

The logo for Kalamazoo County Government is a semi-circular emblem. It features a stylized landscape with a blue sky, a green field, and a blue river. In the background, there are silhouettes of buildings and trees. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a light blue, sans-serif font along the top arc of the emblem.

**Board of
Commissioners'
Meeting**

December 16, 2014

**NOTICE AND AGENDA FOR
DECEMBER 16, 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 16, 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. Public Hearing on Brownfield Redevelopment Plan – Schoolcraft Project

CONSENT AGENDA

Buildings & Grounds

- B. Request for Approval of an Agreement with Advance Security for Security Services at Gull Road Family Court, Administration Building, and Nazareth Complex

Circuit Court

- C. Request for Approval of a Grant Agreement with Irving S. Gilmore Foundation for the Youthful Offender Transition Program
- D. Request for Approval to Submit a Grant Application to the State Court Administrative Office (SCAO)
- E. Request for Approval of Elimination/Creation of Positions (Grant Funded)

Equalization

- F. Request for Approval of Resolution to Amend 2014 Resolution to Apportion Ad Valorem Taxes

Health & Community Services

- G. Request for Approval of Amendment to Provider of Service Agreements with Various providers
- H. Request for Approval of Amendment to Provider of Service Agreement with Advocacy Services for Kids (ASK)
- I. Request for Approval of Purchase Agreement with Adams Remco for a Software License Upgrade & Approval of Temporary Staffing to Implement Documents Management Plan
- J. Request for Approval of a Dental Provider Agreement with Dental Benefit Providers, Inc.
- K. Request for Approval of Amendment #2 to DOE13-29015 Weatherization

Subcontractor Agreements

- L. Request for Approval of the 2015 Environmental Health and Household Hazardous Waste (HHW) Services Fee Schedule
- M. Request for Approval of Business Associate Agreement with various Service Vendors
- N. Request for approval of Plan of Organization for the State Accreditation Process
- O. Request for Approval of an Agreement with Area Agencies on Aging Association of Michigan
- P. Request for Approval of Elimination/Creation of Position in the Environmental Health Division (General Funded)
- Q. Request for Approval of Elimination/Creation of Positions Due to Reorganization (General Funded)
- R. Request for Approval of Creation of Position in the Health Families America (HFA) MIECHV Program

Human Resources

- S. Request for Approval of Various Amendments to the Personnel Policy
- T. Request for Approval of Elimination/Creation of Positions (house keeping)

Parks & Expo Center

- U. Request for Approval of 2015 Comstock Lions Club Bingo Contract
- V. Request for Approval of 2017 National Street Rod Contract
- W. Request for Approval of 2016 & 2017 Home Expo Contract with the Home Builders Association of S.W. Michigan

Planning & Community Development

- X. Request for Approval of Resolution Approving Brownfield Plan for Schoolcraft Project
- Y. Request for Approval to Submit a Grant Application to the US-EPA for Brownfield Assessments

Prosecuting Attorney

- Z. Request for Approval of Copier Lease with Ricoh-USA, Inc.
- AA. Request for Approval of Victims of Crime Act (VOCA) Grant Agreement with the Michigan Department of Community Health

Sheriff

- BB. Request for Approval of Commissary Agreement with Canteen Services, Inc.

Board of Commissioners

- CC. Request for Approval of Transfers and Disbursements
- DD. Request for Approval of KCMHSAS Bonds
- EE. Request for Approval of Police Protection Agreements with Charter Township of Comstock and Charter Township of Oshtemo
- FF. Request for Approval of Bronson Park Lease Agreement
- GG. Request for Approval of Various Advisory Board Appointments

NON-CONSENT AGENDA ITEMS

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

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

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

DECEMBER 10, 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 MEETINGS OF:** December Dec 16 BOC**DEPARTMENT:** Planning and Community Development**PREPARED BY:** Lotta Jarnefelt**SUBJECT:** Brownfield Plan for the 555 E Eliza Street site in Schoolcraft, Michigan**SPECIFIC ACTION REQUESTED:**

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests that the Kalamazoo County Board of Commissioners consider approval of a County Brownfield Plan for the site located at 555 E Eliza Street in the southeastern part of the Village of Schoolcraft, Michigan and hold the prerequisite public hearing on December 16, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):**December 16, 2014 – in the Regular Meeting of the County Commission –**

- A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the 555 E Eliza Street site. A notice is required 10 days prior to the hearing. Notices will also be sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.
- B) Adopt a resolution approving the County Brownfield Plan for the 555 E Eliza Street site.

TIME FRAME OF ACTION:

December 16, 2014

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

As outlined in Plan. No County funds are requested.

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 or contracts will be required by this action

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 Brownfield Plan

ANY OTHER PERTINENT INFORMATION:

The Brownfield Plan will be reviewed by County Legal Counsel prior to being presented to the County Board.

Project Background:

The developer of the 555 E Eliza Street site (Schoolcraft Village), the owner of Central Manufacturing Services, Inc (CMS), Jamie Clark, requested assistance from the KCBRA to draft a Brownfield Plan for the project to help recover some of the costs associated with the remediation of the site.

The Brownfield Plan:

In response to CMS's request and the discovery history of contamination, the KCBRA has created a Brownfield Plan for the 555 E. Eliza Street site. The Brownfield Plan will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse its expenses related to the site, and to reimburse part of the developer's eligible environmental remediation expenses (according to projections the tax increment revenue will be insufficient to fully reimburse the developer's eligible expenses). In addition, the Brownfield Plan includes reimbursement of KCBRA administrative expenses.

A County Brownfield Plan cannot be adopted without the concurrence of both the County Board of Commissioners and the local governing body. The Schoolcraft Village Council adopted a resolution supporting the Brownfield Plan at their meeting on December 1, 2014.

The development of the 555 E. Eliza Street site is an improvement for the site and the surrounding area in several ways:

1. Returns a known brownfield site to high functional use near a residential neighborhood.
2. The County Brownfield Plan would constitute a co-operative inter-governmental effort.
3. TIF collected will reimburse the Kalamazoo County Brownfield Authority for the expenses they will incur, a portion of its administrative expenses, as well as part of the developer's expenses for Brownfield Eligible Activities.

The details of the TIF capture are in tables 1- 5 of the 555 E. Eliza Street Brownfield Plan. Here are some of the numbers in a nutshell:

These are planned estimates, actual numbers will depend on actual development and resulting taxable values:

555 E. Eliza Street Brownfield Plan

Table 1:

Summary of eligible costs (total over 30 years)

Total estimated cost of eligible activities and reimbursements: \$648,190.28

Table 2:

Estimate of total captured incremental taxes (over 30 years): \$283,936.77

Does not include debt millages.

Includes County Operating and County Summer tax share of incremental taxes total over 30 years:

$\$79,728.25 + \$25,079.31 = \$104,807.56$

The difference in eligible costs and estimated incremental taxes captured ($\$648,190.28 - 283,936.77 = 364,253.51$) is covered by the developer.

To date, there are six Kalamazoo County Brownfield Plans. These plans are assisting development in Comstock Township, Kalamazoo Township, Oshtemo Township, Village of Schoolcraft, the City of Kalamazoo, and the City of Portage.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt lmjarn@kalcounty.com, ph. 384-8115

KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION APPROVING A BROWNFIELD PLAN
BY THE COUNTY OF KALAMAZOO
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Board of Commissioners of Kalamazoo County, Michigan, held in the Board of Commissioners Room, County Administration Building located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan, on the 16th day of December, 2014 at 7 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Kalamazoo County Board of Commissioners, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of Kalamazoo County (the "Authority") and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Kalamazoo County Board of Commissioners, the Brownfield plan (the "Plan") attached hereto, to be carried out within the Village of Schoolcraft, relating to the redevelopment project on the industrial property located at 555 E. Eliza Street in the Village of Schoolcraft, Michigan, (the "Site"), as more particularly described and shown in Figure 1 and Attachment "A" contained within the attached Plan; and

WHEREAS, the Kalamazoo County Board of Commissioners have reviewed the Plan, and have been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Sections 13(13) of the Act; and

WHEREAS, the Kalamazoo County Board of Commissioners have noticed and held a public hearing in accordance with Section 13(10,11,12 and 13) of the Act, and

WHEREAS, the Village of Schoolcraft has passed a resolution supporting adoption of the Plan;

WHEREAS, the Kalamazoo County Board of Commissioners have made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, was feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and

WHEREAS, as a result of its review of the Plan, the Kalamazoo County Board of Commissioners concur with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. **Plan Approved.** Pursuant to the authority vested in the Kalamazoo County Board of Commissioners, by the Act, the Plan is hereby approved in the form attached to this Resolution.
- 2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
- 3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF KALAMAZOO) ss:

I, the undersigned, the fully qualified Clerk of Kalamazoo County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of Kalamazoo County at a regular meeting held on the 16th day of December, 2014, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 16th day of December, 2014.

Timothy A. Snow, Kalamazoo County Clerk

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Dec 16, 2014

DEPARTMENT: Buildings & Grounds

PREPARED BY: Randy Winterowd

SUBJECT: Services Agreement

SPECIFIC ACTION REQUESTED:

Requesting Board of Commissioner approval to renew contract with Advance Security for Security Services at Gull Road Court and Administration Building, and add 24 hours/week service at the Nazareth Complex.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approx \$130,000/year at Gull Road Court, \$35,000/year at Administration Building, and \$17,000 at Nazareth.

TIME FRAME OF ACTION: As soon as Possible. Current contract has expired.

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

General Fund and Nazareth (HCS) Fund.

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Average hourly rate increase for each security officer from \$12.50 to \$13.44. Average hourly rate reduction for Supervisor from \$17.00 to \$16.47.

PROCUREMENT INFORMATION:

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

Contract was not bid, because monitoring will integrate with warranty from same vendor.

CONTACT PERSON WITH PHONE NUMBER:

Randy Winterowd, Director of Buildings & Grounds 384-8121

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

COURT: Ninth Circuit Court- Family Division

PREPARED BY: Jaishree Khatri

SUBJECT: Grant Proposal

SPECIFIC ACTION REQUESTED: The Youthful Offender in Transitions Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2015. We would like to apply for a grant with the Kalamazoo Community Foundation to offset the operating budget for YOTP. This grant would be due to the Kalamazoo Community Foundation on January 9, 2015.

DESCRIPTION OF ACTION (dollar amount, purpose): YOTP would like to request funding in the amount of \$82,894.00 from the Kalamazoo Community Foundation to put towards operating costs incurred by YOTP during the program year 2015.

TIME FRAME OF ACTION: The funds will be used pending approval of the grant and award money and ending December 31, 2015.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): The Kalamazoo Community Foundation is a locally based foundation and provides funding for human services programming in Kalamazoo County to programs that serve disadvantaged populations.

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)

Position already exists from previous grant. New grant funding will come out of the same fund, so no elimination or creation is needed.

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)

YOTP previously received funds in the amount of \$120,000.00 that was utilized from February 2013 and will be exhausted in February 2015.

ANY OTHER PERTINENT INFORMATION:

Our letter of interest has been submitted and accepted. A site visit from the Kalamazoo Community Foundation was held on December 1, 2014 at 9:00 at the YOTP office.

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: Katherine B. Flack (269)385-6039

kbflac@kalcounty.com

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Grant Submission

SPECIFIC ACTION REQUESTED:

Permission to submit planning grant for a Juvenile Mental Health Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$55,555.80.

The 9th Circuit Court will use funds from the planning grant to design and prepare for the implementation of a Juvenile Mental Health Court. First, planning grant funds will be used to establish an improved process for compiling, analyzing, and sustaining information of the mental health data of juveniles at every point in the justice system. Second, planning grant funds will be used to allow planning team members to visit existing Juvenile Mental Health Courts in Michigan and learn from their experiences and best practices. Third, planning grant funds will be used to pay for the coordination of the planning team and planning process for the development and implementation of a new way of fulfilling the youth of Kalamazoo County's mental health and developmental needs.

TIME FRAME OF ACTION:

11/7/2014 – 9/30/2015

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

State

PERSONNEL IF REQUIRED:

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

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:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Creation of Positions

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court is requesting permission create two part time (16 hours/week) positions for the purposes of drug testing. These positions will be funded by the grants that the Drug Treatment Court Program receives.

DESCRIPTION OF ACTION (dollar amount, purpose):

Creation of two part time Drug Testing Assistant positions.

TIME FRAME OF ACTION:

Positions will be filled as soon as possible.

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

Positions will be funded by Federal/State and local 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>
TBD	Drug Testing Assistant	k03	\$11.75/hr – 15.86/hr	.4	240-140-704.08
TBD	Drug Testing Assistant	k03	\$11.75/hr – 15.86/hr	.4	242-140-704.08

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:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Equalization

PREPARED BY: Mathew Hansen

SUBJECT: Amended 2014 Apportionment Report

SPECIFIC ACTION REQUESTED:

Adoption by Resolution of the Amended 2014 Apportionment Report by the Kalamazoo County Board of Commissioners.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

FUNDING SOURCE IF REQUIRED (Federal, State, or 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)

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Mathew Hansen 383-8961



Equalization Department

201 West Kalamazoo Ave., Rm 203 • Kalamazoo MI 49007-3777
Phone (269) 383-8960 • Fax (269) 383-8962
www.kalcounty.com/equalization

December 16, 2014

Kalamazoo County Board of Commissioners
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

Ladies and Gentlemen:

The Kalamazoo County Department of Equalization has prepared the Amended 2014 Apportionment Report for your review and adoption. A clerical error on the 2012 Apportionment Report necessitated a correction of the Texas Township Allocated Millage Rate for 2014 from 0.8839 to 0.8570 mills and adjustments for 2012 and 2013 of -0.0251 mills and -0.0259 mills respectively.

Respectfully submitted,

Mathew Hansen, MMAO (4)
Equalization Director

RESOLUTION TO AMEND
2014 RESOLUTION TO APPORTION AD VALOREM TAXES

WHEREAS, on October 21, 2014, the Kalamazoo County Board of Commissioners adopted a Resolution to Apportion Ad Valorem Taxes for 2014; and

WHEREAS, it is necessary to amend said Resolution to correct the millage rates and estimated levies to the County.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby amend the 2014 Resolution to Apportion Ad Valorem Taxes as follows:

Texas Township: Allocated Millage Rate - Correct the clerical error from 0.8839 mills to a cumulative 0.8060, and make all necessary changes to the Report's millage rate sheet and Summary pages.

Dated: December 16, 2014

David C. Maturen, Chairman
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN)

COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on December 16, 2014.

Timothy A. Snow
Kalamazoo County Clerk/Register

	STATE EQUALIZED VALUE	TAXABLE VALUE	P.R.E. VALUE	NON P.R.E. VALUE
REAL PROPERTY				
Agricultural	9,378,500	4,693,486	4,693,486	0
Commercial	56,693,800	52,662,425	525,154	52,137,271
Industrial	5,844,300	5,549,673	41,424	5,508,249
Residential	722,197,100	670,124,153	623,540,806	46,583,347
TOTAL REAL	794,113,700	733,029,737	628,800,870	104,228,867
PERSONAL PROPERTY				
Agricultural	0	0	0	0
Commercial	9,730,000	9,730,000	9,730,000	0
Industrial	298,300	298,300	298,300	0
Residential	0	0	0	0
Utility	10,771,600	10,771,600	0	10,771,600
TOTAL PERSONAL	20,799,900	20,799,900	10,028,300	10,771,600
GRAND TOTAL	814,913,600	753,829,637	638,829,170	115,000,467
	TAXABLE VALUE	MILLS	ANTICIPATED REVENUE	UNIT TOTALS
KALAMAZOO COUNTY	753,829,637	6.3601		\$4,794,431.88
ALLOCATED		4.6871	\$3,533,274.89	
EXTRA VOTED-PUBLIC SAFETY		1.4491	\$1,092,374.53	
EXTRA VOTED-JUV. HOME DEBT		0.2239	\$168,782.46	
KALAMAZOO CO. TRANSPORTATION	753,829,637	0.4000	\$301,531.85	\$301,531.85
TEXAS TOWNSHIP	753,829,637	1.3052		\$983,898.44
ALLOCATED		0.8570	\$646,032.00	
EXTRA VOTED - FIRE		0.4992	\$376,311.75	
2012 OVER LEVY ADJ		-0.0251	(\$18,921.12)	
2013 OVER LEVY ADJ		-0.0259	(\$19,524.19)	
K-RESA - SD#39010, 39140 & 39160	366,487,666	4.8916		\$1,792,711.07
ALLOCATED		0.1446	\$52,994.12	
EXTRA VOTED		2.8970	\$1,061,714.77	
ENHANCEMENT		1.5000	\$549,731.50	
DEBT RETIREMENT		0.3500	\$128,270.68	
VAN BUREN ISD - SD #80150	387,341,971	5.9728		\$2,313,516.12
ALLOCATED		0.1414	\$54,770.15	
EXTRA VOTED - SPECIAL ED.		3.3321	\$1,290,662.18	
EXTRA VOTED - VOCATIONAL		2.4993	\$968,083.79	
KVCC	753,829,637	2.8135	\$2,120,899.68	\$2,120,899.68
STATE EDUCATION TAX*	753,531,337	6.0000	\$4,521,188.02	\$4,521,188.02
39010 KALAMAZOO				\$1,800,368.15
EXTRA VOTED-NON PRE	56,162,459	18.0000	\$1,010,924.26	
DEBT RETIREMENT	106,696,301	6.9500	\$741,539.29	
COMMERCIAL PERSONAL	7,984,100	6.0000	\$47,904.60	
39140 PORTAGE				\$1,730,817.76
EXTRA VOTED-NON PRE	16,951,202	18.0000	\$305,121.64	
DEBT RETIREMENT	245,530,054	5.3000	\$1,301,309.29	
SINKING FUND	245,530,054	0.5000	\$122,765.03	
COMMERCIAL PERSONAL	270,300	6.0000	\$1,621.80	
39160 SCHOOLCRAFT				\$137,250.60
EXTRA VOTED-NON PRE	1,537,854	18.0000	\$27,681.37	
DEBT RETIREMENT	14,261,311	7.5000	\$106,959.83	
COMMERCIAL PERSONAL	434,900	6.0000	\$2,609.40	
80150 MATTAWAN				\$2,413,589.49
EXTRA VOTED-NON PRE	40,348,952	18.0000	\$726,281.14	
DEBT RETIREMENT	387,341,971	4.3400	\$1,681,064.15	
COMMERCIAL PERSONAL	1,040,700	6.0000	\$6,244.20	
KALAMAZOO PUB. LIB. - SD #39010	106,696,301	3.9583	\$422,335.97	\$422,335.97
PORTAGE DIST. LIB. - SD #39140	245,530,054	1.5000	\$368,295.08	\$368,295.08
*Total T.V. Less Industrial P.P. T.V.			GRAND TOTAL	\$23,700,834.11

SUMMER LEVY NON-P.R.E.

TEXAS TOWNSHIP

Revised 11/24/2014

6% Interest

1% Admin. Fee

	39010 KALAMAZOO	80150 MATTAWAN	39140 PORTAGE	39160 SCH-CRAFT
TOWNSHIP	0.0000	0.0000	0.0000	0.0000
COUNTY	4.6871	4.6871	4.6871	4.6871
SCHOOL	0.0000	0.0000	0.0000	0.0000
S.E.T.	6.0000	6.0000	6.0000	6.0000
KRESA	0.0000	0.0000	0.0000	0.0000
KVCC	0.0000	0.0000	0.0000	0.0000
VBISD	0.0000	0.0000	0.0000	0.0000
KALAMAZOO LIB.	0.0000	0.0000	0.0000	0.0000
SUMMER TOTAL	10.6871	10.6871	10.6871	10.6871

WINTER LEVY NON-P.R.E.

1% Admin. Fee

	39010 KALAMAZOO	80150 MATTAWAN	39140 PORTAGE	39160 SCH-CRAFT
TOWNSHIP	1.3052	1.3052	1.3052	1.3052
COUNTY	1.6730	1.6730	1.6730	1.6730
SCHOOL	24.9500	22.3400	23.8000	25.5000
S.E.T.	0.0000	0.0000	0.0000	0.0000
KRESA	4.8916	0.0000	4.8916	4.8916
KVCC	2.8135	2.8135	2.8135	2.8135
VBISD	0.0000	5.9728	0.0000	0.0000
KALAMAZOO LIB.	3.9583	0.0000	0.0000	0.0000
PORTAGE LIB.	0.0000	0.0000	1.5000	0.0000
K-CO. TRANSPORT	0.4000	0.4000	0.4000	0.4000
WINTER TOTAL	39.9916	34.5045	36.3833	36.5833
Winter Commercial Personal	27.9916	22.5045	24.3833	24.5833
TOTAL LEVY NON-P.R.E.	50.6787	45.1916	47.0704	47.2704
Total Levy Commercial Personal	38.6787	33.1916	35.0704	35.2704

P.R.E.

SUMMER LEVY	10.6871	10.6871	10.6871	10.6871
WINTER LEVY	21.9916	16.5045	18.3833	18.5833
TOTAL LEVY P.R.E.	32.6787	27.1916	29.0704	29.2704

2014 -- TABULATION OF ESTIMATED AD VALOREM TAXES
 KALAMAZOO COUNTY

Assessing Unit	Taxable Value	S.E.T. School Education Tax	COUNTY		SCHOOL TAX			CITY/TWP TAX			Villages/Specials Delq./Other Taxes	Total Levies
			Alloc., Oper. & Debt	Trans. Authority	Non-Home. Oper.	Debt Oper.	Sinking Fund	REN. ZONE	ISD'S Comm Coll. & Libraries	Alloc. Oper.		
TOWNSHIPS												
Alamo	123,286.028	738,047.05	782,404.46	49,203.14	473,317.65	919,077.40	0.00	2,085.40	717,397.51	104,015.43	3,785,549.04	3,787,889.04
Brady	149,333.950	887,674.50	949,778.86	59,733.58	467,288.02	1,025,298.23	0.00	0.00	1,269,596.14	121,378.63	4,781,747.96	4,943,386.15
Charleston	103,205.400	581,490.90	656,396.67	41,282.16	641,179.28	662,325.55	4,310.74	0.00	897,968.51	100,356.93	3,585,310.74	3,593,458.53
Climax	66,885.223	400,992.44	425,396.71	26,754.09	182,574.31	481,423.57	0.00	0.00	515,357.32	56,812.31	2,258,523.80	2,416,809.25
Cornstock	530,704.739	2,805,152.99	3,109,673.24	194,964.21	2,906,780.49	2,506,605.09	54,412.48	216,471.08	3,835,641.12	475,907.63	17,073,313.18	17,080,866.78
Cooper	256,222.213	1,515,932.64	1,628,843.88	102,439.67	848,775.11	1,873,337.46	10,418.42	903.14	1,845,243.79	220,091.63	8,045,991.74	8,048,429.24
Kalamazoo	417,590.106	2,390,217.20	2,656,470.01	167,036.04	2,575,853.94	2,838,738.28	0.00	0.00	4,765,682.36	3,745,407.42	19,139,415.25	19,140,373.04
Ostheim	719,781.130	4,306,475.58	4,577,879.97	287,912.45	5,121,152.03	4,790,259.74	0.00	0.00	8,264,113.34	702,866.27	28,050,659.38	28,053,226.88
Pavilion	192,115.175	1,115,197.65	1,221,871.73	76,846.07	657,019.13	1,216,952.39	12,957.14	0.00	1,519,138.03	163,605.28	5,983,587.42	6,009,036.20
Prairie Ronde	100,481.304	600,590.72	639,071.14	40,192.52	153,669.38	707,003.44	0.00	0.00	788,600.18	88,453.70	3,063,702.00	3,063,702.00
Richland	372,903.376	2,144,592.46	2,371,702.76	149,161.35	1,230,404.50	1,555,007.08	242,387.19	0.00	3,278,044.41	293,102.05	11,264,401.80	11,586,757.70
Ross	303,035.977	1,907,204.66	1,927,339.12	121,214.39	1,468,914.22	1,333,825.84	177,399.23	0.00	2,465,965.94	196,973.39	9,669,768.52	10,071,796.19
Schoolcraft	285,456.626	1,627,363.06	1,809,288.33	113,775.57	1,307,565.25	2,022,179.61	0.00	7,458.93	2,389,986.17	250,533.81	9,538,150.73	11,214,913.11
Texas	753,829.637	4,521,188.02	4,794,431.88	301,531.85	2,128,388.41	3,830,872.56	122,765.03	0.00	7,017,757.92	607,586.69	23,700,834.11	23,700,834.11
Wakeshina	50,482.209	302,893.25	321,071.90	20,192.88	283,130.44	323,822.57	0.00	0.00	399,302.27	50,325.71	1,709,739.02	1,702,500.40
SUBTOTAL	4,425,315.093	25,745,014.12	27,871,620.66	1,752,239.97	20,446,012.16	26,087,728.81	624,650.23	226,919.55	99,999,830.01	7,177,416.88	151,629,694.69	154,413,998.62
CITIES												
Galesburg	27,168.911	159,145.87	172,796.99	10,867.56	227,258.09	176,587.92	0.00	0.00	236,508.09	239,407.01	1,249,750.44	1,279,192.18
Kalamazoo	1,482,368.086	8,203,075.04	9,350,236.95	590,484.97	12,680,429.58	10,085,230.48	16,666.87	42,353.55	17,224,959.52	28,447,361.73	89,854,947.42	90,194,761.29
Parliament	44,148.858	248,427.52	280,791.15	17,659.54	300,071.54	342,153.65	0.00	0.00	428,062.91	736,279.33	2,353,445.64	2,353,445.64
Portage	1,980,551.433	10,353,413.75	12,582,349.70	791,297.82	12,098,052.23	10,551,417.35	962,731.08	13,379.90	18,214,206.66	21,613,508.70	87,180,357.19	87,180,357.19
SUBTOTAL	3,534,237.288	18,864,062.18	22,426,174.79	1,410,309.89	25,305,811.44	21,155,399.40	979,399.95	55,733.45	36,103,737.18	51,036,546.77	180,638,200.69	181,007,756.30
TOTAL	7,959,552,381 *	44,709,076.30	50,297,795.45 **	3,162,549.86	45,751,823.60	47,243,128.21	1,604,050.18	282,653.00 ***	76,103,567.19	58,213,963.65	4,899,287.94	335,421,754.92
TOTAL SET TAXES			44,709,076.30		13.33%							335,421,754.92
TOTAL SCHOOL TAXES			94,881,654.99		28.29%							
TOTAL TOWNSHIP & CITY TAXES			63,113,251.59		18.82%							
TOTAL VILLAGES, SPECIALS, DELQ. & OTHER			3,153,859.54		0.93%							
TOTAL COUNTY GOVERNMENT TAXES			53,480,345.31		15.94%							
TOTAL ISD'S COMM COLL. & LIBRARIES			76,103,567.19		22.69%							
TOTAL TAXES			335,421,754.92		100.00%							

* Includes Captured Ad Valorem Taxable Value of 206,713,707 and Renaissance Zones Ad Valorem Taxable Value of 54,891,540.
 ** Includes Captured Ad Valorem Revenue of \$1,314,720
 *** Includes Renaissance Zone Ad Valorem Revenue for Debt and Sinking Fund.

P.R.E.
2014 MILLAGE RATES
KALAMAZOO COUNTY EQUALIZATION DEPARTMENT

Revised 11/24/2014

Page 1 of 2

	CITIES	SCHOOL DISTRICT	ANNUAL RATE/M
*	Galesburg	39050 Galesburg/Augusta	37.7770
*	Kalamazoo	39010 Kalamazoo Public	52.7940
		39030 Comstock Public	50.8440
		39130 Parchment Public	51.6265
		39140 Portage Public	51.6440
*	Parchment	39130 Parchment Public	46.8832
*	Portage	39140 Portage Public	38.6908
		39030 Comstock Public	37.8908
		39170 Vicksburg Public	39.7408
		39160 Schoolcraft Public	40.3908

	VILLAGES	SCHOOL DISTRICT	TOWNSHIPS	ANNUAL RATE/M
*	Augusta	39050 Galesburg/Augusta	Ross	42.9297
			Charleston	43.2886
	Climax	39020 Climax/Scotts	Climax	41.0146
	Richland	39065 Gull Lake	Richland	36.6567
*	Schoolcraft	39160 Schoolcraft	Schoolcraft	44.7465
*	Vicksburg	39170 Vicksburg	Brady	44.8638
			Schoolcraft	44.9318

	TOWNSHIPS	SCHOOL DISTRICT	ANNUAL RATE/M	TOWNSHIPS	SCHOOL DISTRICT	ANNUAL RATE/M
*	Alamo	03010 Plainwell	26.7762	* Pavilion	39020 Cli-Scott	28.5168
		03020 Otsego	26.9362		39030 Comstock	26.3168
*	Brady	39170 Vicksburg	28.9638		39050 Gales/Aug	27.8168
		75060 Mendon	28.1119		39140 Portage	28.6168
*	Charleston	39050 Gales/Aug	28.9376		39170 Vicksburg	28.1668
		39020 Cli-Scott	29.6376	* Prairie Ronde	39160 Schoolcraft	29.3045
		39065 Gull Lake	27.2576		80140 Lawton	29.1722
*	Climax	39020 Cli-Scott	31.0146		80150 Mattawan	27.2257
		39050 Gales/Aug	30.3146	* Richland	39065 Gull Lake	27.1567
*	Comstock	39030 Comstock	28.4270	* Ross	39050 Gales/Aug	28.5787
		39050 Gales/Aug	29.9270		39065 Gull Lake	26.8987
		39065 Gull Lake	28.2470	* Schoolcraft	39170 Vicksburg	29.0318
*	Cooper	39065 Gull Lake	27.0622		39160 Schoolcraft	29.6818
		39130 Parchment	31.0654	* Texas	80150 Mattawan	27.1916
		03010 Plainwell	25.9988		39140 Portage	29.0704
		03020 Otsego	26.1588		39010 Kal Public	32.6787
*	Kalamazoo	39010 Kal Public	40.3426		39160 Schoolcraft	29.2704
		39030 Comstock	38.4028	* Wakeshma	39170 Vicksburg	28.3121
		39130 Parchment	39.1751		39020 Cli-Scott	28.6621
***	Oshtemo	39010 Kal Public	32.3500		13050 Athens	27.9363
		80150 Mattawan	30.8212		75040 Colon	25.0602
		03020 Otsego	29.3166		75060 Mendon	27.4602

* Collects an additional 1% Administration Fee.

***Collects an additional 0.5% Administration Fee for the Winter levy.

Special Assessments are not included in above rates.

NON-P.R.E.
 2014 MILLAGE RATES
 KALAMAZOO COUNTY EQUALIZATION DEPARTMENT

Revised 11/24/2014

Page 2 of 2

	CITIES	SCHOOL DISTRICT	ANNUAL RATE/M
*	Galesburg	39050 Galesburg/Augusta	55.7770
*	Kalamazoo	39010 Kalamazoo Public	70.7940
		39030 Comstock Public	68.8440
		39130 Parchment Public	69.6265
		39140 Portage Public	69.6440
*	Parchment	39130 Parchment Public	64.8832
*	Portage	39140 Portage Public	56.6908
		39030 Comstock Public	55.8908
		39170 Vicksburg Public	57.7408
		39160 Schoolcraft Public	58.3908

	VILLAGES	SCHOOL DISTRICT	TOWNSHIPS	ANNUAL RATE/M
*	Augusta	39050 Galesburg/Augusta	Ross	60.9297
			Charleston	61.2886
	Climax	39020 Climax/Scotts	Climax	59.0146
	Richland	39065 Gull Lake	Richland	54.6567
*	Schoolcraft	39160 Schoolcraft	Schoolcraft	62.7465
*	Vicksburg	39170 Vicksburg	Brady	62.8638
			Schoolcraft	62.9318

	TOWNSHIPS	SCHOOL DISTRICT		TOWNSHIPS	SCHOOL DISTRICT	ANNUAL RATE/M
*	Alamo	03010 Plainwell	44.6647	* Pavilion	39020 Cli-Scott	46.5168
		03020 Otsego	44.9362		39030 Comstock	44.3168
*	Brady	39170 Vicksburg	46.9638		39050 Gales/Aug	45.8168
		75060 Mendon	46.1119		39140 Portage	46.6168
*	Charleston	39050 Gales/Aug	46.9376		39170 Vicksburg	46.1668
		39020 Cli-Scott	47.6376	* Prairie Ronde	39160 Schoolcraft	47.3045
		39065 Gull Lake	45.2576		80140 Lawton	46.8518
*	Climax	39020 Cli-Scott	49.0146		80150 Mattawan	45.2257
		39050 Gales/Aug	48.3146	* Richland	39065 Gull Lake	45.1567
*	Comstock	39030 Comstock	46.4270	* Ross	39050 Gales/Aug	46.5787
		39050 Gales/Aug	47.9270		39065 Gull Lake	44.8987
		39065 Gull Lake	46.2470	* Schoolcraft	39170 Vicksburg	47.0318
*	Cooper	39065 Gull Lake	45.0622		39160 Schoolcraft	47.6818
		39130 Parchment	49.0654	* Texas	80150 Mattawan	45.1916
		03010 Plainwell	43.8873		39140 Portage	47.0704
		03020 Otsego	44.1588		39010 Kal Public	50.6787
*	Kalamazoo	39010 Kal Public	58.3426		39160 Schoolcraft	47.2704
		39030 Comstock	56.4028	* Wakeshma	39170 Vicksburg	46.3121
		39130 Parchment	57.1751		39020 Cli-Scott	46.6621
***	Oshtemo	39010 Kal Public	50.3500		13050 Athens	45.9363
		80150 Mattawan	48.8212		75040 Colon	43.0602
		03020 Otsego	47.3166		75060 Mendon	45.4602

* Collects an additional 1% Administration Fee.

***Collects an additional 0.5% Administration Fee for the Winter levy.

Special Assessments are not included in above rates.



Kalamazoo County

Health & Community Services

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

DATE: December 16, 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 PROVIDER ENTITY AND THE HCS/AAAIIA

ACTION REQUESTED

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

<u>Organization</u>	<u>Services</u>	<u>Funding</u>
Ecumenical Senior Center	Senior Center Staffing, Transportation	\$6,093
Legal Aid of Western MI	Legal Services	\$12,713
WMU Center for Disability Services	Adult Day Care, USDA	\$10,827
Counseling at Home	Caregiver Counseling	\$7,035

DESCRIPTION OF SUBJECT

The amendments cover 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.

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 TO PROVIDER OF SERVICE AGREEMENT
BETWEEN ADVOCACY SERVICES FOR KIDS (ASK) AND THE HCS/AAIIIA**

ACTION REQUESTED

HCS Administration requests Board approval of contract amendment between the HCS/AAIIIA and Advocacy Services for Kids (ASK). This amends the contract period to October 1, 2013 through December 31, 2014 and accounts for funding for services provided during this time. The original contract was approved on 10-1-13.

DESCRIPTION OF SUBJECT

The amendment covers funding to provide caregiver education, support and 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.

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 ASK for services provided is not to exceed \$4,043 for the identified funding and contract period.

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.

C. APPROVAL OF A PURCHASE AGREEMENT WITH ADAMS REMCO FOR A SOFTWARE LICENSE UPGRADE AND APPROVAL OF TEMPORARY STAFFING TO IMPLEMENT THE HEALTH & COMMUNITY SERVICES DOCUMENT MANAGEMENT PLAN

ACTION REQUESTED

HCS Administration requests Board approval of a purchase agreement with Adams Remco in an amount \$34,571 to upgrade the department's current document management software and approval of two full time temporary staff for a period not to exceed two years in order to implement a department wide document management plan.

DESCRIPTION OF SUBJECT

As a necessary component of the HCS facility plan, a document management plan has been developed to address both archived files and workflow to manage future departmental file storage. The document management plan was developed by the HCS Management Information Specialist and includes the public health clinic and dental programs, medical examiner's office, administration and financial management units and grant funded programs. The objectives of the plan are to incorporate technological solutions to improve workflow processing, reduce the need for storage space at a new location(s), reduce the cost of transporting storage documents and to modify, implement and maintain record retention policies and procedures.

The document management plan has been reviewed and approved by the Deputy County Administrator, County Finance Director, Information Systems Department Director and HCS leadership.

The plan is forecasted to cost approximately \$185,821 as follows:

Software upgrade (10 additional user licenses)	\$34,571
Year two annual software maintenance	\$13,000
Scanners (2 large volume, 3 lower volume)	\$8,700
Two workstations (computer, phone)	\$3,500
Two temporary staff (full time for 2 years)	<u>\$126,050</u>
	\$185,821

RELATIONSHIP TO GOALS

This agreement does not relate to a specific HCS goal.

FUNDING SOURCE

This project would be funded through the use of HCS reserves.

PERSONNEL

Two full time temporary positions for a projected two year time frame are requested. HCS would work through the Human Resources Department to fill the temporary positions using one of the County's contracted temporary staffing agencies.

PROCUREMENT

Procurement policies and procedures were followed in the selection and procurement of the document management software currently used by Environmental Health.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Tammy Lahman, HCS Financial Management Services, at 373-5257 or at talahm@kalcounty.com.

D. APPROVAL OF A DENTAL PROVIDER AGREEMENT WITH DENTAL BENEFIT PROVIDERS, INC. FOR THE COORDINATION OF DENTAL CARE SERVICES FOR HEALTHY KIDS DENTAL PLAN ENROLLEES

ACTION REQUESTED

HCS Administration requests Board approval of an agreement with Dental Benefit Providers, Inc. to participate with enrolled members of this insurance network at KCHCS Dental Clinic.

DESCRIPTION OF SUBJECT

This agreement will provide further services, coordination and access to dental treatment for children in the Kalamazoo County Health Kids Dental Program. This will expand the ability of KCHCS to serve and treat more individuals and fulfills expectations that local health departments will work to ensure continuity and access to care for clients. The dental clinic is a program that provides billable services to predominantly low-income, at-risk and/or uninsured members of the public. The Agreements will be effective on December 1, 2014, and will be automatically renewed each year.

RELATIONSHIP TO GOALS

The agreement to coordinate and provide needed services is consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

FUNDING SOURCE

Services provided to enrollees of the MI Healthy Kids Dental Program at HCS dental clinics will be billed per the terms of the contract.

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 Tammy Lahman, Deputy Director – HCS, FMA at 373-5257 or talahm@kalamazoo.gov

E. APPROVAL OF AMENDMENT #2 TO DOE13-39015 WEATHERIZATION SUBCONTRACTOR AGREEMENTS

ACTION REQUESTED

HCS Administration requests Board approval of amendment #2 to Weatherization subcontractor agreements for the period of July 1, 2013 through July 1, 2015 with the entities listed below. The original agreements were approved by the Board on 12-17-13.

Subcontract Amendment #2 to Agreements with:

- Rogers Heating/Cooling - HVAC
- Better World Builders – Auditor/QC Inspector
- Athena Construction – Auditor/QC Inspector
- Lakeshore Construction – Weatherization Contractor
- Neville Construction - Weatherization Contractor
- Flory Construction – Weatherization Contractor

DESCRIPTION OF SUBJECT

These subcontract agreement amendments account for new requirements from the federal government in relation to contractor trainings. The amendment provides for the incorporation of Quality Control Inspector Training, Weatherization Auditor Training, Crew Leader Training, and Weatherization Worker Training to be paid for with DOE funding, by the County of Kalamazoo, into the current agreements. This will allow the continued completion of Weatherization related work to be completed for Kalamazoo

residents in need. These are a result of the grant award, DHS DOE13-39015, previously accepted by the Board of Commissioners.

RELATIONSHIP TO GOALS

The approval of these contract amendments will further the department's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives, work toward their self-sufficiency, and help improve the housing stock in our community.

FUNDING SOURCE

No county general funds are required. Funding is from the DHS grant award DOE13-39015 (U.S. Department of Energy through the Michigan Department of Human Services).

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

County Purchasing Policy was followed. The subcontractors listed above submitted a successful RFQ to the HCS – Community Action Agency.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, Housing and Neighborhoods Coordinator, Community Action Agency 373-5101 or at arleve@kalcounty.com.

F. APPROVAL OF THE 2015 HEALTH AND COMMUNITY SERVICES DEPARTMENT ENVIRONMENTAL HEALTH AND HOUSEHOLD HAZARDOUS WASTE (HHW) SERVICES FEE SCHEDULE

ACTION REQUESTED

HCS Administration requests Board approval of the 2015 fee schedule for Environmental Health and HHW services to take effect January 1, 2015.

DESCRIPTION OF SUBJECT

In accordance with the Board of Commissioner's Fee for Service revenue policy, the Health and Community Services Department evaluates fees to determine the cost of each service performed.

MDARD (Michigan Department of Agricultural and Rural Development) has increased their service fees effective January 1, 2015. Therefore, we incorporated the mandated

\$1 increase in 3 food service facility categories (fixed, seasonal and mobile) and incorporated a \$2 increase in the special transitory food unit license.

HHW provides a majority of its services to residents from municipalities with contracts from Kalamazoo County and neighboring municipalities. HHW also accepts waste from residents and businesses within Kalamazoo County who do not have a contract. For these customers, HHW calculates fees to be charged.

The residential participant fee for non contractual residential customers has decreased \$0.25 to \$6.50 per participant plus disposal costs.

Currently, the business participation fee is based on a standard fee of \$20 for the first 20 minutes of work plus an hourly rate of \$60 thereafter and disposal costs. Upon review of historical trends with this type of waste, we are proposing to implement a flat hourly rate fee to be charged in 15 minute increments. The proposed new fee is \$13.75 every quarter hour or the equivalent of \$55 an hour. Additional disposal costs are also applied dependent upon our costs for the items accepted.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. The fees charged for HCS services allows the department to recoup the expenses associated with performing public health functions.

FUNDING SOURCE

Funding for Environmental Health programs is acquired through general fund, fee revenue and grant reimbursements. Funding for HHW Services is acquired through the general fund, fees and cigarette tax funding. All fees have been incorporated into the 2015 budget.

PERSONNEL

This item does not require additional personnel.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns regarding this document. If you have any questions, please contact Deborah Cardiff, EH Manager at 373-5347 or dacard@kalcounty.com or Tammy Lahman, Deputy Director, HCS Financial Management and Administration at 373-5257 or talahm@kalcounty.com.

**G. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH
& COMMUNITY SERVICES AND VARIOUS SERVICE VENDORS**

ACTION REQUESTED

HCS Administration requests Board approval to enter into Business Associate Agreements (BAA) with the service vendors as listed below. BAAs will commence November 1, 2014.

Vendor:

Central Tile & Terrazzo Company, Inc.
Central Elevator
Dr. Hooks, Inc.
Fire Pros, Inc.

DESCRIPTION OF SUBJECT

The vendors listed above provide needed services for KCHCS and as such may have potential interactions & access to personal health information (PHI). KCHCS wishes to establish a business associate relationship between our entities to ensure all information is accurately and appropriately exchanged, transported and stored.

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

H. APPROVAL OF THE HEALTH & COMMUNITY SERVICES DEPARTMENT'S PLAN OF ORGANIZATION FOR THE STATE ACCREDITATION PROCESS

ACTION REQUESTED

HCS Administration requests Board approval of the 2015 Plan of Organization, a document required for the Local Public Health accreditation process, which will occur in February 2015.

DESCRIPTION OF SUBJECT

The Health and Community Services Department will participate in the sixth cycle of the Michigan Local Public Health Accreditation process in February 2015. 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 sixth cycle of State Accreditation.

RELATIONSHIP TO GOALS

The Health and Community Services Department works to improve the overall health of the community by reducing preventable disabilities and deaths. 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.

FUNDING SOURCE

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

PERSONNEL

There are no new personnel as a result of 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 Courtney Davis, HCS Administrative Coordinator at 373-5197 or at cldavi@kalamazoo.org

**I. APPROVAL OF AN AGREEMENT WITH THE AREA AGENCIES ON AGING
ASSOCIATION OF MICHIGAN AND THE KCHCS REGION IIIA AREA
AGENCY ON AGING**

ACTION REQUESTED

HCS Administration requests Board approval of an agreement with the Area Agencies on Aging Association of Michigan (AAAAM) and the KCHCS Region IIIA Area Agency on Aging, effective November 1, 2014 and ending October 31, 2016, in the amount of \$79,602.

DESCRIPTION OF SUBJECT

This grant is part of a statewide grant award received by the AAAAM from the Michigan Health Endowment Fund for the purpose of supporting expansion of our falls prevention program (Matter of Balance) and Diabetes PATH (Personal Action Toward Health) self management program developed by Stanford University.

RELATIONSHIP TO GOALS

This initiative will help to address the goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives.

FUNDING SOURCE

There are no county funds associated with this request. All funds received are from the Michigan Health Endowment Fund.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. Please contact Judy Sivak if there are questions at jasiva@kalcounty.com or 373-5153.

**J. POSITION ELIMINATION AND CREATION IN THE ENVIRONMENTAL
HEALTH DIVISION**

ACTION REQUESTED

HCS requests Board approval to eliminate a vacant 1.0 FTE Sr. Environmental Health Specialist in the Food Service and Facilities staff and create a 1.0 FTE Senior Environmental Health Specialist position in the Land, Water and Wastewater staff.

DESCRIPTION OF SUBJECT

This request is due to realignment of duties between staff currently assigned to the Food Service and Facilities programs being reassigned to work in the Land, Water and Wastewater programs.

RELATIONSHIP TO GOALS

Adequate staffing assures that all the minimum program requirements and contract work can be completed. Adequate staffing also assures our goals to improve the quality and safety of the physical environment, and in particular, protection of groundwater in Kalamazoo County.

FUNDING SOURCE

There are no additional costs to the County.

PERSONNEL

Eliminate:

Account #	Position Title/#	Grade	FTE	Pay Range	Effective
221-502	Environmental Health Specialist #10148-014	K8	1.0	\$40,705-\$54,953	12/16/14

Create:

Account #	Position Title/#	Grade	FTE	Pay Range	Effective
221-503	Sr. Environmental Health Specialist #10148-014	K8	1.0	\$40,705-\$54,953	12/16/14

PROCUREMENT

There is no procurement issue associated with this request.

CONCERNS/ISSUES

There are no concerns or issues. If you have any questions, please contact Deb Cardiff, EH Manager at 373-5347 or at dacard@kalamazoo.com.

K. APPROVAL TO CREATE AND ELIMINATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT DUE TO REORGANIZATION

ACTION REQUESTED

The Health & Community Services Department requests Board approval to eliminate 3.0 FTE positions and create 2.0 FTE positions due to departmental reorganization.

DESCRIPTION OF SUBJECT

As HCS continues to implement its reorganization, the requested action is needed to create the two new deputy director positions, recently factored. Eliminations of the previous deputy director and two division managers are corresponding actions. Still to be presented after receipt of factoring results will be the creation of a Community Action Manager position.

RELATIONSHIP TO GOALS

Establishing the organizational leadership for HCS will contribute to meeting all goals of the department.

FUNDING SOURCE

The positions to be created will be funded by the general fund and the position reorganization was determined to be cost neutral.

PERSONNEL

The following position actions are requested:

Create:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
101-613	Deputy Director, Health Services (new)	1.0	K13	67,787-91,540	11/24/14
101-613	Deputy Director, Community Services (new)	1.0	K13	67,787-91,540	11/24/14

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
101-613	Deputy Director 10700-001	1.0	K13	67,787-91,540	11/24/14
221-218	Clinical Svcs. Division Manager 10149-001	1.0	K11	55,224-74,547	11/24/14
221-222	Division Manager, HP&DP 10881-001	1.0	K10	48,776-65,832	11/24/14

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

L. POSITION CREATION IN THE HEALTHY FAMILIES AMERICA (HFA) MIECHV PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval to create a 0.5 FTE MCH Supervisor – HFA for the Healthy Families America (HFA) program effective December 16, 2014.

DESCRIPTION OF SUBJECT

The Healthy Families America (HFA) is an evidence-based home visitation model established through Prevent Child Abuse America. HFA offers home visits and case management to high risk families. HFA program goals include: cultivating the growth of nurturing, responsive parent child relationships, promoting healthy childhood growth and development, building foundations for strong family functioning, and offering resources and support based on the family strengths and circumstances. This is a new State initiative.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

No County funds are required as a result of this request. Funding to support the position creations is allocated through the CPBC grant as a new initiative utilizing Maternal, Infant, Child Health, Home Visitation (MIECHV) funds.

PERSONNEL

Create:

Account #	Position/#	Grade	FTE	Pay Range	Effective
303-143	MCH Supervisor-HFA #TBD	K09	0.5	\$44,470-\$60,049	12/16/2014

PROCUREMENT

There is no procurement issue associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal and Child Health Division Manager, at 373-5024 or at dlenz@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Personnel Policy Changes

SPECIFIC ACTION REQUESTED:

Adoption of the revisions to various Personnel Policy Changes.

DESCRIPTION OF ACTION (dollar amount, purpose):

In an effort to reflect current business practices in the County personnel policies, the following changes are being recommended:

- 3.03 – Employment Tests
- 3.05 – Job Posting
- 4.06 – Pay Policy for Employee and Position Actions
- 5.02 – Sick Leave
- 5.04 – Vacation Policy
- 5.05 – Leave of Absence
- 5.06 – Personal Leave
- 8.01 – Discharge
- 9.00 – Grievance Procedure

The updated policies are attached.

TIME FRAME OF ACTION:

Effective 1/1/2015.

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

CONTACT PERSON WITH PHONE NUMBER:

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

Number - 3.03

Date Approved 07/07/98

Supersedes 08/16/77

3.00 EMPLOYMENT POLICIES

3.03 ~~Pre~~-Employment Tests

As all tests for employment must be validated for job relatedness and non-discriminatory effect, the Human Resources Department shall be the only agent of the County to administer or approve tests for employment or promotion. As any qualification required of an applicant for employment is considered a test, minimum job requirements shall be approved by the Human Resources Department and periodically surveyed by Human Resources Department staff for appropriateness.

All applicants (external and internal) must comply with all employment tests, as indicated on the position's description.

Number - 3.04

Date Approved 09/18/12

Effective Date 01/01/13

Supersedes 07/07/98

3.04 Job Recruitment Policy

The purpose of the job recruitment and employee selection plan is to establish a viable system by which the County can meet its commitments to Federal, State, and local laws and regulations, as well as demonstrating to all present and potential future employees that equal employment opportunities for employment and advancement are realities within Kalamazoo County.

Number - 3.05

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes 01/~~19~~01/~~99~~13

3.00 EMPLOYMENT POLICIES

3.05 Job Posting

It is the policy of this County to encourage the upward mobility of County employees.

To meet these commitments the following procedures have been established. It is important that these procedures be carefully followed to avoid violations of governmental employment regulations and/or grievances filed by employees and applicants.

Employer Responsibilities

- A. If a position is to be filled by promoting a present employee from within the same department it is necessary that the job be posted as internal department only.
- B. If the vacancy is a bargaining unit position it shall be posted for bargaining unit members according to the bargaining unit agreement. If no bargaining unit member applies, or such applicants are determined unqualified for the position, it shall be posted for all County employees for five (5) business days.
- C. If the vacancy is not a bargaining unit position and has not been filled by department promotion it shall be posted internally for all County employees for five (5) business days.
- D. In the interest of timely filling of the vacancy with the most qualified candidate, internal and external posting procedures may occur simultaneously.
- E. All internal applicants whose experience and/or training appear to make them qualified candidates for the position must be interviewed for the position. Internal applicants for the County Administrator or Court Administrator positions are not assured an interview.
- F. County Department managers may review the personnel file, discipline and attendance records of County employees applying for a transfer.

Number - 3.05

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes ~~071/071/98~~13

3.00 EMPLOYMENT POLICIES

3.05 Job Posting (cont.)

- G. A selection or non-selection determination must be made for each application considered by the Department Head or Court Administrator in writing and on the Transfer Application Form to the employee. (The original shall be sent to the Human Resources Department for filing and a copy returned to the employee.)

Employee Responsibilities

If a current employee is interested in transferring to another County position, the following procedures should be carefully followed to assure consideration.

- A. Be aware of opportunities within the County. Discuss your interest in promotion or transfer with the Managers and Supervisors that will make those decisions in the areas you are interested.
- B. If a vacancy is posted, submit a Transfer Application Form available from the Human Resources Department within the five (5) business day posting period. Failure to submit a Transfer Application Form within the five (5) business day posting period cancels any advantage as an internal applicant.
- C. Employees who have completed six (6) months of service in their current jobs may submit transfer bids without their Supervisor's approval. Employees with less than six (6) months of service may not transfer without approval from their Department Head or Court Administrator.

Number - 4.06

Date Approved 04/16/13

Effective Date 04/01/16/1315

Supersedes 014/0116/13

4.00 WAGE AND SALARY ADMINISTRATION

4.06 Pay Policy for Employee and Position Actions

A. TRANSFER

An employee who transfers into a position that is assigned to the same salary band as his/her present position shall retain his/her current pay rate and band date for purposes of determining eligibility for future step increases, which will be based upon meeting or exceeding expectations.

B. PROMOTION

An employee who promotes into a position assigned to a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. In exception to the standard promotional increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'C' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'C' step must be approved by the Board of Commissioners. The effective date of the promotion becomes the employee's new position anniversary date. Eligibility for future step increases will be determined using the length of service in the new position, and will be based upon satisfactory performance.

C. DEMOTION

Upon demotion, an employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

1. An employee who voluntarily demotes into a position assigned to a lower salary band than his/her current position, or is demoted as the result of documented unsatisfactory performance, shall have his/her pay set according to the following criteria:
 - a. An employee whose current pay is greater than the maximum rate of the new band shall be placed in the new range at the maximum (H Step) rate.

Number - 4.06

Date Approved 04/16/13

Effective Date 04/16/13

Supersedes 01/04/13

4.00 WAGE AND SALARY ADMINISTRATION

4.06 Pay Policy for Employee and Position Actions (cont.)

- b. An employee whose current pay does not meet the criterion set in 4.06 C.1.a., shall be placed in the new band at the first step that represents a decrease in pay. The employee's pay shall not be set less than the minimum of the new band.
2. An employee who is demoted to a position assigned to a lower salary band than his/her current position as a result of County action and for any reason other than documented unsatisfactory performance shall retain his/her current pay rate.

D. RECLASSIFICATION

In accordance with Personnel Policy 4.07 B., positions may be reclassified. Position reclassification typically will become effective the date on which the formal request for evaluation from a Department Head or Court Administrator is received in the Finance Department.

1. An employee whose position is reclassified, resulting in a higher salary band assignment, shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. ~~placed in the new band at the first step that represents an increase in pay, not to exceed the maximum of the new band.~~ The effective date of the reclassification becomes the employee's new position anniversary date. Eligibility for future step increases will be determined using the length of service in the position at the new band level, and will be based upon satisfactory performance.
2. An employee whose position is reclassified, resulting in a lower salary band assignment, shall retain his/her current pay rate or be placed at the maximum of the new band, whichever is lower. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

Number - 4.06

Date Approved ~~04/16/13~~

Effective Date ~~04/16/13~~ 01/16/15

Supersedes ~~01/04/13~~ 01/16/13

4.00 WAGE AND SALARY ADMINISTRATION

4.06 Pay Policy for Employee and Position Actions (cont.)

3. An employee whose position is reclassified, yet the position remains assigned to the same salary band, shall retain his/her current pay rate and position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

E. REINSTATEMENT TO A PREVIOUS SALARY BAND

An employee who promoted and subsequently voluntarily demotes, or is demoted as the result of documented unsatisfactory performance, within one year of the promotion, to a position assigned to the pay band from which the employee promoted shall be placed in the range at the pay step the employee was being paid or would have attained if the promotion had never occurred. Likewise, the employee's position anniversary date shall be reset to the position anniversary date prior to the promotion for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

F. INTERIM APPOINTMENTS

Interim appointments typically should last no longer than three (3) months, although special circumstances periodically will necessitate a longer interim appointment period.

1. An employee who is appointed on an interim basis to a position with a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay, not to exceed the maximum of the new band. In exception to this standard increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'C' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'C' step must be approved by the Board of Commissioners.

Number - 4.06

Date Approved ~~04/16/13~~

Effective Date ~~04/16/13~~ 01/16/13

Supersedes ~~04/16/13~~

4.00 WAGE AND SALARY ADMINISTRATION

4.06 Pay Policy for Employee and Position Actions (cont.)

2. At the conclusion of an interim appointment:

An employee who returns to his/her regular position shall be placed in the band at the pay step the employee was being paid or would have attained if the interim appointment had never occurred. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance in his/her regular position.

An employee for whom an interim appointment becomes a regular position shall maintain the salary determined, under Personnel Policy 4.06 F.1., at the commencement of the interim appointment. The effective date of the interim appointment, which is being changed to a regular position status, becomes the employee's new anniversary date. Eligibility for future step increases will be determined using the length of service in the new position, and will be based upon satisfactory performance.

G. CLASSIFICATION SYSTEM AUDIT

In accordance with Personnel Policy 4.07 D., positions may be reviewed periodically outside the regular reclassification process to ensure proper evaluation and classification. Pay band reassignments due to a classification system audit will normally become effective upon completion of the audit and authorization of the Board of Commissioners.

1. An employee, with satisfactory performance, whose position is reassigned to a higher salary band as a result of a classification system audit, shall be placed in the new band at the first step that represents an increase in pay. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

Number - 4.06

Date Approved ~~04/16/13~~

Effective Date ~~04/16/13~~ 01/16/13

Supersedes ~~01/04/13~~ 01/16/13

4.00 WAGE AND SALARY ADMINISTRATION

4.06 Pay Policy for Employee and Position Actions (cont.)

2. In accordance with Personnel Policy 4.05 D., an employee, with documented unsatisfactory performance, whose position is reassigned to a higher salary band as a result of a classification system audit, shall retain his/her current pay rate until such time that the employee demonstrates consistently satisfactory performance. Upon demonstration of consistently satisfactory performance, the employee shall be placed in the new band at the first step that represents an increase in pay. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.
3. An employee whose position is reassigned to a lower salary band as a result of a classification system audit shall remain at his/her current pay rate until such time as the employee is eligible for further salary increases. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.
4. An employee whose position remains assigned to the same salary band as a result of a classification system audit shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

Number – 5.02

Date Approved 09/18/12

Effective Date 01/01/13⁵

Supersedes 071/4701/123

5.00 EMPLOYEE BENEFITS

5.02 Sick Leave

Paid sick leave is a means of insuring that an employee will not suffer loss of income because of illness. It is not a means by which an employee can earn additional days off.

Sick leave may be used for the illness of an employee or a family member living in the employee's home, or when covered by FMLA (see Personnel Policy 5.05E).

Each regular full-time employee of the County shall accrue three (3) hours with pay as sick leave for each completed bi-weekly pay period of full pay. Part-time regular employees who qualify and were hired on or before 12/31/2011, who are at least a 0.5 FTE or more and employees who were hired on or after 1/1/2012, who are at least a 0.8 FTE or more, accrue sick leave in proportion to their regular schedule. A full-time employee, who is placed on a short-term, temporary hour reduction from full-time to part-time, will be eligible for sick leave accrual based upon the hours worked in each biweekly pay period.

Sick leave with pay may be taken by regular employees throughout their period of employment with the County. An employee who is absent because of illness or injury must use accrued sick leave unless compensated by an outside source. Following the use of an employee's accrued sick leave, an employee may use accrued compensatory, personal or vacation leave for additional time lost because of illness or injury. Paid time off shall be used in an amount equal to the normal daily work hours that the employee loses as a result of such illness or injury with Department Head or Court Administrator approval. Sick leave may be accrued throughout the employee's entire period of classified service.

A health care provider's statement may be requested for verification of illness or injury.

The standard for unscheduled sick leave absences is five (5) occurrences during a twelve (12) month period.

An employee eligible for sick leave with pay may use such sick leave when arranged for and approved by the Department Head or Court Administrator, with the concurrence of the Human Resources Director in the following instances:

- A. When it is established to the County's satisfaction that an employee is incapacitated for the safe performance of his/her duty because of sickness or injury. A Department Head or Court Administrator may request a physician's

5.00 EMPLOYEE BENEFITS

5.02 Sick Leave (cont.)

verification of illness if absences are frequent or suggest possible abuse of sick leave.

- B. When due to exposure to contagious disease by which the health of others would be endangered by attendance at work. A physician's statement recommending absence from work shall be required.
- C. When death occurs in the employee's immediate family (current spouse, children, step children, parents, step parents, or foster parents, brothers, sisters, current mother-in-law, current father-in-law, grandparents, grandchildren, and any persons for whom financial or physical care is the employee's principal responsibility).

Employees may use accrued sick leave for health care provider visits. All employees, especially part- and flex-time employees, are encouraged to use non-work hours for appointments.

Employees may use accrued sick leave in fifteen (15) minute increments.

All sick leave used must be substantiated by written evidence signed by the employee's immediate Supervisor, Department Head, or Court Administrator, and by such other evidence as the appointing authority and/or the Human Resources Director may require. Falsification of such evidence shall be cause for dismissal.

An employee before returning to his/her duties from an illness of over five (5) consecutive working days may be required to submit a statement from his/her physician certifying his/her ability to return to work. Such statement shall be submitted to the Human Resources Director.

For employees hired prior to 1986, sick leave hours will be used on a "LIFO" basis, i.e., last in, first out.

5.00 EMPLOYEE BENEFITS

5.04 Vacation Policy

Every regular employee in the County service shall be allowed vacation leave at the rate shown in the following table:

- A. Every full-time, regular employee shall be entitled to vacation leave with pay of four (4) hours for each completed bi-weekly work period of full pay, except that no employee shall be entitled to utilize such vacation leave until he/she has completed six months after date of hire. Regular part-time employees who qualify, were hired on or before 12/31/2011 and who are a 0.5 FTE or more will accrue time according to regular scheduled hours. A full-time employee, who is placed on a short-term temporary hour reduction from full-time to part-time, will be eligible for vacation leave accrual based upon the hours worked in each biweekly pay period. Those hired after 12/31/11 who are less than a 0.8 FTE are not eligible for vacation time.
- B. Employees may use accrued vacation leave in fifteen (15) minute increments.
- C. Employees who have completed five (5) years of currently continuous service shall earn additional or bonus vacation leave with pay according to length of total classified service as follows:

For five (5) or more, but less than ten (10) years, sixteen (16) hours annually;

For ten (10) or more, but less than fifteen (15) years, thirty-two (32) hours annually;

For fifteen (15) or more, but less than twenty (20) years, forty-eight (48) hours annually;

For twenty (20) or more years, sixty-four (64) hours annually;

No vacation leave shall be authorized, accrued, or credited in excess of two hundred eighty (280) hours.

Employees who transfer from one County Department to another shall have their balance of vacation transferred to the new department.

When an employee is separated from County service and such employee has completed a six (6) month employment period, he/she shall be paid at his/her current rate of pay for his/her unused vacation leave, but in no case in excess of two hundred eighty (280) hours. Vacation leave shall NOT be allowed in advance of being earned. Bonus hours are not granted to employees who terminate without returning from an unpaid leave of absence. Any exception to this policy requires approval of the Human

Number - 5.04

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes ~~071/071/123~~

5.00 EMPLOYEE BENEFITS

5.04 Vacation Policy (cont'd)

Resources Director. Although the County reserves the right to allocate vacations, it is agreed that an effort shall be made to schedule vacation leave consistent with the staffing and workload requirements as determined by the County. An employee may utilize vacation leave only with the prior approval of the appropriate Supervisor.

Number - 5.05

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes 021/021/103

5.00 EMPLOYEE BENEFITS

5.05 Leave of Absence (cont.)

health condition, employees should provide the medical certification as soon as possible, but not later than fifteen (15) calendar days from the date the request for leave is made. Failure to provide the necessary certification will prevent any assertion of FMLA protection for that absence.

- b. The medical certification must include the first anticipated date of absence from service, a diagnosis, a brief statement describing treatment, and the expected date of return. The physician must state the employee is unable to perform the essential functions of the employee's job.

The medical certification to support a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care or presence is needed.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

An employee's physician can be contacted to clarify or authenticate a certification. Contact may not be made by the employee's direct supervisor, but rather by a representative of Human Resources.

2. Verification

If the County has reason to doubt the validity of the medical certification, it may require the employee to obtain a second certification at the County's expense. If the second certification differs from the first, the employer may require a third opinion, also at the County's expense. However, during the verification process, the employee is provisionally entitled to FMLA benefits.

If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave.

5.00 EMPLOYEE BENEFITS

5.05 Leave of Absence (cont.)

In order to render a sufficient and complete second opinion, the second opinion health care provider may request all relevant medical information pertaining to the employee's serious health condition. If the employee fails to provide all requested medical information pertaining to their serious health condition, the employer may deny the FMLA leave.

The County is permitted to designate the health care provider to furnish the second opinion; however, the selected health care provider may not be employed on a regular basis by the County or regularly utilize the services of the health care provider furnishing the second opinion.

23. Recertification

Employees will be required, unless the County waives the requirement, to recertify the need for the leave at least every thirty (30) days. Employees on leave must call in and report to their Supervisor on a periodic basis (at least every two (2) weeks) with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work.

34. Fitness to Return to Work

Upon return to work from a leave due to the employee's serious health condition, the employee will be required to provide medical certification of his/her fitness for duty.

45. Certification for New Child Leave

Employees will be required to provide reasonable documentation or statement of family relationship. This document may be a statement from the employee, or a child's birth certificate, a court document, etc. The

County is entitled to examine documentation such as a birth certificate, etc., but the employee is entitled to the return of the official document submitted for this purpose.

5.00 EMPLOYEE BENEFITS

5.05 Leave of Absence (cont.)

Wages and Benefits

1. Leave will be unpaid except as covered by any accrued compensatory, vacation, sick leave, personal time, disability, or workers' compensation benefits, if applicable.
2. For up to twelve (12) weeks the County will maintain the employee's benefit coverage under any group plan. Any employee contributions to the plan must be maintained during the leave to maintain coverage.

If the employee fails to make such contributions, the County may elect to either cancel health plan coverage (after 30 days) or to pay for the coverage and to obtain reimbursement by payroll deduction when the employee returns to work (see Personnel Policy 5.9). The employee will be given notice of potential cancellation at least fifteen (15) days prior to the effective date of cancellation.

3. Employees who fail to return from a leave will be obligated to reimburse the County for the cost of County-paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave, or other circumstances beyond the employee's control.

Coordination with Other Forms of Leave and Paid Time Off

FMLA leave is coordinated with other existing forms of leave and paid time off as follows:

1. Work-related serious medical condition: When FMLA leave is used for the employee's serious health condition which is covered by the Workers' Compensation Act, the provisions of that act will apply.
2. Other serious medical conditions of employee: When FMLA leave is used for a serious medical condition of the employee, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave with the approval of their Supervisor. For disability insurance to cover any period of the leave, all accumulated sick leave must be used first.

Number - 5.05

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes 021/021/103

5.00 EMPLOYEE BENEFITS

5.05 Leave of Absence (cont.)

3. Serious medical condition of child, spouse, or parent: When FMLA leave is used to care for a family member with a serious medical condition, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave.
4. Birth, adoption, foster care of a child: When FMLA leave is taken for purposes of child care, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave.
5. All time off work which meets the definitions under FMLA will be charged against the FMLA allowance. For example, whenever workers' compensation leave, a disability leave, or any other sick leave is due to a serious medical condition, all time taken will be charged against the employee's FMLA allowance. This applies even when the employee makes no reference to FMLA at the time the employee requests or takes time off.

Return to Work

1. Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave.
2. An employee who is off work for five (5) consecutive days because of his/her own serious health condition may be required to provide a fitness for duty certificate verifying that he/she is able to perform the essential functions of his/her job. Failure to provide that certificate will result in the delay of return to that employee's job.

Eligibility Year

The amount of FMLA leave available to an employee will be based on the 12-month period immediately preceding the date the employee uses any FMLA leave. The available leave will be the balance of the 12-week allowance which has not been used during the preceding 12 months.

Number - 5.05

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes 0~~21~~/0~~21~~/1~~03~~

5.00 EMPLOYEE BENEFITS

5.05 Leave of Absence (cont.)

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

1. The employment relationship would have terminated if the employee had not taken FMLA leave;
2. The employee informs the County of his/her intent not to return from leave;
or
3. The employee fails to return from leave or continues on leave after exhausting his/her FMLA leave entitlement.

In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.

5.00 EMPLOYEE BENEFITS

5.06 Personal Leave

Regular non-union employees are entitled to a maximum of forty (40) personal leave hours during a calendar year. Part-time employees who qualify, were hired on or before 12/31/2011 and who are at least a 0.5 FTE are given pro-rated personal hours based on hours worked. Effective 1/1/2012, employees who are less than a 0.8 FTE are not eligible for personal leave.

New hires may use personal leave hours in accordance with the following schedule; pro-rated for part-time employees.

Hire Date occurs Before the 15th of:	Personal Leave Hours available:
January	40
February	37
March	33
April	30
May	27
June	23
July	20
August	17
September	13
October	10
November	6
December	3

Employees may use personal leave in fifteen (15) minute increments.

In all cases, the use of personal leave hours must be approved by the Department Head or Court Administrator and shall not accumulate from one (1) calendar year to the next. There is no payoff for unused personal leave hours.

It is recognized that many employees are covered by the holiday benefits granted by the State of Michigan. Since the State recognized holidays differ from the County, employees of the Circuit, District, and Probate Courts may be entitled to differing holidays in lieu of personal leave hours.

Number - 8.00, 8.01

Date Approved 09/18/2012

Effective Date 01/01/~~13~~15

Supersedes 01/~~17~~01/~~06~~13

8.00 DISCIPLINE & EMPLOYMENT SEPARATION

8.01 Discharge

All County employees are at will. Either an employee or the County may end the employment relationship at any time, with or without cause. Disciplinary measures may be taken by the County to maintain discipline, efficiency, and a safe work environment.

The County ~~will generally~~may apply the concept of progressive discipline. Progressive discipline may include verbal warnings, written reprimands, suspensions with or without pay, and termination of employment. However, the County reserves the right to apply any level of disciplinary action.

In all cases of discipline short of termination, the written notice to the employee shall set forth why the employee's performance or conduct is unacceptable and what the Supervisor expects from such employee. When appropriate, this notice will also include a time period in which the Supervisor expects improvement in the employee's performance or conduct.

Copies of all notices of reprimand must be placed in the employee's personnel file.

All discharges shall be in writing ~~stating the date, facts, and reasons for discharge.~~

The Grievance Procedure set forth in Personnel Policy 9.00 does not apply to discharges except to the extent the employee is claiming a form of unlawful employment discrimination in connection with the discharge.

Number - 9.00

Date Approved 09/18/12

Effective Date 01/01/~~13~~15

Supersedes ~~0801/1701/1013~~

9.00 GRIEVANCE PROCEDURE

Employees of the County may initiate a grievance based upon an alleged violation of the County Personnel Policies. Employees may also utilize the grievance procedure if they believe they have been discriminated against because of religion, race, color, sex, marital status, a person's political affiliation, sexual orientation or gender identity, national origin, age, height, weight, or disability. Action taken by the County Administrator that involves concurrence of the County Board of Commissioners is final and not subject to this Grievance Procedure.

A grievant must contact the EEO Compliance Officer prior to formally initiating the grievance for advisement purposes and/or explanation of the policy and procedures. The Compliance Officer does not have the authority or responsibility to resolve a grievance, but will assist the employee or applicant in following the appropriate procedures. A grievance must be filed in the following manner:

- A. The grievant should complete a standard grievance form and submit it to the appropriate Supervisor within thirty (30) days of the occurrence of the event upon which the grievance is based. The Supervisor shall respond in writing within five (5) working days of the receipt of the grievance, unless it is mutually agreed that a longer time period is necessary.
- B. If the response of the Supervisor is not satisfactory, the grievant may continue the grievance process and submit an appeal to the next level of supervision or Department Head within five (5) working days of the employee's receipt of the Supervisor's response (Step A). The Supervisor or Department Head shall have ten (10) working days from the date the appeal is received to respond in writing to the grievance, unless it is mutually agreed that a longer period is necessary.
- C. If the appeal is not resolved at Step "B", the grievant may continue the process by submitting the appeal form to the ~~Deputy County Administrator~~ Human Resources Director within five (5) working days of the receipt of the response from Step "B". The ~~Deputy County Administrator~~ Human Resources Director shall, within ten (10) working days of the receipt of the appeal, respond in writing to the grievant, unless it is mutually agreed that a longer time period is necessary.
- D. If the grievance is not resolved at Step "C", the grievant may submit the appeal to the County Administrator. The appeal must be submitted within five (5) working days of the grievant's receipt of the response from Step "C". The County Administrator shall, within fifteen (15) working days of the receipt of the appeal, respond in writing to the grievant, unless it is mutually agreed that a longer time

Number - 9.00

Date Approved 09/18/12

Effective Date 01/01/13

Supersedes 08/17/10

9.00 GRIEVANCE PROCEDURE (cont.)

period is necessary. The decision of the County Administrator is final and binding on all parties.

In an instance in which the County Administrator has been a respondent to a grievance at Step "A" or "B" of the grievance procedure, the grievant may submit the appeal to the Chairperson of the Board of Commissioners. The appeal must be submitted within five (5) working days of the grievant's receipt of the response from Step "C". The Chairperson of the Board of Commissioners or his/her designee shall respond in writing to the grievance within fifteen (15) working days of the receipt of the grievance, unless it is mutually agreed that a longer time period is necessary. The decision of the Chairperson of the Board of Commissioners or his/her designee is final and binding on all parties.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Create and Eliminate Position

SPECIFIC ACTION REQUESTED:
 Create and eliminate position to reflect different funding account number.

DESCRIPTION OF ACTION (dollar amount, purpose):
 In an effort to separate the Wellness Initiative from the rest of the Employee Benefit Fund, a separate funding account has been created. This is just a housekeeping issue.

TIME FRAME OF ACTION:
 Effective 12/1/2015.

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

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

Create:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
103-003	Wellness Coordinator	1.0	K8	40,705.60- 54,953.60	12/1/14

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
103-000	Wellness Coordinator	1.0	K8	40,705.60- 54,953.60	12/1/14

NEW OR RENEWAL:
 N/A

CONTACT PERSON WITH PHONE NUMBER:
 Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Comstock Lions Club Bingo Contract - 2015

SPECIFIC ACTION REQUESTED:

Approve the 2015 contract for Comstock Lions Club to hold Friday night bingo games in the Kalamazoo County Expo Center, Room A.

DESCRIPTION OF ACTION (dollar amount, purpose):

The contract with the Comstock Lions Club for 2014 will generate \$18,744 in rental income. The Lions Club Bingo is played on Friday nights from 6:30PM to 11:00PM.

TIME FRAME OF ACTION:

The contract is for 2015.

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

NA

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)

County staff responsibilities are the regular duties of existing Fairground Operators. No additional staff is needed.

NEW OR RENEWAL:

This is a renewal contract. The Comstock Lions have been playing bingo on Friday nights at the Fairground since the mid 1970's.

ANY OTHER PERTINENT INFORMATION:

The Comstock Lions Club Bingo contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz 383-8787
Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: National Street Rod Contract - 2017

SPECIFIC ACTION REQUESTED:

Approve the 2017 National Street Rod Event Contract for the use of the Kalamazoo County Expo Center. The 2016 event is scheduled for September thru September 10, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the 2017 National Street Rod Event Contract for \$17,259.

TIME FRAME OF ACTION:

This contract is for the 2017 Street Rod NATS event.

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

NA

PERSONNEL IF REQUIRED:

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

NA

NEW OR RENEWAL:

Contracts for 2015 and 2016 have previously been approved. This contract will allow for the 31st consecutive Street Rod event at the Expo Center and Fairground.

ANY OTHER PERTINENT INFORMATION:

The National Street Rod Show contracts come to the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission. The National Street Rod Show is the largest event hosted at the Expo Center and Fairground and according to the CVB the event contributes over \$3.5 million to our local community. The event attracts 35,000 visitors and utilizes 3880 local hotel room nights.

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:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: December 16, 2014****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: Home Builders Association of S.W. Michigan 2016 & 2017 Home Expo Contract****SPECIFIC ACTION REQUESTED:**

Approve the 2016 & 2017 Home Expo Contract for use of the Kalamazoo County Expo Center. The event is scheduled for March 10-12 2016 and March 9-11 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the 2016 Home Expo contract for \$19,572.10 and 2017 is for \$19,957.80.

TIME FRAME OF ACTION:

The contract is for the 2016 & 2017 Home Expo. The 2015 Contract has already been approved.

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

NA

PERSONNEL IF REQUIRED:

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

NA

NEW OR RENEWAL:

The Home Expo returned to the expanded Expo Center facilities in 2014.

ANY OTHER PERTINENT INFORMATION:

The Home Expo Contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

PROCUREMENT INFORMATION:

(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:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

Y.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: Grant Application – US EPA

SPECIFIC ACTION REQUESTED:

Approval of a Kalamazoo County Brownfield Redevelopment Authority grant application to the US-EPA for Brownfield assessment.

DESCRIPTION OF ACTION (dollar amount, purpose):

If awarded, the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) will use the funds to assess the environmental conditions of potential brownfield sites throughout the county, with a focus on Kalamazoo Township. The KCBRA is applying for \$200,000 in petroleum assessment funds and \$200,000 in Hazardous Waste Assessment funds.

TIME FRAME OF ACTION:

Application deadline is December 19, 2014.

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

Federal funding with no match required.

PERSONNEL IF REQUIRED:

The KCBRA will use existing staff but the majority of the work will be conducted by a subcontractor.

NEW OR RENEWAL OR AMENDMENT:

The KCBRA received the same award in 2006

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

If awarded, the KCBRA will go through a competitive bidding process to determine the subcontractor used for the activities required by the grant award.

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt – 384-8115, lmjarn@kalcounty.com

Z.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jeff Getting, Prosecuting Attorney

SUBJECT: Copier lease with Ricoh-USA, Inc.

SPECIFIC ACTION REQUESTED:

Request Board approval of purchase orders for lease and maintenance costs with Ricoh-USA, Inc. for replacement copier for Prosecuting Attorney's Office, 3rd Floor and Gull Road locations. Proposal recommended for award is based on State of Michigan MiDEAL contract 071B9200190 with Ricoh, USA, Inc.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve purchase order for lease and maintenance costs for the 3rd floor - 48-month term at \$98.16 per month; quarterly billing on copy usage will be billed \$.0035 per image.

Approve purchase order for lease and maintenance costs for the Gull Road - 48-month term at \$220.59 per month; quarterly billing on copy usage will be billed \$.0035 per image.

TIME FRAME OF ACTION:

Leases will take effect in November 2014

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

101-229-941.00 – 3rd Floor
104-229-941.00 – Gull Road
275-140-941.00 – Gull Road (Child Support Grant)

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

New lease agreement

ANY OTHER PERTINENT INFORMATION:

Proposals were received from eight firms. The proposal from Ricoh-USA, Inc. best meets the needs of the department regarding price and equipment proposed.

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, 383-8900

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jeff Getting, Prosecuting Attorney

SUBJECT: Victims of Violence – Assistance Program

SPECIFIC ACTION REQUESTED:

Approve the FY 2014-2015 "Victims of Violence – Assistance Program" Victims of Crime Act (VOCA) Grant Agreement (no signatures required).

DESCRIPTION OF ACTION (dollar amount, purpose):

Please place the acceptance for the Victims of Crime Act (VOCA) grant award through the Michigan Department of Community Health, on the December 16, 2014 Board Meeting agenda for approval and required signatures. This grant allows us to employ a full-time Victim Advocate who specializes in working with victims of domestic violence and sexual assault. This will be the 28th year that we have received this grant.

TIME FRAME OF ACTION:

The grant begins on 10/1/2014 and ends on 9/30/15.

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

The amount of the federal funds that we received is \$60,393. There is also a soft match, provided by an existing County funded Victim Advocate, of \$15,098. The total amount of the grant agreement is \$75,491.

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)

- VOCA funded position (1 FTE): Diane Klauer (Victim Advocate, 10160-009, K7, 278-000)
- VOCA match position (.25 FTE): Lauren Brady (Victim Advocate, 10160-007, K7, 101-229)

NEW OR RENEWAL:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Jeff Getting, Prosecuting Attorney, (269) 383-8900

BB.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 16, 2014

DEPARTMENT: Sheriff's Office

**PREPARED BY: Paul Matyas, Undersheriff
Terra Mickolatcher, Financial Administrator**

SUBJECT: Commissary Agreement Approval

SPECIFIC ACTION REQUESTED:

Approve the Commissary agreement with Canteen Services, Inc.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Commissary agreement provides inmates the opportunity to purchase small snack items i.e. candy and chips, as well as certain non food items i.e. comb and brush. Annual sales have been approximately \$150,000.00 a year but are expected to rise given the opening of the jail addition.

TIME FRAME OF ACTION:

The three year agreement begins January 1, 2015 and allows for two 1-year extensions for a total of 5 years.

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

None

PERSONNEL IF REQUIRED:

Personnel provided by Canteen Services, Inc.

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The Sheriff's Office has contracted with Canteen Services, Inc since 1998 experiencing good performance and a good working relationship.

PROCUREMENT INFORMATION:

An RFP was initiated for Commissary services resulting in three companies responding with a bid proposal; Aramark, Keefe, and Canteen. Keefe and Canteen were then interviewed and follow up on-site visits to Calhoun Co Jail and Jackson Co Jail were made as part of the review process. Canteen Services, Inc was then selected as a result of this process. The agreement calls for a 30% commission on food commissary items and a 25% commission on non food commissary items. This is a modest increase over the current agreement and will result in an increase in revenue.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: DECEMBER 8, 2014

SUBJECT: RENEWAL OF POLICE PROTECTION AGREEMENT WITH THE
CHARTER TOWNSHIP OF COMSTOCK AND THE CHARTER TOWNSHIP
OF OSHTEMO

The Kalamazoo County Sheriff's Department and the County of Kalamazoo have entered into Police Protection Agreements with Comstock Charter Township since 1993. Under these Agreements, the Township purchased police protection services from the County and Sheriff. Those Sheriff's Deputies assigned to provide police protection to the Township are referred to as "Tier 1 Contract Deputies."

The County, Sheriff, and Townships have renewed the Police Protection Agreements every year. The Sheriff and the Townships are asking the Board of Commissioners to renew the Police Protection Agreements for 2015.

Under the Agreement, two (2) Tier 1 Contract Deputies will be assigned to Comstock Charter Township. Comstock Charter Township has agreed to pay the County \$118,511 for each deputy sheriff assigned to the Township under the Agreements. The 2014 cost of \$118,511 per deputy sheriff represents a \$1,394 increase from the 2014 per deputy cost.

Similarly, the Kalamazoo County Sheriff's Department and the County of Kalamazoo have entered into a Police Protection Agreements with Oshtemo Charter Township since 1993. The Sheriff and the Township are asking the Board of Commissioners to renew the Police Protection Agreement for 2015.

Under the Agreement, six (6) Tier 1 Contract Deputies will be assigned to Oshtemo Charter Township. Oshtemo Township has also agreed to pay the County \$118,511 for each deputy sheriff assigned to the Townships under the Agreements. Additionally, under the Agreement with Oshtemo Charter Township, one (1) sergeant will be assigned to Oshtemo Charter

Township. Oshtemo Charter Township has agreed to pay the County \$136,582 for the services of the sergeant. The 2015 cost of \$136,582 per sergeant represents a \$1,517 increase from the 2014 Agreement.

The Kalamazoo County Sheriff and your Administrative Staff request that you approve the Police Protection Agreements with Comstock Charter Township and Oshtemo Charter Township.

Please feel free to contact Sheriff Richard Fuller at (269) 385-6173, or me at (269) 383-8968, if you have any questions concerning the Police Protection Agreements.



GG

MEMO

TO: Board of Commissioners
FROM: Tina Becker
DATE: December 2, 2014
RE: Advisory Boards & Commissions Reappointments Recommendation

The Board Appointments Committee recommends the following Advisory Board & Commissions reappointments for terms expiring 12/31/14.

Animal Services – 3 year terms

- Aaron Winters – served since 12/17/02
- Debra Wall – served since 05/05/09
- Kristin Goodchild – served since 05/05/09
- Danielle Gray – served 05/15/12
- Scott Thrasher – served since 2/15/11

There will be one veterinary vacancy as of 12/31/2014 due to the resignation of Dr. Chris Rohwer.

Board of Public Works - 3 year term

- Lowell Seyburn – served since 12/21/09

EHAC – 3 year terms

- David Harn – served since 02/21/12

There is currently one Citizen At Large vacancy

Transportation Authority – 3 year term

- Martin Janssen – served since 09/04/12

There will be 2 vacancies as of 12/31/14 due to the resignations of Larry Norwood and John Gisler.

Older Adult Services – 3 year terms

- Kimberly Middleton– served since 12/20/11
- Beulah Price – served since 01/01/03

Parks Commission – 3 year terms

- Tom Matteson – served since 08/16/83
- Mildred Taraszka – served since 03/06/02
- Matt Lechel – served since 02/16/2010

Veterans Affair – 3 year terms

- Michael Jones – served since 02/18/14
- Mike Quinn – served since 02/02/11