



County Staff Report May 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 (1, 2, 4, 7, 8)

- At the Board Meeting on May 10th, the Board of Commissioners heard from several guest speakers to review options that are available to address the County's Unfunded Pension Liability. A full copy of the Board packet and information which was presented is available online at www.grandtraverse.org
- The May 11 Household Hazardous Waste (HHW) event is scheduled to capacity. Additional collections are scheduled June 22, August 10, and October 14. County residents are encouraged to use these opportunities to get rid of outdated or unwanted household chemicals, pesticides, solvents, paints, etc. Appointments are required and can be made by using the online scheduling system at RecycleSmart.info or by calling the RecycleSmart Hotline at 231-941-5555.

The March 23 event served 150 residents and 27 businesses and collected 25,232 pounds of household hazardous waste and 1,040 pounds of pesticides for safe disposal.

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 continues its work to help seniors stay in their homes.
- Commission on Aging now accepts credit cards for payments: www.gtcoa.org

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

- COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

- o No report provided.
- BROWNFIELD REDEVELOPMENT
 - o No report provided.
- CONSTRUCTION CODE DIVISION (7)
 - o No report provided.
- SOIL EROSION PROGRAM (8)
 - o No report provided.

County Clerk (4)

- Stats for month of April
 - o New Circuit and Family Court Cases filed: 44 civil, 50 domestic, 21 felony, and 27 juvenile.
 - o Four (4) jury pools sent out for Circuit Court trials.
 - o Clerked four (4) trial lasting 12 days.
 - o Clerked four (4) County Commission meetings.
 - o Vital Records filed: 135 births, 121 deaths, and 36 marriage licenses.
 - o DBAs filed: 85
 - o Concealed Pistol applications filed: 92
 - o Concealed Pistol fingerprints done: 54
 - o Concealed Pistol Licenses issued: 90
 - o Notary Bonds/Applications: 22
 - o Passport Photos taken: 135
 - o Certified Copies: 492 customers (this could be 1 or many copies per customer)
 - o Wedding Ceremonies: 11
 - o Voter Registrations: 163
- Sent out 5300 juror questionnaires and began the processing of the return of completed juror questionnaires.

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 Management staff assisted with the community-build playground project at the Civic Center.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION and FINANCE DIVISION

- Finance
 - Grant Quarterly Reports - Completed 2017 second quarter fiscal year grant reporting for the State of Michigan.
 - Northern Michigan Public Health Emergency Preparedness (NMPHEP) Program - Worked together with Health Department Northwest and Benzie/Leelanau Health Departments to prepare a combined regional budget for the 2017-2018 fiscal year and allocate a portion of each of our budgets to a training and exercise fund to be used towards regional trainings.
- Northern Michigan Community Health Innovation Region
 - Year I (2016/17) Priority Population: Focusing on regional data regarding Emergency Department Utilizers, The Northern Michigan Community Health Innovation Region's response to excessive Emergency Department use is three-fold:
 - *Community Connections* is a clinical community linkages model for linking patients who have health-related social needs to resources in the community. It features an electronic patient assessment that identifies patients with problems with access to healthcare, food insecurity, housing, transportation, etc. that will be administered in Emergency Departments, patient-centered medical homes, health departments, and other health care providers and community agencies within the Northern Michigan Community Health Innovation Region. Depending on where they live, patients/clients who need linkages will be referred to a Community Connections HUB.
 - *Three local HUBs* will be operational by summer 2017, each one staffed by a HUB Coordinator, Registered Nurse, Social Worker, Community Health Worker, and Call Center Operator. Root causes of social determinants of health will be identified by the Community Connections HUBs. In response, the Northern Michigan Community Health Innovation Region will create comprehensive, region-wide Community Health Improvement Plans to address them. Grand Traverse HUB, managed by Benzie Leelanau District Health Department, serves Benzie, Grand Traverse, and Leelanau counties.
 - *Multi-component Educational Campaign*, a unified, coordinated evidence-based campaign is in under development with strategies customized for individual, provider, and community levels.
- Community Outreach and Education
 - Convened a regional water safety meeting to begin planning for the summer season and activities to prevent drownings.
 - Public Information Officer (PIO) Rose Ann Davis participated in the monthly Public Health Alliance Marketing workgroup meeting.

- o Monitoring several immunization legislation bills and educating legislators on importance of immunizations to protect the community.
- o Health Officer Trute participated in the Northern Michigan Health Network's strategic planning as a member of the advisory board.
- o Health Officer Trute presented to the Munson Community Health Committee on public health activities in Northern Michigan including: Northern Michigan Public Health Alliance, Community Health Innovation Region and the Community Health Needs Assessment and Improvement Plans.
- o The Health Officer, PIO, Emergency Preparedness Director and Environmental Health leadership met with a team from the Michigan Department of Agriculture and Dairy to discuss communications during events such as the contaminated frozen strawberries and Hepatitis A exposure that occurred this winter.

MEDICAL EXAMINER DIVISION

- Medical Examiner Investigators- Recruiting and hiring a team of 6-8 on call investigators; Training new investigators for more thorough scene investigations, and WMED protocols used for consistency on all deaths investigated. Investigators are also job shadowing in Kalamazoo as part of their training to get more exposure to investigations quicker.
- State Medical Examiner Workgroup- Health Officer Trute is participating in two subcommittees focused on establishing medical examiner regions with local autopsies and consistent data systems and reporting.
- Budget- Health Officer Trute and Medical Examiner Joyce deJong presented the revised budget to the Leelanau County Board of Commissioners for approval. A review of the changes and the medical examiner's office activities was also given along with questions from commissioner.

ENVIRONMENTAL HEALTH and ANIMAL CONTROL DIVISION

- Environmental Health
 - o Craig Preston attended a two (2) day Special Foods Processing training in Gaylord. The training was provided by the Michigan Department of Agriculture & Rural Development (MDARD).
 - o Completed quarterly reports to the Michigan Department of Environmental Quality (MDEQ) for our On-site Septic Program, Drinking Water Program, and Septage Program.
 - o Completed quarterly report to the Michigan Department of Agriculture & Rural Development (MDARD) for our Food Service Program.
 - o Completed quarterly report to the Michigan Department of Health & Human Services (MDHHS) for our Body Art Program.
 - o 51 Septic permits were issued for April 2017 compared to 36 in April of 2016.

- o 51 Water well permits were issued for April 2017 compared to 17 in April of 2016.
- o Tom Buss interview TV 9&10 regarding taking precautions to prevent tick exposure.
- o Processed two (2) FOIA requests for environmental assessments on commercial properties within Grand Traverse County.

➤ Animal Control

- o In process of interviewing candidates for seasonal Animal Control Specialist position.
- o Animal Control Officer, Deb Zerafa attended a two (2) day conference at Crystal Mountain sponsored by the Michigan Association of Animal Control Officers (MAACO).
- o GPS device was installed in our Animal Control vehicle in collaboration with Central Dispatch as a security/safety measure for tracking location of the vehicle during operational periods.
- o Met with Cherryland Humane Society to discuss contract, protocols and future collaboration.

EMERGENCY MANAGEMENT and PUBLIC HEALTH PREPAREDNESS DIVISION

➤ Emergency Management

- o Hosted a Disaster Management for Electric Power systems class
- o Met with Emergency Support Function 6: Human Services team members re: Emergency Operations Plan update regarding special needs population
- o Gave emergency management presentation at Interlochen and Fife Lake Senior Centers
- o Met with SharedSky partners re: start of countywide public safety drone program

➤ Emergency Preparedness

- o Northern Michigan Public Health Emergency Preparedness Director Mike Lahey administered Public Health Emergency Preparedness exercises across the jurisdictions as the health department's administrative teams discussed how it plans for and responds to events that compromise the continuity of operations of the building operationally and fiscally.
- o Public Health Emergency Preparedness has completed and submitted to the state's Division of Emergency Preparedness and Response a brand new Continuity of Operations Plan that will assist the health department in continuing to sustain its operating structure during turbulent times.
- o Public Health Emergency Preparedness at Grand Traverse County Health Department coordinated a staff walk-through day that introduced staff to new Point of

- Dispensing Materials as well as a Mobile Medical Unit to be deployed during large scale public health emergencies.
- o The current Public Health Personal Protective Equipment in Northwest Michigan and the inventory tracking system corresponding with the state has begun a formal assessment.
 - o Federal Public Health Emergency Preparedness grant funding was disbursed from the state as Grand Traverse County Health Department worked together with Health Department Northwest and Benzie/Leelanau Health Departments to prepare a combined regional budget for the 2017-2018 fiscal year and allocate a portion of each budgets to a training and exercise fund to be used towards regional trainings.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program
 - o Communicable Disease staff investigated 46 communicable diseases/animal bites and exposures for the month of March.
 - o Three nurses attended HIV training provided by the Michigan Department of Health and Human Services on April 4.
 - o Supervisor and staff took part in the first HIV Linkage to Care Collaborative Meeting hosted by the Thomas Judd Care Center; the purpose of this group is to help find and retain HIV clients in medical care by promoting strong partnerships and allies within our region and state.
 - o Supervisor participated in the Tuberculosis (TB) Nurse Network meeting via conference call on April 26.
 - o As requested by the Michigan Department of Health and Human Services, staff performed further in-depth investigations on local cases of Salmonellosis in an effort to help determine a potential source of infection and prevent further infections/outbreak.
- Reproductive Health
 - o Reproductive Health staff provided services for 87 men and women, of which 48 were new clients to the program.
 - o Quarterly reporting submitted to the Michigan Department of Health and Human Services, along with the Family Planning Cost Analysis and a new workplan for additional Title X grant funds.
 - o Title X Outreach and Enrollment Data assessing Title X service sites' 2016-17 contributions to the Medicaid and Marketplace efforts were compiled and submitted to the Office of Population Affairs (OPA).

- o Collaborated with the Outreach Coordinator to develop and place a Reproductive Health clinic ad in Grand Traverse Woman Magazine (May/June issue).
- o Continued participation in the Health Systems Change for Tobacco Dependence Grant.

➤ Immunizations

- o Health Department Clinic staff provided services to 97 clients, accommodating 69 walk-in clients, administering nearly 200 vaccinations in the month of April.
- o While this is nearing the end of flu season, we are still administering flu vaccinations during every clinic day.
- o Quarterly MDHHS Immunization Report Card indicates that Grand Traverse County continues with high rankings among Michigan counties for Flu Coverage, top 10 in the State for all ages and teen vaccination coverage increased by 6.2% over this past quarter, continuing to exceed Healthy People 2020 Goals.
- o Planning activities initiated for providing 3 school-based immunization clinics this summer and early fall.

➤ Adolescent Health Clinics- KTown and Youth Health and Wellness Center

- o Recruitment efforts underway to fill a vacant Nurse Practitioner position as well as a Health Program Coordinator to replace Chris Roggen who resigned his position effective April 21, 2017.
- o During this interim period while we look to fill vacancies, Lori Wesolowski has taken on program supervision for the adolescent health sites and staff, along with Laura Laisure, Quality Coordinator assuming some responsibility to provide quality review, workplan development preparations, and site survey readiness activities.
- o Submitted State grant quarterly report and workplan update for both clinics.
- o KTown completed 48 Nurse Practitioner clinic appointments and 40 Mental Health Counselor clinic appointments.
- o YHWC completed 37 Nurse Practitioner clinic appointments and 21 Mental Health Counselor clinic appointments.

MATERNAL AND CHILD HEALTH PROGRAMS:

➤ Maternal Infant Health Program

- o Preparations underway for Maternal Infant Support Program (MIHP) Cycle 6 Certification site visit. MIHP State Consultant Cheri Ross-Jordan LMSW met with staff on April 20 for a question and answer review prior to certification visit.
- o MIHP staff continue to work on ongoing quality assurance in preparation for site review.

- o MIHP nurse Cindy Purvis BSN RN (April 3, 2017) sat for the exam to become an International Board Certified Lactation Consultant. Exam results will be available in June.
- o Lori Wesolowski Maternal Child Health Program Supervisor attended the Regional Perinatal Substance Use Disorder Steering Committee.
- o District Health Department # 10 shared up to date brochures and flyers for staff to distribute/discuss the effects of marijuana use in pregnancy.
- Healthy Futures - Deb Deering has been able to increase breastfeeding support services to Health Futures postpartum mother. Deb's flexibility and leadership is a promising step for a case management Healthy Future model for best practices.
- Children's Special Health Care Services - Cathy Stauber BSN RN has been able to provide outreach to eligible families of children with qualifying conditions by working in Kindergarten Round Up and Pediatric Cardiac Clinics.
- Pediatric Cardiac Clinic - Clinics are providing a great opportunity for outreach for Children's Special Health Care Services. We continue to work with the University of Michigan Speciality Clinics to provide nursing support for vulnerable adults and children.
- Head Start -Planning meeting for fall clinics will be held in May 2017.
- WIC - April 2017 WIC show increased 6% since January 2017.
- Hearing & Vision -Kindergarten Rounds Up clinics are providing an outreach opportunity for Children's Special Health Care Services. Cathy Stauber BSN RN has been able to connect with families of children who meet qualifying conditions who were not aware of the services.
- Blood Lead -No new elevated lead levels reported in April 2017.

Human Resources (5)

- Sent invitations to meet with all employee unions.
- Recruitment for an IT Director continues.
- Introduced a new exit interview questionnaire.
- Sponsored an employee education of our 457(b) deferred compensation plan which resulted in five new participants.
- Revised employment offer letter and included summary of benefits information.
- Facilitated the Sheriff Deputy pre-employment testing and consulted on revising the testing process.

- Interviewing continues for a Human Resources Personnel Specialist.
- Met with numerous vendors including Nationwide, Lighthouse, and Priority Health.

Information Technology (2)

- The IT Department has welcomed two new IT Technicians to the the team!
- Staff continues to provide day-to-day operational support and has undertaken various special projects to support County operations.

MSU Extension (7, 8)

- MSU Extension will hold a series of diagnostic clinics for landscape and garden plant problems on Wednesdays, 10am to 2pm, starting May 10 through September. MSU staff and volunteers will be on-hand to assist with the identification of plants, weeds, insects and diseases and to give advice on solving home landscape problems. Can't make it in on Wednesdays? Drop off samples anytime 8am to 5pm Monday through Friday and our experts will get back with you. For additional assistance outside of clinic hours, feel free to contact MSU Extension's Lawn & Garden Hotline at 1-888-678-3464 (available Monday-Friday, 9am-noon & 1pm-4pm) or see the resources available at the www.migarden.msu.edu.



Parks and Recreation (7)

- No report provided.

Parks and Recreation/Senior Center Network (7)

- 1,222 seniors participated in 4,674 units of service
- 50 new members joined in April
- Our Program Coordinator, CC Hovie, received the Making A Difference award from the County for her work on the Veterans Honor Ride. Her efforts on that event don't stop there, every event she plans she puts her heart and soul into it. With the support of her work team, she does a phenomenal job planning fun, interesting, educational and helpful programs for the seniors we serve. We are very proud of CC and the rest of the staff who support her work.
- Manager Wells and Director Erickson met with City staff to formulate a game plan for establishing a Planning Implementation team to begin work on the renovation of the building.
- AARP income tax preparers provided free preparation services to 343 seniors at our locations in Traverse City, Interlochen, Kingsley, and Fife Lake.
- May is Older American's Month and the Grand Traverse County Board of Commissioners approved a Proclamation for such at the April 9th board meeting. The

proclamation was a joint document between the Senior Center Network and the Commission on Aging.

- The Spring issue of the MyNorth Senior Living magazine published by the Traverse Magazine featured many references to senior center programming. Our hiking/cycling, art, parade of senior homes and 90 over 90 programs were featured.
- May Events: Vitality for Life, MahJongg lessons, History of Interlochen, City of Traverse City Town Hall meetings, Mother's Day Brunch at all locations, new Euchre club for new players, Native American Healing Practices, The Aging Brain, Spinning and Weaving demonstrations, Nutrition Myths and Facts, Hospice and Palliative Care, Beginners Cell Phone Class, Human Trafficking, Birds of Prey, Food Fight cooking contest, Low Back Pain, Ride BATA Day. Summer sports will get started including Hiking, cycling, golf, tennis and shuffleboard. We have two teams traveling to the Senior Odyssey event on May 20th. We are two time Champions, so expectations are high to perform well. Our trips in May are the Holland Tulip Festival May 10; Casino Trip May 10; Kentucky Bluegrass May 15 – 18 and New England May 29 – June 5.
- Our 2nd Annual 90 over 90 event was on task to have a record attendance and over 90 people over the age of 90. This year's presenting sponsor is the Grand Traverse Pavilions, whose contribution makes it possible for us to offer a free brunch to each nonagenarian in attendance.
- Joint program with Traverse Area District Library – For the Spell of It was held Sunday, May 7th. Manager, Lori Wells was one of the judges for the event.
- The 2017 Senior Expo will be Wednesday, May 17th from 10 am – 3 pm at the Howe Arena. Over 100 vendors will be on hand to showcase their products and services for seniors and their caregivers. The Senior Center will have a booth at the Expo with an interactive art project. We have also arranged with BATA to provide free transportation to the Senior Expo from our outreach locations.
- The Traverse City Human Rights Commission will be holding a public forum at the Traverse City Senior Center on June 7th.
- 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, tech support for smart devices, 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.

Planning (3, 4, 7, 8)

- Planning Department signed an agreement with East Bay Township to provide meeting facilitation and other planning services for the development of the Township's bayshore corridor plan for US-31. The plan will connect with the plans developed by the other three communities as part of the Bayshore Corridor Strategy.
- Planning Department hosted 28 township and other planning & zoning officials at a seminar on May 3 to discuss regulation of short term rentals. The Planners Lunch & Learn Series will continue in September to present on regulating medical marijuana facilities.

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 April, we engaged in the following:
 - Authorized 174 misdemeanor warrants
 - Authorized 47 felony warrants
 - Authorized 17 juvenile petitions
 - Handled the following matters in Family Court:
 - 7 allegedly mentally ill cases
 - 25 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 April, we reviewed five contracts for the following departments:
 - Parks and Recreation: two
 - Health: one
 - Administration: two
- 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 April, we reviewed five requests, and provided advice and consultation to the following departments:
 - Administration: one
 - Treasurer: one

- Planning: one
 - Sheriff: one
 - Facilities: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of April, we answered questions/prepared memos for the Board of Commissioners and various departments including:
- Veteran Affairs
 - Administration
 - Finance
 - Commission on Aging
- 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 April, 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 April, we represented the County in the following:
- *In the Matter of Edwin Martel et al, on the permit issued to Grand Traverse County.* On September 10, 2016, Edwin Martel, William Lane, and Bruce Campbell filed a petition with the Department of Environmental Quality (“DEQ”) challenging DEQ’s issuance of a permit to Grand Traverse County permitting the removal of the Boardman Dam. Mr. Martel and the other petitioners are claiming that the issuance of the permit and the removal of the dam will result in the destruction of the Education Reserve, which is a public trust. DEQ is represented by the Attorney General who has filed an appearance in this matter. In January, Administrative Law Judge Daniel Pulter granted our motion to intervene in the case. On April 25th, Judge Pulter held a pre hearing conference by telephone. At this hearing, Mr. Martel accused Judge Pulter of being biased against him and the other petitioners. The next day, April 26th, Judge Pulter entered an order directing Mr. Martel to file a motion for recusal by May 10th.
 - *Camelback IX, LLC v Grand Traverse County Treasurer et al.* Plaintiff has filed this lawsuit on April 13, 2017 seeking to foreclose a mortgage on a parcel of property located in Grant Township and owned by Douglas Prause. Plaintiff obtained this mortgage through an assignment from another financial institution. This assignment was recorded on February 17, 2017. Prior to the assignment being recorded, the Treasurer obtained a judgment of foreclosure for the parcel because the property owner failed to pay property taxes. By obtaining the judgment prior to Plaintiff recording the assignment, the County Treasurer has valid ownership of the property, which takes priority and extinguishes whatever lien Plaintiff has on the real estate. We will defend the Treasurer in this lawsuit, and will be filing an answer to Plaintiff’s complaint shortly.

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

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- No report provided.

Veterans Affairs (7)

- No report provided.