



Administrator/Controller Report July 2014

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

Boardman River Dams Project (8)

- The Boardman and Sabin Dam Removals proposal has been awarded \$100,000 from the Great Lakes Basin Fish Habitat Partnership through the Federal Fish and Wildlife Service.
- The US Army Corps of Engineers (USACE) will be issuing the Detailed Project Review and Environmental Assessment in early July, and they plan to hold a Public Information Session on August 7, 2014 from 5:00 pm to 8:00 pm at the Civic Center.

Administration (1, 2)

- Copier Bid: Working on cooperative bid with City of Traverse City and County departments. Expect issuance in June.
- Part-time Temporary Staff: Working to fill part-time temporary position.

Central Dispatch/911 (7)

- Staffing: Two part-time temporary positions have been hired to assist with staffing shortages. There are two full-time regular dispatchers also in training, and we are working with some additional applicants with experience who are relocating to our area.

The Director met with Veterans Affairs to discuss ways we might bring veterans in as possible dispatch candidates. One of the things he suggested involves a job website for veterans and we will be taking advantage of that option.

- Funding: Funding issues continue with the caps placed by the MPSC, and we now know what the surcharge revenue and grant funding will cover approximately 59% of the 911 budget. The remaining 41% will come from General Fund. This is for operations only and does not fund any capital needs. Many of the capital requests have been pending for some time and now that our funding status is no longer in flux it is appropriate for long-term funding options to be considered. Information on those options will be provided to the BOC next month.

Commission on Aging (3, 4, 7)

- Senior Center Renovation Project: The renovation architect has presented three possible design options for the Friends Committee to review. Once a design has been

selected, it will first go to the Commission on Aging board, and then to the County Board of Commissioners and the City Commission for final approval. The goal is to begin fund-raising in the fall of 2014. (3)

- Wait List Reduction: The Commission on Aging board has been working for three months to identify ways to reduce our Home Chore (yard maintenance and snow removal) wait list. A plan was approved at the Commission on Aging June Board meeting, and the plan details approved at their Program Committee meeting June 17, 2014. Using fund balance, the Commission on Aging is recommending the following plan for 2014 (if approved by the BOC/County Administrator/Controller): 1.) Increase staff hours from 37.5 to 40 as needed; 2.) Add 1 seasonal employee; 3.) Distribute vouchers to be used to “purchase” services from the private sector. In year 2015, the plan will be expanded as follows: 1.) Add 0.5 seasonal worker, and 2.) Distribute additional vouchers. The seasonal employee services and the voucher services will be tracked and compared to determine which is more cost effective and which is preferred by our clients. The plan will be presented to the BOC in July. (7)
- State Advisory Council on Aging: The 2015 state budget calls for increased funding for in-home services, including Meals on Wheels, in an effort to make Michigan a No-Wait State. (7)

Finance (1)

- During the month we continued to address various review questions or issues that were raised by Rehmann regarding the audit of our financial statements for the year ended December 31, 2013. These issues generally occur as the result of the detail and partner reviews of our financial statements by the auditors. We filed the audited financial statements with the state by June 30, 2014 as required. The F-65 - Annual Local Unit Fiscal Report was also submitted to the Michigan Department of Treasury.
- Munson Healthcare continues to evaluate a potential financing through the County Hospital Finance Authority. If the financing involves a project that is outside of Grand Traverse County, which is under consideration, it may be necessary to amend the by-laws of the County Hospital Finance Authority in order to do this.
- The East Bay Township water improvement project continues to move forward. The township recently purchased some land for the proposed water improvements and they anticipate construction to start later this year.

GIS (4)

- Grand Traverse County GIS was one of 175 agencies recognized by ESRI from over 100,000 nominations for its Special Achievement in GIS (SAG) award at the 2014 ESRI International User Conference. This award is given to user sites around the world to recognize outstanding work with GIS technology.
- The 2014 parcel layer is complete. Data was distributed to assessors on June 19th. This is the earliest date that this process has ever been completed.
- As specified in the 2014 contracts with local units for tax map preparation, tax maps were distributed to the local assessors on June 19th, which is the earliest date that this process has ever been completed.

- In collaboration with Road Commission, the department created and accurately populated private/public attributes in the GIS road center line layer. While this information is useful to the public (realtors, property owners, etc.) for ownership responsibilities, road dedication is an important piece of information for the police to have when arbitrating road maintenance disputes. The information will soon be available to responding officers through the 911 central dispatch center. The process was also automated, thereby eliminating duplicate maintenance efforts and the potential for data discrepancies. The GIS road center line layer is now automatically updated nightly to support operations in law enforcement, Environmental Health, Construction Codes, and other departments.
- Work on implementation of the Master Street Index application for dynamic (and searchable) publishing to the web is currently available on the GIS Department's "Streets" web page.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- Medicaid Cost Reimbursement: The Health Department received an initial settlement of \$685,025 for its 2012 Medicaid Cost Report. Cost reimbursement is a process where the Health Department is reimbursed a percentage of the cost of providing Medicaid services that are in excess of Medicaid revenues generated from medical billing.
- Fluoride Debate: Health Department staff (Health Officer, Medical Director, EH Director and Public Information Officer) have been busy over the past few weeks preparing to defend the continued addition of fluoride to the Traverse City water supply. A small but vocal group of individuals were attempting to convince the Traverse City Commission to stop adding fluoride to our community's drinking water. Community water supplies which are treated with fluoride have been found to significantly reduce cavities within the general population in those communities. A majority of epidemiologic studies since the first use of fluoride in the Grand Rapids water supply in 1951 have clearly demonstrated the safety and effectiveness in community drinking water supplies. Traverse City's community water has been treated with fluoride since January 1, 1952. The City Commission approved the continued fluoridation of the TC water supply by a 5 - 1 vote at its regular monthly meeting on Monday, June 16, 2014. The Health Department hosted a pro-fluoride press conference, talked to media, and gave testimony at the City Commission meeting.
- Hoarding Task Force: Administrative and Environmental Health Staff are attending the newly-formed Hoarding Task Force that meets along with other local agencies such as Metro Fire, Commission on Aging, Northern Lakes Community Mental Health and several other agencies. The group is attempting to create a unified language and response network for those individuals with hoarding disorders. Metro Fire is heading up the task force in order to better protect the first responders who enter houses with hoarders and those who live in houses with excessive clutter.

MEDICAL EXAMINER DIVISION

- The Health Officer is continuing to work with Munson Medical Center staff on morgue expansion review and planning. Munson plans to complete the expansion in FY 2015. A budget request will be brought on behalf of the Medical Examiner's office for assistance with expansion costs for increased capacity.

- The Health Officer is working to review and establish protocols for all Medical Examiner staff. In addition, she is developing a Medical Examiner pamphlet to be given to all families whose loved one is a Medical Examiner case so that they have a better understanding of the office and the process. First responders, law enforcement, funeral homes and staff will distribute.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Temporary Food Inspections: With the advent of summer, our food staff is busy on weekends and holidays conducting inspections of temporary food events. We are currently working with National Cherry Festival officials and food vendors to make sure that the proposed food venues meet with minimum requirements of the Michigan Food Law. A lot of work goes in to the license application process and pre-opening inspections of the proposed food venues before they are approved to operate.
- Bat Exposures: Our Animal Control Officers continue to receive many calls regarding possible bat exposure calls from around our area. So far this year, none of the bats which have been sent to the Michigan Department of Community Health (MDCH) Lab have tested positive for rabies. Bats can be carriers of the rabies virus, which is a viral disease of mammals (including humans), that attacks the central nervous system and is almost always fatal if untreated. According to the MDCH, bats are the mammal most often found to be infected with rabies.
- ❖ Tom Buss, Environmental Health Director, answered a call from the Grand Traverse Metro Fire Department at approximately 11:45pm on Saturday night, June 14th. He was informed that there had been a pressure surge in the water line serving the Health Services building which resulted in a release of water from a pressure relief valve in the basement of the building. When he arrived, Fire personnel had shut down the fire protection system and locked out the air compressor to prevent the discharge of water from the pressure relief valve, which had already soaked some records stored nearby. Fire Officials informed him that he would need to stay until Brigade Fire Protection (in Grand Rapids) came and reactivated the fire suppression system, which happened around 5:00am. A big THANK YOU to Tom for his exemplary actions in this situation.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- Emergency Management: Preparing for Cherry Festival incident command center activities. This year, due to the expected extra attendance because of the Blue Angel's performances, the command post will be manned at all times, and the emergency operations center for the county will be on alert status. The team is creating an incident action plan for the Cherry Festival representing all agencies who are involved in preparation and response.
- Emergency Preparedness: The Crisis Emergency Response Communication plan was updated and approved by the Health Officer. All contact lists were updated as well.

COMMUNITY HEALTH DIVISION

- WIC: On an average day, WIC participants spend \$4,000 on WIC benefits in GTC stores. Maintained enrollment above 2,500 participants for the last three months, which is the highest participant enrollment in the last three years.
 - Starting Project Fresh program this month. Project Fresh is a partnership between WIC and MSU-Extension which provides nutrition education and \$20 worth of

coupons for WIC families to use at the farmer's market for local produce. To improve access to fresh fruits and vegetables for our families, WIC has also just increased the allotted amount of money for fruits and vegetables for children by \$2/month, taking the total from \$6 to \$8 per child per month. Grand Traverse County will be issuing over \$6,000 for participants this season.

- Hearing & Vision:
 - Fall registration dates for middle and high school have been set. Due to overlapping schools/dates, we are unable to serve all 7th and 9th grade students prior to the start of the school year as we have in the past. The student volume at these schools requires the use of all 3 technicians for screening. With no other trained staff available for a second site, some middle and high school screenings will have to take place during the school year, presenting a challenge to both the Health Dept. and the schools.
- Blood Lead: Prosperity Region 2 Childhood Lead Poison Prevention Program (CLPPP) cost sharing grant update:
 - Lead prevention information is being provided in the baby tent at the Cherry Festival and outreach for the Kids Day at the Grand Traverse Fair in August. Parents who have received the information have stated they will make sure to have their children checked for lead through their medical provider.

Human Resources (5)

- General fund positions approved by Board of Commissioners:
 - Accounting Technician – Treasurer's Office .5 FTE
 - Community Corrections Officer 1 FTE
 - Office Specialist – County Clerk's Office 1 FTE
 - (2) Road Patrol Deputy – GTSO 1 FTE
 - Office Specialist – District Court 1 FTE
 - Office Specialist – MSU Extension 1 FTE
- Relay for Life was held on June 7th and 8th at the Civic Center and was attended well during most of the 24 hour walk from the County Employees team. Final total raised by the Grand Traverse County team was \$6,070.90!!
- The Wellness Team collaborated with Meijer Pharmacy to present a Lunch and Learn on June 11th. This is the first of a series of Lunch and Learns that will be presented by Meijer this summer.
- County Elected Officials, Department Heads and Supervisors have been offered a Leadership Training Series in partnership with Northwestern Michigan College. It is a 3-day training series to be held on the NMC Aero Park Campus in August. Sign up deadline is August 1st.
- 2015 labor negotiations began on June 24th with the POAM Deputies bargaining unit.

MSUE (7, 8)

- New this summer at the 4-H Livestock Auction!

There has been a wonderful increase of 20% more youth in our 4-H Livestock programs marketing their animals this year at the Northwestern Michigan Fair. Because of this great boom **the 4-H Livestock Auction, planned for Thursday, August 7th, 2014 will have two auction rings.** The Haberlein Arena will host the large animal auction from 9:00 a.m. –5:00 p.m. featuring Swine, Dairy Feeders, Junior Beef, Steer and a new Dairy Veal program due to local interest. In the Rosa Arena, the auction will be from 12:00-4 p.m. and will feature Turkey, Production Chickens, Meat Chickens, Ducks, Goats, Rabbits, and Lambs. We hope you will join us for this exciting day in 4-H!

- Grand Traverse County youth to travel to MSU's 4-H Exploration Days
This summer there will be over 2400 youth travelling to Michigan State University's campus from around the state for the annual 4-H Exploration Days. This three day, two night event allows 11-19 year olds to see what college life is like – live in the dorms, go to fun and exciting classes of choice and meet new friends. This summer Grand Traverse County will be bringing a group of 91 youth and adults to campus. We are the fifth largest delegation from around the state! We look forward to this wonderful event and all the learning and life skills these 4-H youth will gain!
- ❖ Jennifer Ritter, Injury Prevention Coordinator for Safe Kids North Shore, has been invited by Bonnie Raffaele, mother of Kelsey Dawn Raffaele, to sit on the state's Safe Teen Driving Coalition. Kelsey Raffaele was tragically killed in car crash in 2010 and is known to the public as Kelsey from "Kelsey's Law," a law recently passed in Michigan preventing any driver with a Level 1 or Level 2 licenses from using a cell phone while driving. Jennifer has been invited because of Safe Kids North Shore's efforts in reducing distracted driving through their local programming.

Parks and Recreation (7)

- PRN Update: A joint Grand Traverse Region Parks and Recreation Network-Northwest Michigan Council of Governments (NWMCOG) Regional Recreation Network Meeting was held at the Civic Center on Thursday, June 12. Because the Grand Traverse Region Parks and Recreation Network is setting an example of strength in community-building and presence through its collaborations, the NWMCOG, which has been looking at forming a Northwest Michigan recreation network, wanted to join forces with the PRN to hold this joint recreation network meeting. During the meeting, there were discussions about the Regional Prosperity Plan, recreation projects, and more. The meeting was well attended by a diverse group of stakeholders, including Ann Conklin from the Michigan Recreation and Park Association.
- Recreation Program/Facility Survey: The final report featuring results of the County Parks and Recreation/TCAPS recreation program/facility survey has been produced by Woods Consulting. A copy of the report will soon be posted on line on the Parks and Recreation web page and is available by contacting the Parks and Recreation Department. One of the most notable outcomes is the high demand for adult recreational programming and opportunities.
- Carter's Kids and Kids Kove: This project is on hold.
- E-cigarettes at the Civic Center: During its regular June 2014 meeting, the Parks and Recreation Commission voted 5 to 4 not to ban e-cigarettes from Civic Center property. The Commission will continue to look at this issue and may suggest some alternatives in the future.

- Easling Pool Fees: A meeting of the Parks and Recreation Commission Civic Center Grounds Fees Ad Hoc Committee will take place on Wednesday, July 9, 2014 at 11:30 a.m. in the Civic Center Conference Room to discuss the current and potential new Easling Pool Fees.
- July is Parks and Recreation Month: The Parks and Recreation Commission voted to adopt Resolution 02-2014 and declare and recognize July 2014 as Park and Recreation Month in the County of Grand Traverse, Michigan. July also is Park and Recreation Month nationally. The Michigan Recreation and Park Association offers a free on-line toolkit for parks departments to promote their parks and outdoor activity. Grand Traverse County Parks and Recreation Department will use the toolkit to promote the county's parks, places, and spaces for outdoor activities and family fun throughout July.

Prosecuting Attorney Activity for May (7)

➤ **PROSECUTION**

- Authorized 149 misdemeanor warrants
- Authorized 50 felony warrants
- Authorized 20 juvenile warrants
- Initiated 16 neglect/abuse cases (Our office has 54 open neglect/abuse cases involving 88 children)
- Reviewed 22 referrals from the office of child support
- Handled the following matters in Family Court:
 - 6 paternity cases
 - 13 child support cases
 - Obtained 6 judgments of child support
 - 12 mentally ill commitment hearing

➤ **CIVIL COUNSEL –**

Contracts - Reviewed contracts for Jail Administration, Central Dispatch, Parks and Recreation, and Administration.

FOIA Coordination: Reviewed eight FOIA requests, six for Central Dispatch and two for the Health Department.

Opinions and Questions: Answered questions/prepared memos for the Board of Commissioners and various departments including Sheriff, Health Department, Commission on Aging, Jail Administration, and Treasurer.

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 represent the County in the following cases:

- *Grand Traverse County v. Joseph J. King et al.* On May 7th, we filed with the Circuit Court a complaint seeking reimbursement from 12 current and former inmates housed in the County Jail. Under the Prisoner Reimbursement to the County Act, MCL 801.81 et. seq., a County is permitted to file a lawsuit in Circuit Court seeking reimbursement from inmates, who are obligated to pay housing, medical and other expenses during incarceration. In total, we are seeking \$25,505.21 in

reimbursement. In the future, we will plan on filing a lawsuit a month seeking inmate reimbursement.

Miscellaneous:

- Worked with the Facilities Management Department in renegotiating an easement for use of the First Baptist Church Parking Lot.
- Provided information to the Parks and Recreation Department regarding a proposal to develop an e-cigarette ban at the Civic Center.
- Working with County staff and Garfield Township officials in developing a strategy to defend a tax appeal involving Grand Traverse Mall.
- Prosecuting Attorney Bob Cooney conducted OMA training for local elected and appointed board and commission members.

Resource Recovery (8)

- Household Hazardous Waste Collections: The second Household Hazardous Waste Collection Event of 2014 was held on May 29th. A total of 226 residents and businesses brought over 30,000 pounds of hazardous material to the event for safe and responsible recycling or disposal. **The next collection event will take place on Thursday, August 14th,** and Resource Recovery staff will be taking appointments on the RecycleSmart Hotline (231-941-5555) or online at RecycleSmart.info beginning on **July 29th**.
- 2014 RecycleSmart Kids - Garage Sale: Staff are taking booth registrations for the 2014 RecycleSmart Kids - Garage Sale event on Saturday, August 23, 2014. The event is for (supervised) kids ages 6-12 to learn the value of reuse and recycling – as well as to gain some savvy business sense – by selling their unused toys, games, books, movies and etc. to other kid or parent shoppers. The event will be held at the Grand Traverse County Civic Center – Howe Arena from 9:00am to noon, and the cost to reserve a booth is \$2.00. Goodwill will participate in the event and will be available to receive any donations of unsold items. Admission to buyers (both kids and parents/guardians) is FREE.

Veterans Affairs (7)

- VA Releases Annual Expenditures: The VA has released their annual Geographic Distribution of Expenditures for 2013. These figures are the Governments report of Federal expenditures in the county for veteran's benefits. The VA expended through the payment of benefits to claimants \$34.2 million in 2013. This is up almost 25% over 2012 when the recovery totaled \$27.3 million and is the largest one year increase we have ever seen. Payments to claimants have increased about 100% since 2008 when recoveries totaled \$17.2 million. A full report and break down of recoveries will be forwarded to the Board of Commissioners in July.
- VA Clinic Expansion: No response yet regarding the Grand Traverse VA medical clinic expansion. The VA budgeted \$7.4 million to make the move in 2012. Plans are to double in space, increase services and employees, and decrease waiting times; but to date no measurable steps have been taken to implement the approved move. We have received substandard answers from VA officials on the reason for their inability to get this project off the ground. Congressman Benishek, (who serves on the House Veterans Affairs Committee), and Senator Stabenow's offices are working to get the project moving or at a minimum get the VA to provide reasons for delay. The county will continue to pressure the agency for good answers and appropriate action.