



**Board of
Commissioners'
Meeting**

October 20, 2015

**NOTICE AND AGENDA FOR
OCTOBER 20, 2015
CONTINUATION OF ANNUAL MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that annual meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, October 20, 2015, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1 Call to Order
- ITEM 2 Invocation
- ITEM 3 Pledge of Allegiance
- ITEM 4 Roll Call
- ITEM 5 Approval of Minutes
- ITEM 6 Communications
- ITEM 7 Citizens' Time
- ITEM 8 For Consideration

- A. Kalamazoo County Public Transit Update

CONSENT AGENDA

- B. Request for Approval of 25 Year Resolution Honoring Clair Sootsman

Circuit Court

- C. Request for Approval of 2016 Swift and Sure Sanctions Program Contract with Michigan Supreme Court State Court Administrative Office
- D. Request for Approval of 2016 Juvenile Drug Court Program Contract with Michigan Supreme Court State Court Administrative Office
- E. Request for Approval of 2016 Adult Women's Drug Court Program Contract with Michigan Supreme Court State Court Administrative Office
- F. Request for Approval of 2016 Adult Men's Drug Court Program Contract with Michigan Supreme Court State Court Administrative Office
- G. Request for Approval of 2016 Family Dependency Treatment Court Program Contract with Michigan Supreme Court State Court Administrative Office
- H. Request for Approval of 2016 Juvenile Mental Health Court Program Contract with Michigan Supreme Court State Court Administrative Office
- I. Request for Approval of Byrne JAG Contract with State Court Administrative Office (SCAO) for Women's Drug Treatment Court
- J. Request for Approval of Byrne JAG Contract with State Court Administrative Office (SCAO) for Men's Drug Treatment Court
- K. Request for Approval of an Employment Contract with Michael Rocklin
- L. Request for Approval of Elimination/Creation of Positions (General/Child Care Funds)
- M. Request for Approval of Lease and Service Agreements with US Bank and Applied Imaging for Two Copy/Printer Machines
- N. Request for Approval of Software License and Professional Services Agreement to Existing Maintenance Agreement with Tyler Technologies, Inc. --SessionWorks Judge Edition (Enterprise)

O. Request for Approval of Software License and Professional Services Agreement to Existing Maintenance Agreement with Tyler Technologies, Inc. – Optical Character Recognition 3 (OCR)

District Court

P. Request for Approval of 2016 Sobriety Court Program Contract with Michigan Supreme Court State Court Administrative Office

Q. Request for Approval of 2016 Adult Mental Health Court Program Contract with Michigan Supreme Court State Court Administrative Office

R. Request for Approval of an Agreement with Southwest Michigan Behavioral Healthcare (SWMBH) and Acceptance PA2 Funds

Finance

S. Request for Approval of Intermittent Hiring of Retiree

Health & Community Services

T. Request for Approval of Contract Renewal for the Long Term Care Ombudsman Program with Region IIIC Area Agency on Aging

U. Request for Approval to Accept Statement of Grant Award #2015-6 from the MI Aging & Adult Services Agency (AASA)

V. Request for Approval of the 2015-2016 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)

W. Request for Approval of Contract Addendum to the Medical Examiner Services Agreement with Western Michigan University Homer Stryker M.D. School of Medicine

X. Request for Approval of Acceptance of Grant Award and Approval of Contract with Michigan Primary Care Association and Approval of the Creation of a Clinical Manager Position for the Edison School Based Health Clinic

Y. Request for Approval of Contracts with Multiple Organizational Partners for the Provision of Services and Support of the Edison School Based Health Clinic

Z. Request for Approval to Renew Grant with Susan G. Komen Michigan for Expanded Services for Breast and Cervical Cancer Control Navigation Program (BCCCNP) Wrap-Around Services

AA. Request for Approval to Submit a Grant Application to National Association of County & City Health Officials (NACCHO)

BB. Request for Approval of Partnership Agreements with Safe Kids Kalamazoo County and Bronson Methodist Hospital

CC. Request for Approval of the Notice of Funds Available (NFA) #4 to the Low Income Home Energy Assistance Program (LIHEAP) Agreement LIHEAP-13\39015 from the Michigan Department of Health & Human Services (MDHHS)

DD. Request for Approval to Accept Grant Award for FY2015-2016 for the Michigan Energy Assistance Program (MEAP) From the Community Action Agency Association (CAA)

EE. Request for Approval of Subcontract Agreements for the DOE13-39015-3 Weatherization Grant

FF. Request for Approval of Household Hazardous Waste Contract Amendment with Township of Kalamazoo

GG. Request for Approval of Paid Internship Positions in the Emergency Preparedness Program

HH. Request for Approval of the Creation of Position for the Area Agency on Aging IIIA (State/Federal Funds)

Human Resources

II. Request for Approval of Amendment to Non-Union Personnel Policy Sections 3.17, 4.06

Michigan Works!

JJ. Request for Approval of Reemployment Services and Eligibility Assessment (RESEA) and Eligibility Program

Planning & Community Development

KK. Request for Approval of Agreements with Multiple Municipalities and Units of Government for Licensed Pictometry Services

Prosecuting Attorney

LL. Request for Approval of FY 2015-2016 Crime Victim Rights Grant Agreement with the Michigan Department of Health and Human Services (MDHHS)

Sheriff

MM. Request for Approval of 2015 Marine Safety Grant Agreement with the Michigan Department of Natural Resources

Board of Commissioners

NN. Request for Approval of Transfers and Disbursements

OO. Request for Approval of Resolution Supporting Kalamazoo County United Way Campaign

NON-CONSENT AGENDA ITEMS

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

ANNUAL MEETING ITEMS

PP. Request for Approval to Accept Apportionment Report

QQ. Request for the Adoption of Resolution to Apportion Ad Valorem Taxes

RR. 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 Chairperson's Report

ITEM 13 Vice Chairperson's Report

ITEM 14 Members' Time

ITEM 15 Adjournment

Dina Sutton

Dina Sutton

Office Manager for Administrative Services

OCTOBER 14, 2015

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

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111
TDD PHONE: (269)383-6464

C.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$238,547 for the Swift and Sure Sanctions Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$238,547 for the Swift and Sure Sanctions Program. \$108,547 of these funds will be held in reserve for the assigned Michigan Department of Corrections Probation Officer.

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$30,000 for the Juvenile Drug Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$30,000 for the Juvenile Drug Treatment Court Program

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **October 20, 2015**

DEPARTMENT: **9th Circuit Court**

PREPARED BY: **Ann Filkins**

SUBJECT: **Acceptance of Grant Funds**

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$15,000 for the Women's Drug Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$15,000 for the Women's Drug Treatment Court Program

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$70,000 for the Men’s Drug Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$70,000 for the Men’s Drug Treatment Court Program

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$55,000 for the Family Dependency Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$55,000 for the Family Dependency Treatment Court Program

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

H.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$90,000 for the Juvenile Mental Health Court Program and is seeking permission to accept those funds. The court has completed a planning grant. These funds would support the implementation of this program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$90,000 for the Family Dependency Treatment Court Program

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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)

A board request for creation of a 1.0 FTE Case Manager will be forthcoming.

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins – 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **October 20, 2015**

DEPARTMENT: **9th Circuit Court**

PREPARED BY: **Ann Filkins**

SUBJECT: **Acceptance of Grant Funds**

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$125,000 for the Women’s Drug Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$125,000 to support for the Women’s Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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

Federal – Byrne 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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Acceptance of Grant Funds

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court has received a grant in the amount of \$130,000 for the Men's Drug Treatment Court Program and is seeking permission to accept those funds.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$130,000 to support for the Men's Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2015 – September 30, 2016

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

Federal – Byrne 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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

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 WITH PHONE NUMBER:

Ann Filkins – 384-8253

K.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **October 20, 2015**

DEPARTMENT: **9th Circuit Court**

PREPARED BY: **Ann Filkins**

SUBJECT: **Consultant Contract**

SPECIFIC ACTION REQUESTED:

Permission to use grant funding to hire a contractual employee

DESCRIPTION OF ACTION (dollar amount, purpose):

\$19,200

The 9th Circuit Court seeks to hire a contractual employee to further develop and perform case management functions of the Family Dependency Treatment Court Program.

TIME FRAME OF ACTION:

10/21/2015 – 3/21/2015

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

State – Family Dependency Treatment Court Program

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 384-8253

L .

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Position

SPECIFIC ACTION REQUESTED:

Circuit Court would like to use the funding of a vacant position, 10685-001 on position 10885-001 to make position 10885-001 temporarily funded 100% general fund. This arrangement would be for 6 months starting October 21, 2015.

DESCRIPTION OF ACTION (dollar amount, purpose):

Child Care Fund Position – Program Manager 10685-001, k09. Salary range \$45,364.80 - \$61,256.00. Funded 50% State Revenue, 50% General Fund.

TIME FRAME OF ACTION:

6 months starting October 21, 2015.

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

Funding would come from position 10685-001 which is vacant. That position is a k09 position \$45,364.80 – \$61,256.00 which is funded 50% general fund and 50% child care fund. Position 10885-001 would be funded 100% 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)

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	35,942.40-48,526.40	1.0	101-132-704.00

ELIMINATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10885-001	Case Manager	k07	35,942.40-48,526.40	0.5	101-132-704.00
				0.5	292-676-704.00

NEW OR RENEWAL OR AMENDMENT:

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

N/A

ANY OTHER PERTINENT INFORMATION:

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: Kalamazoo County Juvenile Home – Lease and Service Agreements for two copy/printer machines (2 – Ricoh 4503)

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached US Bank Lease Agreement and Applied Imaging Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed agreements with US Bank and Applied Imaging will allow 9th Circuit Court to replace two copy machines in which their current lease agreements are due to expire. The total lease cost per month for all machines is \$325.25. The lease includes 10,000 Mono and 1,000 color copies/prints per month, service, parts, labor and supplies except paper. The cost for excess copies is \$0.0048 per page B/W and \$0.05 per page Color.

The new machines will allow Circuit Court to maintain their current printing, copying and scanning operations.

TIME FRAME OF ACTION:

60 Month Lease.

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

Equipment / Rent / Lease Account: 292-662-941.00

Copy Charges Account: 292-662-729.00

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL OR AMENDMENT:

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

Renewal

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)

The 9th Circuit Court received and reviewed a total of three quotes from Applied Imaging, Cornerstone Technologies, and DL Gallivan. Applied Imaging was chosen based on: 1) lowest 60-month lease price, and 2) satisfaction with vendor through prior course of dealing.

CONTACT PERSON WITH PHONE NUMBER:

Justin J. Clark
Automation and Technology Administrator,
Ninth Judicial Circuit Court
Phone: 269-384-8246
jjclar@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: 9th Circuit court – Tyler Technologies, Odyssey Case Management System, SessionWorks Judge Edition (Enterprise)

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached Software License and Professional Services Agreement to Existing Software Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed Agreement with Tyler Technologies offers the Circuit Court a new feature of the Odyssey product suite. The cost for this feature is \$66,320.00. Odyssey SessionWorks Judge Edition is software that uses an innovative, easy-to-use touch screen to create an electronic courtroom. It enables judges to access and control critical case information rapidly and more securely right from the bench. Judges need to view large amounts of data usually stored in stacks of file folders. Judge Edition transforms paper chaos into seamless, electronic information, and quickly provides judges with up-to-date case data at their fingertips.

This touch screen software will require the installation of up to 16 touch screen LED monitors for judges and referees at a cost that will not exceed \$6,000.00.

The overall cost of this software and hardware will be \$72,320.00.

TIME FRAME OF ACTION:

The Circuit Court seeks to have this feature configured, installed, and implemented before the close of 2015.

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

The funding source is varied, but is described below:

- a. 101-132-819.02 will cover 81.2% of Maintenance and Support
Child Care Funds will cover 18.8% of Maintenance and Support
- b. Allocated Funds: 101-444-970.75 will be used for New Software and Hardware Purchases

If any on-site training is needed, travel and lodging expenses will be paid through the 101-444-970.75 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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

SessionWorks Judge Edition is simple to use and requires little to no training. Access a case file by simply touching the file on your screen and it opens automatically. The Judge Edition home page was created to resemble a judge's bench desktop. The personal workspace provides access to a variety of powerful courtroom tools that are only a touch away. By scrolling up and down, the user is able to access their calendar, view items or session on their docket, and have immediate access to email and other frequently used applications.

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)

This was not bid out. Tyler Technologies is the "sole source" for our case management system.

CONTACT PERSON WITH PHONE NUMBER:

Suzanne Darling
Court Administrator
Phone: 269-383-8928
Email: smdarl@kalcounty.com

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Justin J. Clark

SUBJECT: 9th Circuit Court – Tyler Technologies, Odyssey Case Management System, Optical Character Recognition 3 (OCR)

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached Software License and Professional Services Agreement to Existing Software Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed Agreement with Tyler Technologies offers the Circuit Court a new feature of the Odyssey product suite. The cost for this feature is \$35,180.00. OCR 3 converts images of scanned documents to searchable PDF documents by adding a layer of text behind the image. Judges and other court staff often need to search within a document to find specific text. Previously, the standard of storing images of scanned documents forced a user to read through the whole document to find the specific text. Utilizing this technology will increase efficiency and move the Circuit Court closer to becoming a paper-on-demand environment.

TIME FRAME OF ACTION:

The Circuit Court seeks to have this feature configured, installed, and implemented before the close of 2015.

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

The funding source is varied, but is described below:

- a. 101-132-819.02 will cover 81.2% of Maintenance and Support
Child Care Funds will cover 18.8% of Maintenance and Support
- b. Allocated Funds: 101-444-970.75 will be used for New Software and Hardware Purchases

If any on-site training is needed, travel and lodging expenses will be paid through the 101-444-970.75 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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

OCR is deployed in three tiers. The Circuit Court currently uses OCR 1, which uses an on-demand approach. This entails navigating to the Documents tab in Odyssey and manually selecting one or many TIFF or PDF documents to be converted to PDF within a searchable text layer.

OCR 2 and OCR 3 will be added with the acquisition of this technology. OCR 2 provides automated on document acquisition. This feature allows the user to automatically send all TIFF or PDF that are attached to a case through the OCR process when they are added to the system. OCR 3 enables batch conversion. This involves scheduling an Odyssey job to select documents based on criteria for conversion.

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)

This was not bid out. Tyler Technologies is the "sole source" for our case management system.

CONTACT PERSON WITH PHONE NUMBER:

Suzanne Darling
Court Administrator
Phone: 269-383-8928
Email: smdarl@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Oct. 20, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of the grant award and acceptance of the contract between the Court and the State Court Administrative Office (SCAO).

SPECIFIC ACTION REQUESTED:

- 1) 8th District Court requests Board approval of grant award of \$55,000 from SCAO to provide operating costs for our Sobriety Court Program.
- 2) The Court also requests approval of the grant contract from SCAO.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding is in the amount of \$55,000.00. These funds are designated for drug testing, supplies and training.

TIME FRAME OF ACTION:

This is a renewable grant that runs from 10-1-15 to 9-30-16.

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

FY 2016: Michigan Drug Court Grant Program - SCAO

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 required at this time.

NEW OR RENEWAL OR AMENDMENT:

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

Renewal

ANY OTHER PERTINENT INFORMATION:

The 8th District Court Sobriety Court program continues in operation with funding from SCAO, with the specific mission of holding repeat drinking & driving offenders to a higher level of accountability. By entering into this agreement with SCAO, our program will have the opportunity to maintain its purpose and mission.

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director: 383-8966

9.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday Oct. 20, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of the grant award and acceptance of the contract between the Court and the State Court Administrative Office (SCAO).

SPECIFIC ACTION REQUESTED:

- 1) 8th District Court requests Board approval of grant award of \$145,635 from SCAO to provide operating costs for the Mental Health Recovery Court Program.
- 2) The Court also requests approval of the grant contract from SCAO.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$145,635 is requested for ongoing operational costs.

TIME FRAME OF ACTION:

This is a renewable grant that runs from 10-1-15 to 9-30-16.

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

FY 2016 SCAO- Michigan Mental Health Court Grant Program.

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 court personnel required at this time.

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

The 8th District Court Mental Health Recovery Court has been in operation since 2008. The majority of the funding has been provided by Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) with the exception of last year's SCAO grant and this grant award.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

R.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday Oct. 20, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Approval of agreement between Southwest Michigan Behavioral Healthcare (SWMBH) and 8th District Court and acceptance of PA2 funds in the amount of \$40,000 for the Sobriety Court Program, the Young Adult Diversion Program and general probation.

SPECIFIC ACTION REQUESTED:

8th District Court requests:

- 1) Board approval of an agreement between SWMBH and 8th District Court to provide \$28,000 for our Sobriety Court Program and \$5,000 for the Young Adult Diversion Program for the grant period of Oct. 1, 2015 – Sept. 30th, 2016.
- 2) Board Approval to seek grant funding from SWMBH and approval of an agreement between SWMBH and 8th District Court to provide \$7,000 for General Probation for the grant period of Oct. 1, 2015-Sept. 30, 2016.
- 3) Approval and acceptance of total grant award of \$40,000

DESCRIPTION OF ACTION (dollar amount, purpose):

Total funding in the amount of \$40,000.
(\$28,000 for Sobriety Court Program, \$5,000 for Young Adult Diversion Program and \$7,000 for general probation)

TIME FRAME OF ACTION:

Oct. 1 2015 through Sept. 30, 2016.

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

State funding through PA2/Block Grant funds.

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 required at this time.

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: October 20,2015****DEPARTMENT: Finance****PREPARED BY: Tracie Moored, Finance and Administrative Services Director****SUBJECT: Intermittent hiring of Retiree****SPECIFIC ACTION REQUESTED:**

The County has an arbitration case which was not closed when one of the employees who had been providing testimony retired. We need this employee to potentially be available for continued testimony in the case as we work to come to a conclusion. Personnel Policy 3.17 – Rehiring of Retired County Employees allows for the rehiring of retired County employees when there is a vacancy or when that employee is needed to train his/her replacement. Because this situation doesn't meet either of those requirements, we need Board approval to bring back Lori VanderPloeg and are asking for the flexibility to rehire her for 90 days at a rate of \$38.92 per hour to be utilized on an as needed basis while completing the arbitration process.

DESCRIPTION OF ACTION (dollar amount, purpose):

Maximum cost of \$3,424.96

TIME FRAME OF ACTION:

Through January 20, 2016 ~ not to exceed a total of 80 hours.

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

Current Finance budget.

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 OR AMENDMENT:

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

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

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

CONTACT PERSON WITH PHONE NUMBER:

Tracie Moored, 269/383-8843



T. - HH.

**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

DATE: October 20, 2015

TO: County Board of Commissioners

FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer

RE: **ITEMS FOR YOUR CONSIDERATION**

A. APPROVAL OF CONTRACT RENEWAL FOR THE LONG TERM CARE OMBUDSMAN PROGRAM WITH THE REGION IIIC AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval of a renewal contract between the Region IIIC Area Agency on Aging and the HCS - Area Agency on Aging Region IIIA (AAIIIA) for the Long-Term Care Ombudsman Program. The renewal contract provides funding for the period of October 1, 2015 through September 30, 2016 in the amount of \$2,000.

DESCRIPTION OF SUBJECT

The Long-Term Care Ombudsman Program serves a five county area, including Barry, Branch, Calhoun, Kalamazoo, and St. Joseph, covering three Area Agency on Aging Regions. Each region is awarded funds for the ombudsman program and then subsequently contracts them to the HCS-AAIIIA as the administrative agency for the program. The Ombudsman Program provides consumers with information and consultation on issues and complaints regarding licensed long-term care facilities as well as promoting best practices in long-term care.

RELATIONSHIP TO GOALS

The activities associated with this program will further the goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

FUNDING SOURCE

No County funds are required as a result of this request. These funds are from the federal government as awarded by the state to the Region IIIC Agency on Aging.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director of Older Adult Services, at 373-5153 / jasiva@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

B. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2015-6, FROM THE MI AGING & ADULT SERVICES AGENCY (AASA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval to accept Statement of Grant Award #6 from the MI Aging & Adult Services Agency (AASA) in a total amount of \$3,312 for the period of October 1, 2014 through September 30, 2015.

DESCRIPTION OF SUBJECT

Statement of grant award (SGA) #6 is an increase in funding for the award for FY15. Acceptance of this funding allows the continued provision of a range of services provided by the AAAllIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Aging & Adult Services Agency. This SGA brings total funding for FY15 to \$1,651,201

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director, Older Adult Services at 373-5153 or at jasiva@kalcouny.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 or lmstin@kalcouny.com

C. APPROVAL OF THE 2015/2016 COMPREHENSIVE AGREEMENT (FORMERLY THE COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC)) AGREEMENT WITH THE MICHIGAN DEPARTMENT HEALTH & HUMAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of the FY 2015/2016 Comprehensive Agreement (Formerly the Comprehensive Planning, Budgeting and Contracting (CPBC)) agreement with the Michigan Department of Health & Human Services (MDHHS) for the period of October 1, 2015 to September 30, 2016 in an amount of \$3,736,539.

DESCRIPTION OF SUBJECT

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 2015/2016 funding level is \$3,736,539. The Comprehensive Agreement includes Essential Local Public Health Services (ELPHS) funding for mandated Public Health Services as well as categorical funding for the majority of the Department's public health grant programs. Approval of the Comprehensive Agreement will serve to obligate new fiscal year funding levels and establish individual program budgets and output measures.

RELATIONSHIP TO GOALS

The funding provided through the Comprehensive Agreement is relative to all Health and Community Services Department goals.

FUNDING SOURCE

The \$3,736,539 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Health & Human Services.

PERSONNEL

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

ISSUES/CONCERNS

If you have any questions, please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or rjpost@kalcounty.com or Gillian Stoltman, Director / Health Officer, at 373-5260 or gastol@kalcounty.com

D. APPROVAL OF CONTRACT ADDENDUM TO THE MEDICAL EXAMINER SERVICES AGREEMENT WITH WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE

ACTION REQUESTED

HCS Administration requests Board approval of a contract addendum to the Medical Examiner Services Agreement with Western Michigan University Homer Stryker M.D. School of Medicine (WMed) for the provision of additional services as they relate to Fetal Infant Mortality Review (FIMR). The full contract period is May 1, 2014 to April 30, 2018 and was approved by the Board on April 1, 2014.

DESCRIPTION OF SUBJECT

The Fetal Infant Mortality Review (FIMR) is an action-oriented community program for the purpose of increasing understanding of how a wide array of social, emotional, economic, public health, education, environmental and safety factors related to the loss of infants within a local community. This understanding is achieved through the completion of in depth case studies and reviews of infant deaths, at which point the review team identifies issues, barriers, and gaps in care, making recommendations to improve community resources and systems of care to reduce further fetal and infant mortality.

The FIMR process is recognized as an important component of public health surveillance and the HCS department has designated funding through the annual Comprehensive Agreement (formerly CPBC) funding grant to complete case extractions and reviews of infant deaths within the county. The FIMR process aligns with the duties and responsibilities that have been delegated through contract to WMed for the Kalamazoo County Medical Examiner's Office and is a natural addition to services and operations already being performed. The specialized and varying needs for each infant death review will be best met through this expanded partnership between HCS and WMed.

HCS by and through its Maternal and Child Health Manager will continue to be actively involved in the review process and will coordinate community support and involvement in implementing recommended systems change; WMed by and through the Medical Examiner's Office will complete case extractions and reviews of individual infant deaths.

RELATIONSHIP TO GOALS

Through this agreement, the Kalamazoo County Medical Examiner's Office will help to further the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths, specifically by addressing the tragedy of fetal and infant morbidity.

FUNDING SOURCE

Funding specific to this contract addendum is designated through the Comprehensive Agreement from the Michigan Department of Health and Human Services. All other contract funds for the operation of the Medical Examiner's Office are budgeted from the County General Fund.

HCS, through the Comprehensive Agreement, is allotted a yearly case extraction number and subsequent per case reimbursement amount (e.g. \$270.00 per case extraction/report in 2015/2016); HCS will authorize the number of permitted FIMR case abstractions and reports to be performed by the Medical Examiner's Office on an annual basis, consistent with the CPBC grant award.

PERSONNEL

No new personnel are required as a result of this request. All personnel for the Medical Examiner Office will be provided by WMed under this contractual agreement.

PROCUREMENT

There is no procurement associated with this request.

ISSUES & CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, Maternal Child Health Manager, at 373-5024 / dllenz@kalcounty.com or Gillian Stoltman, PhD, MPH, Director/ Health Officer at 373-5260 or at gastol@kalcounty.com

E. ACCEPTANCE OF A GRANT AWARD AND APPROVAL OF CONTRACT BETWEEN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AND MICHIGAN PRIMARY CARE ASSOCIATION FOR THE SUPPORT OF THE EDISON SCHOOL BASED HEALTH CLINIC AND APPROVAL FOR CREATION OF A 1.0 FTE CLINICAL MANAGER

ACTION REQUESTED

HCS Administration requests Board acceptance of a grant award and of the contract with Michigan Primary Care Association in the amount of \$170,000 for a one-year period of October 1, 2015 to September 30, 2016 to continue funding for the Edison School-based health clinic as well as approval for the creation of a 1.0 FTE Clinical Manager position.

DESCRIPTION OF SUBJECT

The Edison School Health Clinic provides critical health care to students attending the Edison School and their siblings. The clinic was administered through the Family Health Center (FHC), but FHC was unable to maintain this role in the foreseeable future. A collaborative of the WMU Homer Stryker School of Medicine, Communities in Schools and the Kalamazoo County Health and Community Services Department has been formed to continue the important work of the clinic. The clinic provides health services to children attending the Edison School, 98% of who are eligible for free and reduced lunches. For many of these children there is no medical home and even for those who do have a designated health provider, there are frequently many challenges for them to make their appointments. The Edison clinic provides many of these services on site, which means that not only do the children receive the needed care but that the time away from their classes is minimized. These children are particularly vulnerable as they live in environments with high levels of chronic stress, including homelessness and transient living. The clinic provides medical diagnosis and treatment, health education, mental health care and coordination of services.

The medical services will be provided through a sub-contract with the WMU Homer Stryker School of Medicine, while the behavioral health and nutritional services will be provided through a sub-contract with the Family Health Center.

The Health and Community Services Department will provide fiduciary, education and coordination services.

Subsequent agenda *item F* for sub-contracts directly relates to the approval of this contract with the Michigan Primary Care Association.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the health of the community through coordinated planning, resource development, and service delivery. The Edison School Health Clinic provides important health services to the most vulnerable members of our community, in order to minimize health and behavioral challenges to their education.

FUNDING SOURCE

No County general funds are requested as a result of this action. Funding for this program comes from the Michigan Department of Health and Human Services and the Michigan Department of Education.

PERSONNEL

Create:

Account #	Position/#	Grade	FTE	Pay Range	Effective
TBD	Clinical Manager #TBD – New	K8	1.0	\$41,516 - \$56,056	10/21/2015

Creation of this Position is for the purpose of providing clinic oversight to and at the Edison Based School Health Clinic; a child/elementary health clinic operated through the partnership and collaboration between Kalamazoo County Health & Community Services, WMU Homer Stryker MD School of Medicine, Family Health Center, Kalamazoo Communities in School and Kalamazoo Public Schools. This clinic will continue to provide health care services to the students and siblings of Edison School, El Sol and the Boys and Girls Club. The Clinical Manager will be responsible for oversight of clinical operations, communications with public and patients, grant requirement monitoring and compliance and coordination of all project partners. The Clinical Manager will report to and be directly supported by the HCS Deputy Director – Community Services who reports to the HCS Director / Health Officer.

ISSUES/CONCERNS

HCS agenda *item F* directly relate to this contract approval request. There are no other issues or concerns at this time. If there are any questions, please contact Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com or Gillian Stoltman, Director Health and Community Services gastol@kalcounty.com or 269-373-5260.

F. ACCEPTANCE OF CONTRACTS BETWEEN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AND MULTIPLE ORGANIZATIONAL PARTNERS FOR THE PROVISION OF SERVICES AND SUPPORT OF THE EDISON SCHOOL BASED HEALTH CLINIC

ACTION REQUESTED

HCS Administration requests Board acceptance of the contracts as identified below for the provision of services and support for the Edison School Based Health Clinic for the period of October 20, 2015 to September 30, 2016 to continue operations for the Edison School-based health clinic.

Contracting Organization	Agreement Types	Services Provided	Funding Amount
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Family Health Center (FHC)	Partnership & Professional Services Business Associate Agreement	Behavioral Health, Nutrition and Supervision of FHC Professionals	\$9,040
Kalamazoo Communities in Schools (KCIS)	Partnership & Professional Services Business Associate Agreement	.3 FTE Program Coordinator (clinic support)	\$19,130
Kalamazoo Public Schools (KPS)	Memorandum of Understanding Business Associate Agreement	Clinic Facility, Janitorial Service, Utilities, student support	In- Kind
WMU Homer Stryker MD School of Medicine (WMed)	Partnership & Professional Services Business Associate Agreement	.6 FTE Nurse Practitioner and Clinic Support	\$65,400

DESCRIPTION OF SUBJECT

The Edison School Health Clinic provides critical health care to students attending the Edison School and their siblings. Kalamazoo County Health and Community Services Department in partnership with WMU Homer Stryker School of Medicine, Kalamazoo Communities in Schools, Family Health Center and Kalamazoo Public Schools has received grant award and funding to continue the important work of the clinic. The clinic provides health services to children attending the Edison School, 98% of who are eligible for free and reduced lunches. For many of these children there is no medical home and even for those who do have a designated health provider, there are frequently many challenges for them to make their appointments. The Edison clinic provides many of these services on site, which means that not only do the children receive the needed care but that the time away from their classes is minimized. These children are particularly vulnerable as they live in environments with high levels of chronic stress, including homelessness and transient living. The clinic provides medical diagnosis and treatment, health education, mental health care and coordination of services.

The medical services will be provided through the Partnership & Professional Services sub-contract with the WMU Homer Stryker School of Medicine, while the behavioral health and nutritional services will be provided through a Partnership & Professional Services sub-contract with the Family Health Center.

Site Coordination and community/parent outreach and involvement will be provided through the Partnership & Professional Services sub-contract with Kalamazoo Communities in Schools, while clinic space, janitorial services, and student support will be provided through the Memorandum of Understanding with Kalamazoo Public Schools.

This request is in direct relation to *item E* for the acceptance of grant funds and approval of contract with the Michigan Primary Care Association.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the health of the community through coordinated planning, resource development, and service delivery. The Edison School Health Clinic provides important health services to the most vulnerable members of our community, in order to minimize health and behavioral challenges to their education.

FUNDING SOURCE

No County general funds are requested as a result of this action. Funding for these agreements come from the Michigan Department of Health and Human Services and the Michigan Department of Education.

PERSONNEL

HCS will create a 1.0 FTE Clinical Manager position to fulfill roles and responsibilities of the department for the operation of the Edison Based Clinic as outlined in the contracts. This position creation was included above in *item E* on this agenda.

ISSUES/CONCERNS

There are no issues or concerns at this time. If there are any questions, please contact Gillian Stoltman, Director Health and Community Services gastol@kalcounty.com or 269-373-5260.

G. NOTICE OF EXPANDED SERVICES REQUESTED TO RENEWAL GRANT WITH SUSAN G. KOMEN MICHIGAN FOR BREAST AND CERVICAL CANCER CONTROL NAVIGATION PROGRAM (BCCCNP) WRAP-AROUND SERVICES

ACTION REQUESTED

HCS Administration would like to provide advance notice of expanded services requested to a renewal grant application to Susan G. Komen (Southwest) Michigan for BCCCNP Wrap-around services. The amount of the grant funding applied for is \$21,400 for the period of April 1, 2016 through March 31, 2017.

DESCRIPTION OF SUBJECT

Through the renewal of the Susan G. Komen Michigan grant, the HCS – Breast and Cervical Cancer Control Navigation Program (BCCCNP) will continue to provide breast screening and follow-up diagnostic services for individuals who are not currently participants enrolled in the BCCCNP caseload. BCCCNP Staff will coordinate care and provide these individuals with services such as clinical breast exams, mammograms, follow-up radiology, surgeon consultations and breast biopsies. The targeted audience will be women under age 40 and men.

As a part of the renewal for the 2016/2017 funding application, BCCCNP has determined a need for expanded services. Specifically, expanded services will provide Spanish translation services as well as increased resources for education and outreach to minorities and rural customers.

The renewal grant contract will be brought to the Board for review and approval directly following a funding award notice from Susan G. Komen Michigan to HCS Administration.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast cancer are preventable, and this program assists underserved women and men in obtaining early diagnosis of breast cancer.

FUNDING SOURCE

No County funds are required as a result of this action; all funding for continued and expanded services will be from the Susan G. Komen Michigan grant dollars upon award of renewal grant.

PERSONNEL

There are no new personnel required as a result of this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Jones, BCCCP Program Coordinator at 373-5383 / lajone@kalcouny.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcouny.com

H. APPROVAL TO APPLY FOR GRANT FUNDING FROM THE NATIONAL ASSOCIATION OF COUNTY & CITY HEALTH OFFICIALS (NACCHO)

ACTION REQUESTED

HCS Administration requests Board approval to submit a grant application to NACCHO for funding for the Breast and Cervical Cancer Control Navigation Program (BCCCNP) to provide assistance and education to community residents about the Human Papillomavirus (HPV) Vaccination. The total request is \$16,500.00 and if awarded will be for the period of December 1, 2015 through June 30, 2016.

DESCRIPTION OF SUBJECT

HPV is the most common sexually transmitted infection in the United States and is responsible for nearly 26,000 new cases of cancer each year; HPV infections are responsible for the majority of cases of cervical cancer. The combined cost of HPV-associated cancers and other conditions is estimated to be \$8 billion per year in the U.S. As such, immunization has been one of the most successful and safest public health interventions available.¹

As the Breast and Cervical Cancer Control Navigation Program (BCCCNP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the high prevalence of breast and cervical cancer among underserved men and women this grant will apply directly to the services currently provided by the BCCCNP and will allow for the increased provision of effective prevention options to individuals in the community.

Grant funding will be used to support Kalamazoo County through engagement and collaboration with healthcare providers and other key stakeholders to create and design an action plan to increase the HPV vaccination rates in our community. This process will be facilitated and support by NACCHO staff as well.

NACCHO RFP accessed from: <http://naccho.org/topics/HPDP/immunization/upload/NACCHO-HPV-RFA-9-22-15.pdf>

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this project will allow staff to assist men and women with navigation and referral tools to seek HPV vaccination and education.

FUNDING SOURCE

No additional County funds are required as a result of this action. Funding would be from NACCHO.

PERSONNEL

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

ISSUES/CONCERNS

If you have any questions or concerns regarding the above requested action, please feel free to call Deb Lenz, MCH Division Manager at dllenz@kalcounty.com /373-5024 or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com

**I. APPROVAL OF PARTNERSHIP AGREEMENTS WITH SAFE KIDS
KALAMAZOO COUNTY AND BRONSON METHODIST HOSPITAL**

ACTION REQUESTED

HCS Administration requests Board approval of Partnership Agreements between HCS – Maternal and Child Health Programs and Safe Kids Kalamazoo County and Bronson Methodist Hospital for the provision of outreach and educational activities as defined through the MDHHS Safe Sleep Initiative grant. This agreement will set the funding amounts for the 2015/2016 funding year and cover the period of October 1, 2015 to September 30, 2016. Total funding for both contracts is in the amount of \$15,400.00 for outreach and educational activities.

DESCRIPTION OF SUBJECT

The Maternal & Child Health Division continues the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The mini-grant award from the Michigan Department of Health & Human Services, Division of Family & Community Health is allocated through the Comprehensive Agreement.

RELATIONSHIP TO GOALS

HCS has a goal to improve the overall health of the community by reducing preventable deaths. The Maternal & Child Health Division works to reduce the fetal and infant deaths in Kalamazoo County through its programs.

FUNDING SOURCE

No County funds are required as a result of this action. The funding source for this agreement comes from the MDHHS – Family & Community Health Division through the Comprehensive Agreement grant. Below are the individual funding as designated by each contract:

Contractees:

Bronson Methodist Hospital - \$7,900
Safe Kids Kalamazoo County - \$7,500

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

J. APPROVAL OF THE NOTICE OF FUNDS AVAILABLE (NFA) #4 TO THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AGREEMENT LIHEAP-13-39015 FROM MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES (MDHHS)

ACTION REQUESTED

HCS Administration requests Board approval for the NFA #4 to the current agreement for the LIHEAP program, from MDHHS for the period of 4/1/2013 through 6/30/2016 in the amount of \$129,468. The original agreement was approved on 3/19/13.

DESCRIPTION OF SUBJECT

The MDHHS LIHEAP Agreement #13-39015 is for the provision of expanded weatherization services. This specific funding period is a part of a 3-year contract from 4/1/2013 through 6/30/2016. Funding is awarded yearly through NFA's. Weatherization housing services normally includes insulation of walls, floors and ceilings, ensures there is a tight air seal around windows and doors, and health and safety inspections of furnaces and water heaters. Roof replacements are also considered in situations where the demand is clear and funds are available. There is a great need in the County for these services and LIHEAP funds will be well invested in helping citizens maintain their homes and reduce energy costs.

RELATIONSHIP TO GOAL

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while also helping to improve the housing stock in our community.

FUNDING SOURCE

No County funds are associated with this action. All funding is from the Michigan Department of Health and Human Services (DHHS).

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, CAA Housing & Neighborhoods Coordinator, at 373-5101/ arleve@kalamazoo.org or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalamazoo.org.

K. ACCEPTANCE OF GRANT AWARD FOR FY 2015-2016 FOR THE MICHIGAN ENERGY ASSISTANCE PROGRAM (MEAP) FROM THE COMMUNITY ACTION AGENCY ASSOCIATION (CAA).

ACTION REQUESTED

HCS Administration requests Board approval to accept the Grant Award from Michigan Community Action (MCA) in the amount of \$255,570.96 (\$208,800 for utility payments, \$46,770.96 service fee) for the Kalamazoo County Community Action Agency (CAA) for the period beginning October 1, 2015 through September 30, 2016. This award is year two for the two-year grant period, October 1, 2014 through September 30, 2016. The original agreement was approved on October 21, 2014.

DESCRIPTION OF SUBJECT

The purpose of these funds is to intervene in crisis situations by providing energy assistant program services designed to help eligible low-income households meet energy costs for their primary residence. This is accomplished through payment or partial payment of electric and natural gas bills for vulnerable Kalamazoo County residents during the 2015-2016 heating season.

RELATIONSHIP TO GOAL

The Health and Community Services Department has defined the overall goal of the Community Action Agency as improvement of the life conditions of the families served. These funds will assist in keeping our low-income families warm this heating season and as a means to increase self-sufficiency.

FUNDING SOURCE

There are no County funds associated with this request. The funding is from the Michigan Agency for Energy and distributed through Michigan Community Action to the CAA for the MEAP program.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Charlotte J. Smith, CAA Manager at 373-5052 or at cjsmit@kalcounty.com or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / lmstin@kalcounty.com.

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

ACTION REQUESTED

HCS Administration requests Board approval of subcontractor agreements for the period of October 20, 2015 through September 30, 2016 for the DOE13-39015-3 Weatherization Grant with the following entities:

Subcontract Agreements with:

- Hochstedler Energy Services, Inc.-Inspector
- Neville Construction- Weatherization Contractor
- Synergy Construction Group- Weatherization Contractor

DESCRIPTION OF SUBJECT

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

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

RELATIONSHIP TO GOALS

The weatherization program and subsequent approval of these subcontract agreements will further the department's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives, work toward their self-sufficiency, and help improve the housing stock within the community.

FUNDING SOURCE

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

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

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

ISSUES AND CONCERNS

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

M. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE CONTRACT AMENDMENT WITH TOWNSHIP OF KALAMAZOO

ACTION REQUIRED

HCS Administration requests Board approval of contract amendment with the Township of Kalamazoo for the HCS - Household Hazardous Waste Program. This contract amendment is for the period of January 1, 2015 to December 31, 2015 and establishes funding for fiscal year 2015 in the amount of \$13,000.

DESCRIPTION OF SUBJECT

The county will provide collection services to each Township of Kalamazoo residents at the Household Hazardous Waste Center as long as they have funds on account with the county to cover the costs of their citizen's utilization of the service. This amendment was a result of amended Household Hazardous Waste fees for FY15 that were approved by the Board on March 17th of this year for the purpose of

supporting HHW program operations on six (6) Saturdays for the remainder of the calendar year.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

Funding in the amount of \$13,000 has been designated by the Township of Kalamazoo. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$37.50 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

PERSONNEL

There are no new personnel associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

N. REQUEST FOR APPROVAL OF PAID INTERNSHIP POSITIONS IN THE HEALTH & COMMUNITY SERVICES (HCS) EMERGENCY PREPAREDNESS PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval of paid internship positions in the Emergency Preparedness Program at a total cost not to exceed \$14,700.00, plus fringe rate.

DESCRIPTION OF SUBJECT

Paid internship positions are requested for up to a maximum of 1050 hours; a schedule will be negotiated according to a student's availability and program needs. Interns will work with the Emergency Preparedness Coordinator to assess HCS's capacity and capability to plan for, respond to, and recover from public health emergencies. It is expected that this position will be filled with a student(s) seeking a degree in Biomedical Sciences or a related field.

RELATIONSHIP TO GOALS

Approval of this internship will further the Department's goal to improve the overall health of the community by reducing preventable disease and deaths. It will also provide opportunity for public health (emergency) preparedness learning and on the job training for local college students.

FUNDING SOURCE

No county funds are associated with this request. Funding for this internship opportunity is from the Office of Public Health Preparedness for emergency preparedness activities for fiscal year October 1, 2015 - June 30, 2016.

PERSONNEL

HCS Emergency Preparedness Coordinator will post this position following County position posting procedures and will also work directly with local colleges to identify and place intern(s) into this internship. The intern (s) will be paid \$14 per hour plus fringe rate.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Jeannie Byrne, Emergency Preparedness Coordinator, at 373-5025/ jkbyrn@kalcounty.com or Lynne Norman, Deputy Director – Health Services, at 373-5237 / ldnorm@kalcounty.com

O. POSITION CREATION IN THE HEALTH AND COMMUNITY SERVICES DEPARTMENT FOR THE AREA AGENCY ON AGING IIIA

ACTION REQUESTED

HCS Administration requests Board approval to create a 0.2 FTE Public Health Nurse position in the Area Agency on Aging IIIA – Choices for Independence Program.

DESCRIPTION OF SUBJECT

The Choices for Independence Program works with persons who are at risk of nursing home placement, with significant health problems and complex situations, to help them stay at home. Complex cases require that a nurse be an active part of the team that works with these individuals. Due to the increase in these complex cases, the AAAIIIA needs two full time nurses to adequately meet the need and serve older adults in the community; the requested action will achieve this by increasing a current public health nurse position from .8 FTE (32 hours) to 1.0 FTE (40 hours) per week.

RELATIONSHIP TO GOALS

It is the goal of the Area Agency on Aging to strengthen the capacity of individuals and families at risk within the community to take control of their lives; the Choices for Independence Program is one way in which this goal is fulfilled.

FUNDING SOURCE

Funding for this requested increase of .2 FTEs has been included in the AAAIIIA FY 15/16 budget and annual implementation plan, approved by the Board on June 16, 2015. No general funds are required as a result of this action, appropriate funding is provided through state and federal funds.

PERSONNEL

Create:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
282-152	Public Health Nurse #10866-002	K8	0.2	\$8,303 - \$11,211	10/21/2015

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, AAA Director at 373-5153 / jasiva@kalcouny.com or Lucinda M. Stinson, Deputy Director – Community Services at 373-5012 / lmstin@kalcouny.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Non-Union Personnel Policy Changes

SPECIFIC ACTION REQUESTED:

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

DESCRIPTION OF ACTION (dollar amount, purpose):

Non-Union Personnel Policy 3.06 states that a new employee may be hired "up to the 'D' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director." The following changes provide consistency between all pay policies.

- 3.17 (3) – When specifically applicable, prior experience of the retiree rehired to his/her former or an equivalent position is demonstrated, s/he may be hired up to the "D" step of the appropriate grade with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director. The Board of Commissioners must approve a starting rate above the "D" step.
- 4.06 – Pay Policy for Employee and Position Actions

(B.) - In exception to the standard promotional increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'D' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'D' step must be approved by the Board of Commissioners.

(F.1.) - In exception to this standard increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'D' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'D' step must be approved by the Board of Commissioners.

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

TIME FRAME OF ACTION:

Effective 10/21/2015.

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

CONTACT PERSON WITH PHONE NUMBER:

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

3.17 Rehiring of Retired County Employees

3. The wage rate to be offered to a retiree must be discussed with the Human Resources Department. All retirees are to be hired at the minimum starting rate in the appropriate band. When specifically applicable, prior experience of the retiree rehired to his/her former or an equivalent position is demonstrated, s/he may be hired up to the "€D" step of the appropriate grade with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director. The Board of Commissioners must approve a starting rate above the "€D" step.

4.06 Pay Policy for Employee and Position Actions

B. PROMOTION

An employee who promotes into a position assigned to a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. In exception to the standard promotional increase, an employee who demonstrates specifically applicable prior experience may be placed up to the '€-D' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the '€-D' step must be approved by the Board of Commissioners.

F. INTERIM APPOINTMENTS

1. An employee who is appointed on an interim basis to a position with a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay, not to exceed the maximum of the new band. In exception to this standard increase, an employee who demonstrates specifically applicable prior experience may be placed up to the '€-D' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the '€-D' step must be approved by the Board of Commissioners.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Reemployment Services and Eligibility Assessment (RESEA) Program

SPECIFIC ACTION REQUESTED: Review and approval of Reemployment Services and Eligibility Assessment (RESEA) Program

DESCRIPTION OF ACTION (dollar amount, purpose): \$20,248

Michigan Works! Southwest has received notice from the Workforce Development Agency, with allocations for the Reemployment Services and Eligibility Assessment (RESEA) Program. The projected allocation totaling \$20,248 is for the time period of October 1, 2015 – December 31, 2015. This program will permanently replace the mandatory Profiling Program. The Unemployment Insurance Agency (UIA) submitted a proposal, developed by both the UIA and WDA, to the United States Department of Labor, to operate an RESEA Program.

Only people 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.

TIME FRAME OF ACTION: October 1, 2015 through December 31, 2015

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): UIA-RESEA Funding – FY2015

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

PLEASE ATTACH ALL NECESSARY INFORMATION
i.e., Agreements/Contracts/Applications

kk.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECTS: Agreements for Licensed Pictometry Products between County of Kalamazoo and the Charter Townships of Comstock and Texas; Township of Schoolcraft; the Cities of Kalamazoo and Parchment; and Gull Lake Sewer and Water Authority.

SPECIFIC ACTION REQUESTED:

Approve the Authorized Subdivision Agreements for Licensed Pictometry products between County of Kalamazoo and the Charter Townships of Comstock and Texas; Township of Schoolcraft; the Cities of Kalamazoo and Parchment; and Gull Lake Sewer and Water Authority.

DESCRIPTION OF ACTION (dollar amount, purpose):

For the purpose of consistency of terms used in the June 2, 2015, contract with Pictometry Corp., the governmental units are called "Subdivisions" in these agreements. These agreements are made with the governmental units that are gaining access to the aerial imagery and training that is offered in the contract of June 2, 2015 between the County of Kalamazoo and Pictometry Corp. Each unit that wants this access will have to sign similar agreements.

The fees for the governmental units that have requested that certain sectors be flown in a higher resolution are charged over a three year period.

The fees for the units are:

Comstock Twp	\$ 8,100
Cooper Twp*	\$ 3,150
Kalamazoo Twp*	\$ 3,375
Oshtemo Twp*	\$ 11,025
Pavilion*	\$ 8,100
Schoolcraft Twp	\$ 8,100
Texas Twp	\$ 8,100
Vicksburg Vill*	\$ 1,800
City of Kalamazoo	\$ 3,825
City of Parchment	\$ 900
City of Portage*	\$10,800
Gull Lake Sewer & Water	\$ 8,775
TOTAL	\$76,050

* Subdivision agreements for these units will be brought to the BOC for approval at a later date in a second "batch".

TIME FRAME OF ACTION:

The initial 1/3 fee payment shall be due following delivery of the Licensed Images and applicable Licensed Software at the Subdivision and within 10 business days of the Subdivision's receipt of an invoice for same from County, the second 1/3 fee payment shall be due 12 months later, and the third 1/3 fee payment shall be due 24 months later.

FUND TO BE CREDITED:

The fees will be reimbursed to the Register of Deeds Automation Fund by agreement with Tim Snow, County Clerk and Register of Deeds.

PERSONNEL IF REQUIRED:

None

CONTACT PERSON WITH PHONE NUMBER:

If you have any questions or comments, please contact me at 384-8115 or at lmjarn@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **October 20, 2015**

DEPARTMENT: **Office of the Prosecuting Attorney**

PREPARED BY: **Lisa Henthorn, Administrator**

SUBJECT: **Crime Victim Rights Grant**

SPECIFIC ACTION REQUESTED:

Accept and approve the FY 2015-2016 "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 \$203,357. 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:

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

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

The application includes \$203,357 in State funds.

PERSONNEL IF REQUIRED:

No Action Required.

NEW OR RENEWAL:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, Administrator, (269) 383-8965

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** October 20, 2015**DEPARTMENT:** Sheriff's Office**PREPARED BY:** Terra Mickolatcher, Financial Administrator**SUBJECT:** Acceptance of the 2015 Marine Safety Grant**SPECIFIC ACTION REQUESTED:**

Accept the award of the 2015 Marine Safety Grant from the Michigan Department of Natural Resources

DESCRIPTION OF ACTION (dollar amount, purpose):Grant Request \$70,570 for Marine patrols on the County lakes/waterways for 2015
Award: \$21,100.00**TIME FRAME OF ACTION:**

Immediate

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

State (DNR)

PERSONNEL IF REQUIRED:

Existing Sheriff Office's Marine assigned Deputies

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

No new equipment planned for purchase through this grant. All grant information is conveyed electronically and formatting may appear different this year, than in previous years- due to State of Michigan reporting requirements.

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher, ph: 383-8763



Kalamazoo County Government United Way Campaign

WHEREAS, the United Way of the Battle Creek and Kalamazoo Region provides an opportunity for county elected and appointed officials and personnel to invest in our communities by giving, advocating and volunteering; and

WHEREAS, Kalamazoo County Government is supportive of advancing the common good of our community by focusing on the building blocks for a good life - a quality EDUCATION that leads to a stable job, enough INCOME to support a family through retirement, and good HEALTH; and

WHEREAS, Kalamazoo County Government has selected the above community United Way Campaign as its charity of choice;

NOW, THEREFORE, the Kalamazoo County Board of Commissioners, on behalf of the elected and appointed officials and the employees of Kalamazoo County does hereby proclaim its support for the Kalamazoo County United Way Campaign which will take place from October 19th, 2015, to October 30, 2015, and encourages the support of the campaign.

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 20, 2015.

Timothy A. Snow
County Clerk/Register

pp.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: October 20, 2015

DEPARTMENT: Equalization

PREPARED BY: Mathew Hansen

SUBJECT: 2015 Apportionment Report

SPECIFIC ACTION REQUESTED:

Adoption by Resolution of the 2015 Apportionment Report by the Kalamazoo County Board of Commissioners.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

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

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 OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Mathew Hansen 383-8961

2015 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 2015 Apportionment Report.

DATED: October 20, 2015

John Taylor, 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 20, 2015.

Timothy A. Snow
Kalamazoo County Clerk/Register