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# BOARD OF COMMISSIONERS' MEETING

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October 17, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS NOTICE AND AGENDA FOR October 17, 2017

**PLEASE TAKE NOTICE** that continuation of the annual meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, October 17, 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    |

### CONSENT AGENDA ITEMS

#### Buildings and Grounds

- A. Request for Approval of Preventative Maintenance Agreement with Schindler Elevator
- B. Request for Approval of Release Agreement with Broadspire Insurance

#### Circuit Court

- C. Request for Approval of Elimination/Creation of Positions (General Funds)
- D. Request for Approval of a Contract with State Court Administrative Office (SCAO) for Swift and Sure Sanctions Program
- E. Request for Approval of a Contract with Michigan Drug Court Grant Program (MDCGP) Administered by SCAO for the Veterans Treatment Court Program
- F. Request for Approval of a Contract with Michigan Drug Court Grant Program (MDCGP) Administered by SCAO for the Juvenile Mental Health Court
- G. Request for Approval of a Contract with Michigan Drug Court Grant Program (MDCGP) Administered by SCAO for the Juvenile Drug Treatment Court Program
- H. Request for Approval of a Contract with Edward Byrne Memorial Justice Assistance Grant (JAG) Program Administered by SCAO for Men's Drug Treatment Court Program

- I. Request for Approval of a Contract with Edward Byrne Memorial Justice Assistance Grant (JAG) Program Administered by SCAO for Women's Drug Treatment Court Program
- J. Request for Approval of a Contract with Recovery Institute for Drug Treatment Court Programs

#### District Court

- K. Request for Approval to Accept a Grant and Approve a Contract with State Court Administrative Office (SCAO) for the Mental Health Recovery Court
- L. Request for Approval of a Contract with Recovery Institute for the OWI Court Program and the Young Adult Diversion Court (YADC) Program

#### Finance

- M. Request for Approval of Elimination/Creation of Positions (Law Enforcement Funds)

#### Health & Community Services

- N. Request for Approval of 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS)
- O. Request for Approval of Grant Contract with Irving S. Gilmore Foundation and accept a Grant from the Kalamazoo Community Foundation Fetzer Fund for Region 3A Area Agency on Aging
- P. Request for Approval to accept Statement of Grant Award (SGA) # 2017-8 from the MI Aging & Adult Services Agency
- Q. Request for Approval to Amend Service Agreement with Borgess Medical Center for Laboratory Services
- R. Request for Approval of an Agreement with Southwest Michigan Behavioral Health (SWMBH) for the Healthy Babies Healthy Start Program
- S. Request for Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for the Fatherhood Program
- T. Request for Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for the Healthy Babies Healthy Start (HBHS) Program
- U. Request for Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for the Healthy Families America Program
- V. Request for Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for the Nurse Family Partnership (NFP) Program
- W. Request for Approval of Salary Exception for WIC Positions
- X. Request for Approval of Elimination of Position of Investigative Teams Coordinator (Grant Funds)

#### Human Resources

- Y. Request for Approval of Letter of Understanding – Detective/Sergeant Promotional Assessments
- Z. Request for Approval of Letter of Understanding – Airport Deputies

#### Michigan Works!

- AA. Request for Approval of Program Year 2017 Employment Service Plan Instructions from Talent Investment Agency

#### Prosecuting Attorney

- BB. Request for Approval of FY2017-2018 Crime Victim Rights Grant Agreement with Michigan

Department of Health and Human Services (MDHHS)

- CC. Request for Approval of FY2017-2018 Crime Victim of Violence – Assistance Program Grant Agreement with Michigan Department of Health and Human Services (MDHHS)
- DD. Request for Approval of Employment Agreement for Special Investigator Lance E. Handlogten
- EE. Request for Approval of Employment Agreement for Special Investigator Richard A. Johnson

Sheriff

- FF. Request for Approval of Contract Extension with Canteen Services
- GG. Request for Approval to Accept Grant and Approve of an Agreement with Kalamazoo River Community Recreational Foundation
- HH. Request for Approval to Utilize Drug Law Enforcement Funds to Purchase an AXON CEW Starter II.
- II. Request for Approval of 2017 Emergency Management Performance Grant (EMPG) Agreement with the Michigan Department of State Police, Emergency Management and Homeland Security Division
- JJ. Request for Approval of FY 2018 Traffic Enforcement Grant to the Office of Highway Safety Planning (OHSP)

Board of Commissioners

- KK. Request for Approval of Transfers and Disbursements
- LL. Request for Approval of Resolution Pledging Support and Assistance to Victims of Hurricanes Harvey and Irma
- MM. Request for Approval of Resolution Supporting Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails
- NN. Request for Approval of Resolution Opposing Senate Bill 386

**NON-CONSENT AGENDA ITEMS**

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

**ANNUAL MEETING ITEMS**

- OO. Request for Approval to Accept Apportionment Report
- PP. Request for the Adoption of Resolution to Apportion Ad Valorem Taxes
- QQ. 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:** 10/17/2017

**DEPARTMENT:** Buildings and Grounds

**PREPARED BY:** Ron Kuivenhoven

**SUBJECT:** Elevator Preventative Maintenance Agreement

**SPECIFIC ACTION REQUESTED:**

Approval the renewal of the PMA with Schindler Elevator.

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

This PMA is a five year agreement with Schindler Elevator for service of the elevators at the Michigan Avenue Courthouse. Cost is \$7740/year.

**TIME FRAME OF ACTION:**

As soon as feasible

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

General Fund

**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) Elevator bids were collected prior to the previous 5 year agreement, with Schindler the low bidder at that time. This renewal is at the same price as the previous agreement.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator, Internal Services	384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** Buildings and Grounds

**PREPARED BY:** Ron Kuivenhoven

**SUBJECT:** Insurance Settlement Release

**SPECIFIC ACTION REQUESTED:**

Approval the settlement release for Broadspire Insurance.

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

In the Healy Street parking lot, a Fed Ex delivery truck hit a light pole, damaging the pole and causing it to lean over, as well as damaging the adjacent paving. Repairs cost \$2750. The County has paid these costs, and the release is an agreement with Fed-Ex's insurance company, Broadspire, that the reimbursement payment will settle all claims resulting from the accident. All repair work has been completed and no further action or repairs are necessary.

**TIME FRAME OF ACTION:**

The date of the accident was March 30<sup>th</sup>, 2017 and repairs were completed July 2017.

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

Repairs were paid from B&G departmental account.

**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:**

**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>
Amanda Morse	Deputy County Administrator, Internal Services	384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** Circuit Court

**PREPARED BY:** Chad Kewish

**SUBJECT:** Elimination/Creation

### **SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court Administration requests Board approval to eliminate one FTE Administrative Assistant position and create one new FTE Circuit Court Administrative Coordinator position as a result of the consolidation efforts of the Circuit and Probate Courts.

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

The consolidation of the Circuit and Probate Courts has increased the duties and responsibilities of the incumbent by requiring additional support to new administrators. The new position is necessary to accurately reflect those reporting responsibilities, essential functions and responsibilities. This change will result in an increase of \$7,009.60 - \$8,632.00.

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

Effective immediately.

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

General Fund

### **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)

Acct#	Position #	Job Title	Grade	FTE	Pay Range
Eliminate:					
101-132-704.00	10136-007	Administrative Assistant	K05	1.0	\$16.34-\$20.06
Create:					
101-132-704.00	TBD	Administrative Coordinator	K07	1.0	\$19.71-\$24.21

**NEW OR RENEWAL:**

This is a new position.

**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>
Chad Kewish	Deputy Court Administrator/Trial Court Administrator	384-8253



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Acceptance for Swift and Sure Sanctions Program

**SPECIFIC ACTION REQUESTED:**

Permission to accept the Swift and Sure Sanctions Probation Program grant through SCAO to fund the 9<sup>th</sup> Circuit Court Swift and Sure Sanctions Program.

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

\$80,000 for continued operation of the Swift and Sure Sanctions 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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Acceptance for Veterans Treatment Court

**SPECIFIC ACTION REQUESTED:**

Seeking permission to accept the grant award of \$68,000 from the Michigan Drug Court Grant Program administered by SCAO for the Veterans Treatment Court Program.

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

\$68,000 for continued operation of the Juvenile 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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Acceptance for Juvenile Mental Health Court Program

**SPECIFIC ACTION REQUESTED:**

Seeking permission to accept the grant award of \$85,000 from the Michigan Drug Court Grant Program administered by SCAO for the Juvenile Mental Health Court Program.

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

\$85,000 for continued operation of the Juvenile Mental Health 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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Acceptance for Juvenile Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

Seeking permission to accept the grant award of \$25,000 from the Michigan Drug Court Grant Program administered by SCAO for the Juvenile Drug Treatment Court Program.

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

\$25,000 for continued operation of the Juvenile 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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> 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 \$155,000 from the Edward Byrne Memorial Justice Assistance Grant Program, administered by SCAO for the Men's Drug Treatment Court Program.

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

\$155,000 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):**

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)

**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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Acceptance for Women's Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

Seeking permission to accept the grant award of \$137,000 from the Edward Byrne Memorial Justice Assistance Grant Program, administered by SCAO for the Women's Drug Treatment Court Program.

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

\$137,000 for continued operation of the Women's Drug Treatment Court Program.

**TIME FRAME OF ACTION:**

October 1, 2017- September 30, 2018

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

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)

**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:** 10/17/2017

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Recovery Institute Contract for Drug Treatment Court Programs

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to continue a contractual relationship with:  
Recovery Institute of Southwest Michigan

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

The Recovery Institute of Southwest Michigan provides a recovery coach for the Drug Treatment Court Programs including: Men's Drug Treatment Court Program and Women's Drug Treatment Court Program. The recovery coach attends pre-court planning meetings and facilitates a process group after court sessions. The rate is \$30/hour not to exceed 36 hours or \$1080 a month.

**TIME FRAME OF ACTION:**

October 1, 2017- September 30, 2018

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

Mixture of state, local and federal grant funding.

**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:** 10/17/2017

**DEPARTMENT:** 8<sup>th</sup> District Court

**PREPARED BY:** Lynn Kirkpatrick

**SUBJECT:** Acceptance of grant award and contracts

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of:

- 1) Grant award from State Court Administrative Office (SCAO) in the amount of \$160,755 for the Mental Health Recovery Court.
- 2) Approval of SCAO contract for the Courts' Mental Health Recovery Court Program.

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

Grant funding is in the amount of \$160,755. These funds are designated for: Salaries for CMH staff, drug testing, outpatient services, supplies, incentives 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 Mental Health 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:**

**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 <sup>th</sup> District Court Administrator	384-8166



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** District Court

**PREPARED BY:** Lynn Kirkpatrick

**SUBJECT:** Approval of contract

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of the contract with the Recovery Institute for Peer Support/Recovery Coach services with the OWI Court Program and the Young Adult Diversion Court (YADC) Program.

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

Peer Support/Recovery Coach services in the amount of \$30 per hour, not to exceed 35 hours or \$1050.00 per month.

**TIME FRAME OF ACTION:**

Contract agreement for the time period of: Oct. 1, 2017 through Sept. 30, 2018.

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

Funding through the 8<sup>th</sup> District Court's Program Fees and the YADC's Gilmore Grant.

**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 County personnel required at this time.

**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	Court Administrator	384-8166



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** Finance

**PREPARED BY:** Lisa Robert

**SUBJECT:** 2017 Position Changes (Housekeeping)

**SPECIFIC ACTION REQUESTED:**

Approval of temporary movement of positions from the General Fund into the Law Enforcement Fund.

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

This action will result in the utilization of approximately \$300,000 of fund balance with movement of salary and fringe from the general fund to the law enforcement fund.

**TIME FRAME OF ACTION:**

Effective March 29, 2017 through December 31, 2017

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

Law Enforcement Fund

**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)

*Elimination:*

101-229	10332-001	Chief Assistant Prosecuting Attorney	K15	1.0	\$79,000
101-229	10171-003	Division Chief	K13	1.0	\$69,700
101-229	10171-004	Division Chief	K13	1.0	\$72,000

*Creation:*

104-229	10332-001	Chief Assistant Prosecuting Attorney	K15	1.0	\$79,000
104-229	10171-003	Division Chief	K13	1.0	\$69,700
104-229	10171-004	Division Chief	K13	1.0	\$72,000

**NEW OR 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>
Amanda Morse	Deputy County Administrator of Internal Services	384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** October 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** APPROVAL OF THE 2017/2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of the FY2017/2018 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) for the period of October 1, 2017 to September 30, 2018 in the amount of \$4,561,158.

### **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 this action being requested is to approve the original FY2017/2018 Comprehensive Agreement for the new program year beginning October 1, 2017.

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

This action covers the Fiscal Year of October 1, 2017 through September 30, 2018.

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

The \$4,561,158 funding is comprised of a combination of Federal and State funds contracted via 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:** October 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Acceptance of Grant Award from Irving S. Gilmore Foundation and Community Foundation Fetzter Fund to Kalamazoo County Health & Community Services Dept. Region 3A Area Agency on Aging

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board acceptance for a grant from the Irving S. Gilmore Foundation in the amount of \$15,000 and the Kalamazoo Community Foundation (KCF) Fetzter Fund in the amount of \$3,500 for the Area Agency on Aging IIIA's evidence based falls prevention and chronic disease self-management programs. This funding request was approved by the Board on May 16, 2017.

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

Funding for the Matter of Balance (falls prevention) and Personal Action Toward Health (chronic disease self-management) programs has been reduced due to a change in priority of local funding sources. This one-year grant will assist in continuing these programs and allow the AAA IIIA time to design a sustainability plan for the future. The programs are proven to work and improve a participant's health and quality of life, with many individuals able to participate more fully in family and community activities.

### TIME FRAME OF ACTION:

Irving S. Gilmore Foundation: The grant is for the Fiscal Year 2018: October 1, 2017 through September 30, 2018.

KCF Fetzter Fund: The grant is for the Fiscal Year 2017: June 1, 2017 through September 30, 2017

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

These funds are from the Irving s. Gilmore Foundation and KCF Fetzter Fund.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

Notification of grant award from the KCF Fetzter Fund was received on June 8, 2017. The request for this grant application was submitted along with a request to apply for an Irving S. Gilmore Foundation grant opportunity to support the same programming. This delayed the request for approval until such time that the subsequent grant was awarded or denied. The notification of the Irving S. Gilmore Foundation grant award was received on September 22, 2017.

**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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Statement of Grant Award #2017-8

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to accept a Statement of Grant Award (SGA) #2017-8 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 #2017-8 reflects an increase of funding by \$2,122, bringing the total awarded to \$1,743,234 for the period of October 1, 2016 through September 30, 2017. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIIA 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:**

<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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Amend Service Agreement with Borgess Medical Center

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of the first amendment to the agreement with Borgess Medical Center for the provision of laboratory services. The original agreement, dated April 1, 2014, was approved by the Board at the 05/06/14 meeting. Attached is a list of lab services provided and the cost of each lab test. This agreement secures the lab fees until both parties agree in writing to amend the agreement.

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

Several Clinics within HCS utilize Borgess Laboratory for lab testing services. These specific tests are not available within HCS's lab.

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

The fees in this agreement will remain in effect until amended and agreed to in writing by both parties.

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

The laboratory testing fees are either paid for out of clinic budgets or self-paid by client.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Amendment #1

**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:** October 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of Agreement with Southwest Michigan Behavioral Health (SWMBH)

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval for the agreement between SWMBH and HCS – Maternal Child Health Unit through the Healthy Babies Healthy Start Program for the amount of \$82,000.00.

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

This is a renewal agreement with SWMBH. In response to a collaborative partnership with SWMBH, HCS-Healthy Babies Healthy Start will provide case management services to Kalamazoo County pregnant residents who may already be receiving mental health and/or substance abuse services. The services include social, behavioral, and nutritional services.

### TIME FRAME OF ACTION:

Funding is 10/1/2017 – 9/30/2018

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

Local

### PERSONNEL IF REQUIRED:

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

This collaborative agreement supports one Care Coordinator in the Healthy Babies Healthy Start program and has been in place since 2013.

**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:** October 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for MCH Unit, Fatherhood Program

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to submit the Fatherhood Program grant to the United Way of Battle Creek and Kalamazoo Region for the HCS Maternal & Child Health Unit/Kalamazoo County Health & Community Services Department, in the amount of \$461,600.00 covering the period of July 1, 2018 through June 30, 2021. The grant application deadline is November 1, 2017.

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

The funding request for the 3-year period is \$461,600.00. The purpose of the grant is to allow continued support of 2 staff within the Fatherhood Program to provide educational opportunities, care coordination, and family activities to fathers in our community.

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

The grant provides funding from July 1, 2018 – June 30, 2021.

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

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:**

This grant supports continued partnership with the Cradle Kalamazoo Initiative's efforts to reduce infant mortality and promote better health and well-being among our community families. The Fatherhood Program was implemented in 2017.

**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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for MCH Unit, HBHS Program

### **SPECIFIC ACTION REQUESTED:**

HCS Administration request Board approval to submit the Healthy Babies Healthy Start (HBHS) Community Health Worker (CHW) grant to the United Way of Battle Creek and Kalamazoo Region for the Maternal & Child Health Unit/Kalamazoo County Health & Community Services Department, in the amount of \$1,884,400.00 covering the period of July 1, 2018 to June 30, 2021. The grant application deadline is November 1, 2017.

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

The funding request for the 3-year period is \$1,884,400.00. HBHS plans to develop and enhance a Community Health Worker (CHW) core to increase outreach to women and families at risk in our community. The HBHS is a promising grassroots program currently embedded within major community health systems in Kalamazoo. The intent is to create a workforce under one organization that includes consistent training and supervision. Development of this core workforce will be part of a strategic plan to address infant mortality and allow expanded services to the 1,800 vulnerable women that are not currently receiving services in Kalamazoo County.

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

The grant provides funding from July 1, 2018 thru June 30, 2021.

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

Local—United Way of the Battle Creek and Kalamazoo Region

**PERSONNEL IF REQUIRED:**

Health & Community Services will seek County Board of Commissioners approval if grant is awarded, to create 8.0 new personnel:

- 7.0 FTE's HBHS Case Coordinator at a K05A
- 1.0 FTE HBHS Case Coordinator at a K06B

The award of this grant would fund a total of 9.0 FTE's: 8.0 FTE's as detailed above and \*1.0 FTE that has been previously requested for the GAARF request for the UWBCR Interim Period HCS-MCH HBHS-CHW.

*\*Note that the 1.0 FTE Community Health Coordinator/Worker position is a grant application request to the Board on the October 3, 2017 Board Packet for grant funding from United Way of the Battle Creek & Kalamazoo Region for the grant funding period of November 1, 2017 to June 30, 2018.*

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

This grant supports continued partnership with Cradle Kalamazoo Initiative's efforts to reduce infant mortality and promote better health and well-being among our community families.

**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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for MCH Unit, HFA Program

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to submit the Healthy Families America (HFA) Care Coordinator grant to the United Way of the Battle Creek and Kalamazoo Region for the Maternal & Child Health Unit/Kalamazoo County Health & Community Services Department, in the amount of \$300,000.00 covering the period of July 1, 2018 through June 30, 2021. The grant application deadline is November 1, 2017.

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

The funding request for the 3-year period is \$300,000.00. The purpose of the grant is to support a 1.0 FTE Bilingual Care Coordinator and .2 FTE increase for the Supervisor position within the Healthy Families America home visitation program. The Care Coordinator would target the Hispanic population. The Care Coordinator would provide education on safe sleep, health, child development and basic needs to the Hispanic Community. This is a population which currently has a high infant mortality rate and in need of Healthy Families America services.

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

The grant provides funding from July 1, 2018 through June 30, 2021.

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

Local funding through the United Way of Battle Creek and Kalamazoo Region.

**PERSONNEL IF REQUIRED:**

HCS Administration will seek Board approval if grant is awarded, to create a 1.0 FTE Care Coordinator and a .2 FTE increase in current Supervisor position within the Healthy Families America home visitation program

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

The Healthy Families America program was implemented in 2014. The program follows an evidence-based model of prevention of child abuse and neglect. The program currently supports 2.6 FTE Care Coordinators, and a .8 FTE Supervisor.

The grant supports continued partnership with Cradle Kalamazoo Initiative's efforts to reduce infant mortality and promote better health and well-being among our community families.

**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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval to Submit Grant Application to United Way of Battle Creek & Kalamazoo Region for MCH Unit, NFP Program

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to submit the Nurse Family Partnership (NFP) Program Nurse Home Visitor grant to the United Way of Battle Creek & Kalamazoo Region for the HCS Maternal & Child Health (MCH) Unit/Kalamazoo County Health & Community Services Department, in the amount of \$330,500 covering the period of July 1, 2018 through June 30, 2021. The grant application deadline is November 1, 2017.

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

The total budget for the 3-year application is \$330,500.00. Funding will allow continued support of a 1.0 FTE RN Home Visitor for the NFP Program. Continued funding will allow NFP Program to provide RN support to 125 families of first-time mothers and participate in the reduction of Kalamazoo's infant mortality concerns.

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

The grant provides funding from July 1, 2018 – June 30, 2021.

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

Local - The United Way of Battle Creek and Kalamazoo Region.

**PERSONNEL IF REQUIRED:**

Staffing will remain the same for the NFP Program.

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

This grant will support the 1.0 FTE RN Home Visitor for the Nurse Family Partnership Program that is currently funded through the United Way Strategic Health Grant, which expires on June 30, 2018.

**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 17, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Salary Exception for WIC Positions

### **SPECIFIC ACTION REQUESTED:**

Salary exceptions are requested to hire (3) candidates for the WIC Registered Dietitian Lead position and (1) candidate for the WIC Technician position due to the county-wide merge of the WIC Program. Each of the candidates exceed the minimum qualifications of their respective positions as they are currently working with the WIC Program and have extensive longevity with the program.

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

Due to the merger and the expertise, knowledge, and work history these candidates will continue to provide to the WIC Program, the Registered Dietitian Team Lead positions' salary exception is requested at the K8-D step (annual salary of \$53,851), and the WIC Technician's salary exception is requested at the K4-D step (annual salary of \$34,382). Each one of these positions are key to the efficient and effective clinic flow during the transition from the Family Health Center to HCS.

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

Effective date of merge is October 2, 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 17, 2017

**DEPARTMENT:** Health & Community Services

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

**SUBJECT:** Position eliminations in Area Agency on Aging, IIIA

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to eliminate 0.2 FTE to reduce the position of Investigative Teams Coordinator within Area Agency on Aging, IIIA (AAA3A) to 0.8 FTE due to budgetary reductions.

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

The AAA3A Investigative Teams Coordinator position is crucial to further development of the multi-disciplinary teams who collaborate on complex cases of vulnerable adult abuse, financial exploitation, neglect, and hoarding, as well as a specific team whose focus is elder death review. This position will continue to support team investigations and development of strategies for system's change to address these issues. This position is supported by the State of Michigan PREVNT Grant which was reduced by 9% to \$70,971. The award notification email was sent on September 15, 2017.

**TIME FRAME OF ACTION:**

Effective October 1, 2017

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

The position is supported through the State of Michigan PREVNT Grant award.

**PERSONNEL IF REQUIRED:**

*Elimination:*

<u>Account #</u>	<u>Position/#</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
280-174	Investigative Teams Coordinator #10929-001	0.2	K07	\$19.71- \$24.21 per hour	10/01/2017

**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:** October 17, 2017

**DEPARTMENT:** Human Resources Department

**PREPARED BY:** Kristine D. Cunningham

**SUBJECT:** Letter of Understanding – Detective/Sergeant

**SPECIFIC ACTION REQUESTED:**

Approval of three (3) copies of a Letter of Understanding regarding Detective/Sergeant Promotional Assessments.

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

As a proposed settlement to a grievance related to the promotional assessments for Detective/Sergeant classifications, the Kalamazoo County Sheriff's Deputies' Association and Kalamazoo County Sheriff's Office agree to a Letter of Understanding that amends Article 9, Section 1 indicating that (1) any reference to "Sergeant" shall also refer to "Detective/Sergeant" depending on which particular position is being filled, (2) only employees in the F/NF 19 classification will be eligible to compete for and be promoted to the classification as Detective, and (3) these changes will be incorporated into the CBA during the next bargaining period.

**TIME FRAME OF ACTION:**

Effective October 3, 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:**

N/A

**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:** October 17, 2017  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** Letter of Understanding – Airport

**SPECIFIC ACTION REQUESTED:**

Approval of three (3) copies of a Letter of Understanding regarding Shift Differential for Airport Deputies (F12/NF12).

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

As a proposed settlement to a grievance related to shift differential payment for Airport Deputies (F12/NF12), the Kalamazoo County Sheriff's Deputies' Association and Kalamazoo County Sheriff's Office agree to a Letter of Understanding that amends Article 29, indicating that (1) F12/NF12 classification shall be eligible for shift differential payments in accordance with the terms and conditions of Article 29, (2) Each F12/NF12 employee who was eligible for shift differential under the terms of Article 29, but was not being paid, payment for each employee shall be made retroactively beginning from the date he or she was placed into the F12/NF12 classification, (3) the KCSDA waives any further claim for relief contemplated by grievance 17-7-3, and (4) shift differential payment to F12/NF12 employees will be incorporated into the CBA during the next bargaining period.

**TIME FRAME OF ACTION:**

Effective September 19, 2017, but retroactive as stated above.

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

N/A

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL:**

N/A

**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:** October 17, 2017  
**DEPARTMENT:** Michigan Works! Southwest – W.E. Upjohn Institute  
**PREPARED BY:** Amy Meyers  
**SUBJECT:** Program Year (PY) 2017 Employment Service (ES)  
 Plan Instructions

### SPECIFIC ACTION REQUESTED:

Review and approval of Program Year (PY) 2017 Employment Service (ES) Plan Instructions.

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

Michigan Works! Southwest has received notice from the Talent Investment Agency, with an allocation for Employment Services totaling \$417,697 for Program Year 2017.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the Unemployment Insurance (UI) Work Test, and
- recruitment services for employers.

The following four performance measures will be tracked for Wagner-Peyser ES programs:

- Entered Employment During the Second Quarter After Exit
- Retained Employment During the Fourth Quarter After Exit
- Median Earnings During the Second Quarter After Exit
- Employer Measure

**TIME FRAME OF ACTION:**

July 1, 2017 through June 30, 2018

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

Federal – Wagner Peyser Act 7(a)

**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:**

NAME

Amy Meyers

TITLE

Policy and Planning Manager

PHONE  
NUMBER

269.385.0414

**Program Year (PY) 2017 Employment Service (ES) Plan Instructions**

**PI: 17-19**

Michigan Works! Southwest has received notice from the Talent Investment Agency, with an allocation for ES totaling \$417,697 is for the time period of July 1, 2017 through June 30, 2018. The PY2016 allocation totaled \$418,234.

**Background**

The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that provide job matching at no cost to all employers and job seekers, known as the Employment Service (ES). The Wagner-Peyser Act was recently amended by the WIOA in 2014, and calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the Unemployment Insurance (UI) Work Test, and
- recruitment services for employers.

**Performance**

The following four performance measures will be tracked in the One-Stop Management Information System (OSMIS) for Wagner-Peyser ES programs:

- Entered Employment During the Second Quarter After Exit
- Retained Employment During the Fourth Quarter After Exit
- Median Earnings During the Second Quarter After Exit
- Employer Measure

**Funding Summary**

Funding Source and Cost Categories	Funding Levels
<b>Allocation</b>	<b>\$417,697</b>
Program	\$342,512
Administration	\$75,185

Source: PI: 17-13, 9/11/2017

**Technical Information**

<b>Program Title/Number</b>	Program Year (PY) 2017 Employment Service (ES) PI:17-19
<b>Funding Source</b>	Wagner-Peyser Act 7(a)
<b>Funding Level</b>	\$417,697
<b>Duration</b>	July 1, 2017 – June 30, 2018
<b>Reference</b>	Talent Investment Agency (TIA) PI: 17-19
<b>CFDA Number</b>	17.207



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** OFFICE OF THE PROSECUTING ATTORNEY

**PREPARED BY:** JEFF GETTING, PROSECUTOR

**SUBJECT:** CRIME VICTIM RIGHTS GRANT

**SPECIFIC ACTION REQUESTED:**

Accept and approve the FY 2017-2018 Crime Victim Rights Grant (CVR) Grant Agreement (no signatures required) with the Michigan Department of Health and Human Services (MDHHS).

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

The amount of the agreement is \$220,175. This agreement allows us to retain 2.5 Victim Advocates and a .50 FTE Legal Assistant II, that provide constitutionally mandated and critical services to victims of crime (i.e., notices of court hearings, escort to court, information and support regarding the court process, referrals for counseling, etc). These services ensure compliance with the law and reduce victimization.

**TIME FRAME OF ACTION:**

10/01/2017-09/30/2018

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

The application includes \$220,175 in State funds.

**PERSONNEL IF REQUIRED:**

No Action Required.

**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>
Jeff Getting	Prosecutor	383-8955



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** OFFICE OF THE PROSECUTING ATTORNEY

**PREPARED BY:** JEFF GETTING, PROSECUTOR

**SUBJECT:** FY1718 VICTIMS OF VIOLENCE – ASSISTANCE PROGRAM

**SPECIFIC ACTION REQUESTED:**

Accept and approve the FY 2017-2018 "Victims of Violence – Assistance Program" Victim of Crime Act (VOCA) Grant Agreement (no signatures required) with the Michigan Department of Health and Human Services (MDHHS).

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

The total amount of the FY1718 agreement is \$188,563 and allows the OPA to 1) retain two current full-time Victim Advocates 2) retain one .275 FTE to a current Victim Advocate Assistant position. The application includes a required 20% match of County funds which will be provided through .5 FTE of a Victim Advocate position. The VOCA grant agreement renewal allows the OPA to continue working with victims of domestic violence and sexual assault. This is the 31<sup>st</sup> year that the OPA has received this grant.

**TIME FRAME OF ACTION:**

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

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

The application includes \$150,850 in Federal funds and \$37,713 in County match funds. The VOCA Grant is currently assigned to the 277 Fund.

**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 Action Required.

**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)

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
JEFF GETTING	PROSECUTOR	383-8955



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** October 17, 2017  
**DEPARTMENT:** Office of the Prosecuting Attorney  
**PREPARED BY:** Jeffrey Getting, Prosecuting Attorney  
**SUBJECT:** OPA Sexual Assault Kit Project Investigator Employment Agreement With Lance E. Handlogten

**SPECIFIC ACTION REQUESTED:**

Approve and sign the Employment Agreement for Special Investigator, Lance E. Handlogten, and the Kalamazoo County Prosecutor's Office for the period ending September 30, 2018.

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

On September 20, 2017, the KCBOC approved and signed the Second Amendment to FY2017-2018 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 Employment Agreement for Special Investigator, Lance E. Handlogten. 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 Lance E. Handlogten'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:**

**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:** October 17, 2017  
**DEPARTMENT:** Office of the Prosecuting Attorney  
**PREPARED BY:** Jeffrey Getting, Prosecuting Attorney  
**SUBJECT:** OPA Sexual Assault Kit Project Investigator Employment Agreement With Richard A. Johnson

**SPECIFIC ACTION REQUESTED:**

Approve and sign the Employment Agreement for Special Investigator, Richard A. Johnson, and the Kalamazoo County Prosecutor's Office for the period ending September 30, 2018.

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

On September 20, 2017, the KCBOC approved and signed the Second Amendment to FY2017-2018 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 Employment Agreement for Special Investigator, Richard A. Johnson. 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 Richard A. Johnson'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:**

**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:** 10/17/2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** James Vandyken, Undersheriff

**SUBJECT:** Canteen contract extension

**SPECIFIC ACTION REQUESTED:**

Renew the one-year contract option for Canteen Services.

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

Canteen provides the snack foods the inmates purchase. There is no cost to the contract, although the County receives a 25% non-food or 30% food commission.

**TIME FRAME OF ACTION:**

January 1, 2018 to December 31, 2018

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

NA

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL:**

One year renewal. First of two contractual option years

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

Original contract was bid out in 2014 for three years with two one year extension options.

**CONTACT PERSON:**

**NAME**

James Vandyken

**TITLE**

Undersheriff

**PHONE**

**NUMBER**

385-6176



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** James Vandyken, Undersheriff

**SUBJECT:** Accept Kalamazoo River Community Recreational  
Foundation Grant

**SPECIFIC ACTION REQUESTED:**

Accept the Kalamazoo River Community Recreational Foundation Grant

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

Accept the grant for \$33,745.00 to purchase an airboat for the Sheriff's Office Marine Division to patrol the Kalamazoo River.

**TIME FRAME OF ACTION:**

The grant must be signed and returned by October 25, 2017. The airboat will be purchased immediately upon receipt of funds.

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

Kalamazoo River Community Recreational Foundation

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

The original grant submission requested \$45,000.00 however the Foundation recommended \$33,745.00 to purchase an airboat similar to the boats purchased through the grant by neighboring jurisdictions which will provide continuity for joint operations.

**PROCUREMENT INFORMATION:**

The proposed airboat is a "Connector Boat" which allows for similar boats to be connected into a larger platform for rescue operations. This is important for larger multijurisdictional events. The only Midwest vendor is in Grand Rapids.

**CONTACT PERSON:**

**NAME**

James Vandyken

**TITLE**

Undersheriff

**PHONE**

**NUMBER**

**385-6176**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 10/17/2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** James Vandyken, Undersheriff

**SUBJECT:** Approval of purchase from the Drug Law Enforcement Fund

**SPECIFIC ACTION REQUESTED:**

Approve the purchase an AXON CEW Starter with funds from the Drug Law Enforcement Fund

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

The AXON costs \$2,500.00 and is a program that downloads the data from a taser and stores them for analysis and evidence.

**TIME FRAME OF ACTION:**

Upon approval

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

Drug Law Enforcement Fund

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

NA

**ANY OTHER PERTINENT INFORMATION:**

All Deputies are equipped with tasers and tasers are also available in the jail

**PROCUREMENT INFORMATION:**

**CONTACT PERSON:**

NAME

James Vandyken

TITLE

Undersheriff

PHONE

NUMBER

385-6176



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** October 17, 2017  
**DEPARTMENT:** Sheriff's Office  
**PREPARED BY:** Terra Mickolatcher  
**SUBJECT:** Approve the 2017 Emergency Management  
Performance Grant (EMPT) award

### **SPECIFIC ACTION REQUESTED:**

Approve the award for the FY17 Emergency Management Performance Grant (EMPT) through the State of Michigan. This grant focuses on the development and maintenance of an emergency management program. The program is intended to focus on: being capable of protecting, life, property, and vital infrastructure during times of disasters/emergencies.

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

Approve the award amount of \$29,670.00 of the Emergency Management Director's wages and fringe benefits. The total estimated Emergency Management Director's salary and fringe for this grant period is \$117,463.25.

### **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...

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**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION**

The FY2017 EMPG program has a 50% cost match (cash or in-kind) requirement. The 50% County match will be funded with the Emergency Management's operating budget. The documentation for the approval include the following items: 2017 State of Michigan Grant Agreement (signed by Board Chair, County Clerk, and the Director of Emergency Management), the Standard Assurance page (Board Chair and the County Clerk), Audit Certification (Deputy County Administrator of Internal Services, or designee), W-9 and certification (member of Finance), and Certification Regarding Lobbying, Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements (signed by Board Chair, County Clerk, and the Director of Emergency Management).

*Grant Period: October 1, 2016 to September 30, 2017*

*CFDA#: 97-042 Grant #EMC-2017-ep-00001*

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:****NAME**

Terra Mickolatcher

**TITLE**

Financial Administrator

**PHONE NUMBER**

383-8763



ITEM JJ.

# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** October 17, 2017  
**DEPARTMENT:** Sheriff's Office  
**PREPARED BY:** Terra Mickolatcher  
**SUBJECT:** Approve acceptance of the Strategic Traffic Enforcement Grant

**SPECIFIC ACTION REQUESTED:**

Approve the acceptance of PT18-34 Strategic Traffic Enforcement Grant

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

KCSO is the fiduciary for eight (8) local police agencies, focusing on: alcohol enforcement, distracted drivers, and seat belt safety.

The grant award amount is \$59,756.00 (\$5,186.00/appx. 8% reduction from YA)

**TIME FRAME OF ACTION**

Grant period: October 1, 2017- September 30, 2018

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

State of Michigan, Department of State Police

**PERSONNEL IF REQUIRED:**

None



ITEM JJ.

# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

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**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION**

No County match

**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...

Kalamazoo County Board of Commissioners

## RESOLUTION

### STEPPING UP INITIATIVE TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESS IN JAILS

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

WHEREAS, without appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, since 1999, Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has partnered with the Kalamazoo County Sheriff's Department to provide behavioral health services to inmates in the county jail. These services include, but are not limited to, jail clinicians who screen inmates for severe behavioral health disorders, assess them for suicide risks, coordinate care with behavioral health service providers and facilitate diversion of inmates from jail to behavioral health services, when legally and clinically appropriate; and

WHEREAS, through the Stepping Up Initiative, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails.

THEREFORE, BE IT RESOLVED, THAT WE Kalamazoo County Board of Commissioners, do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in our state and across the country





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners

## RESOLUTION

### Senate Bill 386—Serious Problems

Whereas, County treasurers throughout Michigan oppose Senate Bill 386. As of today, 36 County Boards have passed resolutions opposing Senate Bill 386; and

Whereas, Senate Bill 386 is **overbroad**, addressing far more than the principal residence exemption issue claimed by its proponent, and would undermine the process for collecting unpaid real property taxes administered by foreclosing government units (county treasurers and the State of Michigan) for 3 main reasons:

- it would **increase litigation**, allowing *anyone* to challenge a court-ordered property tax foreclosure for 8 new reasons, even a person with no legal interest in the tax-foreclosed property;
- it would **cloud title** to court-foreclosed properties, **reducing sale proceeds** used to reimburse local tax collecting units for unpaid taxes, interest, penalties, and fees; and
- it would create uncertainty through **retroactivity** and **interfere with a pending court case** before the Michigan Supreme Court.

#### Increased Litigation

- SB 386 would permit any “person claiming to have a property interest” in property foreclosed by a court for nonpayment of property taxes (whether the person has an actual interest or not) to ask a circuit court to “invalidate the foreclosure” [SB 386, p 5-6]. This is in addition to the existing right under current law to appeal a foreclosure ordered by a circuit court to the Michigan Court of Appeals [MCL 211.78k(7)].
- SB 386 would create 8 new reasons (already 6 under current law) to undo a court-ordered property tax foreclosure by allowing any person claiming an interest in the foreclosed property to “seek to invalidate the foreclosure on any of the grounds” described in Michigan Court Rule 2.612 [SB 386, p 6].
- Among the 8 new reasons under MCR 2.612: failure to personally serve a defendant. This is problematic because under state law, tax foreclosures are proceedings against the land (*in rem*) not proceedings against individual property owners or taxpayers as defendants.
- Also among the 8 new reasons: a judge may grant overturn a foreclosure order for “any other reason justifying relief”. This grants judges very broad discretion to invalidate prior circuit court orders for any reason, creating an open invitation for **judicial activism** and **legislating from the bench**.

**Clouded Title, Reduced Tax Sale Proceeds**

- By allowing new collateral attacks on a foreclosure order after the order is final and appeal rights exhausted, SB 386 would undermine the quality of the fee simple title vested in a foreclosing governmental unit by a foreclosure order, create uncertainty, cloud otherwise clear titles, and reduce prices paid for tax-foreclosed properties at auction, all of which undermine the current tax sale and delinquent tax collection process.

**Retroactivity**

- SB 386 would apply retroactively to January 1, 2015. [SB 386, p 9], which could negatively impact and undermine all property tax foreclosures in the State of Michigan entered in 2015, 2016, and 2017, and in future years.

**Interference with Pending Michigan Supreme Court Case**

- This legislation is an attempt to alter the outcome of a case currently before the Michigan Supreme Court. See *Isabella Co Treasurer v Estate of Timothy Scott Pung (In re Petition of Isabella Co Treasurer)*, leave to appeal filed with Supreme Court on May 30, 2017 (Docket No. 155846).
- On behalf of the estate, Mr. Michael Pung (the estate's personal representative) wants the Supreme Court to review a recent decision of the Michigan Court of Appeals, which was decided against Mr. Pung and the Estate. See *Isabella Co Treasurer v Estate of Timothy Scott Pung (In re Petition of Isabella Co Treasurer)*, unpublished opinion per curiam of the Court of Appeals, issued April 18, 2017 (Docket No. 329858):  
publicdocs.courts.mi.gov/opinions/final/coa/20170418\_c329858\_36\_329858.opn.pdf.
- Apparently dissatisfied by the Court of Appeals decision, Mr. Pung both appealed to the Supreme Court on May 30, 2017 and then testified in support of the SB 386 as its main proponent before the Senate Finance Committee on June 8, 2017.
- According to Court, the Pung estate was provided constitutionally sufficient notice of the foreclosure of property for failure to pay property taxes for the 2012 tax year:  
"Our review of the record reflects that petitioner mailed four notices to Michael's [Pung's] address, 5475 Blue Heron, and two notices to the subject property, 3176 St. Andrews Drive, and physically posted notice at the subject property. None of these notices were returned as undeliverable, and there is no indication that petitioner had any reason to believe that an address other than these two would have proved any more successful. In fact, petitioner had used these same addresses with success during previous litigation with respondent, e.g., the litigation involving the 2010 and 2011 tax years, and it was these addresses to which the 2012 tax bill and revised tax bill were successfully sent. In our view, petitioner had no reason to believe that the notices that were sent or delivered were not being received by respondent. Courts have long held that when a government sends notice and receives no indication in response that something has gone awry, which is precisely the case here, the notice is constitutionally valid. See, e.g., *Jones*, 547 US at 226. **We therefore conclude that the notice provided to respondent by petitioner was constitutionally sufficient.**
- The legislature should avoid intervening in this pending case. In 2015, when the Court of Appeals resolved matters relating to a principal residence exemption in favor of the Pung estate for the 2007 to 2011 tax years, the Isabella County Treasurer let that decision stand, and did not appeal to the Supreme Court or seek retroactive legislation.

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 17, 2017.

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Timothy A. Snow  
County Clerk/Register

2017 RESOLUTION TO APPORTION AD VALOREM TAXES

WHEREAS, M. C. L. 211.34 through 211.37, as amended, requires the County Board of Commissioners, at its annual session in October each year, to ascertain and determine the amount of money to be raised for County, school, highway, drains, township and other purposes; and

WHEREAS, the board shall apportion such amount, in terms of millage among the townships and cities in the County in proportion to the Taxable Valuation of the property therein, real and personal, as determined by it, or the State Board of Equalization; and

WHEREAS, the Board shall direct that such of the several amounts of millage to be raised as authorized by law be spread upon the tax roll of the proper township and city; and

WHEREAS, such action and direction shall be final as to the levy and assessment of all such taxes, except where there is a change made in the Taxable Valuation of the County by the Michigan State Tax Tribunal upon appeal or any manner provided by law; and

WHEREAS, the Board has examined and ascertained that all certificates, statements, papers, and records submitted to it are accurate and properly certified, as required by M. C. L. 211.34, 211.34(d) and 211.34(e); and

WHEREAS, the Board has received Statement(s) of Compliance with Section 31, Article 9, of the State Constitution of 1963 certifying the requested millage has been reduced, if necessary, from each taxing authority.

NOW, THEREFORE, BE IT RESOLVED that the township supervisors and city assessors be hereby authorized and directed to spread on the taxable valuations of their respective tax rolls the amounts in millage proposed to be raised by taxation for County, township or city, school, drain, and all other purposes as set forth in the attached 2017 Apportionment Report.

DATED: October 17, 2017

\_\_\_\_\_  
Dale Shugars, Chairman  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN        )  
                                          ) SS.  
COUNTY OF KALAMAZOO    )

I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on October 17, 2017.

\_\_\_\_\_  
Timothy A. Snow  
Kalamazoo County Clerk/Register