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# COMMITTEE OF THE WHOLE MEETING

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November 21, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

### NOTICE AND AGENDA FOR COMMITTEE OF THE WHOLE MEETING November 21, 2017

**PLEASE BE ADVISED** that the Kalamazoo County Board of Commissioners has scheduled a Committee of the Whole meeting on **November 21, 2017 at 4:00 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:

	<i>Projected Time for Presentation &amp; Discussion</i>
1. Review of Transfers and Disbursements (Item W.) – Ms. Amanda Morse	4:00 – 4:05 p.m.
2. Veterans Affairs Presentation (Item Z.)	4:05 – 5:00 p.m.
3. Any other items	
4. Closed Session	
5. Adjournment	5:00 – 6:00 p.m.

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...

**RECOMMENDED TRANSFERS AND DISBURSEMENTS**  
**November 17, 2017**

**DISBURSEMENTS**

**CLAIMS**

Claims	\$ 2,542,229.72
Claims Requiring Disclosure:	-
<b>Total Current Claims:</b>	<b>2,542,229.72</b>

**RELEASE OF FUNDS**

Southwest Michigan Behavioral Health	101-649-969.27	\$204,310.14
4th Quarter 2017 Convention Facility Tax Collection		
<b>Total Release of Funds:</b>		<b>\$204,310.14</b>

**TRANSFERS**

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Administrative Services</u></b>			
Meal Expense	101-101-957.55	300	
Meeting Expense	101-101-957.57	400	
Postage	101-101-728.00	1,000	
Association Dues & Memberships	101-101-807.01	1,000	
Employee Training	101-101-956.00	4,000	
Travel	101-101-860.00		6,700
Systems Maintenance	101-102-808.21	3,400	
Office Supplies	101-102-730.00		2,000
Association Dues & Memberships	101-102-807.01		300
Employee Training	101-102-956.00		1,100

**REASON: To adjust budgets to properly align with expenditures**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Clerk/Register</u></b>			
Election Services	101-190-808.48	3,200	
Copy Charges	101-190-729.00		3,200
Postage	101-219-728.00	1,000	
Copy Charges	101-219-729.00		300
Contractual Services	101-219-808.00		200
Employee Training	101-219-956.00		500
Microfilm Processing	256-000-957.00	2,000	
Licensing Fees	256-000-819.02		1,000
Public Internet Service	256-000-823.00		1,000
<b>REASON: To adjust budgets to properly align with expenditures</b>			
<b><u>Equalization</u></b>			
Employee Training	101-225-956.00	600	
Postage	101-225-728.00		600
<b>REASON: To adjust budgets to properly align with expenditures</b>			
<b><u>Finance</u></b>			
Salary Pool - Sheriff	101-303-704.30	39,500	
Fringe Pool - Sheriff	101-303-710.30	21,400	
Transfer to Fund 327 Marine Safety	101-303-999.76		60,900
<b>Reason: To adjust budgets for Temporary Marine Sergeant approved by BOC May 3, 2017</b>			
<b><u>Health &amp; Community Services</u></b>			
Postage	101-613-728.00	200	
Copy Charges	101-613-729.00	900	
Office Supplies	101-613-730.00	1,400	
Educational Materials	101-613-732.00	100	
Subscriptions	101-613-807.00	100	
Contractual Services	101-613-808.00	17,800	



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Health &amp; Community Services (continued)</u></b>			
Employee Training	101-613-956.00	1,800	
Computer Related Acquisitions	101-613-968.01	300	
Flag Reimbursement	101-614-635.51	800	
Transfer From #294 Veterans Trust	101-614-699.18	3,700	
Program Supplies - Flags	101-614-760.13	1,500	
Stand Down	101-614-957.52	2,000	
Burial Expenses	101-681-833.00	23,000	
Printing & Binding	101-613-727.00		200
Bottled Water	101-613-740.02		1,800
Association Dues & Memberships	101-613-807.01		4,400
Communications Expense	101-613-850.00		500
Travel	101-613-860.00		3,100
Bank Fees	101-613-895.01		800
Service Fees	101-613-895.02		400
Insurance	101-613-911.00		2,000
Building Rental	101-613-940.00		9,400
Office Supplies	101-614-730.00		2,000
Building Rent	101-614-940.00		1,500
Donations - Emergency Needs	101-689-600.10		2,500
Veterans Relief	101-689-845.00		18,500
Emergency Needs	101-689-863.00		2,500
Medicaid	221-204-594.02	200 R	
State Grant Revenue	221-206-600.02	20,000 R	
Copy Charges	221-208-729.00	100	
Office Supplies	221-208-730.00	500	
Computer Related Expenses	221-217-968.01	700	
Federal Grant Revenue	221-221-600.01	15,000 R	
Internal Communications	221-221-849.00	300	
One Time Projects - MUCH Assessment	221-221-950.21	1,300	
Central Service Costs	221-221-997.00	1,500	



# KALAMAZOO COUNTY GOVERNMENT

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## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Health &amp; Community Services (continued)</u></b>			
1st-2nd Party Vaccine	221-225-558.02	2,000	
Association Dues	221-226-807.01	300	
Employee Training	221-226-956.00	1,900	
Medicaid Health Plans	221-227-556.05	2,000 R	
Office Supplies	221-227-730.00	500	
Medical Supplies	221-227-760.00	1,500	
Internal Communications	221-227-849.00	1,200	
Copy Charges	221-301-729.00	300	
Office Supplies	221-301-730.00	700	
Educational Supplies	221-301-732.00	100	
Lab Specimens	221-301-818.00	900	
Internal Communications	221-301-849.00	700	
Communications	221-301-850.00	200	
Travel	221-301-860.00	200	
Building Rent	221-301-940.00	1,400	
Employee Training	221-301-956.00	300	
Computer Related Expenses	221-301-968.01	100	
Contractual	221-501-808.00	5,700	
Internal Communications	221-501-849.00	700	
Computer Related Expenses	221-501-968.01	800	
Vending Machines	221-502-455.00	3,000 R	
Radon Kits	221-502-460.00	1,000 R	
DHS Adult & Child Evaluations	221-502-588.02	8,000 R	
Public Well Permits	221-503-486.01	500 R	
Well & Septic Evaluation Fees	221-503-587.00	2,500 R	
Water Sample Collections	221-503-587.02	500 R	
Nitrate Samples	221-503-587.11	2,000 R	
Copy Charges	221-503-729.00	800	
Computer Related Expenses	221-503-968.01	500	
Local Grant Revenue - Stud	221-201-600.03		10,600 R
Local Grant Revenue - Data Hub	221-201-600.03		14,000 R



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Health &amp; Community Services (continued)</u></b>			
Salaries - Temp	221-201-706.00		15,400
Salaries - Fringe Benefits	221-201-710.06		1,400
Building Rent	221-201-940.00		2,700
One Time Projects - Data Hub	221-201-957.34		3,400
Medicaid Cob Reimbursement	221-204-600.20		20,000
Licensing Fees	221-204-819.02		17,700
Liability Insurance	221-204-911.07		2,100
Surface Water Sample	221-206-587.07		8,900 R
Testing - Probetec	221-206-596.01		26,200 R
Testing - Other	221-206-596.02		15,800 R
Federal Pass Through	221-206-600.04		20,000 R
Licensing Fees	221-206-819.02		4,500
Building Rent	221-206-940.00		16,100
School Hearing Revenue	221-208-637.01		800 R
School Vision Revenue	221-208-637.02		1,200 R
Postage	221-208-728.00		500
Building Rent	221-208-940.00		2,100
Contractual Electronics	221-217-808.88		16,000
Building Rent	221-218-940.00		7,400
Federal Grant Revenue -	221-221-600.01		2,200 R
Much Revenue	221-221-600.41		15,000 R
Salaries - Temp	221-221-706.00		2,600
Fringe Benefits - Temp	221-221-710.06		200
Contractual - Sued	221-221-808.00		2,200
Employee Travel	221-221-860.00		400
Building Rent	221-221-940.00		1,500
Federal Revenue	221-222-600.11		10,000 R
Building Rent	221-222-940.00		1,900
One-Time Projects	221-222-950.21		10,000
Commercial Insurance	221-225-556.02		17,000 R
Medicaid Health Plans	221-225-556.05		5,000 R



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## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Health &amp; Community Services (continued)</u></b>			
Foreign Travel Reimbursement	221-225-561.00		27,000 R
Medicaid	221-225-594.02		600 R
Postage	221-225-728.00		300
General Medications	221-225-760.01		50,000
Building Rent	221-225-940.00		3,400
Computer Related Expenses	221-225-968.01		600
Commercial Insurance	221-226-556.02		1,000 R
Medicaid Health Plans	221-226-556.05		100 R
Osha Reimbursement	221-226-635.15		100 R
General Medications	221-226-760.01		7,900
Contractual	221-226-808.00		1,000
Lab Services	221-226-838.00		2,600
Travel	221-226-860.00		1,500
Building Rent	221-226-940.00		3,100
Stud Services - 1st Party	221-227-555.00		5,500 R
Commercial Insurance	221-227-556.02		16,800 R
Medicaid	221-227-594.02		1,500 R
State Grant Revenue -	221-227-600.02		27,000 R
Lab Services	221-227-838.00		35,200
Travel	221-227-860.00		200
Building Rent	221-227-940.00		8,500
Space Cost	221-227-940.01		200
Employee Training	221-227-956.00		1,500
Special Projects	221-227-957.34		21,000
State Desi Expenses	221-227-957.44		500
Medical Supplies	221-301-760.00		2,700
Incentives	221-301-865.00		100
Building Rent	221-501-940.00		3,200
Food Service & Handling Permits	221-502-453.00		10,000
Food Service Plan Review	221-502-453.01		3,000
Body Art Inspections	221-502-464.00		900



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 17, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b>Health &amp; Community Services (continued)</b>			
Adult & Child Evaluations	221-502-588.01		8,000 R
Postage	221-502-728.00		500
Building Rent	221-502-940.00		3,600
Campgrounds	221-503-456.00		1,300 R
Radon Kits	221-503-460.00		2,000 R
Public Septic Permits	221-503-482.01		1,500 R
Non-Community Water	221-503-486.02		2,100 R
Property Modification Fee	221-503-491.00		1,400 R
State Grant Revenue	221-503-600.02		20,000 R
Federal Pass Through	221-503-600.04		800 R
Appeals Fees	221-503-608.04		1,200 R
Lab Handling Fees	221-503-608.55		1,500 R
Building Rent	221-503-940.00		1,300
Special Projects	221-503-957.34		9,500
<b>REASON: To adjust budgets to properly align with expenditures</b>			
<b>Sheriff</b>			
Uniform Allowance	101-301-744.00	2,000	
Computer Based Training Program	101-301-956.25		5,300
Uniform Allowance	101-302-744.00	4,000	
Vehicle Maintenance	101-302-931.02	10,000	
Uniform Allowance	101-303-744.00		6,000
Vehicle Maintenance	101-303-931.02		4,700
Uniform Allowance	104-302-744.00		1,500
Gasoline & Oil	104-302-745.00	20,000	
Vehicle Maintenance	104-302-931.02	5,000	
Uniform Allowance	104-303-744.00		15,000
Vehicle Maintenance	104-303-931.02		8,500
State of Michigan Training	288-007-635.20		12,800 R
State of Michigan Training	288-007-956.19		12,800

**REASON: To adjust budgets to properly align with expenditures**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

DATE: November 21, 2017

TO: Kalamazoo County Board of Commissioners

FROM: Tracie Moored, County Administrator

SUBJECT: Veterans Service Office

In 2016, The Kalamazoo County Board of Commissioners created the Veterans Task Force. This ad hoc committee was comprised of four County Commissioners, County Administration, and County Legal Counsel. The areas of review were defined as: (1) Review Compensation; (2) Review resources to ensure Veterans are getting the greatest assistance and services with maximum grant dollars available; (3) Review long term revenue sources; and (4) Review the current mission of the Veterans Office.

Upon review of the current Veterans Service Office mission, it was determined the scope of the services compared to the need of the veterans should be expanded. In dialogue with our community partners, it was discovered that additional grant dollars could be accessed on the clinical side which Kalamazoo County Government currently does not have the ability to access. We spoke with Jeff Patton, Executive Director at Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) regarding the willingness to help Kalamazoo County Veterans obtain expanded services.

As recommended by the Kalamazoo County Board of Commissioners Veterans Task Force and Administration from both Kalamazoo County Government and KCMHSAS, we bring forward the transfer of the Veterans Service Office to KCMHSAS.

With this transfer, the primary enhancements are: (1) increased policy review by Veterans (new committee creation), (2) additional grant resources, (3) increased Kalamazoo County general fund dollars, (4) an additional .50 employee, and (5) additional wraparound support staff. It is also determined that the location of the Veterans Office will remain located at Health and Community Services and our staff will be given opportunity to transfer with the program.

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## OFFICE OF THE ADMINISTRATOR

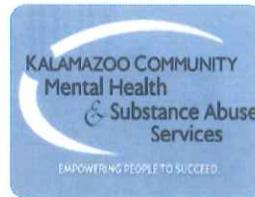
201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | [www.kalcounty.com](http://www.kalcounty.com)

## COLLABORATIVE PARTNERSHIP

Kalamazoo County and  
Community Mental Health and Substance  
Abuse Services (CMHSAS)

## VETERANS SERVICE OFFICE



## KALAMAZOO COUNTY VETERANS STATISTICS

- ▶ There are approximately 15,000 Veterans in Kalamazoo County
- ▶ Currently the Veterans Office services on a monthly average:
  - ▶ Walk-Ins ~ 70 per month
  - ▶ Appointments ~ 45 per month
  - ▶ Claims submitted ~ 60 per month

## VETERAN'S OFFICE CURRENT SERVICES

- ▶ Answer questions, explain benefit eligibility, assist with completing paperwork, submit paperwork to Veteran Service Organizations for processing
- ▶ Reviews relief services for the Michigan Veterans Trust Fund
- ▶ Coordinates Veterans burial funding assistance
- ▶ Coordinates Soldiers and Sailors relief
- ▶ Organizes annual Veterans Stand-Down

## BOARD OF COMMISSIONERS VETERANS TASK FORCE

- ▶ Created by BoC in October 2016
- ▶ Commissioned to:
  - ▶ Review Compensation
  - ▶ Review resources to ensure Veterans are getting the greatest assistance and services with maximum grant dollars available
  - ▶ Review the long term revenue source
  - ▶ Review the current mission of the Veterans Office

## COLLABORATIVE BENEFITS

- ▶ Veterans will have multiple services available in one location including coordinated clinical services
- ▶ This program model expands grant and funding potentials due to CMHSAS's accessibility to specialized revenue streams
- ▶ This program expands beyond current qualifying veterans
- ▶ A new policy committee will be created whose members will be veterans

## TRANSITION STANDARDS

- ▶ A Veterans Committee for relief services will be created under the Probate Judge
- ▶ A new Policy Committee will be created (Veteran membership)
- ▶ Current Veterans Committee will be dissolved
- ▶ Current County Veterans Department Employees will be considered for employment with CMH
- ▶ Current office location will remain at Kalamazoo County Health and Community Services
- ▶ An annual update regarding the Veterans programs will be presented
- ▶ Additional County funds will be transferred annually to CMH to operate the Veterans Programs to hire an additional .50 employee

## MODEL ENHANCEMENT

### Current

- ▶ 1 Committee ~ Veteran Offices
- ▶ Limited Grant Availability
- ▶ \$175,000
- ▶ 2.5 Employees
- ▶ Limited to Type of Discharge
- ▶ Office at Kalamazoo County Health and Community Services

### Transition

- ▶ 1 Committee ~ Probate Judge
- ▶ 1 Committee ~ Policy CMH
- ▶ Increased Grant Resources
- ▶ \$220,000
- ▶ 3.0 Employees
- ▶ Some Services all Veterans
- ▶ Office at Kalamazoo County Health and Community Services

## RECOMMENDATION

- ▶ Transfer ~February 2018
- ▶ Supported by Board of Commissioners Task Force Committee
- ▶ Supported by Administrations of Kalamazoo County and Community Mental Health

