



## County Staff Report November 2015

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### 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)

- County Administrator Tom Menzel will join the office November 17.
- Staff attended the Michigan Public Purchasing Officers Association (MPPOA) Annual Conference, which was held in Traverse City.

### Equalization (1)

- The sales period has ended and the data are coming. As township assessors provide their figures to Equalization our studies can be calculated, ensuring a fair and equitable property tax system across Grand Traverse County.
- New implementations of the PRE auditing process have recaptured \$20,000 of previously lost tax revenue to Grand Traverse County's general fund.
- Electro-Optics' shiny new high-tech facility in East Bay has been measured and assessed, not to mention the neo-Italianate mansions of any former baseball players...
- Our dynamic and spry new Deputy Director, Warren Parrish, reduced our burden on IT's resources by 200 gigabytes in just one evening's work.

### GIS (4)

- Finalizing authorizations from participating agencies for ortho-imagery flight in spring of 2016. Expecting receipt of all formal agreements by end of week Nov 9.
- Hired new GIS tech (Kyle Siemer) to replace Mike Steffes who was promoted to GIS Analyst on retirement of Rainer Reichert.
- Beginning overhaul of addressing procedure. Possible changes include:
  - modification of existing addressing ordinance
  - implementation of on-line applications
  - digital storage of application/assignment documents.

- Beginning review of Garfield Tax maps. Working with software vendor to correct anomalies in mapping application's labeling function.
- Commencing remonumentation grant process for 2016.

## **HEALTH DEPARTMENT (7)**

### **ADMINISTRATION & FINANCE DIVISION**

- Grants- Completed State fiscal year-end reports for grant funded programs; Completed Adolescent health State fiscal year-end reports.
- Budget- Continued to work on the 2016 budget for the Health Department.
- Public Health Conference- Presented at the state public health conference on the vaccine preventable outbreaks of 2014-2015. The health officer was also part of a panel discussion on cross jurisdictional sharing arrangements.
- MDHHS Director's Award- 2015 MDHHS Director's Award Recipient was presented to the Health Officers with the Northern Michigan Public Health Alliance for 1)Contributing to a positive outcome in the health status of our communities; 2) Demonstrating a spirit of resource sharing and integration; 3) Using best available evidence in making informed public health decisions to ensure effectiveness of programs and interventions; 4) Being sustainable and replicable in other communities and 5) Demonstrating a new and innovative public health initiative.

### **MEDICAL EXAMINER DIVISION**

- Investigator Training- Approximately 90 Medical Examiner Scene Investigators were trained the end of October by the chief investigator for Western Michigan School of Medicine Medical Examiner's office. The training covered all the basics: Michigan Laws, Gift of Life donations, Scene Investigations, Photography, Body Handling, Chain of Custody, Infant Deaths, Vulnerable Adult Deaths, report writing and mass fatalities. Investigators also participated in hands on mock scene investigations. Staff are also improving protocols and forms as a result of training and input from the scene investigators.
- Cremation Permit Revenue- Cremation permits have generated \$37,650 in revenue for FY 2015, as a result of the newly adopted cremation permit fee in 2015. We are on track to capture \$45,000+ as initially projected.
- New Staff- Cindy Geiser was hired on as an on-call forensic investigator in November. This on call position was budgeted and is now filled to assist the Medical Examiner's office with high volume weeks and coverage when our senior forensic investigator is on vacation etc. This office requires 24/7 365 day a year on call capacity, which, up until now has rested solely on one forensic investigator.
- Medical Examiner Conference- The medical examiner, senior forensic investigator and health officer attended the annual Michigan Association of Medical Examiners conference. This was an excellent training opportunity for staff.

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

- ServSafe Training - Staff provided Food Management Certification training to 32 Grand Traverse area food managers on October 28th. The day-long training programs are taught by our Environmental Health staff who have been certified to instruct the ServSafe classes and proctor the examinations through the National Restaurant Association, Educational Foundation.
- Beach Rescue Stations - During the month of October, Environmental Health staff constructed an additional six (6) beach rescue stations as requested by hotels and local units of government through our involvement with the Northwest Michigan Water Safety Network. This brings the total of rescue stations placed on beaches throughout Grand Traverse, Leelanau and Benzie Counties to 45 for 2015. In May of this year, 39 rescue stations were distributed at public beaches within the three county area. The rescue stations include 30" life rings, throw ropes, and signage to educate the public on drowning prevention as well as ice safety. The cost per rescue station is \$200.
- 9th Biennial State of Lake Michigan/15th Annual Great Lakes Beach Association Meeting - GTCHD Environmental Health staff gave a presentation on Grand Traverse County's beach monitoring program which was held at the Grand Traverse Resort. With an attendance of over 400 scientists, managers, policy-makers, and Great Lakes advocates, this was a record attendance for this three (3) day conference.

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

- Emergency Management -
  - o The office of Emergency Management coordinated the meetings with county and local jurisdictions to apply for Section 19 reimbursement from the State Disaster and Emergency Contingency Fund. The county, Traverse City, and the townships of Acme and Whitewater successfully made application for nearly \$400,000 in reimbursement from cleanup efforts caused by the August 2 Wind Disaster.
  - o The office continued working with municipalities throughout the county to adopt the revised Natural Hazard Mitigation Plan. A new fall intern started on October 8, Chelsea Nevseta will be with EM for 10-12 weeks through the fall.
  - o On October 8, at the annual Michigan Emergency Management Association Conference, Gregg Bird was selected as the 2015 Michigan Emergency Management Coordinator of the Year.
  - o EM also hosted a Critical Asset Risk Management class with 25 participants. Several locations were assessed for hazards and risk around the county by the class. There is one more session in January before class participants receive National certification as Critical Infrastructure Protection specialists.
- Emergency Preparedness- The office of Emergency Preparedness made significant adjustments and updates to the Medical Counter Measures Plan for Grand Traverse County. Redundant transportation and communication capabilities were assessed and improved within the plan. The updated plan was submitted to the state as required for review. The office of Emergency Preparedness out of GTCHD continued to coordinate and draft key collaboration documentation along with developmental and implementation support. An

informational presentation over the collaboration and its creative process and benefits to the county was given to the Grand Traverse County Board of Commissioners on October 14th. A draft Interlocal Agreement was developed between GTCHD and legal counsel. The draft agreement will be reviewed in November by all three boards and is projected to be effective December 1st.

## **COMMUNITY HEALTH DIVISION**

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

- Communicable Disease Program- Public health nurses followed up on 64 reportable diseases in October. Outreach to area schools continues to assure proper and timely reporting on communicable diseases in area schools. In the first 6 weeks of school, 80% of the area schools are reporting regularly this year, compared to the first 6 weeks of school last year, where only 61% were regularly reporting. In the first 6 weeks of school, 63% of preschools and child care centers are regularly reporting compared to the first 6 weeks of school last year where 10% were regularly reporting. We are also preparing our new education component to area providers where we see gaps in reporting and management of reportable communicable diseases.
- Reproductive Health – Received very positive feedback from MDHHS on our Annual Plan we submitted for FY 15/16. We were successful in completing our FY 14/15 Annual Plan objectives. Data compiled from the ongoing satisfaction survey, started in August, showed 7 neutral responses, 1 negative response and 158 positive responses. We provided Reproductive Health Services to 121 men and women in October.
- Adolescent Clinics- Completed Fiscal Year End numbers and narratives for both Youth Health & Wellness and K-Town Youth Care. Youth Health & Wellness provided service to over 600 unduplicated adolescents and provided almost 1500 visits of care. K-Town Youth Care provided service to over 350 unduplicated adolescents and provided over 1200 visits of care. Both clinics saw a significant increase in utilization for the mental health services. K-Town Youth Care more than doubled the number of visits to the mental health provider from the previous fiscal year. Adolescent Health Supervisor attended an outreach event at TC Cares to provide information on clinic services and Health Department services. Event reached over 270 people. Clinic Supervisor attended the Annual Immunization State Conference in Gaylord for a full day of immunization training and updates. This was in response to the large influx in vaccination needs we saw this past year leading up to school. Youth Health & Wellness Center is currently working with TBAISD Career Tech Center for immunization needs for home-schooled students. K-Town presented to approximately 30 youth at The Rock Center about the effect of drugs and alcohol on the mind and body.

### *MATERNAL AND CHILD HEALTH PROGRAMS:*

- Maternal Infant Health Program-This home visiting program successfully completed an on-site State MIHP Certification survey as we welcomed Kathy Schoenberger for a 2 day review on October 22nd and 23rd. All of the employees who have devoted their time and energy to meet the State requirements for this program are to be commended for their commitment and outreach to the maternal and infant clients receiving services from public health nurses, social workers, and registered dietitians. Kathy was particularly complimentary of our staff's quality care as evidenced by the excellent clinical documentation of comprehensive follow-through with referrals to community resources and

other services available to meet client needs. This certification is part of the overall Accreditation of our Health Department.

- Children's Special Health Care Services- This case management program for children and families with special needs had staff representation at a Journey to Adulthood workshop for communities supporting youth with disabilities October 24th at TBAISD Career Tech Center and the Northern Michigan Pediatric Coalition meeting on October 27th which provided a unique opportunity to network with other care providers in the region, participate in education and collaborate about current practice challenges of pediatric care in our region, specifically focused on evidence-based medical management of pediatric patients in our rural community setting.
- Immunization Program- This past month we sent most of our immunization program staff to the Annual Immunization State Conference in Gaylord for a day long training and education. The immunization program at Grand Traverse County Health Department continues to be very busy with requests for vaccination appointments, immunization waiver education appointments, and now, of course, flu vaccination requests for all ages. Currently, we are running both a scheduled appointment clinic with a public health nurse for comprehensive immunization assessments as well as a walk-in flu vaccination clinic every day. Our walk-in stats for 2015 are averaging about 9% higher than 2014. Our vaccination stats for August and September ran greater than 50% higher than the same time last year. We have conducted just over 400 waiver education sessions, including both individual and classroom settings, issuing nearly 600 waivers since January 1st.
- Women, Infants, and Children Program- Both the program supervisor and director attended the annual State WIC Coordinator's meeting in Bay City Oct 26-28th to receive leadership training and WIC State updates. Over this next year, the WIC State office will be rolling out an evidence-based breastfeeding initiative called Collective, a program aimed at improving breastfeeding rates.

### **Human Resources (5)**

- Currently recruiting for 7 positions County-wide with a total 101 requisitions posted County-wide for the year. Last year this month we were at 81 requisitions so there is an uptick in recruiting.
- Wellness Team celebrated Michigan Apple Crunch by delivering apples to each county department asking them to participate in posting photos of groups biting into apples on social media.
- Employee Recognition Team hosted the Making a Difference quarterly reception to celebrate 44 employees from 12 different departments nominated for going above the job to make a difference. We are so proud of our County employees!
- The American Red Cross, the Traverse City Roller Derby Team and Grand Traverse County hosted a Blood Drive at the Civic Center and were successful in donation from 23 people. That is great for a new venue and they'd like to do again in August of 2016.

## Information Technology (2)

- Surveillance cameras have been installed at the Civic Center. The new cameras replaced non-functioning cameras at the skateboard park, one was added to the outside concession stand, and existing indoor cameras were linked into the new recording system.
- IT assisted the jail with a successful switch over to a new commissary vendor.
- The integration of the document imaging system between the Circuit Court and the Michigan Department of Corrections (MDOC) is nearly complete. Training for MDOC staff is being scheduled for later in November. The system allows MDOC documents to be electronically signed and sent to the courts for filing/processing and also provides the MDOC with access to the court electronic case files.
- IT is working with the Sheriff and City Police to implement a web based/mobile crime mapping application that will be available to the public.
- Bids have been placed and responses received to replace the County voice mail system that was purchased in 2007. A recommendation will be presented to the Board in November.
- IT is assisting the Prosecutor's Office with moving to a new cloud vendor. IT successfully converted the Prosecutor's existing case database into a format readable by their new vendor and has also provided a sample document imaging export for the vendor.

## MSUE (7, 8)

- Michigan State University Extension has long been a source of information and education for Michigan residents. On October 27, MSU Extension led a focus group with 40 community participants from Grand Traverse and Leelanau Counties soliciting input from individuals to identify, clarify and prioritize the issues that are of greatest concern to Michigan's residents. MSU Extension will be using this data to shape local and statewide programming and help ensure that we are serving the constantly changing needs of our communities. Focus groups are occurring all across the state during the next few months.

You can still have your voice be heard by participating in our [online survey](#) to share what are the most pressing issues facing our area.

Complete the survey before Nov. 15, 2015 and you can enter a drawing to win:

- two tickets to an MSU men's basketball game (date and time to be determined)
- a basket of Michigan-made agricultural products
- a gift certificate to shop.msu.edu

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

- Over 60 people attended the Village of Kingsley visioning session on November 3. Staff has been working with the US EPA's Technical Assistance to Brownfields Communities (TAB) program to develop a vision for brownfield sites within the Village. MDEQ, MEDC, and MSHDA have also been engaged in the process.

- The County Land Bank Authority, with assistance from Blair Township, is working on a purchase option agreement with a developer interested in the 70-acre tax-foreclosed parcel at the corner of US-31 and Rennie School Road. The Land Bank and the Township retained a realtor to market the parcel with the goal of having the parcel developed and placed back on the tax rolls.
- In addition to work with the various Boards supported by the Department, Staff is currently very busy working on multiple planning and development projects with the Airport, the City of Traverse City, the public taxing jurisdictions, and the HomeStretch non-profit housing corporation.

### **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 October, we engaged in the following:
  - o Authorized 217 misdemeanor warrants
  - o Authorized 48 felony warrants
  - o Authorized 27 juvenile petitions
  - o Initiated 6 neglect/abuse case
  - o Handled the following matters in Family Court:
    - o 15 paternity cases
    - o 5 allegedly mentally ill cases
    - o Obtained 12 judgments 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 October, we reviewed eleven contracts for the following departments:
  - o Board of Commissioners: one
  - o Treasurer: one
  - o Health: six
  - o Parks and Recreation: two
  - o Clerk: 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 October, we reviewed eight requests, and provided advice and consultation to the following departments:
  - o Equalization: one

- o Sheriff: one
  - o GIS: one
  - o Finance: two
  - o Prosecutor: three
- 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 October, we answered questions/prepared memos for the Board of Commissioners and various departments including:
- o Sheriff
  - o Construction Codes
- 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 October, 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 October, we represented the County in the following cases:
- o *Grand Traverse County v. Ernest J. Daughtry et al.* In October, we filed 9 separate inmate reimbursement lawsuits seeking \$12,380.58 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.
  - o *Clous v County Drain Commissioner et al.* Plaintiff filed this action pursuant to Michigan's Land Division Act, in the Grand Traverse County Circuit Court seeking to vacate a private roadway and amend the Plat of subdivision in Garfield Township. Plaintiff has named over twenty individuals, businesses and other entities that may have an ownership interest located in the area of the plat to be amended. The Drain Commissioner is named as a party. He has no objections to vacating the roadway and amending the plat. We have filed an answer stating the same, and more than likely enter into a consent judgment with the Plaintiff. On October 5<sup>th</sup>, we executed a consent judgment, and thereby formally consented to the request for a roadway vacation. The consent judgment was entered with the Court and the case is now closed.
  - o *In re Duck Lake.* We filed the petition to determine the lake level for duck lake with the Circuit Court on October 6<sup>th</sup>. By filing the petition on behalf of the Board of Commissioners, we are requesting the Court hold a hearing to reaffirm the normal lake level of Duck Lake at 837.3 feet, the lake level set by the Circuit Court at a hearing held in 1959, and to set a winter lake level at 836.8 feet so as to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Finally, the petition requests that the Circuit Court confirm the special assessment district



boundaries within 60 days following the hearing. At this point, we are waiting for the Court to set a hearing date.

- o Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of October, 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.

### **Resource Recovery (8)**

- Keystone Brush Site The last day of the season for the Keystone Brush Site at 2471 N. Keystone Rd. is Saturday, November 21, weather conditions permitting. Hours are Tuesday, noon to dusk, Thursday and Saturday, 9am-3pm.

Brush Passes offered by Garfield, Long Lake, Acme and East Bay townships will be accepted until November 21. Residents can obtain a no-charge brush pass at their respective township office for a one-time trip of up to 3 cubic yards of brush, branches, leaves and yard clippings.

- RecycleSmart at the Clean Up Green Up Event RecycleSmart staff provided event assistance and recycling information to approximately 900 customers at the November 1, 2015 Clean Up Green Up event organized by the Michigan Green Consortium at the American Waste Material Recycling Facility.
- Caps for Benches Program A bench obtained from the Caps For Benches program is now displayed at the Public Service Building lobby. This bench will be placed at Pine Grove Park in East Bay Township in the spring. RecycleSmart is currently promoting the Caps for Benches program through the website, newsletter, and school, park, and township liaisons.
- Summary of 2015 Household Hazardous Waste Collections Four Household Hazardous Waste Collections were held in 2015, with 140,960 pounds of hazardous material collected from 850 residential appointments and 61 non-residential appointments including small businesses, organizations, schools and churches. This volume is a significant increase over the 125,176 pounds collected in 2014 and 114,335 pounds collected in 2013.

The average cost of the events on a per participant basis was \$53, however, disposal costs are paid for from the landfill tipping fee on residential and commercial solid waste originating in Grand Traverse County, along with offsets to the total cost including funding for pesticide disposal from the Michigan Department of Agriculture Clean Sweep Program, donations from event participants, and charges for participants bringing more than 150 pounds of material to a given event.

Household Hazardous Waste events will continue in 2016, with the first event expected to be held in late-March.

**Treasurer (1)**

- Refunded Blair 2005 Sewer bond for \$2,725,000 generating a net savings of \$519,781.38 for the citizens of Blair Township.
- Held second successful passport processing evening hours 10/28/15. Total of 130 regular service, 15 expedited and 3 Hand Carry passports were processed in October. Created kid's corner with crayons, coloring books and puzzles to help occupy kid's time while their parents are processing the paperwork for passports. It has been well received by our littlest applicants.
- Had our second no minimum bid auction sold remaining 2 parcels that did not sell at first auction, also sold one of the Land Bank Properties. Worked with the neighbors of 3 small land locked Lank Bank parcels to facilitate sales through side lot program.