

The seal of Calaveras County Government is a semi-circular emblem. It features a landscape with a mountain range in the background and a river winding through the foreground. The text "CALAVERAS COUNTY GOVERNMENT" is written in a semi-circle along the top edge of the emblem.

**Board of
Commissioners'
Meeting**

December 2, 2014

**NOTICE AND AGENDA FOR
DECEMBER 2, 2014 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, December 2, 2014, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A. Discover Kalamazoo Presentation – *Greg Ayers*

CONSENT AGENDA

Animal Services

- B. Request for Approval to Apply for the 2015 Michigan Animal Welfare Grant

Circuit Court

- C. Request for Approval of Elimination/Creation of Positions (Grant Funds)

District Court

- D. Request for Approval of an Agreement with Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) for Mental Health Recovery Court Program

Finance

- E. Request for Approval of Addendum #6 to the Master Service Agreement with Ricoh
- F. Request for Approval of an Agreement with Staples for Office Supplies

Health & Community Services

- G. Request for Approval of Amendment to Provider of Service Agreement with Senior Services
- H. Request for Approval of Amendment #1 with Michigan Medicare/Medicaid Assistance Program (MMAP) for the State Health Insurance Assistance Program (SHIP)
- I. Request for Approval of 2014/2015 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- J. Request for Approval of an Amendment to Addendum Letter of Renewal for 2014-2015 Sublease with Kalamazoo Community Mental Health
- K. Request for Approval of a Business Associate Agreement with Adams Remco Professional Services
- L. Request for Approval of Partnership Agreement & Business Associate Agreement with

Communities In Schools (CIS)

M. Request for Approval of a Breast and Cervical Cancer Control Program (BCCCP) Updated & Renewed Agreement and Business Associate Agreement with Advanced Radiology Services PC

N. Request for Approval of Creation of Position in Region IIIA Area Agency on Aging (Grant Funds)

O. Request for Approval of Elimination/Creation of Positions (General Funds)

Human Resources

P. Request for Approval of Workers Compensation Excess Coverage Agreement with Safety National

Michigan Works!

Q. Request for Approval of Workforce Investment Act (WIA) Local Area Waiver for Sliding Scale Reimbursement for On-The-Job (OTJ) Training, 13-04 c2

Prosecuting Attorney

R. Request for Approval of Byrne Justice Assistance Grant (JAG) Program Subcontract for FY 2104-2015 with the Michigan Department of State Police

Sheriff

S. Request for Approval to Allocate Wireless Emergency Funds for Fire Radio Tower in Schoolcraft

T. Request for Approval of a License Agreement with PNC Bank for Placement of ATM at Sheriff's Office

U. Request for Approval to Transfer Morgue Equipment to Western Michigan University Homer Stryker, M.D. School of Medicine

Board of Commissioners

V. Request for Approval of Transfers and Disbursements

W. Request for Approval to Release RFP for Executive Search Firms - Administrator Recruitment

X. Request for Approval of Appointments to the Consolidated Dispatch Authority

NON-CONSENT AGENDA ITEMS

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

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

Dina Sutton

Dina Sutton

NOVEMBER 26, 2014

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

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111
TDD PHONE: (269)383-6464

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Animal Services & Enforcement

PREPARED BY: Stephen Lawrence

SUBJECT: Request permission to apply for the 2015 Michigan Animal Welfare Grant

SPECIFIC ACTION REQUESTED:

Animal Services has applied for a \$10,000 from the Michigan Animal Welfare Fund to meet the requested deadline. We are asking the Boards approval to apply for the grant after the fact.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$10,000 Grant application to spay/neuter approximately 180 animals from the shelter.

TIME FRAME OF ACTION:

Application Deadline: November 10, 2014 (submitted).
Grant Period: January 1, 2015 to December 31, 2015

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

State of Michigan Animal Welfare Grant

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)

New

ANY OTHER PERTINENT INFORMATION:

Grant to Spay neuter approximately 180 animals prior to adoption. No cost to the county to complete this program. Program intends to lower the euthanasia rate and increase adoption of shelter animals. Spay/neuters to be performed by the Kalamazoo Humane Society.

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:

Stephen Lawrence (269)383-8771

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Eliminate/Create Position

SPECIFIC ACTION REQUESTED:

The Circuit Court is requesting the Drug Treatment Court Administrative Assistant's funding change from two grant funding sources to being split among three different grant funding sources.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Drug Treatment Court Administrative Assistant will be funded also through the Swift and Sure Sanctions Grant. The position began assisting this grant funded program 10/1/14. Funding will be split between the Men's Drug Treatment Court, Women's Drug Treatment Court and Swift and Sure Sanctions Program retroactive to 10/1/2014.

TIME FRAME OF ACTION:

10/1/14 – 9/30/15

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

State and Federal Grant Funding

PERSONNEL IF REQUIRED:

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

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10217-001	Administrative Assistant	k04	8,666.67-11,703.47	.33	240-140-704.00
			8,666.67-11,703.47	.33	242-140-704.00
			8,666.66-11,703.46	.34	249-140-704.00

ELIMINATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10217-001	Administrative Assistant	k04	13,000-17,555.20	.5	240-140-704.00
10217-001	Administrative Assistant	k04	13,000-17,555.20	.5	242-140-704.00

NEW OR RENEWAL OR AMENDMENT:

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

N/A

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:

Ann Filkins 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Dec. 2, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

8th District Court requests the approval of Agreement between the Court and Kalamazoo Community Mental Health And Substance Abuse Services (KCMHSAS).

SPECIFIC ACTION REQUESTED:

The 8th District Court requests Board approval of this Agreement to allow for services between the Court's Mental Health Recovery Court Program and KCMHSAS. Current Mental Health Recovery Court grant award through SCAO was previously accepted by Board approval on Oct. 7, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant awarded from the State Court Administrative Office (SCAO) covers the funding to KCMHSAS in the amount of \$105,600.11 for KCMHSAS staffing, supplies, training and bus tokens.

TIME FRAME OF ACTION:

This contract runs the length of the grant: 10-1-14 to 9-30-15.

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

FY 2015 Michigan Mental Health Court Grant Program; State Court Administrative Office

PERSONNEL IF REQUIRED:

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

No new personnel.

NEW OR RENEWAL OR AMENDMENT:

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

Renewal

ANY OTHER PERTINENT INFORMATION:

The 8th District Mental Health Recovery Court was established in 2008 in collaboration between the 8th District court and Kalamazoo Community Mental Health and Substance Abuse Services. In the past two years it has been partly funded by SCAO grants. It is primarily a misdemeanor court that uses the principles of therapeutic jurisprudence to help, when appropriate, divert citizens with severe mental illness, developmental Disabilities including those with co-occurring disorders.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Finance

PREPARED BY: Lisa Bradshaw

SUBJECT: Master Service Agreement Addendum #6, contract extension between Kalamazoo County and Ricoh.

SPECIFIC ACTION REQUESTED:

Approval of Master Service Agreement Addendum #6 between Kalamazoo County and Ricoh.

DESCRIPTION OF ACTION (dollar amount, purpose):

Addendum #6 extends the contract agreement for (12) twelve months and revises the base Monthly Minimum Fee to \$8,131.97.

TIME FRAME OF ACTION:

January 1, 2015 through December 31, 2015.

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

Fund 633 Central Stores

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 Addendum

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:

Lisa Bradshaw, Deputy Finance Director 383-8686

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Office of Finance – Purchasing

PREPARED BY: Thomas G. O'Brien

SUBJECT: Office Supplies

SPECIFIC ACTION REQUESTED: Approval

Approval of Office Supplies Contract.

DESCRIPTION OF ACTION (dollar amount, purpose):

Award a term contract based on the core list of 300 items, and discounts on non – core items, proposed by Staples Advantage in their response to the joint Office Supplies RFP on July 30, 2014.

TIME FRAME OF ACTION: January 1, 2015 to December 31, 2017

This contract may be extended for three (3) one-year (1) periods upon mutual agreement of all parties.

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

This is the latest initiative in local agencies' cooperative purchasing effort.

PROCUREMENT INFORMATION:

Joint RFP conducted with the City of Kalamazoo and with Western Michigan University, which acted as the lead agency. Two proposals received for the county's requirements.

CONTACT PERSON WITH PHONE NUMBER:

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



Kalamazoo County

Health & Community Services

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

DATE: December 2, 2014

TO: County Board of Commissioners

FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer

RE: **ITEMS FOR YOUR CONSIDERATION**

A. APPROVAL OF AMENDMENT TO PROVIDER OF SERVICE AGREEMENT BETWEEN SENIOR SERVICES AND THE HCS/AAAIIA

ACTION REQUESTED

HCS Administration requests Board approval of contract amendment between the HCS/AAAIIA and **service provider noted below**. The amendment covers the original agreement period, dated October 1, 2013 and ending September 30, 2016, for services provided October 1, 2014 through September 30, 2015.

Organization

Services

Senior Services

Congregate Meals, Home Delivered Meals, Transportation, Home Injury Control, Senior Center Staffing/Operations, Nutrition Education

DESCRIPTION OF SUBJECT

The amendment covers funding to provide services to individuals 60+ in Kalamazoo County with the focus being on helping seniors remain as independent as possible in their home for as long as possible, utilizing services from providers that meet service standards. Each year the master contract is amended to reflect funding received for the new fiscal year.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

No County funds are required. Funds are from federal and state grants. Designated funding for Senior Services for services provided is not to exceed \$736,146 for the identified funding and service year.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

Not applicable for continuing contracts.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director – Older Adult Services at 373-5153 or at jasiva@kalcounty.com.

**B. APPROVAL OF AMENDMENT #1 FROM THE MICHIGAN
MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH
AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE
STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)**

ACTION REQUESTED

HCS Administration requests Board approval of Amendment #1 from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support the State Health Insurance Assistance Program (SHIP), in the amount of \$16,957.00. The grant period is April 1, 2014 through March 31, 2015. The original grant was accepted by the BOC on 5/20/14.

DESCRIPTION OF SUBJECT

These funds are intended to recruit, train, and support volunteers whose objective is to provide health benefits counseling and information on Medicare, Medicaid, Medigap, long-term care insurance and related issues to Kalamazoo County's older adults and disabled population and their family members.

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 through a grant from the Administration for Community Living. This amendment is an increase in funds of \$1,934.00 bringing the total award amount to \$16,957.00.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Area Agency on Aging Director at 373-5153 or at jasiva@kalcounty.com.

C. APPROVAL OF THE 2014/2015 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of the FY 2014/2015 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2014 to September 30, 2015 in an amount of \$3,580,103.

DESCRIPTION OF SUBJECT

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The 2014/2015 funding level is \$3,580,103. The CPBC includes Essential Local Public Health Services (ELPHS) funding for mandated Public Health Services as well as categorical funding for the majority of the Department's public health grant programs. Approval of the CPBC agreement will serve to obligate new fiscal year funding levels and establish individual program budgets and output measures.

RELATIONSHIP TO GOALS

The funding provided through the CPBC is relative to all Health and Community Services Department goals.

FUNDING SOURCE

The \$3,580,103 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

No personnel actions are required.

ISSUES/CONCERNS

There are no issues or concerns. Questions may be directed to Tamara Lahman, Deputy Director, FMA, Health and Community Services, at 373-5257 or talahm@kalamazoo.org

D. APPROVAL OF AN AMENDMENT TO ADDENDUM LETTER OF RENEWAL FOR 2014-2015 SUBLEASE WITH KALAMAZOO COMMUNITY MENTAL HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of an amendment to addendum letter of renewal for the 2014-2015 sublease between the County and Community Mental Health (CMH).

DESCRIPTION OF SUBJECT

The lease amendment maintains a per square foot rate of \$12.00, paid monthly, effective for the period of October 1, 2014 through September 30, 2015. This is a monthly rental rate of \$11,841 for the total rental space of 11,841 sq. ft. This is an annual rate of \$142,092.

RELATIONSHIP TO GOALS

The services and programs that this renter provides is consistent with the HCS goal of improving the health of the community. The mission of this agency aligns with that of the Health and Community Services Department and the presence of these services at Nazareth is a resource for HCS, CMH and other County programs.

FUNDING SOURCE

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

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Ryan Post, Financial Systems Supervisor, at 373-5254 or rjpost@kalamazoo.org

E. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES AND ADAMS REMCO PROFESSIONAL SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to enter into a Business Associate Agreement (BAA) with Adams Remco Professional Services (Adams Remco) to commence November 1, 2014.

DESCRIPTION OF SUBJECT

Adams Remco is the vendor and technical support entity of Filebound, the paperless document retention system in use by KCHCS. Due to the potential exchange of personal health information (PHI), KCHCS wishes to establish a business associate relationship between our two entities to ensure all information is accurately and appropriately exchanged, transported and stored. This BAA corresponds with the Adams Remco contract that was approved by the Board on 10/1/13.

RELATIONSHIP TO GOAL

This partnership supports and aids KCHCS in its overall goal of reducing preventable disabilities and deaths and promoting healthy lifestyles and choices for all Kalamazoo County Residents.

FUNDING SOURCE

No funds are required as a result of this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Courtney Davis, HCS Administrative Coordinator, at 373-5197 or at cldavi@kalcounty.com

F. APPROVAL OF PARTNERSHIP AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT BETWEEN COMMUNITIES IN SCHOOLS OF KALAMAZOO (CIS) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval for the partnership agreement and Business Associate Agreement with Communities in Schools of Kalamazoo (CIS) and Health & Community Services Department. Both agreements are effective on September 3, 2014 with automatic annual renewals.

DESCRIPTION OF SUBJECT

HCS and CIS will work together to coordinate services for participants of CIS. Services will include Dental, including oral examinations, cleanings, sealants and radiographic as well as Hearing & Vision screenings.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

No County funds are associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, MCH Division Manager at 373-5024 or dllenz@kalcounty.com or Dr. Lisandra Soto, Lead Dentist at 373-5228 or lsoto@kalcounty.com

G. APPROVAL OF A BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) UPDATED & RENEWED AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT

ACTION REQUESTED

HCS Administration requests Board approval of a new Agreement and Business Associate Agreement (BAA) with Advanced Radiology Services PC, whose provider contract has automatically renewed for 10 years or more. The updated agreement will ensure services continue according to current program requirements. Agreement is effective January 1, 2015 and will automatically renew each year thereafter.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Program (BCCCP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population. Medical providers who have agreed to participate in BCCCP will provide all or a portion of the enrollment, screening examination, diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates which are set annually by the Michigan Department of Community Health.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Community Health through the CPBC Agreement.

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 Lynn Ann Jones, Women's Health Supervisor at 269-373-5383 or lajone@kalcounty.com

H. POSITION CREATION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT/REGION IIIA AREA AGENCY ON AGING (HCS/AAAIIA)

ACTION REQUESTED

HCS Administration requests Board approval to create a 0.1 FTE Social Worker position.

DESCRIPTION OF SUBJECT

This request will increase the hours of a current social worker from 20 to 24 per week in order to assure that Choices for Independence clients have care consultants available as is necessary to perform required duties.

RELATIONSHIP TO GOALS

This change addresses the goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives."

FUNDING SOURCE

This position increase will be funded through state and federal sources. There are no county general funds associated with this change.

PERSONNEL

Create:

Account#	Position/#	Grade	FTE	Pay Range	Effective
690-005	Social Worker #10743-011	K7	0.1	16.94-22.87	12/2/2014

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions regarding this information, please contact Judy Sivak, AAA IIIA Director, 373-5153 or jasiva@kalcounty.com.

I. APPROVAL TO ELIMINATE AND CREATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to eliminate 2.0 FTE positions in the Health Fund and create the same 2.0 FTE positions in the General Fund, HCS Administration.

DESCRIPTION OF SUBJECT

As part of the adopted 2015 budget, HCS restructured its administrative accounts, eliminating the Health Fund Administration activity and relocating the personnel and operating costs to HCS Administration. This requested action will complete this restructuring.

RELATIONSHIP TO GOALS

This action does not relate to a specific HCS goal.

FUNDING SOURCE

There is no funding impact. Both positions are funded by the general fund as part of the adopted 2015 budget.

PERSONNEL

The following position actions are requested:

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective Date</u>
221-201	Epidemiologist #10317-001	1.0	K10	\$48,776-\$65,832	1/1/15
221-201	Claims Analyst #10133-001	1.0	K5	\$29,203-\$39,416	1/1/15

Create:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective Date</u>
101-613	Epidemiologist #10317-001	1.0	K10	\$48,776-\$65,832	1/1/15
101-613	Claims Analyst #10133-001	1.0	K5	\$29,203-\$39,416	1/1/15

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. Please direct questions to Tamara Lahman, Deputy Director, FMA at 373-5257 or talahm@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Human Resources

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Workers Compensation Excess Coverage

SPECIFIC ACTION REQUESTED:

Approval of continuation of Nulty Insurance as the agent for our workers compensation excess coverage, with excess loss insurance coverage provided by Safety National. The coverage would be for two years beginning 1-1-15 through 12-31-16.

DESCRIPTION OF ACTION (dollar amount, purpose):

The excess coverage is to insure the County for annual workers compensation claims that exceed \$550,000. The annual cost for 2015 is \$77,198, which represents an increase from 2014 of approximately \$22,000. The insurance cost can change annually; however, Nulty has secured us a rate guarantee for two years. The rate is based upon historical claims data and risk pool population. It should also be noted, there are only 2 carriers that are actively writing worker's compensation excess insurance for mid-sized municipalities.

TIME FRAME OF ACTION:

Immediate

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

Employee Benefits Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal with current carrier with modification.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, kdcunn@kalcounty.com or 269-384-8100 or Jean Michaud, jimmich@kalcounty.com or 269-383-8953.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Dec. 2, 2014

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dawn Roberts

SUBJECT: Workforce Investment Act (WIA) Local Area Waiver for sliding scale reimbursement for On-The-Job Training (OJT), 13-04 c2

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act (WIA) Local Area Waiver Availability and Request Process for Program Years (PY 2013-2015 Request 13-04 c2

DESCRIPTION OF ACTION (dollar amount, purpose): N/A

The Upjohn Institute 4 County Michigan Works! Area is requesting a local level waiver from the Workforce Development Agency (WDA) to allow the 4 County Michigan Works!/W. E. Upjohn Institute to implement the following to the WIA Dislocated Worker and Adult programs. The Kalamazoo and St. Joseph Michigan Works! previously received State approval on June 3, 2014.

On July 22, 2014, the Workforce Innovation and Opportunity Act was enacted. Existing WIA state and local plan provisions remain in effect through June 30, 2016. Current WIA waiver approval timelines have been adjusted in accordance with the expected end date of the existing WIA State Plan.

The State has received approval for the following local-level waivers for PY 2013 through PY 2015:

1. Waiver of WIA Section 133(b)(4) to increase the funds transfer limit between the Adult and DW programs. This waiver allows for the transfer of up to 50 percent of the funds between the two programs.
2. Waiver of the requirement for a 50 percent employer contribution for customized training, per WIA Section 101(8)(C). This waiver permits the use of a sliding scale when determining the mandatory contribution for small and medium size employers who receive customized training. Under the waiver, the following sliding scale is permitted:
 - a. No less than 10 percent match for employers with 50 or fewer employees, and
 - b. No less than 25 percent match for employers with 51-250 employees.
 - c. For employers with more than 250 employees, the current statutory requirement (50 percent contribution) continues to apply.
3. Waiver of WIA Section 101(31)(B) to increase employer reimbursement for On-the-Job Training (OJT). This waiver permits reimbursement on a sliding scale based on either of the following:
 - a. The size of the employer. The following reimbursement amounts will be permitted:
 - i. Up to 90 percent for employers with 50 or fewer employees, and
 - ii. Up to 75 percent for employers with 51-250 employees. The current statutory requirement (50 percent reimbursement)

continues to apply for employers with more than 250 employees.

The length of the individual's unemployment. The following reimbursement amounts will be permitted:

- iii. Up to 90 percent for individuals who have been unemployed for 52 weeks or more, and
- iv. Up to 75 percent for individuals who have been unemployed for a period of 16 to 51 weeks.
- v. The current statutory requirement (50 percent reimbursement) continues to apply for individuals who have been unemployed for a period of less than 16 weeks.

TIME FRAME OF ACTION: July 1, 2013- June 30, 2016

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dawn Roberts 385-0445

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jeff Getting, Prosecuting Attorney

SUBJECT: SWET Grant Subcontract

SPECIFIC ACTION REQUESTED:

Please place the attached 3 copies of the Byrne Justice Assistance Grant Program Subcontract for FY 2014-2015 on the December 2, 2014 Board Meeting agenda for approval and required signatures. The agreement is retroactive for the period of October 1, 2014 through September 30, 2015. This document continues partial funding for one full-time Assistant Prosecutor to handle the criminal cases generated by the Southwest Enforcement Team (SWET). The Byrne grant will provide \$39,558 and SWET will provide the match and remaining balance for salaries and fringe. (On 10/21/14, the BOC approved a FY 2014-2015 agreement with SWET to provide the remaining balance of salaries and fringes not reimbursed by the Byrne grant.)

DESCRIPTION OF ACTION (dollar amount, purpose):

Need approval and required signatures.

TIME FRAME OF ACTION:

FY 2014-2015 (October 1, 2014 through September 30, 2015)

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

Michigan State Police Byrne Justice Assistance Grant (Byrne JAG) Program Subcontract. The agreement is for salary and fringe for Cory Johnson, Assistant Prosecutor.

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)

Cory Johnson; FTE; Assistant Prosecutor; K11; 101-229

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Jeff Getting
(269) 383-8955

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval to fund Fire Tower in Schoolcraft

SPECIFIC ACTION REQUESTED:

Approve allocation of \$25,000 from the 911 wireless fund to place fire radio tower in Schoolcraft.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$25,000 to place a fire radio tower in Schoolcraft water to improve the fire dispatch signal for South County.

TIME FRAME OF ACTION:

Immediate

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

Account #218-000- the 911 Wireless Emergency Fund

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

The South County Fire Department is dependent on receiving their fire dispatching from a tower located east of Vicksburg in an area called Adams Park. The signal is fragile, spotty and frequently does not reach the pagers of the volunteer firefighters. If the Adam Park tower goes down, the fire response is reduced to telephone calls and messages. The best option is to add a radio signal to the Schoolcraft water tower or a private tower. While the potential Central Dispatch Authority may offer a resolution, that is years away and longer than risk management would dictate. The Sheriff's Office will provide any backup generator necessary.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2nd, 2014

DEPARTMENT: Kalamazoo County Sheriff's Office

PREPARED BY: Richard C. Fuller III, Sheriff

SUBJECT: License Agreement with PNC Bank

SPECIFIC ACTION REQUESTED:

Sign an License agreement with PNC Bank for the placement of an automated teller machine (ATM) in the lobby of the Kalamazoo County Sheriff's Office.

DESCRIPTION OF ACTION (dollar amount, purpose):

No financial commitment.

TIME FRAME OF ACTION:

The agreement is upon signing.

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

No funds needed.

PERSONNEL IF REQUIRED:

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

None.

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PNC has been a great partner for the Sheriff's Office in this matter. They have allowed us to use an ATM in the lobby for about five years. They are requesting a License Agreement for the ATM to stay in the lobby. I, along with Thom Canny, have read the agreement and accept the terms in it.

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:

Richard C. Fuller III, Sheriff 1-269-385-6173

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 2, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Asset Transfer Approval

SPECIFIC ACTION REQUESTED:

Approve transfer of Morgue assets to the Western Michigan University School of Medicine.

DESCRIPTION OF ACTION (dollar amount, purpose):

For use by the Medical School for Coroner services i.e. autopsies for the County.

TIME FRAME OF ACTION:

Immediate

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

NA

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

The County entered into an agreement with the WMU School of Medicine earlier this year whereby they would conduct Coroners duties i.e. autopsies. The equipment in the County Morgue previously located at the Sheriff's Office is no longer needed by the County. The nature of the equipment dictates use exclusive to performing autopsies and maintenance of the deceased. Transference of the assets to WMU School of Medicine promotes the partnership and cooperative efforts amongst the Sheriff' Office, County of Kalamazoo and the WMU School of Medicine. WMU School of Medicine will assume the cost to retrieve the equipment.

PROCUREMENT INFORMATION:

Assets being transferred: Mortech Refrigeration Unit, Jewett 2 stall Refrigeration Unit, Examination table, Porto-Lift, and a Lipshaw scale.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176