



Administrator/Controller Report January 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 (1)

- We are currently awaiting the city's response on the Central Records agreement. The county sent a proposed new agreement to the city on November 10 and provided a 120 day notice to terminate the current agreement.
- The city and the county are working with an appraiser to establish fair market rates for our respective properties on West Front Street and Woodmere. Once those rates are determined, long-term lease agreements will need to be developed and approved.
- The Board of Commissioners agreed in 2014 to administer a snow removal contract for TART Trails, Inc. for the 2015 season. The scope of work is being finalized and we will be getting quotes for the work and signing a contract for reimbursement and indemnification by TART later this month.
- A meeting with several Township Supervisors will be scheduled this week to discuss the Community Police Officer program. We are currently finalizing the financial information and attachments to the memo inviting them to the meeting.

Central Dispatch/911 (7)

- Mapping Project A two-year project was completed which provides mapping of our surrounding counties in the dispatch CAD (Computer Aided Dispatch) mapping program. GIS data from the State Repository was imported to allow dispatchers the ability to view not only the map data, but to also track units and see where adjoining county cellular calls may originate from. This information is highly beneficial for not only the 911 staff, but also for the responders who often provide mutual aid into other counties.
- Training - A 911 Lifebridges class was hosted locally. The training teaches about the impact of suicide in our communities and families. The class also provides information about the causes of suicide and related risk factors, as well as honing intervention skills and strategies to potentially help influence the caller's decision making process.
- MPSCS (Michigan's Public Safety Communication System) Radio Testing - The results of the MPSCS coverage test which was done in early December were reported back from MSP Communications. The rating for MPSCS in Grand Traverse County came in at 98.05%. There is a detailed report with these findings available for anyone who may be interested.

Commission on Aging (7)

- The Commission on Aging welcomed four new board members in January 2015 – Carl Kucera, Dr. Harry Liebzeit, Carol Sullivan, and Dave Taylor. All attended the January board meeting and board member orientation.
- Commission on Aging 2015 Officers are as follows:
 - Chair – Rodetta Harrand
 - Vice-Chair – Sandra Busch
 - Treasurer – William Rokos
 - Secretary – Shirley Zerafa

Finance (1)

- HB 4874 concerning our Septage Treatment Facility was passed by both the House and Senate as of December 18, 2014 and went to the governor for signature on January 5th. The Board of Public Works attorney and county staff reviewed the final version of the bill to be sure our interests were protected.
- As reported last month, we have updated our website to include the required information regarding accountability and transparency in order to be eligible to receive the December installment of state revenue sharing. We received this payment on December 30, 2014.

Health Department & Emergency Management (7)

Administration & Finance Division

- Implemented a new time-sheet for Health Department employees for easier tracking of time spent in the various programs and funds and will improve our ability to maximize grant funds. The time sheet is both hard copy and electronic.
- Continued working with Munson Health Care on Ebola preparedness including 2 Ebola scenario exercises at the hospital. While the preparedness activities are focused on Ebola, the screening in place for Ebola actually worked very efficiently for the 2 measles cases which initially presented in the emergency room. Due to the screening already in place, the suspect cases were immediately masked and brought to an isolation room resulting in virtually no exposure to anyone else in the waiting room or staff.
- Provided numerous press releases, physician health alerts and media interviews (TV, Radio, and Newspaper) on Pertussis, Measles and influenza. The recent outbreaks have garnered both local, statewide and even national coverage from multiple media sources and was highlighted in a recent MLive 4-part newspaper series on vaccination, immunization waivers and the threat of outbreaks in communities as a result.

Medical Examiner Division

- Regional medical examiner office agreement was approved by Grand Traverse County, Leelanau County and Benzie County and took effect November 1, 2014. Jamie Warnes, Senior Forensic Investigator, Nicole Fliss, Medical Examiner and Kari Young, Deputy Medical Examiner officially became Grand Traverse County employees as well.
- Developed the administrative and billing processes for the regional Medical Examiner's office.

Environmental Health & Animal Control Division

- Bat Exposure - Animal Control staff have experienced increased bat exposure activity in the County during the month of December. Typically bat exposure cases end in September or October when frost becomes more prevalent. This year however, we experienced a warmer than normal December which appears to have brought some bats out of hibernation.
- Horse Neglect - Animal Control staff spent a considerable amount of time during the month of December on a horse neglect case involving three horses in Northern Grand Traverse County.

Emergency Management & Preparedness Division

- Emergency Management - Prepared the final draft of the Natural Hazard Mitigation Plan and published for the 30-day public comment period. Additionally, the new County Emergency Operations Plan went into effect January 6th, 2015. The Coordinator is now working on the individual jurisdictional Emergency Operations Plans (as mandated by the State for municipalities having over 10,000 citizens) for Traverse City, Garfield, and East Bay Townships.
- Emergency Preparedness - After revised State standards and recommendations, this division is very busy re-creating a Grand Traverse County functional Strategic National Stockpile plan.
- Central Dispatch Board – Emergency Management Coordinator Gregg Bird was appointed chairperson of the 911/Central Dispatch Board at its January 8th meeting.

Community Health Division

Disease Control And Prevention Programs

- Communicable Disease Program - Continue response to the community wide pertussis outbreak. As of the end of December, GTC has had 85 confirmed cases. Also, as of the end of December, no additional measles cases other than the two original cases in GTC and the three linked cases in Leelanau County. Responded to the rise in flu cases with making staff available for walk-in clients wanting flu vaccine. Received an award from the Board of Commissioners on our outbreak response and Communicable Disease follow up as well as many positive comments from area physicians and staff from the Michigan Department of Community Health. Received Board of Commissioner approval for an additional full time public health nurse for the program.
- Reproductive Health - Overall clinic numbers are down, due to nursing staff being pulled to staff pertussis outbreak and measles case investigation and follow-up.
- Adolescent Clinics - Remained fully staffed to see patients, which was a priority with all the illness in the community.

Maternal and Child Health Programs

- Maternal Infant Health Program - Overall visit numbers are down due to reallocation of staff to address Pertussis outbreak. Highest-risk client visits are the priority.

- Health Futures - Currently serving over 1,000 pregnant women and children. Continues strong relationship with Munson Medical Center with support of area providers. Nurses were also pulled from this program to cover the Pertussis hotline.
- Children's Special Health Care Services - Caseload of 299 children. Over the past month, this program has been down one nurse on leave of absence and all staff (nursing and clerical) have assisted with the Pertussis hotline.
- Immunizations - Somewhat decreased client walk-in activity and immunizations overall this past month. We are developing a plan to provide education to parents requesting immunization waivers for their children.
- Head Start - Completed pre-school physicals this past month.
- Hearing & Vision - Several school screenings were cancelled so that staff could assist other programs during this unprecedented Pertussis outbreak in GTC.

Human Resources (5)

- Currently recruiting for 6 positions County-wide. In 2014 there were 94 requisitions posted County-wide.
- Ten labor contracts were settled by the end of the year with the exception of three Sheriff's Office Units. The Sergeant's unit ratified a tentative agreement on January 7th.
- 1 Layoff in the Facilities Grounds position.
- ❖ Thank you to all who came to the Holiday potluck. The food was yummy and the time to visit was even better!

GIS (4)

- Secured grant (\$77,101.50) and matching funds (\$15,420.30) for spring LiDAR collection flight at no cost to Grand Traverse County.
- Presently incorporating December 17, 2014 recommendations of Website Review Committee. (approximately 60% complete)
- Created a (pilot) report writing function for new web mapping application. New report writing function will allow for rapid addition of custom reports into the application as needs arise. GIS plans to do an official roll-out of application upon completion, possibly by late January.

MSUE (7, 8)

- The annual Northwest Michigan Orchard & Vineyard Show will be held on January 13 & 14, 2015 at the Grand Traverse Resort in Acme. This is the largest event of the year for area fruit growers, featuring educational sessions on tart and sweet cherries, apples, and wine grapes. There will be special sessions for wine grape production and enology. There is also a large exhibit hall for agricultural product and service providers to show their offerings. Typically, almost 300 people attend this show, including growers from Wisconsin, Pennsylvania and New York.

- This month we have 65+ youth in GTC participating in 4-H Archery. This club has three levels for youth – Beginner, Intermediate and Advanced. Youth learn safety, handling of equipment and the skills of shooting. The instruction is offered on Mondays and Tuesdays until March at the Traverse Region Conservation Club in Grawn.



Parks and Recreation (7)

- Twin Lakes - Reservations for facilities at Twin Lakes Park are on hold until the end of January, until the new fee structure is in place, and until an independent contractor that will handle the event planning is selected.

Also as part of the recently-approved Business Plan for Twin Lakes Park, Gilbert Lodge is scheduled to undergo some light remodeling and improvements between March 2-13.

- Easling Pool - The Winter Session of American Red Cross Learn-to-Swim lessons kicks off January 24 and 25. Registration opens January 12. The schedule of lessons is posted at www.grandtraverse.org/parks.
- Civic Center Meeting Room - The meeting room at the Civic Center will be improved in early January with new carpeting and a fresh coat of paint. This will make the space, which is highly used by many community groups, businesses, and families, more appealing for meetings, parties, and classes. The improvements will be scheduled to take place over two days, when there are no reservations for the room.
- Maple Bay Park and Natural Area - Eagle Scout candidate Ryan Quinlan has completed a project at Maple Bay Park and Natural Area that will give Wood Ducks more options for nesting. The Grand Traverse Audubon Society identified Maple Bay Natural Area as a “valued spring feeding ground” for the Wood Duck. Quinlan worked closely with Vic Lane, the Manager of Easement Stewardship and Forestry at the Grand Traverse Land Conservancy, to select appropriate locations for the boxes, which help protect Wood Ducks from predators as they nest. This project is a win-win-win in that it fulfills an Eagle Scout requirement for Quinlan, helps preserve the Wood Duck habitat at the park, and enhances recreational and educational opportunities at Maple Bay.

Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)

- Jean Derenzy, Deputy Director of Planning & Development, concluded her state appointment to the Continuous Program Improvement Team by the Michigan Department of Environmental Quality (DEQ). As Chair of the Program Implementation Committee, Jean led a group of practitioners in providing key recommendations on policy changes, rule rescissions, and legislative amendments to improve the DEQ’s Brownfield programs.
- The Planning Commissions of Acme Township, East Bay Township, Traverse City, and Elmwood Township along with the Grand Traverse County Planning Commission have passed resolutions supporting the improvement of the Bayshore Corridor from Acme to Greilickville. All of the planning commissions recognize the opportunity to improve and unify the notable 10-mile corridor.
- Did you know? The Planning & Development Department currently staffs eight boards/committees including the Planning Commission, Brownfield Redevelopment Authority, Economic Development Corporation, Land Bank Authority, Northern Nexus (the multi-jurisdictional Next Michigan Development Corporation), Farmland and Open

Space Preservation Board, Capital Improvement Review Committee, and the Joint Housing Task Force (a multi-jurisdictional committee). The Planning Commission provides the overall direction via the master plan while most of the other boards are the “tools” that implement plan goals and improve all of the communities in the County.

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 December, we engaged in the following:
 - Authorized 173 misdemeanor warrants
 - Authorized 30 felony warrants
 - Authorized 22 juvenile petitions
 - Initiated 3 neglect/abuse case
 - Handled the following matters in Family Court:
 - 13 paternity cases
 - Obtained 13 judgments of child support
 - 5 mentally ill commitment hearings

Civil Counsel

- Contract Drafting and Review - We assist various County offices 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. In December, we reviewed seven contracts for the following departments:
 - Jail: one
 - Parks and Recreation: two
 - Resource Recovery: one
 - Central Dispatch: one
 - Treasurer: one
 - GIS: 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 December, we reviewed eight FOIA requests, and provided advice and consultation to the following departments:
 - Central Dispatch: four
 - Sheriff: one
 - Health: two
 - Administrator: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and 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. In December, we answered questions/prepared memos for the Board and various departments including:
 - Central Dispatch
 - Clerk
 - 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 December, 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. In December, we represented the County in the following cases:
 - Grand Traverse County v. Andrea Ashley et al. - In November, we filed nine separate reimbursement lawsuits seeking \$16,934.83 in total. Separate lawsuits were filed (instead of one lawsuit naming multiple defendants) at the request of Circuit Court staff who indicated to us that it is easier for the Court to track and close out cases when individual lawsuits are filed. 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. On December 22nd, we obtained multiple default judgments after holding a hearing before Judge Power.
 - Grand Traverse County v. Anthony Dwyer et al. - In December, we filed thirteen separate reimbursement lawsuits seeking \$24,568.74 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 December, Chris Forsyth attended the public health and safety committee meeting, and the resource management and administration committee meeting. Chris also attended the special board meeting called for the purpose of interviewing Road Commissioner candidates held on December 17th. Bob Cooney attended the ways and means committee meeting, and the regular board meeting.

Resource Recovery (8)

- In December, the Board of Commissioners decided to eliminate the Resource Recovery Council. The Resource Recovery Department would like to thank all of the sitting and previous members of this advisory body for the time and attention given to promote and expand resource recovery activities within Grand Traverse County. The Resource Recovery Department will continue to operate as it has previously in implementing the Solid Waste Plan as mandated by the State of Michigan, while continuing to report to the Board of Commissioners.
- Along with the other member counties of the Northwest Regional Solid Waste Advisory Committee, Resource Recovery has begun using ReTrac waste and recycling tracking software. This program will allow for integration with the State of Michigan once their own system is up and running, allowing for the state to more accurately track and report recycling and solid waste trends throughout Michigan.
- Resource Recovery staff are currently processing 2015 hauler license applications for all local waste, recycling and yard waste haulers. In order to be in compliance with Grand Traverse County Ordinance #17, anyone collecting, transporting, delivering, or disposing of solid waste,

yard waste or recyclable materials generated by another person within Grand Traverse County must obtain a hauler license.

Treasurer (1)

- December tax bills went out and we are receiving payments from the townships and reconciling balances between the Township, Equalization and our databases for easier settlement.
- December Board of Review adjustments for all townships and the City have come in and we are working to get refunds or bills out to taxpayers.
- This month we worked with the courts to get jury cards implemented in 2015. District Court will have its first jury trial of 2015 this week and they will be disbursing the jury cards for payment instead of processing checks. If this goes well, they will expand the procedure into both Antrim and Leelanau courts.