
BOARD OF COMMISSIONERS' MEETING



October 3, 2017



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

October 3, 2017

PLEASE TAKE NOTICE that an annual meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, October 3, 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. Public Housing Presentation

CONSENT AGENDA ITEMS

Circuit Court

- B. Request for Approval of a Contract with Southwest Michigan Behavioral Health for Drug Treatment Court Programs
- C. Request for Approval of a Contract with the Michigan Drug Court Grant Program (MDCGP) administered by SCAO for the Men's Drug Treatment Court Program
- D. Request for Approval of a Contract with the Michigan Drug Court Grant Program (MDCGP) administered by SCAO for the Family Dependency Treatment Court Program
- E. Request for Approval of Amendment to Child Care Budget
- F. Request for Approval of Elimination/Creation of Positions (Grant Funds)

Clerk

- G. Request for Approval of Appointments of Jo Kent (R) and R. Vincent Lavieri (D) to the Board of Canvassers

District Court

- H. Request for Approval of Grant Award from State Court Administrative Office (SCAO) for OWI Court Program
- I. Request for Approval of Grant Award and approval of a Contract with Southwest Michigan Behavioral Health

Drain Commissioner

- J. Request for Approval of 2018 Drain Assessment Roll Summary

Health & Community Services

- K. Request for Approval of Renewal Agreement with Center for Information Management, Inc. for Mi-Choice Information System (MICIS) Service Bureau
- L. Request for Approval of Weatherization Assistance Program Subcontract Agreements
- M. Request for Approval to Accept Community Services Block Grant Agreement CSBG-14-39015 Amendment #12
- N. Request for Approval of Amendment #2 with SQS, Inc. dba Environmental Recycling Group
- O. Request for Approval of Amendment #2 with Valley City Electronic Recycling, Inc.
- P. Request for Approval to Accept Pop-Up Funding from United Way Battle Creek & Kalamazoo Region for the Fatherhood Program
- Q. Request for Approval to Secure a Contract with B&W Charters, Inc.
- R. Request for Approval of Partner Agreements with Safe Kids of Kalamazoo County and Bronson Hospital as part of the Safe Sleep Initiative
- S. Request for Approval to Submit a Grant Application to United Way of Battle Creek and Kalamazoo Region for the Maternal & Child Health Division
- T. Request for Approval to Submit the Healthy Babies Healthy Start Care Coordinator-CHW Grant to the United Way of Battle Creek and Kalamazoo Region
- U. Request for Approval of Lease Agreement with Family Health Center for the WIC Program at the Paterson Location
- V. Request for Approval of WIC Technology and Equipment Memorandum of Understanding with the Family Health Center
- W. Request for Approval of Memorandum of Understanding with the Family Health Center for the Purpose of Reimbursement to Family Health Center for the Pass Through of Operating Costs
- X. Request for Approval of the Creation of a Position in the Nurse Family Partnership Program (Grant Funds)

Human Resources

- Y. Request for Approval of Rate Renewal with Blue Cross Blue Shield of Michigan – Active Employees & Pre-Medicare Retirees

Michigan Works!

- Z. Request for Approval of Reemployment Services and Eligibility Assessment 2017 Program Plan

Sheriff

- AA. Request for Approval to Submit FY 2018 Traffic Enforcement Grant to the Office of Highway Safety Planning (OHSP)
- BB. Request for Approval to Submit 2017-2018 Underage Drinking Enforcement Grant to the Office of

Highway Safety Planning (OHSP)

- CC. Request for Approval to Submit a Hazard Mitigation Assistance Grant
- DD. Request for Approval of Interlocal Agreement for 2017 Byrne Justice Assistance Grant (JAG) Program Award

Board of Commissioners

- EE. Request for Approval of Transfers and Disbursements
- FF. Request for Approval of First Amendment of Purchase and Sale Agreement with 303 RSM, LLC

NON-CONSENT AGENDA ITEMS

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

ANNUAL MEETING ITEMS

- GG. Annual Public Hearing Re: Proposed 2018 Budget for Kalamazoo County
- HH. Request for Adoption of the 2018 Budget for Kalamazoo County
- II. Request for Approval of Resolution to Levy
- JJ. Request for Approval to Accept Apportionment Report – October 17
- KK. Request for the Adoption of Resolution to Apportion Ad Valorem Taxes – October 17
- LL. All Other Items to be Considered at the Annual Meeting

- 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: October 3, 2017
DEPARTMENT: 9th Circuit Court
PREPARED BY: Sara Green
SUBJECT: Grant Acceptance for Southwest Michigan Behavioral Health

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$60,000 from the Southwest Michigan Behavioral Health Regional Entity for the Drug Treatment Court Programs.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$60,000 for operation of the Drug Treatment Court Programs.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

None

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Sara Green	Problem-Solving Court Administrator	383.6469



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: 9th Circuit Court
PREPARED BY: Sara Green
SUBJECT: Grant Acceptance for Men's Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$55,000 from the Michigan Drug Court Grant Program administered by SCAO for the Men's Drug Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$55,000 for continued operation of the Men's Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

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:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Sara Green	Problem-Solving Court Administrator	383.6469



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: 9th Circuit Court
PREPARED BY: Sara Green
SUBJECT: Grant Acceptance for Family Dependency Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$65,000 from the Michigan Drug Court Grant Program administered by SCAO for the Family Dependency Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$65,000 for continued operation of the Family Dependency Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

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:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

NAME

Sara Green

TITLE

Problem-Solving Court Administrator

PHONE

NUMBER

383.6469



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Child Care Grant Budget

SPECIFIC ACTION REQUESTED:

The 2016-2017 Child Care Fund Budget needs to be amended. There is no increase in expenditures. The allocation of the expenditures is changing between accounts. \$35,000 is transferred from Family Foster Care to Independent Living. There have been more Independent Living Expenses than planned.

DESCRIPTION OF ACTION (dollar amount, purpose):

The total budget is \$9,599,944.

TIME FRAME OF ACTION:

Year October 1, 2016 through September 30, 2017

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

State of Michigan: \$4,800,972
Kalamazoo County General Fund: \$4,798,972

PERSONNEL IF REQUIRED:

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

No changes

NEW OR RENEWAL:

This is a renewal for year 2016-2017

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Susan Sayles	Administrator of Finance	383-6415
Chad Kewish	Interim Court Administrator	384-8253



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: 9th Circuit Court
PREPARED BY: Sara Green
SUBJECT: Position Elimination/Creation

SPECIFIC ACTION REQUESTED:

The SCAO wants position 10374-001 to be paid by all grants for which the position is involved. Therefore a creation needs to occur for the Family Dependency Treatment Court Grant, Men's Drug Treatment Court, Women's Drug Treatment Court, Treatment & Recovery Court, Swift and Sure Sanctions Program, and Veterans Treatment Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Position 10374-001 was paid 50% by Men's Drug Treatment Court and 50% by Women's Drug Treatment Court grants. However, for FY18 the position will be paid as follows:

- .075 FTE Treatment and Recovery Court
- .075 FTE Family Dependency Treatment Court
- .05 FTE Veterans Treatment Court
- .025 FTE Swift and Sure Sanctions Program
- .3875 FTE Men's Drug Treatment Court
- .3875 FTE Women's Drug Treatment Court

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State and Federal

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)

ELIMINATE:

Fund&Activity	Position #	Position Title	Band	FTE	Salary Range
240-160	10374-001	Problem-Solving Court Administrator	K10	.50FTE	\$56,804.80-\$69,700.80
242-160	10374-001	Problem-Solving Court Administrator	K10	.50FTE	\$56,804.80-\$69,700.80

CREATE:

Fund&Activity	Position #	Position Title	Band	FTE	Salary Range
249-162	10374-001	Problem-Solving Court Administrator	K10	.075FTE	\$56,804.80-\$69,700.80
292-676	10374-001	Problem-Solving Court Administrator	K10	.075FTE	\$56,804.80-\$69,700.80
249-164	10374-001	Problem-Solving Court Administrator	K10	.05FTE	\$56,804.80-\$69,700.80
249-160	10374-001	Problem-Solving Court Administrator	K10	.025FTE	\$56,804.80-\$69,700.80
240-160	10374-001	Problem-Solving Court Administrator	K10	.3875FTE	\$56,804.80-\$69,700.80
242-160	10374-001	Problem-Solving Court Administrator	K10	.3875FTE	\$56,804.80-\$69,700.80

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:**PROCUREMENT INFORMATION:**

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

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Sara Green

Problem-Solving Court Administrator

383.6469



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Board of Commissioners
 FROM: Tim Snow, Clerk/Register
 DATE: September 18, 2017
 RE: Appointment of Board of Canvassers

Each odd year, two members of the Kalamazoo County Board of Canvassers need to be appointed or reappointed for the subsequent four-year term.

Law requires that the County Chairpersons of the Democratic and Republican Parties be notified that they are to recommend 3 possible members of the Board of Canvassers representing the party.

This year, the terms of Jo Kent, representing the Republican Party and Gary Swanson, representing the Democratic Party are expiring as of October 31, 2017. On August 1, I notified the two party chairs requesting their three recommendations to present to the Board of Commissioners for appointment.

On August 24, Kalamazoo County Republican Party Chair Scott McGraw forwarded the names of the following:

Jo Kent
 Monica Palmer
 Desiree Lamphier

On September 1, Kalamazoo County Democratic Party Chair Alisa Parker forwarded the names of the following:

R. Vincent Lavieri

Mr Swanson does not wish to be re-appointed at this time.

Because of her excellent service over the past 8 years, I am recommending that the Board of Commissioners re-appoint Jo Kent as a Republican Party member of the Kalamazoo County Board of Canvassers and to appoint R. Vincent Lavieri as a Democratic Party member of the Kalamazoo County Board of Canvassers.

State Law requires that these appointments take place at the Annual Meeting of the Board of Commissioners on October 3, 2017.

OFFICE OF THE COUNTY CLERK & REGISTER OF DEEDS

TIMOTHY A. SNOW, CMC, MCCO, CLERK & REGISTER OF DEEDS



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick

SUBJECT: Acceptance of grant and approve contract

SPECIFIC ACTION REQUESTED:

Board approval to accept grant and approve of the grant contract between the State Court Administrative Office (SCAO) and the 8th District Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant funding is in the amount of \$55,000, designated for the Court's OWI Court Program. These funds are for drug testing, program supplies and trainings.

TIME FRAME OF ACTION:

This is a renewable grant that runs from 10-1-17 to 9-30-18.

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

FY 2018 SCAO: Michigan Drug Court Grant Program (MDCGP).

PERSONNEL IF REQUIRED:

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

No new personnel require.

NEW OR RENEWAL:

Renewal grant.

ANY OTHER PERTINENT INFORMATION:

The 8th District Courts OWI Court Program continues in operation with funding from SCAO. The specific mission of the Court is to hold repeat, drinking & driving offenders to a higher level of supervision and accountability, while encouraging a recovery lifestyle.

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>
Ann Filkins	8 th District Court Administrator	384-8166



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: District Court

PREPARED BY: Lynn Kirkpatrick

SUBJECT: Acceptance of grant award and contracts

SPECIFIC ACTION REQUESTED:

The 8th District Court requests Board approval of:

- 1- Grant award from Southwest Michigan Behavioral Health (SWMBH) in the amount of \$40,000.
- 2- Approval of SWMBH contracts for OWI Court, YADC Court and Regular Probation.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant funding is in the amount of \$40,000. These funds are designated for the following District Court Programs:

OWI Court: \$28,000

YADC Court: \$5,000

Regular Probation: \$7,000

Funding is designated for drug testing, counseling services, program supplies, trainings, and Ignition Interlock devices.

TIME FRAME OF ACTION:

This is a renewable grant that runs from 10-1-17 to 9-30-18.

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

This is State funding through PA2/Block Grant funds.

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: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Ann Filkins	8 th District Court Administrator	384-8166



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

September 20, 2017

Dear Kalamazoo County Board of Commissioners;

In accordance with Section 262(2) of 1956 PA 40, as amended (MCL 280.262(2)), the Drain Code of 1956, I have prepared a tax assessment for 2017, certified it, and will submit it to Mr. Timothy A. Snow, the Kalamazoo County Clerk, by September 20, 2017, before the first day of the annual meeting of the County Board of Commissioners.

In accordance with Section 270 of the same Act, I am presenting the tax assessment roll to you and laying it before you, the Kalamazoo County Board of Commissioners. It is your duty to order and direct such taxes described in these rolls to be spread upon the tax roll of the municipalities affected.

I am presenting you a summary of those assessments in the form of three tables: the first table indicates the amount to be paid by each at-large municipality and the total amounts to be paid by the landowners, the second table shows the breakdown of landowner assessments by municipality and the third table shows the percentages (apportionments) of the year's total to be paid. Twenty three drainage districts are being assessed about \$440,000 in 2017.

A full set of rolls with the exact apportionments and payments associated with all entities is available for you to view in the Administration Office. Apportionments have been set by historical precedent as required. There were 3 days of review (Lexington Green, Schippers Valley Lane, and Wiersma West) held this last year.

Please acknowledge that the drain assessment rolls have been presented and laid before you and that you accept your duty to order and direct such taxes described in these rolls to be spread upon the tax roll of the municipalities affected by signing the designated area at the bottom of the Assessment Roll Summary page.

Thank you,

Patricia A.S. Crowley
Kalamazoo County Drain Commissioner



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: Office of the Drain Commissioner

PREPARED BY: Dr. Patricia A.S. Crowley

SUBJECT: 2017 Drain Assessment Rolls

SPECIFIC ACTION REQUESTED:

Acknowledge the Board of Commissioner's duty to order and direct the taxes described in the rolls presented and laid before them by the Drain Commissioner to be spread upon the tax roll of the municipalities affected, according to Section 270 of Act 40 of 1956 (The Drain Code of 1956).

DESCRIPTION OF ACTION (dollar amount, purpose):

Chair and Clerk sign the acknowledgement at the bottom of the 2018 Drain Assessment Roll Summary.

TIME FRAME OF ACTION:

At the meeting of October 3, 2017

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

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Letter and three summary tables attached; complete set of rolls to view at Admin Office by September 20, 2017.

PROCUREMENT INFORMATION: N/A

CONTACT PERSON: Pat Crowley or Jeff VanBelle 384-8117



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Renewal Contract with Centers for Information Management, Inc. and the Area Agency on Aging IIIA.

SPECIFIC ACTION REQUESTED:

Request Board approval of a renewal agreement with the Center for Information Management, Inc. (CIM) and HCS/AAA3A for information services from CIM's MI-Choice Information System (MICIS) Service Bureau.

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement includes a monthly maintenance fee of \$260/month for software data access, updates, technical assistance and support.

TIME FRAME OF ACTION:

This contract is from October 1, 2017 through September 30, 2018.

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

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

PERSONNEL IF REQUIRED:

No personnel required.

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

This contract is for the database and electronic medical record utilized by the Choices for Independence programs.

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: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Weatherization Assistance Program Subcontractor Agreements

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of Weatherization subcontractor agreements with the following subcontractors:

- Athena Constructions
- Better World Builders
- Community Action Allegan County
- Community Homeworks
- DeHaan Heating/Cooling
- Energy Craft
- Flory Construction
- Rogers Heating/Cooling

DESCRIPTION OF ACTION (dollar amount, purpose):

These subcontract agreements will allow weatherization work to be completed for the 2017-2018 program year under the WAP16-39015 Weatherization contract.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

No County general funds are required. Funding is from the DHHS grant award WAP16-39015.

PERSONNEL IF REQUIRED:

There are no new personnel associated with this request.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

County purchasing policy was followed. The subcontractors listed above submitted a successful RFQ to HCS-Community Action Agency.

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: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Acceptance of Community Service Block Grant
Amendment #12

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of the contract amendment to the Community Services Block Grant Agreement, CSBG14-39015.

DESCRIPTION OF ACTION (dollar amount, purpose):

Amendment #12 increases the grant amount \$234,797.00.

TIME FRAME OF ACTION:

October 1, 2016-September 30, 2017

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

No County general funds are required. Funding is from the DHHS grant award CSBG14-39015.

PERSONNEL IF REQUIRED:

There are no new personnel associated with this request.

NEW OR RENEWAL:

Amendment #12

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: October 3, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: APPROVAL OF AMENDMENT #2 WITH SQS INC., dba ENVIRONMENTAL RECYCLING GROUP, FOR TRANSPORTATION AND DISPOSAL OF HAZARDOUS WASTE COLLECTED AT THE HOUSEHOLD HAZARDOUS WASTE CENTER

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of Amendment #2. between the County of Kalamazoo, through the Health & Community Services Department/Environmental Health Program and SQS Inc, dba Environmental Recycling Group, of 13040 Merriman Road, Livonia, MI 48150 for hazardous waste transportation and disposal.

DESCRIPTION OF ACTION (dollar amount, purpose):

On November 1, 2015, the County entered into a one-year contract with Environmental Recycling Group for the transportation and disposal of hazardous waste collected by the Household Hazardous Waste Center. The contract contained the option for two contract extensions, if performance and pricing remained competitive. The first extension was approved on October 18, 2016. We are seeking Board approval of the second extension for the period, October 1, 2017 through September 30, 2018 continuing at the same price per pound of \$0.64.

Environmental Recycling Group has performed very well and provides high quality customer service. The contract extension assigns final responsibility for the transportation and disposal of all collected hazardous waste to the contractor, SQS Inc., a federally licensed treatment and storage facility.

TIME FRAME OF ACTION:

The Amendment is effective October 1, 2017 through September 30, 2018.

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

No County funds are required. Disposal fees charged to municipalities and Kalamazoo County small businesses cover these contractual costs.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal per County purchasing requirements. A request for proposal will be required in 2018.

ANY OTHER PERTINENT INFORMATION:

The Agreement is a continuation of the original contract between the County and Environmental Recycling Group, which was approved by the Board on November 1, 2015.

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: October 3, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: APPROVAL OF AMENMENT #2 WITH VALLEY CITY
ELECTRONIC RECYCLING FOR ELECTRONIC WASTE
TRANSPORTATION AND RECYCLING SERVICES FOR
MATERIALS COLLECTED AT THE HOUSEHOLD
HAZARDOUS WASTE CENTER

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of Amendment #2 between the County of Kalamazoo, through the Health & Community Services Department/Environmental Health Program, and Valley City Electronic Recycling, 2929 32nd Street SE, Kentwood MI for the transportation and recycling of electronic waste collected by the Household Hazardous Waste Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

On January 1, 2016, the County entered into a one-year contract with Valley City Electronic Recycling for the transportation and recycling of electronic waste collected by the Household Hazardous Waste Center. The contract contained the option for two contract extensions, if performance and pricing remained competitive. The first extension was approved by the Board on November 15, 2016. We are seeking Board approval of the second extension for the period, January 1, 2018 through December 31, 2018.

Valley City Electronic Recycling has met or exceeded contract obligations and provides high quality customer service. The proposed contract assigns final responsibility to Valley City for acceptance, dismantling and recycling of electronics collected by the County at its Household Hazardous Waste Center. Electronic materials include televisions, computer monitors, CPUs, printers, keyboards and other miscellaneous electronics.

Reimbursement and recycling fees will remain the same as the 2016 rates. Valley City will pay the County \$0.03 per pound for computers, non CRT monitors, printers, non CRT televisions and other

miscellaneous electronic equipment. Additionally, Valley City will supply cubic yard boxes and pallets at no cost. CRT containing devices will be charged to the County at a rate of \$0.15 per pound and projection televisions at a rate of \$0.25 per pound.

TIME FRAME OF ACTION:

The Amendment is effective January 1, 2018 through December 31, 2018.

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

No County funds are required. Disposal fees charged to municipalities and Kalamazoo County small businesses cover these contractual costs.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal per County purchasing requirements. A request for proposal will be required in 2018.

ANY OTHER PERTINENT INFORMATION:

The Agreement is a continuation of the original contract between the County and Valley City, which was approved by the Board on January 1, 2016.

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: October 3, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: Acceptance of United Way Pop-Up Funding

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to accept donated funding for the Fatherhood program from United Way Battle Creek & Kalamazoo Region in the amount of \$5,000. Funding will be used to cover the cost of family enrichment activities planned for families in the community.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fatherhood program was invited by United Way to participate in a new community "pop-up-giving" fundraiser. Several programs from the community were invited to share program information and ideas for use of the funds. The community in attendance voted on which agency they would like to donate funds. The Fatherhood Program was offered the donation in the amount of \$5,000; the funding will be used to cover the cost of family enrichment activities planned for families in the community.

TIME FRAME OF ACTION:

The funding was presented to HCS on June 6, 2017 to be expended within the next year.

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

Local - United Way of Battle Creek & Kalamazoo Region

PERSONNEL IF REQUIRED:

N/A

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	373-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: Request to secure a contract with B&W Charter, Inc.
For Community Activity

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to secure a contract with B&W Charters, Inc, to transport 28 Healthy Babies Healthy Start & Fatherhood program participants to Binder Park Zoo on October 24, 2017, for a family-oriented activity.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Healthy Babies Healthy Start & Fatherhood Programs were invited by United Way to present a program pitch during a United Way fund-raising event. The event attendees voted for the HCS programs to receive the fundraising allocation (\$5,000). The allocation criteria included that funding had to be spent on program participants in a family-oriented activity. This activity is the first of several events. Therefore, HCS is requesting approval to secure a contract with B&W charter bus service in the amount of \$648.00.

TIME FRAME OF ACTION:

One day event on October 24, 2017

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

Local - United Way of Battle Creek & Kalamazoo Region

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

373-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: APPROVAL OF PARTNER AGREEMENTS

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of partner agreements between with Safe Kids Kalamazoo County and Bronson Hospital for the provision of outreach and educational activities as defined through the MDHHS' Safe Sleep Initiative grant.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Maternal Child Health Unit continues its work with these partners toward the reduction of infant deaths related to unsafe sleep practices. Bronson Hospital will continue to offer monthly safe sleep classes (\$4500), and Safe Kids Kalamazoo County will purchase and track pack-n-plays offered to class attendees (\$2000).

TIME FRAME OF ACTION:

This agreement will set the funding amounts for FY17/18, which is October 1, 2017 through September 30, 2018.

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

The funding source for these agreements comes from the Michigan Department of Health & Human Services' Safe Sleep Initiative through the CPBC in the amount of \$22,500.

PERSONNEL IF REQUIRED:

No new personnel associated with these agreements

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: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval to Submit Grant Application

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to submit the Fatherhood Program grant to the United Way of the Battle Creek and Kalamazoo Region for the Maternal & Child Health Division/Kalamazoo County Health & Community Services Department, in the amount of \$92,700 covering the period of November 1, 2017 through June 30, 2018. Due to the timing of the grant opportunity announcement and the **September 8, 2017 application due date**, the grant was reviewed and approved by County Administration on September 8. HCS submitted the grant and all associated documentation to UWBCKR on September 8, 2017, with the understanding that Board approval would be requested on October 3, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

The purpose of the 8-month grants is to align bridge funding as we prepare to apply for the UWBCKR 3-year strategic funding opportunity (early November, 2017). Funding will allow continued work in the Fatherhood Program in addressing the infant mortality issues as identified through our partnership with Cradle Kalamazoo. Goals include support to increase the number of infants who are born healthy and continue to thrive, reduce sleep related infant deaths and disparities, reduce unintended pregnancies, and promote behavioral health services and other programs.

TIME FRAME OF ACTION:

The grant provides funding from November 1, 2017 through June 30, 2018.

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

The United Way of Battle Creek and Kalamazoo Region.

PERSONNEL IF REQUIRED:

Staffing will remain the same for the Fatherhood Program.

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: October 3, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval to Submit Grant Application

SPECIFIC ACTION REQUESTED:

HCS Administration requests KCBOC approval to submit the Healthy Babies Healthy Start Care Coordinator-CHW grant to the United Way of the Battle Creek and Kalamazoo Region for the Maternal & Child Health Division/Kalamazoo County Health & Community Services Department, in the amount of \$59,000 covering the period of November 1, 2017 through June 30, 2018. Due to the timing of the grant opportunity announcement and the **September 8, 2017 application due date**, the grant was reviewed and approved by County Administration on September 8. HCS submitted the grant and all associated documentation to UWBCR on September 8, 2017, with the understanding that Board approval would be requested on October 3, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

The purpose of the 8-month grants is to align bridge funding as we prepare to apply for the UWBCR 3-year strategic funding opportunity (early November, 2017). Funding will allow continued work in the Healthy Babies Healthy Start Home Visitation Program in addressing the infant mortality issues as identified through our partnership with Cradle Kalamazoo. Goals include support to increase the number of infants who are born healthy and continue to thrive, reduce sleep related infant deaths and disparities, reduce unintended pregnancies, and promote behavioral health services and other programs.

TIME FRAME OF ACTION:

The grant provides funding from November 1, 2017 through June 30, 2018.

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

The United Way of Battle Creek and Kalamazoo Region.

PERSONNEL IF REQUIRED:

An additional staff will be required if grant is awarded.

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: October 3, 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 a lease agreement with the Family Health Center for the WIC Program at the Paterson location, as a result of the County-wide merge with the Family Health Center.

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 Paterson location, as well as the Portage Rd WIC site. The total amount of funding for the WIC program for FY18 is \$1,095,588.00 provided by the Michigan Department of Health & Human Services through the CPBC.

The County shall compensate Family Health Center a monthly lease for facility usage only in the amount of \$15.00 per sq. ft. for a total of \$687.50 per month, measured at 550 sq. ft.

TIME FRAME OF ACTION:

Effective October 4, 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:

<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: October 3, 2017

DEPARTMENT: Health & Community Services Department

PREPARED BY: James A. Rutherford, MPA

SUBJECT: Approval of WIC Technology and Equipment MOU
with the Family Health Center.

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of a MOU with the Family Health Center for Technology and Equipment, for the WIC Program as a result of the County-wide merge with the Family Health Center.

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 and the Portage Rd WIC site. The total amount of funding for the WIC program for FY18 is \$1,095,588.00 provided by the Michigan Department of Health & Human Services through CPBC.

The County agrees to enter into a formal MOU for the purpose of compensating Family Health Center for technical and equipment support at a rate of \$5.00 per sq. ft., \$229.17 per month, measured at 550 sq. ft. at the 117 W. Paterson St. location.

TIME FRAME OF ACTION:

Effective October 4, 2017 – October 4, 2018

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:

<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: October 3, 2017

DEPARTMENT: Health & Community Services Department

PREPARED BY: James A. Rutherford, MPA

SUBJECT: Approval of WIC Technology and Equipment MOU
with the Family Health Center.

SPECIFIC ACTION REQUESTED:

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

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 \$1,095,588.00 provided by the Michigan Department of Health & Human Services through the CPBC.

The County agrees to enter into a formal MOU for the purpose of reimbursement to Family Health Center for the pass through operating costs, and related repair & maintenance costs incurred at the 2624 Portage Street location.

TIME FRAME OF ACTION:

Effective October 4, 2017 – April 30, 2018

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:

<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: October 3, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James A. Rutherford, MPA

SUBJECT: Approval to increase position FTE

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to increase position #10883-001 - Nurse-Family Partnership (NFP) Program Representative from 0.5 FTE to 0.7 FTE.

DESCRIPTION OF ACTION (dollar amount, purpose):

The purpose of this request is to allow the program representative additional hours to provide support to the Nurse-Family Partnership (NFP) team. The team has expanded from 4 nurse home visitors to 5 nurse home visitors necessitating additional data entry and other administrative support activities. The additional 0.2 FTE will be allocated from NFP's current funding.

TIME FRAME OF ACTION:

Effective October 4th, 2017

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

Nurse Family Partnership Grant and Medicaid Outreach reimbursement through the Comprehensive Agreement (CPBC) from the Michigan Department of Health & Human Services (MDHHS)

PERSONNEL IF REQUIRED:

Position Creation

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
304-170	NFP Program Representative 10883-001	K04	0.2	\$14.57-\$17.87/hour	10/4/2017

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: October 3, 2017
DEPARTMENT: Human Resources Department
PREPARED BY: Kristine D. Cunningham
SUBJECT: Rate Renewal for Blue Cross Blue Shield of Michigan – Active Employees & Pre-Medicare Retirees

SPECIFIC ACTION REQUESTED:

Approval of and signature on THREE (3) COPIES of the annual administration rate 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 administration rate is \$62.15/subscriber (up 2% from \$60.94 in 2017)

Nulty was also able to negotiate a 3-year renewal rate guarantee (year 1 = \$62.15, year 2 = \$63.40 and year 3 = \$64.67).

The BCBS renewal also includes a guarantee on pharmacy rebates for 2018. The pharmacy arrangement provides the County 90% of applicable pharmacy rebates, plus a one-year guarantee on the amount of pharmacy rebates. This will compute to approximately \$330,000 in pharmacy rebates in 2018. The rebates are returned to the Employee Benefits Fund annually.

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:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

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 a financial and administrative standpoint.

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: October 3, 2017
DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute
PREPARED BY: Amy Meyers
SUBJECT: Reemployment Services and Eligibility Assessment
 2017 Program

SPECIFIC ACTION REQUESTED:

Review and approval of the Reemployment Services and Eligibility Assessment 2017 Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Michigan Works! Southwest has received notice from the Talent Investment Agency of an allocation, totaling \$27,803, for the Reemployment Services and Eligibility Assessment (RESEA) Program.

This program has permanently replaced the mandatory Profiling Program, and only individuals referred from the UIA may receive services through the RESEA program. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. Early intervention with a proactive approach should result in returning the unemployed back to work sooner.

Michigan Works! Southwest must deliver all seven of the RESEA activities listed below:

- Orientation to MWA Services
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
- Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
- Verification of the Monthly Record of Work Search Form
- Development of an Individual Service Strategy
- Review specific Labor Market Information
- Provide at least 2 hours of Reemployment Services

TIME FRAME OF ACTION:

January 1, 2017 through December 31, 2017

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

Federal – Unemployment Insurance Agency RESEA funds

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 for additional information.

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



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: Sheriff's Office
PREPARED BY: Terra Mickolatcher
SUBJECT: Approve the application for the FY18 Traffic Enforcement Grant (also referred to as: Strategic Traffic Enforcement Grant)

SPECIFIC ACTION REQUESTED:

Approve the application for the FY18 Traffic Enforcement Grant through the Office of Highway Safety Planning (OHSP). This grant focuses on the enforcement of impaired driving, seat belt enforcement, and distracted driving. 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 Traffic Enforcement Grant for \$59,700 (est.), with no County match

TIME FRAME OF ACTION

Immediate

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

Federal

PERSONNEL IF REQUIRED:

None



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION

It is managed by a total of eight (8) local police agencies, addressing items that impair driving focus.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:**NAME**

Terra Mickolatcher

TITLE

Financial Administrator

PHONE NUMBER

383-8763



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 3, 2017
DEPARTMENT: Sheriff's Office
PREPARED BY: Terra Mickolatcher
SUBJECT: Approval the application submission for Office of Highway Safety Planning (OHSP) Underage Drinking Enforcement Grant

SPECIFIC ACTION REQUESTED:

Approve the application for 2017-2018 OHSP Underage Drinking Grant
In addition, please review and approve the Board chair's electronic submission designee for reporting purposes.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant application with a \$7,500.00 reimbursable amount for liquor license compliance checks and enforcement of underage drinking.

TIME FRAME OF ACTION

Grant Period: October 1, 2017 to September 30, 2018

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

State, OHSP

PERSONNEL IF REQUIRED:

None



ITEM BB

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

NEW OR RENEWAL:

New.

ANY OTHER PERTINENT INFORMATION

Last year we applied for this grant, and did not receive funding.

PROCUREMENT INFORMATION:

The funding is provided by OHSP for reimbursement for the activities for compliance checks and other enforcement efforts toward underage drinking.

CONTACT PERSON:

NAME

Terra Mickolatcher

TITLE

Financial Administrator

PHONE NUMBER

383-8763



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Hazard Mitigation Grant Approval

SPECIFIC ACTION REQUESTED:

Approve the submission for a Hazard Mitigation Assistance Grant

DESCRIPTION OF ACTION (dollar amount, purpose):

The grant is for \$30,450.00 to cover the cost of review and updating the current Kalamazoo County hazard mitigation plan.

TIME FRAME OF ACTION:

The review and update will start upon approval of the grant.

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

State of Michigan

PERSONNEL IF REQUIRED:

The OEM will hire one part time person with no benefits to update and review the Kalamazoo County Hazard Mitigation Plan.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

The current FEMA approved Kalamazoo County Hazard Mitigation Plan was last adopted in 2013 and is over 200 pages long. The Plan, which needs to be reviewed and updated every 4 years, is very extensive and actively involves 24 Kalamazoo County agencies. Upon completion, the Plan is available to the public. The OEM no longer has the staff to complete such a task and this grant will provide the necessary resource.

PROCUREMENT INFORMATION:

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Paul Matyas	Undersheriff	385-6176
Pat Wright		383-8743



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 10/3/2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval Interlocal Agreement for JAG Grant

SPECIFIC ACTION REQUESTED:

Approve the Interlocal Agreement between the Sheriff's Office and the Kalamazoo Department of Public Safety

DESCRIPTION OF ACTION (dollar amount, purpose):

The Interlocal Agreement is necessary to obtain the 2017-18 Byrne JAG Grant funds in the amount of \$17, 479.00. The Sheriff's Office will use the funds to purchase a polycom for jail video visitation and new jail radios

TIME FRAME OF ACTION:

The 2017-18 grant period ends September 30, 2020

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

Federal Justice Assistance Edward Byrne Grant (JAG)

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

Renewal. The JAG Grant is issued annually though in different funding amounts.

ANY OTHER PERTINENT INFORMATION:

This is a "Reverse Grant" whereby the JAG program informs the agency of the funds they will give us to use for any police function. The agency then informs JAG how it will spend the funds.

PROCUREMENT INFORMATION:

KDPS is the fiduciary for this grant on behalf of the Sheriff's Office.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Paul Matyas,	Undersheriff	385-6176

2017 RESOLUTION TO LEVY

WHEREAS, the County Administrator-County Controller has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2018 together with the estimated revenues from said departments and from taxation for the year 2018 and

WHEREAS, it is the duty of the Kalamazoo County Board of Commissioners to discuss, consider and authorize an annual appropriation to cover such expenditures as are determined by the Board of Commissioners to be necessary; and

WHEREAS, it is estimated that a 4.6810 mills tax to cover such estimated expenditures would be necessary plus a 1.4472 mills operating levy for special law enforcement as approved by the voters on May 5, 2016 plus a .2140 mill debt service levy for the Juvenile Home construction bond issue as approved by the voters on August 8, 2006 plus a .0998 mills for the Kalamazoo County Local Housing Assistance Fund as approved by the voters on November 3, 2015.

NOW, THEREFORE, BE IT RESOLVED that a 4.6810 mills operating tax was spread on the taxable value of the property of the County of Kalamazoo on July 1, 2017 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2017.

BE IT FURTHER RESOLVED that an operating tax of up to 4.6810 mills shall be spread on the taxable value of the property of the County of Kalamazoo on July 1, 2018 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2018.

BE IT FURTHER RESOLVED that 1.4472 mills for special law enforcement operations be spread on the taxable value of the property of the County of Kalamazoo on December 1, 2017 to cover the estimated expenses for operations for 2018.

BE IT FURTHER RESOLVED that .2140 mills be spread on the taxable value of the property of the County of Kalamazoo, on December 1, 2017 to cover the estimated Juvenile Home bond issue debt service for the year 2018.

BE IT FURTHER RESOLVED that 0.0998 mills be spread on the taxable value of the property of the County of Kalamazoo, on December 1, 2017 to cover the estimated expenses for the operation of the Local Housing Assistance Programs for 2018.

BE IT FURTHER RESOLVED that the County Administrator-Controller, as the duly appointed Budget Director, is hereby empowered to administer such duties as may be from time to time delegated to that office by the Kalamazoo County Board of Commissioners.

BE IT FURTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners at the October 3, 2017 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator-Controller is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: October 3, 2017

Dale Shugars, Chairperson
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on October 3, 2017.

Timothy A. Snow, Kalamazoo County Clerk/Register