

Administrator/Controller Report

October, 2012

Facilities

- Governmental Center – County Planning Office: remodel of the workstation layout began today. The revised plan will offer greater efficiency for departmental operations.
- Jail: Installation of 131 energy efficient light fixtures was completed last week. Grant funding through Traverse City Light and Power covered approximately 30% of the cost for this project.
- New Health Services Building: Dental Clinic furniture has been delivered and installed. Parking lot paving and striping this week; door glazing, carpeting and internal signage this week, also. Health Department furniture delivery on November 1.

Equalization

- Jim Baker, the new Deputy Director, started on September 11, 2012. He is working on establishing preliminary Assessment ratios for each unit of Government in each class of property.
- Kathryn Wallace, the new Senior Appraiser, started work on September 26. Kathryn is already working on the Apportionment Report.
- The Equalization Director is proceeding with a one year extension to the East Bay Township Assessing Contract for review by the Board next month.

Resource Recovery

- The final Household Hazardous Waste collection was held on September 27.
- The Resource Recovery Council approved the 2013 budget with a reduced landfill surcharge of \$2.00 per ton.
- The Ticker is preparing a story to run soon on recycling in GTC.

Human Resources

- Received 44 applications for the Road Commission Manager. Applications have been sent to the Road Commissioners for their review. Interviews will be scheduled in mid-October.

- Met with Cadillac Insurance on September 28. It was reported that 2012 costs appeared to be in line and 2013 rates were increasing by 9.5%. The HR Director will be providing a full update next month.
- We are currently recruiting for 14 positions County-wide.

MSU Extension

- Personnel: Michelle Smith, RD, MSU program instructor for the SNAP-Education program will have an increase in hours in Grand Traverse County to 1.0 FTE, effective October 1, 2012. Michelle had previously worked 50/50 in Benzie and Grand Traverse counties. Her efforts will now be focused solely on Grand Traverse County teaching nutrition education to low-income residents, including all ages of children and adults.
- Programs/Public Relations:
 - Project FRESH, in collaboration with the Health Department, distributed \$30 booklets of coupons to WIC-eligible families in Grand Traverse County during the summer growing season. Three-hundred thirty booklets were distributed at the downtown farmers' market along with an educational session on using fresh foods to create healthy eating habits. These coupons yielded \$9,900 in purchases of Michigan grown fruits and vegetables from Grand Traverse County farmers.
 - MSU Extension New Commissioner workshops are scheduled following the November general election. All commissioners will receive a personalized invitation. County administration and other elected officials are welcome and encouraged to attend, if interested. MSU Extension trains 70+% of the elected county commissioners in Michigan following the two-year election cycle. Dates and locations are:
 - November 28 – Marquette, Holiday Inn
 - November 29 – Gaylord, University Center
 - December 4 – Big Rapids, Holiday Inn
 - December 5 – Kalamazoo, MTEC Center
 - December 10 – Frankenmuth, Bavarian Inn
 - December 11 – Novi, Tollgate Center

Commission on Aging

- Requests for bids have been sent out or will be sent out for the following Commission on Aging services:

1. Home Chore services (1 route, 75 locations, 2013) – Bid deadline October 3, 2012
 2. Community relations services (2013 - 2015) – Bid deadline October 3, 2012
 3. On-call services (Homemaker, Home Health, Respite Care) (2013 - 2014) – Bid deadline November 7, 2012
 4. Home Chore equipment maintenance and repair (2013) – Bid deadline November 7, 2012
- The Commission on Aging was the recipient of a Donation Mob collection coordinated by our local Comfort Keepers. Donated food and personal hygiene items will be used for our holiday Baskets of Bounty delivered to senior citizens who are alone for the holidays. We also got some great media coverage as a result of the donation mob. Donations were collected at the Chamber of Commerce on September 19.
 - The GTCOA uses state certified nursing assistants to provide home health care and respite care. Staff has been notified that the state certification process may change, allowing only those working in nursing homes to be state certified. State certification of our nursing assistants has been one of our strong selling points and has allowed us to provide great quality care and develop a relationship of trust with our customers. The GTCOA meets all the requirements for state certification, but because our services are not institutional, we may no longer be able to certify our nursing assistants. Staff has forwarded emails to both Representative Schmidt and Senator Walker expressing our concerns.
 - Per an Inter-Governmental Agreement with the City of Traverse City, "the County and the City agree to meet and confer not later than November of each year to review the operation and management of the Senior Center during the term of this Agreement."
 - Staff has begun notification of GTCOA clients in regard to increased fees for 2013 via newsletter articles and messages on invoices. Staff is also in the process of notification of clinic sites and clients in regard to the elimination of foot care clinics.

Information Systems

- Fifteen County officers and five City officers are now writing electronic tickets. The remaining officers will be added in October.
- The IT Department is coordinating the network configuration of a high speed wireless connection between Grand Traverse County and Leelanau County. The wireless connection is being funded by a grant

and will provide for backup 911 sites for each of the Counties. The system will be implemented in the next 1-2 months.

Central Dispatch

- **Central Tower Access:** The Director met with Bob Cooney to discuss options in pursuing an access to the tower using a utility easement in South Creek Subdivision. The South Creek HOA does not want the easement used for that purpose; however, it is inevitable that we establish a reasonable way to get to that tower. The current access is a winding dirt road off of River Road that runs through private property, and includes a steep grade. Mr. Cooney is reviewing the information and will advise.
- **A Big THANK-YOU:** Dispatcher Doug Fikes stepped up to address some on-going computer issues in Central Dispatch. Doug ran extensive diagnostics and was able to identify a long-term problem with one of our computers. He also installed two monitors, and has been working on cleaning up the multitude of wires and cables in our six console cabinets. Doug is straightening out all of the wiring and labeling it to make it easier to fix when something isn't working.
- **The Grand Traverse 911 Facebook** page continues to expand. Many people in the community have expressed their appreciation for getting "real-time" information on accidents, fires, roads blocked, etc.

Planning & Development Department

- First application to utilize the \$1 million EPA Revolving Loan Fund has been approved. Hotel Indigo will receive a loan of \$620,000 from the EPA RLF and a loan of \$455,482 from the County's Local Site Remediation Fund to provide gap funding for the clean-up of the hotel site. We are awaiting approval from EPA and expect funds to be released in November.
- The Brownfield Redevelopment Authority abandoned the Copper Ridge Brownfield Plan in response to Munson Medical Center locating its cancer center at its main campus and not at Copper Ridge. Captured funds will now be released to all taxing jurisdictions, including the County which will receive over \$200,000 and an additional \$90,000 annually.
- The Michigan Association of Planning (MAP) conference will be held on October 17 – 19 at the Grand Traverse Resort. Over 500 planners are expected to attend. Former Grand Traverse County Planning Director, Roger Williams, will be receiving the 2012 Outstanding Professional Planner award.

Veterans Affairs

- A Traverse City couple contacted the Veteran's Affairs Director with a desire to help us help our resident veterans and their families. They have generously donated 100% of the funds necessary to purchase not only replacement software that that was requested in the 2013 budget, but also all of the necessary hardware including scanners, signature pads and two new desk top computers plus the training required to use the system, at a cost of nearly \$10,000. This donation would allow the department to begin implementing its software upgrade immediately. The donors have requested to remain anonymous. The Director will be bringing a request to the Board to accept the donation.

Parks and Recreation

- The 2012-2015 Strategic Plan was recommended for approval by the Parks and Recreation Commission on September 20, 2012.
- Parks & Recreation Officials from each local unit of government have been notified about a meeting in early October to discuss the possibility of a Parks and Recreation Authority.
- Removal and shortening of the fence around the Civic Center has been approved, and we are scheduling the work to be done. The existing fencing will be re-used for the facilities area of the Civic Center property.
- Power Island will be open to hunting in 2012 in an effort to help maintain the deer population.
- The Parks Department has been asked to be part of a coalition to promote a community wide event that is tied to the HBO series, "The Weight of the Nation". This will include a kick-off event on November 14 at Great Wolf Lodge. More details are forthcoming.
- Our community will host the quarterly Region 6 meeting of the Michigan Recreation and Park Association on November 9, 2012.

Health Department

- The joint Open House for the new Health Building and Dental Clinics North is tentatively scheduled for Thursday, December 6 from 4-7 pm.
- ❖ GTCHD has been selected as one of six health departments in the state to receive a special Immunization Billing Best Practices Grant. We are being awarded \$45,000 in funds to further enhance our immunization program in

return for serving as a mentor to another health department and assisting with a “best practices” procedure manual. Congratulations to the immunization billing lead, Erin Carlson, and many others who helped make this happen: Kurstan Crawford, Sheila Corner, RN, Diana Anderson and Ramona Williams.

- The state’s 2012 Accreditation report was best review GTCHD has ever received and we was given many high commendations. very favorable for GTCHD. Of all 167 indicators measured, only one record-keeping item was noted as “not met” and we have drafted a corrective action plan. Although all health department employees’ work is critical to this outcome, the lead for the review sections was taken by Jere Pugh, Kit Mikovitz, Martha Thorell, Tom Buss, Dan Thorell, and Debi Miner.

Jail

- The jail population is down and the Sheriff has decided to temporarily close the work release area on a trial basis and move the work release inmates and relocate the inmates in one of the dorm areas until the jail population increases. This will allow for a more efficient use of staff and should have a positive effect on overtime in the jail.