



County Staff Report January 2017

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/Administrative Services (1, 2, 4, 7, 8)

- At the Grand Traverse County Board of Commissioners meeting on January 4, 2016, the Board elected **Carol Crawford** as the **Chairwoman** and **Ron Clous** as the **Vice Chairman**.
- Please Note: Effective January 11, 2017 all meetings of the Board of Commissioners will begin at **5:30PM**.
- In December 2016, the County Board adopted a balanced budget of \$37,123,654 without the use of fund balance. The adopted budget maintains the existing programs and services of the County. We greatly appreciate the diligence and efforts of the County Departments and Agencies to reduce their spending requests, develop efficiencies within departments, and work collaboratively to meet this financial goal.

Central Dispatch/911 (7)

- Working with Peninsula Fiber Network (PFN) to complete the teleco cutovers from the legacy network to the new IP based infrastructure. Paperwork to accept Text to 911 has also been submitted with anticipated "soft launch" in Q1 2017.
- Updates to fire/EMS response districts underway after Green Lake Township approved their withdrawal from the Rural Fire Department.
- New aerial photography updates will enhance dispatching accuracy and efficiencies.
- 911 Goes To Washington Event upcoming February 26th. Director attending with sponsorship as an executive board member of the Michigan Communication Directors Association.
- Deputy Director hosting webinar on social media in the 911 Center in conjunction with the National Emergency Number Association (NENA).
- Facebook "likes" are at 41,000 and climbing. Our outreach on social media is contributing to a noticeable reduction in non-emergency related calls, resulting in increased focus on emergency events.
- Dispatch staff continue to do great work!

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- In January 2017, the Commission on Aging will be able to accept credit and debit cards through an online payment system. Check the COA website for updates!
- The COA hosts the AARP Tax Aide Program to provide assistance with simple tax preparation and filing. For more information you may call 231.922.4688.

County Clerk (4)

- Stats for month of December
 - New Circuit and Family Court Cases filed: 33 civil, 64 domestic, 20 felony, and 27 juvenile.
 - Five (5) jury pools sent out for Circuit Court trials.
 - Clerked one (1) trials both lasting 2 days.
 - Clerked 3 County Commission meetings.
 - Vital Records filed: 138 births, 103 deaths, and 27 marriage licenses.
 - DBAs filed: 66
 - Concealed Pistol applications filed: 78
 - Concealed Pistol fingerprints done: 52
 - Concealed Pistol Licenses issued: 78
 - Passport Photos taken: 269
 - Certified Copies: 423 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 10
 - Voter Registrations: 148

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)**ADMINISTRATION & FINANCE DIVISION**

- FY2017 Budget - The 2017 Health Department budget was completed and approved.
- Maternal Infant Health Program (MIHP) Health Plan Agreements - Continued working with Medicaid Health Plans to finalize contractual agreements to establish Grand Traverse County Health Department as the local service provider for MIHP services and to receive payments for claims for services provided to the Medicaid Health Plan enrollees.
- Northern Michigan Public Health Alliance (NMPHA) Update

- Public Health Workforce- Received approval from Boards of Health for District Health Department #2, District Health Department #4 and Michigan Department of Health and Human Services to share Health Officer (Denise Bryan), effective January 1, 2017.
 - Coordinated Technology- Continued work to launch shared database utilizing MyInsight, new electronic health record software among Benzie Leelanau District Health Department, District Health Department #2, District Health Department #4, and Health Department of Northwest Michigan. Also coordinated development with District Health Department #10
 - Policy-Maker Advocacy- Began initial planning for annual Day at the Capitol
 - Unified Marketing Plan- Created an Action Planning Cycle for 2017 with Public Information Officers
 - Michigan Cross Jurisdictional Sharing Grant- Submitted Work Plan and \$70,000 Budget to support the following activities: NMPHA Strategic Plan Update; MyInsight Launch; Health Officer Shared Arrangement for two Northern Michigan local health departments and Legislative Advocacy
 - Community-Based Immunization- Convened Health Officers, Directors of Personal Health Services, and Immunization Coordinators for a half-day planning meeting to assess progress and plan activities for 2017.
 - Medicaid Health Plan Transportation Benefit- The Maternal and Child Health Program Committee worked to reduce the transportation barrier to accessing service by securing agreements with three Medicaid Health Plans to reinstate transportation benefits for Maternal and Child Health Program clients and continued negotiations with a fourth Medicaid Health Plan and successfully negotiated with Blue Cross Blue Shield of Michigan for local health departments to bill for postpartum home visits.
- Northern Michigan Community Health Innovation Region (NMCHIR) Update
- Approved Charter (signed by all Steering Committee members) and Memorandum of Understanding (signed by each individual organization)
 - Elected Wendy Trute as Chair and Ingemar Johansson as vice chair for 2017.
 - Clinical Community Linkages Work Group
 - Received approval for Planning & Design Budget, with sub-contract to Northern Michigan Health Network to Inventory current tools for screening patients for social determinants of health, and plan/design universal screening tool to be used in 124 patient-centered medical homes
 - Inventory and adopt or plan/design an electronic platform for data exchange
 - Plan/design clinical community linkages model blending the Pathways Community HUB and Community Health Access Plan by completing an Action Planning Cycle, resulting in Key Actions to complete and deciding to create three HUBs in the 10-county NMCHIR managed/operated by local health department
 - Benzie Leelanau District Health Department OR Grand Traverse County Health Department (Benzie, Grand Traverse, Leelanau)

- District Health Department #10 (Kalkaska, Manistee, Wexford, Missaukee, and Wexford)
- Health Department of Northwest Michigan (Antrim, Charlevoix, Emmet) already operational
- Created a draft graphic depiction of the Pathways Community HUB/Community Health Access Plan clinical community linkages model
- Community Health Assessment & Improvement Work Group
 - Received approval for Planning & Design Budget, with sub-contracts to District Health Department #10 to conduct Emergency Department Utilization Assessment and Northern Michigan Health Network to create Asset Maps
 - Completed literature review required for Emergency Department Utilization Assessment, adopted Maine approach to completing it and established ad-hoc committee to assist in conducting the assessment
 - Completed Action Planning Cycle, resulting in Key Action Items and timeline for completion
 - Identified major community health needs assessment conducting in the 10-county region to consolidate
 - Identified major resource databases in use or under development
- Outreach, Media and Public Information Sharing-
 - Multiple conference calls on Public Health information & projects took place: Great Lakes Water Safety Consortium Messaging/Media Committee call, State Zika Conference Call, MiPIO Conference Call
 - Participated in Hepatitis A After Action Report with respect to Public Information pros/cons - general consensus is that “public information” sharing worked pretty well.
 - Interviews & Media Mentions: interview regarding cold weather and pet safety (9&10), Flu Shots are still available interview with WTCM, three interviews regarding Medical Examiner changes (7&4, The Ticker and Record Eagle).
 - An article was submitted and published in the Traverse City Business News regarding Mike Lahey in the “Newsmaker” section for his efforts with the Northern Michigan Public Health Emergency Preparedness collaborations and the associated awards.
 - Northern Michigan Public Health Alliance Marketing Workgroup had an extended work session to create their strategic plan and goals for the next 1-3 years.

MEDICAL EXAMINER DIVISION

- Medical Examiner Dr. Nicole Fliss and deputy medical examiner Dr. Kari Young completed the 2016 medical examiner year and gave resignations for 12/31/2016.
- Negotiated a 3 month plan with the Western Michigan Stryker School of Medicine (WMed) to expand medical examiner services to include serving as medical and deputy medical examiners for Benzie, Grand Traverse and Leelanau Counties.
- Transitioning medical examiner authorities and logistics with area funeral homes, law enforcement, Munson administration and morgue/pathology staff.
- Scene Investigation informational sessions will be held to begin the transition to dedicated death scene investigators.
- Cremation permit fees increased to \$75 for 2017.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- FOIA Requests- Three (3) FOIA requests were processed during the month of December. All three requests were associated with Environmental Assessments for commercial properties.
- Animal Control- We continue to train our new Animal Control Officer who started on October 17, 2016 and have been working to strengthen relationships with our partners such as the Sheriff's Office and Cherryland Humane Society.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Gregg was appointed the 2nd Vice President of the Michigan Emergency Management Association (MEMA) after the sudden resignation of the sitting 2nd VP. He will serve the remainder of the term through December 31, 2017. MEMA is currently working with Michigan Association of Counties (MA C), and the International Association of Emergency Management on a study to hopefully bring a higher percentage of federal grant dollars to the local Emergency Management programs statewide as well as other all hazards and legislative issues.
 - Wind Storms during the Christmas holiday weekend led to approx. 2000 Grand Traverse Co citizens without power, some for nearly 2 days. Emergency Management worked with power companies on timelines, was in contact with American Red Cross in the event emergency shelters needed to be opened, and monitored the situation throughout the day. All power has been restored and no shelters were needed to be opened.
 - Worked with Traverse City Police Department, Traverse City Fire Department, and event operations staff on an Incident Action Plan (contingency plan for emergencies) for the CherryT Ball Drop event and New Year's Eve festivities on Front St.
- Emergency Preparedness- status quo

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease-
 - Communicable Disease staff investigated 44 communicable diseases and animal bites/exposures for the month of December.
 - Staff presented an information and education session titled "Vaccine Preventable Diseases during Pregnancy and Postpartum" to over 50 members of Munson Medical Center's Maternity staff, in collaboration with the Northern Michigan Vaccine Preventable Disease Task Force.
 - Staff received updates from the Michigan Department of Health and Human Services regarding new standards/protocols related to Zika prevention, testing and travel recommendations.
 - Continued participation in the Northern Michigan Vaccine Preventable Disease Task Force; December's project focused on readying a Toolkit for Clergy and Religious Leaders.
 - Collaboration with Environmental Health Director Tom Buss and Sanitarians to review the Foodborne Illness Policy and guidelines related to prevention and reporting of foodborne illnesses.

➤ Reproductive Health –

- o Reproductive Health staff provided services for 91 men and women for the month of December, of which 42 were new clients to the program.
- o Amber Jaworski, RN, was welcomed to the Health Department and has begun her orientation; her primary work assignments will be Family Planning, Communicable Disease, and Immunizations.
- o A statewide survey supported by the Michigan Department of Health and Human Services was performed to help measure client satisfaction with Title X Reproductive Health Services. Thirty-five teen and adults surveys were completed and submitted to the state, with consistently high satisfaction scores revealed in our two sites which provide Title X services (Grand Traverse County Health Department and KTown).
- o Staff participated in a Title X Information and Education Advisory Committee conference call with the Michigan Department of Health and Human Services, which detailed the new accreditation standards which are now in place regarding this committee and how written information is dispensed in clinic.

➤ Immunizations -

- o Immunization Coordinator and Director participated in the end of the year Regional Work Group evaluation meeting in Gaylord which will result in the development of the final year 2017 grant work plan.
- o Immunization Clinic resulted in 102 kept appointments, an 84% show rate.
- o An additional 87 walk-in clients were provided immunizations, ending the year accommodating 18% more walk ins for 2016 compared to 2015.
- o We continue to offer Flu Vaccinations as we have not yet seen the peak of our Flu Season. Grand Traverse County consistently has ranked in the top 10 counties for flu vaccination coverage for those of all ages 6 months through adult.
- o Certified Vaccination Waiver appointments resulted in the issuance of 10 waivers for the month of December. Current Grand Traverse County school waiver rate is 5.7, a decrease of 3.0 from the previous year, however, Grand Traverse County continues to rank 77th out of 84 counties in Michigan for the highest waiver rates, presenting an ongoing risk for potential vaccine preventable disease outbreaks such as chickenpox, measles, and pertussis.

➤ Adolescent Health-

- o K-Town Youth Care - performed an immunization clinic at Interlochen Arts Academy for students needing to be updated according to Michigan Department of Education requirements. Approximately 40 students were updated.
- o Nearly 100 immunizations for students were performed.
- o Nearly 200 visits were completed.
- o Youth Health & Wellness Center welcomed a new counselor to the staff - Melanie Villanueva, LLMSW. Considerable thank you to Lindsay King, LLMSW who primarily serves the Maternal Infant Health population for temporarily filling the gap during this critical vacancy which serves our teen population!
- o Youth Health & Wellness Center held their biannual Community Advisory Committee meeting. Input from community and students was welcomed and encouraged. Approximately 25 persons in attendance.

MATERNAL AND CHILD HEALTH PROGRAMS:

➤ Maternal Infant Health Program (MIHP)-

- o Represented Grand Traverse County Health Department at the Perinatal Regional Collaborative Network meeting December 19th via phone conference. The Network continued to finalize the 2017 Perinatal Regionalization goals, which inclusive of pathway development for maternal child programs and behavioral health, continued resource development for smoking cessation, breastfeeding, home visiting expansion regionally, advocacy for access to care, transportation, family visiting, and substance use treatment, coordinate with State Initiatives for reduction in infant mortality, and coordinate education education needs regionally.
- o As a region we have been tracking referrals from birthing hospitals to local health departments for all eligible MIHP clients since August of 2015. Our total capture rate is 93% which demonstrates significant outreach and contact with our Medicaid postpartum population to offer services of this evidenced-based home visiting program.
- o Represented the Northern Michigan Public Health Alliance Regional Maternal Child CQI Team meeting on December 19th, focused on improving reach and access to MIHP services for eligible pregnant and postpartum women. This team agreed to expand the target audience to all maternal child health populations served beyond those who are eligible for MIHP services. All local health departments received a one-time grant from the State to conduct a maternal-child health needs assessment, for which our Alliance partners will work together to meet the deliverables and achieve outcomes.
- o Michele Felber, RN was welcomed to Grand Traverse County Health Department on December 19th. Following orientation and training, her primary work assignments will be MIHP and Immunizations.
- Healthy Futures-Provided input to Munson Healthy Futures Coordinator and Operations team as they explore and plan for launch of a new Healthy Futures website with interactive capabilities.
- Children's Special Health Care Services- status quo
- Child Death Review - Community Health Director facilitated the December 2nd quarterly Tri-County Child Death Review team; Public Health Nurse and the Medical Examiner team participated in the review along with members from community organizations focused on preventing child deaths.
- Pediatric Cardiac Clinic- Public health nurse supported this important Munson/University of Michigan/Grand Traverse County Health Department collaborative specialty clinic held monthly with on average 10-16 appointments, however, due to inclement weather, kept appointments were down by 50% in December.
- Head Start- status quo
- Women Infants and Children (WIC)-
 - o Letter dated December 14, 2016 received from Stan Bien, Director WIC Division notifying Grand Traverse Health Department WIC Nutrition Services Plan received and approved. The letter stated, "Congratulations on successfully increasing your breastfeeding initiation rates relative to the previous two year rates. The continuation of your breastfeeding objective to increase 6 month duration rates strengthen the foundation of optimum health outcomes." Michigan WIC Five-Year-Plan: The Health Outcome Indicators January 2014 to December 2016 breastfeeding goal is to "...increase breastfeeding six-month duration rate from 18.5% to 20.5%." Grand Traverse County WIC has almost hit the mark at 20.1% duration rate for breastfeeding.

- Hearing & Vision- status quo
- Blood Lead - Amy Leiva attended Region 2 and 3 Childhood Lead Poisoning Prevention Program (CLPPP) outreach and education grant meeting on December 12, 2016. The total grant for Region 2 which includes Grand Traverse County is \$1,500. Grand Traverse will receive \$600 earmarked for Lead outreach prevention January 2017 - October 2017. Events in the past have included Kids Day at the Fair, Kids Day at the Cherry Festival, presentations to community stakeholders, and health fairs.

Information Technology (2)

- The County continues its efforts to establish a Strategic Plan for the IT department. We are currently working with County departments and agencies to identify needed and/or on-going IT projects in order develop a plan for continued growth and investment in IT.

MSU Extension (7, 8)

- The 2017 Northwest Michigan Orchard and Vineyard Show is scheduled for January 17-18 and will be held at the Grand Traverse Resort in Acme, Michigan. Both Tuesday and Wednesday will offer a variety of topics relating to research and information on tart cherries, sweet cherries, apples, wine grapes, berry crops and saskatoons, addressing both production and marketing. Tree fruit topics include spotted wing Drosophila monitoring and management strategies, an update on non-bearing Ulster sweet cherries, trends on cherry imports, tart cherry crop insurance and diversion, and pollination. The winegrape session will focus on bees, wasps and SWD in the vineyard, a newly released virus survey, an update on the Michigan Winegrape Collaborative, and insurance for wine grapes. The afternoon will conclude with a social hour featuring local food and wines, sponsored by Crop Production Services.
New to 2017 will be an afternoon session on the second day that will target small-scale or backyard berry growers and SWD. This pest is new to many of these growers, and this educational program will help them identify SWD, learn how to monitor for it, and how to best control this pest in raspberries, blueberries, and blackberries.
The program is co-sponsored by the Grand Traverse Fruit Growers' Council, Michigan State University Extension and AgBioResearch, Cherry Marketing Institute, Parallel 45, and the Northwest Michigan Horticultural Research Center. For more information on the Northwest Michigan Orchard and Vineyard Show, please call the Northwest Michigan Horticulture Research Center at 231-946-1510 or email goodr100@msu.edu.
- Participants of the National Diabetes Prevention Program (NDPP) are winding down the first phase of programming. Michigan State University Extension Educator Sarah Eichberger has been facilitating two cohorts through this evidenced-based program aimed at preventing the onset of type 2 diabetes through lifestyle changes made with the support of the course leader and one's peers. Participants have been meeting weekly since August and will transition to monthly meetings that will conclude in July 2017. MSU Extension thanks the Grand Traverse Bay YMCA for hosting the group and incentivizing participation. Michigan State University Extension is one of eight NDPP providers in Michigan who have received "full recognition" from the Centers for Disease Control & Prevention. To learn if you might be at risk for type for type 2 diabetes, visit www.DoiHavePrediabetes.org. If you are interested in hosting a NDPP course at your worksite, please contact Sarah Eichberger MPH, RD eichber2@anr.msu.edu or 231-922-4836.

- MSU Extension is partnering with the Area Agency on Aging of NW Michigan and Munson Family Practice Clinic to offer the Stanford University Chronic Pain Self-Management Program (CPSMP), called Chronic Pain PATH (Personal Action Toward Health) in Michigan. PATH is a workshop that empowers people to take an active role in managing chronic pain. Interactive education and weekly goal-setting activities help participants build healthy lifestyle skills. Workshops meet for 6 weeks and adults of all ages interested in managing a long-term pain condition may attend, including family members and caregivers.
The Pain Self-Management Workshop will be held at Munson Family Practice, 1400 Medical Campus Drive in Traverse City Thursdays, 1:30-4:00 pm, beginning February 2, through March 9, 2017. Space is limited and pre-registration is required. There is no cost to attend and donations are accepted. For more information or to register with Sharon at 1-800-442-1713, or online at www.aaanm.org/workshop-registration.

Parks and Recreation (7)

- Parks and Recreation and Grand Traverse Bay YMCA entered into a two-year agreement in January 2017 for the YMCA to continue managing operations at Easling Pool and the fitness Center as Central Y. As of December 2016, there were 290 members at the Central Y.
- The Friends of Easling Pool group kicked off its campaign to raise \$625,000 for the refurbishment of Easling Pool. Donations may be made through the County Treasurer's Office, with checks made out to "GTC Parks and Recreation." Donations also may be made by credit card. For more information or to make a donation, call 231-922-4735.
- Twin Lakes Fitness programming through Crystal Bindi Studios resumed January 9, in the lower level of Gilbert Lodge at Twin Lakes Park. Fitness and dance classes are in a community setting at a reasonable price, led by experienced, friendly, compassionate instructors. No prior dance or fitness experience is necessary – any age, size, and fitness level welcomed. Special pricing for Grand Traverse County Employees, Senior Center Members, Munson, and TCAPS. For more information and a full schedule, visit <https://sites.google.com/site/crystalbindistudios> on line, send an e-mail to info@crystalbindistudio.com, or call 231-932-0668.
- The Bayside Travellers Dance Society hosts contra dances in Gilbert Lodge at Twin Lakes Park. This month's dance, featuring live music by Dag Nabbit, will be held on Saturday, January 14. All dances are called and taught, and everyone is welcomed. Contra dancing is the perfect family outing! No partner or experience is necessary. Free lessons begin at 7 p.m. and dance begins 8 p.m. For more information, visit www.dancetc.com on line, send an e-mail to tccaller@yahoo.com, or call 231-313-2596.

Parks and Recreation/Senior Center Network (SCN) (7)

- In December 2016, 2,863 units of service were provided to 690 seniors.
- Eighteen new members joined in December
- Programs in December 2016: Michigan State Police Citizens Academy, Insomnia and Sleep, After Life, Health Eating Support Group, Holiday parties were held at each location.
- SCN collected over 200 sets of mittens/hats to share with the homeless outreach program.
- SCN has partnered with Kelly Services to provide seniors an on-site interview site to find part-time work.

- Senior Center staff met with a local engineering company to reassess estimates provided for building renovation.
- 155 Volunteers provided over 9,500 hours of service to the SCN.

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

County Planning Commission. The County Planning Commission is currently reviewing its zoning ordinance review policy for townships. The review is to see if there are ways to streamline the process so that it makes it less cumbersome for the townships and applicants while maintaining coordination of local zoning standards and requirements.

Bayshore Corridor Strategy. Work continues on the Bayshore Corridor Strategy, the corridor that stretches from Acme, around the bottom of Grand Traverse Bay, to Greilickville. Current discussions by the County and local planners are focused on sign and development standards, access management, and coordination of local plans.

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 December, we engaged in the following:

- Authorized 152 misdemeanor warrants
- Authorized 29 felony warrants
- Authorized 20 juvenile petitions
- Initiated 4 neglect/abuse case
- Handled the following matters in Family Court:
 - 9 allegedly mentally ill cases
 - 26 referrals from the Office of Child Support

➤ Civil Counsel

- Ø 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 December, we reviewed seven contracts for the following departments:

- Parks and Recreation: two
- Health: three
- Facilities: one
- Administration: one

- Ø 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 December, we reviewed six requests, and provided advice and consultation to the following departments:
 - Prosecuting Attorney: one
 - Finance: one
 - Human Resources: one
 - Clerk: one
 - Health: one
 - Construction Code: one

- Ø 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 December, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Administration
 - Finance
 - Animal Control
 - Planning

- Ø 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 December we did not prepare any ordinances.

- Ø 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 December, we did not represent the County in any civil actions.

- Ø Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of December, Chris Forsyth attended the regular board meetings and the special meeting.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- Recorded 22, 522 documents for the year of 2016

Sheriff (7)

- No report provided.

Treasurer (1)

- For those that have not heard I had spinal surgery in November and I was out of the office most of November and part time in December. I want to express my great appreciation for my staff who stepped up and kept the office running smoothly with minimal issues. They have been overwhelmed at times but have worked through and kept things going, a true example of the great employees here at the County.
- Staff met with all township treasurers to review millage updates and database changes for December 2016 tax bill. Balanced all 13 databases to Equalization for proper winter collection and streamlined settlement in March. December tax bills went out and we are receiving payments from the townships and reconciling balances between the Township, Equalization and our databases for settlement.
- December Board of Review adjustments for all townships and the City have come in, we are processing prior year adjustments and we are working to get refunds or bills out to taxpayers. We also will be entering the 2016 adjustments into our database for settlement purposes.
- Processed 240 regular service, and 14 expedited and 4 hand carry passports in November, and 243 regular service, 38 expedited and 2 hand carry passports in December.

Veterans Affairs (7)

- No report provided.