



County Staff Report September 2015

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 (1, 2, 4)

- Copier installations for 2015 are complete.
- The new Grand Traverse County web site - www.grandtraverse.org - has launched and edits are continuing throughout the site.
- Requests for Proposals for bond counsel and financial consultant services were put out for bid. Proposals are due September 25.
- Staff is working on automating the process for application, appointment and maintenance of Citizen Appointments to Boards & Committees after approval last month.

Central Dispatch/911 (7)

- Next Generation 911 projects continue to develop. We will be ordering the 911 Viper telephone system soon with a projected installation sometime in November. The new logging recorder is also being ordered for production, and the new GPS time synch installation was completed by our IT Dept.
- The MPSCS agreement has been signed and filed. The 800MHz radio units have been ordered as well as new dispatch consoles. We are in the beginning stages for template design and drafting the necessary paperwork for sharing resources on the system.
- Pending a background check, we have offered our one open dispatcher position to a seasoned dispatcher from the Lansing area, and the remainder of our trainees are now independent.

Equalization (1)

- Equalization's emergency training came into play this month following the storm that struck the County on August 2nd. Mobilized immediately, teams from Equalization carried out damage assessments in the hard-hit areas of Old Mission and Skegemog point, generating the data required by Emergency Management briskly and efficiently despite a relative lack of experience in such matters.

- Gallant agents of Equalization have been able to take advantage of the otherwise pleasant summer weather to carry out wide assessments of agricultural property. Come the cooler seasons, this will give us the information we need to develop new studies and assessment levels.
- Work continues apace to recapture tax revenue that would otherwise be lost to the County, to the State and to the relevant townships through auditing Principle Residence Exemptions. These audits, identifying mistakes and malfeasance, have so far clawed back over \$120,000 in total.
- Our assessment contract with East Bay township is building up, as is the township itself. New construction is booming in East Bay's economic recovery giving our assessors plenty of practice with tape measure and camera.

Facilities (3)

- The grounds maintenance staff, along with multiple others, has done an excellent job of cleaning up after the storm. We've been very grateful to have assistance from Pugsley Correctional crew, Jail inmate workers, SEEDS, and DNR.
- The carpentry and electrical crew are expanding the server room for Dispatch. This expansion is relative to operation of the new *Motorola* equipment used by our emergency services.
- Skating season has returned to Howe Arena. All of the exhibitor shows and day camp activities were concluded in late August. The rental agreement with Centre ICE will operate now through mid-March 2016.
- The heating and cooling crew have done an outstanding job of keeping the air conditioning systems fully operational during this beautiful summer.

Finance (1)

- Finalized the general fund revenue estimates for the 2016 Budget.
- Completed the initial review of the budget requests (expenditures) for 2016.
- Requested the Army Corps of Engineers to consider the possibility of allowing federal grant funds to be used as local match for the Boardman River Dams Project.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Accreditation- The first week of August (day after the storm hit), the Health Department had a week long accreditation site review from MDHHS reviewers. 10 + programs were reviewed and unofficially, GTCHD met ALL indicators, a first for GTCHD, and will receive many special commendations. More specifics to come once we receive our final report for cycle 6 accreditation.

- Administrative Secretary- Debi Miner, the long time administrative secretary retired at the end of July. We are currently in the process of hiring a new Administrative Secretary for the administration and finance division and Health Officer. This person will also assist with providing building and support services for all Health Department divisions.
- Budget- Continued working towards the completion of the 2016 County budget. Started the process of soliciting bids for a new Environmental Health vehicle to replace an older vehicle in their fleet and to spend down the related grants.
- Grant Monitoring- Monitored state grant revenue against our program expenses to ensure we have utilized the entire state grant to its capacity before the end of the state fiscal year of September 30, 2015.
- CDC Ebola Assessment- The Health Officer and the Emergency Preparedness Coordinator participated in a Centers for Disease Control and state of Michigan Bureau of EMS, Trauma & Preparedness Ebola planning and response operations assessment of Munson Medical Center and community Ebola plan.

MEDICAL EXAMINER DIVISION

- MEI Training Coordination- Working with the Western Michigan Medical Examiner team to retrain all medical examiner scene investigators (EMS in our 3 counties). The training is scheduled for the end of October and will include detectives from law enforcement also. We are working on continuing education credits for the course.
- Morgue Expansion- Health Officer Trute met with Munson's new morgue/lab manager regarding the planned morgue expansion. It is now scheduled for October and logistics are being made for the conversion. Benzie, Grand Traverse and Leelanau county ME budgets all approved to donate \$15,000 to the expansion project on behalf of the 3 county ME office. Cost is being split according to the intergovernmental agreement as budgeted.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISIONS

- Accreditation Review of Foodservice & On-site Sewage Programs - The Michigan Department of Environmental Quality (MDEQ) and the Michigan Department of Agriculture & Rural Development (MDARD) conducted evaluation of Grand Traverse County's On-site Sewage Disposal and Foodservice programs during the first week of August. These extensive program reviews are required every three (3) years. The goals of the accreditation process are to encourage continuous quality improvement; assure a uniform set of standards that define the programs; assure a process by which the state can ensure local health department capacity to address core functions; and provide a mechanism for accountability. We met and/or exceeded all mandatory program requirements (MPR's) in both programs! This is an excellent reflection of the quality staff we have in the Environmental Health Division.
- Dog Bite Cases on the Increase - Our Animal Control Officers have had a busy year investigating dog bite incidents. As of the end of July, they have investigated 106 dog bite incidents for the year which is already at 90% of the total as compared to the 2014 calendar year. The officers work closely with the Health Department Communicable Disease nurses

to insure that these dogs are quarantined for a minimum of 10 days because of concerns of rabies transmission.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management - Severe thunderstorms with 80-100mph straight line winds caused extensive damage to Traverse City, Peninsula Township, Acme Township, and Whitewater Township. The EOC activated on Aug. 2 and remains activated as debris management and cleanup continues. Private and Public Property damages are estimated at \$15 million, and a total of 9 counties were affected. This storm resulted in a local state of emergency and a state of Michigan Governor's Declaration of Disaster. Many county departments and personnel worked tirelessly through response and recovery effort and many continue to support the cleanup efforts.
- Emergency Preparedness - Grand Traverse County Emergency Preparedness with the oversight of Health Officer Wendy Trute has continued to work towards the development of the Regional Public Health Emergency Preparedness Program. The regional program has been proposed to the state of Michigan during multiple strategic planning meetings and has received full support from state and regional partners. To support this program, a Health Innovations Grant has been completed and submitted to the Michigan Department of Health and Human Services to assist in the potential implementation of the regional preparedness program. Work continues on the development and potential implementation of this program.
- Accreditation- Grand Traverse County Emergency Preparedness participated in the Powers and Duties portion of the health department's successful accreditation process and spoke to some of the very innovative and progressive preparedness projects and initiatives that have taken part and are projected to take part in Grand Traverse County and the region.
- CDC Ebola Assessment- Grand Traverse County Emergency Preparedness successfully served as a local assessment reviewer for the state of Michigan and submitted two state issued capability assessment review documents before they are to be distributed to local health departments across the state.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- Completion of program Accreditation review, successfully meeting all 11 indicators, including some with special recognition. CD nurses followed up on 61 reportable diseases in the month of August. Initiated proactive guidance to all GT County schools about required school reporting of communicable diseases to the Local Health Department.
- Reproductive Health – Completion of program Accreditation review, successfully meeting all 39 indicators, including many with special recognition.
- Adolescent Clinics-
 - o FY 16 non-competitive applications for YHWC (Youth Health & Wellness Center) and KT (K-Town) were both approved by DHHS.
 - o Clinic staff participated in Friday Night Live.
 - o Clinic staff participated in the County Wellness Expo.

- o Both clinics have seen an increase in the number of sports physicals being provided.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program (MIHP)- We participated in a new regional Quality Improvement (QI) work group identified by the Northern Michigan Public Health Alliance as a priority to develop a regional MIHP QI plan, specifically focusing on referrals, screenings, and admissions to the program. A target of 80% enrollment rate was set by the regional team; currently GTCHD has been maintaining an 85% rate. We met with Mary Hubbard, Northern Lakes CMH Manager and Mary Forness, Early On Coordinator and well as Benzie/Leelanau Health Department representative to identify improvements to the MIHP referral process for addressing access concerns of qualified clients. We welcomed Cherie-Ross Jordan, State MIHP Consultant to assist our program in site-survey readiness, scheduled later in October 2015.
- Children's Special Health Care Services- We successfully completed our accreditation review in early August, in addition to participating in a successful 2015 Northwest Michigan Fair outreach.
- Immunizations- The month of August has been a very busy immunization month for Grand Traverse County Health Department. We successfully completed our accreditation review, while also serviced an increasing number of immunization waiver appointments as parents attempt to meet the new requirement for starting school this Fall. Even more impressive, the immunization clinic has been double booked this month for parents wishing to update their children with required immunizations to start school. This increase in demand has stretched our nurses and reception desk staff to best meet the community's need. Additionally, we began work with the entire MCIR Region 5 Sustaining Community Based Immunization Action Project to begin planning the implementation of this regional grant, focused on increasing vaccination rates and decreasing waiver rates. Grand Traverse County ranks 21st out of 84 counties for 19-35 months vaccination up to date and 24th out of 84 for 13-17 years up to date, while we rank 77th out of 84 for our county waiver rate of 8.6 compared to the State average of 4.8. We are gearing up for Flu Season and anticipate having vaccine to provide the community with vaccinations by early October. Although still experiencing low rates for flu vaccinations within the United States, Grand Traverse County ranks in the Top 5 counties of the State for up-to-date Flu vaccinations for ages 6 months through 17 years and has increased.
- WIC- Currently, progressing with the hiring process for an open PHN (Public Health Nurse) II position.
- Hearing & Vision- Successfully participated in the program's accreditation review.

Human Resources (5)

- Currently recruiting for 11 positions County-wide with a total 78 requisitions posted County-wide for the year. The HR department is involved in all the stages of the hiring process for several departments.

- Wellness Team is happy to announce they reduced the cost of the luncheon from last year by over \$230.00 and had a zero waste event for the first time and had a healthier change in menu.
- County Administrator posting closed August 25, 2015. There are 19 applicants.
- Web site live day went smooth for Human Resources. Not many calls to the department.
- Nationwide Rep, Chris Minkin held one on one meetings with employees this month.
- Employee Recognition Team is soliciting for new members to join the team.

Information Technology (2)

- **The New County website went live on August 20th!** Check it out at www.grandtraverse.org. Over 25 departments were involved in selecting the designs and updating the content. The site features an entirely new design and navigation with many additional features. If you have a mobile device the site uses a responsive design which improves navigation by adjusting the size and content of the pages for optimum viewing. The Google “like” search option makes it easy to locate information on the site.



- New document imaging desktop client software has been installed for most users of the document imaging system. The document imaging system has had several servers upgraded in the last year and the client software is one of the last pieces of the upgrade. The new client software provides a modern standard client for all users including the courts in Antrim and Leelanau counties.

MSUE (7, 8)

- Area wine grape growers are still in the process of cleaning up, repairing trellises and assessing the levels of vine injury and crop loss from this August's storm. "It was certainly the most damaging summer storm to vineyards since the grape and wine industry in the region was established in the 1970's." says Dr. Duke Elsner, MSU Extension small fruit educator. Read more in the Record Eagle [Aug. 28 Agriculture Forum](#).
- Our Safe Kids coordinator Health & Nutrition staff are participating in a Migrant Camp Outreach event on Sept. 9 in Traverse City. The outreach events are hosted in various locations across the state by the Michigan Migrant Child Task Force to provide information and resources to alleviate the challenges faced by migrant families.
- 2015 4-H Results from the Northwestern Michigan Fair: This summer we set many records for 4-H at the fair! 1,150 local 4-H youth participated in the 4-H Livestock Council program in 2015 for an increase of 9%. We grossed a total of \$720,530 in auction



sales, another increase from our 2014 program. Animals donated to local food pantries and charities totaled in live weight of 19,160 pounds and this included 44 swine, 5 steers and 4 lambs - a 6% increase.

Due to the Avian flu and restrictions from the State of Michigan we did not have any live poultry at the fair, however our 4-H youth rose to the occasion and produced some colorful and creative pen displays for educating the public on raising chickens, avian flu and biosecurity. Our poultry showmanship showcased youth education and knowledge using stuffed and model birds. We even had a visit from the Detroit Free Press who did an article and video of our poultry program. [Here is a link to their article.](#)



- Inland Seas Educational sail was the site of some water and environmental education for numerous 4-H youth and adults from Grand Traverse County. Youth set sail on a rainy but exciting day on West Grand Traverse Bay checking water quality, collection and analysis of water samples including fish, plankton and other organism from the bottom of the bay. They investigated through experiments the amount of oxygen in the water and had the opportunity to sail the tall schooner. The 4-H'ers enjoyed the experience and learned how important it was to keep our bays alive, clean and a quality habitat for all.



- 4-H Clover Markets at Interlochen State Park: This summer we launched a new endeavor called the 4-H Clover Market with the DNR, MSUE and 4-H. Wheel Barrow Bunch and Forever Farmin' 4-H clubs sold local fruit, vegetables and other goodies at the Interlochen State Park as part of this project. The goal was for 4-H youth to learn and understand marketing, money handling and entrepreneurial skills as well as provide healthy eating options to campers at the State Parks. We have had two of these markets this summer and have plans to do another one in October at the Traverse City State Park. The 4-H youth had a great time, learned a lot, and had fun selling their produce.



Parks and Recreation (7)

- During its August 19, 2015 meeting, members of the Parks and Recreation Commission's Business Development Team worked with Facilities Management staff to identify a location for a new community playground. This first step is necessary for Parks and Recreation staff and commissioners to explore funding options such as grants. Since 2013, the Business Development Team, a subcommittee of the commission, has developed business plans for Power Island and Twin Lakes Park. The Parks and Recreation Commission approved the plans, and elements of both plans are being implemented. This year, the team was charged with developing a business plan

for the Civic Center Park. Other potential improvements at the Civic Center the team has discussed include a dog park.

- During their August 20, 2015 meeting, Parks and Recreation Commissioners unanimously voted in favor of supporting development of Phase III of TART Trails' Boardman River Trail, which will run through the Natural Education Reserve, a county park. TART Trails has been a long-time partner with the County and Parks and Recreation in trail development and maintenance.
- During their August 20, 2015 meeting, Parks and Recreation Commissioners unanimously approved a request from the "Friends of Easing Pool" group to apply for a \$5,000 planning grant from Rotary Charities to conduct a financial analysis and create a fundraising plan for the community pool. Parks and Recreation will pay \$625 of the required \$1,250 grant match funding, and Friends will pay \$625. The planning grant will lay groundwork for the group to apply for a \$100,000 capital grant from Rotary Charities next year for equipment upgrades and other pool improvements.

Planning & Development (1, 3, 4, 7, 8)

- Department staff joined in hosting a visit from Kevin Elsenheimer, the new director of the Michigan State Housing Development Authority (MSHDA). The visit gave County staff opportunity to discuss local housing needs and specific projects with the director. Also, in housing, Deputy Director Jean Derenzy has been leading the restructuring of the Homestretch non-profit housing corporation with major improvements to board governance and the Depot Neighborhood project.
- Director John Sych facilitated a joint meeting of the planning commissions from East Bay and Garfield Townships. Both townships are interested in coordinating planning efforts for Hammond Road and Townline Road areas.
- Department staff issued a Request for Qualifications (RFQ) for Energy Performance Based Contracting Services for Grand Traverse County on August 12. The deadline for the RFQ is Friday, September 18, 2015. The RFQ can be found on at www.grandtraverse.org/planning under "Notices."
- The Grand Traverse County Planning Commission will be hosting a Planning & Zoning Essentials workshop on Wednesday, September 30 from 5:30 p.m. to 9:00 p.m. at the Governmental Center. Local planning commissioners are encouraged to attend. Registrations are being taken now at 922-4676.

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 August, we engaged in the following:
 - Authorized 219 misdemeanor warrants
 - Authorized 30 felony warrants
 - Authorized 18 juvenile petitions

- Initiated 3 neglect/abuse cases
- Handled the following matters in Family Court:
 - 7 paternity cases
 - Obtained 14 judgments of child support
- 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 August, we reviewed six contracts for the following departments:
 - Administration: one
 - Central Dispatch: two
 - Health: two
 - Parks and Recreation: 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 August, we reviewed eleven requests, and provided advice and consultation to the following departments:
 - Human Resources: four
 - Finance: three
 - Prosecutor: two
 - Construction Codes: two
- 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 August, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Health
 - Resource Recovery
 - Emergency Management
 - Clerk
- 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 August, 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 August, we represented the County in the following cases:

- Grand Traverse County v. Seth Curtiss, et al. In August, we filed 9 separate inmate reimbursement lawsuits seeking \$11,057.49 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of August, Chris Forsyth attended the public health and safety committee meeting and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the regular board meeting.
- Miscellaneous - We are continuing to work with the Drain Commissioner in expanding the special assessment district for Duck Lake.
- Lastly, Prosecutor Bob Cooney received statewide recognition for his crime prevention efforts benefiting children. A representative of Fight Crime: Invest in Kids Michigan last weekend presented Bob with the nonprofit organization's 2015 "Crime Fighter Award" during a Prosecuting Attorneys Association of Michigan conference. Bob's participation in meetings and testimony before lawmakers touting the benefits of funding programs designed to help children helped garner him the award.

Resource Recovery (8)

- The Scrap Tire Drop-Off Event held on August 7th and 8th brought in a total of 1,828 tires from 303 residents. The collected tires will be recycled by a Michigan tire recycling business into marketable products including playground surfacing and septic drain field material. A grant from the State of Michigan Department of Environmental Quality will cover the cost of disposal of the tires collected at the event.
- Resource Recovery held the third Household Hazardous Waste Event of 2015 on August 27, 2015. Appointments for the event were booked to capacity well in advance of the event, with 266 residents and 13 Grand Traverse County small businesses, churches and schools attending.
- The final HHW event for 2015 will be held in Kingsley on Saturday, October 10, 2015. Staff will be taking appointments starting on September 28th through the RecycleSmart hotline at 231-941-5555 or via the link on the website (www.recyclesmart.info). Small businesses and organizations must call for appointments.
- Long Lake, Garfield, and East Bay Townships partnered with Resource Recovery to provide their residents with one-time volume-limited brush passes for the Keystone Brush Site in the aftermath of the August 2 windstorm. 134 residents utilized township brush passes during the three weeks following the storm.
- Resource Recovery has been highly involved, as a part of County Emergency Management operations, in storm debris management following the devastating wind

event, including operational assistance with the Rasha Road debris drop-off site in East Bay Township and the weekend debris drop-off event held in Peninsula Township.

- Department staff are excited to have the new RecycleSmart website available for the public to access for recycling information and news about RecycleSmart events.

Treasurer (1)

- Successfully completed a month of accepting passports. All five employees processed over 20 passports each allowing us to be removed from probation within the first month. Total of 142 regular service, 18 expedited and 2 hand carry passports were processed.
- Had successful auction, sold all but 2 parcels which will be going to the second no minimum bid auction next month.
- Preparing for personal service for forfeited properties next month, working on new tablet software for reporting and new GPS program for finding the parcel.
- Successfully processed and billed 140 July Board of Review adjustments on time.