concerns. Funding for this program is allocated at various times throughout the year and it is common to receive multiple contract amendments or no-cost extensions contract as Federal funding becomes available.

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017

**DEPARTMENT:** Health & Community Services

**PREPARED BY:** James A. Rutherford, MPA

**SUBJECT:** APPROVAL OF BUDGET AMENDMENT

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of budget amendment with Southwest Michigan Behavioral Health in the Healthy Babies Healthy Start program within the Maternal Child Health Unit.

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

The budget amendment is needed to align line item expenses with contract requirements. The requirement indicates line items cannot exceed 10% of the original budget. The line items adjusted include: office supplies, contractual (database), communications, rent, and computer related supplies

**TIME FRAME OF ACTION:**

This budget amendment is FY 16/17.

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

Local – South West Michigan Behavioral Health funding

**PERSONNEL IF REQUIRED:**

No new personnel associated with this amendment

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of Amendment for contract with MMAP

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of Amendment #3 from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging Unit for the Senior Medicare Patrol (SMP) for \$2290.00, which covers the period of June 1, 2017 through May 31, 2018.

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

The MMAP-SMP funds support volunteers and staff who conduct outreach and education activities to educate Medicare and Medicaid beneficiaries on preventing and detecting health care fraud, errors and abuse.

**TIME FRAME OF ACTION:**

This allocation represents the balance of the SMP 2017-2018 funding for the period of June 1, 2017 through May 31, 2018.

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

There are no County funds associated with this request. Funding is from the State via grants from the Department of Health and Human Services, Administration for Community Living.

**PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

This is an amendment to the original June 1, 2017 to May 31, 2018 contract in the amount of \$2290.00, bringing the total allocation to \$4,580.00.

**ANY OTHER PERTINENT INFORMATION:**

There are no issues or concerns. Funding for this program is allocated at various times throughout the year and it is common to receive multiple contract amendments or no-cost extensions contract amendments as federal funding becomes available

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of Amendment for contract with MMAP

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of Amendment #1 from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging Unit for the State Health Insurance Assistance Program (SHIP) for \$10,857.00, which covers the period of April 1, 2017 through May 31, 2018.

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

The MMAP-SHIP funds support volunteers and staff who conduct outreach and education activities to educate Medicare and Medicaid beneficiaries on preventing and detecting health care fraud, errors and abuse, as well as enroll in appropriate health insurance programs.

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

This allocation is for the balance of the 2017-2018 budget period, April 1, 2017 through March 31, 2018.

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

There are no County funds associated with this request. Funding is from the State via grants from the Department of Health and Human Services, Administration for Community Living.

### **PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

This is an amendment to the original April 1, 2017 to May 31, 2018 contract in the amount of \$10,857.00, bringing the total allocation to \$16,702.00 for the time period.

**ANY OTHER PERTINENT INFORMATION:**

There are no issues or concerns. This is the first amendment in the third year of a three year contract. MMAP/SHIP funding is allocated at various times throughout the year as federal funds become available.

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** POSITION ELIMINATION AND CREATION IN THE  
HEALTHY BABIES HEALTHY START (HBHS) PROGRAM

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to eliminate a 1.0 FTE Community Health Educator in account #297-170 and create a 1.0 FTE Community Health Educator in account #297-173. No additional funding is needed for this change.

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

This change will increase efficiencies within the HBHS program to better utilize and track grant resources and budget allocations.

**TIME FRAME OF ACTION:**

Effective September 20, 2017.

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

This is a cost neutral change in staffing. The Community Educator position is funded through the Healthy Start Initiative, a HRSA funded project. No increase in grant fund dollars is requested.

**PERSONNEL IF REQUIRED:***Elimination:*

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
297-170	Community Health Educator #10922-001	1.0	K07	\$19.71 – \$24.21	09/20/17

*Creation:*

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
297-173	Community Health Educator #10922-001	1.0	K07	\$19.71 - \$24.21	09/20/17

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017

**DEPARTMENT:** Health & Community Services

**PREPARED BY:** James A. Rutherford, MPA

**SUBJECT:** Position eliminations in BCCCNP

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to eliminate and reduce positions within the Breast & Cervical Cancer Control Navigation Program due to budgetary reductions.

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

The Breast and Cervical Cancer Control Program (BCCCP) coordinates breast and cervical cancer screening and/or diagnostic services for eligible patients in an eight-county region. For FY 2018, Michigan's BCCCNP will have a 35% decrease in funding. Because of this decrease, the State will need to adjust local funding allocations. Our local BCCCNP caseload funding has been decreased by 22% and navigation funding by 15%. This amounts to a reduction of approximately \$69,085.00.

**TIME FRAME OF ACTION:**

Effective October 2, 2017

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

The BCCCNP is supported through the Michigan Department of Health & Human Services

**PERSONNEL IF REQUIRED:***Elimination:*

<u>Account #</u>	<u>Position/#</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
317-170	Program Assistant #10276-001	0.2	K06	\$17.83 - \$21.86 per hour	10/2/2017
317-170	Community Health Worker #10923-001	0.8	K05	\$16.34 - \$20.06 per hour	10/2/2017

**NEW OR RENEWAL:**

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** APPROVAL OF AMENDMENT #4 TO THE 2016/2017  
 COMPREHENSIVE AGREEMENT WITH THE  
 MICHIGAN DEPARTMENT OF HEALTH & HUMAN  
 SERVICES

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of amendment #4 to the FY2016/2017 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) for the period of October 1, 2016 to September 30, 2017 in the amount of \$3,952,050.

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

The Comprehensive Agreement 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 #4 is to award an additional \$52,286 for Breast & Cervical Cancer Control (\$7,000), MIECHVP Healthy Families America Expansion (\$8,500) and Public Health Emergency Preparedness – 07/01/2017 – 09/30/2017 (\$36,786).

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

This action covers the Fiscal Year of October 1, 2016 through September 30, 2017.

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

The \$3,952,050 funding is comprised of a combination of Federal and State funds contracted via the Michigan Department of Health & Human Services.

### **PERSONNEL IF REQUIRED:**

No new personnel are required as a result of this request.

**NEW OR RENEWAL:**

New funding of \$52,286

**ANY OTHER PERTINENT INFORMATION:**

None

**PROCUREMENT INFORMATION:**

There are no procurement issues associated with this request.

**CONTACT PERSON:**

**NAME**

**TITLE**

**PHONE  
NUMBER**

Lisa Henthorn

Deputy County Administrator of  
External Services

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017

**DEPARTMENT:** Health & Community Services Department

**PREPARED BY:** James A. Rutherford, MPA

**SUBJECT:** Approval of Lease Agreement

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for lease agreement in the WIC Program as a result of the County-wide merge with the Family Health Center:

- Robert L. Walton (Portage Rd rental)

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

The WIC program serves pregnant, breastfeeding and postpartum women, infants, and children to age 5. These business agreements will allow WIC families to continue to access services at the Family Health Center as well as the Portage Rd WIC site. The total amount of funding for the WIC program for FY18 is \$1,183,451 provided by the Michigan Department of Health & Human Services. The contract allocation is as follows:

- Robert L. Walton (Portage Rd rental) - \$1,500.00 per month for a total of seven months from October 1, 2017 – April 30, 2018.

**TIME FRAME OF ACTION:**

Effective October 1, 2017

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

The WIC Program is supported through the Michigan Department of Health & Human Services.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

NAME

TITLE

PHONE  
NUMBER

Lisa Henthorn

Deputy County Administrator of  
External Services

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017

**DEPARTMENT:** Health & Community Services

**PREPARED BY:** James A. Rutherford, MPA

**SUBJECT:** Position creations in the WIC Program

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to create the following positions in the WIC Program as a result of the County-wide merge with the Family Health Center:

- 2.8 FTE Nutritionist
- 2.0 FTE W.I.C. Technician
- 0.5 FTE Peer Counselor

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

These position creations are necessary to continue to serve our community in multiple agencies with WIC benefits. The WIC program serves pregnant, breastfeeding and postpartum women, infants, and children to age 5. The total amount of funding for the WIC program for FY18 is \$1,183,451.00 provided by the Michigan Department of Health & Human Services.

**TIME FRAME OF ACTION:**

Effective October 1, 2017.

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

The WIC Program is supported through the Michigan Department of Health & Human Services

**PERSONNEL IF REQUIRED:***Creation:*

<u>Account #</u>	<u>Position/#</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
323-170	Nutritionist #10051-009	1.0	K07	\$40,996.80 - \$50,356.80	10/1/2017
323-170	Nutritionist #10051-010	1.0	K07	\$40,996.80 - \$50,356.80	10/1/2017
323-170	Nutritionist #10051-011	0.8	K07	\$19.71 - 24.21 per hour	10/1/2017
323-170	W.I.C. Technician #10165-013	1.0	K04	\$30,305.60 - \$37,169.60	10/1/2017
323-170	W.I.C. Technician #10165-014	1.0	K04	\$30,305.60 - \$37,169.60	10/1/2017
323-171	Peer Counselor #10932-002	0.5	K03	\$13.69 - \$16.79 per hour	10/1/2017

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Accept Grant Award

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to accept a grant award from HRSA in support of the Healthy Babies Healthy Start (HBHS) program within the Maternal Child Health Unit.

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

The Healthy Babies Healthy Start program is a 5-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 original award was approved by the Board on 4/18/17 for an amount of \$446,378. This award is for \$288,902.00, bringing the total award to \$735,280.

**TIME FRAME OF ACTION:**

The grant provides funding from April 1, 2017 through March 31, 2018.

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

Federal Healthy Start Initiative

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** 2018 Wellness Incentive

**SPECIFIC ACTION REQUESTED:**

Approval of the 2018 Wellness Incentive.

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

We are recommending employees continue to be incentivized to participate in the Kalamazoo County Wellness program in 2018 by receiving 8 hours of annual leave, as they did in 2017. In 2018, the requirements to receive the incentive will include:

1. Employees must meet with their primary care provider to obtain their biometric/wellness screening.
2. Employees must complete an on-line health risk assessment on WebMD.

We will require both actions to be completed no later than 8/31/2018 to be eligible for the incentive. Once an employee has completed both requirements, we will receive a notification from BCBS and will provide the personal day to employees.

**TIME FRAME OF ACTION:**

Effective 1/1/2018

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

N/A

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

**NAME**

Kristine D. Cunningham

**TITLE**

Human Resources Director

**PHONE #**

384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017

**DEPARTMENT:** Human Resources Department

**PREPARED BY:** Kristine D. Cunningham

**SUBJECT:** 2018 Personnel Policies Manual

**SPECIFIC ACTION REQUESTED:**

Approval of the 2018 Personnel Policies Manual.

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

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

**TIME FRAME OF ACTION:**

Effective December 23, 2017

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

N/A

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>
Kristine D. Cunningham	Human Resources Director	384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** Blue Cross Blue Shield Stop Loss Renewal

**SPECIFIC ACTION REQUESTED:**

Approval of the annual stop loss exhibit between Kalamazoo County and Blue Cross Blue Shield of Michigan (BCBS) for the active employee population and the pre-Medicare retiree population.

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

Kalamazoo County, in coordination with Nulty Insurance, was able to negotiate a renewal with Blue Cross Blue Shield of Michigan (BCBS) to continue the administration of health, pharmacy, wellness, dental and vision insurance for all active employees and pre-Medicare retirees for the plan year that begins 1/1/2018.

- The 2018 monthly stop loss rate is \$67.57/subscriber (up from \$61.34 in 2017)

The Administration Fee agreement will be a separate Board action as BCBS is reconfiguring their agreements and will not be able to release the new agreements until later this fall.

**TIME FRAME OF ACTION:**

January 1, 2018 through December 31, 2018.

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

Employee Benefits Fund

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

An RFP was performed in 2017 for health insurance, dental and vision insurance products, as is required every 3 years. Nulty Insurance completed the RFP on behalf of the County. Based upon the responses to the RFP, BCBS remains the best partner for the County, from both an administrative standpoint and financially.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Kristine D. Cunningham	Human Resources Director	384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** Workforce Development Board - New Appointment

### SPECIFIC ACTION REQUESTED:

Review and approval of new private sector appointment to the Workforce Development Board for Michigan Works! Southwest.

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

This new private sector appointment, as identified below, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties), is for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019.

<u>Name</u>	<u>Sector</u>	<u>Representing</u>	<u>Replacing</u>
Jamie Bos	Private Sector-Kalamazoo County	Manager of Human Resources Heritage Community	Therese Zieleniewski

### TIME FRAME OF ACTION:

The balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019.

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

Non-financial.

### PERSONNEL IF REQUIRED: N/A

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

**NEW OR RENEWAL:** New

**ANY OTHER PERTINENT INFORMATION:**

See attached memo.

**PROCUREMENT INFORMATION:** N/A

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

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

**DATE:** September 6, 2017  
**TO:** Kalamazoo County Board of Commissioners  
**FROM:** Ben Damerow  
**SUBJECT:** Workforce Development Board - New Appointment

Michigan Works! Southwest is requesting Kalamazoo County Board of Commissioners consideration and approval of the individual listed below as a new private sector appointment to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

This new private sector appointment is for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019.

<u>Name</u>	<u>Sector</u>	<u>Representing</u>	<u>Replacing</u>
Jamie Bos	Private Sector-Kalamazoo County	Manager of Human Resources Heritage Community	Therese Zieleniewski



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** Sept 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest  
**PREPARED BY:** Kathy Olsen, Michigan Works! Southwest  
**SUBJECT:** Amended Bylaws Workforce Development Board

### SPECIFIC ACTION REQUESTED:

We are requesting consideration and approval of the attached amended WDB Bylaws from each of the four County Boards within the Michigan Works! Southwest Area.

The MiWorks! Southwest Workforce Development Board approved these changes at the August 11, 2017 WDB meeting.

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

No funding is attached to this request.

In addition to updating the signature page to reflect the appropriate signatories and minor punctuation changes, the recommended edits to the bylaws include:

- Pages 4 and 5, number 5 - an adjustment was made to when terms of board members expire. This change will ensure that members' terms do not all expire in 2020. Moving forward appointments and renewals will now be two years in length, with terms for private sector members expiring on odd numbered years and non-private sector members on even numbered years.
- Page 5, number 6 - language has been updated to allow each county to appoint one County Commissioner (instead of at least one).

**TIME FRAME OF ACTION:**

The effective date of this Agreement shall be the date the last party signs it, or October 1, 2017, whichever comes first.

We will need five (5) copies of the signature page signed so that each county and the WDB will have a fully executed copy of the amended Bylaws.

**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:**

Renewal (Amendment to current Bylaws)

**ANY OTHER PERTINENT INFORMATION:**

This request was sent to the County Boards for each of the four counties in the Michigan Works! Southwest Area (Branch, Calhoun, Kalamazoo and St. Joseph)

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Kathy Olsen	Coordinator, Marketing & Community Information	385-0454

BYLAWS OF THE  
MICHIGAN WORKS! SOUTHWEST  
WORKFORCE DEVELOPMENT BOARD

WDB Bylaws  
OCTOBER 1, 2016  
Amendment October 1, 2017

## **Article I: Establishment**

### **Section 1: Name**

The name of this Board shall be the Michigan Works! Southwest Workforce Development Board, hereinafter referred to as the WDB.

### **Section 2: Area Served**

The area to be served by the WDB is the jurisdiction of the Counties of Branch, Calhoun, Kalamazoo and St. Joseph, inclusive of all cities and townships within the jurisdiction boundaries. This area is referred to as Michigan Works! Southwest (MWSW).

## **Article II: Functions**

### **Section 1: Provision**

The WDB was originally established under the Workforce Investment Act ("WIA") Section 117 "Local Workforce Investment Boards," paragraph (i) "Alternative Entity." The WDB is also intended to constitute a Local Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 ("WIOA"). The WIOA Section 107(a) prescribes that there shall be established in each local area (certified by the Governor) a local WDB to lead workforce investment and development activities for the area.

Within Michigan, the Workforce Development Board (WDB) was established by the Governor's Workforce Commission and shall conform to policy issuances of the Workforce Development Agency, State of Michigan or its successor and applicable federal and state rules and regulations.

The WDB, in conjunction with the units of local government, provides policy guidance and exercises oversight of the activities carried out under the Workforce Innovation and Opportunity Act.

### **Section 2: Purpose**

- A. The WDB shall participate in the development of, and submit recommendations regarding, Michigan Works! Southwest workforce development plans, basic goals, and policies and procedures for the Michigan Works! Southwest System that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties.
- B. The WDB shall monitor and provide for objective evaluation of workforce development programs and services in the Michigan Works! Southwest Area.

- C. The WDB shall provide a continuing analysis of the need for employment, training and related services, including efforts to reduce and eliminate barriers to employment.
- D. The WDB shall identify specific areas of training based on local labor market needs and occupations in demand.
- E. The WDB shall maintain a “one stop” workforce development system which provides customers, employers, and job seekers with access to a full range of services that are seamless, easily accessible, and tailored to businesses and individual needs.

**Section 3: Distribution of Workforce Development Funds**

Unless specifically designated by a program or funding source, resources made available to the WDB shall be allocated to each county consistent with its share of the economically disadvantaged population within Michigan Works! Southwest area.

Resource distribution will be monitored based on the percentage of participants served from each county unless the source of program funds dictates another basis for distribution.

**Article III: Organization**

**Section 1: Membership**

The general composition of the membership of the WDB and the process of appointment is directed by federal, state, and local policy. Membership shall be allocated as follows:

<b>County:</b>	<b>Branch</b>	<b>Calhoun</b>	<b>Kalamazoo</b>	<b>St. Joseph</b>	<b>At-Large</b>	<b>Non-voting</b>	<b>Total</b>
Approximate Percentage	14%	30%	36%	14%	3% Job Corps	3% WDA	100%

**Notes**

- A majority of the members shall be representatives of businesses in the local area.
- Community Based Organizations (CBO’s) meet the Organized Labor definition in WIOA. CBO’s are still required in Michigan Law; Public Act 491 of 2006.
- Not less than 20% of the members shall be representatives of the workforce within the local area.

- “In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16.”
- WIOA does not require federal TANF partners but Michigan Law; Public Act 491 of 2006 does.
- Other – The Prisoner Reentry/Offender Success program, or its successor, requires one Department of Corrections representative on the Workforce Development Board.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth (e.g. Job Corps).

#### A. Appointment Process

Appointments to the WDB and the filling of vacancies, should they occur, are made following specific appointment procedures defined by State and federal policy.

1. Individuals must be appointed to the WDB. Whenever possible, preference is given to individuals nominated by an organization. For renewal appointments, official members and alternates of the WDB shall be appointed by their representative agency or organization.
2. All WDB appointees must be currently employed in the sector they represent with the exception of employment services (ES), labor and education representatives.
3. "At-large" seats are filled by nominees to assist in addressing any inequities which may exist on the WDB (e.g. low representation of females, minorities, etc.).
4. Approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the Branch County Board of Commissioners; approximately thirty percent (30%) of the seats will be reserved for representatives appointed by the Calhoun County Board of Commissioners; approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the St. Joseph County Board of Commissioners, approximately thirty-six (36%) of the seats will be reserved for representatives appointed by the Kalamazoo County Board of Commissioners, and approximately 6% of the seats will be for the combination of at-large and/or non-voting representatives.
5. Terms for members who also serve as County Commissioners shall be for four years or until their respective term of office ends. When appointments were made for the first WDB, that was effective October 1, 2014, all private industry terms were for 2 years and all other appointments were for 3 years such that terms will be staggered. Appointments shall continue to be staggered; therefore, beginning with new and renewal appointments after October 1, 2017, the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector new and renewal appointments shall

expire in the years ending in an even number. The terms for current private sector members shall be extended one year so that the term ends on September 30, 2019. If a member resigns or for any reason leaves office prior to the end of a term, his or her replacement shall first be appointed to fill the remainder of the current term.

6. Each County shall have the option to appoint one County Commissioner to the WDB so long as that County Commissioner meets one of the other categories as set forth above. For example, one of Calhoun's four private sector appointments could be a County Commissioner who would also be involved/employed in the private sector.

### **Section 2: Attendance**

In the event that a WDB member has excessive absences from regularly scheduled meetings, the WDB Executive Committee will discuss with the WDB member, the member's current and future availability to serve.

Excessive absences shall be defined by the Executive Committee.

### **Section 3: Neglect of Duties**

Grounds for removal may include, but are not limited to, excessive absences. Members of the WDB may be recommended for removal from the WDB by action of the Executive Committee. Any members of the WDB may be removed from the WDB by resolution of the WDB.

### **Section 4: Officers**

A. **Chairperson of the WDB** shall be a member representing the private sector. The Chairperson beginning with the re-organization of the WDB to add Branch and Calhoun Counties, that was effective October 1, 2014, shall be Dale Swift, Branch County private sector representative, for a term of one year. Thereafter, the Chairperson shall be elected by vote of the WDB for a one-year term. The term of the Chairperson may be renewed for a second year, however cannot exceed two consecutive years. The Chairperson shall, at least every two years, be from a different member county so that the Chairperson position rotates on a least a two-year basis. The responsibilities of the Chairperson shall include, but are not limited to:

1. Consult on the WDB agenda and preside at all meetings of the WDB and the Executive Committee.
2. Recommend appointments of Chairpersons, members and ex-officio members to the WDB committees.
3. Serve as ex-officio member of all committees of the WDB.

4. Sign documents requiring WDB approval.
  5. Act as the official spokesperson for the WDB.
  6. Coordinate activities among other committees of the WDB.
  7. Recommend nominations for WDB appointments to fill vacancies.
  8. Approve appointments of Committee Chairs.
  9. Approve the membership of Ad hoc Committees.
- B. **Vice-Chairperson of the WDB** shall be a member representing the private sector elected by vote of the WDB. The duties of the Vice-Chairperson shall include:
1. Carrying out the responsibilities of the Chairperson during the absence, unavailability, or incapacity of the Chairperson.
  2. Serve as Vice Chair of the Executive Committee.
- C. **Chairpersons of Standing Committees** of the WDB shall be members representing the private sector or as in the case of the Disability Committee, an expert in the field, and shall be appointed by the WDB chair.
- D. **Co-chairs** may be appointed for any standing committee, except the Executive Committee, when a committee's charge is expanded or additional expertise is desirable. For the Monitoring and Evaluation Committee, at least one Co-chair shall be an official WDB member representing the private sector.

## Section 5: Committees

- A. **Executive Committee** (Standing Committee).  
 Shall consist of the Chair, Vice-Chair and the chairs or an appointed representative of each standing committee. The Executive Committee shall include, if not included through the above representation, at least one member from each of the participating counties. The Executive Committee shall have the power to conduct the day-to-day operations of the WDB between the meetings of the full WDB. It shall also have the powers and duties set forth in these bylaws.
- B. **Monitoring and Evaluation Committee** (Standing Committee)  
 The members of the Monitoring and Evaluation Committee shall be approved by the Executive Committee. Members may be WDB members, ex-officio members, or persons who are not members of the WDB.

The duties of the Monitoring and Evaluation Committee shall include functions and tasks that impact the overall operation of the Michigan Works! Southwest one-stop delivery system such as:

1. Evaluate Michigan Works! Southwest programs, data, activities and performance from the perspective of the private sector including but not limited to:
  - a. Labor Market Outcomes - demand occupations, placements, earnings, earnings gained and retentions.
  - b. Access and Equity - demographic distribution of services as well as special targeting and recruitment, market penetrations and self-services.
  - c. Return on Investment - comparing and contrasting different methods of service delivery.
2. Assess learning gains and skill enhancements as they relate to the local labor market.
3. Assure that a customer satisfaction system is in place that, at a minimum, measures the level of customer (i.e. job seekers and employers) satisfaction with service delivery.
4. Assess the internal efficiency and effectiveness of the WDB programs and activities.
5. Conduct on site reviews of subrecipient activity.
6. Monitor contractual compliance, particularly in the area of outcomes, and render opinions on subrecipient performance.

**C. Disability Resource Awareness Team (DART) (Standing Committee)**

The members of the DART Committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. DART members represent businesses, service providers, advocates and allies with expertise in assisting individuals with disabilities with their career, training and employment needs.

The DART Committee shall serve as the WDB's disability resource contact point to advise the WDB regarding accessibility and services.

The DART Committee shall assist with operational and other issues in regard to the provision of services to individuals with disabilities, including programmatic and physical access to services, programs, and activities of the one-stop delivery system, appropriate training for staff on providing supports or accommodations, and finding employment opportunities for individuals with disabilities.

DART members will inform, promote and advise the WDB on strategies to support career pathways, training and employment options for individuals with disabilities, including youth, to gain and retain employment.

**D. Talent District Career Council (TDCC) (Advisory Committee)**

Per Public Act 491 of 2006, educational advisory groups are required by state law to serve in an advisory capacity to the local WDBs on educational issues. The TDCC will serve as the regional equivalent of educational advisory groups. The TDCC shall serve in an advisory capacity to all WDBs within Prosperity Region 8 on educational issues. The roles and responsibilities of the TDCC are outlined in state policy.

The general composition of the membership of the TDCC and the process of appointment is directed by state policy. TDCC members shall be appointed jointly by the WDBs that exist within the Prosperity Region. The WDBs within the Prosperity Region shall jointly appoint the chairperson of the TDCC. WDB members from Michigan Works! Southwest that represent the education sector shall serve on the TDCC.

**E. Veterans' Advisory Committee (VAC) (Advisory).**

The members of the VAC shall be approved by the Executive Committee. Members of the committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. The duties of the VAC shall be to develop intentional systems to ensure that the services provided by the WDB reach Veterans in need of services in Michigan Works! Southwest.

**F. Marketing and Communications Committee (Ad-hoc Committee)**

The members of the Marketing and Communications Committee shall be approved by the WDB Chair. Members of the committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. The duties of the Marketing and Communications Committee shall be to:

1. Recommend a marketing and communications plan to accomplish the promotional purposes and communications of the Workforce Development System.
2. Advise on the implementation and operation of a promotional campaign for workforce development within the MWA.
3. Review and approve an annual report.

**G. Request for Proposal (RFP) Committee (Ad-hoc Committee)**

The members of the Request for Proposal (RFP) Committee shall be approved by the WDB Chair. Members of the committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. The duties of the RFP Committee shall be to review and score proposals received in response to a RFP announcement for workforce development services for Michigan Works! Southwest. A competitive bidding process shall

be used to solicit proposals.

H. **Other Committees** may be created from time to time upon the recommendation of the Executive Committee.

#### **Section 6: WDB Staff**

Professional, technical, and clerical staff support to the WDB and its committees shall be provided by the Administrative Agent. The staff shall:

- A. Provide logistical support and technical assistance to the WDB and WDB committees.
- B. Record, prepare, distribute and maintain minutes of meetings of the WDB and WDB committees.
- C. Compile, reproduce, and distribute materials and information pertinent to WDB activities.
- D. Prepare plans, grants, applications, reports and other documents as required by the State or WDB.
- E. Report to the WDB on the status of programs, activities and legislation.

### **Article IV: Meetings**

#### **Section 1: Regular Meetings**

- A. One regular meeting of the full WDB shall, at a minimum, be held each quarter. WDB meetings shall be scheduled to last no longer than one and one-half hours unless prior notice is given. The annual schedule of WDB meetings shall be established by the Executive Committee. The staff of the WDB shall transmit notice of the time and place of each regular meeting at least five (5) calendar days prior to the meeting, to each member of the WDB.
- B. By action of the Executive Committee, regular meetings of the WDB may be rescheduled; however, no fewer than four (4) meetings must be held in each calendar year. Written notice of rescheduled meetings shall be forwarded to WDB members at least five (5) calendar days prior to the regularly scheduled date.

#### **Section 2: Special Meetings**

- A. Special meetings of the WDB may be called by the Chairperson, a simple majority of the Executive Committee, or by a simple majority of the voting members.
- B. Notice of a special meeting shall be transmitted to members in writing or by e-mail or phone at least twenty-four (24) hours prior to such a meeting. The notice shall identify

the business to be addressed at the meeting.

### **Section 3: WDB Committee Meetings**

- A. The Executive Committee of the WDB shall conduct its meetings on a monthly basis. Executive Committee meetings shall be scheduled to last no longer than two hours unless prior notice is given. All members of the WDB shall be notified of the Executive Committee meetings and encouraged to attend.
- B. Meetings of other WDB committees shall be scheduled by each of the respective committees.

### **Section 4: Conflict of Interest**

- A. Local policy shall detail the conflict of interest exceptions that would allow representation under specifically defined situations.
- B. No individual shall serve on the Workforce Development Board if he/she has an ownership interest or is employed by an organization that receives funds under the direct control of the Michigan Works! Southwest.
- C. Members shall be required to meet the conflict of interest disclosure requirement as soon as they are appointed to the WDB and prior to attending their first meeting.

### **Section 5: Open Meetings**

Regular meetings of the WDB and committees shall be scheduled and conducted in compliance with the Open Meetings Act.

Regular and special meetings of the WDB shall be at a date, time and place for which public notice shall be given.

Notice of changes in the schedule of regular meetings will be posted in compliance with the Open Meetings Act.

The meetings of the WDB and WDB committees shall be open and accessible in accordance with the Americans with Disabilities Act (ADA) requirements to the general public.

### **Section 6: Citizen Participation**

Any citizen may comment on agenda items prior to the taking of a vote thereon. Speakers, other than members, after being recognized by the Chairperson, shall identify themselves and shall ordinarily limit their comments to four (4) minutes duration. The time limit may be extended by

the WDB or Committee Chairperson or by vote of the WDB or Committee.

#### **Section 7: Publication of Proceedings**

- A. Proposed minutes shall be available for public inspection within eight (8) business days after each meeting. Approved minutes shall be available for public inspection and posted on the Michigan Works! Southwest (MWSW) website within five (5) business days following approval.
- B. Minutes of the Executive Committee shall constitute the official minutes of the full WDB when the full WDB does not meet.
- C. A record of the proceedings of the WDB and WDB committee meetings shall be maintained by the Administrative Agent at a location accessible to the public.
- D. In accordance with the Americans with Disabilities Act (ADA), the minutes will be made available in alternate format (large print, audio format, etc.) upon special request to the Administrative Agent.

#### **Section 8: Accountability**

The State of Michigan holds the Grant Recipient accountable for activities conducted and funds expended.

The Grant Recipient shall hold the Administrative and Fiscal Agent accountable for activities conducted and funds expended.

The Administrative and Fiscal Agent shall hold the service providers/subrecipients accountable for activities conducted and funds expended.

The WDB shall review performance of subrecipients in accomplishing goals established in the workforce development plan.

**Article V: Signatures and Effective Date**

The effective date of this Agreement shall be the date the last party signs it, or October 1, 2017, whichever comes first.

**Branch County**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Ted Gordon

Its: Board Chair

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Terry A. Kubasiak

Its: County Clerk

**Calhoun County**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Derek King

Its: Board Chair

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Anne B. Norlander

Its: County Clerk/Register of Deeds

**Kalamazoo County**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Dale Shugars

Its: Board Chair

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Timothy A. Snow

Its: County Clerk/Register of Deeds

**St. Joseph County**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Allen J. Balog

Its: Board Chair

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Lindsay Oswald

Its: County Clerk/Register of Deeds

**Michigan Works! Southwest Workforce Development Board**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Lisa A. Godfrey

Its: Board Chair



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** Infrastructure Funding Agreements under the WIOA

### SPECIFIC ACTION REQUESTED:

Review and approval of the Infrastructure Funding Agreements (IFAs) Under the Workforce Innovation and Opportunity Act (WIOA) for the Michigan Works! Southwest area.

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

Non-financial; all required partners contribute to the IFA. Each entity that carries out a program or activities in a local One-Stop must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers.

Background: The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute Memorandums of Understanding (MOUs) with One-Stop partners concerning the operation of the One-Stop delivery system in the local service delivery area. In accordance with the WIOA, the MOUs must also include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

Definition: Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, including but not limited to facility costs, utilities and maintenance, equipment, and technology to facilitate access to the One-Stop center.

Local IFA: The Michigan Works! Southwest IFA includes the: duration of the agreement; infrastructure costs budget; required partners; modification and review process; steps to reach consensus and problem resolution.

Infrastructure costs are to be funded through the establishment of a Local Funding Mechanism (LFM). The LFM provides flexibility to design and fund a One-Stop delivery system through consensus and meet the needs of the local area. If consensus cannot be reached under the LFM, a State Funding Mechanism (SFM) is triggered.

**TIME FRAME OF ACTION:**

The IFA must be renewed at least annually prior to the start of a new program year.

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

Non-financial.

**PERSONNEL IF REQUIRED: N/A**

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

**NEW OR RENEWAL: New**

**ANY OTHER PERTINENT INFORMATION:**

Attachment A is the full IFA, which includes a list of all required One-Stop Partners and the annual infrastructure costs budget.

Attachment B is the statement of activity regarding IFAs.

**PROCUREMENT INFORMATION: N/A**

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

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

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## Instructions for Executing Infrastructure Funding Agreements (IFAs) Under the Workforce Innovation and Opportunity Act (WIOA) of 2014

PI: 17-12

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### Background

The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute Memorandums of Understanding (MOUs) with One-Stop partners concerning the operation of the One-Stop delivery system in the local service delivery area.

In accordance with the WIOA, the MOUs must also include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

### Definition

Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, including but not limited to facility costs, utilities and maintenance, equipment, and technology to facilitate access to the One-Stop center.

Each entity that carries out a program or activities in a local One-Stop must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers.

### IFA Development

Infrastructure costs should be funded through the establishment of a Local Funding Mechanism (LFM). The LFM provides flexibility to design and fund a One-Stop delivery system through consensus and meet the needs of the local area. If consensus cannot be reached under the LFM, a State Funding Mechanism (SFM) is triggered.

### IFA Content

IFAs must include the following elements:

1. Duration
2. Infrastructure Costs Budget
3. One-Stop Partners
4. Modification and Review Process
5. Steps to Reach Consensus
6. Problem Resolution

### Duration

The IFA must be renewed at least annually prior to the start of a new program year.

### Technical Information

Program Title/Number	Instructions for Executing Infrastructure Funding Agreements (IFAs) Under the WIOA of 2014, PI: 17-12
Funding Source	N/A
Funding Level	N/A
Period of Performance	Program Year (PY) 2017 (July 1, 2017 - June 30, 2018)
Source Reference	TIA Policy Issuance: 17-12 (emailed 7/14/2017)
CFDA Number	N/A

Michigan Works! Southwest One Stop System  
Infrastructure Funding Agreement (IFA)  
ATTACHMENT B

## Part I - General Information

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This Infrastructure Funding Agreement (hereinafter referred to as the IFA) establishes the terms and conditions between **AGENCY NAME** (hereinafter referred to as partner) and the local Workforce Development Board (hereinafter referred to as the WDB) for Michigan Works! Southwest. This IFA is entered into for the purpose of delineating the respective roles and responsibilities of the **AGENCY NAME** (partner) as a One-Stop partner, in compliance with the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 121(h). By signing this IFA, the parties agree to abide by the terms, conditions, goals, and principles set forth herein.

This IFA is designed to ensure that all One-Stop partner entities that administer a program or program activities in coordination with local One-Stop service center(s) in the Michigan Works! Southwest area, contribute to the infrastructure costs of the One-Stop delivery system, as required by 20 Code of Federal Regulation 678.700 thru 678.760. In addition, this IFA establishes joint processes and procedures for reviewing and modifying infrastructure funding contributions to ensure each coordinating partner program is contributing for its proportionate use in accordance with the terms of the IFA.

## Part II - Duration of Agreement

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In accordance with the provisions of the WIOA of 2014, this IFA is effective the 1st day of July, 2017 and is by and between the Michigan Works! Southwest WDB and the One Stop Service Center partner, as system partners. This IFA shall remain in effect until June 30, 2018, or unless otherwise terminated by agreement of all signing parties, under the following condition:

Any party that desires to withdraw from this IFA may do so by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective date of the withdrawal. Notice of withdrawal shall be given to all parties covered by this agreement. Michigan Works! Southwest will then modify the IFA and submit it to the remaining partners for signature.

All signing parties assure that this IFA will be reviewed and renewed at least annually, prior to the start of a new Program Year, July 1st, or when substantial changes occur.

## Part III - Infrastructure Costs Budget

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The methodology used to determine a partner's proportionate use and direct association in a relevant One Stop Service Center located in Branch, Calhoun, Kalamazoo, or St. Joseph County, is based upon the percent of square foot space each FTE co-located partner requires and occupies,

compared to the overall square foot space available at each center. This percent is then utilized to calculate each partner's share of infrastructure costs, including: Lease/Rent, Custodial, Insurance, Pest Control, and Telecommunications (phone/internet). *See 2017-2018 IFA Budget Summary, Attachment C*

## Part IV - Infrastructure Funding Agreement Quarterly Review

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The purpose of the Quarterly Review is so that all required partners can identify their collaboration and/or utilization of the One Stop Service Center system. This information will help meet the requirements of Talent Investment Agency (TIA) Policy Issuance 17-12, and will be collected on a quarterly basis. The Quarterly Report shall be developed by each required partner using the [Infrastructure Funding Agreement Quarterly Report form, Attachment D](#).

The Quarterly Report is due on the 10th calendar day following the end of each quarter and is to be submitted electronically to Amy Meyers at email address [meyers@upjohn.org](mailto:meyers@upjohn.org).

In addition to the review of partner quarterly reports, Michigan Works! Southwest staff will review and compare actual infrastructure expenses to the amount identified in the IFA Budget on a quarterly basis. If the expenses are projected to deviate, 10% compared to the IFA Budget amount, a modification will be recommended and submitted to the partners for review and signature using the Amendment or Assignment process identified on page 17 of the MOU.

## Part V - Consensus Strategies

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Michigan Works! Southwest, as the Administrative and Fiduciary entity for the One Stop Service Center System in Branch, Calhoun, Kalamazoo and St. Joseph Counties, provides oversight of the costs associated with the centers. Michigan Works! Southwest staff will facilitate discussions with the partners if issues arise regarding Infrastructure costs. Efforts shall be made to create a collaborative environment where partners are working together to reach consensus.

## Part VI - Problem Resolution

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The partner organizations and the WDB agree to resolve issues related to the infrastructure by the following means:

- Determine who and or what is affected by a problem
- Set a goal for resolution
- Identify steps or method that will be taken to resolve the problem
- Provide feedback to the partners regarding the resolution or if necessary, develop a modification to the agreement that will be effective upon written notice and signature of the parties.

## Part VII - Procedure for Amendment or Assignment

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This IFA may be modified at any time by written agreement of the parties. Such amendments will require the signature of all parties affected by such amendment. Assignment of responsibilities under this IFA by any of the parties shall be effective upon written notice to the other parties. Any assignee commits to the terms of this IFA by certification and signature.

## Part VIII - Certification

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The undersigned hereby agree to abide by all terms and conditions outlined in this agreement, or in any amended version of this Agreement, for the duration of this Agreement.

Approval on behalf of Partner: \_\_\_\_\_ (Partner Entity Name)

\_\_\_\_\_  
Print Name and Title Date

\_\_\_\_\_  
Signature of Partner Date

\_\_\_\_\_  
Approval on Behalf of the WDB Date

\_\_\_\_\_  
Print Name of WDB Chair Date  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Signature of WDB Chair Date  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Approval on Behalf of Chief Elected Official (CEO) Date

\_\_\_\_\_  
Print Name of CEO Date  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Signature of CEO Date  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

MICHIGAN WORKS! SYSTEM  
NOTICE OF FAILURE TO REACH CONSENSUS FOR INFRASTRUCTURE FUNDING  
BETWEEN

\_\_\_\_\_  
AND THE  
\_\_\_\_\_

WORKFORCE DEVELOPMENT BOARD (WDB)

An Infrastructure Funding Agreement (IFA) must be executed between the local WDB and each of the required One-Stop partners in compliance with the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 121(h). This notice establishes the WDB for the Michigan Works! Southwest Agency failed to reach consensus for infrastructure funding for Program Year 20\_\_.

The WDB agrees to provide appropriate and relevant materials and documents used in the negotiations under the local funding mechanism, including but not limited to:

- The local WIOA plan
- The cost allocation methodology or methodologies proposed by the partners to be used in determining their proportionate use of one stop infrastructure( ).
- The proposed amounts or budget to fund infrastructure costs and the amount of partner funds included
- The type of funds (cash, non-cash, and third-party in-kind contributions) available
- Any proposed or agreed upon One-Stop center or system budget
- Any partially agreed upon, proposed, or draft IFAs

\_\_\_\_\_  
Print Name of WDB Chair  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of WDB Chair  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Chief Elected Official (CEO)  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CEO  
(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

\_\_\_\_\_  
Date

**2017 - 2018 IFA Budget Summary**  
**Michigan Works! Southwest One Stop Service Center Infrastructure**  
**Non-Personnel**  
**for Branch, Calhoun, Kalamazoo, and St. Joseph Counties**

**Annual Facility Costs (All four counties combined)**

Rent & Utilities	525,987.25	
Insurance	10,573.00	
Custodial	102,371.65	
Pest Control	2,400.00	
Total Facility Costs		641,331.90

**Less Non-Required Partner Portion** **(17,558.22)**

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**Balance for Required Partners** **623,773.68**

**Annual Technology Costs (All four counties combined)**

Telecommunications	44,094.00	
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**Less Non-Required Partner Portion** **(1,148.68)**

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**Balance for Required Partners** **42,945.32**

**Total Infrastructure costs paid for by Required Partners proportionate share** **666,719.00**

*Only partner entities that administer a program or program activities in coordination with local One-Stop service center(s) and are physically located at a service center are included in the IFA cost sharing methodology for the duration of this IFA. All other partners will not be required to contribute to infrastructure costs until the required processes and procedures are developed at the state or federal level.*

*updated 9/1/2017*



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** High Concentrations of WIOA Youth

### SPECIFIC ACTION REQUESTED:

Review and approval of Workforce Innovation and Opportunity Act Statewide Activities Funding for High Concentrations of WIOA Youth.

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

The Talent Investment Agency has allocated \$8,107 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth to Michigan Works! Southwest for program year 2017 (July 1, 2017 – June 30, 2018).

These funds are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth to:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, for the purpose of identifying appropriate services and career pathways.
- Develop service strategies for each participant that include education and employment goals, achievement objectives, and appropriate services.
- Provide:
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
  - Preparation for postsecondary educational and training opportunities.
  - Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials.
  - Preparation for unsubsidized employment opportunities.
  - Effective connections to employers in in-demand industry sectors and occupations.

**TIME FRAME OF ACTION:**

July 1, 2017 – June 30, 2018

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

WIOA Statewide Activities Funding

**PERSONNEL IF REQUIRED: N/A**

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

**NEW OR RENEWAL: New**

**ANY OTHER PERTINENT INFORMATION:**

See attached Statement of Activity.

**PROCUREMENT INFORMATION: N/A**

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

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

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**Workforce Innovation and Opportunity Act Statewide Activities Funding for  
High Concentrations of WIOA Youth**

**PI: 17-16**

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The Talent Investment Agency has allocated \$8,107 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth to Michigan Works! Southwest for program year 2017 (July 1, 2017 – June 30, 2018). This reflects an increase over the \$6,449 allocation for program year 2016.

The WIOA Youth Program provides eligible youth seeking academic and employment success with an effective and comprehensive range of resources to improve their education and skill competencies as well as provide them with effective connections to employers. The program incorporates service strategies that consider differing needs of in school youth and out of school youth.

These funds are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth to:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, for the purpose of identifying appropriate services and career pathways.
- Develop service strategies for each participant that include education and employment goals, achievement objectives, and appropriate services.
- Provide:
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
  - Preparation for postsecondary educational and training opportunities.
  - Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials.
  - Preparation for unsubsidized employment opportunities.
  - Effective connections to employers in in-demand industry sectors and occupations.

Program services described are available to youth who:

- **Are in school, ages 14- 21 years old,**
- Are low-income individuals; and
- Are within at least one of the following categories:
  - Deficient in basic literacy skills;
  - English language learner;
  - School Dropout;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender;

- An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and maintain employment.

Or

- Are out of school, ages 16-24 years old,
- Are within at least one of the following categories:
  - Recipient of secondary school diploma (or equivalent) and is low income basic skills deficient or an English language learner;
  - School Dropout;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender;
  - A youth who is an individual with a disability;
  - A low income individual who requires additional assistance to complete an educational program, or to secure and maintain employment.

### Funding Summary

<b>Funding Category</b>	<b>Funding Level</b>
Allocation	\$8,107
Base Allocation	\$8,107
<b>Distribution by Cost Category</b>	
Administration	\$810
Program	\$7,297
<b>Distribution by Group</b>	
In school youth, ages 14-21	
Out of school youth, ages 16-24	3
<b>Program Fund Distribution by Group</b>	
In school youth, age 14-21	
Out of school youth, age 16-24*	\$7,297

\* At least seventy-five percent of expenditures for youth must be invested in out of school youth.

Source: PI: 17-16, 8/24/2017

### Technical Information

<b>Program Title/Number</b>	Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Program Year (PY) 2017 (July 1, 2017 through June 30, 2018) High Concentrations of WIOA Eligible Youth; 17-16
<b>Funding Source</b>	Workforce Innovation and Opportunity Act Statewide Activities
<b>Funding Level</b>	\$8,107
<b>Duration</b>	PY2017 (July 1, 2017 - June 30, 2018)
<b>Reference</b>	Talent Investment Agency (TIA) PI: 17-16 (8/24/2017)
<b>CFDA Number</b>	17.259



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** Service Center Operations

### **SPECIFIC ACTION REQUESTED:**

Review and approval of Workforce Innovation and Opportunity Act Statewide Activities Funding for Michigan Works! Service Center Operations.

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

The Talent Investment Agency announced funding in support of Michigan Works! One-Stop Service Centers. The announced allocation for Program Year 2017 (July 1, 2017 – June 30, 2018) for Michigan Works! Southwest totals \$84,542.

Funds identified for Service Center Operations will be used across all One-Stop Service Centers in the Michigan Works! Southwest area, in support of activities to improve customer service, inform and educate the public about the service centers, and upgrade one-stop facilities.

Priorities for PY2017 include facilities and technology management, outreach and public information, and service center development and coordination.

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

July 1, 2017 – June 30, 2018

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

WIOA Statewide Activities Funding

**PERSONNEL IF REQUIRED: N/A**

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

**NEW OR RENEWAL: New**

**ANY OTHER PERTINENT INFORMATION:**

See attached Statement of Activity.

**PROCUREMENT INFORMATION: N/A**

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

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

**AY2015 Workforce Innovation and Opportunity Act Statewide Activities Funding for  
 Michigan Works! Service Center Operations**

**PI: 17-14**

**Background**

The Talent Investment Agency announced Statewide Activities funding in support of Michigan Works! One-Stop Service Centers. The announced allocation for PY2017 (July 1, 2017 – June 30, 2018) for Michigan Works! Southwest totals \$84,542. This reflects a decrease from the PY2016 allocation of \$151,833.

These Service Center Operations funds will supplement financial support from all partners housed at the one stop facilities. Funds identified for Service Center Operations will be used across all One-Stop Service Centers in the Michigan Works! Southwest area, in support of activities to improve customer service, inform and educate the public about the service centers, and upgrade one-stop facilities.

Priorities for PY2017 include:

**1. Facilities and Technology Management**

**\$41,580** to support additional improvements to the Service Centers, ensure the Service Center facilities provide total accessibility for all job seekers and employers, and establish customer service protocols for quality service.

**2. Outreach and Public Information**

**\$25,000** to promote the Michigan Works! System and Michigan Works! Southwest Service Centers, the purpose, services available, and accessibility to all employers and job seekers through various activities that may include: community outreach, development and distribution of promotional materials, creation of annual and special reports, special event organization, such as job fairs, and participation in cooperative ventures with other community partners.

**3. Service Center Development and Coordination**

**\$17,962** is designated to provide general operational staff support for the One-Stop Service Center and expand the resources and tools available to employers and job seekers. This cost does not include expenses attributed to facility rental that is supported through partner resources. Service Center funding will not be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state.

**Funding Levels and Investment Summary**

<b>Total Available</b>	\$84,542
<b>Program</b>	\$84,542
<b>Administration</b>	\$ 0

Source: PI: 17-14, 8/22/2017

**Technical Information**

<b>Program Title/Number</b>	Michigan Works! Service Center (MWSC) Operations/PI: 17-14
<b>Funding Source</b>	Workforce Innovation and Opportunity Act Statewide Activities
<b>Funding Level</b>	\$84,542
<b>Duration</b>	PY2017 (July 1, 2017 - June 30, 2018)
<b>Reference</b>	Talent Investment Agency (TIA) PI: 17-14 emailed on 8/22/2017
<b>CFDA Number</b>	17.258, 17.259, 17.278



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** Capacity Building and Professional Development

### SPECIFIC ACTION REQUESTED:

Review and approval of Capacity Building and Professional Development Allocations for PY2017.

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

\$32,488

The Talent Investment Agency (TIA) is providing Workforce Innovation and Opportunity Act Statewide Activities funds to the Michigan Works! System for enhancing skills of Michigan Works! Agency professionals in the development of skills and abilities that will address the changing program and technological needs presented in the Michigan Works! System.

Capacity building funding, which will benefit the entire system, is allocated to all Michigan Works! agencies, who serve as project managers for these funds.

Utilizing this funding, the Michigan Works! Association will be able to:

- Provide support to the state and the system in the design, development, implementation and operation of policy and state-level initiatives.
- Serve as a clearinghouse/conduit of information for procedures, policies and updates on a multitude of topics.
- Provide information exchange activities. The Association's well-established, public portal of information for Michigan's workforce eco-system requires action/responses to convene, connect and communicate with a unified voice.
- Provide professional development, technical assistance and training delivered through both classroom and web-based settings.

### TIME FRAME OF ACTION:

July 1, 2017 – June 30, 2018.

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

WIOA Statewide Activities Funding

**PERSONNEL IF REQUIRED: N/A**

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

**NEW OR RENEWAL: New**

**ANY OTHER PERTINENT INFORMATION:**

See attached Statement of Activity.

**PROCUREMENT INFORMATION: N/A**

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

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

**Capacity Building and Professional Development Allocations for PY2017**

**PI: 17-17**

The Talent Investment Agency (TIA) is providing Workforce Innovation and Opportunity Act Statewide Activities funds to the Michigan Works! System for enhancing skills of Michigan Works! Agency professionals in the development of skills and abilities that will address the changing program and technological needs presented in the Michigan Works! System.

Capacity Building and Professional Development funds shall be used to address a number of critical areas within the Michigan Works! System, including, but not limited to:

- Supporting state and local partnerships;
- Enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations;
- Developing and improving local program performance and goals; and
- Assisting in ongoing system development and proficiency, including professional development and technical assistance.

Utilizing this funding, the Michigan Works! Association will be able to:

- Provide support to the state and the system in the design, development, implementation and operation of policy and state-level initiatives.
- Serve as a clearinghouse/conduit of information for procedures, policies and updates on a multitude of topics.
- Provide information exchange activities. The Association's well-established, public portal of information for Michigan's workforce eco-system requires action/responses to convene, connect and communicate with a unified voice.
- Provide professional development, technical assistance and training delivered through both classroom and web-based settings.

Capacity building and professional development activities will be achieved through the membership fee to the Michigan Works! Association. The Association was established in 1987 by Michigan Works! Agencies to foster high-quality employment and training programs serving employers and workers by providing support activities and a forum for information exchange for Michigan's workforce development system. This system has been recognized as one of the most innovative membership and training associations in the country.

**Funding Levels Summary**

PY2017 Allocation	\$32,488
Administration	0
Program Support	\$32,488

Source: TIA Policy Issuance: 17-17

**Technical Information**

Program Title/Number	Capacity Building/Professional Development, 17-17
Funding Source	Workforce Innovation and Opportunity Act (WIOA) of 2015, Statewide Activities
Funding Level	\$32,488
Period of Performance	Program Year (PY) 2017 (July 1, 2017 - June 30, 2018)
Source Reference	TIA Policy Issuance: 17-17 (emailed 9/1/2017)
CFDA Number	17.258, 17.259, 17.260



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 9/19/2017

**DEPARTMENT:** Planning and Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** "Elected and Appointed Officials Scholarship"  
awarded

**SPECIFIC ACTION REQUESTED:**

Approve receipt of scholarship from Michigan Association of Planning (MAP) for educational and training needs

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

\$1,000 scholarship awarded.

The scholarship will help cover expenses for basic planning workshops, payment toward attending the annual MAP conference, or for an onsite workshop tailored for the needs of the Kalamazoo Metropolitan County Planning Commission (KMCP) members.

The KMCP has had a complete turnover of members in the last 7 years. With no budget available for training, this scholarship will be a great resource.

**TIME FRAME OF ACTION:**

Approximately 12 months.

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

Michigan Association of Planning (MAP)

**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)

NA

**NEW OR RENEWAL:**

NA

**ANY OTHER PERTINENT INFORMATION:**

NA

**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)

NA

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator External Services	269-383-9801



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 9/19/2017

**DEPARTMENT:** Office of the Prosecuting Attorney

**PREPARED BY:** Jeffrey Getting, Prosecutor

**SUBJECT:** OPA Sexual Assault Kit Project  
MOU between the OPA and Attorney General

### SPECIFIC ACTION REQUESTED:

Approve and sign the FY 2017-2018 Second Amended Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office.

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

On October 4, 2016, the KCBOC approved and signed the FY 2016-2017 Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office for the Sexual Assault Kit Investigation project. 2015 PA 84 appropriated funding to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Kalamazoo County.

Through execution of the MOU, the Michigan Department of Attorney General agrees to reimburse the OPA 1) up to \$139,025.05 for 2 limited term investigators, 2) up to \$55,303.07 for a Limited Term Sexual Assault Advocate (per contract with the YWCA) and 3) up to \$45,000 for additional investigative associated costs including equipment, travel, supplies and investigative costs.

### TIME FRAME OF ACTION:

10/01/2017 through 09/30/2018.

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

The MOU includes up to \$239,328.12 in State funds and requires no match.

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

Related Documents: First Amended Employment Agreement for Special Prosecutor  
Independent Contractor Agreement (with the YWCA)

\*Both are renewals for the coming fiscal year.

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Jeffrey Getting	Prosecuting Attorney	383-8955



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Office of the Prosecuting Attorney  
**PREPARED BY:** Jeffrey Getting, Prosecuting Attorney  
**SUBJECT:** OPA Sexual Assault Kit Project Investigator Employment Agreement With Charles W. Dahlinger

### **SPECIFIC ACTION REQUESTED:**

Approve and sign the First Amended Employment Agreement for Special Investigator, Charles W. Dahlinger, and the Kalamazoo County Prosecutor's Office for the period ending September 30, 2018.

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

On October 4, 2016, the KCBOC approved and signed the FY 2016-2017 Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office for the Sexual Assault Kit Investigation project. 2015 PA 84 appropriated funding to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Kalamazoo County.

The Kalamazoo County Prosecutor's Office is now seeking approval of the First Amended Employment Agreement for Special Investigator, Charles W. Dahlinger. Through execution of the MOU and the Employment Agreement, the Michigan Department of Attorney General agrees to reimburse the OPA up to \$69,512.53 for Charles W. Dahlinger's position (\$139,025.05 for 2 investigators as consistent with the MOU).

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

10/01/2017 through 09/30/2018.

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

State funds and requires no match.

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

Related Documents: Second Amended Memorandum of Understanding (OPA/AG)  
Independent Contractor Agreement (with the YWCA)

\*Both are renewals for the coming fiscal year.

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Jeff Getting	Prosecuting Attorney	383-8955



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Office of the Prosecuting Attorney  
**PREPARED BY:** Jeffrey Getting, Prosecuting Attorney  
**SUBJECT:** Sexual Assault Victim Advocate  
Employment Agreements

### **SPECIFIC ACTION REQUESTED:**

Approve and sign the Independent Contractor Agreement between the YWCA and the Kalamazoo County Prosecutor's Office for the period ending September 30, 2018.

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

On October 4, 2016, the KCBOC approved and signed the FY 2016-2017 Memorandum of Understanding (MOU) between the Department of Attorney General and the Kalamazoo County Prosecutor's Office for the Sexual Assault Kit Investigation project. 2015 PA 84 appropriated funding to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Kalamazoo County.

The Kalamazoo County Prosecutor's Office is now seeking renewal of an Independent Contractor Agreement, regarding a community based Sexual Assault Victim Advocate. Through execution of the MOU and the Independent Contractor Agreement, the Michigan Department of Attorney General agrees to reimburse the OPA for the costs associated with the contract with YWCA for Sexual Assault Victim Advocate services. Reimbursable expenses include expenses for the Victim Advocate at the YWCA and operational expenses including equipment, travel and supplies.

**TIME FRAME OF ACTION:**

10/01/2017 through 09/30/2018.

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

State funds and requires no match.

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

Related Documents: Second Amended Memorandum of Understanding (OPA/AG)  
First Amended Employment Agreement for Special Investigator

\*Both are renewals for the coming fiscal year.

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Jeff Getting	Prosecuting Attorney	383-8955



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** September 19, 2017  
**DEPARTMENT:** Sheriff's Office  
**PREPARED BY:** Terra Mickolatcher  
**SUBJECT:** Approve the application for the FY18 Secondary Road Patrol

### **SPECIFIC ACTION REQUESTED:**

Approve the application for the FY18 Traffic Enforcement Grant through the Office of Highway Safety Planning (OHSP). The grant period is October 1, 2017 to September 30, 2018. In addition, please review and approve the Board chair's electronic submission designee for reporting purposes.

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

Approve the application for the FY2018 Secondary Road Patrol grant. Approval of this grant will provide Kalamazoo County with \$166,830.00 (est.) in funding for the Secondary Road Patrol. The County match is \$45,400.00 (est.), or \$24,400 (est.) more than a YA. The grant will support 79% of the total cost of the two (2) full-time deputies to patrol the secondary roads. The County match is being funded through the Sheriff's Office operating budget.

### **TIME FRAME OF ACTION**

Immediate

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

Sheriff Operating Budget

### **PERSONNEL IF REQUIRED:**

None



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION**

Board Chair signatures, Finance Director's signature, and the Sheriff's signatures are required for submission of this grant application

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

NAME

Terra Mickolatcher

TITLE

Financial Administrator

PHONE NUMBER

383-8763



ITEM DD.

# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: SEPTEMBER 12, 2017

SUBJECT: RESOLUTION TO SET ANNUAL MEETING DATE AND PUBLIC HEARING FOR PROPOSED 2018 BUDGET

Attached is a proposed resolution to set the Annual Meeting date for Tuesday, October 3, 2017 as well as setting a public hearing on the same date for the proposed 2018 Budget. Since the Truth in Taxation law was modified a number of years ago, we no longer have to publish the complicated and expensive notice of a public hearing to increase property taxes (rollback restoration) as long as the notice of a public hearing on the proposed 2018 Budget contains the following language in 11 point bold face type:

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

In addition, the actual General Appropriation Act (Budget) must set forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is to be levied. Our budget document has been modified to reflect those changes.

In order to provide the staff the lead time to have the attached notice published in the Kalamazoo Gazette, we respectfully request that the Board approve this resolution at your September 19, 2017 meeting.

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OFFICE OF ADMINISTRATION

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Phone: 269.384.8111 | [www.kalcounty.com](http://www.kalcounty.com)

