



## Administrator/Controller Report October 2013

### 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

### Boardman River Dams (8)

- ❖ The IT met on Friday, October 4<sup>th</sup> to tender the lawsuit over the Brown Bridge October 6 incident to AMEC. Significantly, the representatives from the DEQ and US Fish and Wildlife both abstained, which indicates that the Chair of the Implementation Team may be able to sign the URS agreement without objection from any members of the Team. (1,3,7,8)
- The Board of Commissioners authorized the County Administrator to sign documents, if necessary, to begin the design and engineering phase for the Boardman and Sabin Dam removals and the Cass Road Bridge.

### Administration Office (1-8)

#### Purchasing

- ❖ The Grand Traverse County has become the 118<sup>th</sup> jurisdiction to join the Michigan Intergovernmental Trade Network (MITN), an online procurement system that gives vendors instant access to online bid opportunities. Part of a nation-wide e-procurement solution powered by BidNet, MITN offers an online system for sending and receiving quotes and formal bids, and greatly improves the efficiency and transparency of the county's procurement processes. (2)

#### Web Site

- **Site Changes** Division and board information has been added to the Contact Us list. Divisions have also been added to the Departments page/tab which has been renamed Departments/Divisions. Online has been added to the title of Make a Payment. (4)
- **Web Training** A fifth training session was held for editors of the County web site on September 18. The training was conducted by Ernie Cacciaglia of GIS who taught employees about dynamic web pages and html; 22 employees representing 17 departments attended. Ernie may provide this same information regarding

capability of adding graphs and charts to the site to a Department Heads meeting in the future. Two more web training sessions are anticipated in the next couple months. (4)

### **Central Dispatch (7)**

➤ **Staffing**

Central Dispatch is still running the 12-hour schedule for all personnel. It has reduced overtime and leveraged shift coverage with the reduced staff numbers we are working with. The two new hires are both doing well in the first phase of training. Job offers have been extended and accepted for two additional dispatchers and they will be starting in the near future. (5)

➤ **Northwest Michigan PSAP Collaboration (NMPC)**

A meeting was held on September 23 at Michigan Works in Traverse City. Peninsula Fiber Network (PFN) provided a presentation regarding their current network and projected coverage. PFN supplies the fiber network for the Upper Peninsula group. TCAPS representatives also attended and provided some information regarding their current fiber network as well as the TCAPS Data Center. NW Council of Governments gave an update and there was significant discussion regarding the collaborative goals and course of action for the group, which is scheduled to meet again on November 1. (4)

➤ **911 Surcharge Lawsuit**

The MPSC met on September 24 and signed the settlement order authorizing our surcharge of \$0.80. The new rate will go into effect July 1, 2014 and should generate an additional \$150,000 annually. (1)

### **Commission on Aging (7)**

➤ **New Board Member**

Bill Rokos, former County Treasurer, was welcomed to his first Commission on Aging (GTCOA) board meeting September 3, 2013. Bill will be serving on the GTCOA's Finance Committee.

➤ **Downsizing the COA Board**

As part of the ongoing efforts of the Commission on Aging to investigate downsizing its board, members voted to combine their Community Relations Committee and Program Committee effective January 1, 2014. This will result in the need for fewer committee members and thus fewer board members. Committee service (the time commitment of serving on several committees) was one of the arguments against decreasing the board size.

➤ **Freelance Writer Hosts SCN Blog**

Kathy Guest, a well-known freelance writer for many local publications including the Traverse City Record Eagle, is now hosting a blog on the Senior Center Network website.

❖ **Senior Center Agreement**

The Senior Center Intergovernmental Agreement states that "The County and the City agree to meet and confer no later than November of each year to review the

operation and management of the Senior Center during the term of this Agreement.” The COA Executive Committee members expressed concern that if \$500,000+ in improvements are made to the Center, and the City later decides to use the building for other purposes, the COA should be reimbursed for the undepreciated cost of the renovation over a period of years.

## **Equalization**

- The Principle Resident Exemption (PRE) county auditor has uncovered various parcels that will have their PRE denied. There has been a focus on local units that do not actively audit their PRE files. The state has found 14 denials this year. This low number should convince the state that the county audit program is back on track, and capable of monitoring our “opt-in” county PRE status. (1)
- Equalization staff that is dedicated to East Bay Township assessing uncovered a property transfer that was not properly reported. When the parcels were correctly uncapped due to the transfer, and the delinquent tax difference is calculated, it resulted in a net gain of approximately \$58,000 to the county. (1)
- The department sponsored an Assessor’s meeting on September 26 to discuss land values, preliminary assessment levels, and participation in the county’s Damage Assessment Team. (4)

## **Facilities (3)**

- ❖ **Historical Courthouse:** The law library has moved to the Traverse Area District Library.
- **Veteran’s Affairs:** Security enhancements, including installation of full size doors and a receptionist window, are complete
- **Health Service Building:** Speed bumps will be installed between the parking lots of the Public Service Building and Health Service Building. The goal is to reduce the speeds to improve the safety between the buildings both for pedestrians and vehicles.
- **Day of Caring:** Local volunteers secured the boards along the TART Trail/Medalie Park Bridge.

## **Finance (1)**

- Worked with Bond Counsel/Financial Consultant on the Blair Township Sewer System Bond refunding which is currently on hold due to increasing interest rates in the municipal bond market. **The next call date is May 1, 2014.**
- Continue to work with bond counsel on an OPEB/Pension financing. We have received both the 20-year pension bonding valuation from MERS and the OPEB valuation from GRS that were required to prepare the final analysis of this potential financing option for our unfunded pension and health liabilities. This information will be coming to the October Ways and Means Committee.

- Currently working with the Board of Public Works and the townships of Acme, East Bay, Elmwood, Garfield, and Peninsula to rescind the 2012 Resolutions to call the Series 2004 Septage Treatment Facility Bonds.

## **Health Department & Emergency Management (7)**

### **Administration and Finance Division**

- Accreditation - The Health Department received official word that their 2013 Accreditation has been approved with accolades from the Michigan Department of Community Health.
- Medicaid Outreach and Enrollment - In preparation for the opening of Michigan's Health Insurance Marketplace giving uninsured Michigan residents the opportunity to shop online for health insurance, the GTCHD has completed the application to have certified "navigators" available to help educate clients on their options and to assist in the online application process. We have been approved and will start the training for two to three staff members in the coming weeks. We will be assisting clients and the public in getting signed up for insurance. We also will continue our day-to-day enrollment assistance with Medicaid, including the Medicaid Expansion next spring.
- Building - In order to be better prepared for an emergency event, security duress buttons were added to computers of front desk and managers' computers throughout all health department locations - Health Services building, Public Services building (Environmental Health and Animal Control) and the two youth clinics located at TBAISD and Kingsley.
- Outreach Events and Media Coverage (4)
  - August: Film Festival Baby Tent; Cooking with Kids at the Fair; Designed "Play It Safe in The Water" materials; Press Release – Send Kids Back to School with Their Vaccines (Ticker and the Grand Traverse Insider); MIHP & WIC ad for Northern Express; Walgreens Display – Healthy Futures Table; Tobacco Coalition Meeting; Hillshire Farms Wellness Fair Table; Dental Clinics North Lunch and Learn; Grand Traverse Pavilions Wellness Fair Table.
  - September: Presentation to Kings Court Mobile Community Dinner (800 residents); Published article in Family First Magazine about services for Pregnant Moms & Babies (in October edition); Flu shot "Protect the Ones You Love" campaign; window cling for front doors; Coordination with Dental Clinic for referrals of clients for flu shots; Website Revamp; New social media for Youth Health & Wellness Center; Worked collaboratively with District 10 HD on Public Health Public Service Announcement; Worked with Munson on Infectious Disease Outreach (MRSA & C.Diff).

### **Environmental Health & Animal Control Division**

- Clinch Park Splash Pad – The Michigan Department of Environmental Quality (MDEQ) approved the plans for the Clinch Park splash pad and made a pre-

opening inspection in early September. As a result, the City of Traverse City was given conditional approval to operate this water feature in time for the Labor Day weekend. Our Environmental Health staff worked closely with City Officials and the MDEQ staff to address health and safety concerns. Conditional approval was granted by MDEQ since some of the required work regarding long term fixes (i.e., drywell installation and re-designed drainage grates) will not occur until after the splash pad closes for the season. Prior to opening next year, the drywells and new drainage grates will have to be installed.

### **Emergency Management & Preparedness Division**

- Storm Ready - On September 13, 2013, Grand Traverse County became the fourth County in Northern Michigan to be certified as a NOAA Storm Ready Community. This designation means that our Severe Storm plans are in alignment with NOAA's and we are doing community outreach to prepare the community for severe weather of all types. Additionally, Grand Traverse County residents are eligible for a discount on flood insurance.
- Readiness Training and Planning – Thirty (30) members of the Local Emergency Planning Committee Team/Emergency Operations Center Staff completed a two-day course identifying specific improvements needed to assist our team in planning, preparation, and training for specific hazards that can affect Grand Traverse County. There were 10 defined goals identified during the class and team members are eagerly beginning to work on achieving them.
- Winter Storm Spotter - Emergency Management in conjunction with the National Weather Service, Gaylord will present a Winter Storm Spotter Talk in the Health Dept. Training Room on **Monday, Oct. 21 from 6:30 pm – 8 pm.**
- National Preparedness Month – In September, the Emergency Manager spent considerable time on public outreach and preparedness activities. We now have a new batch of preparedness brochures and info available to be distributed as well as on our Social Media page, <http://www.Fb.com/GTCemergency>
- Post Office Anthrax Table Top - Health Department, Emergency Management and Emergency Preparedness staff will be participating in a Post Office table top exercise. The exercise will involve the detection of anthrax through the mail system and will involve many disciplines. The Health Department's main role will be to facilitate the dispensing of prophylactic drugs once those exposed to the anthrax are decontaminated. Emergency Management will assist in the facilitation of the entire exercise response.

### **Community Health Division**

Disease Control and Prevention Programs:

- Communicable Disease Program - Pertussis is in the area, and CD followed-up on two cases and their contacts. We are encouraging TDAP - Tetanus, diphtheria and pertussis vaccine. Flu season will be starting soon and we are encouraging flu shots. We did a mass mailing with animal bite reports and guidelines, booklets with reportable diseases, and sexually transmitted disease treatment guidelines to

all area providers. The Community Outreach Coordinator got the word out about West Nile Virus Prevention.

- Reproductive Health - Appointments are exceeding the numbers from last year at this time.
- Adolescent Clinics - With the new school year and fall sports, both K-Town Youth Care and Youth Health and Wellness Center have been quite busy providing sports physicals and immunizations. Clinical staff received spirometry training and is able to offer this pulmonary function test during sports physicals for those patients reporting a history of asthma. This test assists the Nurse Practitioner in evaluating the client's current respiratory status and developing the most appropriate plan of care. Families appreciate the comprehensive nature of the sports physicals provided at our clinics as evidenced by the high return rate. YHWC is also currently assisting students enrolled at the Career-Tech Center in meeting their program requirements by providing immunizations and TB skin testing.

#### Maternal and Child Health Programs:

- MIHP/WIC - Preparing for Maternal Infant Health Program State Site Survey scheduled for October 16 and 17. Implementing Maternal Smoking Survey to gather data as part of a study being conducted by a graduate student at the Health Department of Northwest Michigan. The data will be utilized by the NW Michigan Maternal Smoking Workgroup to gain a better understanding of smoking as an addiction and the factors which contribute to the difficulties people face in quitting so that as a region, we can identify reasonable action steps to decrease maternal smoking. Perinatal Mood Disorders conference being offered September 27 at the Health Department to assist providers in the treatment of women who experience the disorder. First publication of a Quasi-Experimental Evaluation of the Michigan MIHP through Michigan State University. Overall, MIHP demonstrated significant positive impact on maternal and infant outcomes. Specifically, MIHP clients demonstrated an increase in prenatal care, improved birth outcomes, maternal postnatal care, and infant use of preventive services. WIC is working towards incorporating fluoride varnish.
- Children's Special Health Care Services - Current enrollment is 302 clients. Trial of new standardized care plan currently taking place. All of our MICHILD insurance clients will be transferred to insurance other than BCBS as of October 1. Each county must have two options; however, there may be a rural exemption for some counties without two options. All MICHILD children will be covered under Delta Dental.
- Hearing and Vision – Currently, busy meeting the demands of school schedules and screenings.
- Healthy Futures - Collaborative with Munson; births July 59, August 58. Total caseload for the month of August 591, which includes 32 new enrollees into the Healthy Futures program.

- SIDS/SUIDS Grief Counseling - Recent exposure with Governor's wife visit to the area due to loss in Leelanau County. Visit at MMC reported on front page of Record Eagle. We routinely cover this topic with MIHP clients and HF families that have home visits. Free brochures and educational materials are available through Tomorrow's Child. Pat Drake, public health nurse, recently participated in Tomorrow's Child videotaping in Grand Rapids for training of home visitors for grief support after the death of a child.
- Immunizations - Beginning October 4, 2013, the Grand Traverse County Health Department will offer to the public Flu Vaccinations every Friday. We are planning to expand availability of flu vaccinations as well as other immunizations to dental clinic clients and families. Expanding flu clinics to include TBAISD employees, Grand Traverse Industries workers, as well as continuing clinics at Central United Methodist Church for the homeless population. Exploring community needs for seniors residing in assisted livings who have difficulty getting out of the facility to receive their flu vaccination. Implementing 2D bar code scanning for vaccines.

### **Human Resources (5)**

- Recruiting for seven open positions County-wide. (5)
- We have processed 89 job requisitions so far this year, compared to 78 for the entire year last year. (5)
- OSHA has developed a Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. Mandatory GHS training was done this month at the Law Enforcement Center, District Court and Civic Center. Two more trainings are available; one on October 17 at the Governmental Center Training Room, 7-8am and COA will hold training for the Front Street location on October 23. All employees will hopefully have attended or will attend those two training sessions for the County to be compliant with OSHA requirements. (1)
- ❖ The County's payroll process went paperless with the September 27 payroll. (2)
- ❖ The Relay for Life team is signed up and the fundraising has begun with Wendy's Gift Certificate sales for \$10 of which \$5 goes to the team. On October 17, the Culver's on Munson Avenue (only) is donating 10% of its food sales to the County's Relay for Life Team. Thank you to the new Relay Team Captain, Laurie Johnston for heading up The Grand Traverse County Relay for Life Team! (4)

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

- **2012-2015 Strategic Plan Update**
  - A. Develop program plans for adults, youth, day camp, and special events**
    - The survey tool has been tested by the Sunrise Rotary Club, alterations made, reflecting the feedback from the test respondents. The Parks Commission will be reviewing the final draft later this month.
- **Water Safety Update**
  - A. Partnerships**
    - Grand Traverse County Health Department/Medical Examiner – dry

- drowning
- Safe Kids NorthShore – general water safety
- US Coast Guard – hypothermia, shallow-water blackout (TBD)

#### **B. Proposal to TCAPS for Freshman Water Safety Update**

- Since the PRC's August meeting, the Director has met with representatives from both Traverse City West and Traverse City Central to work on the details of this program including dates, times, etc., and will present verbal update on discussions at the next PRC meeting.

#### ➤ **New Recreation Center Need/Feasibility Update**

The Community Center Business Development Team has drafted a report outlining ideas/discussions related to a new Community Center at the Civic Center. As part of the brainstorming process for this project, we enlisted the help of John Robert Williams, and have discussed this idea with Tim Nelson, President of Northwestern Michigan College. Our meeting identified several ideas for a New Community Center at the Civic Center to be part of a grander campus for recreation, wellness, and health, in collaboration with NMC and potentially, TCAPS. The next step in this process is to secure financing for some initial schematics, three-dimensional renderings of a proposed recreation center, with the assets identified by our community members as needs within this facility.

#### ➤ **Birmley Road Property and ProVisions**

Parks and Recreation was contacted by the Traverse City Area Chamber of Commerce to meet with the Chamber and the organization, ProVisions ([www.provisions.ws](http://www.provisions.ws)), to discuss the potential for the developing a dome structure for indoor turf sports. Based on discussions about potential locations, the Birmley Road Property was identified as the most feasible site for the development. Key factors are location, proximity to the Keystone Soccer Complex, and the opportunity for it to be built on public property. ProVisions has submitted a draft proposal for development of the facility at our Birmley Road property and management of the facility through a partnership between Grand Traverse County and ProVisions.

#### **Planning/Brownfields/Economic Development/Housing (1,3,4,7,8)**

- Application is being made to the State of Michigan Land Bank Authority for an EPA Revolving Loan Fund grant in the amount of \$600,000 to help implement environmental remedial improvements on the Grandview/Garland Street corridor relating to the groundwater cyanide issue.
- The \$100,000 infrastructure loan to Habitat and HomeStretch for the Depot Neighborhood project has been completed. We anticipate HUD approval for release of the \$195,000 grant to the Depot project at any time.
- Demolition of blighted tax-foreclosed properties on Linden Street in Garfield Township and on First Street in Green Lake Township has been completed.

#### **Resource Recovery (8)**

- ❖ The Household Hazardous Waste collection held in Kingsley on September 28<sup>th</sup> was very well-received, with 216 appointments that filled the entire semi-trailer. A large



percentage of these appointments were from residents and businesses of South County.

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

- ❖ Grand Traverse County has been seeking to expand its veteran's health clinic for several years, and funding was included in the FY 2011/12 federal budget. Those funds have now lapsed and the VA is starting over. In addition, the VA auditors are requiring that new leases be funded up-front for the full 20 years.

According to the VA, they did a "market survey" and determined that no existing space in Traverse City was available. They now are looking at build to suit and increased the square footage by an additional 5000 sq. ft., which requires a different level of approval than the previous size. We have been told that "it is sitting on the VA Secretary's desk awaiting his signature". If that comes through, the VA will begin the process of finding the land to build. The county property on Lafranier has been mentioned as a possible location for the clinic.