



## 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)

- Administration welcomed Deputy Administrator Jennifer DeHaan to the office at the end of January.
- Bids for Resource Recovery services have been received and are being evaluated for recommendation this month.

### Central Dispatch/911 (7)

- Dispatch staff is in training this week for the new Motorola MCC7500 radio consoles with a "go live" scheduled for next Wednesday, February 10th.
- 800MHz radio communications Train the Trainer started the week of Feb 1st. Nearly 500 first responders will then need to be trained before making the transition to the new communications system.
- Inventory management, programming, and installation of new 800MHz radio and paging solutions is underway with an anticipated county-wide deployment before May 1st.

### Commission on Aging (7)

- In January the COA Board of Director Meetings moved from four meetings a month to two. The first meeting is a Committee of the Whole on the first Tuesday of each month. The second is the official Board Meeting on the third Tuesday of the month.
- The COA is hosting the AARP Free Tax Preparation program for the 10th year. Appointments are available through April 18. Hours are 9:30 a.m. to 3:00 p.m. In 2014 278 Tax Returns were E-filed/filed by the AARP volunteers based in our office.

- Universal Aides - Melissa Z. an employee for ten years earned her Certified Nursing Assistant Certification and is the COA's first Universal Aide. A Universal Aide performs the job tasks that formerly required the presence of two In Home Services employees. The clients are happier with one Aide. It is more efficient and effective for the Department.
- Medication Management Pilot - We are conducting a 30 day pilot program with a long time client using a locked, electronic medication dispenser machine.
- Safe Neighborhoods Smoke Alarm Project - In partnership with the Grand Traverse Metro Fire Department the COA Field Staff distributed and returned over 80 forms from clients needing their smoke alarms checked, replaced or requiring new batteries.
- The PERS (Personal Emergency Response Units) Program offers GSM units to clients to accompany their PERS units. The GSM units work with Cell phones. Prior to this only COA clients with landlines were able to rent a PERS unit through the COA.

### **Equalization (1)**

- The GIS merger into Equalization is complete.
- An empty Appraiser position has been filled.
- Equalization is working closely with the local units as they prepare their 2016 assessment rolls to ensure they meet the statutory 50% of true cash value in each class of property.
- The 2016 assessment roll for East Bay Township is nearing completion.

### **Health Department (7,8)**

#### **ADMINISTRATION & FINANCE DIVISION**

- Strategic Planning - Reviewed the previous strategic plan and three years of program highlights during MLK Day training, followed by a strategic planning session for 2016-18. The health department's strategic plan will be finalized in the next few months.
- Year-End - Working towards closing the 2015 calendar year for the Health Department and preparing information to support our annual numbers for the County audit.
- Grant Quarterly Reports - Completed 2016 first quarter grant reporting to the State of Michigan.

- Animal Control - Continuing to work with administration, Sheriff's Office, Traverse City Police Department and Cherryland Humane Society on transitioning this program.
- Immunization Press Conference - One of 4 health departments/cities in Michigan to host a press conference highlighting the success of Michigan's non medial immunization waiver requirement to receive informed consent education from local health departments. Statewide and in Grand Traverse County, the waiver rate dropped over 39% in 2015 under the new policy. This progress is a big step towards keeping children and communities safe from vaccine preventable diseases. However, two House Bills 5126 and 5127 would undo the state's common sense reform and progress.

### **MEDICAL EXAMINER DIVISION**

- ME Software - Assessing software options (current and other) for use of tracking cases and accompanying documentation.
- Body Bags - Delivered body bags, tags and bag seals to scene investigators for all ME cases in three counties.

### **ENVIRONMENTAL HEALTH**

- ServSafe Training - Environmental Health Staff conducted a one (1) day ServSafe training program for food service management personnel in the Grand Traverse region. Our environmental health food staff are certified to instruct and proctor this class through the National Restaurant Association, Education Foundation. Another class is scheduled in March.
- 2015 On-site Sewage and Water Well Permit Increases - Our on-site sewage and water well permits increased in 2015 as compared to 2014. We saw a 16% increase in septic permit activity and a 6% increase in water well permits compared to 2014.
- Beach Monitoring Stakeholders Meeting - The Beach Monitoring Stakeholders group met for our first meeting of 2016 to discuss our plans for monitoring public beaches in Grand Traverse County for E.coli bacteria during the 2016 swim season.

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

#### **Emergency Management**

- Completed & submitted 1st quarter reports and school drill reports mandated by MSP Emergency Management Division.
- Collaborated with GT County and Traverse City and numerous public safety agencies on MLK day lock-down drills, government building hazard/risk assessments and an active shooter demo by TCPD.

- Conducted a formal risk / hazard assessment of NMC campus buildings and began planning an active shooter functional exercise for them.
- Initial emergency planning meetings for: Cherry Fest, Film Fest, and Bayshore Marathon.
- Began working with area church groups to distribute templates for emergency operations plans specific to them.

### **Emergency Preparedness**

- Northern Michigan Public Health Emergency Preparedness has scheduled a Table Top Exercise for the date of June 23rd with the 3 health departments in Northwest Michigan. The exercise will focus on the communications and response efforts across the region emerging infectious disease threats towards the region's public health. The Exercise Plan of the June 23rd exercise is currently being constructed and evaluated.
- Grand Traverse County Emergency Preparedness hosted the Region 7 Training and Exercise Workshop in Gaylord at the Region 7 Healthcare Coalition.
- Grand Traverse County Health Department Emergency Preparedness as well as the NM PHEP has been placed on the planning and coordination committee of an upcoming regional exercise to test an emerging infectious disease response with our partnering hospital entities and regional health care coalitions.
- GTCHD Emergency Preparedness assisted the CD Division of GTCHD in entering, establishing, and exiting a Modified Incident Command System in response to a public health response in the community.
- GTCHD Emergency Preparedness has taken a seat at a partnership with Munson Medical Center in the approach to better prepare and respond to emerging infectious diseases.

### **COMMUNITY HEALTH DIVISION**

#### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

#### **Communicable Disease Program**

- With our chicken pox outbreak wrapping up, most significantly impacting two schools and the children that attend, we were able to start focusing on one of our priorities of preparing for future outbreaks and work to decrease vulnerabilities where we have identified them. There have been 54 chicken pox cases thus far. In addition to chicken pox, we had a case of mumps, which we had not seen in GT County in well over 10 years. This led to our concern of a potential fourth vaccine preventable disease outbreak.
- We provided proactive outreach to 33 health-care provider offices about reportable disease requirements, and provided them a newly created reporting

form. In addition, we reminded them that animal bites are reportable and we are continuing to follow up on all of them. We also offered providers presentations to their staff about reporting of communicable diseases and/or disease specific topics they were interested in gaining more guidance. The response has been positive and we have 5 presentations scheduled in February thus far.

- We answered many phone calls from providers and residents about the emerging Zika virus, and reached out to the OB/GYN and Pediatric Providers to proactively provide testing and travel alert guidance and answer questions.
- We responded to and provided follow up for 63 reportable communicable diseases.
- Staff followed up on 10 animal bite victims living in GT County, including 8 that involved quarantine of an animal in GT County. This is similar to January 2015.
- We have started to see indicators of increased influenza activity, indicating flu season is not here, but may be on the horizon.

### **Reproductive Health**

- We provided Reproductive Health Services to 102 men and women.
- There has been ongoing staff training in preparation for our March “go live” date for moving to electronic medical records (EMR).

### **Adolescent Clinics**

- Completed reporting requirements for Q1 of Fiscal Year 16. Continued to see increasing utilization of our mental health services with steady usage of our medical services.
- Currently running short on clinic staffing due to unexpected medical leave coupled with a maternity leave for our Advanced Practice Providers.
- Provided 153 medical and mental health visits and 32 immunizations for the month of January between our 2 clinics.
- Continued providing educational programs to The Rock in Kingsley for middle school students.
- Presented a life skills program to all 5th, 6th, 7th, and 8th graders at a Kingsley Middle School assembly.

## **MATERNAL AND CHILD HEALTH PROGRAMS:**

### **Maternal Infant Health Program**

- The Maternal Infant Health Program (MIHP) began a pilot collaborative with Michigan Child Collaborate (MC3) Program. MC3 provides psychiatry support to

primary care providers in Michigan, and have focused efforts of support in the Northern region over this past year. Grand Traverse County Health Department is taking part in a pilot program using the MC3 services of Dr. Maria Muzik MD, MS Assistant Professor of Psychiatry at the University of Michigan through a live internet connection with GTCHD clinicians. Clinicians are able to present case studies with mental health challenges, seeking consultation and guidance to improve maternal and infant outcomes.

- A collaborative effort between Grand Traverse County Health Department MIHP, Benzie Leelanau District Health Department (BLDHD), Early On-Traverse Bay Intermediate School District, and Northern Lakes Community Mental Health resulted in a referral process form that will be used by Health Departments and Early On clinicians to assure prompt follow-up for mothers and fathers of infants in crisis. This will benefit mothers with postpartum depression issues as well as other mental health issues. These issues impact infant emotional and social development in infancy.

### **Healthy Futures**

- Grand Traverse County Health Department public health nurses, Pat Drake and Amy Miner, participated in the quarterly regional Healthy Futures Operations meeting held at Munson Medical Center. The team shared the client information/education packet, which was developed by Grand Traverse, with area partners for potential enhancements to the program delivery.
- In January, we began a Healthy Futures integration pilot with GTCHD outreach clinicians. Clinicians are now gathering additional Healthy Futures data elements at the MMC OB department bedside. This outreach has proven to decrease the amount of contact attempts by Healthy Futures clinicians attempting to reach mothers with new infants after hospital discharge by ensuring mothers are given needed referral information at the bedside.

### **Children's Special Health Care Services**

- MI-child transitioned into Medicaid, allowing our clients additional benefits such as travel vouchers. We have begun transitioning to a full electronic medical record, scanning documents and downloading from one system into another.
- We have also been preparing for data extraction from a State-wide electronic system as it is no longer going to be supported. The State is assisting us with the cost of this extraction.

### **Immunizations**

- Zostavax is available for those aged 60 years and older who do not have insurance to cover the vaccine.
- WIC immunization rates up over 80%, an increase of 4% ranking Grand Traverse County 33rd out of 84 counties in Michigan.

- Adolescent immunization rates continue to climb each quarter, exceeding HP 2020 targets of 80% for Tdap and MCV4 by nearly 5%.
- Adult immunizations are also demonstrating improvements in rates, primarily due to increased provider use of the MCIR system. Immunization Lead PHN, as well as the IMMs program administrative secretary, is instrumental in providing ongoing MCIR training to area providers.
- Grand Traverse County, as throughout the US, is experiencing a late and mild flu season. Our county demonstrated significant improvements in flu vaccinations particularly for the children aged 6 months to 8 years, increasing by more than 3% compared to last year and ranking us # 2 in the State out of 84 counties. GTCHD and area providers have pre-booked flu vaccine for the 2016-17 flu season and continue to administer flu vaccine this season. GTCHD and some providers have had to order additional pediatric doses as we are still vaccinating this population.
- Waiver rates for the first school reporting period show a decrease from 9% to 5%. These results, following a year of providing public health nurse education sessions for hundreds of parents seeking philosophical and religious waivers for their children to enter school, are stellar. This is a drop by 39% of the number of waivers previously issued. Grand Traverse Health Department hosted a regional press conference highlighting the significance of these results.
- All of GT County VFC providers continue to work on increasing pediatric and adolescent immunization rates by participating in the AFIX (Assessment, Feedback, Information, Exchange) procedure and AFIX follow up reviews which are conducted by our immunization lead.
- We continue to have several requests from community providers for immunization update education sessions provided by the HD Immunization Nurse Educator.

## **WIC**

- Grand Traverse County Health Department received letter of approval from the State WIC division for our FY 2015/2016 WIC Nutrition Services Plan. Stan Bien, Director of the State WIC Division, comments, "Your continued efforts to serve all eligible clients in your community is demonstrated by collaborating with other community programs and agencies. Please extend my thanks to your staff and administration for supporting the mission of Michigan WIC."

## **Hearing & Vision**

- Kindergarten round ups have been scheduled for all schools, including TCAPS schools with uncertain futures. Hearing and Vision technicians are remaining

flexible and proactive in managing screenings as winter weather affects school attendance and closures.

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

- Currently recruiting for 4 positions that have been posted for the year 2015. In 2016 we have 10 postings for a total of 14 positions in various stages of recruitment.
- MLK Training for county employees focused on workplace safety. Mock lockdown drills were conducted in some county buildings; cyber security training, personal safety training, and conflict training were provided to employees.
- 2 labor groups continue working towards a contract and step 3 meetings have been conducted on 2 grievances.
- Our office has a vacant HR Tech, which is creating more workload as we are currently receiving applications for this position.
- The Employee Recognition Team held the quarterly reception January 22, 2016. There are great employees in this organization and we were able to honor a few that were nominated and to award 4 hours to time off with pay to one who the team felt went above and beyond.
- The Wellness Team is promoting the TC Trimdown, which gained 43 teams to join in the effort. The teams are progressing well and the final weigh-in is April. We hope that one of the County teams is the winner, but they all are being more conscious of healthy lifestyle.
- Chris Minkin, Nationwide representative for Grand Traverse County, came in for one on one appointments.

### **Information Technology (2)**

- IT assisted the Sheriff and City Police with setup and access to incident data for a new web based Crime Mapping application ([www.crimemapping.com](http://www.crimemapping.com)) that went live in January. Residents are able to track crimes in their neighborhoods through the mapping service.
- A new web based process for electronic blood/search warrants and felony complaints was implemented in January. Officers are able to request warrants and have the magistrate and prosecutor review and electronically sign using a computer or tablet. The new process improves efficiencies by eliminating the need for faxing of documents or coming into the office during off hours.
- Payroll changes were implemented for the County and City to meet affordable care act W2 and 1095 reporting requirements.



- With changes to staffing plans, Randy Filkins, Telecommunications, has been busy changing phone system auto attendants for the Commission on Aging, Resource Recovery, and the Prosecutor's Office while at the same time planning for the installation of a new voice mail system for the County/City.
- Rich Pantano, IT Technician, provided two training sessions on cybersecurity for the Martin Luther King training day.
- Fifty desktop/laptop computers have been ordered to begin the annual replacement of approximately 20% of County devices to keep current with technology.

### **MSUE (7, 8)**

- The Great Lakes Hop and Barley Conference is coming to Traverse City! Educators from Michigan State University Extension with support from [Michigan State University AgBioResearch](#), and the [Michigan Brewers Guild](#) are hosting the second Annual Great Lakes Hop and Barley Conference March 16-17, 2016 at the Grand Traverse Resort in Acme, Mich. Due to an overwhelming reception at the first annual conference last year held in Grand Rapids, a larger venue has been chosen to accommodate more attendees. An expanded trade show will also be featured. [Register today!](#)
- MSU Extension's 2016 [Beginning Farmer Webinar Series](#) is underway and runs thru April. These 2-hour interactive webinars cover a wide range of farming topics including getting your land ready to grow, integrated pest management, native bees for pollination, protecting farm animal health, accepting food assistance benefits to increase sales, as well as informative sessions on specific crops like raspberries, wheat, and cider apples. Find the [complete list and registration info here](#).
- Biosecurity for your bird population: A comprehensive poultry biosecurity workshop brought to you by MSU Extension and the USDA APHIS Division will be held Monday, Feb. 29 at 7:00pm in the Governmental Center Cafeteria. Learn practical methods to help prevent the spread of poultry disease such as Avian Influenza (HPAI). The objectives of this workshop are:
  - Discuss disease transmission and prevention
  - Provide proven biosecurity measures producers can implement
  - Provide information about HPAI
 This workshop will be offered at several locations around the state as well as being accessible through Zoom technology. Producers, backyard poultry enthusiasts, 4-H members, 4-H Volunteers, and anyone who is interested in learning more about poultry biosecurity is encouraged to attend. [Register here](#).

### **Parks and Recreation (7)**

- Easling Pool at the Civic Center Park reopened under Grand Traverse Bay YMCA's management on January 13, 2016. A new fitness center at "Y Central" at the Civic Center opened on February 1.
- Parks and Recreation has received a 2 percent grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$5,525 to support improvements to the Civic Center for the operations of Easling Pool and a new fitness center, under the management of Grand Traverse Bay YMCA. The funds will be used to pay for the electrical upgrades in the new fitness center.

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

- With the recent merger of Construction Code into the Planning & Development, staff conducted a strategic planning session on January 18. The plan melds together all facets of the department functions to create a mission, goals, and objectives. The plan is being finalized at this time.
- Staff is working with the Michigan Department of Environmental Quality to address findings from a 2015 audit of the County's soil erosion and sedimentation control program. The audit identified significant program deficiencies that will have to be resolved in order to remove its probation status. Improvements will include staffing and operational changes.
- Staff has been assisting Administration in many activities related to the County's organizational redesign, including a new meeting structure for the Board of Commissioners and updating of several policies. The changes will aid the Board in streamlining operations and provide greater focus on strategic discussions.

### **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 January, we engaged in the following:
  - o Authorized 188 misdemeanor warrants
  - o Authorized 39 felony warrants
  - o Authorized 23 juvenile petitions
  - o Initiated 6 neglect/abuse case
  - o Handled the following matters in Family Court:
    - o 8 allegedly mentally ill cases
    - o 21 referrals from the Office of Child Support
    - o Obtained 4 child support judgments

- 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 January, we reviewed five contracts for the following departments:
  - o Health: two
  - o Planning: one
  - o Parks and Recreation: two
- 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 January, we reviewed eight requests, and provided advice and consultation to the following departments:
  - o Administration: one
  - o Health: one
  - o Soil Erosion: one
  - o Human Resources: one
  - o Drain Commissioner: two
  - o Prosecuting Attorney: 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 January, we answered questions/prepared memos for the Board of Commissioners and various departments including:
  - o Administration
  - o Parks and Recreation
  - o Veteran Affairs
  - o 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 January, 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 January, we represented the County in the following cases:

- o *Grand Traverse County v. Jacob Brown et al.* In January, we filed 18 separate inmate reimbursement lawsuits seeking \$20,701.44 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 *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. A status conference is scheduled for February 4, 2016.

- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of January, Chris Forsyth attended the regular board meeting. Bob Cooney attended the resource management and administration committee meeting, and the ways and means committee meeting.

### **Treasurer (1)**

- We worked with Title Check to get certified notices out to delinquent taxpayers letting them know their parcels will be forfeited and forfeiture fees of over \$200.00 will be added to the 2014 taxes due on March 1, 2016.
- We are working on closing out the year for the County, Brownfield and Building Authority accounts.
- Held our show cause hearing to give taxpayers the opportunity to come in and explore their options regarding extensions or payment plans to delay foreclosure. We are compiling all the necessary documents, notices/affidavits for our foreclosure court hearing next month.
- Processed 272 regular service, and 28 expedited passports in January.

### **Veterans Affairs (7)**

- Department is working with our civil counsel to determine the language for a potential millage request to return to the Board of Commissioners for consideration of placement on the August ballot
- We have been assisting the University of Michigan Dental School in a program to bring low cost and no cost dental treatment to needy veterans in Grand Traverse and Benzie county's through the schools initiative called "Victors for Vets". The

latest session of treatments has seen upwards of 48 veterans in need of comprehensive dental treatment up to and including oral surgery and includes multiple appointment treatment modalities. Program participants include local practicing U of M dental school alumni and students needing their clinicals. Veterans are identified, screened and coordinated through our office and if possible the program can receive partial reimbursement through the VA Dental Insurance Program. All veterans in the program receive their needed services regardless of their coverage or ability to pay.