



County Staff Report February 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/Resource Recovery (1, 2, 4, 7, 8)

- No report provided.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- No report provided.

County Clerk (4)

- Stats for month of January
 - o New Circuit and Family Court Cases filed: 50 civil, 20 domestic, 25 felony, and 19 juvenile.
 - o Four (4) jury pools sent out for Circuit Court trials.
 - o Clerked one (1) trial lasting 4 days.
 - o Clerked 3 County Commission meetings.
 - o Vital Records filed: 135 births, 107 deaths, and 36 marriage licenses.
 - o DBAs filed: 75
 - o Concealed Pistol applications filed: 101
 - o Concealed Pistol fingerprints done: 57
 - o Concealed Pistol Licenses issued: 121
 - o Passport Photos taken: 395
 - o Certified Copies: 529 customers (this could be 1 or many copies per customer)
 - o Wedding Ceremonies: 8
 - o Voter Registrations: 170

County Drain Commissioner (3,7,8)

- Contacted Sarah Adams in Admin who helped get the DC office set up with IT (computer, email, phone,etc) and other essentials of the job. A BIG thank you to Sarah, Jeremiah, and everyone who helped. Thank you to all.
- Met with HR (Jody & Rita) for orientation.
- Reviewed active files for Cass Road Drain, Duck Lake Drain, Deepwater Point Drain, and the SAW grant.
- Responded to a request for information regarding the Heritage Estates Drain
- Attended New Drain Commissioner training coordinated by the Michigan Association of County Drain Commissioners. Thank you Cherry for getting me set up.
- Reviewed packet and attended Parks & Recreation Commission meeting.
- Attended City SAW grant meeting.
- Returned a call regarding the Braemar Estates Township Assessment District.
- Reviewed Duck Lake Drain file, met with Chris Forsyth, Deputy Civil Council and Scott Howard, Co-Counsel for petitioner, and attended a hearing in 13th Circuit Court and was Granted a request to have the Stay lifted. Subsequently a hearing was set for May 8th to determine the normal lake level for Duck Lake.
- Responded to a request for DC approval of stormwater plans for a Greek Orthodox Church above the Deepwater Point County Drain. Decision pending.
- Responded to a request for DC approval of the stormwater plans regarding a proposed expansion of Kings Court Mobile Home Park. Section 11 of the Mobile Home Commission Act, MCL 125.2311 requires the drain commissioner to review preliminary plans for development of a mobile home park. Thanks to Chris Forsyth for researching the DC's statutory review requirements.
- Attended County Commission's Strategic Planning Session.
- Met with Watershed Center staff regarding the DC's SAW grant through the MDEQ.
- Met with Jen from Administration and Marty from Facilities Management regarding different office space on the 3rd floor.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Facilities Management (3)

- No report provided.

Finance (1)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Community Health Innovation Region-
 - Steering Committee- Elected Wendy Trute as Chair and Ingemar Johansson as Vice-Chair; Submitted draft Local Operations Plan to the state; Prepared for and participated in the State Innovation Model Team Site Visit; and Began development of Communication Plan.
 - Community Health Assessment & Improvement Work Group- Selected Munson Medical Center to provide foundation for consolidated Community Health Needs Assessment; Reviewed Emergency Department utilization data for Medicaid enrollees and organized an Emergency Department Utilization Assessment Action Team; Reviewed the Collective Impact Model and priorities selected following analysis of community health needs assessment to compile a list of cross-sector Community Health Improvement Plans
 - Clinical Community Linkages Workgroup- completed mini strategic planning and established Action Teams focused on:
 - 1) Community Health Access Program/HUB Action Team
 - 2) Screening Tool/IT/Patient-Centered Medical Home Action Team- Decided to request Foundational Funds to pilot CHAP/HUB Model in Emergency Departments for patients who present with dental problems, in partnership with the Grand Traverse Region Oral Health Coalition
- Northern Michigan Public Health Alliance-
 - Steering Committee elected Health Officer Wendy Trute as Chair and Health Officer Denise Bryan (District Health Departments #2 and #4) as Vice-Chair.
 - Policy Maker Advocacy- Began development of a Policy Maker Advocacy Plan
 - Maternal Child Health Committee- focusing this past month on webinar education from the State geared to walk us through the process for a Maternal Child Health Assessment. As an Alliance continuous quality improvement committee and considering that in 2016 each county in our area already conducted a Community Health Assessment, we agreed to work collaboratively as a unit for this Assessment work. We held our first Leadership meeting on January 30th to begin the process for identifying our goal, establishing our stakeholder/partners, identifying barriers and strengths, and value/visioning. We completed the first 3 steps of an 8 step process guided by the State for us to conduct a specific Maternal Child Health Needs

- Assessment. The entire State local health departments are following these steps simultaneously. We were pleased to have parents make up about 30% of our leadership team roster for critical community input and involvement in this process which will be completed by September 2017.
- Family Planning Committee- Submitted regional grant proposal for the “Wear One” condom distribution campaign.
 - Marketing/Public Information Officer Workgroup- met and continued to work on strategy and workplan objectives. Completed pre-planning for the regional immunization promotional campaign (31 counties) - “*Protect Me With 3*” - coming in the near future.
- Grants and Contracts-
- Completed 2016 first quarter grant reporting for the State of Michigan.
 - In the process of creating budgets for two new grants from State of Michigan, Children's Special Health Care Services (CSHCS) Medicaid Elevated Blood Lead Case Management and Public Health Functions and Infrastructure - Maternal Child Health (MCH).
- Community Outreach-
- Attended the Northern Michigan Perinatal Collaborative Network meeting on January 30th in Kalkaska. This critical team of representative agencies and providers from a large 21 county region formed several years ago to construct a sustainable integrated and coordinated network of care to deliver perinatal services to women and children in northern lower Michigan, building on existing structures of care and focused on decreasing infant mortality. Representatives from 9 local health departments, 7 birthing hospitals, MDHHS, CMH, various payers, and many other integrated maternal child health service organizations come together monthly in the North for information sharing, collaboration, linking processes, strengthening partnerships and moving us all toward improved health outcomes for our Maternal Child population. Workgroups under the networks umbrella of initiatives, include the Perinatal Substance Use Disorder team, the Perinatal Smoking Cessation team, among others.
 - Participated in the Quarterly Home Visit Leadership Group meeting for Region 2 in Kalkaska on January 30th. Other than getting updates from Healthy Families Northern Michigan and agency sharing, the highlight of this meeting was a presentation/interactive activity presented by Mary Mueller, MDHHS on Trauma Informed Practices. Mary shared excellent agency assessment tools and resources for continuing group members and the organizations they represent along the continuum of Trauma Informed.
 - Completed 1st quarter Medicaid Outreach report of activities provided by all of our Health Department employees and programs October-December 2016.
 - Northwest Michigan Water Safety Network reconvened after some time. Folks recognized their success of having 61 water safety stations installed through the community. The group is going to work toward new committees, goals, and strategy

on a go forward. As a representative of our more local group, we also met/networked with the Great Lakes Water Safety Consortium and the National Park Service's new water safety group this month.

MEDICAL EXAMINER DIVISION

- Medical Examiner Transition- A 3 month letter of intent was negotiated and approved with Joyce deJong and Western Michigan School of Medicine (WMED) for expanded medical examiner services. A longer term contract will be developed during the next two months in order to ensure continuity of service.
- Scene Investigation Transformation- A scene investigator information meeting was held to gauge interest in transitioning to the new model of dedicated scene investigators.
- Cremation Permit Revenue- Grand Traverse County realized \$46,600 in revenue from 932 cremation permits reviewed and authorized by the office of the medical examiner.
- Health Innovation Grant- Telemedicine equipment has been identified and is being purchased with health innovation grant funds to begin implementation of telemedicine guided external exams in partnership with WMED.
- Michigan Medical Examiner System Workgroup- The Michigan Public Health Institute convened a statewide medical examiner workgroup in 2016. Health Officer Trute was asked to participate to represent public health and a rural medical examiner region. The purpose of the group is to identify potential areas of improvement within the current medical examiner system in Michigan, consider its strengths and weaknesses, and provide recommendations to bolster the system. The workgroup is comprised of representatives from various disciplines, associations, and jurisdictions across the state. Future activities include the implementation of the workgroup's recommendations that have the potential to improve services, the public health system, and judicial systems as a whole. Funding will continue through the Michigan Health Endowment Fund for two more years to continue working with the state towards implementation throughout regions over the next two years. The Grand Traverse region was identified as a priority for changes and we are positioning ourselves for any additional state funding that may result.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Environmental Health -The following Environmental Health programs experienced increases in 2016 over 2015 data:
 - Temporary Food Inspections were up 14%
 - Septic permits were up 13%
 - New private well permits were up 11%
 - Public swimming pool and spa inspections were up 3%
- 1st Quarter Reporting - Completed 1st Quarter Reporting for the following Environmental Health Programs to the State of Michigan:
 - On-site Sewage Program - Michigan Department of Environmental Quality (MDEQ)
 - Private Water Well Program - (MDEQ)
 - Septage Pumping Vehicle Inspection Program - (MDEQ)

- Food Service Program - Michigan Department of Agriculture & Rural Development (MDARD)
- Body Art Inspection Program - Michigan Department of Health & Human Services (MDHHS)
- Beach Monitoring Stakeholders Meeting - The Beach Monitoring Stakeholders met on January 27th to discuss the 2017 beach monitoring program. We are anticipating that an additional week of beach monitoring may be possible this year due to a slight increase in funding from the State of Michigan. Last year we monitored our beaches for a total of 13 weeks during the peak swim season. Our beach monitoring partners include the City of Traverse City, Michigan Department of Natural Resources, Benzie Leelanau District Health Department, National Park Service, SOS Analytical, Acme Township, US Coast Guard, and Grand Traverse County Sheriff's Office.
- Animal Control - Met with Prosecutor's Office and Sheriff's Office to discuss new Animal Control "Call Processing Flow Chart" to clarify whether Animal Control or Law Enforcement initiates calls received through Central Dispatch. Our Animal Control Officer has been experiencing high call volumes since she came on board in mid-October. This time of year, the most common complaints we receive involve inadequate sheltering for animals due to the cold temperatures; dogs at large; and unlicensed dogs.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - CherryT Ball drop event on 12/31 into 1/1 successfully concluded without significant incident. Crowd estimations were in the 20,000 range
 - Emergency Manager Gregg Bird completed the third of four classes in emergency management leadership at the National Emergency Management Institute in January. Topics included Strategic Planning, Budget & Financial challenges, and executive leadership and critical thinking problems and challenges.
 - The Emergency Manager met with newly elected officials in Green Lake Township to go over Emergency Operations Plan, and the Natural Hazard Mitigation Plan. Green Lake Township formally adopted the plan as well.
 - Starting the Threat and Hazard Identification and Risk Assessment (THIRA) process for the county. This process will be required in the near future for each jurisdiction to receive Homeland Security, Emergency Management, Fire Act, Department of Justice, and other federal grant programs.
- Emergency Preparedness
 - Northern Michigan Public Health Emergency Preparedness coordinated and implemented a new Crisis Emergency Risk Communication Plan for local health departments. This plan is critical to the advanced coordination and effective messaging with the public and external agencies during critical public health events. This plan is available for review and will be exercised on March 2nd in a coordinated effort with the partnering agencies of Northern Michigan Public Health Emergency Preparedness.

- Multiple state required submissions were completed during the month of January including an exercise that tested the capacities of local health departments to actively recruit and vet volunteers during a large scale, state wide public health occurrence.
- Strategic Planning Session for Northern Michigan Public Health Emergency Preparedness has been identified as a critical need moving forward through advanced development of the coordinated program as planning for this event has begun. Supportive Process Review meetings have been held and a new format of Administrative Updates have been established and implemented.
- A 6 month training and exercise plan has been established and is currently being implemented throughout the local health departments of Northern Michigan Public Health Emergency Preparedness.
- The local health departments of Northern Michigan Public Health Emergency Preparedness have accepted the construction and development of the Continuity of Operations Plan as the next planning process that will be accepted through the next month.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

➤ Communicable Disease Program -

- Communicable Disease staff investigated 59 communicable diseases/animal bites for the month of January. Increased rates of pertussis (whooping cough) in Michigan, as well as a local case in an elementary school, prompted a Physician's Health Alert in addition to an informational letter sent home with students. This single case resulted in almost 30 individuals who were close contacts to this pertussis case to receive post-exposure prophylaxis (preventative antibiotics).
- A Rabies Quarantine Fact Sheet is now included when an Order of Quarantine is mailed to an owner whose animal/pet has been involved in a biting or scratching incident.
- Staff participated in the TB Nurse Network Meeting on January 18 via conference call.
- Continued participation in the Northern Michigan Vaccine Preventable Disease Task Force; January's meeting focused on developing the immunization portion of the new Healthy Futures website.
- Beth Lunsford, MSN-RN, was welcomed to the Health Department and has begun her orientation. Beth's primary work assignments will be in the Communicable Disease and Reproductive Health programs.

➤ Reproductive Health –

- Reproductive Health staff provided services for 95 men and women, of which 86 were new clients to the program!

- o The 2016 Year-End Family Planning Annual Report was compiled and submitted to the Michigan Department of Health and Human Services.
- o Continued participation in the Tobacco Dependence Grant; first quarter reporting for Fiscal Year 2017 was completed.
- Adolescent Clinics-
 - o Youth Health and Wellness Center has a new Mental Health Counselor who has now completed her orientation and scheduled for half-time in the clinic. Please welcome Melanie Villanueva, MSW.
 - o Quarter 1 FY 2017, October-December, State grant reporting was completed showing a slight increase in unduplicated client numbers and vaccinations provided to our adolescent population at both sites, Kingsley (KTown) and Traverse City (Youth Health and Wellness Center).
 - o Continuing to recruit and interview for a full-time or part-time Nurse Practitioner for our Kingsley Adolescent Health clinic. Thank you to all of our agency Nurse Practitioners for picking up extra hours during this vacancy.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program- Maternal Infant Health Program welcomed Melanie Villanueva, MSW (Master's in Social Work). Melanie is endorsed by the Michigan Association for Infant Mental Health. This endorsement provides recognition of specialized knowledge and expertise in professionals working with or on behalf of infants, toddlers, and their families.
- Healthy Futures-Attended Healthy Futures Operations Meeting on January 20th at Munson Medical Center. Updates provided regarding launch of new Healthy Futures website and rebranding their logo. Program Coordinator Betsy Hardy reviewed model of delivery pilot involving Benzie-Leelanau District Health Department. The pilot expands home visitation to include prenatal home visit option for women.
- Children's Special Health Care Services- Children's Special Health Care Services team welcomed new Public Health Nurse, Cathy Stauber, as well, the team added Social Worker Melanie Villanueva to their roster to help with complex mental health care needs. Melanie will provide case management support for families in need of social work services.
- Pediatric Cardiac Clinic- Status Quo
- Immunizations-
 - o In 2017 the immunization program will be implementing collaboratively with Benzie Leelanau District Health Department an outreach and education program at Munson Medical Center aimed at improving our Birth Dose Hepatitis B rates, which fall below the State average, 70.8% compared to the State at 79% and the Healthy People 2020 goal at 85%.

- o The health department continues to offer flu vaccinations and accommodate walk-in clients. Nationally and locally we are seeing an increase in confirmed cases of seasonal influenza. Grand Traverse County is ranked 3rd in the State for Flu Coverage for children age 6 months to 8 years, although still significantly behind the National rates and the Healthy People 2020 goal.
- Head Start- Status Quo
- Women, Infants, and Children (WIC)-
 - o Provided 673 clients with appointments in January 2017.
 - o Overall client certification show rate continues to average around 95%, however, we continue to identify a challenge with meeting education show rate targets and recertification show rate targets. Weather this past month was a contributing factor to our overall show rate of 70%.
 - o Pregnant Certification appointments were added to meet the high demand for services in the month of January.
- Hearing & Vision-
 - o New technician, Terra Walters, attended vision training in Mount Pleasant the week of significant snow, resulting in continued training needs on-site in Grand Traverse County.
 - o Conducted hearing screenings at Central Grade School, Eastern Elementary, and Courtade in the month of January.
 - o Conducted vision screenings at Grand Traverse Academy, Eastern Elementary, and Courtade as well.
- Blood Lead- No elevated Blood Lead levels reported January 2017.

Human Resources (5)

- No report provided.

Information Technology (2)

- No report provided.

MSU Extension (7, 8)

- A [Cooking Matters for Adults](#) class series lead by MSUE Nutrition Instructor Michelle Smith, RD recently concluded with the graduation of participants from Brickways at their new community kitchen. TC Police Officer Shea helped hand out graduation certificates to participants. A [Cooking Matters for Teens](#) class series was also just completed at Traverse City High School.



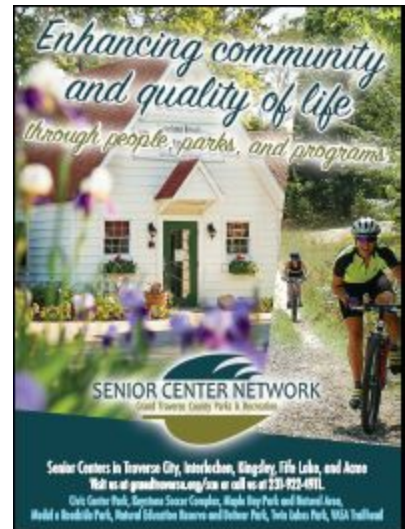
- A [Show Me Nutrition](#) series will be starting this month with 1st and 2nd graders at Kingsley Elementary School.
- In response to increasing concerns about the many challenges facing honey bees and other pollinating insect populations, MSUE Educator Dr. Duke Elsner is changing his plan of work within Extension to include educational activities on pollinating insects and monarch butterfly conservation. Dr. Elsner released a new [Smart Gardening](#) tip sheet in January titled, "[Smart Gardening to Support Monarchs](#)."

Parks and Recreation (7)

- No report provided.

Parks and Recreation/Senior Center Network (7)

- 744 seniors participated in 3,473 units of service
- 56 new members joined in January
- Staff met with representatives from Long Lake township to discuss collaboration and reporting. Senior Center millage dollars support a part time staff person in Long Lake to provide services for seniors.
- AARP income tax preparers have been getting ready to offer free income tax services to seniors beginning in January. This service has been expanded to our locations in Interlochen, Kingsley and Fife Lake this year.
- Met with Apex Engineering to update building renovation cost estimate
- Met with Grand Traverse Bay YMCA staff to discuss collaboration programs
- Special programs included: New Chair-a-Size exercise class, iPad Class, Senior Odyssey will have two teams competing from Grand Traverse County, Insomnia with Dr. Hardwicke, Lessons for Cribbage, Euchre, Pinochle and Canasta, Introduction to Photography, Estate Planning.
- Coming in February: Valentine parties, Windows 10 classes, Social Security and your options, Cell Phone class, local weatherman, Joe Charlevoix visits.
- Preparations have begun for the 2nd Annual 90 over 90 event. Residents are encouraged to give names and addresses of anyone 90+ to receive a personal invitation to this grand event in May.



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

- PLANNING
 - The County Planning Commission amended its review policy related to Township zoning ordinances. Going forward, the Planning Commission will waive its right to

review OF minor zoning text amendments and most rezonings. Major amendments, rezonings on borders, new ordinances and master plans will still be reviewed. This policy will streamline the process for local communities. Townships will always have the option to request a review on any zoning item..

- **COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT**
 - Economic Development Corporation (EDC) board is in the process of reviewing Bylaws allowing additional input from the business community into creating strategy and implementation along with a matrix of identifying success on business retention and development.
- **BROWNFIELD REDEVELOPMENT**
 - **Park Place – New Conference Center** – We are currently working with the City, DDA, and Park Place in developing a Brownfield Plan that meets community needs.
 - **Long Lake Township** – We are working with TCAPS through the Brownfield Redevelopment Authority (BRA) on the renovation of the former Long Lake Elementary school, into the primary production facility for “Food for Thought”, which is a specialty manufacturer of jams, salsas, sauces, servicing our agribusiness ventures in our community.
- **CONSTRUCTION CODE DIVISION (7)**
 - We will be reaching out to all Townships to discuss Building and Soil Erosion. Our first meeting, with Blair Township, we discovered mutual opportunities that would benefit delivery of services.
- **SOIL EROSION PROGRAM (8)**
 - Similar to Construction Code, meetings with Townships will be occurring to discuss the program implementation processes.

Probate Court

- No report provided.

Prosecuting Attorney (7)

- Authorized 160 misdemeanor complaints
Authorized 45 felony complaints
Authorized 10 juvenile petitions
Handled 7 new Neglect/Abuse cases
Alleged Mentally Ill cases referred by Probate Court = 9
- Referrals from Office of Child Support = 22
Cases filed in Family Court = 24
Defendants served with Summons & Complaint = 12
Judgments = 5
- January Jail Lawsuits = 1
County v Sarah Marolf

Total = \$1,716.83

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- We worked with Title Check to get certified notices out to delinquent taxpayers letting them know their parcels will be forfeited and forfeiture fees of over \$200.00 will be added to the 2015 taxes due on March 1, 2017.
- We are working on closing out the year for the County, Brownfield and Building Authority accounts.
- We held our Show cause hearing to give taxpayers the opportunity to come in and explore their options regarding extensions or payment plans to delay foreclosure. We are compiling all the necessary documents, notices/affidavits for our foreclosure court hearing next month.
- Processed 373 regular service, 54 expedited and 2 hand carry passports totaling 429 in January 2017 compared to 301 in January 2016. The US Post Office in Traverse City has stopped processing passports so we expect our numbers to continue to grow..

Veterans Affairs (7)

- No report provided.