



## County Staff Report July 2017

1

### 2017-2018 Strategic Priorities

**PRIORITY 1: BE A MODEL EMPLOYER**

**PRIORITY 2: BE FISCALLY SUSTAINABLE, DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY**

**PRIORITY 3: MAINTAIN AND INVEST IN THE COUNTY'S INFRASTRUCTURE**

**PRIORITY 4: PROTECT VULNERABLE POPULATIONS**

**PRIORITY 5: ADVANCE THE QUALITY OF THE REGION**

**PRIORITY 6: ESTABLISH NEW COLLABORATIVE PARTNERSHIPS AND ENHANCE EXISTING PARTNERSHIPS**

**PRIORITY 7: MAINTAIN PUBLIC SAFETY**

**PRIORITY 8: ENGAGE INTERNAL AND EXTERNAL STAKEHOLDERS TO SUPPORT A STRONG BRAND**

### **Administration/Board of Commissioners/Resource Recovery (2, 6, 8)**

- County Administration recommended and the Board of Commissioners approved a three-part process for the stabilization of the County's pension debt and annual payment. With an initial one-time payment of \$5.6 million, the County's pension payment is expected to stabilize at \$5.9 million provided all financial assumptions are realized. This stabilization is essential as payments were expected to reach over \$9 million which would have had a negative impact on the County's ability to provide services.
- In addition, the County established a "retiree healthcare trust" to accommodate the County's unfunded retiree healthcare costs which was estimated to be \$7.7 million. An initial payment from the County has been authorized to begin funding this liability which was never funded in the past.
- In July, County Administration will request the Board establish a Pension Trust Fund that will enable the County Board to set-aside additional funds to help stabilize any fluctuation to the annual payment. It will be essential that the Board continue working to identify operational efficiencies that can provide funding to make additional payments to reduce the growth in unfunded liability.
- The County settled a contract with the Dispatch Supervisors Unit and participated in a 2-day fact-finding sessions, as requested, by the five Teamsters Bargaining Units. The County now awaits a non-binding report from the Fact-Finder.
- The removal of the Boardman Dam has begun with the draw-down of the impoundment. There may be some changes to the clarity of the water, which is being monitored by the project partners and the Army Corps.
- Fourteen requests for 2% funding were received, reviewed and have been sent to the Grand Traverse Band of Ottawa and Chippewa Indians for the Spring Grant Cycle. The total amount of these requests is \$389,740.

- Two household hazardous waste (HHW) collections remain for the 2017 season. The dates are August 10 and October 14. Appointments are required and can be made online at [recyclesmart.info](http://recyclesmart.info) or by calling the RecycleSmart hotline at (231) 941-5555.

#### **Central Dispatch/911 (7)**

- No report provided.

#### **Circuit Court**

- No report provided.

#### **Circuit Court - Family Division**

- No report provided.

#### **Commission on Aging (4)**

- The Commission on Aging has developed a monthly newsletter that will be made available to clients and posted online. This continues the efforts to communicate and update clients about program opportunities.

#### **Community Development & Codes (5)**

- COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT
  - No report provided.
- BROWNFIELD REDEVELOPMENT
  - No report provided.
- CONSTRUCTION CODE DIVISION (7)
  - No report provided.
- SOIL EROSION PROGRAM (8)
  - No report provided.

#### **County Clerk**

- Stats for month of June
  - New Circuit and Family Court Cases filed: 48 civil, 55 domestic, 21 felony, and 10 juvenile.
  - Two (2) jury pools sent out for Circuit Court trials.
  - Clerked two (2) trials lasting 3.5 days.
  - Clerked four (4) County Commission meetings.
  - Vital Records filed: 143 births, 102 deaths, and 88 marriage licenses.
  - DBAs filed: 84
  - Concealed Pistol applications filed: 78
  - Concealed Pistol fingerprints done: 37
  - Concealed Pistol Licenses issued: 103
  - Notary Bonds/Applications: 15
  - Passport Photos taken: 158
  - Certified Copies: 602 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 5
  - Voter Registrations: 219

**District Court**

- No report provided.

**Drain Commissioner (5)**

- After meeting with Administration, prepared an Agenda Request Form along with supporting information requesting a transfer of \$10,000 into Revolving Drain Fund 639 to cover continued expenses related to the Duck Lake Special Assessment District project.
- Attended BOC meeting to answer questions related to the above request.
- Met on-site with Peninsula Township staff and the developer regarding the Hidden Ridge Development and the developer's request to cross a drainage ditch with a driveway.
- Communicated with a person from the Village of Fife Lake re: flooding issues and the possibility of establishing a drainage district. Sent her the appropriate paperwork.
- Checked the level of Silver Lake on several occasions. Inspected outlet structure.
- Received bids regarding the need to refinance Drain Note 2015. Opened bids and subsequently contacted Hastings City Bank to inform them they were low bidder.
- Worked closely with Roger Swets, Dickinson Wright to prepare closing documents for the new drain note.
- Coordinated with County Treasurer Heidi Scheppe for the receipt of electronic funds from Hastings City Bank regarding new drain note (Series 2017) in the amount of \$475,000 and the electronic transfer of funds to pay off Drain Note (Series 2015) in the amount of \$307,687.97.
- Received a call on a Saturday afternoon from Sam Tyson, County DPW who received a report of a manhole that was sinking in a parking lot of a business along South Airport Road across from the mall. Stopped by and placed cones to warn drivers.
- Met on-site with property owners in Long Lake Township who wanted to build a pole barn but their neighbor was threatening to sue because of potential flooding issues. It was determined the potential for flooding was extremely low and a letter was prepared and sent stating the same.
- Received several communications from Duck Lake residents regarding water levels being too low. Adjusted boards in the dam accordingly.
- Communicated with the Silver Lake Association liaison regarding the establishment of a drain maintenance agreement that allows a select group of lakefront property owners to keep the drain outlet clean of debris.
- Attended County budget training meeting.

- Met with County Deputy Civil Counsel, stopped on site, then wrote an email in response to a lawsuit regarding Gord-Ann Cul De Sac and a property owner's request to vacate the unused part of the cul de sac in Garfield Township. There are no drainage issues related to the proposed abandonment.

### **Equalization / GIS**

- No report provided.

### **Facilities Management (3)**

- Weather sensitive projects include: repairs and painting at Historic Courthouse, Prosecuting Attorney's Office, Medalie Park.
- The annual servicing of Easling Pool has been completed.
- 2016 HVAC system improvements at Governmental Center and Jail continue to be refined.

### **Finance (2)**

- Assisted the Administrator's Office and Board of Commissioners in the development and execution of the Pension Stabilization Plan and retiree healthcare trust as noted previously by the Administrator's report of having been drawn to successful conclusion.
- 2016 Annual Financial Audit was completed and timely filed resulting in an unmodified opinion, the highest and most favorable opinion available.
- The 2018 budget process kicked off with the development of new electronic budget request forms and two training sessions for department directors and staff.
- The 2018 budget preparation process is steadily progressing. Finance staff is currently assisting Human Resources in the development of 2018 Personnel Cost projections and various requests received to date are under review by the departments of Information Technology, Telecommunications and Facilities.

### **Friend of the Court**

- No report provided.

### **Health Department (4, 5, 7)**

- National Cherry Festival- The Health Department does a lot behind the scene to ensure a safe Cherry Festival for all to enjoy. The combination of Cherry Festival, Air Shows and the 4th of July bring in a lot of people and potential for all sorts of risks...but we work hard to ensure they don't go wrong or that we can respond robustly if they do. It truly is a team effort that spans across all 5 divisions of the Health Department. We hope you all enjoyed some time at the festival, knowing that we are doing our part to ensure it is safe for you, your families, friends and the community.
- Heightened Disease Surveillance- The regional epidemiologist housed at the health department conducts Syndromic Surveillance to identify any public health emergency preparedness responses needed as early as possible. Quick identification equates to

quicker response. While all of our communicable disease surveillance systems are regularly monitored for aberration from recognized trends daily by health department staff, MDHHS routinely enhances that monitoring around specific causes of action. The National Cherry Festival in Traverse City, MI warrants additional surveillance due to the influx of visitors into the area. Not only may the event itself present as an opportunity for biological/chemical terrorism, but also the geographically diverse attendance may lend itself to the appearance of emergent infectious disease. Throughout the event, the Regional Epidemiologist evaluates the communicable disease data streams for Grand Traverse County and the surrounding area on regular basis and provides regular updates to our public health team.

- Safe Food and Water Monitoring- The environmental health sanitarians are very busy during the Festival ensuring the food and water (in beverages) is safe and does not put the public at risk for food or water borne illnesses. The teams inspects each vendor prior to the festival opening and throughout the festival. This year there were 22 total Temporary Food Inspections/Licenses- 15 Special Transitory Food Unit Licenses at the Festival (not all require inspection at this time); 2 Mobile Food Licenses in attendance (these are inspected on a routine basis throughout the year); 1 establishment catering under their existing license and 40 total food vendors (that submitted their information for review). Sanitarians also test and monitor the water system that is created specifically to support the vendors for beverages.
- Baby Comfort Tent and Outreach- Through a combined effort of outreach staff, maternal and child health staff and volunteers, the Baby Tent is provided at the festival to provide a safe, quiet and cool environment for moms to breast feed, change diapers and get some hydration and sunscreen for their little ones. Health Department outreach materials are provided. This is one of our major events that helps with our medicaid cost settlement reimbursement, aside from our day to day outreach activities.
- Children's Special Health Care Services- The Children's Special Health Care team assists families of special needs children during the day dedicated to those children at the festival. They help ensure the families get the support they need for the children to safely enjoy festival activities just for them (free rides, games etc). Day to day this team does medical case management and referrals for services, so this outreach day is a great way for them to connect with the families.
- Animal Control- Animal Control was staffed 10-6 for the entire duration of the festival with the exception of the 4th of July holiday, when our animal control officer was available to respond to any animal emergencies.
- Emergency Management & Preparedness- A very comprehensive Incident Action Plan was compiled for the Cherry Festival. Our emergency manager held many Local Planning Team meetings and met with many officials to ensure we were as prepared as you can be for an event like this. Attendance and participation in the planning and response during the festival is truly multi-sector and collaborative. Many agencies, community partners and volunteers are involved with it all being coordinated through the Incident Action Plan. Both the Emergency Manager and the Emergency Preparedness Director spend a lot of time manning the Incident Command Trailer during the festival.

- Medical Examiner- Our local scene investigator team is responding to all scenes and completing comprehensive, timely investigations. This helps free up EMS to respond to medical emergencies and focus on saving lives. A newly revised and very comprehensive mass fatality plan with WMED is now available for a response if needed. Obviously we hope for no festival associated injuries or deaths, but with the volume of people in the community, it is always a busier time for this division.
- Water Quality and Beach Monitoring- Our summer beach monitoring is in full swing. Through a collaborative effort and funding, several agencies, including environmental health, work together to ensure the water quality at the beaches.

## **ADMINISTRATION & FINANCE DIVISION**

- Finance
  - o Completed and submitted fiscal year 2017-2018 state grant budget programs in e-grams.
  - o Continued preparation for the 2018 County budget.
  - o Incorporated additional billings at our Adolescent Health Centers and during our WIC clinics.
  - o Starting process for dental varnish billings to begin in July 2017.
- Outreach and Education
  - o Attended the Perinatal Regional Network monthly collaborative meeting in Kalkaska June 19, 2017.
  - o Participated in Immunization Program Cross-Jurisdictional sharing Grant meeting hosted by DHD#10 in Grayling.
  - o Participated in Maternal Child Health State presented webinar on June 14, 2017, focused on continuing process for completion of a regional Maternal Child Health Assessment.
  - o Two health department employees, Diane Reeder and Chimene Harrison, completed a two month long Community Health Worker certification training, graduating on 6/30/17. The skills and knowledge gained through this training will not only help them to better provide navigation services for clients we serve, but will position Grand Traverse County Health Department with capacity building readiness as our region launches a scaled up Community Connections model aimed at assisting clients to remove barriers preventing them from attending to personal health care needs



## **EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION**

### ➤ Emergency Management

- o Numerous planning meetings for: Up North Pride, National Cherry Festival, Great Lakes Equestrian Festival, and Traverse City Film Festival
- o Conducted After Action Report from Bayshore Marathon
- o CodeRED presentation to Village of Kingsley
- o Numerous public safety trailer repairs/maintenance performed and repositioning assets for National Cherry Festival

### ➤ Emergency Preparedness

- o Emergency Preparedness attended a state sponsored Special pathogens Conference at Michigan State University on June 5th.
- o Emergency Preparedness attended a state sponsored Michigan Mortuary Systems Symposium to gain further insight of the state's capacity during large scale mass casualty events and how the public health department may support in this function.
- o Northern Michigan Public Health Emergency Preparedness assets were demonstrated to staff in Workshop fashion during the Grand Traverse County Health Department All Staff Meeting on June 20th.
- o A video of the construction of the Mobile Medical Unit and Point of Dispensing Kits was developed for future use.
- o The Grand Traverse County Health Department Public Health Emergency Preparedness Administrative Preparedness Exercise was conducted on June 27th. The exercise coordinates how health department administrative staff can adjust resources, expenses, and fiscal needs during a large scale public health threat.

## **COMMUNITY HEALTH DIVISION**

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

#### ➤ Communicable Disease Program

- o Communicable Disease staff investigated 84 communicable diseases/animal bites and exposures for the month of March.
- o Immunization coordinator Sheila Corner and Disease Control and Prevention Supervisor Erin Johnson presented to students from Michigan State University who are studying global views and perceptions on required vaccinations.
- o Staff welcomed Infectious Disease Pharmacy Resident Derek Vanderhorst from Munson for several days of observation with our regional epidemiologist, Communicable Disease, Immunization, and Emergency Preparedness departments.
- o Continued participation with the Northern Michigan Vaccine Preventable Disease task force.

➤ Reproductive Health

- o Reproductive Health staff provided services for 95 men and women, of which 37 were new clients to the program.
- o The Reproductive Health and Communicable Disease staff welcomed new part-time employee, Amanda Seguin; we are excited to have her join our team!
- o Staff and supervisor attended Sexual Health Outreach training performed June 13 through the “Wear One/Before Play” grant campaign, which is aimed at reducing the number of unintended pregnancies in northern Michigan, as well as helping young adults normalize the conversation around birth control, pregnancy and sexually transmitted diseases.
- o Supervisor attend the annual Family Planning Coordinator’s meeting in Lansing on June 16.
- o Three staff members attended the Freedom from Smoking Facilitator training at Munson on June 22.
- o Grand Traverse County Health Department hosted the Sexual Health Ambassador Training on June 28, in conjunction with the “Wear One/Before Play” grant.

➤ Immunization Program

- o Sheila Corner, Immunization Coordinator, facilitated Pattie Schneider, MDHHS State Field Representative through the successful completion of our Grand Traverse County Health Department Immunization clinic site visit on June 2, 2017, passing with flying colors. Kudos to the Immunization Program team members!
- o Participated in the monthly Vaccine Management Call with the State Immunization Program on June 27, 2017.
- o Coordinator interviewed by MSU students studying abroad in France with a focus on acceptance/belief about vaccines and developing a documentary.
- o Continued work with the Cross-Jurisdictional Sharing Grant team on the Birth Dose Hep B pilot project and upcoming school based clinics.
- o Attended AFIX (a quality improvement process) training for the HPV focused AFIX visits grant funded through MDHHS.
- o Several immunization nurses from across our northern region participated in a focus group on June 22, 2017, led by Mark Navin, Ph.D. Associate Professor from the Philosophy Department at Oakland University, specifically working on a project to include the voices of immunization educators from local health departments in Michigan.



- o Assisted with the development and release of the Religious Leader Toolkit through the Vaccine Preventable Disease Taskforce, shared with the Interfaith Council and was well-received.
- o Wrapped up the 2016/2017 Flu season having administered almost 1000 doses of flu vaccine!

#### *MATERNAL AND CHILD HEALTH PROGRAMS:*

##### ➤ Maternal Infant Health Program

- o Submitted MIHP Cycle 6 Certification Review Corrective Action Plan for the Grand Traverse County Health Department to the State of Michigan on June 2, 2017 which was approved by the State on June 5, 2017, giving the program a full certification of 18 months.
- o Cindy Purvis, public health nurse, received her International Board Certification as a Lactation Consultant (IBCLC) designation after completing 90 hours of specific lactation education and passing the challenging certification examination. This demonstrates not only excellence in advanced practice breastfeeding support but also dedication and commitment to our Health Department mission and service to the health of our community.
- o Lori Wesolowski, program supervisor, participated in the quarterly regional Home Visiting Leadership meeting with community partners in Kalkaska on June 27, 2017.



##### ➤ Healthy Futures

- o On June 21, 2017 Public Health Nurses Amy Leiva and Cindy Purvis attended a facilitated meeting at Munson Medical Center. State Maternal Child Health Directors, Lynette Biery and Dawn Shanafelt, met with Amy and Cindy to learn about the integrated outreach of services to all Healthy Futures postpartum mothers in the Maternity Unit and Neonatal Intensive Care Unit.

##### ➤ Children's Special Health Care Services

- o Children's Special Health Care Services caseload has grown to service over 300 children.
- o Staff prepared outreach activities for Kids Day at the Cherry Festival and has been preparing for the Northern Michigan Fair.

##### ➤ Pediatric Cardiac Clinic- Status quo

- Adolescent Health- Submitted FY 18 Non-Competitive Applications to the State for both KTown and Youth Health & Wellness Adolescent Health Clinics.

- Head Start- Planning for August and September clinics has been completed.

➤ Women, Infant and Children (WIC)

- o New public health nurse, Marcie Montgomery, started June 26, 2017. She will also be oriented to our Immunization Program as well as other Maternal Child Health specific program areas following her completion of general Public Health orientation.
- o Several staff participated in Building Bridges for Breastfeeding Duration training at Munson Medical Center presented by Michigan WIC on June 28, 2017, focused on the most current, evidence-based maternity care practices that support breastfeeding to promote collaboration between hospitals, the WIC program, and community partners. Nurses, IBCLCs, and Registered Dietitians received continuing education credits at no charge.
- o Cindy Purvis and Amy Leiva, public health nurses, participated in a dialogue meeting on June 21, 2017 with Lynette Biery, MDHHS Family Health Services Bureau Director along with Munson Healthcare leadership about our Northern Region's Perinatal Initiatives and collaborative outreach activities. Specifically, Cindy and Amy shared with Lynette the WIC/Munson outreach project to meet postpartum women at the bedside for WIC benefits needs.
- o WIC clinic has provided over 4000 client appointments Jan-Jun 2017, 3% higher than last year at this time.
- o WIC clinic implemented blood lead testing in May 2017, resulting in 3 lead tests in the first month, and 10 lead tests in June 2017.

➤ Hearing & Vision- Kindergarten Round Up clinics completed for 2017-2018 school year.

- Blood Lead- Conducted follow-up with area pediatric practices in Traverse City who utilize the LeadCare machines for venous sampling of blood lead levels in children in response to a Michigan Department of Health and Human Services alert for a recall of the Magellan LeadCare systems possibly underestimating the blood lead levels and giving inaccurate results. The CDC recommended retesting of children and pregnant/nursing women who had been tested on a LeadCare system with a venous sample.

**Human Resources (1)**

- Eight (8) employees were hired with three (3) starting in June, four (4) in July, and one (1) in September.
- There are eight (8) positions the County is currently recruiting for including the County Administrator.
- Human Resources met with Sarah Eichberger of MSU extension regarding a worksite wellness initiative at the County. MSU Extension will guide a Wellness Team through a Designing Healthier Environments at Work (DHEW) assessment related to nutrition and physical activity and help us identify areas for improvement. The DHEW assess how well the current worksite infrastructure and policies support employee health, and the degree

to which worksite environment, culture, and offerings and conducive to increasing physical activity, healthy eating and tobacco free lifestyles.

- Work continues at the Commission on Aging including the administration of the Myers-Briggs Type (MBTI®) Indicator available to all staff members. The MBTI® has many useful applications in the areas such as leadership, interpersonal relations, communication, and how they relate to patterns we often see in our work. A debrief workshop will be held in July.
- Research continued with the GT Pavilions regarding CEO total compensation information and organizational metrics.
- We responded to a survey by the Michigan Association of Counties.
- Started posting County jobs to CareerBuilder as an alternative to the TC Ticker.
- In the recruitment area, HR continues to focus and fine tune our training efforts for hiring managers on how to conduct proper interviews and complete the associated paperwork correctly. The position requisition process has been updated to proactively ensure budgets, staffing plans and other necessary information is provided prior to posting.
- We are working on the staffing plan and budget for 2018 with Finance.
- We are in the process of reorganizing the HR electronic files to comply with best practice protocol. This project is anticipated to take approximately 10 months to 1 year.
- Human Resources continues working to streamline and improve day-to-day service in HR along with looking for opportunities to become a strategic partner.

### **Information Technology (3)**

- At the August 2nd meeting of the Board, the Strategic Plan for IT will be presented by IT Director Ming Mays and IT Consultant Paul Knific. The report has continued to highlight the historical lack of financial investment in IT which has resulted in an IT system that does not adequately support an efficient and secure system. The report highlights over 100 various projects which were identified by the County and City departments which are served by the centralized IT system.

### **MSU Extension (4,5,6)**

- Nutrition Program Instructors Michelle Smith and Jane Rapin provided 4 classes at the Commons Farmers Market on July 3<sup>rd</sup> to participants of the Shape Up North Fruit and Vegetable Prescription Program. The program works closely with area clinics to build systematic support for healthy behavior changes and to create stronger partnerships between health care providers and the local food sector. Participants are prescribed to the program by their primary care doctor and receive coupons to spend on fresh fruits

and vegetables at the farmers market after they have attended the nutrition/cooking classes.

#### **Parks and Recreation (2, 3, 4, 5, 6, 7, 8)**

- **Celebrate YOUR Civic Center:** On August 19, between 11 a.m. and 2 p.m., the Friends of Easling Pool will kick off its official Easling Pool Community Fundraising Campaign with “Community Day” at Your Civic Center. This event features an afternoon of family fun with live music at the amphitheater, activities and games, Norte’ Youth Cycling Group clubhouse tours and scavenger hunt, car test drives, bingo, **the official ribbon-cutting for the new Campbell Community Playground at noon**, and MORE! Tell everyone you know. This promises to be a great day to showcase all that the Civic Center has to offer, and a great way to enter the public fundraising phase for the Easling Pool refurbishment project, and an opportunity for the community to celebrate itself and its accomplishment of a new playground.
- **June 2017 at Central Y Statistics:** New Memberships: 7; Renewals: 1; Terminations: 11; Current Unit Memberships: 303; Total Individuals Comprising Units: 471; Number of Scans: 2,913

#### **Parks and Recreation/Senior Center Network (4)**

- 1,872 seniors participated in 7,403 units of service in June.
- 62 new members joined in May.
- June Special Programs: “So you think you want a kayak?;” Human Rights held a public discussion at the Traverse City location; “Here Comes Summer” parties held at outreach locations; health-related presentations held on back pain, foot pain, and tendinitis; “Beauties by the Bay” car show; NMC Concert band performed on the beach; “Singles Mingle;” “Parade of Senior Homes.”
- Project Fresh coupons distributed to 234 low-income seniors. Funds budgeted by Senior Center to purchase coupons from State of Michigan.
- In collaboration with the Traverse Area District Library, hosted a “Kingsley Mapping” event at the Rock. Seniors helped local history collections librarian identify photos and lay out community map to be on display during Kingsley Heritage Days – great energy and participation!
- Summer sports include: hiking, cycling, golf, pickleball, tennis, shuffleboard, and yoga on the beach.
- June trips to Chicago and casino.
- Plans for the 2018 travel season being finalized. Extended tours to include: Alaska; Sedona, Arizona; and Colonial Williamsburg.
- July Special Programs: Cherry Festival “Senior Events,” Reiki Treatment presentation, “Kingsley History – Looking Back;” “Great American Western picnics at outreach

locations; “Insomnia and Sleep” presentation; “Top Ten Legal Tips;” and a country line dance party with the Broad Brothers at Twin Lakes Park.

- Met with BATA officials to discuss ways to improve transportation for seniors.
- Discussing social media options with the Traverse City *Record-Eagle*.
- Updated all AED units at all locations.
- Entrance sign replaced at Traverse City location to reflect County and City collaboration.
- Received \$500 grant from Schmuckal Foundation for Grawn Rural Health Fair.
- Provided support to the Interlochen Chamber of Commerce and their Family Fun Day.
- 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; 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**

- Staff completed a readily accessible inventory of County-owned parcels.
- Staff continues to work with East Bay Township in efforts to improve US-31, one of the County's busiest corridors.
- 23 local planning officials completed the Citizen Planner course hosted by the Planning Department.
- Staff is planning an upcoming training for local officials on capital improvement planning and energy management.

### **Probate Court**

- No report provided.

### **Prosecuting Attorney**

- 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 June, we engaged in the following:
  - Authorized 187 misdemeanor complaints

- Authorized 43 felony complaints
- Authorized 16 juvenile petitions
- Handled 4 new Neglect/Abuse cases
- Alleged Mentally Ill cases referred by Probate Court = 7
- Referrals from Office of Child Support = 20
- Cases filed in Family Court = 9
- Defendants served with Summons & Complaint = 11
- Judgments = 23

**Public Works ()**

- No report provided.

**Register of Deeds ()**

- No report provided.

**Sheriff (7)**

- No report provided.

**Treasurer ()**

- Reviewed all 13 township and the City databases to verify values, millage rates, and database settings before summer tax bills were run. Had meeting with Township Treasurers/Assessors to go over changes and questions regarding the 2017 summer tax roll.
- Completed & presented 2016 Treasurer's Report & required annual Foreclosure fund report to the board to declare excess proceeds to be transferred to the General Fund.
- Processed 122 regular service, and 52 expedited passports for a total of 174 passports in June compared to 116 June 2016.

**Veterans Affairs (4)**

- No report provided.