



County Staff Report August 2017

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)

- The remaining household hazardous waste (HHW) collection of the year will be held October 14. Appointments are required and can be made online at recyclesmart.info or by calling the RecycleSmart hotline at (231) 941-5555.
- Recommendation for HHW collection services for 2018-2020 is being presented to the Board of Commissioners at the August 16 meeting.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (4)

- No report provided.

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 July
 - New Circuit and Family Court Cases filed: 31 civil, 67 domestic, 24 felony, and 26 juvenile.
 - Two (2) jury pools sent out for Circuit Court trials.
 - Clerked two (2) County Commission meetings.
 - Vital Records filed: 165 births, 85 deaths, and 99 marriage licenses.
 - DBAs filed: 79
 - Concealed Pistol applications filed: 73
 - Concealed Pistol fingerprints done: 20
 - Concealed Pistol Licenses issued: 66
 - Notary Bonds/Applications: 20
 - Passport Photos taken: 127
 - Certified Copies: 576 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 6
 - Voter Registrations: 127

- Began weekly meetings with Michigan Supreme Court, State Court Administrative Office and Imagesoft to coordinate efforts for programming & testing for the State-wide E-filing System go-live date of December, 2017. 13th Circuit will be one of the five pilot Courts designated to implement the new Michigan E-Filing State System by year's end.

District Court

- No report provided.

Drain Commissioner (5)

- No report provided.

Equalization / GIS

- No report provided.

Facilities Management (3)

- No report provided.

Finance (2)

- No report provided.

Friend of the Court

- No report provided.

Health Department (1,2,4,5,6,7)

ADMINISTRATION & FINANCE DIVISION

➤ Finance

- Assisting health department programs in projecting their expenditures to their fiscal year state grant budgets for September 30, 2017.

- Continuing to work on County 2018 budget.

➤ Northern Michigan Public Health Alliance

- Cross Jurisdictional Sharing Impact & Implementation Program: Hosted site visit with Center for Sharing Public Health Services: presented data collected on costs and perceived quality of regional community health assessment versus local health department product and facilitated two focus groups (Health Officers and community partners) regarding benefits of regional community health assessment.
- National Health Security Award- The Alliance's Northern Michigan Public Health Emergency Preparedness Team was awarded the National Health Security Award at the National Association of County and City Health Officials' Annual Meeting.
- Northern Michigan Community Health Innovation Region- Received approval for Local Operations Plan, which details governance, management structure, and decision-making authority; plans for improving population health; core metrics, monitoring and reporting; health information technology; sustainability; and risk mitigation plans. I am happy to report that MDHHS passed on to us comments from the Federal funding agency saying we had the best community health innovation region in Michigan!
- Developed/implemented plan to recruit new members to achieve maximum of 49% health care sector representatives; leaders from Bay Area Transportation Authority, Inter-Tribal Council of Michigan, and Michigan Department of Health and Human Services will participate in their first meeting in August.
- HUBs are set to launch August 1, bringing total number to three, serving all 10 counties in the region.
 - Orientation and training is underway for staff at Grand Traverse and District 10 HUBs (HUB coordinator, call center operator, registered nurse, social worker, community health worker); intensive regional community health worker training, conducted by Michigan Community Health Worker Association, was completed in June.
 - Screening Tool aligns with Michigan Department of Health and Human Services' Integrated Service Delivery screening tool. Currently it is a pen-and paper product but a web-based version is being piloted and will be implemented across the region soon.
 - Resource Database is organized and compiled and web-based version is under development.
- ABLe Change (framework to develop comprehensive regional Community Health Improvement Plan)
 - Develop Shared Vision for a Healthy Population with an initial focus on increasing the proportion of the population at a healthy weight.

- Conducting scanning for social determinants of health and community system conditions to inform second two-day training, set for October by collecting data from community partners and constituents.

➤ Outreach and Education

- Served 800 babies & families through the Baby Tent during the Cherry Festival.
- Directed video shoot for Back to School vaccination campaign. Commercials/PSA to appear on 9&10 the weeks of: 7/31,8/7,8/14, 8/21/17 .
- Served 100 babies & families through the Traverse City Film Festival Baby Tent.
- Provided interview with 9&10 and Environmental Health on Beach Monitoring and the advisories posted in July.
- Sent reminder letters to Kingsley middle schoolers regarding the upcoming vaccination clinic at the Kingsley school open house.

MEDICAL EXAMINER DIVISION

➤ Scene Investigators

- 7 on call medical examiner investigators have been hired, classroom and field trained in Kalamazoo and Northern Michigan. All investigators cover both Grand Traverse and Leelanau counties when on call.

➤ Health Innovation Grant

- Investigator go-kits were purchased through this grant and some components of the training were covered with this grant also. The current project is the installation and testing of the telemedicine equipment in the medical examiner morgue for external exams assisted by a pathologist from WMED pathologists.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

➤ Environmental Health

- Two new sanitarians started with Environmental Health in July. Erik Carpenter works in the onsite water/wastewater and food safety programs. Brent Wheat works in the onsite water/wastewater program.
- Septic and well permit activity remained steady, outdoor pool inspections and campground inspections are ongoing.
- Beach monitoring has been active with routine weekly sampling of eleven Grand Traverse Bay beaches and four inland lakes beaches. Sunset Beach has consistently tested high for E. coli and several Level 2 (partial body contact) advisories were issued. Media interviews were conducted with 9&10, 7&4, and the Record Eagle.
- Began working with the Watershed Center and City of Traverse City to conduct source tracking to help identify possible sources of E. coli impacting Sunset Beach.

- o Several temporary food licenses were issued for various venues including the Traverse City Film Festival.
- Animal Control
 - o Attended July 12th Ad Hoc Committee meeting to discuss funding and direction of Grand Traverse County Animal Control.
 - o Animal Control staff participated in the Traverse Area Animal Coalition Building meeting at Cherryland Humane Society on July 20.
 - o Animal Control staff met with Captain Clark at Sheriff's Department to discuss recent Animal Control cases that involved law enforcement. Monthly meetings between Animal Control and Sheriff's Department will help evaluate cooperative efforts going forward.
 - o Several loose dog, dog in hot car, dog at large and animal abuse/neglect complaints were investigated.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - o No report provided.
- Emergency Preparedness
 - o Closed Point of Dispensing Handbook Development- The offices of Public Health Emergency preparedness have drafted new plans and are preparing new agreements with public, private, and non-for profit agencies within the jurisdiction to assist public health with treating the public during large scale public health emergencies. These efforts greatly reduce the taxation of the public health departments during large scale public health events.
 - o National Health Security Award- The Northern Michigan Public Health Emergency Preparedness Team was awarded the National Health Security Award at the National Association of County and City Health Officials' Annual Meeting. This is a nationally recognized achievement awarded to the Northern Michigan Public Health Emergency Preparedness Team and to those individuals with Grand Traverse County Health Department that have assisted in the coordinated collaboration.
 - o Public Health Emergency Preparedness State and Local Team- Public Health Emergency Preparedness from Grand Traverse County attended and has been positioned at the table of this administrative planning team in Lansing Michigan which will assist in the progress of public health emergency planning moving forward.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program
 - o Communicable Disease staff investigated 81 communicable diseases/animal bites and exposures for the month of July, including a flu outbreak at Interlochen Arts Camp and a salmonellosis outbreak related to consuming food at a local restaurant.

- o Supervisor participated in the Tuberculosis (TB) Nurse Network meeting via conference call on July 19.
 - o Supervisor and staff took part in the second HIV Linkage to Care Collaborative Meeting hosted by the Thomas Judd Care Center on July 21; 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, with a focus on how to engage low-morbidity northern counties in this process. Supervisor participated in a “Data to Care” conference call on July 25, which discusses challenges with implementing such a program.
 - o Epi-Workplan and Enhanced Analysis submitted to Regional Epidemiologist and Emergency Preparedness Coordinator.
- Reproductive Health
- o Reproductive Health staff provided services for 69 men and women, of which 26 were new clients to the program.
 - o Continued participation in the Health Systems Change for Tobacco Dependence Grant through phone conference; third quarterly report submitted.
 - o Mid-year Family Planning Annual Report (FPAR) submitted to the Michigan Department of Health and Human Services.
 - o Supervisor distributed “Wear One” condom packs to four Grand Traverse locations as part of a collaboration/mini-grant with the Health Department of Northwest Michigan; the “Wear One” campaign focuses on widespread condom distribution across northern Michigan and the development of sexual health outreach materials in order to increase access to sexual health services and decrease sexually transmitted infections and unintended pregnancies.
- Immunizations
- o Administered 212 vaccinations in July, providing just under 150 immunization clinic appointments, highest in 2017 thus far.
 - o Accommodated 76 walk-in clients.
 - o Immunization staff provided 48 counseling education sessions for certified waivers to meet school entry requirements.
 - o Quarterly State Immunization Report Card reveals Grand Traverse County as ranking 3rd in the State for Flu Coverage ages 6 months to 8 years. Teen rates continue to surpass the Healthy People 2020 goal of 80% and we continue to see increases in Human Pappillomavirus for both females and males. As well, Grand Traverse County continues to see increases in overall Pneumovax coverage for adults aged 65 plus. Staff are making preparations for Seasonal Flu health department and outreach clinics for this Fall.

- o Continued participation in the regional immunization grant project with focus on improving Hep B vaccination rates, adolescent school-based immunization outreach clinics, and provider education and quality improvement for this last quarter of the grant cycle.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program
 - o Maternal Infant Health Program staff attended Caring for Women and Children in the Continuum of Neonatal Abstinence Syndrome. This was a regional training held in Gaylord. The training was coordinated by the Northern Michigan Regional Perinatal Collaboration Network and Munson Medical Center. Nursing and social work staff were able to gain knowledge of identification and treatment of babies withdrawing from opiate addiction.
- Healthy Futures
 - o Kevin Kintner from Munson Medical Center Healthy Futures attended the July 18 Maternal Child Staff Meeting. Kevin updated staff regarding a Healthy Futures web portal. Client tracking will be available on the web portal. The program will become paperless.
- Children's Special Health Care Services
 - o Another successful outreach event held on Kids Day at the Cherry Festival. Staff was able to connect families that had not known about Children's Special Health Care Services to program services.
- Pediatric Cardiac Clinic
 - o Cathy Stauber BSN RN continues outreach efforts promoting Children's Special Health Care Services at the Pediatric Cardiac Clinic.
- Adolescent Clinics
 - o Grand Traverse County Health Department welcomed a new full-time Physician Assistant, Stacy Dobreff, MS, PA-C to our Community Health team. Stacy's primary assignment will be KTown adolescent health clinic, but she will also be oriented to other assignment sites within Community Health.
- Head Start
 - o Head Start Clinic planning completed in July. Clinics are scheduled to start August 2017.
- WIC
 - o WIC has started offering dental caries screening and fluoride varnish for their clients under 3 years old, and were able to provide 27 fluoride varnishes in July (launch month)! This program will improve oral health for our community and bring in additional revenue for the Health Department.
 - o WIC continues to increase lead screenings with 26 performed in July, up from 10 screens in June.

- o WIC passed the yearly Management Evaluation Visit by the State WIC office. No unmet indicators going into FY 2017/18. Congratulations to Becca Noonan WIC Coordinator for leading the team through Management Evaluation 2017.
- Hearing & Vision
 - o July was a busy month for Head Start and fall school scheduling.
- Blood Lead Testing
 - o Amy Leiva BSN RN presented at the Maternal Child Health Staff Meeting updates on the Michigan Childhood Poisoning Prevention Program. The importance of early detection, and regular screening of our most vulnerable population (kids) is the number one way to decrease environmental threats. Lead poisoning is 100% preventable.
 - o Staff continue to follow up with families with initial elevated lead level diagnosed by pediatric practices to assure follow up testing by laboratory venipuncture to verify results.

Human Resources (1)

- No report provided.

Information Technology (3)

- During the August 2nd board meeting with Grand Traverse County and City of Traverse City, an IT Strategic Plan was presented by consultant Paul Knific. IT Director Ming Mays will be producing a Phase one action plan within a few months. Supplemental to the Strategic Plan, this document will further guide and address specific actions needed to meet the goals laid out in the Strategic plan.

MSU Extension

- No report provided.

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

- Civic Center: Join us for Community Day celebration and playground ribbon-cutting ceremonies at YOUR Civic Center Park! On Friday, August 18, 2017, a playground "preview" and ribbon-cutting will take place at 11:30 a.m., with Chamber of Commerce Ambassadors and the Falconers, the largest donors to the "Get-Out-and-Play" project, in attendance. A replica donor sign will be installed and unveiled for public viewing until the permanent sign is ready in November of this year. On Saturday, August 19, 2017 at 12 noon, a short ribbon-cutting ceremony will take place at the new Campbell Community Playground, followed by free lunch. This ceremony is part of a larger event at the Civic Center, called "Community Day," which will take place between 11 a.m. and 2 p.m. Sponsored by Friends of Easling Pool and Parks and Recreation, Community Day kicks off the fundraising campaign for the Easling Pool refurbishment project. This event promises to be fun for all ages. There will be new car test drives, live music, carnival games, free food, a cycling scavenger hunt, a dunk tank, free swimming and a chance to try out the Y's water obstacle course in the pool, and much, much more! The

best part about Community Day is the opportunity for us all to connect with our awesome community members.

- Maple Bay Park and Natural Area: Grand Traverse Regional Land Conservancy held its annual Preservation Celebration to thank and honor its donors, supporters, and volunteers on Saturday, August 5, 2017 at Maple Bay Farm. Conservancy volunteers and staff led guided hikes to the bay and through the newly protected addition to the Petobego State Game Area. They also opened the newly renovated Maple Bay Farmhouse for public viewing.
- Parks and Recreation is working with the Planning Department and a team of community stakeholders to develop a new five-year master plan to be filed with the MDNR by March 1, 2018 to enable eligibility for MDNR grants.

Parks and Recreation/Senior Center Network (4)

- 1,527 seniors participated in 6,456 units of service in July.
- 62 new members joined in June.
- 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; and “Top Ten Legal Tips.”
- Local community leader Leo Hughes was named the 2017 Distinguished Leader at the annual Cherry Festival Senior Breakfast on Monday, July 3.
- Summer sports, including hiking, cycling, golf, pickleball, tennis, shuffleboard, and yoga on the beach, continue.
- Summer Mystery Trip to Castle Farms and Shorts Brewery took place in July.
- August Special Programs: Kayaking rescue; “Living in a Lighthouse;” “Our National Parks;” foot pain; singles’ night; DNR presentation about deer herd; emergency preparedness with the Grand Traverse County Emergency Management team; scam prevention seminar with AARP, to include free shredding on site.
- Received a \$5,000 grant from Spectrum Charter to enhance technology services to seniors. New computers will be purchased for the computer lab and instructional support provided to those in need.
- 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; 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.

- Staff member Debra Mikowski, the Senior Center Network's Office Specialist, was nominated and recognized for her efforts in organizing the 2017 Project Fresh coupon distribution during the "Making a Difference" reception held in late July for Grand Traverse County employees nominated by fellow staff who acknowledged their efforts during the second quarter of 2017. Debra put in many hours tending to every event detail to assure a smooth and efficient process for distributing coupons to over 200 people in one day. Customers were happy, the coupons were distributed accurately, and there was minimal interruption to programming. A job well done, Debra!
- The initial Senior Center VISTA applicant decided not to take the position with the senior center. A second applicant has been interviewed and is expected to start the end of August.

Planning (3,5,6)

- Staff will be providing technical assistance to the Parks and Recreation Department in updating the County Parks and Recreation Master Plan.
- A call for nominations for Annual Planning Awards has been issued. This event, co-sponsored by the County Planning Commission and the County Chapter of Michigan Townships Association, recognizes those individuals and projects that support or exemplify good planning in Grand Traverse County. Nominations are due October 6.
- The Planning Department is sponsoring a Capital Improvement Planning Workshop on Thursday, October 19 at the Governmental Center. The workshop will provide local officials and staff on energy efficiency and cost savings approaches to capital improvements.

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 July, we engaged in the following:
 - Authorized 237 misdemeanor warrants
 - Authorized 69 felony warrants
 - Authorized 22 juvenile petitions
 - Handled the following matters in Family Court:
 - 12 allegedly mentally ill cases
 - 27 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 July, we reviewed three contracts for the following departments:
 - Parks and Recreation: two
 - 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 July, we reviewed five requests, and provided advice and consultation to the following departments:
 - Administration: one
 - Parks and Recreation: one
 - Sheriff: two
 - Clerk: 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 July, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Parks and Recreation

- 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 July, 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 July, we represented the County in the following:
 - *In the Matter of Duck Lake*. On May 8th, we appeared before Judge Power who held a hearing to reaffirm the normal lake level and confirm the special assessment district boundaries. Several property owners owning land abutting the lake appeared and made comments on the record. Judge Power will schedule a second public hearing to allow additional public comments.

 - *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. Mr. Martel filed his motion requesting recusal which was denied. Thereafter, we received notice of the hearing on the petition, which will be heard on September 12th through the 14th.

- *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 filed our answer to Plaintiff's complaint. We will next file a motion for summary disposition and request that Plaintiff's complaint be dismissed.

- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of July, Chris Forsyth attended the special board meeting, and Bob Cooney attended the last monthly regular board meeting.

Public Works

- No report provided.

Register of Deeds

- No report provided.

Sheriff (7)

- No report provided.

Treasurer

- Actively processing July Board of Review adjustments for all townships and City to have bills and refunds processed within 30 days.
- Started summer 2017 tax collection, worked on balancing Brownfield numbers for proper capture.
- New employee started 7/24/17, we have had a vacancy since the beginning of April, and now the training begins.

- Processed 78 regular service, and 26 expedited passports for a total of 104 in July compared to 84 July 2016.

Veterans Affairs (4)

- No report provided.