

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green field in the middle, and a blue river at the bottom. In the background, there are silhouettes of trees and buildings. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the shield.

**Board of
Commissioners'
Meeting**

November 15, 2016

**NOTICE AND AGENDA FOR
NOVEMBER 15, 2016 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 15, 2016, 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. Discover Kalamazoo Presentation – *Greg Ayers*

CONSENT AGENDA

Buildings & Grounds

- B. Request for Approval of a Service Agreement with AT&T Centrex

Circuit Court

- C. Request for Approval of a Grant Agreement with the Kalamazoo Community Foundation – Drug Treatment Court Fund
- D. Request for Approval of a Contract with Recovery Institute of Southwest Michigan, Inc.
- E. Request for Approval to Accept Grant Award from the Edward Byrne Memorial Justice Assistance Grant (JAG) Administered by State Court Administrative Office (SCAO) for Women's Drug Treatment Court Program
- F. Request for Approval to Accept Grant Award from the Michigan Drug Court Grant Program (MDCGP) Administered by State Court Administrative Office (SCAO) for Juvenile Drug Treatment Court Program
- G. Request for Approval to Accept Swift and Sure Sanctions Program Grant Award from State Court Administrative Office (SCAO) and the Elimination/Creation of Positions (Grant Funds)
- H. Request for Approval to Accept Grant Award from the Michigan Mental Health Court Grant Program (MMHCGP) Administered by the State Court Administrative Office (SCAO) for Juvenile Mental Health Treatment & Recovery Court
- I. Request for Approval to Accept Grant Award from the Michigan Drug Court Grant Program (MDCGP) Administered by State Court Administrative Office (SCAO) for Men's Drug Treatment Court Program
- J. Request for Approval to Accept Grant Award from the Edward Byrne Memorial Justice Assistance Grant (JAG) Administered by State Court Administrative Office (SCAO) for Men's Drug Treatment Court Program
- K. Request for Approval to Accept Grant Award from the Michigan Drug Court Grant Program (MDCGP) Administered by State Court Administrative Office (SCAO) for Family Dependency Drug Treatment Court Program

Community Corrections

L. Request for Approval of Appointments to the Community Corrections Advisory Board

District Court

M. Request for Approval to Purchase Software Enhancements through DMC Technology Group

N. Request for Approval of Grant Award and Contract with State Court Administrative Office (SCAO) for the Mental Health Recovery Court (MHRC)

Finance-Purchasing

O. Request for Approval of Gasoline & Fuel Contract with Kalamazoo Oil Company

Health & Community Services

P. Request for Approval of Sublease Agreement with Family Health Center for the Continuation of Dental Operations at Nazareth

Q. Request for Approval of the Dental Mobile Unit Transfer to the Family Health Center

R. Request for Approval of a Lease Agreement with Family Health Center for the Storage of the Dental Mobile Unit Located at Lamont Street

S. Request for Approval to Accept Notice of Funds Available (NFA) #12 for LCA13-39015 Low Income Home Energy Assistance Program Crisis Assistance (LCA) Deliverable Fuel Award from the Michigan Department of Human Services (MDHHS)

T. Request for Approval of Template Landlord Agreement for the Community Action Agency (CCA) Weatherization Assistance Program

U. Request for Approval of a Contract Extension with Valley City Electronic Recycling for Household Hazardous Waste (HHW) Center

V. Request for Approval of Fatherhood Grant Award Acceptance and Creation of Positions in the Maternal & Child Health Division (Grant Funds)

W. Request for Approval to Hire Director at the K15E Step & Approval of Resolution Appointing Mr. Jim Rutherford as the Public Health Officer

Human Resources

X. Request for Approval of Amendment to Personnel Policy 5.08 – Tuition Reimbursement Policy

Michigan Works!

Y. Request for Approval of Workforce Development Agency (WDA) Policy 16-18 - Trade Adjustment Assistance (TAA) FY2017 Allocations

Z. Request for Approval of Work-Based Training for Special Populations 16-19

Parks& Expo Center

AA. Request for Approval of West Michigan Apple Blossom Cluster Dog Show 2017-2019 Contracts

BB. Request for Approval of West Michigan Harvest Cluster Dog Show 2017-2019 Contracts

CC. Request for Approval of Amendment to Kalamazoo County Fair Council Bylaws

DD. Request for Approval of Kalamazoo Valley Trail Downtown Connection Agreement with the City of Kalamazoo

EE. Request for Approval of Engineering Agreement with Hurley Stewart for Preliminary Engineering of the Kalamazoo River Valley Trail

Planning & Community Development

FF. Request for Approval of a Contract Amendment with Pictometry International

Sheriff

GG. Request for Approval of 2016-2017 Secondary Road Patrol Contract with the Michigan Department of State Police, Office of Highway Safety Planning

HH. Request for Approval of FY2017 Emergency Management Performance Grant (EMPG) with the Michigan State Police, Emergency Management and Homeland Security Division

II. Request for Approval of Medical Waste Service Agreement with Hospital Network Healthcare Services

Board of Commissioners

JJ. Request for Approval of Transfers and Disbursements

KK. Request for Approval of Michigan State University Extension – Annual Work Plan 2017

LL. Request for Approval of Appointments to Fair Council

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

Dina Sutton
Office Manager for Administrative Services

NOVEMBER 9, 2016

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Buildings & Grounds

PREPARED BY: Eric McNamara

SUBJECT: Services Agreement

SPECIFIC ACTION REQUESTED:

Requesting Board of Commissioner approval to renew agreement with AT&T Centrex for Fire Alarm phone line service.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$ 315.00/Month

TIME FRAME OF ACTION: As soon as feasible: Contract pricing is lower than month to month pricing.

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

General Fund

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Account 269 383-6917 is for Healy Street, and account 269 383-7879 is for Administration, old Gull Road Court, Michigan Ave Court and Gull Road Justice.

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)

Contract was not bid; phone line utility.

CONTACT PERSON WITH PHONE NUMBER:

Eric McNamara, Director of Buildings & Grounds 384-8120

C.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Kalamazoo Community Foundation-Drug Treatment Fund

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant request of \$100,000 from the Kalamazoo Community Foundation Drug Treatment Court Fund.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$100,000 for continued operation of the Drug Treatment Court Programs.

TIME FRAME OF ACTION:

FY2016 4th Quarter

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

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)

NA

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:

Sara Green
269.383.6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Recovery Institute Contract for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

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

DESCRIPTION OF ACTION (dollar amount, purpose):

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

TIME FRAME OF ACTION:

October 1, 2016-September 30, 2017

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

Mixture of state, local and federal grant funding.

PERSONNEL IF REQUIRED:

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

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:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

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

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$140,000 from the Edward Byrne Memorial Justice Assistance Grant administered by SCAO for the Women's Drug Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$140,000 for continued operation of the Women's Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2-16-September 30, 2017

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

State

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

Women's Drug Treatment Court Program-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:

Sara Green 383.6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Juvenile Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$30,000 from the Michigan Drug Court Grant Program administered by SCAO for the Juvenile Drug Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$30,000 for continued operation of the Juvenile Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2-16-September 30, 2017

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

State

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

Juvenile Drug Treatment Court Program-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:

Sara Green
383.6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: **November 15, 2016**

DEPARTMENT: **9th Circuit Court**

PREPARED BY: **Sara Green**

SUBJECT: **Grant Acceptance of SSSP**

SPECIFIC ACTION REQUESTED:

Permission to accept the Swift and Sure Sanctions Probation Program grant through SCAO to fund the 9th Circuit Court Swift and Sure Sanctions Program. This is a renewal grant that is requesting additional funds in order to hire a case manager for the program.

DESCRIPTION OF ACTION (dollar amount, purpose):

Swift and Sure Sanctions Probation Program-Swift and Sure Sanctions Program=\$90,000

TIME FRAME OF ACTION:

October 1, 2016-September 30, 2017

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)

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
	Case Manager	K07	\$36,753.60-49,608.00	.50	249-160-704.00

ELIMINATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
	Program Assistant	K04	\$27,123.20-36,628.80	0.34	249-150-704.00

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)

Swift and Sure Sanctions Probation Program-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:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant acceptance of T&RC

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$82,000 from the Michigan Mental Health Court Grant Program administered by SCAO for the Juvenile Mental Health Treatment and Recovery Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$82,000 for continued operation of the Juvenile Mental Health Treatment and Recovery Court

TIME FRAME OF ACTION:

October 1, 2016-September 30, 2017

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)

No personnel changes requested.

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:

Sara Green
Drug Treatment Court Manager
269-383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Men's Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$45,000 from the Michigan Drug Court Grant Program administered by SCAO for the Men's Drug Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$45,000 for continued operation of the Men's Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2-16-September 30, 2017

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

State

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

Men's Drug Treatment Court Program-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:

Sara Green 383.6469

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Men's Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$155,000 from the Edward Byrne Memorial Justice Assistance Grant administered by SCAO for the Men's Drug Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$155,000 for continued operation of the Men's Drug Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2-16-September 30, 2017

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

State

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

Men's Drug Treatment Court Program-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:

Sara Green 383.6469

K.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 9th Circuit Court

PREPARED BY: Sara Green

SUBJECT: Grant Acceptance for Family Dependency Treatment Court Program

SPECIFIC ACTION REQUESTED:

Seeking permission to accept the grant award of \$56,000 from the Michigan Drug Court Grant Program administered by SCAO for the Family Dependency Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$56,000 for continued operation of the Family Dependency Treatment Court Program.

TIME FRAME OF ACTION:

October 1, 2-16-September 30, 2017

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)

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
	Case Manager	K07	\$36,753.60-49,608.00	.50	292-676-704.00

ELIMINATE

Previous case manager was a contractual employee at FTE 1.0 under account 269-676-808.00.

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)

Family Dependency Treatment Court Program-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:

Sara Green
383.6469

L.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 15 November 2016

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo

SUBJECT: Appointment of Advisory Board Members

SPECIFIC ACTION REQUESTED:

See attached.

DESCRIPTION OF ACTION (dollar amount, purpose):

See attached.

TIME FRAME OF ACTION:

N/A.

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

None required.

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 required.

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

See attached.

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:

Kenneth D. Bobo. 269.383.6434

BOARD AGENDA REQUEST FORM
ADDENDUM
15 November 2016 Meeting
Appointment of CCAB Advisory Board Members

Pursuant to 1988 PA 511 (MCL 791.401, *et seq*) and Article III of the Kalamazoo Community Corrections Advisory Board (CCAB) bylaws, all members of the Kalamazoo Community Corrections Advisory Board must be appointed by the county Board of Commissioners.

An announcement was posted on the Kalamazoo County website announcing the expiration of 2016 terms and soliciting applications for new members. From the applications received, the following recommendations for appointment are made:

Position	Nominee	Term Expiring
Local Law Enforcement	Scott Merlo	09-30-2018
Circuit Court	Paul Bridenstine	09-30-2018
District Court	Ann Filkens or Lynn Kirkpatrick	09-30-2018
Service Area Representative	Robert Butkiewicz	09-30-2018
Service Area Representative	Brian Parsons	09-30-2018
Prosecuting Attorney	Jeffrey Getting	09-30-2018

* * * **END** * * *

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: 8th District Court

PREPARED BY: Ann Filkins

SUBJECT: Request to Purchase Software Enhancements

SPECIFIC ACTION REQUESTED:

The 8th District Court is requesting authorization to purchase two enhancements through DMC Technology Group for JIS, the District Court case management system.

DESCRIPTION OF ACTION (dollar amount, purpose):

Third Party Collections Enhancement – This enhancement will allow the 8th District Court to manually select individual cases that can be sent to the third party collector. This will assist the court in collecting money on otherwise largely uncollectable cases. Cost \$1,320

Restitution Enhancement – This enhancement will allow the 8th District Court to track restitution, working directly with current check writing software to track a victim’s name, address and total amounts paid. Currently an Excel Spreadsheet is maintained, which is cumbersome and takes a substantial amount of time to update. Cost \$1,200

Both of these enhancements would streamline process and make the court efficient.

Total Cost = \$2,520.00

TIME FRAME OF ACTION:

2016 - Because these programs were not available for courts until 2016, these enhancements are a request to purchase a capital item outside of the CIP Process.

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

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)

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)

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 269 384 8166

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Nov. 15, 2016

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Approval of grant award and acceptance of the contract between the Court and the State Court Administrative Office (SCAO) for the Mental Health Recovery Court (MHRC) program.

SPECIFIC ACTION REQUESTED:

- 1) 8th District Court requests Board approval of a grant award of \$172,257.00 from SCAO to provide operating costs for the MHRC program.
- 2) The Court also requests approval of the grant contract between SCAO and the 8th District Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding is in the amount of \$172,257.00. These funds are designated for ongoing operational costs of the MHRC Program.

TIME FRAME OF ACTION:

This is a renewable grant that runs from 10-1-16 to 9-30-17.

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

FY 2017 SCAO: Michigan Mental Health 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 court personnel 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)

Renewal.

ANY OTHER PERTINENT INFORMATION:

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

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)

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:

Lynn Kirkpatrick, (269) 383-8966

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Office of Finance – Purchasing

PREPARED BY: Thomas G. O'Brien

SUBJECT: Contract for Gasoline & Diesel Fuel with Kalamazoo Oil Company

SPECIFIC ACTION REQUESTED:

Request board approval of a contract with Kalamazoo Oil Company to provide gasoline and diesel fuel to County departments.

DESCRIPTION OF ACTION (dollar amount, purpose):

Dollar amount will depend on quantities purchased and market conditions for gas and diesel fuel.

TIME FRAME OF ACTION:

Contract for one year: January 1, 2017 to December 31, 2017 with the option to extend four times for one year each time.

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

PERSONNEL IF REQUIRED: None

(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:

This is a new contract.

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)

The Office of Finance – Purchasing bid this out as a joint bid for the County and the City for 2017. Kalamazoo Oil Company's bid had the lowest markup (a key determinant of the delivered price) of all six bidders.

CONTACT PERSON WITH PHONE NUMBER:

Thomas G. O'Brien 269-383-8967



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

P.-V.

DATE: November 15, 2016
TO: County Board of Commissioners
FROM: Lynne Norman, RN, MPH, Acting Public Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

A. APPROVAL OF A SUBLEASE AGREEMENT WITH THE FAMILY HEALTH CENTER FOR THE CONTINUATION OF DENTAL OPERATIONS AT NAZARETH

ACTION REQUESTED

HCS Administration requests Board approval for a sublease agreement between the County and the Family Health Center for the term of December 5, 2016 through May 31, 2017.

DESCRIPTION OF SUBJECT

The HCS Dental Clinic will be closing on December 2nd of this year and all services will be transferred to and subsequently provided by the Family Health Center immediately after that time. Due to this change, this sublease agreement will allow for the Family Health Center to provide dental services at Nazareth ensuring there are no gaps in services for the community within Kalamazoo County.

This sublease conveys a per square foot rate of thirteen dollars (\$13.00), to be paid monthly, effective for the period of December 5, 2016 through May 31, 2017. This is a monthly rental rate of \$2,444 for the total rental space of 2,256 square feet.

RELATIONSHIP TO GOALS

The dental services and operations provided by the Family Health Center are consistent with the HCS goal of improving health and wellbeing of the Kalamazoo community. The mission of this agency aligns with that of the Health & Community Services Department and the presence of these services at Nazareth provides mutually beneficial resources for both HCS and the Family Health Center.

FUNDING SOURCE

There is no funding associated with this request.

PERSONNEL

There are no new or current personnel affected by this action.

PROCUREMENT

There is no procurement associated with this action.

CONCERNS/ISSUES

There are no concerns or issues. If there are any questions please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or rjpost@kalamazoo.com.

B. APPROVAL OF THE DENTAL MOBILE UNIT TRANSFER TO THE FAMILY HEALTH CENTER

ACTION REQUESTED

HCS Administration requests Board approval for Dental Mobile Unit Transfer agreement between the County and the Family Health Center.

DESCRIPTION OF SUBJECT

The HCS Dental Clinic will be closing on December 2nd of this year and all services will be transferred to and subsequently provided by the Family Health Center immediately after that time. Due to this change, this agreement will transfer the Dental Mobile Unit to the Family Health Center and allow them to continue the services as currently operated by the Kalamazoo County Dental program with the use of the Dental Mobile Unit, which includes services to Kalamazoo County schools and Kalamazoo County Head Start students.

The terms and conditions included in the agreement obligate the Family Health Center to continue the use of the Dental Mobile unit for a remaining period of 6 years, or until December 5, 2021. If the Family Health Center discontinues the use of the Dental Mobile Unit prior to December 5, 2021, the County has the option to reclaim ownership of the vehicle and determine the vehicle's utilization or disposition.

Lastly, the terms and conditions of the agreement require the Family Health Center, on an annual basis, to provide statistical data and reports to the County about services provided with the usage of the Dental Mobile unit, specifically, the total number of students served at school and also the total number clients served within community related events, if applicable.

RELATIONSHIP TO GOALS

The dental services and operations provided by the Family Health Center are consistent with the HCS goal of improving health and wellbeing of the Kalamazoo community. The mission of this agency aligns with that of the Health & Community

Services Department and the provision of these services by the Dental Mobile Unit provides mutually beneficial resources for both HCS and the Family Health Center.

FUNDING SOURCE

There is no funding associated with this request.

PERSONNEL

There are no new or current personnel affected by this action.

PROCUREMENT

There is no procurement associated with this action.

CONCERNS/ISSUES

There are no concerns or issues. If there are any questions please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or rjpost@kalamazoo.com.

C. APPROVAL OF A LEASE AGREEMENT WITH THE FAMILY HEALTH CENTER FOR THE STORAGE OF THE DENTAL MOBILE UNIT LOCATED AT LAMONT STREET

ACTION REQUESTED

HCS Administration requests Board approval for a lease agreement between the County and the Family Health Center for the term of December 5, 2016 through May 31, 2017.

DESCRIPTION OF SUBJECT

The HCS Dental Clinic will be closing on December 2nd of this year and all services will be transferred to and subsequently provided by the Family Health Center immediately after that time. Due to this change, this lease agreement will allow for the Family Health Center to continue the storage of the Dental Mobile Unit in the dental storage barn located at Lamont Street.

This lease conveys a per square foot rate of three hundred sixty seven dollars and seventy five cents (\$367.75), to be paid monthly, effective for the period of December 5, 2016 through May 31, 2017.

RELATIONSHIP TO GOALS

The dental services and operations provided by the Family Health Center are consistent with the HCS goal of improving health and wellbeing of the Kalamazoo community. The mission of this agency aligns with that of the Health & Community

Services Department and the presence of these services at Nazareth provides mutually beneficial resources for both HCS and the Family Health Center.

FUNDING SOURCE

There is no funding associated with this request.

PERSONNEL

There are no new or current personnel affected by this action.

PROCUREMENT

There is no procurement associated with this action.

CONCERNS/ISSUES

There are no concerns or issues. If there are any questions please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or rjpost@kalcounty.com.

D. ACCEPTANCE OF NOTICE OF FUNDS AVAILABLE (NFA) #12 FOR LCA13-39015 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM CRISIS ASSISTANCE (LCA) DELIVERABLE FUEL AWARD, FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to accept the NFA from the Michigan Department of Human Services (DHS) for the program grant LCA13-39015. NFA is a reduction in the Year 3 funding for LCA13-39015 in the amount of \$20,000.

DESCRIPTION OF SUBJECT

This reduction is a result of a funding reallocation to CAAs within the State where a greater need for deliverable fuel assistance is needed. Due to the duration of cold temperatures, the MI Department of Human Services has identified 6 CAAs in lower risk/lower demand areas for deliverable fuel from which to reduce funding and plans to redistribute those funds to Agencies and communities with higher use and needs of deliverable fuel assistance. The use of Crisis Assistance (LCA) funds provides heating fuel assistance in the form of deliverable fuels such as: propane, fuel oil, coal, wood, kerosene, and heating fuel pellets. Energy assistance, through LCA grant funds, assists families to remain self-sufficient through the heating season.

RELATIONSHIP TO GOAL

The goal of the HCS Community Action Agency is to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while helping to improve the conditions of the families served.

FUNDING SOURCE

There are no County General funds associated with this action. All funding is from the Michigan Department of Human Services LCA - MEAP Grant Award.

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 Amber Leverette, MPA, CAA Manager, 373-5101 or arleve@kalcounty.com.

E. APPROVAL OF TEMPLATE LANDLORD AGREEMENT FOR THE COMMUNITY ACTION AGENCY WEATHERIZATION ASSISTANCE PROGRAM.

ACTION REQUESTED

HCS Administration requests Board approval of a template Landlord Agreement to be utilized for the Weatherization Assistance Program.

DESCRIPTION OF SUBJECT

The Landlord Agreement will allow Weatherization work to be completed for rental homes during the Weatherization 2016-2017 program year. Eligible households are required to have the landlord contribute to a portion of the overall cost of the Weatherization work performed on the home by the Community Action Agency. Weatherization work completed allows individuals and households to see a decrease in their overall energy use as well as decreases on their monthly energy bill costs.

The Landlord Agreement will be signed by prospective clients and their landlords as well as by the Community Action Agency. The Board approval of the template will allow the Community Action Agency to maintain and meet time frames and limits for the provision of weatherization services as outlined in the grant award, DHS WAP16-39015. This was approved by the Board of Commissioners on May 17, 2016.

RELATIONSHIP TO GOALS

The approval of this Agreement 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, providing support to maintaining their self-sufficiency. This will also continue to improve the housing stock in our community.

FUNDING SOURCE

No county general funds are required. Funding is from the DHS grant award WAP16-39015 (U.S. Department of Energy through the Michigan Department of Human Services).

PERSONNEL

There is no new personnel associated with this request.

PROCUREMENT

There is no new procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, MPA, CAA Manager, at 373-5101, arleve@kalamazoo.com.

F. APPROVAL OF A CONTRACT EXTENSION WITH VALLEY CITY ELECTRONIC RECYCLING FOR ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES FOR MATERIALS COLLECTED AT THE HOUSEHOLD HAZARDOUS WASTE CENTER

ACTION REQUIRED

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

DESCRIPTION OF SUBJECT

On January 1, 2016, the County entered into a one-year contract with Valley City Electronic Recycling for the transportation and recycling of electronic waste collected by the Household Hazardous Waste Center. The contract contained the option for two contract extensions, if performance and pricing remained competitive. We are seeking BOC approval of the first extension for the period, January 1, 2017 through December 31, 2017.

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

Reimbursement and recycling fees will remain the same as the 2016 rates. Valley City will pay the County \$0.03 per pound for computers, non CRT monitors, printers, non CRT televisions and other miscellaneous electronic equipment. Additionally, Valley City will supply cubic yard boxes and pallets at no cost. CRT containing devices will be charged to the County at a rate of \$0.15 per pound and projection televisions at a rate of \$0.25 per pound. These fees will be reimbursed in full by municipality contract revenues.

RELATIONSHIP TO GOALS

The contract assures that the collected household hazardous waste is properly recycled in a manner that the waste no longer poses a threat to the environment. Proper recycling is consistent with the goal to improve the quality and safety of the physical environment, and in particular, protection of groundwater in Kalamazoo County.

FUNDING SOURCE

Funding for contractual services to dispose of household electronic waste is a line item in the current program budget. Costs will be reimbursed in full by municipality contract revenues.

PERSONNEL

There are no personnel associated with this action.

PROCUREMENT

There is no procurement associated with this request

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions regarding this information, please contact Vern Johnson, Director of Environmental Health, at 373-5356 or vljohn@kalcounty.com.

G. APPROVAL OF FATHERHOOD GRANT AWARD ACCEPTANCE AND POSITION CREATIONS IN THE MATERNAL & CHILD HEALTH DIVISION

ACTION REQUESTED

HCS Administration requests Board approval of acceptance of grant award from United Way of the Battle Creek & Kalamazoo Region (UWBCKR) in the amount of \$100,000.00 in support of the Kalamazoo County Fatherhood Initiative project, and approval to create a 1.0 FTE Community Educator position and a .5 FTE Care Coordinator position effective November 1, 2016.

DESCRIPTION OF SUBJECT

The Fatherhood Initiative is a national initiative that believes the involvement of responsible fathers is essential to the economic, emotional, and social health of children.

Grant funding will be used to support this initiative in Kalamazoo County as we engage fathers and families to improve relationships within the family unit. The fatherhood role has been identified as an essential component in reducing the number of infant deaths in Kalamazoo County.

RELATIONSHIP TO GOALS

This funding provides services consistent with the HCS goal to improve the overall health of the community by reducing preventable disabilities and death, and promoting healthy lifestyles and choices.

FUNDING SOURCE

No County funds are required as a result of this action. Grant is funded through the United Way of Battle Creek & Kalamazoo Region.

PERSONNEL

Create:

<u>Account #</u>	<u>Position #</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
297-165	Community Health Educator #10922-002	K07	1.0	\$40,393 - \$44,096	11/1/2016
297-165	Care Coordinator #10202-TBD	K06	.5	\$36,545 - \$39,832	11/1/2016

PROCUREMENT

There is no procurement issue associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Deb Lenz at 373-5024 or at dllenz@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Health & Community Services

PREPARED BY: John Faul

SUBJECT: New Hire Process for Health & Community Services Director/Public Health Officer

SPECIFIC ACTION REQUESTED:

At the November 1, 2016 we presented the process to date for the replacement hire of the Health & Community Services Director/Public Health Officer. At the November 15, 2016 meeting we recommend the Board of Commissioners appoint Mr. James Rutherford as Public Health Officer, approve the K15E step, and to request that the Michigan State Department of Health & Human Services confirm the appointment of Public Health Officer.

DESCRIPTION OF ACTION (dollar amount, purpose):

The vacant position has two components: Director of Health & Community Services and Public Health Officer. The Director position reports to the Deputy Administrator. The State requires us to have a designated Public Health Officer that the Board of Commissioners appoint and the State confirms.

Dr. Gillian Stoltman resigned from this position effective October 28, 2016, and the Board appointed Ms. Lynne Norman as acting PHO until the position is filled permanently. A Search Committee has gone through the process of posting and interviewing candidates. The Search Committee consisted of: John Faul (Interim Administrator), Tracie Moored (Controller), Meri Tolbert (HR), Gary Wager (former CATAB Chair), Grace Lubwama (YWCA), Dr. Cheryl Dickson (WMU Med). It was important to have community representation on the Committee to assist Administration with identifying levels of expertise regarding public health and community services.

We recommend that the Board appoint Mr. Rutherford as Public Health Officer and that they approve the salary of the combined position at the K15E Step \$56.62 hourly (\$117,769.60 annually). As stated above, the Board is required to appoint the Public Health Officer. The Board needs to approve the salary as the starting step exceeds Administration's authority, which is the C Step. We believe the salary exception is warranted to at least match the existing salary and that the candidates experience and expertise significantly exceed the position's minimum requirements.

TIME FRAME OF ACTION:

September, 2016 – reviewed position description and posted position

October 12, 2016 – reviewed applicant pool of approximately 70 and narrowed the list to 5 who met the qualifications for both the Director and PHO duties. The top 5 candidates were reduced to 3 via a phone interview.

October 20, 2016 – 3 candidates were given an opportunity to interview in person with the Committee. The Committee chose a top candidate to present to the HCS Leadership Team.

October 28, 2016 – The HCS Leadership Team was given an opportunity to hear a presentation from the candidate and ask questions. Board members were invited to observe but not deliberate.

November 1, 2016 – An update on the outcome of the presentation was given to the Board.

November, 15, 2016 – Request the appointment of Public Health Officer and approve salary exception.

December 28, 2016 – Starting date

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): No new funds

This 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)

Director, Health & Community Services/Public Health Officer

K15E, \$117,769.60

\$99,611.20 - \$122,262.40

Account #

Position #10030

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

Mr. Rutherford has over 26 years of professional experience within the field of Public Health. He currently (since 2008) serves as the Health Officer with the Calhoun County Health Department where he oversees and directs 85 full and part-time union and non-union employees. Prior to his appointment in Calhoun County, he served as the Kalamazoo County Health & Community Office Environmental Health Director and Deputy Public Health Officer.

He is known as a progressive and energetic leader who works toward consensus building and providing measured results. Specifically, he was worked at reducing infant mortality rates in Calhoun County, which is an identified need in Kalamazoo County that his expertise will be welcome. He also had significant public information officer exposure while handling the Enbridge oil spill. With his past experience in Kalamazoo County as well as having already developed collaborative relationships with such partners as the YWCA and WMU Med, he will be a great addition to the County.

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, jmfaul@kalcounty.com, 384-8111

X

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Changes to Personnel Policy 5.08

SPECIFIC ACTION REQUESTED:

Adoption of revisions to Personnel Policy 5.08 – Tuition Reimbursement Policy.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed changes to Personnel Policy 5.08 – Tuition Reimbursement Policy removes the requirement for employees to remain in County service for twelve (12) months following the completion of the course or pay back the tuition reimbursement. When an individual does not meet this requirement, it is cost-prohibitive for the County to pursue court ordered collection procedures. Therefore, this section of the policy is not consistently enforced.

The updated policy is attached. The comprehensive review of the County Personnel Policy Manual is currently in progress.

TIME FRAME OF ACTION:

Effective 12/1/2016.

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

Policy #5.08

The County shall pay 75% of tuition to a maximum of \$1,000 a year to County employees taking approved courses, as outlined in a more detailed policy statement available from the Human Resources Director. Approved courses shall be those which provide for the systematic improvement of the knowledge or skills required in the performance of the employee's work or courses that, for other reasons, will be beneficial to the employee and the County. All courses shall be approved by the Human Resources Director prior to issuance of the tuition reimbursement.

~~The employee must remain in County service for a period of twelve (12) calendar months following completion of the course, or courses, or pay back the tuition reimbursement.~~

~~An employee terminated as a result of County action may not be required to pay back the tuition payment.~~

Y.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Trade Adjustment Assistance (TAA) Fiscal Year 2017 Allocations, for expenditure October 1, 2016 through September 30, 2017, PI 16-18

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce Development Agency (WDA) Policy 16-18

DESCRIPTION OF ACTION (dollar amount, purpose): \$394,605

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The Talent Investment Agency has identified Appropriation Year (AY) 2015 funding to support TAA program activities for the period October 1, 2016 through September 30, 2017 in which Michigan Works! Southwest has been allocated \$394,605. Of this allocation, \$292,300 is the designated Program Award (Job Search, Relocation, Training) and \$102,305 the Case Management Award.

Case Management

The purpose of case management services is to provide workers the necessary information and support for them to achieve sustainable reemployment. These services will be available to workers over the course of their participation in the TAA program, in an integrated manner that suits their individual needs at a particular time. Allowable Case Management activities include the provision of: Comprehensive Assessments, Individual Service Strategies, Training Information, Financial Aid Information, Employability Skills Assistance, Career Counseling, Labor Market Information and Supportive Service Information.

Program Funds

TAA program funds can be used to fund the following TAA services (and all allowable benefits that accompany the service): Classroom Training, On-the-Job Training, Customized Training, Registered Apprenticeship Training, Job Search Allowances and Relocation Allowances.

TIME FRAME OF ACTION: October 1, 2016 through September 30, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): AY15 TAA Funding

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269-385-0414

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

Trade Adjustment Assistance (TAA) Fiscal Year 2017 Allocations
 for expenditure October 1, 2016 through September 30, 2017
 PI 16-18

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The Talent Investment Agency has identified Appropriation Year (AY) 2015 funding to support TAA program activities for the period October 1, 2016 through September 30, 2017 in which Michigan Works! Southwest has been allocated \$394,605. Of this allocation, \$292,300 is the designated Program Award (Job Search, Relocation, Training) and \$102,305 the Case Management Award.

Case Management

The purpose of case management services is to provide workers the necessary information and support for them to achieve sustainable reemployment. These services will be available to workers over the course of their participation in the TAA program, in an integrated manner that suits their individual needs at a particular time. Allowable Case Management activities include the provision of: Comprehensive Assessments, Individual Service Strategies, Training Information, Financial Aid Information, Employability Skills Assistance, Career Counseling, Labor Market Information and Supportive Service Information.

Program Funds

TAA program funds can be used to fund the following TAA services (and all allowable benefits that accompany the service): Classroom Training, On-the-Job Training, Customized Training, Registered Apprenticeship Training, Job Search Allowances and Relocation Allowances.

Funding Summary

Funding Source and Cost Categories	Funding Levels
FY2017 Allocation	\$394,605
Program	\$292,300
Case Management	\$102,305

Source: PI: 16-18, 10/17/16

Technical Information

Program Title/Number	Trade Adjustment Assistance (TAA) Fiscal Year (FY) 2017 Allocations for expenditure October 1, 2016 through September 30, 2017
Funding Source	AY2015 TAA Funding
Funding Level	\$394,605
Duration	FY2017 (October 1, 2016 – September 30, 2017)
Reference	Talent Investment Agency (TIA) PI: 16-18, 10/17/16
CFDA Number	17.245

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Work-Based Training for Special Populations

SPECIFIC ACTION REQUESTED: Review and approval of Work-Based Training for Special Populations

DESCRIPTION OF ACTION (dollar amount, purpose): \$18,239

With this policy, Michigan Works! Southwest, received an allocation of \$18,239 for Work-Based Training for Special Populations to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training, to allow claimants at risk of exhausting their unemployment benefits, and other eligible individuals, an opportunity to “earn and learn.” Claimants who are referred to the REA or RESEA programs, long-term unemployed individuals, returning citizens, and/or Partnership. Accountability. Training. Hope. (PATH) participants are eligible for these work-based training services.

Services that may be available to eligible individuals include:

- Work-Based Training: Work-based training can be an effective training strategy that can provide additional opportunities for participants finding high-quality work and for employers in developing a high-quality workforce. OJT, pre-apprenticeship, and registered apprenticeships, customized training, and transitional job placement are all identified as work-based training services.
- Other Training: Short-term vocational services and class room training may be provided to claimants.
- Career Services: Appropriate career services, including job search and placement assistance; career counseling; information on in-demand industry sectors and occupations; labor market information; referrals to employment activities and other program and services.

TIME FRAME OF ACTION: October 1, 2016 through September 30, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Unemployment Insurance Penalty and Interest Funds

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**

Work-Based Training for Special Populations

PI 16-19

Background

The Reemployment and Eligibility Assessment (REA) Pilot Program and the Reemployment Services and Eligibility Assessment (RESEA) Program provide customized services to the Unemployment Insurance Agency (UIA) claimants deemed most likely to exhaust their unemployment benefits. These two programs offer an orientation of the Michigan Works! Service Centers, an eligibility assessment, a work search plan, labor market information, career guidance and reemployment services to claimants. Previously, there was not a paid training component attached to these two programs.

With this policy, Michigan Works! Southwest, received an allocation of \$18,239 for Work-Based Training for Special Populations to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training, to allow claimants at risk of exhausting their unemployment benefits, and other eligible individuals, an opportunity to “earn and learn.”

Individuals Served

Claimants who are referred to the REA or RESEA programs, long-term unemployed individuals, returning citizens, and/or Partnership. Accountability. Training. Hope. (PATH) participants are eligible for work-based training services.

Services Available

Work-Based Training: Work-based training can be an effective training strategy that can provide additional opportunities for participants finding high-quality work and for employers in developing a high-quality workforce. OJT, pre-apprenticeship, and registered apprenticeships, customized training, and transitional job placement are all identified as work-based training services.

Other Training: Short-term vocational services and class room training may be provided to claimants.

Career Services: Appropriate career services, including job search and placement assistance; career counseling; information on in-demand industry sectors and occupations; labor market information; referrals to employment activities and other program and services.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Allocation	\$18,239
Training Services	\$10,944
Career Services	\$5,472
Administration	\$1,823

Source: PI: 16-19, 10/24/2016

Technical Information

Program Title/Number	Work-Based Training for Special Populations/PI:16-19
Funding Source	Unemployment Insurance Penalty and Interest Funds
Funding Level	\$18,239
Duration	October 1, 2016 – September 30, 2017
Reference	Talent Investment Agency (TIA) PI: 16-19, 10/24/2016
CFDA Number	N/A

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz *DR*

SUBJECT: West Michigan Apple Blossom Cluster Dog Show 2017-2019 Contracts

SPECIFIC ACTION REQUESTED:

Approve the 2017, 2018, and 2019 American Kennel Club West Michigan Apple Blossom Cluster Dog Show contracts for the use of the Kalamazoo County Expo Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve three years of contracts with the American Kennel Club West Michigan Apple Blossom Cluster Dog Show. The contract is for \$18,568 per year for a three year total of \$55,703.

The contract dates for this event at the Kalamazoo County Expo Center are:

May 24-29, 2017

May 23-28, 2018

May 22-27, 2019

TIME FRAME OF ACTION:

This contract is for the 2011-2019 American Kennel Club West Michigan Apple Blossom Cluster Dog Show.

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

NA

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

This is a returning event at the Kalamazoo County Expo Center.

ANY OTHER PERTINENT INFORMATION:

American Kennel Club West Michigan Apple Blossom Cluster Dog Show contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: West Michigan Harvest Cluster Dog Show 2017-2019 Contracts

SPECIFIC ACTION REQUESTED:

Approve the 2017, 2018, and 2019 American Kennel Club West Michigan Harvest Cluster Dog Show contracts for the use of the Kalamazoo County Expo Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve three years of contracts with the American Kennel Club West Michigan Harvest Cluster Dog Show. The contract is for \$15,345 per year for a three year total of \$46,035.

The contract dates for this event at the Kalamazoo County Expo Center are:

November 8-12, 2017

November 7-11, 2018

November 6-10, 2019

TIME FRAME OF ACTION:

This contract is for the 2011-2019 American Kennel Club West Michigan Apple Blossom Cluster Dog Show.

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

NA

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

This is a returning event at the Kalamazoo County Expo Center.

ANY OTHER PERTINENT INFORMATION:

American Kennel Club West Michigan Harvest Cluster Dog Show contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787

Email: dmrach@kalamazoo.com

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: November 15, 2016****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz** DR**SUBJECT: Amendment to Kalamazoo County Fair Council Bylaws****SPECIFIC ACTION REQUESTED:**

Approve the amendment to the Kalamazoo County Fair Council Bylaws

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo County Board of Commissioners adopted the Kalamazoo County Fair Council Bylaws on October 16, 2012. Originally the Fair Council Membership consisted of two at large positions appointed by the Board of Commissioners, a representative from the Park Commission, a representative from the Kalamazoo County 4H Horse Council, a representative from the 4H Leaders Council, and a representative from the 4H Livestock Association. The final three members were appointed by the Kalamazoo County Agricultural Society.

The Kalamazoo County Agricultural Society no longer exists and per the bylaws, the Board of Commissioners then appoints these members. The Kalamazoo County Fair Council is requesting that the Board of Commissioners revise the bylaws to update the membership section. The proposed change is to increase the number of at large positions from 2 to 5.

TIME FRAME OF ACTION:

Starting in 2016, the Kalamazoo County Board of Commissioners will appoint two at large positions. There are two remaining individuals on the Fair Council that were originally appointed by the Agricultural Society. These three year terms expire in 2017 and 2018 and the replacement or reappointment will be made by the Board of Commissioners at that time per the amended by laws.

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

NA

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

NA

ANY OTHER PERTINENT INFORMATION: A copy of the amended by laws is attached.**PROCUREMENT INFORMATION:****CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Kalamazoo River Valley Trail Downtown Connection Agreement with the City of Kalamazoo

SPECIFIC ACTION REQUESTED:

Approve Trail Agreement with the City of Kalamazoo for the Downtown Connection of the Kalamazoo River Valley Trail.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo River Valley Trail is currently 22 miles long and there is a gap in the three main trail segments through Downtown Kalamazoo. We have been working in partnership with the City of Kalamazoo and the Parks Foundation of Kalamazoo to construct a 1 mile segment of trail through Downtown Kalamazoo. The Parks Foundation is contributing \$748,000 towards the cost of construction. The engineering and construction is being completed by the City of Kalamazoo.

Once the trail is complete, this section of trail will become a part of the County Park operated Kalamazoo River Valley Trail. The cost for maintenance and operation will be funded by the endowment held at the Kalamazoo Community Foundation. The endowment has a balance of \$1.3 million and the Parks Foundation is raising additional funds to increase this amount.

TIME FRAME OF ACTION:

Construction started in fall of 2016 and the project should be complete by spring of 2017.

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

No County funds will be needed for the construction or operation of the trail. The Parks Foundation of Kalamazoo County has done private fundraising to pay for the construction and to fund the maintenance endowment.

PERSONNEL IF REQUIRED:

No additional staff will be needed.

NEW OR RENEWAL:

This is a new agreement for the Downtown Connection of the KRV Trail. We have similar agreements with the City of Kalamazoo for the section of trail from Westnedge to 10th Street and from Gull Street to Patterson.

ANY OTHER PERTINENT INFORMATION:

The Park Commission has reviewed and approved the proposed agreement.

PROCUREMENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787 Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: KRV Trail Engineering Agreement with Hurley Stewart

SPECIFIC ACTION REQUESTED:

Approve Engineering Agreement with Hurley Stewart for preliminary engineering of the KRV Trail from 35th Street to Augusta and Augusta to Gull Lake.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Kalamazoo River Valley Trail is currently 22 miles long and we are in the beginning of the process to complete the final segments from Galesburg to Augusta and Augusta to Gull Lake. The total project budget is estimated at \$6 million and the funding needed for engineering, right-of-way acquisition, maintenance endowment, and construction match is the focus of the current fundraising campaign by the Parks Foundation of Kalamazoo County.

The cost for maintenance and operation will be funded by the endowment held at the Kalamazoo Community Foundation. The endowment has a balance of \$1.3 million and the Parks Foundation is raising additional funds to increase this amount. The goal is to add \$750,000 to the endowment for the additional trail.

TIME FRAME OF ACTION:

Engineering efforts will begin in 2016 and will be complete in second quarter of 2017. The actual construction of the trail will be dependent on the success of the fundraising campaign and availability of grant funds for construction. The earliest construction could happen would be in 2018 and future construction and operation agreements for these trail segments will be presented at a future date for approval by the Board of Commissioners.

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

The Parks Foundation of Kalamazoo County has already raised the necessary funding for this engineering proposal and will deposit the funds with Kalamazoo County upon approval of the agreement by the Board of Commissioners. No County funds will be required for the engineering, construction or operation of the trail. The Parks Foundation of Kalamazoo County fundraising campaign will cover engineering expenses, right-of-way acquisition, maintenance endowment and construction grant matches.

PERSONNEL IF REQUIRED: No additional staff will be needed.

NEW OR RENEWAL: This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

The Park Commission has reviewed and approved the proposed agreement.

PROCUREMENT INFORMATION:

The engineering proposal was bid through County Purchasing and a selection committee interviewed two firms and selected Hurley Stewart. A total of five proposals were received and Hurley Stewart was the lowest bidder.

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787 Email: dmrach@kalcounty.com

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016 BOC

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt, Director

SUBJECT: Contract amendment for countywide Pictometry aerial imagery project

SPECIFIC ACTION REQUESTED:

Sign contract amendment letter from Pictometry International confirming the County's rights to unlimited use of the Ortho aerial imagery deliverables

DESCRIPTION OF ACTION (dollar amount, purpose):

Dollar amount:

There is no cost for this action.

Requests for the use and publication of the 2016 aerial imagery have prompted the Planning Department staff to review the rights to publish the Pictometry Corp imagery, specifically the orthogonal view imagery (straight down), also known as "Ortho deliverables". Pictometry Corp has provided a contract amendment letter for clarification and for the county's signature(s).

The letter states that the County has requested, and Pictometry Corp has agreed, that the County shall own a copy of the Ortho deliverables which the County has received as a result of the 2016 aerial image capture. The County is free to use, reproduce and redistribute copies of the Ortho deliverables in any manner, and Pictometry Corp in turn is also free to use, reproduce and redistribute copies without accounting to the County.

TIME FRAME OF ACTION:

Amendment takes effect after signing

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

No additional funds are needed. The project is funded by the register of Deeds Automation fund.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Latest contract amendment regarding the 2016 Pictometry flight was approved 08/16/2016.

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

For questions or comments, contact Lotta Jarnefelt at 384-8115 or LMJARN@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 1, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: 2016/2017 Secondary Road Patrol Grant Acceptance

SPECIFIC ACTION REQUESTED:

Approve the 2016/2017- Secondary Road Patrol Grant.
The grant period is October 1, 2016 through September 30, 2017

DESCRIPTION OF ACTION (dollar amount, purpose):

\$186,930 Grant award amount

TIME FRAME OF ACTION:

Immediate

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

State

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

The State of Michigan Office of Highway Safety Planning (OHSP) will provide Kalamazoo County with \$186,930 in funding for the Secondary Road Patrol program. The County match is \$25,752.00. The grant will support 88% of the total cost (YA 90%) of the total cost of the two (2) full-time deputies to patrol the secondary roadways.

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

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** November 1, 2016**DEPARTMENT:** Sheriff's Office**PREPARED BY:** Paul G. Matyas, Undersheriff**SUBJECT:** FY2017 Emergency Management Performance Grant (EMPG)**SPECIFIC ACTION REQUESTED:**

Approve the initial work agreement for the Emergency Management Performance Grant (EMPG)

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the initial work agreement that is utilized to help the State of Michigan provide a baseline to determine how EMPG funds are valued/spent overall. These funds supplement the County for the duties performed by the Emergency Management's director.

TIME FRAME OF ACTION:

Immediate

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

Federal sourcing from the State of Michigan

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

Grant Period: October 1, 2016 through September 30, 2017

CONTACT PERSON WITH PHONE NUMBER: Paul Matyas, ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Sheriff

PREPARED BY: William Timmerman, Captain/Chief Deputy

SUBJECT: Medical Waste Service Agreement

SPECIFIC ACTION REQUESTED:

Approval of a Medical Waste Disposal Service Agreement with Hospital Network Healthcare Service

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement provides for the proper disposal of medical waste for the Sheriff's Office, the Juvenile Home and the Health and Community Services Departments.

TIME FRAME OF ACTION:

Duration of the agreement: November 15, 2016 to April 30, 2018.

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

Local

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

New Agreement

ANY OTHER PERTINENT INFORMATION:

Each Department will be billed separately for their medical waste.

PROCUREMENT INFORMATION:

A previous vendor's agreement was unable to be implemented.

CONTACT PERSON WITH PHONE NUMBER:

**Sheriff's Office: Captain/Chief Deputy William Timmerman, 385-6138
Juvenile Home: Mr. Peter Holt, Juvenile Home Administrator, 385-8550
Kalamazoo Co. Health & Community Services: Mr. Aaron Hoogenboom, Manager, 373-5200**

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 15, 2016

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Michigan State University Extension – Agreement for Extension Services

SPECIFIC ACTION REQUESTED:

Accept Michigan State University Extension – Annual Work Plan 2017 as per the terms of the Memorandum of Understanding.

DESCRIPTION OF ACTION (dollar amount, purpose):

Provide \$114,790 to cover salary and fringe benefits for 1.5 FTE of 4H program coordination and .6 FTE Consumer Horticulture program coordination including operating expenses of MSUE personnel.

TIME FRAME OF ACTION: 2017

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

PERSONNEL IF REQUIRED:

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

No additional personnel

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

John Faul, 384-8111
jmfaul@kalcounty.com



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Harden
DATE: November 2, 2016
SUBJECT: Fair Council Vacancies

The Board Appointments Committee recommends the following individuals be appointed to the Fair Council:

- Mr. Paul Harrison
- Ms. Molly Buckham

Both terms are for 3 years commencing October 1, 2016 through September 30, 2019.

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Department of Human Services
- Economic Development Corporation /Brownfield Redevelopment Authority
- Fair Council
- Kalamazoo County Transportation Authority

- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Paul Harrison

Occupation retired

Home Address _____ 49051
Street City Zip

Home Telephone _____

Business Telephone _____

Cell Number _____

E-mail address _____

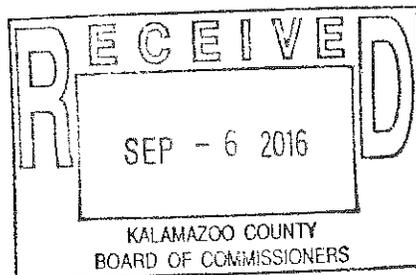
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I have been on the fair council for the past 4 years as a Livestock Superintendent representative.

Volunteer Experiences:

25 years as Sheep superintendent
18 years running the 4-H livestock auction
28 years as a 4-H volunteer

9/06/2016
Date of Application



KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Department of Human Services
- Economic Development Corporation /Brownfield
Redevelopment Authority
- Fair Council
- Kalamazoo County Transportation Authority

- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Molly Buckham
Industry _____

Occupation Customer Service Lead - Seed Corn

Home Address _____ 49024
Street City Zip

Home Telephone _____ Business Telephone _____

Cell Number _____ E-mail address _____

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I was an active member in Kalamazoo County 4-H for 15 years and continued to volunteer within my 4-H club after I aged out.

I also spent time working for North Carolina Cooperative Extension as an Area Agriculture Agent covering two counties as a Crops and Livestock specialist. While working for Extension, I worked with 4-H and local municipalities to put on livestock shows for the 4-Hers as well as a fair with exhibits and carnival rides.

I have experience with event planning through Extension and volunteering with local county Farm Bureaus and previously with the Kalamazoo Conservation District.

I also have experience with outreach programs from my work with Extension and have been to several conferences through the Michigan Farmers' Market Association (MIFMA) discussing out to reach out to underserved audiences.

Volunteer Experiences:

As I stated previously, I have worked as a volunteer with 4-H in Kalamazoo county within the Oshtemo 4-H club. I've also worked with other 4-H clubs around the state doing livestock demonstrations.

While the Kalamazoo Conservation District was holding Conservorama at the Kellogg Bird Sanctuary, I volunteered as a guide and then as a presenter, teaching 4th and 5th graders from Kalamazoo Public Schools about farming and livestock.

I have volunteered for the Farmers' Market on the Capitol through MIFMA, and I've spent the summer volunteering at the Texas Township Farmers' Market on Tuesday nights and Saturday mornings.

I am currently volunteering for the Family Fun on the Farm event that Kalamazoo, Van Buren, and St. Joe counties are hosting at the Buckham Farm here in Kalamazoo, and I am looking forward to finding more volunteer opportunities in the community.

8/24/2016
Date of Application

