



## County Staff Report October 2017

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### 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**

### **Administrative Services/Resource Recovery (2, 6, 8)**

- The development of the FY 2018 budget is under-way. The initial budget recommendation will be presented to the Board of Commissioners on October 25th. The County's budget continues to face pressure as expenditures rise at a rate higher than revenues. The FY 2018 budget includes approximately \$900,000 in salary increases to staff that are in the step-system of the County's compensation plan where they will get a 4.5% automatic increase due to the Union contracts and the County's policies. In addition, the County's health insurance costs will increase 9.3% due to the County's rich health insurance benefits and the high-utilization rates. The last issue increasing the County's costs is the County's Unfunded Pension Debt. The County negotiated with MERS an agreement to stabilize payments beginning in FY 2018. The County's payment will increase \$200,000 more in 2018 than was originally expected but is not expected to grow higher than that in future years, provided that the MERS assumptions are accurate.
- The County, in partnership with MSU Extension has launched a citizen engagement program called, "Get Engaged." For the past several weeks, 30 community members have met to learn about local government and how they can be involved. The seven-session series is a pilot project and includes presentations and discussions about navigating the County web site, elections and public office, communicating with public officials, tax assessment, and where tax dollars go.
- Last scheduled day of operation for the Brush Site is Saturday, November 18, weather permitting. The site accepts grass clippings, leaves, brush, and stumps up to 18" in diameter.

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

- No report provided.

### **Circuit Court**

- No report provided.

**Circuit Court - Family Division**

- No report provided.

**Commission on Aging (4)**

- Please welcome Cindy Kienlen, MSN, RN, CCHP as the new Director of the Commission on Aging. Cindy will join the team on October 18th!

**Community Development & Codes (5)**

- No report provided.

**County Clerk ( )**

- Stats for month of September
  - o New Circuit and Family Court Cases filed: 41 civil, 56 domestic, 32 felony, and 20 juvenile.
  - o Three (3) jury pools sent out for Circuit Court trials.
  - o Clerked one trials lasting ½ day.
  - o Clerked four (4) County Commission meetings.
  - o Vital Records filed: 162 births, 112 deaths, and 113 marriage licenses.
  - o DBAs filed: 68
  - o Concealed Pistol applications filed: 87
  - o Concealed Pistol fingerprints done: 26
  - o Concealed Pistol Licenses issued: 90
  - o Notary Bonds/Applications: 25
  - o Passport Photos taken: 110
  - o Certified Copies: 684 customers (this could be 1 or many copies per customer)
  - o Wedding Ceremonies: 5
  - o Voter Registrations: 261

**District Court**

- No report provided.

**Drain Commissioner (5)**

- No report provided.

**Equalization / GIS ( )**

- No report provided.

**Facilities Management (3)**

- Facilities issued a Request for Bids for custodial services for 2018 to 2020. Bids are due October 25 with a recommendation planned to be presented to the Board of Commissioners November 15.

**Friend of the Court**

- No report provided.

**Health Department (1, 2, 4, 5, 6, 7, 8)****ADMINISTRATION & FINANCE DIVISION**➤ Administration and Finance

- Monitored fiscal year end state grant revenue against program expenses to ensure utilization of the entire state grant to its capacity before the fiscal year end of September 30, 2017.
- Participated in Northern Michigan Public Health Emergency Preparedness (NMPHEP) strategic planning session process to improve internal processes and objectives as it relates to shared services and staffing.
- Attended the Michigan Association of Local Public Health (MALPH) Accounting Conference in Mt. Pleasant and collaborated with other local health departments on various ways to handle public health accounting issues in local health departments.
- Negotiated and finalized a lease agreement for the Kingsley adolescent clinic (K-town).

➤ Northern Michigan Public Health Alliance

- A four-member team, with leaders from Benzie Leelanau District Health Department, District Health Department #4, Grand Traverse County Health Department and Health Department of Northwest Michigan, participated in the Annual Meeting in Kansas City in early September. Robert Wood Johnson Foundation funded four cross jurisdictional sharing projects to measure efficiency and effectiveness; the Alliance project is the only one focused on community health assessment. Our preliminary results indicate cost savings result from conducting community health assessment across public health jurisdictions and community partners recognize increased quality and usefulness of regional assessments.

➤ Northern Michigan Community Health Innovation Region

- Steering committee members of the Northern Michigan Community Innovation Model attended a one day State Innovation Model summit to learn more about the continued statewide efforts to improve health care, reduce cost and improve user satisfaction. Efforts at the 5 local Community Health Innovation regions are focused on preventative factors and the social determinants of health.
- Clinical Community Linkages Model
  - Three “Community Connections” HUBs are up and running across the 10-county region. Each one has a team consisting of registered nurse, social worker, community health worker, and others to connect clients/patients with complex needs with resources in the community.
  - A web-based screening tool to identify patients with social needs is being piloted in six patient-centered medical home currently. When finalized, it will be used in health care and social services settings to make referrals electronically to the HUB closest to the patient/client home.



access for staff and installation and use of telemedicine equipment. Morgue access and use is critical to the operations of the medical examiner's office.

- Health Innovation Grant- Finalized purchases needed in order to implement telemedicine assisted post mortem exams and screenings with off-site medical examiner/pathologist located in Kalamazoo and to assist medical examiner investigators with necessary equipment for comprehensive scene investigations. The grant ended September 30, 2017.

## **ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION**

- Environmental Health
  - o Completed the 2017 beach monitoring season with all beaches at Level 1 (full body contact).
  - o Held Beach Monitoring Stakeholders meeting to debrief regarding the 2017 beach monitoring season. The Record-Eagle reported on the meeting in the September 24th edition.
  - o Completed campground and outdoor public pool inspections for the 2017 summer season. Grand Traverse County has 33 licensed outdoor pools and spas and 21 licensed campgrounds.
  - o Septic and well permits are steady as the fall construction season begins.
  - o Food service inspection activity is going back to a more normal routine now that the busy summer season has ended. The number of temporary food licenses have decreased as the number of festivals and events wind down after Labor Day.
  - o The Michigan Department of Agriculture and Rural Development held a "Specialized Processing" training for area food service establishment owners and managers on September 12th. The training was to inform restaurant owners/managers regarding the variance procedure for processing foods, such as sous vide, charcuterie, and dry or smoke curing of meats.
- Animal Control
  - o Due to the hot weather for most of September, Animal Control has responded to many dogs in hot cars.
  - o Dog on dog attacks have been prevalent lately which has almost exclusively involved dogs running at large and attacking other dogs on leash or in its owner's yard.

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

- Emergency Management
  - o Prepared 2017-18 School Drill Reporting form with dates for all fire, wind, and lockdown drills for all 48 schools and 5 school districts and disseminated to all public safety agencies in accordance with PA 12 statute.
  - o Worked with City of Traverse City on barrier/barricade event permit verbiage.

- o Emergency Action/Incident Action Plan for National Cherry Festival was awarded its second consecutive Gold Pinnacle award for Emergency Preparedness & Risk Management by the International Festival and Event Association.

➤ Emergency Preparedness

- o The Public Health Emergency Preparedness Coordinator for Grand Traverse County began the Leadership Grand Traverse Program for this Fall/Winter class. This program will advance the partnership and stakeholder position of the local department and the program within the community with both private and public partners.
- o Grand Traverse County Health Department Public Health Emergency Preparedness began a multi-step strategic planning session process with the collaborative partners of Benzie Leelanau District Health Department and Health Department of Northwest Michigan. This process is set out to improve the collaboratives internal processes, visions, scope and distribution of work, and objectives.
- o Closed Point of Dispensing Private and Public partners have been identified for the month of October to be set up to be contacted to schedule an initial meet and greet.

**COMMUNITY HEALTH DIVISION**

*DISEASE CONTROL AND PREVENTION PROGRAMS:*

➤ Communicable Disease Program

- o Communicable Disease staff investigated 64 communicable diseases/animal bites and bat exposures for the month of August.
- o National Outbreak Reporting System (NORS) report submitted to Michigan Department of Health & Human Services and the CDC, regarding a foodborne disease outbreak associated with a downtown Traverse City restaurant.
- o Staff continued to distribute "Weekly Communicable Disease Reporting" packets to daycares and schools within Grand Traverse county.
- o Four staff members attended the Thomas Judd Care Center's Northern Michigan HIV Summit on September 15.
- o Supervisor participated in a Data to Care conference call with the Michigan Department of Health and Human Services on September 21, which discussed different strategies for retaining HIV+ clients in medical care and promoting strong partnerships in the region.
- o Supervisor participated in the Northern Michigan Public Health Emergency Preparedness strategic planning and direction session on September 22.
- o The Communicable Disease staff welcomed new employee Jacalyn Money-Bruno, MPH, BSN! Jacalyn's primary assignments will be in Communicable Disease, Immunizations and Reproductive Health. We are excited to have her join our team!

➤ Reproductive Health

- o Reproductive Health staff provided services for 88 men and women, of which 43 were new clients to the program.
- o Staff participated in a Reproductive Life Plan webinar on September 13.
- o The 2017-18 Family Planning Program Annual Plan was completed and submitted to the Michigan Department of Health and Human Services.
- o Eight staff members attended the 2017 Family Planning Update in Grand Rapids on September 18-20.
- o Continued participation in the Health Systems Change for Tobacco Dependence Grant through phone conference, with a site visit from the grant administrator on September 22.
- o The Reproductive Health staff welcomed new employee Carrie Sorensen to the team! Carrie is a Physician's Assistant (PA-C) whose primary assignment will be in the Reproductive Health clinic. We are so happy to add Carrie to our team!

➤ Immunizations

- o Flu Shot season is in full swing, administering nearly 200 shots in the month of September, almost 3 times the number of flu shots administered in September 2016. The Health Department clinic will accept appointments or walk-in clients for flu vaccinations during all clinic hours.
- o Immunization Coordinator and Community Health Director attended the mandatory State Immunization Coordinator meeting on September 19, 2017 in Lansing during which presenters identified that Grand Traverse County ranks 2nd out of 84 counties for highest coverage of Influenza Vaccination ages 6 months and older. As well, Grand Traverse County ranks 1st in the State of Michigan for highest Influenza vaccination coverage for ages 18 and older.
- o Sheila Corner, RN and Rachel Schleenbaker, RN along with support from Laurie Johnston and Rose Ann Davis, administered nearly 40 adult flu shots at the Grawn Rural Health Fair September 30, 2017, receiving positive feedback from participants and planning committee members thanking the Health Department for much appreciated outreach to our west side residents.
- o Thus far this year the entire Health Department, including our two adolescent health clinic sites, have administered 2813 vaccinations to clients.

*MATERNAL AND CHILD HEALTH PROGRAMS:*

➤ Maternal Infant Health Program

- o Team provided 245 visits in September for a total caseload of 249 moms and babies.

- o Pat Drake BSN RN sent out big thanks to Amy Leiva BSN RN, and to Cindy Purvis BSN RN for help with the the Sudden Infant Death Syndrome/ Safe Sleep program. September was Safe Sleep Awareness month. Amy and Cindy connected with the Twilight Rotary group that funds the Born to Read program. Additional funding was identified to purchase the book Sleep Baby Safe and Snug by John Hutton for distribution to families at Munson Medical Center, as well as other programs with access to the Born to Read kits. Pat Drake wrote, “ It never ceases to amaze me how my coworkers are willing to go above and beyond their required responsibilities to provide for our community.” Sleep Baby Safe and Snug was read at the Infant Library Hour during the month of September to promote Safe Sleep Awareness Month.
- Children’s Special Health Care Services
  - o Children’s Special Health Care Services caseload continues to increase. September has 312 children enrolled.
  - o Team members conducted 38 encounters with children and families and provided 13 home visits.
- Adolescent Clinics
  - o Two Adolescent Health staff members attended a three day conference on Family Planning. A great deal was learned about improving access and reaching difficult populations.
  - o Several outreach activities took place in September, including presentations at several of the Career Tech Center classes and attendance at parent meetings at Traverse City High School.
  - o At KTown Youth Health Center, our new Physician Assistant was up and running. A total of 69 youth were seen at KTown in September. Flu vaccination was launched in September. Flu vaccine was provided to 10 patients.
  - o At Youth Health and Wellness Clinic, we were very busy with TB testing with the Allied Health and Early Childhood Education classes at the Career Tech Center. This is an annual service we provide the students that need to test for TB prior to their field placements. In September, we saw a total of 246 patients. A successful immunization clinic was held the second day of school at the Traverse City High school. Almost 20 students received their recommended immunizations that day.
- Head Start
  - o Two final Head Start days were held on September 8th and 24th. A total of 46 children attended the two Head Start Dates. Vision and Hearing screenings were provided to 34 of the children. Lead screenings were provided to 2 children. September marks the end of the 2017 Head Start season. Thanks to the entire Head Start team for a successful 2017 year.



➤ WIC

- The WIC program initiated a designated time weekly for breastfeeding support with a lactation nurse in the WIC office. The time slots are an effort to provide increased access to lactation services during the week for mothers in need of help with breastfeeding issues.

**Human Resources (1)**

- Reviewed department initiatives, prioritized and assigned action items.
  - Scanning On-Base discussions with IT and training underway to ensure personnel documentation is scanned, indexed and properly distributed into files in compliance with best practice personnel file separation storage. This is a large project due to backlog from when HR was not fully staffed.
  - HR restructure continues to progress. On track for completion by deadline.
- Requisition/Recruiting/Interviewing/Hiring Workshops conducted (3 total) - good turnout and feedback. Suggestions for other workshops received.
- Continued facilitation of the Director of Veterans Affairs search process. Held interviews with seven candidates with the search team. Final interviews for two candidates are scheduled for October 16 with Ad Hoc Board Committee and the County Administrator, with recommendation to Veterans Affairs Committee to follow.
- Personality Preference at Work facilitation using the Myers-Briggs Type Indicator (MBTI) was conducted for the Finance Dept. and it was very well received. This instrument has many useful applications including communication, problem solving, inter-personal relations and leadership development.

**Information Technology (3)**

- On October 4, 2017, the Grand Traverse County Board of Commissioners approved an 18-month agreement with the State to partner with eight communities to share a Chief Information Security Officer (CISO). There is no cost to this program and it will continue to assist in strengthening GTC's cyber security as well as our relationships with other local governments throughout Michigan. The IT department will be joining Washtenaw County, Springfield Township, City of Battle Creek, Ottawa County, Allegan County, Monroe County, Lapeer County and the City of Ann Arbor in this joint collaborative agreement to support our IT needs.

**MSU Extension ()**

- No report provided.

**Parks and Recreation ()**

- No report provided.

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

- No report provided.

**Planning ( )**

- No report provided.

**Probate Court**

- No report provided.

**Prosecuting Attorney ( )**

- No report provided.

**Public Works**

- No report provided.

**Register of Deeds**

- No report provided.

**Sheriff (7)**

- No report provided.

**Treasurer**

- Posted almost all forfeited properties no major issues. Talked to many of the homeowners and explained the foreclosure process and payment plan options.
- Settled with both Fife Lake and Kingsley Villages, we are now collecting 2017 delinquent village taxes.
- Processed 62 regular service, and 21 expedited passports in September. Received "Certificate of Achievement for exemplary performance for two consecutive Facility Oversight visits" for the U.S. Department of State.

**Veterans Affairs (4)**

- The Department continues to provide services to Veterans at all three of its locations in Benzie, Leelanau, and Grand Traverse County. As of August 31, 2017, the Department has served 346 new Veterans with various requests for services and filing of claims.