



County Staff Report June 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

Central Dispatch/911 (7)

- Received board approval to move forward with NG911 technology upgrades.
- Working with Region 7 Northern Michigan Mutual Aid Task Force to create streamlined notification processes.
- Technical subcommittee continues to work toward a recommendation for a countywide radio communications system.
- Working with Smart911 to incorporate Text to 911 functionality as well as facilities based data that can provide us vital information when responding to businesses.

Commission on Aging (4, 7)

- 2014 Annual Report The Commission on Aging 2014 Annual Report has been completed. The Annual report will be sent out electronically, as well as posted on the Commission on Aging web site after June 10, 2015.
- NMC Barbeque On May 17, the Commission on Aging took part in the Northwestern Michigan College Barbeque by packaging and delivering barbeque meals to older adults who may not otherwise be able to enjoy the event. Meals were packaged and delivered to 254 older adults using volunteers, including staff members, current and past board members, and persons from the public who kindly donated their time.
- 2015 Senior Expo Staff attended and participated in the 2015 BASA Senior Expo, held May 20 at the Civic Center. This year's theme was Steppin' Out. Over 1,400 persons attended. A set of hearing aids was won by a local older adult as part of the door prize give-aways. Our Baskets of Bounty program and Senior Center building fund were each the recipients of a \$1,000 award as a result of the funds raised from the Senior Expo. For the first time, Business After Hours was held after the Expo. Over 100 Chamber members attended and learned more about older adult services available in the community.

Equalization (1)

- Final State Equalization occurred May 26th after the May 11th Preliminary State Equalization. The Final State Equalization order was issued having the same values as County Equalization with no factors applied.
- Millage rollback fractions were calculated for the 26, out of 31 total, taxing jurisdictions that are considered “Primary” to Grand Traverse County. Long Lake Township, Paradise Township, Whitewater Township, and The Village of Fife Lake received a millage rollback this year.
- Equalization had an employee obtain his Michigan Certified Assessing Officer (MCAO) designation requiring 18 months of State Tax Commission education. Good Job Warren! Two vacant positions in the department were filled, and the new hires (Joel & Chris) are working out very well.

Finance (1)

- Updated economic and financial data that will be included in the Official Statement associated with the Road Commission Michigan Transportation Fund Bonds that will be issued to finance the special assessment road improvements in Acme Township.
- Also updated the 2016 Budget Manual in order for departments to be able to submit their 2016 Budget Requests based on established forms, procedures, and within the proposed timeline. Budget Guidelines for 2016 were also presented and discussed with the Board to provide the basic framework and parameters for development of the initial Budget Recommendation for 2016.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Accreditation - Finalized the Plan of Organization for review and approval by the Board of Commissioners and submission to the Michigan Department of Health and Human Services.
- Northwest Michigan Water Safety Network - 39 rescue stations were installed at 33 area beaches in May. A media event with a demonstration on how to use the life ring was held. We are working on a process so that other entities may purchase a rescue station from GTCHD and install it so that all the stations in the area are universal and supplies may be purchased in bulk. Several requests have already been made.
- Immunization Task Force - A regional immunization task force was formed after the outbreaks in the fall of 2014. The group is focused on education, advocacy and outreach in order to improve community immunization rates.
- FOIA Changes - The health department’s FOIA officer and deputy FOIA officer have participated in the FOIA review led by Chris Forsyth on changes to the FOIA process, fees and creating a FOIA specific page on the new county website.
- Ebola Monitoring Funding - Funding of \$16,850 will be received for Ebola monitoring, which can be used from April 1, 2015 through September 30, 2016. The required Ebola work plan was sent to the Office of Public Health Preparedness on May 29 by the Emergency Preparedness Coordinator.



- Immunization Waiver Education Funding - Approximately \$13,500 will be received from the State to be used towards the Immunization program for implementing waiver education. At this time, the State has a plan for the funding to be available in August 2015 and to be used through December 2015.
- WIC/Family Planning Financial Site Review - State auditors were here for two days performing a WIC and Family Planning financial review. The initial results during the exit meeting were positive.

MEDICAL EXAMINER DIVISION

- Child Death Review - Coordinating the first 3 county child death review team with Benzie, Grand Traverse and Leelanau County representatives. The first joint meeting will take place in June.
- Child Death Review Training - Dr. Fliss (Medical Examiner) and Jamie Warnes (Forensic Investigator) completed the state child death review training.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- National Cherry Festival Planning - GTCHD staff met with the National Cherry Festival (NCF) Officials and food vendors for the 2015 NCF which will occur in early July. This is an annual meeting to discuss our expectations for insuring the safety of food operations at the Open Space and Festival Midway for this major summer festival.

- Beach Monitors Stakeholders Meeting - The Beach Monitoring Stakeholders group held its monthly meeting for May at the National Parks Service (NPS) water lab in Empire, Michigan. The group was able to tour the newly refurbished laboratory.



- Animals in the Classroom - Two informative documents entitled “Animals in Schools and Daycare Settings” and “Managing Communicable Diseases in Schools” were distributed to 43 schools within Grand Traverse County. On occasion, public health officials must deal with situations involving the investigation of illness associated with animals in the classroom, at petting zoos or other animal encounters on the playground. The mailing was done in an attempt to be proactive in informing school administrators, teachers and custodians about common sense measures that can be implemented to reduce risks for both students and staff.



- Updated Rabies Protocol Distribution - Updated rabies protocol were sent to 23 Grand Traverse area veterinary clinics. The documents included: “*Rabies Protocol for Mammals Which Have Bitten People or Pets*” and “*Protocol for Dogs, Cats, Ferrets, or Livestock Possibly Exposed to Rabies*”. The Documents are provided by the Michigan Department of Agriculture & Rural Development (MDARD) and the Michigan Department of Community Health (MDCH) to prevent the transmission of rabies to humans and animal due to animal bites and scratches.



EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management - Hosted a 2 day training for Public Safety agency members from around the region. The federal Jurisdictional Threat and Hazard Identification Risk

Assessment course was presented by Texas A&M Engineering Extension Service (TEEX). This is the 1st in a 4 class series that gives your local public safety leaders a Master Certificate in Critical Infrastructure Protection. More classes to follow in September and October. The Emergency Management Coordinator and Health Officer participated along with 2 sheriff's deputies from the county; Unified command was completed for the monitoring of the Bayshore Marathon. Currently preparing for the unified command post at the Cherry Festival.

- Public Health Preparedness - A comprehensive public health preparedness campaign is being developed with additional public health funding, which will be broadcast on six local radio stations. Six commercials a day will touch on specific health preparedness capacities for 12 months.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program - Martha, Jodi and Wendy presented on our 2014/2015 pertussis outbreak and 2014 measles cases at the State Communicable Disease Conference. Our Health Department received an award from the State for our successful efforts at managing two significant outbreaks at the same time and conducting Ebola travel monitoring.
- Adolescent Clinics - Held Community Advisory Committee meetings for both Adolescent Health clinics with positive attendance at both. Concluded evidence based education program for target population students to help teens attain "safety" from substance abuse. The utilization of mental health counseling services at both clinics has increased significantly with visits tripling at K Town Youth Care since last year.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program - GTCHD is participating in a newly formed Northern Michigan Home Visiting Leadership Group aimed at collaboration and coordination of care throughout the region to provide for seamless transitions for children and families receiving home visiting services. Additionally, we are participating in an Infant Mental Health Coordination workgroup aimed at improving access to services for our clients. In April, Jodi Kelly and Dr. Collins participated in a 7 & 4 news story on maternal smoking, receiving positive feedback from the Northern Michigan Maternal Smoking workgroup for efforts to increase awareness and decrease rates in the north.
- Healthy Futures - GTCHD, in collaboration with other Northern Michigan Public Health Alliance members, Munson, and the Great Start Collaborative, is exploring possible enhancements/changes to the program to include prenatal and postpartum home visiting. Currently, the program offers only postpartum home visiting.
- Children's Special Health Care Services - With a current caseload of 279, GTCHD has been focusing efforts on meeting the care planning and transition planning needs of clients entering ages 14-18 to ready families for the potential independence of the CSHCS client. We participated in the Celebration of the Young Child downtown Traverse City as outreach and distributed our annual client satisfaction surveys.
- Immunizations - GTCHD immunization lead and director attended bi-annual immunization coordinators meeting in Lansing, which helps to keep our local health department on track for meeting program requirements. Our immunization clinic is seeing an increase in immunization waiver appointments as a result of the TCAPs

change in policy to require all 2015-2016 entering students to either be up-to-date with immunizations or have a certified waiver issued by the health department. As a result, we have made some staffing adjustments and readied a second clinic room. Over the past 2 months, we collaborated with our vision and hearing department to staff kindergarten round ups. Our immunization lead nurse, Sheila Corner, presented at the Munson Nursing Conference, receiving positive feedback and raising awareness.

- Head Start - GTCHD met with teachers and administrators for Head Start to plan for September 2015 clinics for new students. As a team, we evaluated that having the clinics held at the health department and in the community of Kingsley, using the library facility and the adolescent health clinic facility worked much better than at the school locations.
- WIC - GTCHD is gradually increasing our participation rates, particularly through our nutrition education classes, reaching 74% for the month of May. We had several employees attend a 2 day WIC clerical training and all WIC and MIHP employees attend a 2 day annual WIC conference. Our State WIC consultant conducted a site visit in preparation for our management evaluation visit in July
- Hearing & Vision - GTCHD has made 456 referrals for vision care as a result of screenings thus far this year, surpassing the total referrals for all of 2014 already.
- Blood Lead Testing - GTCHD sent several staff to the regional lead training hosted at the Grand Traverse County Health Department. The team is re-evaluating our health department process for lead screening through the WIC program.

Human Resources (5)

- Currently recruiting for 15 positions County-wide with a total 50 requisitions posted County-wide for the year. The HR department is involved in all the stages of the hiring process for several departments.
- Public Service Recognition Week was significant in our County. We had several County employees share "why they serve". The employees highlighted were Gregg Bird, Emergency Management Coordinator; Heidi Scheppe, Treasurer; Jamie Beck, Health Department; Charlie Hamlyn, Prosecuting Attorney's Office; Sharon Neumann, Commission on Aging/Senior Center Network; and Wendy Trute, Health Department.
- FMLA Policy was updated.
- Wellness Team presented Lunch and Learns on savings and budgeting in May.
- Letters to potential vendors and exhibitors have been sent out for the Wellness Luncheon. Nominations are also being sought for employees who have made healthy lifestyle changes or promote wellness at the office. Nominations are due June 26th in our office.
- Nationwide Rep Chris Minkin presented a new aspect of services to members at a lunch and learn this month. It's called Nationwide Advantage.
- The City and County held a joint blood drive in memory of Sgt. Dennis W. Finch over 2 days. The governmental building was busy with blood donors and we were over last year's count with 28 donors and 5 first time donors.

- Paula Sagala is contracted in the HR Department and helping with employee concerns. Thank you Paula!

Information Technology (2)

- Created five servers for the City in the virtual server environment. The servers will be used for fleet maintenance, work order management, GIS, and database serving. I.T. has been assisting the City with implementing each of the applications in the server environment.
- The I.T. department, working with the City, has connected the Water Treatment Plant and Waste/Sewer Treatment Plant to the City/County network using TCL&P fiber. The new connections provide direct access to City servers at gigabit speeds as well as Internet access.
- The I.T. department and Sarah Adams continue to work with departments on a new County web site. The final design has been selected. The vendor will start converting content from our existing web sites to the new site on June 12th. Training to update the new web site will be provided on July 21-23 with an anticipated go-live date of August 20th.
- I.T. is coordinating the upgrade of surveillance cameras at the Civic Center and the Hall of Justice. The Civic Center upgrade is being reviewed by the Parks and Recreation Commission. A quote will be received for the Hall of Justice upgrade, which will then be requested in the 2016 budget with the possibility of grant funding to supplement the cost.
- The document imaging system that is utilized by the courts is being extended to the Michigan Department of Corrections (MDOC). The system will allow MDOC documents to be sent electronically to the courts for filing/processing and will also provide the MDOC with access to the court electronic case files.
- 77 new desktop phones were installed in County offices in April/May.

MSUE (7, 8)

- On May 15th, Safe Kids North Shore held a one day Child Passenger Safety Recertification course to recertify technicians whose certifications had expired due to temporary job assignments (ie: relocation, under cover assignments) etc. Fifteen students attended coming from various parts of the state and various career backgrounds, including law enforcement, engineering, social services, military, transportation and surgery. The class was funded through a grant that Safe Kids North Shore secured from the Office of Highway and Safety Planning.
- Project FRESH will begin coupon distribution in June at the Grand Traverse County Health Department. MSU Extension provides nutrition education to participants in this program to help increase WIC families' intake of fruits and vegetables while using their coupons at local farmers' markets.

Parks and Recreation (7)

- **Easling Pool** Summer hours for patrons and additional, special summer programs at Easling Pool begin the week of June 15. Visit www.grandtraverse.org/parks for more information.

The first of two summer sessions of American Red Cross Learn-to-Swim Lessons at Easling Pool kicks off the week of June 22, and registration is now open through June 19. Classes are filling up fast, so register on line, by phone, or in person today. For more information, visit www.grandtraverse.org/parks.

A Grand Traverse Summer Swim League, coached by competitive swimmer Erith Welch, LGI, WSI, and certified lifeguard, will meet this summer at Easling Pool. The league offers a competitive swimming opportunity for individuals aged 10 to 18 and meets Monday through Thursday, 5 to 6 p.m., June 15 through July 26. Cost is \$50. Call or sign up at the Easling Pool Business Office, 231-922-4818.

A high intensity, deep-water exercise class offering great cardio and stretching for adults who want to challenge themselves will be offered at Easling Pool on week nights at 6 p.m. Stayed tuned for more detailed information, to be posted online the week of June 8 at www.grandtraverse.org/parks.

- **Power Island** Shuttle service to Power Island has resumed for the summer. Schedule is Wednesdays, Saturdays, and Sundays, with pick-up at DNR Launch at Bowers Harbor at 10 a.m., returning to Bowers Harbor for drop-off at 4 p.m. Cost is \$100 for a County resident with up to six members of his/her party, and \$300 for a nonresident with up to six members of his/her party. Reservations are taken by the Grand Traverse County Parks and Recreation Department at 231-922-4818.
- **Twin Lakes Park** As a reminder, the swim area in North Twin Lake has been designated with buoys for the summer/fall. Swimming outside of the designated swim area is not permitted under Grand Traverse County Ordinance Number 31: Twin Lakes Park Ordinance. Violation of the ordinance could result in a \$100 fine, plus court costs. This rule has been in effect for two years, but now is enforceable as a civil infraction, rather than a misdemeanor. Park rangers are authorized to issue tickets. For more information, visit www.grandtraverse.org/parks.

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

- Staff is assisting the Village of Kingsley in obtaining assessment funding from the U.S. Environmental Protection Agency. Assessment grants provide funding to inventory, characterize, assess, and conduct planning and community involvement related to brownfields sites.
- A real estate agent has been identified for the Land Bank Authority in its efforts to assist Blair Township with the tax-foreclosed property at the corner of Rennie School Road and US-31. Marketing of the parcel is essential for development of the 70+ acre parcel and placing it back on the tax rolls.
- Following a meeting between the Bayshore Corridor Strategy communities and the Michigan Department of Transportation, MDOT has requested TC-TALUS funding to perform an access/corridor management study of the highway corridor from Acme to Greilickville. Access management is the planning, design and implementation of land use

and transportation tactics in an effort to maintain a safe flow of traffic while accommodating the access needs of adjacent development.

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 May, we engaged in the following:
 - Authorized 204 misdemeanor warrants
 - Authorized 32 felony warrants
 - Authorized 32 juvenile petitions
 - Initiated 4 neglect/abuse case
 - Handled the following matters in Family Court:
 - 8 new paternity/child support cases filed
 - Obtained 6 judgments of child support
 - 6 mentally ill commitment hearings

Civil Counsel

- 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 May, we represented the County in the following cases:
 - *Grand Traverse County v. Kristi Brewer, et al.* In May, we filed 15 separate inmate reimbursement lawsuits seeking \$31,258.90 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.

Resource Recovery (8)

- The last day to use no-charge yard waste passes provided by the townships to residents of Garfield, Long Lake and East Bay is June 9. Passes will not be accepted at the Keystone Brush Site after this date.

Passes are good for one trip and load of up to three yards of material and are valid for specific dates. Residents should contact their township to request a pass.

- The next Household Hazardous Waste Collection is scheduled for Thursday, August 27th. Residents and small businesses can make an appointment starting in mid-August by calling the RecycleSmart hotline at 231-941-5555 or by making an online appointment at recyclesmart.info.

Appointments are required and residents are encouraged to make an appointment at least one week prior to scheduled HHW events.

For the safety of staff and the collection and disposal contractors, residents should ensure that all HHW material brought to an event be in sealed, non-leaking containers.

Treasurer (1)

- Converted to new Fifth Third Direct online platform. We had a few hiccups with the first payroll processing on the new system but have worked through the issues and had an easier run the second payroll on the new system.

- Started creating 2015 tax databases for each township with the numbers reported by county Equalization. We will continue to update and maintain these databases throughout the year to balance and reconcile with the townships before their summer and winter tax bills are run.
- Started working on 2014 Treasurer's Report/Delinquent Tax Report to be presented to the board in June.
- Interviewed for Chief Deputy Treasurer position. Annette will be retiring June 12; her replacement David started June 1.