



## County Staff Report November 2016

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### Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

### Administration/Board of Commissioners/Resource Recovery (1, 2, 4, 7, 8)

- The last day of operation of the Brush Drop Off Site will be Saturday, November 19, weather permitting. Hours of operation are Tuesdays noon to dusk and Thursdays and Saturdays 9:00 a.m. to 3:00 p.m.
- County Administrator, Tom Menzel, spoke at the Builders Exchange Annual Meeting and also the Grand Traverse County Chapter of the Michigan Townships Association and the Grand Traverse County Planning Commission regarding the "State of the County." The presentation highlighted the work that has been done over the past year that has benefitted taxpayers and citizens.

### Central Dispatch/911 (7)

- No report provided.

### Circuit Court

- No report provided.

### Circuit Court - Family Division

- No report provided.

### Commission on Aging (7)

- The Commission on Aging is preparing for the winter months ahead. Clients receiving snow removal service can call the weather hotline 231-922-2301 to get an update on the regional sequence the COA crews are plowing for the day.
- The annual Baskets of Bounty drive is in full swing for the 2016 Holiday season. The number of recipients averages 100. Our criteria is a resident 60 or older who will be alone for the Holidays. Donations are accepted through Friday, December 2. Deliveries of the festive "baskets" begins December 9th. We are always looking for volunteers to drive and deliver a bit of holiday magic.

- The annual Medicare open enrollment for Part D Prescription Drug Plans or Medicare Advantage Plans is underway. For those with lower incomes, Financial Assistance is available through the Michigan Health Endowment Fund. The deadline is December 7, 2016. Given the complexity of over 30 Medicare plans and 10 Medigap plans to choose from, the COA recommends calling a MMAP Counselor for free assistance. The number is 800-803-7174.
- By the end of September the total number of clients the COA has served this year is 1,657. In October we will pass the total number of clients served in 2015, 1665.

#### **County Clerk (4)**

- Stats for month of October
  - New Circuit and Family Court Cases filed: 40 civil, 51 domestic, 9 felony, and 11 juvenile.
  - Five (5) jury pool sent out for Circuit Court trials.
  - Clerked two (2) trials which lasted a total of 6 days.
  - Clerked 2 County Commission meetings.
  - Vital Records filed: 138 births, 100 deaths, and 44 marriage licenses.
  - DBAs filed: 88
  - Concealed Pistol applications filed: 97
  - Concealed Pistol fingerprints done: 66
  - Concealed Pistol Licenses issued: 127
  - Passport Photos taken: 167
  - Certified Copies: 516 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 8
  - Voter Registrations: 1012
- Since taking over administration of Hauler Licensing/Reporting in the beginning of October, we have collected \$130,497.57 in Landfill Surcharge Fees and have 92% compliance in reporting for 3rd quarter.
- Trained an additional 38 election inspectors for the upcoming November 8th Election.

#### **County Drain Commissioner (3,7,8)**

- No report provided.

#### **District Court**

- No report provided.

#### **Equalization/GIS (1, 4)**

- No report provided.

#### **Facilities Management (3)**

- The Facilities management department is currently evaluating main facilities to gather a baseline assessment of the County's infrastructure so that appropriate planning for any necessary maintenance and capital improvement can be made.

## Friend of the Court

- No report provided.

## Health Department (7)

### ADMINISTRATION and FINANCE DIVISION

- Michigan Department of Health and Human Services Director's Award - The Grand Traverse County Health Department (GTCHD) was recently chosen as the winner of the 2016 Michigan Department of Health and Human Services (MDHHS) Director's Award for local public health. The MDHHS Director's Award is presented annually to a Local Health Department (LHD) in recognition of excellence in public health. This year's award recognizes LHDs that have implemented and/or are currently implementing innovative programs, interventions or policies that:

- o Contribute to a positive outcome in the health status of community residents;
- o Demonstrate a spirit of collaboration, integration and sharing;
- o Demonstrate evidence-based decision models that ensure effectiveness;
- o Are sustainable and replicable in other communities; and
- o Demonstrate a new or innovative public health initiative.

GTCHD was specifically recognized for its leadership of the Northern Michigan Regional Public Health Emergency Preparedness (NMPHEP) team and program. The NMPHEP program was developed to provide a fully integrated approach to emergency preparedness that unifies local training and planning, as well as more efficiently leverages grant funding, in order to increase public health's visibility in local communities across the region. The multi-jurisdictional team of Health Department Emergency Preparedness professionals, led by Mike Lahey of the GTCHD, also includes LHD partners from the Health Department of Northwest Michigan and the Benzie-Leelanau District Health Department. Mike Lahey, the NMPHEP Regional Director, was also individually awarded the Public Health Preparedness Professional of the year for 2016.

- Northern Michigan Community Health Innovation Region
  - o Finalizing key operational documents including: Local Operations Plan, 4- Year Practical Vision, Memorandum of Understanding for participating organizations and an organizational Charter
  - o Wendy Trute was appointed to the executive committee and elected chair
  - o Formally establish two key workgroups: 1) Community Health Assessment and Improvement Plan and 2) Clinical Community Linkages
- Public Health Outreach Summary
  - o 2015 Annual Report was completed and made available.
  - o Press Releases for Walk In Flu Shots and Directors Awards news were submitted to press, resulting in multiple positive media interviews; IPR (10/4), Record-Eagle (10/4), WTCM (10/5), 9&10 (10/12 & 10/26), TC Ticker (10/28).

- o Participation in State Zika conference calls from key staff (Health Officer, Public Information Officer, Communicable Disease Nurses, Environmental Health Director, Emergency Preparedness Director).
  - o Public Information Officer participates in the State Public Information Officer and the Northern Michigan Public Health Alliance monthly meetings.
  - o Working on new branding, including outdoor sign design for K-Town Youth Care, and new brochure designs for both K-Town and Youth Health & Wellness Center.
  - o For third quarter, Medicaid Outreach Reporting, Website and Social Media metrics have increased by 12,226 “views” from the same quarter as last year (organic reach).
  - o Health Officer Trute presented on vaccine preventable diseases and recent outbreaks at the Northern Michigan Pediatric Coalition annual conference.
  - o Community Health Director participated in the monthly Perinatal Regional Initiative/Northern Michigan Perinatal Coalition.
  - o Completed and submitted 4th quarter Medicaid Outreach report to the State.
- Finance
- o Completed and submitted our Health Innovation Grant to the Michigan Department of Health and Human Services. This grant was to transform Public Health Emergency Preparedness from individualized local programs to one regional program to enhance and improve local capacity.
  - o Completed and submitted Adolescent Clinics (Youth Health and Wellness Center and K-Town Youth Care) final grant reports for the fiscal year ending September 30, 2016.
  - o Finalizing our Comprehensive Planning, Budgeting and Contracting (CPBC) grants with the Michigan Department of Health and Human Services with fiscal years ending September 30, 2016.

#### MEDICAL EXAMINER DIVISION

- Submitted a Health Innovation Grant proposal for 2017 that would assist with medical examiner investigator training and development of a telemedicine model for certain medical examiner deaths.
- Continuing to explore options for future medical examiner operations.
- Participating in Carfentanil Awareness in Michigan conference call and local substance abuse coalition with a goal increasing awareness of these deadly substances and preventing deaths due to drug overdoses.

## ENVIRONMENTAL HEALTH and ANIMAL CONTROL DIVISION

- MDEQ Evaluation of Private Water Well Program - The Michigan Department of Environmental Quality (MDEQ) conducted a review of our Private Water Well Program on October 11. The evaluation included reviews of department policies & procedures, enforcement, as well as field reviews. We are awaiting confirmation of their final report; however, we were told at the conclusion of the review that we had met all mandatory program requirements.
- ServSafe Certification- Tom Buss recently successfully renewed his instructor/proctor certification through the National Restaurant Association, Educational Foundation. This certification allows him to instruct Management Certification Classes and proctor exams for the National Restaurant Association. Under State law, all food service establishments must have at least one (1) certified food manager on staff who has taken an approved food managers certification course and successfully passed the certification exam.
- New Animal Control Officer Hired - We are pleased to announce that Deb Zerafa has been hired as Grand Traverse County Animal Control Officer. Deb earned a Bachelor of Science Degree from Madonna University with a major in Pre-Law and a minor in Physical Education. She also has a Certified Legal Assistant Degree through the American Bar Association. Deb received her approval from the Michigan Department of Agriculture & Rural Development (MDARD) in September of this year certifying that she met the 100 instructional hours of training as required under the Michigan Dog Law, Act 339 of 1919 to become an Animal Control Officer.
- Dog Bite Followup and Rabies Quarantines - With the assistance of Tom Buss, Communicable Disease nurses took on the role of quarantining animals involved in bite incidents. A ten-day period of confinement and observation (“quarantine”) is used for dogs, cats and ferrets that bite humans as a way to prevent human rabies (a longer quarantine may be issued for animals other than dogs, cats and ferrets) . All quarantines, including investigation and follow-up, are performed via phone; each case takes approximately 45 minutes to investigate and complete necessary paperwork. Communicable Disease Nurses are also responsible for investigating bat exposures, and making recommendations to an individual about whether to receive Rabies Post-Exposure Prophylaxis based on if the bat can be submitted to the state laboratory for testing. Over the past 5 months, Communicable Disease Nurses have investigated 132 bite incidents and bat exposures: June (24), July (24), August (47), September (22) and October (15).

## EMERGENCY MANAGEMENT and PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
  - o October 1 started the new federal fiscal year and new grant requirements. EM staff spent the beginning of the month navigating these new/different reporting requirements.
  - o The annual Michigan Emergency Management Association fall conference was held Oct. 6-8. EM staff presented to over 150 statewide EM professionals our process and policy for developing large event Incident Action Plans (IAP).

- o EM hosted two (2) large classes this past month. National Incident Command System - ICS-300 and MGT-324 - Campus Emergencies and Preparedness. Both of these recent classes had over 35 participants and drew excellent reviews from the instructors.
- Emergency Preparedness
  - o The Grand Traverse County Health Department and Northern Michigan Public Health Emergency Preparedness (NMPHEP) Director was awarded the Public Health Emergency Preparedness (PHEP) Professional of the year in the state of Michigan through Michigan Emergency Management Association.
  - o The NMPHEP Director presented on the establishment, collaboration, and operations of NMPHEP at the Premier Public Health Conference in Kalamazoo to public health and state officials. This work introduced NMPHEP and the PHEP work out of GTCHD to the entire state and placed this innovative work on the map in the state of Michigan as a potential gold standard of this approach to PHEP delivery.
  - o NMPHEP concluded the construction of a critical NMPHEP Mobile Medical Unit resource that now exists in the jurisdiction of GTCHD. This resource enables public health entities to respond in real time to a public health threat as well as efficiently operate dispensing of any public health prophylaxis.
  - o GTCHD exercised the NMPHEP Mobile Medical Unit on October 27th during a full scale Point of Dispensing operation that successfully vaccinated City and County employees. This event was coordinated through the PHEP and Immunization programs in an effort to streamline PHEP operations when establishing mass vaccination clinics.

#### COMMUNITY HEALTH DIVISION

##### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

- Communicable Disease Program - Communicable Disease staff investigated 56 communicable diseases and animal bites/exposures for the month of October.
  - o Staff continue to receive updates from the Michigan Department of Health and Human Services regarding the emerging epidemiology of Zika virus via bi-monthly conference calls. These calls provide up-to-date information regarding prevention, testing and travel recommendations for individuals that have been exposed or plan travel to an area with ongoing Zika virus transmission.
  - o Supervisor participated in an interview with 9&10 News regarding flu vaccination and the importance of receiving an annual flu shot.
  - o Supervisor attended the National Incident Command System Forms Review Class and ICS-300 October 18-20, which provided valuable insight into how to manage a large-scale incident (such as a mass vaccination clinic).
- Reproductive Health – Reproductive Health staff provided services for 115 men and women, of which 52 were new clients to the program.

- o Quarterly reporting completed and submitted to the Michigan Department of Health and Human Services.
  - o Continued involvement in the Tobacco Dependence Grant via conference calls, as we work to develop a protocol for integrating tobacco cessation tools and nicotine replacement therapy into our clinic.
  - o Staff provided insight into the Communicable Disease and Reproductive Health programs during a presentation to an “Introduction to Healthcare” class from Grand Valley State University.
- Immunizations
- o Co-sponsored with northern region local health departments and MSU a Pediatric and Adult Influenza Webinar on October 5th presented by Joshua Meyerson, MD, MPH, Medical Director of two local health departments and Board Certified in Pediatrics.
  - o Co-sponsored with northern region local health departments and MSU an Human Papilloma Virus recommendations webinar presented by Ahdi Amer, MD Associate Professor of Pediatrics at Wayne State University School of Medicine, with expertise in the field of pediatrics and pediatric infectious disease.
  - o Received the Alliance for Immunization in Michigan Outstanding Organizational Achievement award on behalf of the Northern Michigan Vaccine Preventable Disease Task Force in recognition of the community collaboration between area local health departments, providers, schools, and Great Start to address our high waiver rates and low immunization rates by working to inform, educate, and support policy change.
  - o Recently updated County Immunization Report Card ranked Grand Traverse County as #1 for adult pneumococcal, #2 for adult Zoster, #3 for Flu ages 6 months to 8 years, #4 for Flu for 6 months to 17 years, and # 6 in the State (out of 84 counties) for adult Flu.
  - o Grand Traverse County continues to see improvements in teen population vaccination rates, including Tdap, Meningococcal, and HPV for both females and males.
  - o Over the last quarter we provided just over 740 immunization clinic appointments, nearly a 13% increase from the previous quarter due to waiver appointments and walk-in flu shots.
  - o Health Department team participated in a successful employee Flu Clinic held at the Governmental Center, while at the same time completed an important emergency preparedness exercise.
  - o Grand Traverse County Health Department is continuing to provide walk-in adult flu vaccinations Monday-Friday 8am-12noon and 1pm-4:30pm.

**MATERNAL AND CHILD HEALTH PROGRAMS:**

- Maternal Infant Health Program (MIHP)
  - o Over the last quarter, we provided 830 home or office visits for our moms and babies, an increase of 4% from the previous quarter.
  - o Admissions to the program over the past quarter were up slightly by 3%.
  - o Clinicians in both MIHP and WIC continue to perfect their program explanations both in clinic and during outreach to increase the number of eligible moms to accept this evidence-based program.
- Healthy Futures and Maternal Child Health Outreach
  - o Laura Barrett, Public Health Nurse who has worked our Healthy Futures program over the last year will be leaving us on 11/04/16. A temporary assignment plan has been implemented to help bridge services until we can hire and train a replacement Public Health Nurse.
  - o Over the last quarter, we provided 38 breastfeeding support visits and 360 outreach contacts, a decrease of about 6% from the previous quarter.
  - o Community Health Director participated in monthly regional Maternal Child Health CQI committee, agenda focused primarily on expansion of BCBS billing to other local health departments in the region for reimbursement of non-MIHP moms and babies for breastfeeding support and high risk follow-up.
  - o We submitted interest to Michigan Department of Health and Human Services for one time funding opportunity to assist in the completion of a more comprehensive Maternal Child Health assessment and prioritization process aimed at improving performance measures of breastfeeding, infant mortality, and immunizations as part of the federal Title V funding.
- Children's Special Health Care Services
  - o Over the past quarter, our team provided 200 client encounters, an increase by nearly 40%, primarily attributed to completing training for a new public health nurse to the program.
  - o Children's Special Health Care Services Year End report is being submitted to the State. Highlighted successes include:
    - Provided services to over 293 clients
    - Continued positive working relationships with Medicaid Health Plans
    - Provided quality collaboration with all internal services at the Health Department, such as, Communicable Diseases, Immunizations, Vision and Hearing Clinics.

Challenges include:

  - Travel assistance continues to be challenging for clients on Medicaid Health Plans who need lodging while traveling downstate for medical appointments.
  - Decrease in mileage reimbursement for qualified families



- Families are choosing not to renew due to annual cost of Children's Special Health Care copays and /or deductibles.

➤ Women, Infant and Children (WIC)

- Two registered nurses and two dietitians attended the WIC Record Review Training on October 24 in Bay City, which focused on 22 MI-WIC Reports for Management Evaluation.
- WIC Program Director and Supervisor attended the yearly Michigan WIC Coordinator Training October 25-26 in Bay City. Nationally WIC participation is down. In Michigan, participation has been declining since 2012. This trend holds true for Grand Traverse County WIC as well. The National WIC association plans a WIC Promotion and Retention Campaign with a new National WIC Logo, including a visual language and color scheme. The new tag line for the WIC campaign is "WIC...Strong, Healthy, and Happy."
- All Maternal Child Health employees received Fluoride Training on October 18th in preparation to initiate fluoride application to children seen through our WIC program who are eligible/due.

➤ Hearing and Vision Our final candidate for the vision and hearing technician position is completing her pre employment process.

➤ Blood Lead Amy Leiva, Public Health Nurse, will take on leadership of our blood lead follow-up and outreach program, assuming caseload responsibility following Laura Barrett's exit.

*CHILD AND ADOLESCENT HEALTH PROGRAMS:*

➤ Kingsley (KTOWN) and Traverse City (YHWC)

- Completed Fiscal Year End reports for the Child and Adolescent Health Center grant funding requirements.
- The beginning of the new Fiscal Year is busy with sports physicals and immunizations.
- Clinic supervisor attended conference in Atlanta for our Electronic Health Record (EHR) provider (Mitchell & McCormick) for education regarding expanded role for EHR Clinical Informatics Lead for Adolescent Health.
- Clinic supervisor attended annual Coordinators Conference for the Child and Adolescent Health Center for education and programmatic updates.
- Internal Social Work qualified employees assumed mental health provider assignments for both child and adolescent sites to meet minimum program requirements. KTown welcomed Jen Pedroza, LMSW, and YHWC welcomed Lindsay King, LMSW, both who also work in our Maternal Infant Health Program.

- Attended TC Cares event for a local church for outreach regarding their one day health & wellness clinic.
- K-Town welcomed a student Nurse Practitioner to work in conjunction with clinic staff.
- Both Carolyn Kristof (Public Health Technician) and Kim Michels (Nurse Practitioner) were recognized at the making a difference event for excellence at their job and going above and beyond in their role at K-Town Youth Care.
- Freshman Girls Empowerment Group sponsored by a Zonta grant began meeting again this year. Group is co-ran by Kim Michels our Nurse Practitioner.
- K-Town staff in conjunction with Kingsley High School completed a program sponsored by the Zonta group - this program was called Coaching Boys Into Men and targeted the Kingsley HS Football team. Additional grants were funded by the Zonta group including Sand Therapy trays for our Mental Health Provider, the Freshman Girls empowerment group, and a guy's group at Traverse City HS.
- YHWC Completed TB Testing 2-step process for over 50 Career Tech Center students for their classes for Allied Health and Early Childhood Education.
- Held first meeting of the Student Advisory Committee for YHWC, a group of students who provides peer input regarding outreach to our clinic target audience.

### **MSU Extension (7, 8)**

- The 9th Annual Freshwater Summit was held at the Hagerty Center October 28, 2016 with over 160 people in attendance. The Freshwater Summit is a product of the Freshwater Roundtable and is organized by The Watershed Center, NMC's Water Studies Institute, Michigan Sea Grant Extension, Great Lakes Environmental Center, Inland Seas Education Association, NOAA's Office for Coastal Management, and Grand Traverse Conservation District. Sea Grant Extension Educator Mark Breederland gave an update on fisheries and lake levels. Nikki Rothwell, Coordinator at the MSU Northwest MI Horticulture Research Center, along with NMC's Director of Aviation Alex Bloye, gave an update on agricultural sustainability and impacts on water quality. Other topics included updates on the Brown Bridge area 4 years post dam removal, and updates regarding invasive species such as asian carp, invasive weeds, and newly discovered New Zealand mudsnails confirmed in the Boardman River.
- MSU Extension Program Instructor, Michelle Smith RD, will provide a six-week series of Cooking Matters for Teens at Traverse High School starting in November. Cooking Matters for Teens is a nutrition program that teaches teens how to make healthy food choices and prepare healthy meals and snacks on a limited budget.
- Nutrition Program Instructors Michelle Smith and Jane Rapin will be representing MSU Extension with their knowledge and helping hands on November 5 at *Moving Ahead...A Journey into Adulthood*, a free workshop for communities supporting youth with

disabilities held at the TBAISD Career Tech Center, and again on November 6 at Food Rescue of Northwest Michigan's annual *Empty Bowls* event at the Hagerty Center.

### **Parks and Recreation (7)**

- No report provided.

### **Parks and Recreation/Senior Center Network (7)**

- 51 new members joined the Senior Center in October
- 1,383 seniors participated in 6,324 units of service in October
- Ongoing programming: Exercise classes, daily lunches, hiking group, golf league, cycling club, yoga, pilates, tropi-fitness, grief support, legal assistance, Parkinsons support, blood pressure and glucose monitoring, massages, reflexology, foot care, technology assistance, cards games, board games, Wii bowling, art classes, ethical discussion group, Girl and Guy Friends Groups.
- Special Events:
  - o 2017 Travel Show had nearly 300 attend at TC West Senior High. We have logged 311 reservations for tours in 2017.
  - o The Hometown Heroes Ride celebrating veterans was a huge success. Veterans were taken around town compliments of BATA and shown various veteran memorials. At the end, they were treated to a lunch prepared and served by the United States Coast Guard personnel at the hangar. Special tributes took place recognizing the sacrifice made and being made today.
  - o Educational Programming included: geocaching, cybersecurity, probate courts, fraud prevention, Sights and Sounds of Cuba and What's in the Bay with NMC Extended Education.
  - o Community Events - Seniors made over a dozen bowls to be donated to the Empty Bowls project. LifeStory Funeral Homes donated the supplies. Grand Traverse Academy's Pay it Forward program brought in volunteers who prepared favors for our holiday functions.
  - o HereSay Workshop and presentation held giving seniors the opportunity to tell their story on stage.
  - o Halloween celebrations held at all locations.

### **Planning & Development (1, 3, 4, 7, 8)**

- PLANNING
  - Retreat with Grand Traverse County and Grand Traverse Band of Ottawa & Chippewa Indians - Staff facilitated a meeting between the County and the Band to learn about each other's organization, establish lines of communication, and to identify issues where there is common interest. A follow up discussion is planned for January 2017.
- BROWNFIELD REDEVELOPMENT
  - o Boardman River Dam Removal and River Restoration Project – The Brownfield Redevelopment Authority (BRA) approved a Brownfield Plan providing a \$500,000 grant from the Local Site Fund to support one of the largest public projects undertaken, being the Boardman River Restoration. The Brownfield grant provides

two main components; pays for the required due care activities related to the River Restoration Project and secondly, allows County and City general fund dollars to no longer be required for this publically funded project.

The brownfield plan will be brought forward requesting concurrence from Garfield Township and Approval by the County Board of Commissioners in November.

For more information about the Boardman River Restoration, visit [www.theboardman.org](http://www.theboardman.org).

- o Park Place Project - Staff has been working with identifying eligible activities for the demolition activities for the dome as well as public infrastructure activities. Brownfield Plan is anticipated to be presented at the December Brownfield meeting.
- CONSTRUCTION CODE DIVISION (7)
  - o Monthly Building Permit reports are now being completed and distributed electronically to City and County Equalization as well as all Township Assessors. This modification streamlines the process and saves time, paper and wear and tear of printers.
  - o With the City approving the hiring of an inspector, Metro Fire will no longer be reviewing plans on behalf of the City. We believe this will assist in inspection process, allowing the City Fire review from the start to the finish of projects.
  - o Work has started on the large developments throughout the community, including Costco, NMC and Munson Medical Center.
  - o Applications for residential development continues, with overall numbers coming in consistent with 2015 numbers.
  - o Staff attended both the Home Builders and Builders Exchange annual dinner the week of October 24<sup>th</sup>, with Tom Menzel being the speaker at the Builders Exchange dinner. Grand Traverse County is fortunate to have the great building professionals, invest and stay in our community.
- SOIL EROSION PROGRAM (8) The month of October realized an increase in permit applications, with staff keeping up with a 7 to 10 day turnaround. Staff is working on a business plan that builds on from our short-term goal of identifying and improving our customer service and implementing policies and procedures for continued review of each and every permit. Now we are ready to look and develop the long range business plan for the community. This Plan will identify the best operational benefits and implementation of services that meet ordinance standards for Soil Erosion.
- SPECIAL PROJECTS Project Cherry Tree Update. Organizing of Project Cherry Tree is taking place with two new subcommittees being established: Housing and Education/Jobs. Both committees have met and started developing their individual action plans. The "All Hands" Project Cherry Tree committee met and, with presentations from the Traverse City Vet Center and Michael's Place, had an opportunity to hear firsthand

the mental health challenges faced by Veterans. This issue may create an opportunity to address mental health needs by both Veterans and the community at large.

### **Probate Court**

- No report provided.

### **Prosecuting Attorney (7)**

- Prosecution - As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of October, we engaged in the following:
  - o Authorized 150 misdemeanor warrants
  - o Authorized 32 felony warrants
  - o Authorized 12 juvenile petitions
  - o Initiated 2 neglect/abuse case
  - o Handled the following matters in Family Court:
    - o 9 allegedly mentally ill cases
    - o 18 referrals from Office of Child Support
    - o 4 Judgments obtained from Family Court
- Civil Counsel
- Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of October, we reviewed seven contracts for the following departments:
  - o Health: two
  - o Commission on Aging: one
  - o Parks and Recreation: three
  - o Administration: one
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of October, we reviewed four requests, and provided advice and consultation to the following departments:
  - o Sheriff: two
  - o Planning: one
  - o Commission on Aging: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the

month of October, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- o Veterans Affairs
  - o Parks and Recreation
  - o Clerk
- Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For October, we did not prepare any ordinances.
  - Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of October, we did not represent the County in any civil actions.
  - Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of October, Chris Forsyth attended the regular board meetings.

#### **Public Works (7, 8)**

- No report provided.

#### **Register of Deeds (2, 4)**

- No report provided.

#### **Sheriff (7)**

- No report provided.

#### **Treasurer (1)**

- Posted almost all forfeited properties; no major issues. Talked to many of the homeowners and explained the foreclosure process and payment plan options.
- Settled with both Fife Lake and Kingsley Villages; we are now collecting 2016 delinquent village taxes.
- Had our second no minimum bid auction; sold remaining parcel that did not sell at first auction. Worked with the neighbor of last small Lank Bank parcel to facilitate sale through side lot program.
- Processed 127 regular service, 15 expedited and 1 hand carry passports in September, 118 regular service, 14 expedited and 1 hand carry passports in October.

#### **Veterans Affairs (7)**

- On November 8, 2016 voters approved a dedicated millage to provide funding for Veteran's services. This dedicated funding assures that services can be enhanced and maintained to honor our Veterans.