
BOARD OF COMMISSIONERS' MEETING



November 21, 2017



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

November 21, 2017

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, November 21, 2017 at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- | | |
|--------|----------------------|
| ITEM 1 | CALL TO ORDER |
| ITEM 2 | INVOCATION |
| ITEM 3 | PLEDGE OF ALLEGIANCE |
| ITEM 4 | ROLL CALL |
| ITEM 5 | APPROVAL OF MINUTES |
| ITEM 6 | COMMUNICATIONS |
| ITEM 7 | CITIZENS' TIME |
| ITEM 8 | FOR CONSIDERATION |

CONSENT AGENDA ITEMS

- A. Request for Approval of 25 Year Resolution Honoring Chris Ann Johnson

Airport

- B. Request for Approval to Hire Temporary Equipment Operator

Circuit Court

- C. Request for Approval of FY 2017-2018 Child Care Grant and Budget

Clerk

- D. Request for Approval to Submit a Grant Application to the Kalamazoo Community Foundation for the County ID Program

Health & Community Services

- E. Request for Approval of Plan of Organization 2018 for State Accreditation Process
F. Request for Approval of Amendments to Sub-recipient Agreements with Provider Entities
G. Request for Approval of an Agreement with Mediware Human and Social Services, Inc.
H. Request for Approval of a Contract with Ecumenical Senior Center
I. Request for Approval of Michigan Community Action (MCA) MEAP Letter of Agreement 2017-2018

- J. Request for Approval of Memorandum of Understanding with Michigan Works! Southwest Workforce Development Board
- K. Request for Approval of Partnership Agreement with Kalamazoo Valley Community College (KVCC) via the Promise Program
- L. Request for Approval of Skills to Build Partnership Agreement with Kalamazoo Valley Community College (KVCC)
- M. Request for Approval of Partnership Agreement with Central County Transportation Authority (CCTA)
- N. Request for Approval of Partnership Agreement with Deacons Conference
- O. Request for Approval of Partnership Agreement with Urban Alliance – Momentum Neighborhood Employment Solutions
- P. Request for Approval of Amendment #1 with Southwest Michigan Behavioral Health (SWMBH)
- Q. Request for Approval of a Grant Agreement with Michigan Department of Agricultural & Rural Development (MDARD) for the Clean Sweep Program
- R. Request for Approval of a Grant Agreement with Michigan Department of Environmental Quality (MDEQ)
- S. Request for Approval of Amendment #1 to the Agreement with the Douglass Community Center for the Fatherhood Program
- T. Request for Approval of Partnership Agreement with Western Michigan University Homer Stryker M.D. School of Medicine for Data Hub Care Coordination Registry

Sheriff

- U. Request for Approval of the Elimination/Creation of Positions
- V. Request for Approval of FY2018 Emergency Management Performance Grant (EMPG)

Board of Commissioners

- W. Request for Approval of Transfers and Disbursements
- X. Request for Approval of Appointments to Various Advisory Boards
- Y. Request for Approval of FY2018 Trade Adjustment Assistance Allocation, Plan Narrative Instructions and Merit Staffing Certification
- Z. Request for Approval of Intergovernmental Agreement with Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) for Veterans Services

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 MEMBERS’ TIME**
- ITEM 13 VICE CHAIRPERSON’S REPORT**
- ITEM 14 CHAIRPERSON’S REPORT**
- ITEM 15 ADJOURNMENT**

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL

PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Airport
PREPARED BY: David Reid
SUBJECT: Addition of Temporary Employee

SPECIFIC ACTION REQUESTED:

Approve the addition of one temporary employee be added to the Equipment Operator staff for supplemental staff support in the winter months.

DESCRIPTION OF ACTION (dollar amount, purpose):

The additional staff member will be critical for maintaining safety standards in the winter months. The temporary employee will be paid \$15.97/ hr for the 90 day period.

TIME FRAME OF ACTION:

Temporary Employee Period – 90 days

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

Airport salaries line item.

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:

New

ANY OTHER PERTINENT INFORMATION:

Position was approved by the Aeronautics Board at the November 9th meeting

PROCUREMENT INFORMATION:

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

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 11/21/2017

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Child Care Grant 2017-2018

SPECIFIC ACTION REQUESTED:

Circuit Court is seeking approval of the 2017-2018 Child Care Grant and Budget.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Child Care grant and Budget for 2017-2018 is \$10,631,800

TIME FRAME OF ACTION:

The grant runs from October 1, 2017 thru September 30, 2018.

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

State of Michigan \$5,316,900

Kalamazoo County \$5,314,900

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 change from 2016-2017 number of 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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Thom Canny	Circuit Court and Probate Administrator	383-8928



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 11/21/2017

DEPARTMENT: Clerk/Register

PREPARED BY: Tim Snow, Clerk/Register

SUBJECT: Grant Application for County ID Program

SPECIFIC ACTION REQUESTED:

Approve a Grant Application to the Kalamazoo Community Foundation in the amount of \$25,000 for the County ID Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve a Grant Application to the Kalamazoo Community Foundation in the amount of \$25,000 to assist with promotion/advertising of the ID program, provide funding for indigent individuals to obtain a County ID, and funding to hire a .5 FTE for the ID program prior to the start of the 2018 Budget.

TIME FRAME OF ACTION:

Immediately 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:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tim Snow	County Clerk & Register of Deeds	x8141



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of the Department's Plan of Organization for the State Accreditation Process

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of the 2018 Plan of Organization, a document required for the Local Public Health accreditation process, which will occur in February 2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Health and Community Services Department will participate in the seventh cycle of the Michigan Local Public Health Accreditation process in February 2018. The Plan of Organization is a required component of the accreditation process and is one of the first steps to renewing the department's accreditation status. The State began the accreditation process in 1998. HCS will be the first local health department (LHD) to be reviewed during the seventh cycle of State Accreditation.

TIME FRAME OF ACTION:

Local Public Health Accreditation process will take place in February 2018.

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

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

The Health and Community Services Department works to improve the health of all residents in Kalamazoo County by providing essential public health programs and services. Achieving State Accreditation both assures Kalamazoo residents that HCS services meet required public health standards and better positions HCS to apply for State & Federal grant funding.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Amendments to Sub-recipient Agreements between Provider Entities and HCS Area Agency on Aging IIIA

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of the second year contract in a three year contracting cycle between the HCS Area Agency on Aging IIIA (AAAIIIA) and sub-recipients noted below. The amendments cover the original agreement period, dated October 1, 2016 and ending September 30, 2019, for funding allocated and services provided for the period of October 1, 2017 through September 30, 2018.

Agency	Service	Amount
Counseling at Home	In-home caregiver counseling	\$6800
Ecumenical Senior Center	Senior Center Staffing	\$3093
Legal Aid of Western Michigan	Free civil Legal Services	\$13,086
Senior Services of Southwest Michigan, Inc.	Home Delivered Meals	\$410,642
	Congregate Meals	\$191,273
	Home Injury Control	\$3000
	Senior Center Staffing	\$3000
	Nutrition Education/Project Fresh	\$1000
	USDA Estimated	\$111,800
Shepherds Center of Greater Kalamazoo	Transportation	\$5000
South County Community Services	Caregiver Supplemental Services	\$6278
Western Michigan University: Center for Disability Services	Dementia Adult Day Services	\$10,227

DESCRIPTION OF ACTION (dollar amount, purpose):

The amendments cover funding to provide services to individuals who are over the age of 60 in Kalamazoo County; with targeted focus on helping seniors remain as independent as possible in their home for as long as possible. Services utilized from the providers identified above assist seniors in meeting these standards and needs. As federal and state allocations become available at the beginning of each fiscal year, annual providers submit an updated budget to align with the allocations.

TIME FRAME OF ACTION:

The contracts cover the original agreement period, dated October 1, 2016 and ending September 30, 2019, for services provided for the period of October 1, 2017 through September 30, 2018.

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

Funds are from Federal and State grants.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Amendment

ANY OTHER PERTINENT INFORMATION:

This is the second year of a three year contract. There are no concerns associated with these sub-recipients.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Renewal of agreement with Mediware Human and Social Services, Inc.

SPECIFIC ACTION REQUESTED:

HCS is requesting Board approval to renew the agreement with Mediware Human and Social Services, Inc. and the Kalamazoo County HCS/Region 3A Area Agency on Aging (AAA3A) Unit to provide Information and Referral software and services.

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement will allow AAA3A to continue the use of the web based software which supports the data collection and resource bank for the AAA3A Information and Referral service.

TIME FRAME OF ACTION:

Agreement is effective from December 1, 2017 through November 30, 2018.

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

Funds for continued licensing are from the federal Older Americans Act through the Administration for Community Living.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

Lisa Henthorn

TITLE

Deputy County Administrator of
External Services

PHONE NUMBER

384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Contract between
Ecumenical Senior Center and Community Action
Agency

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a contract between Kalamazoo County Health & Community Services/Community Action Agency (CAA) and the Ecumenical Senior Center for the delivery of onsite congregate meals to Kalamazoo County senior citizens in need of nutritional meals.

DESCRIPTION OF ACTION (dollar amount, purpose):

This contract allows the Ecumenical Senior Center to provide congregate meals to senior citizens who come to the facility for meals and social interaction.

TIME FRAME OF ACTION:

The Agreement is effective October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program in the amount of \$3,000.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health and Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Acceptance and Approval of Grant Award for FY
2017-2018 for the Michigan Energy Assistance
Program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board acceptance and approval of the Michigan Energy Assistance Program (MEAP) in the amount of \$142,100.00.

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement will allow the Community Action Agency to assist qualifying Kalamazoo County residents with utility bills.

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

No County general funds are required. Funding is from the MEAP grant award from Michigan Community Action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Memorandum of Understanding Between the Community Action Agency and Michigan Works! Southwest Workforce Development Board

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a memorandum of understanding (MOU) with Michigan Works! Southwest Workforce Development Board and Kalamazoo County Health & Community Services Department/Community Action Agency (CAA) Unit as a required One-Stop Service Center Partner.

DESCRIPTION OF ACTION (dollar amount, purpose):

This MOU will allow for CAA and Michigan Works! to collaborate with other required partners to provide a customer-focused One-Stop Service system to serve community members. The partners will be able to build community benefiting bridges to many different assistance programs.

TIME FRAME OF ACTION:

July 1, 2017 through September 30, 2020

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

There are no County funds associated with this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Lisa Henthorn

Deputy County Administrator of
External Services

384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Partnership Agreement with KVCC for CAA's C.A.A.P.S program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature, subject to review and approval by civil or corporate counsel, of a partnership agreement between Kalamazoo County Health & Community Services/Community Action Agency (CAA) Unit and the Promise Program at Kalamazoo Valley Community College for the delivery of financial assistance to resolve educational barriers through the Community Action Assistance for Promise Students (C.A.A.P.S.) program.

DESCRIPTION OF ACTION (dollar amount, purpose):

This partnership allows CAA to provide eligible KVCC enrolled Promise students with financial assistance to resolve educational barriers. This can include tuition, books, class fees, and supplies. Total contract amount is \$16,879.

TIME FRAME OF ACTION:

The Agreement is effective October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program in the amount of \$16,879.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Legal review completed by Cohl Stoker

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Lisa Henthorn

Deputy County Administrator of
External Services

384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Partnership Agreement
with KVCC for CAA's Skills to Build Program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature, subject to review and approval by civil or corporate counsel, of a partnership agreement between Kalamazoo County Health & Community Services Department/Community Action Agency (CAA) Unit and the Kalamazoo Valley Community College (KVCC) for the delivery of financial assistance to resolve educational barriers through the Skills to Build program.

DESCRIPTION OF ACTION (dollar amount, purpose):

The partnership agreement allows CAA to provide eligible Kalamazoo County residents attending KVCC with financial assistance to resolve educational barriers via the Skills to Build Program. This can include tuition, books, class fees, and supplies. Total Agreement amount is \$10,000.00.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program in the amount of \$10,000.00.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Legal review completed by Cohl Stoker

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Partnership Agreement
Between the Community Action Agency and Central
County Transportation Authority

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature, subject to review and approval by civil or corporate counsel, of a partnership agreement with Central County Transportation Authority– Metro Transit (CCTA – Metro Transit) for provision of financial assistance for eligible Kalamazoo County residents to resolve transportation barriers on behalf of the Community Action Agency (CAA).

DESCRIPTION OF ACTION (dollar amount, purpose):

CAA has developed a partnership with Kalamazoo Valley Community College (KVCC). Through the partnership CAA will provide financial assistance for low-income KVCC students that are encountering barriers related to transportation while attempting to attain higher education. Total contract amount for transportation is \$3,000.00.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Legal review completed by Cohl Stoker

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Partnership Agreement
with Kalamazoo Deacons Conference

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature, subject to review and approval by civil or corporate counsel, of a partnership agreement between Kalamazoo County Health & Community Services/Community Action Agency (CAA) Unit and Kalamazoo Deacons Conference for the delivery of financial education to provide a structured approach to individual growth in financial responsibility.

DESCRIPTION OF ACTION (dollar amount, purpose):

The partnership agreement allows CAA to provide to eligible Kalamazoo County residents basic financial literacy, spending personality and budgeting plan options to improve financial responsibility and self-sufficiency for low-income residents. There is no cost.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Legal review completed by Cohl Stoker

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Partnership Agreement with Urban Alliance – Momentum Neighborhood Employment Solutions for CAA’s Dollars & Sense Budgeting Education Program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature, subject to review and approval by civil or corporate counsel, of a partnership agreement between Kalamazoo County Health & Community Services Department/Community Action Agency (CAA) Unit and Urban Alliance – Momentum Neighborhood Employment Solutions for the delivery of financial education to provide a structured approach to individual growth in financial responsibility.

DESCRIPTION OF ACTION (dollar amount, purpose):

The partnership agreement allows CAA to provide to eligible Kalamazoo County Momentum Graduates basic financial literacy, spending personality and budgeting plan options to improve financial responsibility and self-sufficiency for low-income and returning Kalamazoo County residents. There is no cost.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Legal review completed by Cohl Stoker

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Amendment #1 with
Southwest Michigan Behavioral Health (SWMBH)

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature for Amendment #1 to the original agreement between SWMBH and HCS-Clinical Services Unit through the HIV/Communicable Disease program for the amount of \$10,800.00.

DESCRIPTION OF ACTION (dollar amount, purpose):

This Amendment is part of a renewal agreement with SWMBH. HCS's HIV/Communicable Disease program will provide training, education and testing to SWMBH staff and their subcontractors within the SWMBH region.

TIME FRAME OF ACTION:

Funding is 10/1/1017 – 9/30/2018

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

Local

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Amendment

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature 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

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a Grant Agreement between the County and the Michigan Department of Agriculture & Rural Development (MDARD) for the Environmental Assurance Program Clean Sweep Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

For FY 2017/18, MDARD proposes to award the County \$13,000.00 to cover the cost of pesticide disposal plus related costs for training.

TIME FRAME OF ACTION:

The Agreement is effective October 1, 2017 through September 30, 2018.

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

No County funds are associated with this action. All funding is from MDARD. Once these funds are expended, the County will collect no additional pesticides until MDARD provides additional funding.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

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

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and signature of a grant agreement with Michigan Department of Environmental Quality for the provision of services for Environmental Health programs

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a Grant Agreement between the County and the Michigan Department of Environmental Quality (MDEQ) for the provision of services to County residents for multiple Environmental Health programs.

DESCRIPTION OF ACTION (dollar amount, purpose):

For FY 2017/18, MDEQ proposes to award the County \$46,189.00 to cover the cost of work to be performed for multiple Environmental Health programs.

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 186 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 9 public campgrounds.

TIME FRAME OF ACTION:

The Agreement is effective October 1, 2017 through September 30, 2018.

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

No County funds are associated with this action. All funding is from MDEQ (State).

The total amount of funds associated with this contract is \$46,189. This includes \$36,789 for the Non-community Water Supply Program, \$3,700 for Long Term Drinking Water Monitoring, \$5,500 for Public Swimming Pools and \$200 for Campgrounds.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

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

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and signature of Amendment #1 to the Agreement between the Douglass Community Center and the Department's Fatherhood Program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of Amendment #1 to the agreement between the Douglass Community Center and the HCS's Fatherhood program for the provision of educational classes and activities.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fatherhood program plans to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on engaging and supporting fathers/male caregivers in high risk communities through educational opportunities. The Douglass Community Center offers a neighborhood meeting space for the educational opportunities at \$45 per session not to exceed \$1,575.00.

TIME FRAME OF ACTION:

The amendment dates shall be November 1, 2017 through June 30, 2018.

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

The Fatherhood Program is supported through the United Way of Battle Creek & Kalamazoo Region.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

Amendment

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of a Partnership Agreement
with Western Michigan University Homer Stryker
M.D. School of Medicine for Data Hub Care
Coordination Registry

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of the DataHub Participation Agreement with Western Michigan University Home Stryker M.D. School of Medicine (WMed). The agreement provides the Cradle Kalamazoo Data Hub Care Coordination Registry for Kalamazoo County Health & Community Services Department (HCS) – Home Visitation Programs.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Data Hub Care Coordination Registry is intended to facilitate and monitor the collective impact of the Cradle Kalamazoo Initiative. Multiple home visitation programs will provide program data to the hub for County-wide analysis.

TIME FRAME OF ACTION:

Agreement shall commence on November 1, 2017 and continue for a term of 5 years with annual renewals.

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

There are no funding requirements.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 11/21/2017

DEPARTMENT: Sheriff's Office

PREPARED BY: James VanDyken, Undersheriff

SUBJECT: Technology Facilitator Sergeant position creation

SPECIFIC ACTION REQUESTED:

Eliminate one F-19 Deputy Position and create an F-22 Technology Facilitator Sergeant.

DESCRIPTION OF ACTION (dollar amount, purpose):

Eliminate one F-19 Deputy Position and create an F-22 Technology Facilitator Sergeant. This change will increase the pay by \$7,280.00 - \$10,899.20. The Sheriff's Office currently has a position of F-19 Technical Deputy, however, this position needs to increase the authority and pay level to be commensurate with the position and make the pay competitive for replacement when necessary.

TIME FRAME OF ACTION:

10-14-2017

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

General Fund

PERSONNEL IF REQUIRED:

Eliminate:

Fund & Activity	Position #	Position Title	Band	FTE	Salary
104-301	10437-108	Deputy/CO II	F19	1.0	\$47,881.60 - \$68,016.00

Create:

Fund & Activity	Position #	Position Title	Band	FTE	Salary
104-301	TBD	Tech. Facilitator Sgt.	F22	1.0	\$55,161.60 - \$78,915.20

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
James VanDyken	Undersheriff	385-6176



ITEM V.

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Sheriff's Office
PREPARED BY: Terra Mickolatcher
SUBJECT: FY2018 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 assist the State of Michigan with information on how the EMPG funds are allocated. These funds supplement the County for the duties performed by the Emergency Management's director.

TIME FRAME OF ACTION

Grant Period: October 1, 2017 through September 30, 2018

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

Federal

PERSONNEL IF REQUIRED:

None



ITEM V.

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION

The objectives of the scope of the work performed are in accordance to the EMHSD Publication 206-Local Emergency Management Program Standards Workbook

PROCUREMENT INFORMATION:

CONTACT PERSON:

NAME

Terra Mickolatcher

TITLE

Financial Administrator

PHONE NUMBER

383-8763



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Board of Commissioners
FROM: Dina Sutton
DATE: November 8, 2017
RE: Appointments to Various Advisory Boards

For consideration at your November 21, 2017 Board meeting the Board Appointment Committee is recommending the following appointment:

- ✚ Community Action Tripartite Advisory Board:
 - TiAnna Harrison and Don Cooney for terms commencing April 1, 2014 through March 31, 2018

- ✚ Environmental Health Advisory Council:
 - Louis Parker III for a term commencing January 1, 2017 through December 31, 2019

Thank you for your consideration.

OFFICE OF THE ADMINISTRATOR

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | www.kalcounty.com



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 21, 2017
DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute
PREPARED BY: Amy Meyers
SUBJECT: FY2018 Trade Adjustment Assistance Allocation,
Plan Narrative Instructions and Merit Staffing
Certification

SPECIFIC ACTION REQUESTED:

Review and approval of Trade Adjustment Assistance (TAA) Fiscal Year 2018 Allocations for expenditure October 1, 2017 through September 30, 2018, TAA Plan Narrative Instructions, and Merit Staffing Certification for FY 2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

The planned allocation of Appropriation Year (AY) 2016 funding to support TAA program activities for the period October 1, 2017 through September 30, 2018, for Michigan Works! Southwest is \$535,439.

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 identified funding allocation is distributed between case management funds and program funds. 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. TAA program funds can be used to fund the following TAA services: Classroom Training, On-the-Job Training, Customized Training, Registered Apprenticeship Training, Job Search Allowances and Relocation Allowances.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018

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

Federal – TAA

PERSONNEL IF REQUIRED: N/A

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

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

See attached Statement of Activity for additional information.

PROCUREMENT INFORMATION: N/A

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

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

**Trade Adjustment Assistance (TAA) Fiscal Year 2018 Allocations
 for expenditure October 1, 2017 through September 30, 2018,
 TAA Plan Narrative Instructions, and Merit Staffing Certification for FY 2018**

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 planned allocation of Appropriation Year (AY) 2016 funding to support TAA program activities for the period October 1, 2017 through September 30, 2018, for Michigan Works! Southwest is \$535,439. This represents a decrease in TAA funding of 15% in comparison to last year.

Funding Summary

Cost Categories	Funding Levels
FY2018 Allocation	\$535,439
Program	\$382,456
Case Management	\$133,860
Administrative	\$19,123

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

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.

Merit Based Staffing

All service provider staff funded by TAA must be merit-staffed employees of eligible local governments that follow a merit system of personnel administration.

Technical Information

Program Title/Number	Trade Adjustment Assistance (TAA) Fiscal Year (FY) 2018 Allocations
Funding Source	AY2016 TAA Funding
Funding Level	\$535,439
Duration	FY2018 (October 1, 2017 – September 30, 2018)
CFDA Number	17.245