



**Board of  
Commissioners'  
Meeting**

**November 17, 2015**

**NOTICE AND AGENDA FOR  
NOVEMBER 17, 2015 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 17, 2015, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

**CONSENT AGENDA**

Community Corrections

- A.      Request for Approval to Create Programming Session Leader Position (grant funds)
- B.      Request for Approval to Create Drug Testing Assistant Position (grant funds)
- C.      Request for Approval of Grant with Michigan Department of Corrections
- D.      Request for Approval of an Agreement with Kalamazoo County Community Mental Health and Substance Abuse Services
- E.      Request for Approval of Appointments to the Community Corrections Advisory Board

Health & Community Services

- F.      Request for Approval to Submit a Grant Application to the United Way of the Battle Creek and Kalamazoo Region
- G.      Request for Approval of Grant Agreements with the Michigan Medicare/Medicaid Assistance Program (MMAP) for MI Health Link
- H.      Request for Approval of 2016 Household Hazardous waste (HHW) Services Fee Schedule
- I.      Request for Approval of a Grant Contract with the Michigan Department of Environmental Quality (MDEQ)
- J.      Request for Approval of a Grant Agreement with Michigan Department of Agriculture & Rural Development (MDARD) for the Clean Sweep Program
- K.      Request for Approval of Contract with Communities in School of Kalamazoo for the Edison School Based Health Clinic

Human Resources

- L.      Request for Approval of a Professional Services Agreement with Snelling Employment, LLC

Purchasing

- M.      Request for Approval of Gasoline and Diesel Fuel Contract Extension with Knapp Energy

Sheriff

N. Request for Approval of 2015-2016 Secondary Road Patrol Grant Contract

Board of Commissioners

O. Request for Approval of Transfers and Disbursements

P. Request for Approval of Reappointment of Dean Bergy to the Retirement Investment Committee

Q. Request for Approval of Professional Service Agreement and a Scope of Services and Fee Estimate with Fleis & VanderBrink Engineering, Inc.

R. Request for Approval of a Purchase Agreement with the City of Kalamazoo – Alcott Street Property

**NON-CONSENT AGENDA ITEMS**

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

S. Request for Approval of Riverview Excavating and Snowplowing Claim

- 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 11, 2015

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

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 17, 2015

**DEPARTMENT:** Community Corrections

**PREPARED BY:** Kenneth D. Bobo, Director

**SUBJECT:** Contract and Position Approval

**SPECIFIC ACTION REQUESTED:**

1. Approve addition of Programming Session Leader position;
2. Approve addition of Drug Testing Assistant position;
3. Approve acceptance of MDOC grant CPS-2016-1-39 for FY16 in the amount of \$545,338.00;
4. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services in the amount of \$6,000.00.
5. Appointment of Community Corrections Advisory Board members for 2015-2017 term.

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

1. As community corrections moves forward with treatment based options, MDOC increased FY16 funding to Kalamazoo County, allowing us to add another person to provide group-based, behaviour modification classes.
2. Drug testing is an important adjunct to any program which seeks to address behavior change in the substance abusing population. MDOC increased FY16 funding to Kalamazoo County, allowing us to add another person to assist with drug testing.
3. The MDOC grant supports Community Corrections Advisory Board Administration, Cognitive Behavioural Training, Electronic Monitoring, Intensive Supervision, Drug Testing, Pretrial Supervision, Mental Health and Substance Abuse Screening and a Felony Drunk Driver Jail Reduction program.
4. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services, for clinician to perform on-site screening of Community Corrections clients, at the Community Corrections Office, 20-hours per month.
5. 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. See attached addendum.

**TIME FRAME OF ACTION:**

Grant year is 01 October 2015 through 30 September 2016.

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

Grant from Michigan Department of Corrections.

**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:

Programming Session Leader	K6 1.00 FTE	331-156-704.00	\$32,468.80 - \$43,825.60
Drug Testing Assistant	K4 0.50 FTE	331-157-704.00	\$13,260.00 - \$17,908.80

**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)

Both items 3 and 4 are technically new contracts however, each has existed in their own right for, and under the same general terms and conditions, since 1990.

**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:**

Kenneth D. Bobo 269-383-6434

E.

**BOARD AGENDA REQUEST FORM  
ADDENDUM  
17 November 2015 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 2015 member terms. All positions except Media and General Public were uncontested; for the two contested positions, all four applications (two for each position) are attached for the Board's review. The incumbent for the Media position is John McNeil, and the incumbent for the General Public position is William G. Schma.

From the applications received, the CCAB makes the following recommendations to the Board of Commissioners for 2015 – 2017 members:

<b>Position</b>	<b>Nominee</b>	<b>Term Expiring</b>
Sheriff	Richard Fuller, III	09-30-2017
Probate Court	Steven Burnham	09-30-2017
County Commissioner	M. Jeff Heppler	09-30-2017
Defense Attorney	Keith Turpel	09-30-2017
Probation	Lara Neuman	09-30-2017
Media	John McNeill	09-30-2017
General Public	William G. Schma	09-30-2017

\* \* \* **END** \* \* \*

Application for Appointment to:  
Community Corrections Advisory Board (CCAB)

WILLIAM SCHAMA Dist. Circuit Judge  
Name Occupation  
[REDACTED] NA  
Home Address Employer  
[REDACTED] [REDACTED]  
Home Phone Business Phone Cell Phone  
[REDACTED]

The 13 positions on the CCAB are defined by Public Act 511 of 1988, MCL 791.407. Please indicate which position you are applying for, by marking the category.

- |  |  |
|--|--|
| <input type="checkbox"/> County Sheriff  | <input type="checkbox"/> County Prosecuting Attorney |
| <input type="checkbox"/> Chief of a City Police Department   | <input type="checkbox"/> Judge of the Circuit Court  |
| <input type="checkbox"/> Judge of the District Court   | <input type="checkbox"/> Judge of the Probate Court  |
| <input type="checkbox"/> Criminal Defense Attorney   | <input type="checkbox"/> Business Community          |
| <input type="checkbox"/> Communications Media  | <input checked="" type="checkbox"/> General Public   |
| <input type="checkbox"/> Circuit or District Court Probation Officer                                     |  |
| <input type="checkbox"/> County Commissioner or City Council Person                                      |  |
| <input type="checkbox"/> Mental Health, Public Health, Substance Abuse, or Community Alternative program |  |

Are you currently, or have you served on the CCAB? no Yes  No

If the answer to the above question was no, please indicate experience and/or qualifications that would make you an effective member of the CCAB.

Please list current memberships on other Boards:

Date 9/18/15 Signature William Schama

Application for Appointment to:  
Community Corrections Advisory Board (CCAB)

Name John McNeill Occupation News Director  
[REDACTED]  
Home Address N/A Employer [REDACTED]  
Home Phone [REDACTED] Business Phone [REDACTED] Cell Phone [REDACTED]  
E-mail Address [REDACTED]

The 13 positions on the CCAB are defined by Public Act 511 of 1988, MCL 791.407. Please indicate which position you are applying for, by marking the category.

- |  |  |
|--|--|
| <input type="checkbox"/> County Sheriff  | <input type="checkbox"/> County Prosecuting Attorney |
| <input type="checkbox"/> Chief of a City Police Department   | <input type="checkbox"/> Judge of the Circuit Court  |
| <input type="checkbox"/> Judge of the District Court   | <input type="checkbox"/> Judge of the Probate Court  |
| <input type="checkbox"/> Criminal Defense Attorney   | <input type="checkbox"/> Business Community          |
| <input checked="" type="checkbox"/> Communications Media   | <input type="checkbox"/> General Public              |
| <input type="checkbox"/> Circuit or District Court Probation Officer                                     |  |
| <input type="checkbox"/> County Commissioner or City Council Person                                      |  |
| <input type="checkbox"/> Mental Health, Public Health, Substance Abuse, or Community Alternative program |  |

Are you currently, or have you served on the CCAB?  Yes  No

If the answer to the above question was no, please indicate experience and/or qualifications that would make you an effective member of the CCAB.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list current memberships on other Boards:

Chair WMS Advisory Board

Date 9/17/2015 Signature [Signature]

# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## Community Corrections Advisory Board (CCAB)

(2 Year Term)

Name Alice L Taylor

Occupation Retired

Home Address [REDACTED]

Employer Retired

Home Telephone [REDACTED]

Business Telephone \_\_\_\_\_

Cell Number \_\_\_\_\_

E-mail address [REDACTED]

The 13 positions on the CCAB are defined by Public Act 511 of 1988, MCL 791.407. Please indicate which position you are applying for, by marking the category.

- |  |  |
|--|--|
| <input type="checkbox"/> County Sheriff  | <input type="checkbox"/> County Prosecuting Attorney |
| <input type="checkbox"/> Chief of a City Police Department   | <input type="checkbox"/> Judge of the Circuit Court  |
| <input type="checkbox"/> Judge of District Court   | <input type="checkbox"/> Judge of the Probate Court  |
| <input type="checkbox"/> Communications Media  | <input type="checkbox"/> Business Community          |
| <input type="checkbox"/> Circuit or District Court Probation Officer                                     | <input checked="" type="checkbox"/> General Public   |
| <input type="checkbox"/> County Commissioner or City Council Person                                      |  |
| <input type="checkbox"/> Mental Health, Public Health, Substance Abuse, or Community Alternative Program |  |

Are you currently, or have you served on the CCAB? \_\_\_\_\_ Yes \_\_\_\_\_  No

If the answer to the above question was no, please indicate experience and/or qualifications that would make you an effective member of the CCAB.

Looking to be voice at the table from my neighborhood. The people in my area are effected mostly by changes that are made and we are made aware of changes after the fact.

List current memberships on other Boards:

\_\_\_\_\_

9/30/2015

Date of Application

**KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**Community Corrections Advisory Board (CCAB)**

(2 Year Term)

Name Rima Mandwee Occupation [REDACTED]  
LLC  
Home Address 1 [REDACTED] Employer [REDACTED]  
Home Telephone \_\_\_\_\_ Business Telephone [REDACTED]  
Cell Number [REDACTED] E-mail address \_\_\_\_\_

The 13 positions on the CCAB are defined by Public Act 511 of 1988, MCL 791.407. Please indicate which position you are applying for, by marking the category.

- |  |  |
|--|--|
| <input type="checkbox"/> County Sheriff  | <input type="checkbox"/> County Prosecuting Attorney |
| <input type="checkbox"/> Chief of a City Police Department   | <input type="checkbox"/> Judge of the Circuit Court  |
| <input type="checkbox"/> Judge of District Court   | <input type="checkbox"/> Judge of the Probate Court  |
| <input checked="" type="checkbox"/> Communications Media   | <input type="checkbox"/> Business Community          |
| <input type="checkbox"/> Circuit or District Court Probation Officer                                     | <input type="checkbox"/> General Public              |
| <input type="checkbox"/> County Commissioner or City Council Person                                      |  |
| <input type="checkbox"/> Mental Health, Public Health, Substance Abuse, or Community Alternative Program |  |

Are you currently, or have you served on the CCAB? \_\_\_\_\_ Yes \_\_\_\_\_  No

If the answer to the above question was no, please indicate experience and/or qualifications that would make you an effective member of the CCAB.

I have extensive experience working in communications and media, as I worked with many local media sources in Chicago over the last few years before moving to Kalamazoo, and I currently work in PR. In college, I studied International Studies, and a great deal of our curriculum revolved around issues in corrections, and the evaluation of incarceration methods, approaches, and alternatives to the constantly-growing prison populations. I believe that my experience and theory-based background on the subject of incarceration would make me a valuable member of the CCAB.

List current memberships on other Boards:

\_\_\_\_\_

9/08/2015  
Date of Application



F. - K.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

*Promoting Health For All*

**DATE:** November 17, 2015  
**TO:** County Board of Commissioners  
**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer  
**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. REQUEST TO SUBMIT A GRANT APPLICATION FROM THE HEALTH & COMMUNITY SERVICES DEPARTMENT/AAAIIA TO THE UNITED WAY OF THE BATTLE CREEK AND KALAMAZOO REGION**

**ACTION REQUESTED**

HCS Administration requests Board approval to submit a grant proposal to the United Way of the Battle Creek and Kalamazoo Region (UW) in the amount of \$27,500. The grant application deadline is November 30, 2015.

**DESCRIPTION OF SUBJECT**

The Elder Abuse Prevention Coalition (Coalition), which is facilitated by the AAAIIIA Director, has recognized a need for staff assistance to bring several projects to fruition including the development and implementation of a multidisciplinary team that would intervene in complex cases, work on proper sheltering of vulnerable adults, and organize training for both professional and non-professional audiences on identifying and reporting elder abuse.

The Coalition continues to have active participation by the County Prosecutor, Sheriff, Clerk and Probate Court, as well as many other advocates including elder law attorneys, community mental health, and a variety of service providers, however, the commitment of time on the aforementioned projects is not sustainable without a designated position to solely work and focus on elder abuse related initiatives.

**RELATIONSHIP TO GOALS**

This funding will allow residents, specifically our older residents and those vulnerable to elder abuse and who are 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 general funds are requested as a result of this action. The grant funding source is the United Way of the Battle Creek and Kalamazoo Region through its Community Investment Cabinet.

## **PERSONNEL**

If grant funding is awarded, a .5 FTE position will be developed according to County policies and brought to the Board for approval at a later date yet to be determined.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

The HCS AAAIIIA has a similar funding request and opportunity pending through its partnership with Disability Network on behalf of the Elder Abuse Prevention Coalition. Funding through this partnership, designated through state funding award, was not awarded earlier in the year, but notice has been received that excess funds may be awarded in early November. Application will be made to the United Way for grant funding only if funding from the state is not awarded by November 9<sup>th</sup>. If there are questions, please contact Judy Sivak, AAAIIIA Director, at 373-5153 / [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian A. Stoltman, Director/Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

### **B. APPROVAL OF GRANTS FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR MI HEALTH LINK**

## **ACTION REQUESTED**

HCS Administration requests Board approval of grants from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support MI Health Link. Both grant periods are October 1, 2015 through September 30, 2016. The specific grant contracted program and funding amount is noted below:

- MI Health Link Enrollee Outreach, Education, and Program Assistant Grant (MI Health Link Project) - \$6,003
- MI Health Link Options Counseling Grant (MHL Option Counseling Project) - \$8,338

## **DESCRIPTION OF SUBJECT**

These funds are intended for Medicare Medicaid Assistance Program staff and volunteers to provide assistance for individuals who are eligible for MI Health Link. The purpose of each grant specifically is as follows:

*MI Health Link Enrollee Outreach, Education, and Program Assistant Grant (MI Health Link Project)*

Provide Information, counseling, and assistance that will help individuals who are eligible for Medicare and Medicaid understand and access MI Health Link program benefits. Through outreach, education, and counseling the Area Agency on Aging should help beneficiaries identify, understand and enroll in programs, and plans when eligible and appropriate.

*MI Health Link Options Counseling Grant (MHL Option Counseling Project)*

Provide information about MI Health Link and one-on-one counseling to individuals eligible for Medicare and Medicaid with particular emphasis on hard-to-reach populations. The Area Agencies on Aging (AAA) will also educate local Aging and Disability Resource Collaborative (ADRC) about MI Health Link options counseling available through the AAAs, and the role of and referrals to the Enrollment Broker.

MI Health Link is a pilot project that will integrate care for individuals who are eligible for Medicare and Medicaid with the outcome of reducing costs and improving quality of life. The County will subcontract this funding to Senior Services Southwest MI, who is Kalamazoo County's provider of MMAP services.

**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**

There are no County funds associated with this request. Funding is from the state via a federal grant from the Center for Medicare/Medicaid Services.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

There is no procurement associated with this request.

**CONCERNS/ISSUES**

This contract was first received in mid-December. If you have any questions, please contact Judy Sivak, Director of Older Adult Services, at 373-5153 /[jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian A. Stoltman, Director/Health Officer, at 373-5260 /[gastol@kalcounty.com](mailto:gastol@kalcounty.com)

**C. APPROVAL OF THE 2016 HOUSEHOLD HAZARDOUS WASTE (HHW) SERVICES FEE SCHEDULE**

**ACTION REQUESTED**

HCS Administration requests Board approval of the 2016 fee schedule for HCS Household Hazardous Waste services to take effect January 1, 2016.

### **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.

HHW provides a majority of its services to residents from municipalities with contracts from Kalamazoo County and neighboring municipalities. HHW also accepts waste from residents and businesses within Kalamazoo County who do not have a contract. HHW calculates fees to be charged based on overall program operation costs.

HCS Administration requests the reduction of in-county per participant fees to \$7.00 (a reduction of \$0.75 from the current fee of \$7.75) and requests a reduction of out of county per participant fee to \$34.00 (a reduction of \$3.50 from the current fees of \$37.50).

Both requests are a result of significant increases in program participation with a minor budgetary increase, which in turn reduces the per participant fee. The requested fee change applies to the participation of residents only.

### **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**

Funding for HHW Services is acquired through contracts, fees, and the general fund. Fees have been incorporated into the 2016 budget.

### **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. Please contact Vern Johnson, EH Division Manager, at [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) / 373-5356 or Lynne D. Norman, Deputy Director – Community Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

## **D. APPROVAL OF A GRANT CONTRACT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)**

### **ACTION REQUIRED**

HCS Administration requests Board approval of a grant contract with the MDEQ to provide services to Kalamazoo County residents in the multiple environmental health programs as listed below for FY 2015/16. The total amount of funds associated with this contract is \$46,963 for the period of 10/1/2015 to 9/30/2016.

### **DESCRIPTION OF SUBJECT**

This contract is associated with services that the Environmental Health Division has provided for many years in partnership with the MDEQ.

The Non-community Water Supply Program involves working with water supplies that provide water to the public. Our responsibility is to oversee construction of new supplies, issuance of permits, monitoring water sampling activity and quality, taking enforcement actions as necessary and surveying each supply every 5 years. There are 182 of these types of water supplies in the County. The Long Term Drinking Water Monitoring Program pertains to the monitoring of water wells around contamination sites. This includes sampling and communicating with affected citizens. The Public Swimming Pool Inspection program involves inspections, consultations and plan reviews related to these facilities. There are 184 public swimming pools in the County. Last, the campground inspection program involves annual inspections of 8 public campgrounds.

### **RELATIONSHIP TO GOALS**

Each of these activities involves working to assure that citizen's exposures to harmful or toxic substances are reduced and the community's health is protected. This is consistent with the HCS goal to protect the community from health threatening conditions by assessing and improving the physical environment.

### **SOURCE OF FUNDS**

The total amount of funds associated with this contract is expected to be \$46,963. This includes \$37,138 for the Non-community Water Supply Program, \$3,700 for Long Term Drinking Water Monitoring, \$5,900 for Public Swimming Pools and \$225 for Campgrounds.

### **PROCUREMENT**

There is no procurement issues associated with this request.

### **PERSONNEL**

There are no new personnel associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Manager of Environmental Health at 373-5356 or at [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) or Lynne D. Norman, Deputy Director – Community Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

### **E. APPROVAL OF A GRANT AGREEMENT WITH MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT FOR THE CLEAN SWEEP PROGRAM FOR COLLECTION AND DISPOSAL OF PESTICIDES AT THE HOUSEHOLD HAZARDOUS WASTE CENTER**

#### **ACTION REQUESTED**

HCS Administration requests Board approval of a Grant Agreement between the County and the Michigan Department of Agriculture & Rural Development (MDARD) for the Environmental Assurance Program Clean Sweep Program. This Agreement provides \$11,000 in funding for collection and disposal of agricultural pesticides at the Household Hazardous Waste Center.

#### **DESCRIPTION OF SUBJECT**

For FY 2015/16, MDARD proposes to give the County \$11,000 to cover the cost of pesticide disposal plus related costs for training and educational material. The Agreement is effective October 1, 2015 through September 30, 2016.

The Agreement is a continuation of the original contract between the County and the Michigan Department of Agriculture, which was approved by the Board of Commissioners on August 20, 1996 and was in effect until September 30, 2006.

#### **RELATIONSHIP TO GOALS**

The agreement allows the Household Hazardous Waste (HHW) Center to collect more hazardous chemicals than was previously possible. The HHW Center will be able to serve the agricultural community and assure proper disposal of their pesticides, so that this waste is no longer a threat to the environment. Proper disposal 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**

This agreement provides \$11,000 in funding to cover costs associated with proper disposal of collected pesticides and related promotional activities. Once these funds are expended, the County will collect no additional pesticides until MDARD provides additional funding.

## **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. Please contact Vern Johnson, EH Division Manager, at [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) / 373-5356 or Lynne D. Norman, Deputy Director – Community Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

### **F. ACCEPTANCE OF A CONTRACT BETWEEN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AND COMMUNITIES IN SCHOOLS OF KALAMAZOO FOR THE PROVISION OF SERVICES AND SUPPORT OF THE EDISON SCHOOL BASED HEALTH CLINIC**

#### **ACTION REQUESTED**

HCS Administration requests Board acceptance of the contract between the County and Communities in Schools of Kalamazoo (CIS). The contract is for the support of the Edison School Based Health Clinic in which CIS will provide a .3 FTE Program Coordinator. The contract term is October 20, 2015 to September 30, 2016 and is for the funding amount of \$19,130.

#### **DESCRIPTION OF SUBJECT**

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

Site Coordination and community/parent outreach and involvement will be provided through the Partnership & Professional Services sub-contract with Kalamazoo Communities in Schools (CIS).

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

No County general funds are requested as a result of this action. Funding for these agreements come from the Michigan Department of Health and Human Services and the Michigan Department of Education. The County will reimburse CIS for the support of the .3 FTE Program Coordinator and related Clinic support and expenses up to \$19,130 during the contracted period.

### **PERSONNEL**

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

### **ISSUES/CONCERNS**

The contract with CIS is being brought to the Board on a second occasion due to additional support roles having been identified that will be performed by the CIS Program Coordinator. There are no other issues or concerns at this time. If there are any questions, please contact Gillian Stoltman, Director Health and Community Services [gastol@kalcounty.com](mailto:gastol@kalcounty.com) or 269-373-5260.

L.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 17, 2015  
**DEPARTMENT:** Human Resources  
**PREPARED BY:** Kristine D. Cunningham, Director  
**SUBJECT:** Professional Services Agreement

**SPECIFIC ACTION REQUESTED:**

Approve and sign two copies of the "Professional Services Agreement" with Snelling.

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

This agreement allows for the continuation of one temporary employee assigned to the Drain Office. This temporary employee was assigned to the Drain Office prior to the Snelling contract terminating in September 2015. This agreement will allow that temporary employee to continue its assignment in the Drain Office.

**TIME FRAME OF ACTION:**

October 29, 2015 – January 29, 2016.

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

Drain Commissioner's Operating budget

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

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

M.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 17, 2015**

**DEPARTMENT: Office of Finance – 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, 2016 to December 31, 2016

**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

N.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** November 17, 2015

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Terra Mickolatcher

**SUBJECT:** 2015/2016 Secondary Road Patrol Grant Acceptance

**SPECIFIC ACTION REQUESTED:** Approve the 2015/2016- Secondary Road Patrol Grant  
*The grant period is October 1, 2015 through September 30, 2016*

**DESCRIPTION OF ACTION (dollar amount, purpose):** \$207,930 Grant Amount

**TIME FRAME OF ACTION:** Immediate

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**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 OHSP will provide Kalamazoo County with \$207,930 in funding for Secondary Road Patrol. The County match is \$21,000. The grant will support 90% of the total cost of the two (2) full-time Deputies to patrol the secondary roads.

**PROCUREMENT INFORMATION:**

Continue funding two (2) F-19H Sheriff Deputies from the Traffic Enforcement Division- previously paid from the current Secondary Road Patrol Grant

**CONTACT PERSON WITH PHONE NUMBER**

Terra Mickolatcher, Financial Administrator, Phone Number: (269) 383-8763

**2015/2016 Secondary Road Patrol  
10/01/2015-09/30/2016**

Salaries & Wages  
Positions: 2 Deputies  
Grade/Step: F19/H

	2015*	2016*
Currently Paid Out of the Grant (Fund #329-140)	Annual Salary	Annual Salary
Michael Boissonault	66,512.16	67,842.40
Scott Poilock	66,512.16	67,842.40

\*Annual Salary of \$65,208.00, plus 2% differential

\*Annual Salary of \$66,512.16, plus 2% differential

Salaries 10/01/2015-12/31/2015	66,512.16 X 25% (3 mos.)	16,628.04
Fringe, 54%		8,979.14
Total Cost per deputy		25,607.18
Total Cost for both deputies (10/01/2015-12-31/2015)		<b>51,214.36</b>

Salaries 01/01/2016-09/30/2016	67,842.40 X 75% (9 mos.)	50,881.80
Fringe, 54%		27,476.17
Total Cost per deputy		78,357.97
Total Cost for both deputies (01/01/2016-09/30/2016)		<b>156,715.94</b>

Total Cost 10/01/2015-09/30/2016 for two F19H deputies	<b>207,930.31</b>
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County Allocation from State for 2015	\$ 186,930.00
County Match	\$ 21,000.31

Fringe Benefits	Percent	Annual Amount	/EE/Mo. Amt
FICA	7.65%	10,329.00	
Retirement	16.70%	22,548.28	
Hospitalization	21.78%	29,407.28	1,225.30
Workers Compensation	1.00%	1,350.20	
Others Insurance*	6.87%	9,275.86	386.49
	54.00%	72,910.62	

\*Other Insurance includes: life, dental, vision, and disability insurance



**Office of Finance**

201 West Kalamazoo #201  
Kalamazoo, MI 49007  
(269) 384-8088

**MEMO**

**TO:** Board of Commissioners

**FROM:** Tracie Moored  
Director of Finance and Administrative Services

**DATE:** November 5, 2015

**RE:** Reappointment to Retirement Investment Committee

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Section 4 of the Retirement System Resolution states that the Retirement Investment Committee shall be composed of at least three (3) members but not more than seven (7) members. The Retirement Investment Committee feels that special qualifications and continuity are a priority in selection.

The Retirement Investment Committee is requesting the Board's approval to reappoint Dean Bergy to the Committee for another three-year term effective January 1, 2016, expiring December 31, 2018. Dean has served on the Committee since 2010 and is a very valued member!

If you have any questions, feel free to contact me.