PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, December 3, 2019 at 7:00 PM** 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/REFLECTION
**ITEM 3** PLEDGE OF ALLEGIANCE
**ITEM 4** ROLL CALL
**ITEM 5** APPROVAL OF MINUTES
**ITEM 6** PUBLIC COMMENT
**ITEM 7** PROCLAMATIONS/RESOLUTIONS
2019-1491 Request for Approval of a Proclamation Honoring Tammy Payne for Twenty-Five Years of Service
2019-1600 Request for Approval of a Resolution to Declare a Climate Emergency
2019-1658 Request for Approval of Refugee Resettlement Resolution

**ITEM 8** ADDITIONS/DELETIONS/CHANGES TO THE AGENDA
**ITEM 9** APPROVAL OF THE AGENDA
**ITEM 10** COMMUNICATIONS/REPORTS
D. October 2019 Investment Report - emailed November 19, 2019
**ITEM 11** CONSENT AGENDA

Recommendation for Approval of Transfers & Disbursements
2019-1662 Request for Approval of Accounts Payable & Payroll Disbursements

**Administration**
2019-1651 Request for Approval of a Contract with Byrum & Fisk for communication services
2019-1652 Request for Approval of 2020 Capital Improvement Program Projects
2019-1648 Request for Approval of Grant Contract between the State of Michigan - Michigan Indigent Defense Commission and Kalamazoo County in a form to be approved by Corporation Counsel Circuit Court
2019-1501 Request for Approval to Accept a Grant from Southwest Michigan Behavioral Health (SWMBH) Equalization
2019-1612 Request for Approval to Accept the Amended 2019 Apportionment Report
2019-1613 Request for the Adoption of the Resolution to Amend the 2019 Resolution to Apportion Ad Valorem Taxes

Finance
2019-1570 Request for Approval of Budget Adjustments to Utilize Contingency for Legal Services
2019-1610 Request for Approval of an Extension of the Lease Agreement with Legal Aid of Western Michigan through December 31, 2020.
2019-1614 Request for Approval of contract extension with Staples Contract & Commercial, Inc. for office supplies

Health & Community Services
2019-1508 Request for Approval and Signature of Contract and Business Associate Agreement between YWCA and the County of Kalamazoo for Maternal Child Health Unit for the Safe Sleep Initiative
2019-1592 Request for Approval and Signature of Amendment #4 of a Contract with Douglas Community Center for the Purpose to Rent Space for the Fatherhood Program
2019-1593 Request for Approval and Signature of Agreement and Business Associate Agreement between the County of Kalamazoo by and through its Health and Community Services Department and McLaren Central Medical Laboratory
2019-1594 Request for Approval and Signature of Agreement and Business Associate Agreement between the County of Kalamazoo by and through its Health and Community Services Department and Regional Medical Imaging PC
2019-1595 Request for Approval and Signature of Business Associate Agreement & Contract for Choices for Independence Program Purchase of Service Bidding Agreement with HSH Senior Services Inc. dba Home Sweet Home In-Home Care
2019-1596 Request for Approval and Signature of Business Associate Agreement & Contract for Senior Millage Purchase of Service Bidding Agreement with Senior Services of Southwest Michigan.
2019-1597 Request for Approval and Signature of contract renewal from the AAA IIC (Branch/St. Joseph) with the Kalamazoo County HCS-Area Agency on Aging IIIA, for the Long Term Care Ombudsman Program.
2019-1525 Request for Approval and Signature of Hologic Reagent Rental Agreement

Human Resources
2019-1561 Request for Approval of creation of Personnel Policy 4.10 - Scheduled On Call Pay Program
2019-1601 Request for Approval of the Blue Cross Blue Shield (BCBS) Change Confirmation Form for Road Commission and Sheriff’s Office Pre-Medicare Retirees

Information Technology
2019-1591 Request for Approval of Contract with Precision Data Products for workstation hardware products

Sheriff
2019-1556 Request for Approval of the 2020 Police Protection Agreements with Comstock and Ross Townships

Board of Commissioners
2019-1615 Request for Review and Approval of the Apprenticeship Success Coordinator (ASC) Innovation Grant (Michigan Works!)
2019-1624 Request for Approval of Appointment to Board of Public Works
2019-1625 Request for Approval of Appointment to Sewage & Water Board of Appeals

NON-CONSENT AGENDA ITEMS
2019-1650 Request for Approval of Standard Form of Agreement Between Owner and Construction Manager as Constructor and General Conditions of the Contract for Construction with CSM Group, Inc
2019-1564 Request for Approval of In-County Parking expenses for Commissioner

ITEM 12 PUBLIC COMMENT
ITEM 13 COUNTY ADMINISTRATOR'S REPORT
ITEM 14 CHAIRPERSON'S REPORT
ITEM 15 VICE CHAIRPERSON'S REPORT
ITEM 16 ADJOURNMENT
ITEM 17 MEMBERS' TIME (FOR ITEMS NOT ON THE AGENDA)

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

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

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Administrative Services
PREPARED BY: Carol Babcock
SUBJECT: Request for Approval of a Proclamation Honoring Tammy Payne for Twenty-Five Years of Service

SPECIFIC ACTION REQUESTED:
Request for Approval of a Proclamation Honoring Tammy Payne for Twenty-Five Years of Service

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

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:
CONTACT PERSON:
Carol Babcock, Administrative Assistant, 269-384-8111
Kalamazoo County Board of Commissioners

PROCLAMATION HONORING

Tammy Payne

WHEREAS, Tammy Payne has served the citizens of Kalamazoo County for twenty-five (25) years as of October 31, 2019; and

WHEREAS, Tammy Payne has faithfully served as an Operations Coordinator; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT PROCLAIMED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Tammy Payne has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

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 Proclamation adopted by the Kalamazoo County Board of Commissioners at a regular session held on December 3, 2019.

Timothy A. Snow
County Clerk/Register
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Board of Commissioners
PREPARED BY: Dina Sutton
SUBJECT: Resolution to Declare a Climate Emergency

SPECIFIC ACTION REQUESTED:
Resolution to Declare a Climate Emergency

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

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

CONTACT PERSON:
Julie Rogers, Chair, District 5
A RESOLUTION TO DECLARE A CLIMATE EMERGENCY

WHEREAS, the consensus conclusion of scientific and policy assessments from the Intergovernmental Panel on Climate Change (IPCC) calls for urgent and decisive actions by governments around the world to make "rapid, far-reaching and unprecedented changes in all aspects of society" in order to limit global warming to 1.5 degrees Celsius to avoid the most disastrous impacts; and

WHEREAS, the U.S. Fourth National Climate Assessment detailed the massive threat that climate change poses to the American economy and underscored the need for emergency climate action at all levels of government; and

WHEREAS, the 2019 Assessment of the Impacts of Climate Change on the Great Lakes highlights the significant impacts in our unique backyard. Here in Kalamazoo County – and throughout southwestern Michigan - we are increasingly experiencing the predicted impacts of climate change, including flooding of streets and homes, power outages, and heat waves. Farmers cannot plant or delay planting due to flooded fields. Record low temperatures with snow and ice close schools and businesses. Moreover, these economic and environmental hardships disproportionately affect the most vulnerable residents of Kalamazoo County; and

WHEREAS, over 1,000 local governments in 18 countries have already signed emergency declarations; and

WHEREAS, hundreds of municipalities have pledged to adopt and uphold the 2016 Paris climate agreement, committing to: the reduction of greenhouse gas emissions, and increase in investments in renewable energy and energy efficiency, creation of a clean energy economy, and building relationships to address climate change; and

WHEREAS, as exhibited by the recent flooding in Kalamazoo County, the global, national, and local effects of climate change threaten the 8 Areas of Focus as laid out in the County’s Master Plan; and

WHEREAS, the County has moved forward with initiatives to ensure a sustainable future such as the Complete Streets policy, our Property Assessed Clean Energy (PACE) program, and our Sustainability Policy; and
WHEREAS, Kalamazoo County Government recently partnered on our first solar array at our Healy Street Facility to decrease our own carbon footprint while saving taxpayer money in decreased energy costs over time; and

WHEREAS, the Kalamazoo County Board of Commissioners recognizes the climate crisis in Southwest Michigan and promotes both local solutions and regional cooperation; and

WHEREAS, a formal Declaration of a Climate Emergency by the Kalamazoo County Board of Commissioners is the critical and courageous first step in laying the foundation to address the climate crisis. A formal declaration will provide the catalyst to mobilize residents, businesses, institutions, faith and community organizations to work together to prioritize the immediate reduction of CO2 emissions and support the County in current efforts to plan for community resilience and adaptation while keeping the concerns of vulnerable populations central to a just transition.

NOW, THEREFORE, BE IT RESOLVED, the Kalamazoo County Board of Commissioners declares that a climate emergency threatens our citizens, county, region, state, and the natural world; and

BE IT FURTHER RESOLVED, the intent of this declaration is to both affirm existing commitments and further support County staff in their current efforts to develop a climate action plan that recognizes the climate emergency and set aggressive measurable goals and effective implementation; and

BE IT FURTHER RESOLVED, Kalamazoo County accepts a role of regional leadership, and as such will seek partnerships with other regional governments, businesses, community groups, educational and other anchor institutions to best utilize regional expertise and resources to meet shared goals; and

BE IT FURTHER RESOLVED, Kalamazoo County will aggressively seek any available state, federal, and private funding for this effort and form alliances with other Michigan cities that have declared a climate emergency or have a written climate action plan to lobby for such funding; and

BE IT FURTHER RESOLVED, Kalamazoo County underscores the need for full community participation, inclusion, and support for the climate mobilization effort; and

BE IT FURTHER RESOLVED, the Kalamazoo County commits to keeping the concerns of vulnerable communities central to a just transition and climate mobilization effort planning processes and to inviting and encouraging such communities to actively participate in order to advocate directly for their needs.

STATE OF MICHIGAN  )
)SS
COUNTY OF KALAMAZOO  )

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I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Proclamation adopted by the Kalamazoo County Board of Commissioners at a regular session held on December 3, 2019.

Timothy A. Snow
County Clerk/Register
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Board of Commissioners
PREPARED BY: Dina Sutton
SUBJECT: Refugee Resettlement Resolution

SPECIFIC ACTION REQUESTED:
Executive Order 13888, On Enhancing State and Local Involvement in Refugee Resettlement Resolution

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

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:
CONTACT PERSON:
Mike Quinn, Commissioner, District 10
Important Information Regarding Refugee Resettlement and Executive Order 13888

Executive Order: On September 26, 2019, President Trump issued Executive Order 13888 (EO), which will go into effect within 90 days. It is our understanding that refugees will not be permitted to resettle into a state or locality unless written consent is provided by the governor and a local official. According to the terms of the EO, both must consent. For instance, if a governor does not consent, refugees will not be permitted to resettle in that state. If a governor consents but a mayor does not, refugees will not be permitted to resettle in that locality. In other words, failure to provide consent from either the governor or local officials, will result in a severe disruption to the lives of refugees and their families and would threaten the long-term stability of the refugee resettlement program.

Background: The U.S. Refugee Admissions Program (USRAP) was established by the Refugee Act of 1980, and is managed by the Department of State/Bureau of Population, Refugees and Migration (PRM) in cooperation with the Department of Homeland Security (DHS), and the Department of Health and Human Services (HHS). Since 1980, refugees have successfully resettled across the United States with the help of communities, volunteers, local non-profits, and faith-based organizations.

Resettlement is a humanitarian protection tool developed by the U.S. and other countries as a last resort for refugees who cannot return to their home country and cannot rebuild their lives in the country to which they first fled. It is also an important foreign policy tool used to support U.S. allies, stabilize countries hosting large numbers of refugees, apply pressure on governments with poor human rights records, and bolster the U.S. reputation as a champion of freedom and human rights.

Refugees undergo thorough background screenings prior to their arrival in the United States. Refugees selected for resettlement are screened, adjudicated and processed for resettlement overseas, prior to traveling to the United States. The Department of State, Department of Defense, Department of Homeland Security, FBI, and National Counter Terrorism Center conduct thorough background screenings of all refugees prior to their resettlement to the United States.

Refugee resettlement agencies already work closely with states and local officials and community stakeholders. Existing law requires they conduct quarterly consultations with relevant state and local government officials, including the state refugee coordinator, state refugee health coordinator, local governance, public health, welfare, social services, public safety, and public education.

Refugee Family Reunification: States and localities that do not consent to resettlement will make it difficult for refugees to reunite with even immediate family members who are lawfully residing in the United States. A key factor in determining the location in which a refugee resettles is whether they have family already residing in that location. A refugee’s ability to integrate into their new community is greatly enhanced if they are reunited with family or friends who can provide support as they adjust to their new home. Minor children seeking to reunite with a parent or guardian may be negatively impacted by a state or locality not consenting to resettlement. On a practical level, since refugees do not have to remain where they are initially resettled, a refugee resettled far from their family will likely move to be closer to them. Such a move could reduce a refugee's access to some initial services that are vital to their integration.

The Executive Order may allow for family reunification in a state and locality that has not consented to resettlement, but only for some - not all - spouses and children. Even those permitted would no longer have a local agency to assist them in the application process in states and localities that do not consent to resettlement. A state or locality failing to consent to resettlement will result in family separation or force resettled refugees to move in order to reunite even with their own spouse and children.

Additional information about refugee resettlement can be found at bit.ly/usresettlement and www.rcusa.org/who-is-a-refugee
Secretary Michael R. Pompeo  
U.S. Department of State  
2201 C Street NW  
Washington DC, 20520

[DATE]

Dear Secretary Pompeo:

This letter is in reference to Executive Order 13888, On Enhancing State and Local Involvement in Refugee Resettlement.

As [Mayor/Other Executive Official] of [city], I consent to initial refugee resettlement in [city]. I understand my written consent will be publicly released by the Department of State.

Sincerely,

[NAME]  
[POSITION]

CC:
Principal Deputy Assistant Secretary Carol T. O'Connell  
Bureau of Population, Refugees, and Migration  
U.S. Department of State
WHEREAS, Kalamazoo County has welcomed refugees facing religious, ethnic and political persecution for over two hundred years; and,

WHEREAS, the world is currently facing one of the worst humanitarian crises in human history; and,

WHEREAS, by definition, refugees are individuals who have been forced to flee their home country due to persecution based on their race, religion, ethnicity, political opinion, or social group; and,

WHEREAS, resettlement is the last resort for refugees who cannot return to their home country and cannot rebuild their lives where they first fled; and,

WHEREAS, the United States has the most extensive refugee vetting in the world; and,

WHEREAS Kalamazoo County is currently the home of resettled refugees who will likely be joined by family members in the upcoming year; and,

WHEREAS, churches and families have supported the arrival and integration of refugee families for several years; and,

WHEREAS several local businesses depend on refugees to meet labor demands; and be it further

RESOLVED, that the Kalamazoo County Board of Commissioners consents to and affirms the continued resettlement of refugees within Kalamazoo County and shall expressly confirm such consent in writing to the US Department of State, Bureau of Population, Refugees, and Migration upon passing of this resolution.

BE IT FURTHER RESOLVED, that the Kalamazoo County Board of Commissioners directs that the County Staff and County Attorney affirmatively undertake to comply with any process developed by the Secretary of State and/or Secretary of Health and Human Services, if any, to perfect the Kalamazoo County Board of Commissioners’ consent, on behalf of Kalamazoo County, under the terms of Executive Order 13888.
BE IT FURTHER RESOLVED, that the Kalamazoo County Board of Commissioners urges the Governor of Michigan and elected leaders within Kalamazoo County to consent, in writing, to the resettlement of refugees within the State of Michigan and localities in Kalamazoo County as per the terms of Executive Order 13888 and/or any subsequent process developed by the Secretary of State and/or Secretary of Health and Human Services, if any, pursuant to Executive Order 13888.

BE IT FURTHER RESOLVED that the County Clerk will transmit a copy of this resolution by electronic mail and first class mail to:

Secretary Michael R. Pompeo
U.S. Department of State
Bureau of Population, Refugees, and Migration
2201 C Street NW
Washington DC, 20520; and

Secretary Alex Azar
U.S. Department of Health & Human Services
Hubert H. Humphrey Building
200 Independence Avenue, S.W.
Washington, D.C. 20201

BE IT FURTHER RESOLVED, that the County Clerk will also transmit a copy of this resolution by electronic mail and first class mail to the Governor of the State of Michigan, and State Representatives and local elected boards as appropriate.

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 3, 2019.

______________________________
Timothy A. Snow, Clerk
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse - Deputy County Administrator, Internal Services
SUBJECT: Request for Approval of Accounts Payable & Payroll Disbursements

SPECIFIC ACTION REQUESTED:
Request for Approval of Accounts Payable & Payroll Disbursements

DESCRIPTION OF ACTION (dollar amount, purpose):
An accounts payable claims list totaling $4,859,716.78 was presented for review during the Committee of the Whole meeting. Of this total, the Board of Commissioners is asked to approve claims totaling $3,470,615.22. Claims presented in the Brownfield Redevelopment Authority Fund (247), Child Care Fund (292), Tax Reversion Fund (516), Drains Fund (601), Delinquent Tax Revolving Fund (620), Trust and Agency Fund (701) and Special Assessment Drains Fund (801) are included for transparency only and are excluded from Board of Commissioner approval because of statute or the nature of the funds.

Payroll disbursements totaling $3,301,514.24 are presented for the November 15th and November 29th payrolls.

TIME FRAME OF ACTION:
With the exception of the disbursements detailed in the Disbursement Budget policy as well as those detailed in statute, checks will be released on December 4th.

FUNDING SOURCE & BUDGET CHANGES:
Please see the claims list attached with the Committee of the Whole packet for accounts
payable disbursements.

**PERSONNEL IF REQUIRED:**
N/A

**NEW OR RENEWAL:**
N/A

**ANY OTHER PERTINENT INFORMATION:**
N/A

**PROCUREMENT INFORMATION:**
N/A

**CONTACT PERSON:**
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse, Deputy County Administrator - Internal Services
SUBJECT: Request for Approval of a Contract with Byrum & Fisk for communication services

SPECIFIC ACTION REQUESTED:
Request for Approval of a Contract with Byrum & Fisk for communication services

DESCRIPTION OF ACTION (dollar amount, purpose):
Request for Approval of a Contract with Byrum & Fisk for communication services

TIME FRAME OF ACTION:
December 3, 2019

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
CONTACT PERSON:
Tracie Moored, Administrator/Controller, 269-383-8843
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse, Deputy County Administrator - Internal Services
SUBJECT: Request for Approval of 2020 Capital Improvement Program Projects

SPECIFIC ACTION REQUESTED:
Request for Approval of 2020 Capital Improvement Program Projects

DESCRIPTION OF ACTION (dollar amount, purpose):
See attached

TIME FRAME OF ACTION:
January 1, 2020

FUNDING SOURCE & BUDGET CHANGES:
General Fund & Law Enforcement Fund

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
N/A

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148
## 2020 Capital Improvement Program Funding

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<th>Item</th>
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<th>General Fund</th>
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| Total                    |                                                          | $150,000.00 | $209,400.00         | $359,400.00  |
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019

DEPARTMENT: Administrative Services

PREPARED BY: Amanda Morse, Deputy County Administrator - Internal Services

SUBJECT: Request for Approval of Grant Contract between the State of Michigan - Michigan Indigent Defense Commission and Kalamazoo County in a form to be approved by Corporation Counsel

SPECIFIC ACTION REQUESTED:
Request for Approval of Grant Contract between the State of Michigan - Michigan Indigent Defense Commission and Kalamazoo County in a form to be approved by Corporation Counsel

DESCRIPTION OF ACTION (dollar amount, purpose):
Request for approval of grant contract between the State of Michigan - Michigan Indigent Defense Commission and Kalamazoo County in the amount of $3,506,132.02 for the purpose of providing funding to assist the County to comply with the Compliance Plan and Cost Analysis provided to the Michigan Indigent Defense Commission for the provision of indigent criminal defense services.

TIME FRAME OF ACTION:
October 1, 2019 - September 30, 2020

FUNDING SOURCE & BUDGET CHANGES:
N/A

PERSONNEL IF REQUIRED:
N/A
NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Tracie Moored, Administrator/Controller, 269-383-8843
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Circuit Court
PREPARED BY: Sara Green; Problem-Solving Court Administrator
SUBJECT: Request for Approval to Accept a Grant from Southwest Michigan Behavioral Health (SWMBH)

SPECIFIC ACTION REQUESTED:
Request for Approval to Accept a Grant from Southwest Michigan Behavioral Health (SWMBH)

DESCRIPTION OF ACTION (dollar amount, purpose):
$60,000 to support the drug testing costs of the Problem-Solving Courts

TIME FRAME OF ACTION:
October 1, 2019-September 30, 2020

FUNDING SOURCE & BUDGET CHANGES:
State

PERSONNEL IF REQUIRED:
None

NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
None

PROCUREMENT INFORMATION:
None

**CONTACT PERSON:**
Sara Green, Problem Solving Courts Administrator, 269-383-6469
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Equalization
PREPARED BY: Matt Hansen, Equalization Director
SUBJECT: Request for Approval to Accept the Amended 2019 Apportionment Report

SPECIFIC ACTION REQUESTED:
Request for Approval to Accept the Amended 2019 Apportionment Report

DESCRIPTION OF ACTION (dollar amount, purpose):
On November 5, 2019, the Portage District Library passed a millage proposal of 0.500 mills for operating purposes and St. Joseph ISD. passed a millage proposal of 1.000 mill for area career and technical education.

TIME FRAME OF ACTION:
Immediately

FUNDING SOURCE & BUDGET CHANGES:
N/A

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
N/A

ANY OTHER PERTINENT INFORMATION:
N/A
PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Equalization
PREPARED BY: Mathew Hansen, Equalization Director
SUBJECT: Request for the Adoption of the Resolution to Amend the 2019 Resolution to Apportion Ad Valorem Taxes.

SPECIFIC ACTION REQUESTED:
Adopt the Resolution to Amend the 2019 Resolution to Apportion Ad Valorem Taxes

DESCRIPTION OF ACTION (dollar amount, purpose):
On November 5, 2019, the Portage District Library passed a millage proposal of 0.500 mills for operating purposes and St. Joseph ISD. passed a millage proposal of 1.000 mill for area career and technical education.

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:
PROCUREMENT INFORMATION:

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148
Kalamazoo County Board of Commissioners

RESOLUTION

RESOLUTION TO AMEND
2019 RESOLUTION TO APPORTION AD VALOREM TAXES

WHEREAS, on October 15, 2019, the Kalamazoo County Board of Commissioners adopted a Resolution to Apportion Ad Valorem Taxes for 2019; 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 2019 Resolution to Apportion Ad Valorem Taxes as follows:

Portage District Library: Add Extra Voted – Operating Millage – 0.5000 mills approved by voters November 5, 2019, and make all necessary changes to the Report’s millage rate sheet and Summary pages.

St. Joseph ISD: Add Extra Voted – Area Career and Technical Education Program Millage – 1.0000 Mill approved by voters November 5, 2019, and make all necessary changes to the Report’s millage rate sheet and Summary pages.

Comstock Community Schools: Revise – Millage Totals to include Sinking Fund millage and make all necessary changes to the Report’s millage rate sheet.

DATED: December 3, 2019

___________________________________________
Julie Rogers, Chair
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN  )
COUNTY OF KALAMAZOO  ) SS.

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 3, 2019.

___________________________________________
Timothy A. Snow
Kalamazoo County Clerk/Register
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Finance
PREPARED BY: Tim Meeker, Finance Director
SUBJECT: Request for Approval of Budget Adjustments to Utilize Contingency for Legal Services.

SPECIFIC ACTION REQUESTED:
Request for approval of budget adjustments to utilize contingency for general counsel legal services.

DESCRIPTION OF ACTION (dollar amount, purpose):
Approval is needed to transfer funding from Contingency to cover anticipated incremental general counsel legal services.

TIME FRAME OF ACTION:
Upon approval.

FUNDING SOURCE & BUDGET CHANGES:

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<td>101-941-955.00</td>
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PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
N/A
ANY OTHER PERTINENT INFORMATION: 
N/A

PROCUREMENT INFORMATION: 
N/A

CONTACT PERSON: 
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Finance
PREPARED BY: Tim Meeker, Finance Director
SUBJECT: Request for Approval of an Extension of the Lease Agreement with Legal Aid of Western Michigan through December 31, 2020.

SPECIFIC ACTION REQUESTED:
Request for Approval of an Extension of the Lease Agreement with Legal Aid of Western Michigan through December 31, 2020.

DESCRIPTION OF ACTION (dollar amount, purpose):
Legal Aid of Western Michigan would like to extend their lease agreement for the space they currently occupy within the Administration Building through December 31, 2020. This agreement provides for 3,022 square feet at a rate of $14.04 per square foot.

TIME FRAME OF ACTION:
Upon approval.

FUNDING SOURCE & BUDGET CHANGES:
Revenues are recorded in the General Fund.

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
N/A

**PROCUREMENT INFORMATION:**
N/A

**CONTACT PERSON:**
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Finance
PREPARED BY: Tim Meeker, Finance Director
SUBJECT: Request for Approval of contract extension with Staples Contract & Commercial, Inc. for office supplies

SPECIFIC ACTION REQUESTED:
Request for Approval of contract extension with Staples Contract & Commercial, Inc. for office supplies

DESCRIPTION OF ACTION (dollar amount, purpose):
No changes to the original contract with this extension

TIME FRAME OF ACTION:
January 1, 2020 through December 31, 2020

FUNDING SOURCE & BUDGET CHANGES:
Departmental Operating Budgets

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
A contract with Staples provides the County with 60% off of everyday office supplies and anywhere from 25 to 62% off of furniture, printer cartridges, office electronics, IT
supplies and paper products. We also receive a 2% rebate up to $999,999.99 in annual sales, once per year.

PROCUREMENT INFORMATION:
The original contract is between Staples and the Board of Trustees of Western Michigan University with WMU posting the RFP. The contract was signed by WMU on 12/29/2014 and approved by our Board on 12/2/2014. This was a three (3) year contract with three (3) one (1) year extensions. This is the final extension and we will bid office supplies in 2020.

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Contract and Business Associate Agreement between YWCA and the County of Kalamazoo for Maternal Child Health Unit for the Safe Sleep Initiative

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of a contract and business associate agreement between the YWCA and the County of Kalamazoo for the Health & Community Services Department, Maternal Child Health Division, for the provision of outreach and educational activities as defined through the Michigan Department of Health & Human Services’ (MDHHS) Safe Sleep Initiative grant.

DESCRIPTION OF ACTION (dollar amount, purpose):
The Maternal Child Health Division continues to work with community partners toward the reduction of infant deaths related to unsafe sleep practices. YWCA will provide education and outreach activities, provider training and community baby events. Total partnership agreement amount will not exceed $11,350.00.

TIME FRAME OF ACTION:
October 1, 2019 through September 30, 2020

FUNDING SOURCE & BUDGET CHANGES:
Michigan Department of Health & Human Services

PERSONNEL IF REQUIRED:
N/A
**NEW OR RENEWAL:**
New

**ANY OTHER PERTINENT INFORMATION:**
N/A

**PROCUREMENT INFORMATION:**
The Purchasing Manager has approved of this sole source vendor.

**CONTACT PERSON:**
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Amendment #4 of a Contract with Douglas Community Center for the Purpose to Rent Space for the Fatherhood Program

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of Amendment #4 of a contract with Douglas Community Center for the purpose of the Fatherhood Program within the Maternal & Child Health Division to rent space for outreach and education activities.

DESCRIPTION OF ACTION (dollar amount, purpose):
The amendment of contract is to continue renting space with the Douglas Community Center through June 30, 2020. The space is used to facilitate a free community support group for fathers in the community. The cost of the rental is $45 weekly, not to exceed $1,600.

TIME FRAME OF ACTION:
Effective November 1, 2019 through June 30, 2020

FUNDING SOURCE & BUDGET CHANGES:
The 4Dad Fatherhood program is funded through United Way of Battle Creek and Kalamazoo. United Way funds will be used to support this amendment.

PERSONNEL IF REQUIRED:
N/A
NEW OR RENEWAL:
Amendment#4

ANY OTHER PERTINENT INFORMATION:
The Board of commissioners approved the original contract on July 18, 2017. Amendments to the contract were approved by the Board at the following meetings: November 21, 2017, July 17, 2019, and June 18, 2019.

PROCUREMENT INFORMATION:
Procurement policies were followed with this contract.

CONTACT PERSON:
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Agreement between the County of Kalamazoo by and through its Health and Community Services Department and McLaren Central Medical Laboratory

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of New Agreement and Business Associate Agreement through Breast and Cervical Cancer Control Navigation Program (BCCCNP) with McLaren Central Medical Laboratory.

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

TIME FRAME OF ACTION:
This agreement is effective November 1, 2019 and will automatically renew each year.

FUNDING SOURCE & BUDGET CHANGES:
None

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New

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

PROCUREMENT INFORMATION:
Procurement policies were followed with this contract.

CONTACT PERSON:
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Agreement between the County of Kalamazoo by and through its Health and Community Services Department and Regional Medical Imaging PC

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of New Agreement and Business Associate Agreement through Breast and Cervical Cancer Control Navigation Program (BCCCNP) with Regional Medical Imaging PC.

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

TIME FRAME OF ACTION:
This agreement is effective October 1, 2019 and will automatically renew each year.

FUNDING SOURCE & BUDGET CHANGES:
None

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
Renewal

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

PROCUREMENT INFORMATION:
Procurement policies were followed with this contract.

CONTACT PERSON:
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Business Associate Agreement & Contract for Choices for Independence Program Purchase of Service Bidding Agreement with HSH Senior Services Inc. dba Home Sweet Home In-Home Care.

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of Business Associate Agreement and Purchase of Service contract with HSH Senior Services Inc. dba Home Sweet Home In-Home Care for the Area Agency on Aging IIIA Choices for Independence Program.

DESCRIPTION OF ACTION (dollar amount, purpose):
The Purchase of Service Contract is for services including homemaking, in-home respite, personal care, transportation, and nursing.

TIME FRAME OF ACTION:
Three year contract: October 1, 2019 through September 30, 2022

FUNDING SOURCE & BUDGET CHANGES:
Federal, State, Millage funding.

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
Renewal

**ANY OTHER PERTINENT INFORMATION:**
This provider has worked with Area Agency on Aging IIIA in the past and meets quality standards. Client satisfaction is in good standing.

**PROCUREMENT INFORMATION:**
The Purchase of Service Request for Proposal followed the Kalamazoo County Government policy and procedures.

**CONTACT PERSON:**
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Business Associate Agreement & Contract for Senior Millage Purchase of Service Bidding Agreement with Senior Services of Southwest Michigan.

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of Business Associate Agreement and Purchase of Service contract with Senior Services of Southwest Michigan for the Area Agency on Aging IIIA for home repair, ramp construction, chore services, and home injury control.

DESCRIPTION OF ACTION (dollar amount, purpose):
The Purchase of Service Contract is for services including ramp construction, chore services, and home injury control.

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:
Senior Millage Funding

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New
ANY OTHER PERTINENT INFORMATION:
This provider has worked with Area Agency on Aging IIIA in the past in other service lines, and meets quality standards for this new programming. Client satisfaction is in good standing.

PROCUREMENT INFORMATION:
The Purchase of Service Request for Proposal followed the Kalamazoo County Government policy and procedures through the RFQ process.

CONTACT PERSON:
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of contract renewal from the AAA IIIC (Branch/St. Joseph) with the Kalamazoo County HCS-Area Agency on Aging IIIA, for the Long Term Care Ombudsman Program.

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of renewal contract between Area Agency on Aging IIIC (Branch & St. Joseph) and Area Agency on Aging Region IIIA (AAAIIIA) for the Long-Term Care Ombudsman Program.

DESCRIPTION OF ACTION (dollar amount, purpose):
The Long-Term Care Ombudsman Program serves a five-county area, including Barry, Branch, Calhoun, Kalamazoo, and St. Joseph, covering three Area Agency on Aging Regions. Each region is awarded funds for the ombudsman program and then subsequently contracts them to the HCS-AAAIIIA as the administrative agency for the program. The Ombudsman Program provides consumers with information and consultation on issues and complaints regarding licensed long-term care facilities as well as promoting best practices in long-term care.

TIME FRAME OF ACTION:
The timeframe covers October 1, 2019 through September 30, 2022.

FUNDING SOURCE & BUDGET CHANGES:
Federal Funding

PERSONNEL IF REQUIRED:
NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION: N/A

PROCUREMENT INFORMATION: Procurement is not applicable to this request as the AAA Region 3C is contracting with AAA 3A to conduct this service.

CONTACT PERSON: Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford
SUBJECT: Request for Approval and Signature of Hologic Reagent Rental Agreement

SPECIFIC ACTION REQUESTED:
HCS Administration requests Board approval and signature of Hologic Reagent Rental Agreement for the purpose of upgrading testing equipment from a manual method to an automated process via the Panther Instrument System.

DESCRIPTION OF ACTION (dollar amount, purpose):
This agreement would result in an upgrade to the equipment already in use for chlamydia and gonorrhea testing in the Kalamazoo County Health and Community Services Laboratory. The Panther instrument is an equipment upgrade that will increase work efficiencies within the lab and allow for additional testing on non-genital sites for both chlamydia and gonorrhea. The equipment, installation and training would be provided at no cost. The cost per test ($7.15) would remain level with the current cost and there would be a minimum number of tests per year (2800). In 2018, the KCHCS Laboratory purchased 2900 tests from Hologic for the testing performed that year.

TIME FRAME OF ACTION:
60 months from the “effective date” (date of full execution by the parties)

FUNDING SOURCE & BUDGET CHANGES:
None

PERSONNEL IF REQUIRED:
N/A
**NEW OR RENEWAL:**
New

**ANY OTHER PERTINENT INFORMATION:**
N/A

**PROCUREMENT INFORMATION:**
Sole source approval received from the Purchasing Manager.

**CONTACT PERSON:**
Lisa Henthorn, Deputy County Administrator, 269-383-8901
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:  December 3, 2019
DEPARTMENT:  Human Resources
PREPARED BY:  Kristine D. Cunningham
               Human Resources Director
SUBJECT:  Request for Approval of creation of Personnel Policy 4.10 - Scheduled On Call Pay Program

SPECIFIC ACTION REQUESTED:
Approve creation of Personnel Policy 4.10 - Scheduled On Call Pay Program

DESCRIPTION OF ACTION (dollar amount, purpose):
The Human Resources (HR) Department and County Administration propose a new Personnel Policy regarding the compensation for non-exempt employees scheduled to be on-call. This policy is based on similar programs already outlined in some of the collective bargaining agreements with Union employees.

On-call compensation would consist of four (4) hours of pay, at the employee's straight time hourly rate, for each forty (40) hour workweek they are assigned to be on-call. The on-call pay would be in addition to the pay for time actually worked as a result of being called into work. The program is designed for employees working in essential County operations that require their immediate response to cover frequent but unpredictable and critical situations.

TIME FRAME OF ACTION:
Effective December 4, 2019

FUNDING SOURCE & BUDGET CHANGES:
N/A
PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Kristine Cunningham, Director, 269-384-8100
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Human Resources
PREPARED BY: Kristine Cunningham
SUBJECT: Request for Approval of the Blue Cross Blue Shield (BCBS) Change Confirmation Form for Road Commission and Sheriff's Office Pre-Medicare Retirees

SPECIFIC ACTION REQUESTED:
Approval of the Blue Cross Blue Shield (BCBS) Change Confirmation Form for Road Commission and Sheriff's Office Pre-Medicare Retirees.

DESCRIPTION OF ACTION (dollar amount, purpose):
This is a housekeeping item between Kalamazoo County and BCBS. The change form allows BCBS to process retiree out of network claims per the typical BCBS Allowed Amount. This ensures retirees will be able to access providers whether they are in or out of network.

This change is for the Road Commission and Sheriff's Office retirees and ensures that all BCBS Pre-Medicare retiree claims are processed consistently with all retirees from the County.

TIME FRAME OF ACTION:
Effective 1/1/2020

FUNDING SOURCE & BUDGET CHANGES:
Employee Benefits Fund

PERSONNEL IF REQUIRED:
NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Kristine Cunningham, Director, 269-384-8100
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Information Technology
PREPARED BY: Aasim Turk, Director, Information Technology
SUBJECT: Request for Approval of Contract with Precision Data Products for workstation hardware products

SPECIFIC ACTION REQUESTED:
Request for Approval of Contract with Precision Data Products for workstation hardware products

DESCRIPTION OF ACTION (dollar amount, purpose):
Request for Approval of Contract with Precision Data Products for workstation hardware products (computer related products) in an amount not to exceed $500,000 per year.

TIME FRAME OF ACTION:
November, 1st 2019 to October, 31st 2022 with an option of 2 one year extensions.

FUNDING SOURCE & BUDGET CHANGES:
Departmental Operating Budgets.

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New.

ANY OTHER PERTINENT INFORMATION:
N/A
PROCUREMENT INFORMATION:
Workstations hardware products was bid out on 10/21/2019 and Precision Data Products was a low bidder.

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Sheriff
PREPARED BY: James VanDyken, Undersheriff
SUBJECT: Request for Approval of the 2020 Police Protection Agreements with Comstock and Ross Townships

SPECIFIC ACTION REQUESTED:
Request for Approval of the 2020 Police Protection Agreements with Comstock and Ross Townships

DESCRIPTION OF ACTION (dollar amount, purpose):
Request for Approval of the 2020 Police Protection Agreements with Comstock and Ross Townships

TIME FRAME OF ACTION:
January 1, 2020 - December 31, 2020

FUNDING SOURCE & BUDGET CHANGES:
Revenue will be recorded in the General Fund

PERSONNEL IF REQUIRED:

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NEW OR RENEWAL:
Renewal

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Jim VanDyken, Undersheriff
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Board of Commissioners
PREPARED BY: Amy Meyers
meyers@upjohn.org
SUBJECT: Request for Review and Approval of the Apprenticeship Success Coordinator (ASC) Innovation Grant

SPECIFIC ACTION REQUESTED:
Request for Review and Approval of the Apprenticeship Success Coordinator (ASC) Innovation Grant

DESCRIPTION OF ACTION (dollar amount, purpose):
Michigan Works! Southwest was awarded $49,350 to assist in the expansion of apprenticeships in Southwest Michigan. Michigan Works! Southwest has received private funding to geographically expand the Vision for Prosperity Apprenticeship Readiness Training Program to place up to 20 City of Battle Creek residents into employment or registered apprenticeship training programs in the following building and construction trades: Laborers, Operating Engineers, Iron Workers, Cement Masons, Carpenters, and Electricians.

TIME FRAME OF ACTION:
August 1, 2019 – July 31, 2020

FUNDING SOURCE & BUDGET CHANGES:
AY18 STTF

PERSONNEL IF REQUIRED:
NEW OR RENEWAL:
New

ANY OTHER PERTINENT INFORMATION:
Statement of Activity attached.

PROCUREMENT INFORMATION:

CONTACT PERSON:
Amy Meyers, Policy and Planning Manager, 269.385.0414
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Board of Commissioners
PREPARED BY: Dina Sutton
SUBJECT: Request for Approval of Appointment to Board of Public Works

SPECIFIC ACTION REQUESTED:
Request for Approval of Appointment to Board of Public Works

DESCRIPTION OF ACTION (dollar amount, purpose):
Kevin Coleman

TIME FRAME OF ACTION:
For a term commencing January 1, 2019 through December 31, 2021.

FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

PERSONNEL IF REQUIRED:

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:
CONTACT PERSON:
Julie Rogers, Chair, District 5
## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** December 3, 2019  
**DEPARTMENT:** Board of Commissioners  
**PREPARED BY:** Dina Sutton  
**SUBJECT:** Request for Approval of Appointment to Sewage & Water Board of Appeals

### SPECIFIC ACTION REQUESTED:
Request for Approval of Appointment to Sewage & Water Board of Appeals

### DESCRIPTION OF ACTION (dollar amount, purpose):
Dan Wood

### TIME FRAME OF ACTION:
For a term commencing January 1, 2019 through December 31, 2021.

### FUNDING SOURCE & BUDGET CHANGES:
(Federal, State, or Local)

### PERSONNEL IF REQUIRED:

### NEW OR RENEWAL:

### ANY OTHER PERTINENT INFORMATION:

### PROCUREMENT INFORMATION:
CONTACT PERSON:
Julie Rogers, Chair, District 5
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 3, 2019
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse, Deputy County Administrator - Internal Services
SUBJECT: Request for Approval of Standard Form of Agreement Between Owner and Construction Manager as Constructor and General Conditions of the Contract for Construction with CSM Group, Inc

SPECIFIC ACTION REQUESTED:
Request for Approval of Standard Form of Agreement Between Owner and Construction Manager as Constructor and General Conditions of the Contract for Construction with CSM Group, Inc

DESCRIPTION OF ACTION (dollar amount, purpose):
Request for approval of contracts necessary for CSM Group, Inc to serve as the Construction Manager at Risk for the Kalamazoo Avenue Justice Facility project at a fee of 1.15% of construction plus staffing fees and general condition costs.

TIME FRAME OF ACTION:
December 3, 2019

FUNDING SOURCE & BUDGET CHANGES:
General County Public Improvement Fund

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
The Construction Manager At Risk was placed out for bid in August. CSM Group was selected for the project.

CONTACT PERSON:
Tracie Moored, Administrator/Controller, 269-383-8843
BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:  December 3, 2019
DEPARTMENT:  Administrative Services
PREPARED BY:  Amanda Morse, Deputy County Administrator - Internal Services
SUBJECT:  Request for Approval of In-County Parking expenses for Commissioner

SPECIFIC ACTION REQUESTED:
Request for Approval of In-County Parking expenses for Commissioner

DESCRIPTION OF ACTION (dollar amount, purpose):
Commissioner Gisler attended the Michigan Association of Planning annual meeting on September 25, 26 and 27th and incurred $37.00 in parking expenses for the three days of the conference. Business Expense Reimbursement Policy 1.09 requires approval for reimbursement of any in-County expenses other than mileage reimbursement.

TIME FRAME OF ACTION:
12/3/2019

FUNDING SOURCE & BUDGET CHANGES:
Board of Commissioner Operating Budget

PERSONNEL IF REQUIRED:
N/A

NEW OR RENEWAL:
New

ANY OTHER PERTINENT INFORMATION:
N/A

PROCUREMENT INFORMATION:
N/A

CONTACT PERSON:
Amanda Morse, Deputy County Administrator, 269-384-8148