



County Staff Report March 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/Finance/HR (1, 2, 4, 7, 8)

- The Administrator's Office is continuing to move forward and solicit feedback from Department Directors regarding the Board's development of a draft Strategic Plan.
- We have been working to assist the Veterans Affairs Department with their reorganization, resulting from the passage of the millage. We expect these additional positions and staff promotions to be posted, per the union contract in March. Chuck Lerchen has been leading this reorganization process with assistance from Human Resources and Finance.
- The County continues its work to close the books for 2016 and to prepare for the annual financial audit.

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 will welcome a new Director during the month of March. Mary Haverty is an RN that has over 30-years of experience in the healthcare field. Ms. Haverty brings the professional knowledge and leadership that will be necessary to continue working towards moving the Commission on Aging forward.
- To assist clients and families in paying for service, the Commission on Aging is now able to accept credit cards which may be processed online at www.gtcoa.org.

County Clerk (4)

- Stats for month of February
 - New Circuit and Family Court Cases filed: 44 civil, 57 domestic, 20 felony, and 22 juvenile.
 - Two (2) jury pools sent out for Circuit Court trials.
 - Clerked two (2) trials lasting 4 days.
 - Clerked 3 County Commission meetings.
 - Vital Records filed: 134 births, 99 deaths, and 22 marriage licenses.
 - DBAs filed: 81
 - Concealed Pistol applications filed: 84
 - Concealed Pistol fingerprints done: 47
 - Concealed Pistol Licenses issued: 85
 - Notary Bonds/Applications: 15
 - Passport Photos taken: 297
 - Certified Copies: 515 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 8
 - Voter Registrations: 153

- Working with the State of Michigan Bureau of Elections to select new election equipment to be in place for the 2018 election cycle. Attended demonstrations of election equipment by the three State certified vendors. The State has appropriated funds along with Federal funds, to assist local jurisdictions with the purchase.

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Facilities Management (3)

- Facilities continues its daily work to maintain, repair, and provide preventative maintenance for the County facilities and public assets.

Finance (1)

- No report provided.

Friend of the Court

- No report provided.

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

- Annual Audit - Continuing to prepare information for the annual County audit.

- Year-End - In the process of finishing closing the 2016 calendar year for the Health Department.

MEDICAL EXAMINER DIVISION

- Finalized WMED contract and budget for medical examiner services for 2017 to go to boards of Grand Traverse and Leelanau counties for approval.
- Health Officer participated in Phase II of the Medical Examiner workgroup focusing on consistency throughout the state of medical examiner programs, meeting national standards and exploring regional solutions.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Environmental Health
 - Processed six (6) FOIA requests during the month of February for environmental assessments of commercial properties.
 - Participated in Traverse Bay Area Hoarding Task Force meeting on February 10th
 - Tom Buss and Dan Thorell attended Northern Michigan Environmental Health Directors meeting in Gaylord, MI on February 3rd.
 - Septic and well permit activity was active during the month of February as a result of the relatively mild weather.
- Animal Control Program- Processed one (1) FOIA request during month of February regarding documentation of dog bite incident.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Prepared and delivered a 30 min. presentation on festival / farmer's market safety to the MI Farmer's Market Association.
 - Began working with Michigan State Police Critical Infrastructure Protection to form a Northwest Michigan Critical Infrastructure Task Force. This task force will begin identifying and assessing Critical Infrastructure in our area utilizing the Dept. of Homeland Security's Infrastructure Protection Gateway system. Ultimately will assist with bringing more grants and resources to our area. The 1st assessment was conducted yesterday at Hagerty Insurance's main campus.
 - Updating the Union Street Dam Emergency Action Plan with city of Traverse City officials
- Emergency Preparedness
 - Designed and facilitated a regional emergency communications table top exercise on March 2nd
 - Continuing work on local and regional continuity of operations training

COMMUNITY HEALTH DIVISION***DISEASE CONTROL AND PREVENTION PROGRAMS:*****➤ Communicable Disease Program**

- o Communicable Disease staff investigated 53 communicable diseases/animal bites and exposures for the month of February.
- o Staff presented on communicable disease topics to the Senior Volunteers program of Catholic Human Services, with over 35 volunteers participating in the discussion.
- o A health update regarding updated Zika virus testing guidance from the Michigan Department of Health and Human Services was sent to all local healthcare providers, which detailed specific testing criteria and specimen submission.
- o Participated in the monthly Northern Michigan Vaccine Preventable Disease Task Force.
- o Beverly Morrison, RN, was welcomed to the Health Department and she began her orientation. Beverly's primary work assignments are in the Communicable Disease and Reproductive Health programs.

➤ Reproductive Health

- o Reproductive Health staff provided services for 75 men and women, of which 61 were new clients to the program!
- o Feedback received from the Michigan Department of Health and Human Services regarding the 2016 Year-End Family Planning Annual Report detailed the high rates at which the Reproductive Health clinic continues to serve Title X priority populations, including teens, males, low-income and uninsured clients.
- o Supervisor participated in a Family Planning Advisory Council meeting presented by the Michigan Department of Health and Human Services, which detailed upcoming changes to how this council is administered on a local level.

➤ Immunization Program

- o Completed development of Childcare Immunization Toolkit through the Northern Michigan Vaccine Preventable Disease Task Force and began distribution.
- o Administered 345 vaccinations at all sites combined in the month of January, par with same time last year.
- o Continue to administer flu vaccinations, accommodating over 100 walk-in clients in January.

- o 19-35 months age vaccination coverage rates overall for Grand Traverse County is 78%.
- o 13-17 years age vaccination coverage rates overall for Grand Traverse County is 82%, a slight increase from 2016.

ADOLESCENT HEALTH PROGRAMS:

- Kingsley (KTown) and Traverse City (Youth Health and Wellness Center)-
 - o Adolescent Health Centers provided over 130 visits with a 93% appointment show rate.
 - o Clinic supervisor was interviewed by TC Central for their Black & Gold quarterly student magazine regarding Sex Ed in Michigan.
 - o Continued to provide full range of immunizations to clients by providing approximately 30 immunizations.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program
 - o State Maternal Infant Health Program held a webinar to update staff around the state regarding current Cycle 6 changes. The webinar highlighted Medicaid Services Administration, Baby Friendly Hospitals, General Nutrition, Working with WIC, Nutrition for Gestational Diabetes. The webinar was well received by staff and administration.
 - o Maternal Child Health Staff Meeting introduced the team to new employees; Cathy Stauber RN, and Melanie Villanueva MSW.
- Healthy Futures- Deb Deering RN has begun to transition from Maternal Infant Health Program to leadership of Healthy Futures. The average monthly caseload for Healthy Futures is over 800 pregnant/postpartum women and infants.
- Children's Special Health Care Services- On Sunday, February 26th, Pat Drake and Cathy Stauber, Children's Special Health Care Services clinicians, attended a bowling social hosted by the Juvenile Diabetes Research Foundation at Incredible Mo's. Pat and Cathy attended the social to participate, network and represent Children's Special Health Care Services. Their participation at this event allowed them to meet with families who have children with type one diabetes. All families who attended the event had the opportunity to meet with staff to ensure those who attended were knowledgeable of the program, enrolled with the program. This event captured two families who would qualify and benefit from the family-centered services offered by Children's Special Health Care Services.
- Pediatric Cardiac Clinic- Grand Traverse County Health Department continues to staff monthly clinics with Children's Special Health Care clinicians Pat Drake and Cathy Stauber.
- Head Start- Planning for Fall 2017 clinics will begin late Spring 2017.

- WIC- Breastfeeding Peer Counselor Christine Thompson updated Maternal Child Health staff on WIC 2016 Breastfeeding rates. Grand Traverse County Health Department's WIC program **exceeds State breastfeeding rates for all 6 categories** tracked for duration. Breastfeeding lowers healthcare costs, lowers baby's risk of obesity, diabetes, cancer, asthma, allergies, and Sudden Infant Death Syndrome. Categories include:
 - One Week: State rate 87%; Grand Traverse County Health Department: 94%;
 - Two Week: State rate 76%; Grand Traverse County Health Department 86%;
 - Four Weeks: State rate 60%; Grand Traverse County Health Department 76%;
 - Six Weeks: State rate 49%; Grand Traverse County Health Department 65%.
 - Two Months: State rate 43%; Grand Traverse County Health Department 56%.
 - Six Months: State rate 16%; Grand Traverse County Health Department 23%.
- Hearing & Vision- Planning has begun for Kindergarten Round Up staffing. Round ups begin in May and go through June. Depending on the size of the school, all 3 Vision and Hearing Technicians and 2 Public Health Nurses will be needed to staff the Round Up dates.
- Blood Lead - LEAD outreach event held on February 26. This was a coordinated outreach event held by the Juvenile Diabetes Research Foundation. Pat Drake and Cathy Stauber, Children's Special Health Care Services clinicians, participated. During the event, program materials for LEAD Awareness were distributed to families and others in attendance. The pamphlet Fight Lead Poisoning with a Healthy Diet was provided to approximately 35-40 individuals. Those in attendance were able to review the provided literature and dialogue with health department nurses regarding their individual concerns.

Information Technology (2)

- The County continues working on the development of a Strategic Plan for the Information Technology Department that will assist in planning for current and future year investments. This strategic plan was created through departmental input and technical expertise of staff and additional resources. The Strategic Plan will prioritize projects and help determine the feasibility for enabling staff to utilize technology to perform functions and services for citizens in the most efficient and effective manner. We expect the Strategic Plan to be complete in April.

MSU Extension (7, 8)

- Health & Nutrition Instructor Michelle Smith RD will be starting a *Show Me Nutrition* class series with 3rd graders at Fife Lake Elementary this month. *Show Me Nutrition* is a six-week program where students engage in age appropriate, interactive, hands-on activities that promote good eating habits, positive body image, physical activity and food safety. The program is available to schools where at least 50% of students are eligible for the National School Lunch Program.
- Michelle Smith RD will also be working with the Michigan Youth Opportunities Initiative through Health and Human Services during spring break to teach nutrition and cooking skills to foster youth in transition. Additionally she will be delivering a food science lesson to Traverse Heights Elementary students in conjunction with the education enrichment being offered there by our 4-H Program Coordinator, Karin Stevens.

Parks and Recreation (7)

- mParks Conference: Director attended the mParks (formerly Michigan Recreation and Park Association) conference in Grand Rapids from January 31 through February 4. During the conference, Director assisted County Administrator Menzel with two presentations to mParks Conference attendees. During the “Leading Change” program, Menzel discussed working with a budget deficit, the challenge of county legacy costs, and the process for and challenges of making organizational changes. During the Leadership Summit, attended by Parks and Recreation leaders such as directors and supervisors, Menzel presented topics that affect the Parks industry, such as park policies, coordinating and ensuring quality of facilities management and park care, legacy costs and parks departments, and more. Both sessions were well-received, and Menzel has had positive reviews and comments.
- Easling Pool: Preventative maintenance was conducted on pool air handler in January, and air handler operations are reported to be optimal. Friends of Easling Pool is actively seeking donations for refurbishing Easling Pool, and target amount is \$625,000. Checks made out to GTCPR may be mailed or delivered to the Treasurer’s Office at the Governmental Center, 400 Boardman Avenue, Suite 104, Traverse City, Michigan 49684. January 2017 Grand Traverse Bay Y Central use included 28 joins, with 305 total household memberships (468 individuals, total), and 4,209 visits (highest yet, up 1,200 visits from December 2016).
- Two Grand Traverse Band of Ottawa and Chippewa Indians 2% grants were awarded to Parks and Recreation, one in the amount of \$10,000 for improvements and upgrades to the county’s Natural Education Reserve park, many necessary because of the dam removal project, and one in the amount of \$15,000 for engineering/planning costs for extension of the TART Trail loop around the Boardman Lake. The trail will intersect the county’s Medalie Roadside Park, a property which would logically serve as a trailhead along the completed route.

Parks and Recreation/Senior Center Network (7)

- 974 seniors participated in 3,540 units of service
- 46 new members joined in February
- Second year’s agreement executed with the Rock to have programming space for seniors in Kingsley.
- Staff participated in leadership training with the Poverty Reduction group, attended meetings for Bay Area Senior Advocates, Northwest Michigan Volunteer Administrators, met with numerous new partners for programming. Monthly staff was meeting held. Manager made presentation to local church group upon their request.
- Planning has begun for a fall health fair in Grawn in partnership with St. Patrick’s Catholic Church.
- Planning for 2017 Cherry Festival Senior Events is underway.

- Expanded efforts made to promote outreach programming in the Interlochen and Grawn communities. Staff met with numerous businesses and agencies to arrange for distribution of Senior Center Network materials.
- AARP income tax preparers are offering free income tax services to seniors through April 15. This year, service has been expanded to Interlochen, Kingsley, and Fife Lake locations.
- First travel escort training has taken place. Four to five volunteers will be trained to organize and facilitate tours for the senior center.
- A new line dancing group meets at Twin Lakes on Wednesdays, 1 p.m. Objectives are to create a following to support line dancing retreats with renowned instructors brought in for weekend activities, and generate revenue for Twin Lakes Park.
- Special programs in February: Valentine parties, Windows 10 classes, Social Security options, cell phone classes, and a visit by local weatherman, Joe Charlevoix.
- Coming in March: Tech club forming in Interlochen for seniors to receive help with smart devices; Celtic crochet class coming to Interlochen on Thursdays; "Get Your Spark Back" will explore homeopathic healing concepts, led by licensed occupational therapist, Carolyn Schwab; St. Patrick's Day and Mardi Gras celebrations throughout the network; Singles Fun Night on March 23 will give single seniors a place to meet others; "Photographic Journeys" with award-winning photographer Chris Doyal; jewelry making class; captioned phone demonstrations for hearing impaired. During week of March 20, all locations will be "decked out" like cruise ships, complete with complimentary lunches and drink specials. Classes, demonstrations, entertainment, and luxury prizes to be offered throughout the week, sponsored by numerous local businesses.
- Support Groups: Job support provided by Kelly Services; Options for Senior Living assists seniors with questions about housing; Parkinson's; Healthy Eating; free legal advice, and various grief support groups in cooperation with Munson Medical Center.
- Regular programming: Lunch served daily at noon; daily exercise classes; monthly blood pressure and glucose monitoring, massages, reflexology, and foot care; art classes; knitting clubs; quilting group; basket weaving; fisherman's club; games of all kinds; monthly casino trip to Manistee; Saturday Socials; and daily information and referral service provided, as needed.
- Preparations for Second Annual 90 Over 90 event underway. Sponsored by Senior Center Network and Grand Traverse Pavilions. Residents encouraged to provide names and addresses of anyone over 90 years old so that they receive personal invitations to this grand event in May. Commissioners and administration are invited to join this event as V.I.P. guests.

Community Development (1, 3, 4, 7, 8)

- ECONOMIC DEVELOPMENT

The GTEDC was restructured in late 2016 to identify leadership in economic development and create opportunities for private/public partnership. A new board with several new members has wasted no time in establishing that they are a focused and hands-on group. The new by-laws will be presented to the County Board at their March 15th meeting, along with their new mission and vision statement. The new Board has no shortage of plans and exciting goals and will play a key role in promoting our area as a vibrant business community.

➤ **BROWNFIELD REDEVELOPMENT**

Park Place – New Conference Center – A neighborhood informational meeting was held Monday, February 20 at the Park Place Courtyard with the architect, for the proposed project as well as representatives from the Brownfield Redevelopment Authority, the City and the Downtown Development Authority. The City of Traverse City gave their approval of the project on February 21, with the plan to be reviewed by the Board of Commissioners March 15.

➤ **SOIL EROSION PROGRAM (8)**

We are in the process of implementing the ability to accept credit cards for Soil Erosion permits.

Planning (3, 4, 7, 8)

➤ Recent reorganization of the Planning & Development Department has resulted in the creation of a new Planning Department for the County.

➤ The Planning Department is currently investigating development of a host of professional planning services that would be available for local communities within the County. Services provided at modest fees may include master plan development (as well as recreation plans and subarea plans), meeting facilitation, community engagement, and grant writing services. Such effort would build on long time relationship between County Planning and local communities and provide for greater collaboration in the future.

Probate Court

➤ No report provided.

Prosecuting Attorney (7)

➤ The following is a monthly report of Prosecutor's Office activity for the month of February 2017.

➤ 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 February, we engaged in the following:

- Authorized 152 misdemeanor warrants
- Authorized 35 felony warrants
- Authorized 16 juvenile petitions
- Initiated 7 neglect/abuse case

- Handled the following matters in Family Court:
 - 5 allegedly mentally ill cases
 - 36 referrals from the Office of Child Support

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 February, we reviewed three contracts for the following departments:
 - Parks and Recreation: one
 - Pavilions: one
 - 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 February, we reviewed thirteen requests, and provided advice and consultation to the following departments:
 - Health: two
 - Administration: three
 - Treasurer: one
 - Clerk: one
 - Sheriff: three
 - Construction Codes: one
 - Central Dispatch: two

- 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 February, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Administration
 - Clerk
 - Planning
 - Planning Department

- 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 February 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 February, we represented the County in the following:
 - *In the matter of the Petition of the Grand Traverse County Treasurer for Foreclosure of Certain Parcels of Property (2014 Unpaid Property Taxes)*. If real property taxes are unpaid, Michigan's General Property Tax Act, MCL 211.78 et seq, permits the County Treasurer to commence a tax foreclosure action in circuit court requesting that the Court transfer ownership of the property to the County. MCL 211.78 allows the Treasurer to obtain a judgment of foreclosure after a hearing and notice to the affected property owners. By law, the hearing occurs three years after delinquent taxes are due. The three year period allows the property owner to redeem the property or enter a payment plan with the Treasurer. On February 13th, Judge Power conducted a hearing and granted the Treasurer's request for a judgment of foreclosure. This case is now closed.
 - *Grand Traverse County v Bradley Buck et al.* In February, we filed two separate inmate reimbursement lawsuits seeking \$3,780.00 in total. As with the other lawsuits, we will seek to obtain default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of February, Chris Forsyth attended the regular board meetings and the study sessions.
- If you have any questions concerning the above, please let us know.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- Started the process to refund the Pavilions bond with a scheduled settlement of May 2017 saving the Pavilions over \$270,000.00 in interest.
- We had our foreclosure hearing in Circuit Court, all documents were filed and we are on track for Foreclosure April 1. Sent out 112 final foreclosure notices to parcels set to be foreclosed.
- Prepared preliminary reconciliations with the 13 townships and City to facilitate early settlement with the townships next month.

- Processed 211 regular service, 79 expedited and 1 hand carry passports totaling 291 in February 2017 compared to 219 in February 2016.

Veterans Affairs (7)

- No report provided.