

The logo for Callahan County Government is a semi-circular emblem with a textured, stippled background. It features a central illustration of a landscape with a sun rising over a range of mountains. The words "CALLAHAN COUNTY GOVERNMENT" are written in a curved path along the top inner edge of the emblem. Overlaid on this emblem is the text "Board of Commissioners' Meeting" in a large, bold, black sans-serif font.

**Board of  
Commissioners'  
Meeting**

**November 5, 2013**

**NOTICE AND AGENDA FOR  
NOVEMBER 5, 2013 MEETING  
OF THE  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, November 5, 2013, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A.      Public Hearing on Groundwater Restricted Zone – Parker Hannifin

**CONSENT AGENDA**

- B.      Request for Approval of 25 Year Resolution Honoring Michael Ballard
- C.      Request for Approval of 25 Year Resolution Honoring Laurie Kirch

Circuit Court

- D.      Request for Approval of Elimination/Creation of Positions (General Fund)
- E.      Request for Approval to Accept Grant Funds from the H.P. and Genevieve Connable Fund
- F.      Request for Approval of an Agreement with Midstate Security Company

District Court

- G.      Request for Approval of Grant Agreement with Michigan Mental Health Court Grant Program (MMHCGP) for the Mental Health Recovery Court
- H.      Request for Approval of a Grant Agreement with Michigan Drug Court Grant Program (MDCGP) for the Sobriety Court Program

Drain Commissioner

- I.      Request for Approval to Submit a Grant Application to Michigan Department of Environmental Quality for a Project in the Lexington Green Drainage District

Health & Community Services

- J.      Request for Approval of Multiple Purchase of Service and Business Associate Agreements with Various Providers of Service
- K.      Request for Approval of Grant Agreement with Michigan Medicare/Medicaid Assistance Program (MMAP) for the SMP Expansion Project
- L.      Request for Approval of Addendum to the Letter of Renewal for 2013-2014 Sublease Agreement with Kalamazoo Community Mental Health

- M. Request for Approval of 2013-2014 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- N. Request for Approval of an Agreement with the Kalamazoo County Health Plan Corporation (KCHP) for the Provision of Indigent Health Care Services
- O. Request for Approval to Accept CSBG-14-39015 Community Services Block Grant (CSBG) Notice of Funds Available (NFA), #1 from the Michigan Department of Human Services (MDHS)
- P. Request for Approval of Business Associate Agreement with Kalamazoo Regional Education Services Agency (KRESA)
- Q. Request for Approval to Accept Statement of Grant Awards #2014-1 from the Michigan Office of Services to the Aging (OSA)
- R. Request for Approval of the 2014 HCS Laboratory Fee Schedule
- S. Request for Approval of the 2014 HCS Environmental Health Services Fee Schedule

#### Human Resources

- T. Request for Approval of an Agreement with Safety National for Workers Compensation Excess Coverage

#### Planning & Community Development

- U. Request for Approval of Future Advance Second Mortgage and Forgivable Commercial Term Note, and the Release of Funds to Hark Orchids, L.P.

#### Prosecuting Attorney

- V. Request for Approval of Kalamazoo Valley Enforcement Team Agreement
- W. Request for Approval of Amendment to CY 2011-2013 Agreement with Michigan Department of Human Services
- X. Request for Approval to Submit a Grant Application for the 2014 Crime Victim Rights Week – Community Awareness Project

#### Purchasing

- Y. Request for Approval of Gas and Diesel Fuel Contract Extension with Knapp Energy

#### Sheriff

- Z. Request for Approval of Temporary Local Emergency Planning Committee (LEPC) Position Approval via an Employment Agreement with David Schneider
- AA. Request for Approval of an Employment Agreement with Patrick Wright for Interim Emergency Manager Position

#### Board of Commissioners

- BB. Request for Approval of Transfers and Disbursements
- CC. Request for Approval of an Employment Agreement with Peter Battani
- DD. Request for Approval of an Agreement with Southwest Michigan Behavioral Health
- EE. Request to Deny WESCO's Application to Establish a Groundwater Restricted Use Zone
- FF. Request for Approval of Letter of Understanding with UAW Local No. 2290
- GG. Request for Approval of Access Agreement with Enbridge
- HH. Request for Approval of Change Order #2 for Healy Street Center Project

**NON-CONSENT AGENDA ITEMS**

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

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

*Dina Sutton*

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Dina Sutton  
Office Manager for Administrative Services

OCTOBER 30, 2013

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



**RESOLUTION HONORING  
Michael L. Ballard**

WHEREAS, Michael L. Ballard has served the citizens of Kalamazoo County for twenty-five (25) years as of October 31, 2013; and

WHEREAS, Michael L. Ballard has faithfully served as an Equipment Operator II; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Michael L. Ballard has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 November 5, 2013.

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



**RESOLUTION HONORING  
Laurie J. Kirch**

WHEREAS, Laurie J. Kirch has served the citizens of Kalamazoo County for twenty-five (25) years as of October 31, 2013; and

WHEREAS, Laurie J. Kirch has faithfully served as a Cook; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Laurie J. Kirch has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 November 5, 2013.

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 5, 2013

**DEPARTMENT:** Automation and Technology

**PREPARED BY:** Suzanne Darling

**SUBJECT:** Elimination/Creation

**SPECIFIC ACTION REQUESTED:**

We would like to eliminate the 10243-001 Automation and Technology Manager and create an additional 1.0 FTE for position #10245 Automation and Technology Administrator retroactive to 5-10-12 with step increase retroactive to 5-10-13.

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

**TIME FRAME OF ACTION:**

**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)

<u>Acct#</u>	<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>
<u>Eliminate:</u>					
101-132-704.00	10243-001	Automation & Technology Manager	k09	1.0	\$21.17-\$28.58
<u>Create:</u>					
101-132-704.00	10245	Automation & Technology Administrator	k10	1.0	\$23.22-\$31.34

**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:**

Circuit Court Administrator: Suzanne Darling  
smdarl@kalcounty.com  
383-8928



**Peter Battani, County Administrator**  
201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007  
Phone: (269) 384-8111 • Fax: (269) 384-8032

To: Board of Commissioners  
From: Peter Battani, Administrator/Controller  
Date: October 29, 2013  
Re: Circuit Court Elimination/Creation of Positions

Item D on your November 5 agenda is a Elimination/Creation of a position within the Circuit Court, including a retroactive pay increase for the incumbent in that position back to his anniversary in May. This is the resolution to the Frank Hardester issue, which was originally brought to you as a request for salary exception. At that time we brought this to you, your consensus was that you supported the pay increase for Mr. Hardester but rejected the salary exception method out of concern for its potential impact on our salary schedule system. This is the solution to that issue, which is accomplishes the pay increase by virtue of a job reclassification. The increased cost of the higher salaried position and the retroactive amount will be covered by a budget adjustment from within Circuit Court's operational budget.

Administration supports and recommends this action.

Accordingly, and with the support of Board Leadership, we have not placed this item on for discussion at COW. If you have questions about this item, we ask that you please contact either Tracie Moored or Sue Darling before the meeting.

C: Sue Darling  
Judge Gorsalitz

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: November 5, 2013****COURT: Ninth Circuit Court – Family Division****PREPARED BY: Jaishree Khatri****SUBJECT: Grant Acceptance – Youthful Offender Transitions Program****SPECIFIC ACTION REQUESTED:**

Seeking approval to accept an award of \$2,000 from the H.P. and Genevieve Connable Fund.

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

The \$2,000 will be used by the Family Division of the Ninth Circuit Court to fund operation of the Youthful Offender Transitions Program.

**TIME FRAME OF ACTION:**

The funds will be used prior to February 28, 2014.

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

The H.P. and Genevieve Connable Fund is a local funding source.

**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)

Position already exists from previous grant. New grant funding will come out of the same fund, so no elimination or creation is required.

**NEW OR RENEWAL OR AMENDMENT:**

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

This funding will be new.

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**Kathy Flack [kbflack@kalcounty.com](mailto:kbflack@kalcounty.com) or 269 385-6039

**THE H.P. AND GENEVIEVE CONNABLE FUND**

136 East Michigan Avenue, Suite 1201

Kalamazoo, Michigan 49007-3936

Tel 269.382.5800

Fax 269.382.0079

October 17, 2013

Ms. Jaishree Khatri  
Transitions Coordinator  
Ninth Judicial Circuit Court  
Youthful Offenders Transitions Program  
Park Trades Center  
326 West Kalamazoo Avenue, Suite 304  
Kalamazoo, Michigan 49007-3353

Dear Ms. Khatri:

It is my pleasure to report to you that the Board of Trustees of The H.P. and Genevieve Connable Fund has approved a grant to the Ninth Judicial Circuit Court. Enclosed is a check in the amount of \$2,000 for the Youthful Offender Transitions Program.

If you have any questions, please call me at 269.567.9360.

Sincerely,



David S. Kruis  
Treasurer

DSK/cle

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 5, 2013**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Frank Hardester**

**SUBJECT: Juvenile Home Security System Maintenance and Support Agreement**

**SPECIFIC ACTION REQUESTED:**

Board approval and signature is requested on the attached Midstate Service Agreement.

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

The proposed agreement with Midstate Security Company will provide Level A support for the Juvenile Home Security system seven days a week. This agreement will provide as needed maintenance and support for mission critical security systems within the Juvenile Home. The first year agreement cost is \$52,000.

**TIME FRAME OF ACTION:**

Immediate

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

Funding Source will be coming from account #: 292-662-930.01

**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)  
Not applicable.

**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:**

It is important to note that Midstate has other agreements with the county. One example includes the security system at the new Jail. Midstate has received favorable ratings on their support, knowledge and expertise for these systems. This fact weighted heavily on our decision to use Midstate for ongoing maintenance and support at the Juvenile Home.

**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)  
Circuit Court worked closely with Information Systems, Buildings and Grounds, and RQAW in the search for skilled security electronic vendors that can support a "Wonderware" based security system currently in existence at the Juvenile Home. Unfortunately, our choices are very limited. (See the attached correspondence from RQAW dated October 9, 2013.)

After much research, 3 potential vendors were identified:

- Metroplex (MCS Fire & Security) – based out of San Antonio, Texas
- MidState Security – based out of Wyoming, Michigan
- Stanley Security – based out of Noblesville, Indiana

Metroplex was the vendor used for the past 4 years as part of the original maintenance and support agreement from the Juvenile Home construction project. Their coverage has expired. Since they are based out of Texas, an extension of the service contract with them would be expensive due to travel costs, etc. The overall experience with Metroplex resulted in unfavorable ratings for the service and support they provided for the past 4 years.

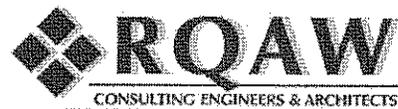
Since Stanley Security refused to attend scheduled meetings on the topic, Midstate Security is our only option at this time. As noted above, Midstate is locally based, within 100 miles of the Juvenile Home, which is crucial for the maintenance and support of the mission critical security systems at the Juvenile Home.

Pursuant to Kalamazoo County purchasing policies, a sole source non-competitive procurement is necessary for the following reasons:

1. The agreement with Metroplex has expired. The Juvenile Home must have guaranteed maintenance and support to ensure the operations of mission critical security systems at the facility that is operated 24 hours a day, 7 days a week, 365 days a year.
2. After completion of the initial solicitation process, the other competitors were determined to be inadequate.

**CONTACT PERSON WITH PHONE NUMBER:**

Frank Hardester, Automation and Technology Manager for the 9<sup>th</sup> Circuit Court  
Phone: 269-384-8246 Email: fehard@kalcounty.com



RQAW Corporation  
10401 N. Meridian St. ♦ Suite 401  
Indianapolis, Indiana 46290-1158  
(317) 815-7200  
(800) 886-6062  
Fax (317) 815-7201  
www.rqaw.com

October 9, 2013

Sue Darling  
Circuit Court Administrator  
9<sup>th</sup> Circuit Court  
Kalamazoo, Michigan 49007

RE: Kalamazoo County Juvenile Home Security Electronics Vendor

Dear Sue:

It was wonderful speaking with you recently and I appreciate your question regarding electronics firm providers that might be able to provide maintenance for you at the Kalamazoo County Juvenile Home.

As we have long discussed, your choices of security electronics providers are a very limited group. In your position looking for a vendor to provide maintenance, upgrades, etc., to your facility, you need to find a firm that can provide two basic criteria:

1. Local support. Do you have somebody who is readily available on short notice?
2. The second concern is that you have a firm providing services to you that specializes in corrections electronics, not simply an access control, fire alarm or intercom company. Familiarization with Wonderware is a must.

For this reason, I would suggest that the pool of firms that should be considered would consist of about two firms, Mid-State Security located outside of Grand Rapids or Stanley Security Solutions of Noblesville, Indiana.

I think that either one of these two firms would provide quality service that will meet your overall maintenance and repair needs.

If you should have any further questions, please feel free to let me know. As you know, I am always happy to help you in any way that I can.

Sincerely,

RQAW CORPORATION

Joseph M. Mrak, AIA  
Senior Vice President

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: Tuesday, Nov. 5, 2013****DEPARTMENT: 8<sup>th</sup> District Court****PREPARED BY: Tina L. Keifer, Court Administrator****SUBJECT:**

Approval of grant funds provided by the Michigan Mental Health Court Grant Program (MMHCGP) to help fund the 8<sup>th</sup> District Court Mental Health Recovery Court.

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of grant award from MMHCGP /SCAO to provide \$96,406 for the Mental Health Recovery Court.

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

Funding is in the amount of \$96,406. These funds are designated for drug testing, medical care, and incentives.

**TIME FRAME OF ACTION:**

October 1, 2013 through September 30, 2014.

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

Michigan Mental Health Court Grant Program. There is no County match and, in fact, no cost to Kalamazoo County.

**PERSONNEL IF REQUIRED:**

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

None.

**NEW OR RENEWAL 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:**

The 8<sup>th</sup> District Court Mental Health Recovery Court will soon begin its sixth year of operation. The significant expense to run this program is assumed by Kalamazoo Community Mental Health and Substance Abuse Services. Received grant funds would be directed to KCMHSAS to pay for: 1) an Acute Care Coordinator who would focus on medical wellness and the integration of mental health, substance abuse and medical health, 2) biometric screening of

participants, 3) primary care and nursing services, 4) drug and alcohol testing. Funds to purchase incentives to reinforce wellness activities by the participants would be managed by the District Court under the direction of County Finance. Sustainability is very important to the program.

**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)

None

**CONTACT PERSON WITH PHONE NUMBER:**

Tina L. Keifer, Court Administrator 269-384-8166

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: Tuesday, Nov. 5, 2013****DEPARTMENT: 8<sup>th</sup> District Court****PREPARED BY: Lynn Kirkpatrick, Probation Services Director****SUBJECT:**

Approval of grant funds provided by Michigan Drug Court Grant Program (MDCGP) to help fund the 8<sup>th</sup> District Court Sobriety Court Program.

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of grant award from MDCGP/SCAO to provide \$55,000 for our Sobriety Court Program.

**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 10-1-13 to 9-30-14.

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

FY 2013 Michigan Drug 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 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 8<sup>th</sup> District Court Sobriety Court program is in its sixth year of 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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 5, 2013**

**DEPARTMENT: Office of the Drain Commissioner**

**PREPARED BY: Pat Crowley and Jeff VanBelle**

**SUBJECT: Grant Application**

**SPECIFIC ACTION REQUESTED:**

**Authority to seek Federal 319 grant administered by the State.**

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

**Request \$120,000 in grant funding to be matched with \$30,000 in drain assessments (non general fund). Grant funding will be used for a petitioned project in the Lexington Green Drainage District (City of Portage and Township of Pavilion).**

**TIME FRAME OF ACTION:**

**Grant submission deadline was October 18<sup>th</sup>, 2013. Construction is set for Spring 2014.**

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

**Federal**

**PERSONNEL IF REQUIRED:**

**None**

**NEW OR RENEWAL OR AMENDMENT:**

**New**

**ANY OTHER PERTINENT INFORMATION:**

**On October 15, Finance expressed no concerns related to the application.**

**PROCUREMENT INFORMATION:**

**Project will be bid out in early 2014**

**CONTACT PERSON WITH PHONE NUMBER:**

**Pat Crowley 384-8116; Jeff VanBelle 384-8113**



**KALAMAZOO COUNTY GOVERNMENT  
GRANT APPLICATION REVIEW FORM**

GRANT TITLE: Federal Clean Water Act Section 319 DEPARTMENT: Drain Commissioner

GRANTOR AGENCY: Michigan Department of Environmental Quality CFDA NUMBER(S): 66.460

GRANT PERIOD BEGINNING: 04-01-2013 GRANT PERIOD ENDING: 04-01-2016

DEPARTMENT CONTACT: Patricia A.S. Crowley, PhD PHONE NUMBER: (269) 384-8117

BRIEF SUMMARY OF GRANT PROJECT: Original  Renewal   
See Attached

BOC DATE: Oct 15, 2013 APPLICATION DEADLINE: Oct 18, 2013 ATTACHMENTS: YES

**CRITERIA TO BE USED IN GRANT DECISION MAKING (See page 3 for guidance)**

- |   |   |
|---|---|
| 1. GUIDING PRINCIPALS/NEEDS ASSESSMENT                            | RESPONSE: <u>YES</u>                          |
| 2. CAPACITY - please provide detailed answers in explanation area |   |
| TO MANAGE THE GRANT   | RESPONSE: <u>YES</u>                          |
| TO WRITE THE GRANT  | RESPONSE: <u>YES</u>                          |
| TO IMPLEMENT NEW PROGRAMS   | RESPONSE: <u>YES</u>                          |
| TO SUPPORT THE SERVICES TO BE OFFERED                             | RESPONSE: <u>YES</u>                          |
| 3. REASONABLE   | RESPONSE: <u>YES</u>                          |
| 4. MATCH REQUIRED   | RESPONSE: <u>YES - Please explain further</u> |
| 5. CONTINUATION/SUSTAINABILITY                                    | RESPONSE: <u>NO</u>                           |
| 6. EVALUTION  | RESPONSE: <u>YES</u>                          |
| 7. NEW PERSONNEL  | RESPONSE: <u>NO</u>                           |
| 8. SUBCONTRACTORS   | RESPONSE: <u>NO</u>                           |
| 9. COMPUTER RELATED NEEDS   | RESPONSE: <u>NO</u>                           |
| 10. RENT AND/OR INDIRECT WILL BE BUDGETED                         | RESPONSE: <u>YES</u>                          |

EXPLANATION SECTION - Please provide additional information as required above

2. Capacity - The Kalamazoo County Drain Commissioner's office and consultant(s) have the capacity to manage, write, implement and support the grant if awarded. Additional services by county staff will not be required. Consultants will be used for the grant; however, they are not required to be identified at the time of submittal.

4. Match Required - The grant requires a 25% hard match which will be obtained through a special assessment of the Lexington Green Drain Drainage District.

**FINANCIAL INFORMATION: (Complete all parts)**

Federal Share	State Share	County Match	In-Kind Match	Other	Total Grant
	\$90,000.00	\$30,000.00			\$120,000.00

BUDGET ATTACHED (Check all of the following that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Salary and Fringe Benefits | <input type="checkbox"/> Equipment          |
| <input type="checkbox"/> Operating Expenses         | <input type="checkbox"/> Detail Local Match |
| <input type="checkbox"/> Indirect Cost              | <input checked="" type="checkbox"/> Other:  |

Other Financial Information:

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**SIGNATURE SECTION**

**DEPARTMENT/COURT APPROVAL**

SIGNED: \_\_\_\_\_

(County Department Head or his/her designee)

DATE: 10-01-2013

**HUMAN RESOURCES: (Required if #7 is yes)**

I have reviewed the appropriate sections of the attached grant documentation and my comments are as follows:

Further Comments Attached?  Yes  No

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**COUNTY ADMINISTRATIVE REVIEW (DEPUTY FINANCE DIRECTOR):**

I have reviewed the appropriate sections of the attached grant documentation and my comments are as follows:

Further Comments Attached?  Yes  No

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



Kalamazoo County

# Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

**DATE:** November 5, 2013

**TO:** County Board of Commissioners

**FROM:** Linda Vail, Director/Health Officer

**RE:** **ITEMS FOR YOUR CONSIDERATION**

## **A. APPROVAL OF MULTIPLE PURCHASE OF SERVICE AND BUSINESS ASSOCIATE AGREEMENTS WITH VARIOUS PROVIDERS OF SERVICE**

### **ACTION REQUESTED**

HCS Administration requests Board approval of multiple Purchase of Service (POS) agreements and Business Associate agreements with the HCS/AAA3A and **various service providers noted below**. The Purchase of Service agreements are a three year agreement which coincides with the AAA3A multi-year plan, beginning October 1, 2013 and ending September 30, 2016. The Business Associate agreements are effective October 1, 2013 with automatic renewals.

<b>Organization</b>	<b>Services</b>
A+ Nursing, Inc	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Absolute Homecare	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
ADL Home Care, Inc.	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Advantage Private Nursing	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management
Arcadia Health Service	Homemaking, Personal Care, In-Home Respite, Medication Management
Care N Assist	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Comfort Keepers #687	Homemaking, Transportation, Personal Care, In-Home Respite
Counseling at Home	In-Home Counseling

Covenant Adult Day Services	Adult Day Care With and Without Transportation
Critical Signal Technologies	Personal Emergency Response System
EARS, Inc.	Personal Emergency Response System
Fresh Perspective Home Care	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Friends Who Care, Inc.	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Guardian Medical Monitoring	Personal Emergency Response Systems and Automated Medication Dispensing Systems
Hospice Care of SW Michigan	Adult Day Care with and Without Transportation
Lakeshore Home Health Care	Homemaking, Personal Care, In-Home Respite, Medication Management
Lifespan Continu-Care	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management and Personal Emergency Response System
Medical Resource Management	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Metron	Liquid Nutrition Supplements, Durable Medical Equipment
Right at Home	Homemaking, Transportation, Personal Care and In-Home Respite
Senior Home Support	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Senior Services	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management; Meals on Wheels; Liquid Nutritional Supplements.
Stay Home Companions	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
United Nursing Services, Inc.	Homemaking, Transportation, Personal Care, In-Home Respite, Medication Management.
Valued Relationships, Inc	Personal Response systems and Automated Medication Dispensing Systems.

### **DESCRIPTION OF SUBJECT**

The POS agreements are for a period of three years and providers are continually added to the pool during the three year time frame. The providers contracted become a part of

the purchase of service pool for the Choices for Independence Programs, providing clients a choice of various service providers. The services available will assist Kalamazoo County older adults (60 and over) to obtain/maintain the ability to stay in their own home for as long as possible, thus avoiding costly institutional care.

### **RELATIONSHIP TO GOALS**

This action will allow residents at risk to strengthen their capacity to take control of their lives and remain living as independently as possible in the community.

### **FUNDING SOURCE**

No County funds are required. Funds are from federal and state grants.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

County Purchasing Policy is followed for these subcontractors.

### **ISSUES/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@kalcountry.com](mailto:jasiva@kalcountry.com).

## **B. ACCEPTANCE OF GRANT AWARD FOR THE SMP EXPANSION PROJECT FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES DEPT/AREA AGENCY ON AGING IIIA**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept a grant award from the Michigan Medicare/Medicaid Assistance Program to Kalamazoo County HCS/Region IIIA Area Agency on Aging for the Senior Medicare Patrol Expansion Project in the amount of \$3,252, effective September 30, 2013 through September 29, 2015.

### **DESCRIPTION OF SUBJECT**

These funds are generated from the Department of Health & Human Services, Administration for Community Living and are then directed to the regional Area Agency on Aging. The funds are intended to carryout education, outreach and prevention of fraud and abuse efforts as it relates to Medicare and Medicaid.

### **RELATIONSHIP TO GOALS**

This program meets the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency.

**FUNDING SOURCE**

Funds are federal. There are no County funds associated with this request.

**PERSONNEL**

There are no new personnel issues associated with this request.

**PROCUREMENT**

Not applicable.

**CONCERNS/ISSUES**

The contract was received October 7<sup>th</sup>, which is the reason for the delay. There are no concerns or issues. If you have any questions, please contact Judy Sivak, Director – Older Adult Services, at 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

**C. APPROVAL OF ADDENDUM TO THE LETTER OF RENEWAL FOR 2013-2014 SUBLEASE**

**ACTION REQUESTED**

HCS Administration requests Board approval of an addendum to the letter of renewal for the 2013-2014 sublease between the County and Community Mental Health.

**DESCRIPTION OF SUBJECT**

The lease addendum conveys a per square foot rate of \$11.42 for 14,768 square feet resulting in a monthly rental rate of \$14,054.21 for October 1, 2013 through September 30, 2014. The resulting annual cost is an approximate three percent reduction or savings for Community Mental Health. The mission of this agency aligns with that of the Health and Community Services Department and the presence of these services at Nazareth is a resource for HCS, CMH and other County programs.

**RELATIONSHIP TO GOALS**

The services and program that this renter provides is consistent with the HCS goal of improving the health of the community.

**FUNDING SOURCE**

No County funds are required as a result of this request.

## **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 Tammy Lahman, Deputy Director-HCS FMS at 373-5257 or at [talahm@kalcounty.com](mailto:talahm@kalcounty.com).

## **D. APPROVAL OF THE 2013/2014 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

### **ACTION REQUESTED**

HCS Administration requests Board approval of the FY 2013/2014 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2013 to September 30, 2014 in the amount of \$3,474,776.

### **DESCRIPTION OF SUBJECT**

The CPBC 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 2013/2014 funding level is \$3,474,776. The CPBC 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 CPBC 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 CPBC is relative to all Health and Community Services Department goals.

### **FUNDING SOURCE**

The \$3,474,776 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

## **PERSONNEL**

There are no needed position actions.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Tammy Lahman, Deputy Director – HCS FMS, at 373-5257 or [talahm@kalamazoo.com](mailto:talahm@kalamazoo.com).

**E. APPROVAL OF AN AGREEMENT WITH THE KALAMAZOO COUNTY HEALTH PLAN CORPORATION (KCHP) FOR THE PROVISION OF INDIGENT HEALTH CARE SERVICES**

**ACTION REQUESTED**

HCS Administration requests Board approval of an agreement with the Kalamazoo County Health Plan (KCHP) for funding in the amount of \$406,138 for the period of October 1, 2013 through September 30, 2014.

**DESCRIPTION OF SUBJECT**

The Kalamazoo County Health Plan is a community-sponsored program for income qualified Kalamazoo County residents without health insurance and the Adult Benefits Waiver recipients living in Kalamazoo County. Under provisions of this agreement, the Health Plan compensates the Kalamazoo County Health and Community Services Department for the provision of select health services to indigent and low-income individuals.

**RELATIONSHIP TO GOALS**

This agreement is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

**FUNDING SOURCE**

In accordance with regulations governing local county health plans, the Kalamazoo County Health and Community Services Department provides local funding support each year to the Kalamazoo County Health Plan. The local funding is used to generate additional Federal funds. The Health Plan then contracts with HCS to perform specified services in an amount relative to the local funding commitment.

### **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 Tammy Lahman, Deputy Director-HCS FMS at 373-5257 or [talahm@kalamcounty.com](mailto:talahm@kalamcounty.com).

### **F. ACCEPTANCE OF CSBG-14-39015 COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (NFA), #1 FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #1 for the Community Service Block Grant (CSBG) from the Michigan Department of Human Services (DHS). NFA #1 is for CSBG-14 in the amount of \$284,723 and CSBG-D in the amount of \$21,828 for a total funding amount of \$306,551.00, effective October 1, 2013 through September 30, 2014. The original agreement was approved 7-2-13.

### **DESCRIPTION OF SUBJECT**

This NFA #1 is the initial funding amount based upon the approved CSBG14-39015 contract with DHS. More funds will be awarded as they become available to the Michigan Department of Human Services.

### **RELATIONSHIP TO GOALS**

HCS enforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. The acceptance of this funding 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 conditions of the families served.

### **FUNDING SOURCE**

There are no County funds associated with this request. The funding is from the Federal Community Service Block Grant (CSBG), which is distributed through the State of Michigan Department of Human Services (DHS) to the Community Action Agency (CAA).

**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 questions, please contact Josh Jacobs, Deputy Director – HCS at 373-5252 or [jejaco@kalcounty.com](mailto:jejaco@kalcounty.com).

**G. APPROVAL OF BUSINESS AGREEMENT BETWEEN KALAMAZOO REGIONAL EDUCATION SERVICE AGENCY (KRESA) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT THROUGH ITS MATERNAL & CHILD HEALTH DIVISION**

**ACTION REQUESTED**

HCS Administration requests Board approval for the Business Associate agreement between Kalamazoo Regional Education Service Agency (KRESA) and Maternal & Child Health Division. The agreement is effective October 1, 2013 with automatic annual renewals.

**DESCRIPTION OF SUBJECT**

The HCS – Hearing & Vision program will be providing hearing and vision screening services to KRESA Head Start during the 2013-2014 school year. The WIC program will provide hemoglobin results for mutual clients if applicable.

**RELATIONSHIP TO GOALS**

The acceptance of this business agreement will further HCS's goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

**FUNDING SOURCE**

No County funds are associated with this request.

**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, Division Manager – MCH at 373-5024 or [dllenz@kalamazoo.com](mailto:dllenz@kalamazoo.com).

### **H. ACCEPTANCE OF STATEMENT OF GRANT AWARDS #2014-1 FROM THE MI OFFICE OF SERVICES TO THE AGING (OSA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept a Statement of Grant Award from the MI Office of Services to the Aging (OSA) in the amount of \$319,163 for the period of October 1, 2013 through March 31, 2014.

### **DESCRIPTION OF SUBJECT**

This grant award reflects the amount of State funds available for a six month period beginning October 1, 2013. Additional State funding for the full fiscal year is expected and Federal funding awards are expected upon resolution of the Federal shutdown and budget. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIA 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**

The acceptance of this funding 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 and work toward their self-sufficiency."

### **FUNDING SOURCE**

The funding represents allocations from the Older Michiganian's Act through the MI Office of Services to the Aging.

### **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@kalcounty.com](mailto:jasiva@kalcounty.com).

**I. APPROVAL OF THE 2014 HEALTH AND COMMUNITY SERVICES DEPARTMENT LABORATORY FEE SCHEDULE**

**ACTION REQUESTED**

HCS Administration requests Board approval of the 2014 laboratory fee schedule to take effect January 1, 2014.

**DESCRIPTION OF SUBJECT**

In accordance with the Board of Commissioner Fee for Service revenue policy, the Health & Community Services Department evaluates fees on a rotational basis to determine the cost of each service performed. The recommended 2014 laboratory fee changes were derived by applying a consumer price index percentage increase. The fee increase effects were incorporated into the 2014 budget submittal.

<b>LABORATORY SERVICE</b>	<b>2013 FEE</b>	<b>2014 FEE</b>	
GenProbe - Combo	\$36	\$40	Per specimen
Pregnancy Test	\$7	\$8.50	Per specimen
Syphilis RPR	\$15	\$16	Per specimen
Wet Mount	\$15	\$16	Per specimen
GC Smear	\$25	\$27	Per specimen
GC Culture	\$17.25	\$19.50	Per specimen
Phlebotomy:			
Venipuncture	\$5.50	\$5.75	Per specimen
Capillary	\$25	\$27	Per specimen
Well Water - Coliform	\$14.25	\$15.25	Per sample
Pool Water	\$12.75	\$13.75	Per sample
In County Surface Water	\$14	\$15	Per sample
Out County Surface Water	\$18.50	\$20	Per sample

**RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. Water sampling and sexually transmitted disease testing services all relate to preventing disease.

**FUNDING SOURCE**

The laboratory is funded through a combination of fee for services, state and federal grant revenue and the general fund.

**PROCUREMENT**

There is no procurement associated with this request.

**PERSONNEL**

This item does not require additional personnel.

**CONCERNS/ISSUES**

There are no issues or concerns regarding this document. Questions may be directed to Aaron Hoogenboom, Lab Manager at 373-5077 or [awhoog@kalcount.com](mailto:awhoog@kalcount.com).

**J. APPROVAL OF THE 2014 HEALTH AND COMMUNITY SERVICES  
DEPARTMENT ENVIRONMENTAL HEALTH SERVICES FEE SCHEDULE**

**ACTION REQUESTED**

HCS Administration requests Board approval of the 2014 fee schedule for Environmental Health services to take effect January 1, 2014.

**DESCRIPTION OF SUBJECT**

In accordance with the Board of Commissioner's Fee for Service revenue policy, the Health and Community Services Department evaluates fees to determine the cost of each service performed. In 2012, a cost study of Environmental Health services was performed by Maximus, Inc. the same company that prepares the annual cost allocation plan for the County.

The following changes are based on the results of the cost study and cost recovery goals established for each service area. The fee recommendations were unanimously supported by the Environmental Health Advisory Council (EHAC) at their August, 2013 meeting. The fee increase effects were incorporated into the 2014 budget submittal.

The proposed fee changes are as follows:

<b>Service Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Frequency</b>
Fixed Food:			
Profit	\$310 - \$391	\$390	Annual
Non Profit	\$154 - \$195	\$390	Annual
Schools	\$154 - \$195	\$390	Annual

Inspections over 4	\$65	\$180	Per Inspection
Mobile Food	\$215	\$170	Annual
Seasonal Food			
Profit	\$81	\$140	Annual
Non Profit	\$39	\$140	Annual
Temporary Food			
Profit	\$75	\$85	Per Event
Non Profit	\$37	\$85	Per Event
Vending Machines:			
Per Business	\$138	\$150	Annual
Food Plan Review	\$411 - \$630	\$450	Per Application
Food Manager Certification Test	\$28	\$45	Per Test
Food Administrative Fees:			
Office Conference	\$256	\$277	Per Event
Informal Hearing	\$406	\$440	Per Event
Formal Hearing	\$586	\$635	Per Event
Campgrounds:			
Permanent	\$25	\$190	Annual
Temporary	\$100	\$190	Per Event
Property Modification	\$81	\$230	Per Application
DHS Facility Inspections	\$64/\$283	\$140	Per Application
Lead Inspections:			
In County	\$1,220	\$45/Hr	Per Application
Out of County	\$1,220	\$90/Hr	Per Application
Well & Septic Mortgage Evaluations	\$142	\$185	Per Application
Septic:			
Private System Permit	\$162	\$305	Per Application
Public System Permit	\$150	\$400	Per Application
Septic Tank Only	\$162/NA	\$135	Per Application
Installer License	\$253	\$308	Annual
Well:			
Private System Permit	\$108	\$140	Per Application
Type II Permit	\$238	\$308	Per Application
Type III Permit	\$108	\$170	Per Application
Re-Inspection Visit	\$33	\$90	Per Visit

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. The fees charged for HCS services allows the department to recoup the expenses associated with performing public health functions.

**FUNDING SOURCE**

EH is funded through a combination of fee for services, state and federal grant revenue and the general fund.

**PERSONNEL**

This item does not require additional personnel.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns regarding this document. If you have any questions, please contact Deborah Cardiff, EH Manager at 373-5347 or Tammy Lahman, Deputy Director, HCS Financial Management Services at 373-5257 or [talahm@kalcounty.com](mailto:talahm@kalcounty.com).

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 19, 2013

**DEPARTMENT:** Human Resources

**PREPARED BY:** Dane Turner, Human Resources Director

**SUBJECT:** Workers Compensation Excess Coverage

**SPECIFIC ACTION REQUESTED:**

Approval of continuation of Nulty Insurance as the agent for our workers compensation excess coverage, with coverage provided by Safety National. The coverage would be for three years beginning 1-1-14 through 12-31-16.

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

The excess coverage is to insure the County for annual workers compensation claims that exceed \$550,000. The annual cost for 2014 is \$54,763, and may change each year of the contract based on our total payroll dollars.

**TIME FRAME OF ACTION:**

Immediate

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

Employee General Fund

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

Renewal with current carrier with modification - increased attachment point from \$500,000 to \$550,000 to take advantage of \$5,066 annual premium reduction, based on review of historical claims data, and reduced risk pool population.

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

An RFP was prepared by Nulty and results were reviewed. This was the best pricing.

**CONTACT PERSON WITH PHONE NUMBER:**

Dane Turner 384-8101 or djturn@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 5, 2013 BOC Consent Agenda

**DEPARTMENT:** Planning & Community Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** Funds for Hark Orchids LP from the Kalamazoo County Economic Development Fund Program

**SPECIFIC ACTION REQUESTED:**

Approval of Future Advance Second Mortgage and Forgivable Commercial Term Note, and the release of funds (\$250,000) to Hark Orchids, L.P.

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

In the October 15 COW, staff reported on the next steps of the Hark Orchids project, which consist of the approval of the Future Advance Second Mortgage and the Forgivable Commercial Term Note, and the release of funds (\$250,000) to Hark Orchids, L.P.

This project was the last project approved by the County's Economic Development Fund Program before it was discontinued in the 2013 budget process.

The Hark Orchids L.P. operation will create approximately 80 jobs related to mass propagation of orchids and stimulate over \$6,000,000 investment in equipment and the construction of Hark Orchids first US based laboratories.

Hark Orchids L.P. has built a new mass orchid propagation laboratory facility in the Midlink business park in Comstock township. Mr. David Gordon, General Manager of Hark Orchids, L.P. provided an update of the project, with over 30 people already having been hired, and more to be hired soon. The project as a whole is ahead of schedule.

Per Loan Agreement with the County, approved at the August 8, 2012 Board of Commissioners meeting, the County will disburse, through its Economic Development Fund Program, \$250,000 to Hark Orchids L.P. at the time of occupancy. Hark Orchids is granting a mortgage interest in the facility to the County. Job related milestones through 2017 dictate the repayment of the funds.

**TIME FRAME OF ACTION:**

Full disbursement of loan funds is upon demonstrated verification of completed construction and occupation. This requirement has been met as the County received copies of the Certificate of Occupancy and Certificate of Substantial Completion on September 30, 2013.

If 80 Qualified New Jobs are created by Hark Orchids L.P. by June 30, 2017, the loan will be converted to a grant and the entire balance will be forgiven subject to repayment provisions outlined in the Note. If a minimum of 50 jobs is not created on or before June 30, 2017 the loan is due according to terms outlined in the Note.

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

Kalamazoo County Economic Development Fund program

**PERSONNEL IF REQUIRED:**

None

**CONTACT PERSON WITH PHONE NUMBER:**

If you have any questions or comments, please call 384-8115 or email [lmjarn@kalcounty.com](mailto:lmjarn@kalcounty.com)

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 19, 2013

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Kristine Cunningham, Administrator

SUBJECT: KVET Agreement

SPECIFIC ACTION REQUESTED:

Please place the attached Kalamazoo Valley Enforcement Team (KVET) agreement on the November 19, 2013 Board Meeting agenda for approval and required signatures on TWO originals. This document provides funding for one full-time Assistant Prosecutor to handle the criminal cases generated by KVET.

DESCRIPTION OF ACTION (dollar amount, purpose):

Need approval and required signatures.

TIME FRAME OF ACTION:

CY 2014 (January 1, 2014 through December 31, 2014)

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

This agreement is for \$70,000 towards the estimated salary and fringe for one full-time Assistant Prosecutor to handle the criminal cases generated by KVET. The remaining salary costs will be paid for by the County from the 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)

Assistant Prosecutor; K12; 104-229;

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, (269) 383-8965

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 5, 2013

**DEPARTMENT:** Office of the Prosecuting Attorney

**PREPARED BY:** Kristine Cunningham  
Prosecutor's Administrator

**SUBJECT:** MDHS Contract CY 2011-2013 - AMENDED

**SPECIFIC ACTION REQUESTED:**

The approval of the attached AMENDED CY 2011-2013 Michigan Department of Human Services (MDHS) Contract.

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

MDHS agreed to reimburse the County up to \$613,611 for a 3-year period (1/1/11-12/31/13). The original contract was approved by the Board on November 2, 2010. The contract is being amended to reflect an extension of the current contract from 1/1/2014-3/31/2014 in order for the State to make the necessary revisions to the 2014-2016 contract agreements.

**TIME FRAME OF ACTION:**

January 1, 2014 through March 31, 2014

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

Michigan Department of Human Services.

**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.

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

None

**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)

Not applicable.

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine Cunningham (383-8965)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 5, 2013

**DEPARTMENT:** Office of the Prosecuting Attorney

**PREPARED BY:** Jeff Getting, Prosecuting Attorney

**SUBJECT:** Crime Victim Rights Week Grant

**SPECIFIC ACTION REQUESTED:**

Permission to submit a grant for the 2014 Crime Victim Rights Week – Community Awareness Project funding opportunity. Crime Victims’ Rights Week is April 6–12, 2014.

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

We are requesting \$5,000 to assist with events surrounding 2014 National Crime Victims’ Rights Week. This award will allow us to promote crime victim rights and hold a viewing of the movie "Heaven’s Rain". This movie focuses on the real life story of the Douglass family who had their home broken into, both parents were murdered, and the children were left for dead. It is a story about the criminal justice process, the rights of the offenders and the ordeal the children went through. It is also a story about forgiveness. Our goal is to educate the public about the crime victim rights and to conduct a multi-disciplinary panel discussion following the viewing of the film. Our target audience will be victims, families of victims, local police agencies, community organizations, students and the Kalamazoo County community as a whole. Funding will be used to rent space to show the film, advertising, promotional materials, etc. No match dollars are required. The grant will reimburse the county for authorized expenditures used this project.

**TIME FRAME OF ACTION:**

January 1, 2014 – April 2014.

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

National Association of VOCA Assistance Administrators (NAVAA), in cooperation with the Office for Victims of Crime (OVC).

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Diane Klauer (384-8179)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 5, 2013**

**DEPARTMENT: Purchasing**

**PREPARED BY: Thomas G. O'Brien**

**SUBJECT: Gasoline and Diesel Fuel Contract Extension**

**SPECIFIC ACTION REQUESTED:**

Approval of contract extension with Knapp Energy for gasoline and diesel fuel to County departments per the attached agreement.

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

**TIME FRAME OF ACTION:**

January 1, 2014 to December 31, 2014

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

**PERSONNEL IF REQUIRED:**

N.A.

**NEW OR RENEWAL:**

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

The contract was jointly bid out on October 20, 2011 with City of Kalamazoo. Contract with Knapp Energy was approved at the BOC Meeting of November 16, 2011 for one year with four (4) one-year (1) periods upon mutual agreement of all parties.

**CONTACT PERSON WITH PHONE NUMBER:**

Thomas G. O'Brien, Purchasing Coordinator 383-8967

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** *November 5, 2013*

**DEPARTMENT:** *Emergency Management*

**PREPARED BY:** *Sheriff Richard Fuller*

**SUBJECT:** *Temporary Local Emergency Planning Committee (LEPC) Position Approval*

**SPECIFIC ACTION REQUESTED:** *Approval of a Temporary Local Emergency Planning Committee (LEPC) Position for the Office of Emergency Management.*

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

*The LEPC is responsible for coordination of all Hazardous Material plans county-wide according to Federal guidelines for reporting. This also includes the cities within the county.*

*This project will be to:*

- 1) Develop and Complete new site plans,*
- 2) Update current site plans and Tier II and Tier III Contact information.*

*This position will be compensated at the rate of \$23.00 per hour with a \$7176.00 expenditure for the labor in this project and a 10% fringe cost of \$717.00, for a total expenditure of \$7893.00. The working period for this project is December 1, 2013 through May 31, 2014. This is based on working up to 12 hours per week.*

**TIME FRAME OF ACTION:** *December 1, 2013 through May 31, 2014.*

*This project will be completed by 1) Completion of new plans, 2) review of existing plans and 3) submission to the State of Michigan by July 1, 2014.*

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

*We will be using current LEPC funds received from the State of Michigan for plan completion and review. This funding has been placed in the Emergency Management account # 101-426-834.00. Note, since this is a part-time temporary position, no benefits will be paid.*

**PERSONNEL IF REQUIRED:** *One (1) part-time temporary employee. We have the opportunity to re-hire retired Emergency Management Director David Schneider. Mr. Schneider comes with excellent credentials from emergency management and has experience with Hazardous Materials Site Planning and response. The person previously retained to do this work, retired Portage Fire Chief Randy Lawton, has moved from the area and is no longer available.*

**NEW OR RENEWAL:** *New, however we have had a person do the same project in previous years.*

**ANY OTHER PERTINENT INFORMATION:** *This position will work in the Emergency Management office using already in place equipment.*

**CONTACT PERSON WITH PHONE NUMBER:** *Sheriff Richard Fuller, 383-6175*

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: October 22<sup>nd</sup>, 2013**

**DEPARTMENT: Kalamazoo County Sheriff's Office**

**PREPARED BY: Sheriff Richard C. Fuller III**

**SUBJECT: Emergency Manager Interim Position**

**SPECIFIC ACTION REQUESTED:**

Appoint Patrick E. Wright as the interim Emergency Manager for Kalamazoo County.

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

The Employee's salary is at the annual rate of \$75,566.40 for (\$36.33 hr.)

**TIME FRAME OF ACTION:**

The interim position is until an appointment of the full-time is made. This period of time will be from October 19<sup>th</sup>, 2013 until a full time position is appointed, or April 30, 2014.

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

38% of the position is funded by the Emergency Performance Management Grant (EMPG). The remainder of this position is a General Fund position.

**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)

This is an Amendment to the Employment Agreement

**ANY OTHER PERTINENT INFORMATION:**

Patrick is the replacement for the retiring Dave Schnieder. The Employment Agreement is with this document.

**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:**

Sheriff Richard C. Fuller III



## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: OCTOBER 18, 2013

SUBJECT EMPLOYMENT AGREEMENT BETWEEN KALAMAZOO COUNTY  
AND PETER BATTANI

On September 4, 2007, the County and Peter Battani entered into an Employment Agreement for Mr. Battani to serve as the County Administrator/Controller for three (3) years from January 1, 2008 through December 31, 2010. On October 5, 2010, the Board amended the Employment Agreement for an additional year through December 31, 2011. Originally, the Board planned to extend the Employment Agreement for three (3) years, through December 31, 2013. However, Michigan law only allowed for a one year extension because the action took place after August in an even-numbered year. When the Board extended the Employment Agreement in October of 2010, it expressed its intention that the next Board extend the Agreement through December 31, 2013. On January 18, 2011, the Board extended the Agreement for the two (2) additional years through the end of this year.

The Board Chairperson, Vice-Chairperson, and Mr. Battani, have met and discussed Mr. Battani's desire to continue serving as the County Administrator/Controller and the Board's desire to have him continue serving as the County Administrator/Controller. Based upon those meetings, the Chairperson and Vice-Chairperson recommend that the Board of Commissioners approve a new three (3) year Employment Agreement with Mr. Battani for a term beginning on January 1, 2014 and ending on December 31, 2016. The new Employment Agreement contains the same substantive terms as the existing Agreement but the compensation portion of the new Agreement provides that on January 1, 2014 Mr. Battani's salary will move from the "F" step of the K-17 band to the "G" step of the K-17 band resulting in a salary of \$142,251.20 for 2014. Additionally, the Agreement provides that Mr. Battani is also eligible to move to the final step in the K-17 band, the "H" step, on or after January 1, 2015, subject to an acceptable performance review from the Board of Commissioners.

The Corporate Counsel, Mr. Battani, and Mr. Battani's attorney have reviewed and approved the proposed Employment Agreement.

Thank you for your time and consideration to this Memorandum. Please contact me at 383-8968 if you have any questions or concerns regarding this Memorandum.

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: November 5, 2013****COURT: Ninth Circuit Court – Family Division****PREPARED BY: Kathy Flack****SUBJECT: Request for approval of Letter of Understanding****SPECIFIC ACTION REQUESTED:**

Approval of Letter of Understanding by and between the 9<sup>th</sup> Judicial Circuit Court and the County of Kalamazoo, and International Union, United Automobile, aerospace and agricultural implement workers of America, and it's technical office and professional juvenile court unit of local no. 2290 (hereafter the "Union").

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

No financial impact. The Letter of Understanding would amend the collective bargaining agreement by eliminating one Family Interventionist/Mediator II position and creating one Juvenile Probation Officer 10-12 position as follows:

1. The Family Interventionist/Mediator II position, currently filled by Yvette Harrison, shall be eliminated upon Ms. Harrison's re-assignment to the Juvenile Probation Officer 10-12 position;
2. The newly created Juvenile Probation Officer 10-12 position shall not be filled by Ms. Harrison before October 1, 2013; and
3. This Letter of Understanding shall modify the parties' Agreement only to the extent expressly provided herein.

**TIME FRAME OF ACTION:**

Effective October 1, 2013

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

All positions involved are funded by the Child Care 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 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:**

Please note that the BOC, at the 10/15/13 meeting, approved the elimination/creation of the positions to which this Letter of Understanding pertains.

**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 WITH PHONE NUMBER:**

Suzanne M. Darling [smdarl@kalcounty.com](mailto:smdarl@kalcounty.com) 269 383-8928

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** November 5, 2013**DEPARTMENT:** Administration**PREPARED BY:** John Faul**SUBJECT:** Facilities Master Plan (FMP), Healy Street Center, Change Order #2**SPECIFIC ACTION REQUESTED:** Approve Change Order #2**DESCRIPTION OF ACTION (dollar amount, purpose):** \$19,950 total addition, 8 items, single largest \$12,040, which exceeds Administration authority. Summary as follows:

- \$2,760 – Bulletin 1 Thermal Envelope
- \$12,040 – Bulletin 1 Water Repellant
- \$685 – Bulletin 1 Revised Plantings
- \$7,257 – Bulletin 1 Access Control
- \$(5,857) – Bulletin 1 Courtyard
- \$661 – Parking Lot
- \$2,253 – CP 8 (RFI 009, RFI 016, Door frame and Hardware Submittals)
- \$151 – CP3 (RFI Disposal)
- \$19,950 Total ADD

**TIME FRAME OF ACTION:** Immediately**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** Capital Public Improvement Fund, Healy Street Center Project, Contingency**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 additional personnel**NEW OR RENEWAL:** New**ANY OTHER PERTINENT INFORMATION:**

On the Consent Agenda for tonight's meeting is the approval of Change Order #2. Because we are utilizing a General Contractor arrangement, Change Orders in excess of the authority granted to Administration will come to the Board for Approval. Authority granted was \$30,000 any one Change Order and/or \$10,000 any one item. This Change Order has one item in excess of \$10,000. It is \$12,040 for CMU Water Repellent. This is a "Value Added" item. The water repellent did not make it into the original specifications. The cost is appropriate for the scope and is recommended approval.

**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:** John Faul (383-8908)