KENT COUNTY BOARD OF COMMISSIONERS
Thursday, May 26, 2016
Administration Building - Room 310

Meeting called to order at 8:30 a.m. by Chair James R. Saalfeld.

Present: Commissioners Antor, Bolter, Brieve, Chivis, Bulkowski, Hennessy, Jones, Kallman, Koorndyk, Mast, Morgan, Ponstein, Shroll, Stek, Talen, Vander Molen, Vonk, Voorhees, Chair Saalfeld - 19.

Absent: None.

Invocation: Commissioner Hennessy introduced Andrew Sisson, Community Connector at Gold Avenue Church, who gave the invocation. The Pledge of Allegiance followed.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

a) Approval of the Minutes of May 12, 2016, Meeting

b) May 17, 2016, Finance Committee Meeting Minutes
(Reports of Claims and Allowances)

c) Resolutions:

5-26-16-40 – MONITORING SERVICES SUBRECIPIENT AGREEMENT WITH THE CITY OF WYOMING / COMMUNITY DEVELOPMENT

WHEREAS, federal law requires Community Development Block Grant (CDBG) grantees to monitor subrecipient activities for program compliance in accordance with applicable federal requirements and that program objectives are achieved. The City of Wyoming has been satisfied with the monitoring services performed by the Community Development Department in the last five years, and is desirous of extending the monitoring services for the period of July 1, 2016 through June 30, 2017. The five non-profit agencies that are to be monitored are Fair Housing Center of West Michigan, Home Repair Services of Kent County, Salvation Army Social Services, and The Potter's House; and

WHEREAS, benefits to the City of Wyoming include timely, accurate, and HUD compliant subrecipient monitoring that would not otherwise be possible with their existing staffing levels. Benefits to the County include cost sharing of required monitoring procedures for the two common subrecipients. This cooperative effort is in line with the Board of Commissioner's consolidation of services priority; and

WHEREAS, the proposed Agreement outlines the scope of work and responsibilities of the parties. While the County will perform the City of Wyoming's monitoring services, the City of Wyoming will remain accountable for the overall administration and compliance requirements of the CDBG program; and

WHEREAS, all costs associated with the monitoring function will be paid by the City of Wyoming, which is estimated to not exceed $3,500 (personnel, mileage and cost allocation) for the year 2016-2017; and

WHEREAS, the Agreement has been reviewed and approved as to form by Assistant Corporate Counsel; and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approve the Monitoring Services Subrecipient Agreement between the Kent County Community Development Department and City of Wyoming; to authorize the Board Chair and/or County Administrator to sign the agreement and necessary ancillary legal documents for submission to the Department of Housing and Urban Development (HUD); and to accept and appropriate $3,500 in estimated revenues to the 2016-2017 Community Development Block Grant Fund from the City of Wyoming, contingent upon execution of a contract.

5-26-16-41 – CREATION OF ONE FULL-TIME OUTREACH WORKER POSITION FOR THE STRONG BEGINNINGS PROGRAM / HEALTH DEPARTMENT

WHEREAS, the Health Department has received notice from Spectrum Health – Healthier Communities that $66,557 in Health Resources and Services Administration (HRSA) grant funding has been made available to create a new Outreach Worker position to focus primarily on provision of services to the African refugee population. This grant is funded through October 31, 2019; and

WHEREAS, Strong Beginnings is a home visiting program that uses Outreach Workers to work alongside of nurses and social workers in the Maternal and Infant Health Program (MIHP) to provide services that do not require the skill or expertise of a nurse or social worker. There is a need within the growing refugee population to provide services to pregnant women and mothers who are vulnerable to health risks and disparities as they adjust to life in the United States; and

WHEREAS, the total cost of salary and benefits for the additional Outreach Worker position for the remaining portion of the 2016 grant year is $23,784. Funding has also been made available to cover the costs of interpreter services of $23,625, travel and conference costs of $9,973, supplies of $3,124, and indirect costs of $6,051; and

WHEREAS, this request has been reviewed by the Community Health Advisory Committee (CHAC); and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee and the Legislative and Human Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves that addition of one full-time Outreach Worker position; and

BE IT FURTHER RESOLVED that the Board of Commissioners accept and appropriate $66,557 of additional funding from Spectrum Health – Healthier Communities, effective June 1, 2016; and

BE IT FURTHER RESOLVED that in the event that funding is eliminated or decreased, the position will be eliminated unless continuation funding is approved pursuant to Fiscal Policy on grants, contracts, and donations; and

BE IT FURTHER RESOLVED that the Board Chair is hereby authorized to execute the grant agreement and approve grant extensions and changes, within 15 percent of the original award.

5-26-16-42- CREATION OF ONE FULL-TIME PUBLIC HEALTH NURSE POSITION FOR THE REFUGEE PROGRAM / HEALTH DEPARTMENT

WHEREAS, the Health Department has received notice from the Michigan Department of Health and Human Services (MDHHS) Office of Refugee Services (ORS) that Kent County will be experiencing a significant increase in the number of refugees that will need services. It is estimated that the number will increase to 975 in 2016, 225 over the Health Department's current contract amount of 750; and

WHEREAS, in response to this increase in refugee arrivals to the Kent County area, MDHHS ORS will increase the funding to the Health Department's 2016 contract by $42,637 to cover the costs of the additional services that will be required. Funding will also be included in the 2017 contract to cover the additional costs; and

WHEREAS, the Health Department currently staffs the Refugee Program with two part-time PHN positions and a retiree rehire who provides additional support when needed. With an increase of 225 new refugees, it is not possible for the existing staff to meet the 90 day requirement to complete all of the required services. One full-time PHN position is being requested to assist with the significant increase in caseload; and

WHEREAS, the total cost of salary and benefits for the additional PHN position for the remaining portion of the 2016 budget year is $25,637. Funding is also available to cover costs for interpreters of $16,500, and additional travel costs of $500; and

WHEREAS, this request has been reviewed by the Community Health Advisory Committee (CHAC); and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee and the Legislative and Human Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approve the addition of one full-time Public Health Nurse (PHN) position; and

BE IT FURTHER RESOLVED that the Board of Commissioners accept and appropriate $42,637 of additional funding from the Michigan Department of Health and Human Services (MDHHS) to the 2016 Health Fund budget, effective June 1, 2016; and

BE IT FURTHER RESOLVED that in the event that funding is eliminated or decreased, the position will be eliminated unless continuation funding is approved pursuant to Fiscal Policy on grants, contracts, and donations; and

BE IT FURTHER RESOLVED that the Board Chair is hereby authorized to execute the grant agreement and approve grant extensions and changes, within 15 percent of the original award.

Motion by Commissioner Hennessy, seconded by Commissioner Shroll, that the Consent Agenda items be approved.
Motion carried:
Yeas: Voorhees, Vonk, Vander Molen, Talen, Stek, Shroll, Ponstein, Morgan, Mast, Koorndyk, Kallman, Jones, Hennessy, Chivis, Bulkowski, Brieve, Bolter, Antor, Chair Saalfeld – 19.
Nays: 0.

RESOLUTIONS

5-26-16-43 – APPROVE THE COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN AND BUDGET AMENDMENT / COMMUNITY DEVELOPMENT

WHEREAS, Kent County has qualified as an Urban County, which makes it eligible to receive funds from the United States Department of Housing and Urban Development (HUD) for its 35th year as an entitlement community; and

WHEREAS, the five-year Extended Consolidated Plan for July 1, 2016 through June 30, 2021, consists of a needs assessment, market analysis and related goals and objectives, and is a prerequisite of obtaining Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funding from HUD. This year Kent County is not eligible for ESG funds from HUD due to its formula calculations; and

WHEREAS, the grant application, referred to as the Annual Action Plan, contains a description and budget for CDBG and HOME-funded activities proposed to be undertaken between July 1, 2016, and June 30, 2017, including CDBG projects requested by the 32 local units of government; and

WHEREAS, the application seeks $2,206,414 in funding that includes CDBG $1,497,686 and HOME $663,728 and recognizes an additional $45,000 anticipated as income from the CDBG Housing Rehabilitation Program; and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the Housing and Community Development Annual Action Plan for July 1, 2016 through June 30, 2017; and

BE IT FURTHER RESOLVED that the Board Chair or designee is authorized to execute the documents related to the Plan and approve extensions and changes, within 15 percent of the original award; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby appropriates $2,206,414 in estimated revenues to the 2016-2017 Community Development Block Grant (CDBG) and HOME programs, contingent upon award and execution of a contract.

Motion by Commissioner Jones, seconded by Commissioner Vander Molen, that the resolution be adopted.
Motion carried:
Yeas: Voorhees, Vonk, Vander Molen, Talen, Stek, Shroll, Ponstein, Morgan, Mast, Koorndyk, Kallman, Jones, Hennessy, Chivis, Bulkowski, Brieve, Bolter, Antor, Chair Saalfeld – 19.
Nays: 0.

5-26-16-44 – APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENTS WITH VARIOUS AGENCIES AND AUTHORIZE BOARD CHAIR TO SIGN / COMMUNITY DEVELOPMENT

WHEREAS, as part of the Community Development Block Grant Program (CDBG), United States Department of Housing and Urban Development has allocated CDBG Entitlement funds to the Community Development Department for services to eligible residents of the participating urban county communities; and

WHEREAS, the Community Development Department proposes agreements with the listed agencies for a term of July 1, 2016 through June 20, 2017: (1) Arbor Circle, $10,000 for child development, group experience for pregnant/parenting teens; (2) Fair Housing Center, $40,000 for promotion of equal housing opportunities; (3) Home Repair Service, $200,000 for emergency home repair, accessibility modification; (4) Hope Network, $119,245 for transportation services to seniors and disabled individuals; (5) Senior Neighbors, $45,340 for information and referral, coordination of senior meals and volunteerism; and (6) Senior Meals Program, $30,067 for home delivered, nutritionally balanced meals to seniors and severely disabled persons; for a total of $444,652; and

WHEREAS, Assistant Corporate Counsel has reviewed and approved the Agreements as to form; and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the Agreements providing Community Development Block Grant funds to certain agencies for services to eligible residents; and

BE IT FURTHER RESOLVED that the Board Chair and/or his designee is authorized to execute the Agreements and approve extensions and changes, within 15 percent of the original award.

Motion by Commissioner Jones, seconded by Commissioner Mast, that the resolution be adopted.
Motion carried:
Yeas: Voorhees, Vonk, Vander Molen, Talen, Stek, Shroll, Ponstein, Morgan, Mast, Koorndyk, Kallman, Jones, Hennessy, Chivis, Bulkowski, Brieve, Bolter, Antor, Chair Saalfeld – 19.
Nays: 0.

5-26-16-45 – CONTINUUM OF CARE PROGRAM (SHELTER PLUS CARE) CONTRACTS AND BUDGET APPROPRIATION / COMMUNITY DEVELOPMENT

WHEREAS, as part of the Continuum of Care (C of C) Program, the United States Department of Housing and Urban Development (HUD) has awarded funds to Kent County for Sponsor-Based Rental Assistance (SRA) and Tenant-Based Rental Assistance (TRA) for homeless persons. The C of C Program is designed to link rental assistance to supportive services for hard-to-serve homeless individuals and families; and

WHEREAS, the Community Development Department recommends contracting with Community Rebuilders, Inc. to administer the Supportive Housing Components of the C of C Program; and

WHEREAS, the contracts, if approved, commit: (1) $417,349.29 to Community Rebuilders, Inc. for SRA Housing Assistance and Administrative Cost and $12,907.71 to County Administrative Costs; and (2) $867,532.11 to Community Rebuilders, Inc. for TRA Housing Assistance and Administrative Costs and $26,830.89 to County Administrative Costs; and

WHEREAS, the period of the contracts will be from July 1, 2016 through June 30, 2017; and

WHEREAS, Assistant Corporate Counsel has reviewed and approved the Agreement to form; and

WHEREAS, this item has been reviewed and recommended by the Finance and Physical Resources Committee for approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the contracts with Community Rebuilders, Inc. for the Continuum of Care (C of C) Program; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby accepts and appropriates $1,324,620 to the 2016-2017 C of C Fund from the United States Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED that the Board Chair and/or designee is authorized to sign the Agreements.

Motion by Commissioner Jones, seconded by Commissioner Mast, that the resolution be adopted. Motion carried:

Yeas: Voorhees, Vonk, Vander Molen, Stek, Shroll, Ponstein, Morgan, Mast, Koorndyk, Kallman, Jones, Hennessy, Chivis, Bulkowski, Brieve, Bolter, Antor, Chair Saalfeld – 18.

Nays: 0.

Abstain: Talen – 1.

5-26-16-46 – GENERAL FUND ADVANCE TO THE DRAIN COMMISSION REVOLVING FUND – BLACK CREEK (NORTH) INTERCOUNTY DRAIN / DRAIN COMMISSION

WHEREAS, the Drain Commissioner is responsible for the establishment, maintenance and improvement of Intercounty drains; and

WHEREAS, the Drain Commissioner shall, under Sections 152, 153 and 154 of the State of Michigan Drain Code, establish an apportionment roll to specially assess all benefiting property owners; and

WHEREAS, the Black Creek/Lincoln Lake Intercounty Drainage District incurred $296,000 in preliminary costs in response to a Spencer Township petition dated August 15, 2006; and

WHEREAS, Kent County, Kent County Road Commission (KCRC) and its affected local units of government are responsible for 83.5 percent or $247,160 of the preliminary costs; and

WHEREAS, Kent County and the KCRC will pay its pro rata share ($67,969 each) in a lump sum when billed; and

WHEREAS, the Drain Commissioner is requesting an advance of $111,222 from the Unassigned Fund Balance of the County's General Fund to finance the remainder of this project.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Board of Commissioners authorizes an advance of up to $111,222 from the General Fund - Unassigned Fund Balance to the Drain Commission Revolving Fund for the purpose of providing financing assistance for the Black Creek/Lincoln Lake Intercounty Drain District; and

BE IT FURTHER RESOLVED that the Kent County Board of Commissioners authorize the Board Chair or the County Administrator/Controller to sign all related documents; and

BE IT FURTHER RESOLVED that such advance is to be amortized over a four-year term, including interest on the outstanding balance at a rate of 1.18 percent per annum, with the first installment due June 1, 2017.

Motion by Commissioner Voorhees, seconded by Commissioner Koorndyk, that the resolution be adopted.
Motion carried:
Yeas: Voorhees, Vonk, Vander Molen, Talen, Stek, Shroll, Ponstein, Morgan, Mast, Koorndyk, Kallman, Jones, Hennessy, Chivis, Bulkowski, Brieve, Bolter, Antor, Chair Saalfeld – 19.
Nays: 0.

PUBLIC COMMENT

There was no public comment.

REPORTS

Gerald R. Ford International Airport
Commissioner Morgan: Reported that the terminal project is on schedule and going well. To date, they have raised $12,000,000.

Millage Subcommittee
Commissioner Koorndyk: The Millage Subcommittee voted unanimously to approve the Dispatch Authority's request to place a 9-1-1 surcharge on the November 8, 2016, ballot. Two board work

sessions will be held and the recommendation will go through the standing committee and board approval process.

Chair Saalfeld: Noted that a report will be forwarded to Commissioners which includes the timeline for the proposed ballot question.

Lakeshore Regional Entity
Commissioner Stek: The Lakeshore Regional Entity will receive an additional $2,000,000 for the first six months of this year. They are moving forward with the new structure which will be comprised of 15 members (five from Kent County).

MISCELLANEOUS

Gerald R. Ford: A Test of Character
Commissioner Voorhees: Attended a private showing of *"Gerald R. Ford: A Test of Character"* film at the Gerald R. Ford Presidential Museum last night. The movie debuts on the National Geographic Channel Friday, May 27, at 9:00 p.m. and 11:00 p.m. The film was commissioned by the Peter F. Secchia Family.

Rockford Public Schools – Macy's Day Parade
Commissioner Jones: Announced that the Rockford Public High School Marching Band will march in the 2017 Macy's Thanksgiving Day Parade.

Dutton Christian Playground Ribbon Cutting
Commissioner Brieve: Attended the ribbon cutting of the new playground at Dutton Christian School. The school won the new playground from Terra Cycle for recycling.

Daryl Domke
Commissioner Bulkowski: Daryl Domke, a member of the Housing Commission, passed away recently. Details on a local memorial service have not been finalized.

John Ball Zoo
Commissioner Hennessy: RendeZoo is Friday, June 10. As the Zoo celebrates its 125th anniversary, it is offering 125 days of sponsorship of an animal for $125. (Commissioner Hennessy is sponsoring Saturday, June 4.)

Poison Plume
Commissioner Chivis: She attended a community meeting regarding a recent poison plume in her district. She commended the Health Department for its quick response.

Chair Appointment
Chair Saalfeld: Appointed Jason Grinnell to fill an unexpired term on the Housing Commission. The term expires on December 31, 2018.

ADJOURNMENT

At 9:00 a.m., Commissioner Hennessy moved to adjourn, subject to the call of the Chair, and to Thursday, June 9, 2016, Room 310, County Administration Building, at 8:30 a.m., for an Official Meeting. Seconded by Commissioner Morgan. Motion carried.

James R. Saalfeld, Chair

Mary Hollinrake, County Clerk