



County Staff Report April 2016

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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 / Resource Recovery (1, 2, 4, 8)

- HHW Collections - Five household hazardous waste (HHW) and pesticide collection dates are scheduled for April 21, May 12, June 23 and August 25 from 1:00 pm to 7:00 pm and October 1 from 9:00 am – 2:00 pm. Grand Traverse County residents may dispose of 150 pounds of hazardous materials at no charge. A \$1.30/pound fee will be charged for quantities greater than 150 pounds. Appointments are required and can be made now at recyclesmart.info/1162 or 941-5555.
- Clean Up Green Up - The Michigan Green Consortium's [Clean Up and Green Up](#) recycling event will be held Sunday, April 17. The event is a free community-wide recycle, re-purpose and reuse event that encourages residents to bring difficult-to-recycle items as well as ones that can be re-purposed or reused to one central location for collection. More information can be found at cleanupgreenup.com.
- Clean Out Your Files Week: April 15 - April 22 - Clean Out Your Files Week is a no-cost opportunity for businesses to recycle unwanted paper material. American Waste will be providing the use of a recycling container at the Sara Hardy Downtown Farmers Market parking lot at the corner of Cass & Grandview Parkway. Accepted material includes newspapers, magazines, old files, office paper and unwanted mail. This container of paper material will not be shredded.
- Earth for Earth Day: Compost Give-Away - Get your free compost! Saturday, April 23, from 8:00 am to noon (or until gone). Self serve, self haul compost is yours FREE at the Sara Hardy Downtown Farmers Market parking lot (Union Street and Grandview Parkway). Compost is courtesy of the City of Traverse City & Grand Traverse County RecycleSmart. Bring your own shovel and container.
- Brush Site - The Brush Drop Off Site located at 2471 N. Keystone Road, Traverse City, opened for the season on Tuesday, April 12. Site hours are Tuesday Noon to 7 PM and Thursday and Saturday 9-3 PM. Accepted materials include brush, grass clippings and leaves, stumps up to 18 inches in diameter, and untreated construction wood. Please note that concrete, sod, and dirt are not accepted.

Central Dispatch/911 (7)

- Leah Hornacek was appointed to the position of Deputy Director of Central Dispatch. Two supervisor promotions were conducted and we are currently recruiting for one open 911 Dispatcher position.
- The 800MHz radio project continues. The new radio consoles are in place and online, and subscriber units are currently being deployed as the programming designs are finalized.
- The State 911 Committee Compliance Review Report was sent to the Board of Commissioners and detailed that our 911 system and operation is in compliance with PA32 requirements.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- The COA is returning to our Heart logo in orange and blue that we used five years ago before the SCN joined the COA. New TV PSAs are being produced and brochures have been designed to reflect the change.
- August 2, 2016 on the Primary Ballot, the COA Millage Renewal is up for the 0.5 Millage renewal.

County Clerk (4)

- No report provided.

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- The March Board of Review process is nearing completion. Equalization is compiling the local March Board of Review data preparing for the Equalization Report.

Facilities Management (3)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Assisted the Finance Department with the closing of year-end in preparation for the annual audit.
- Assisted the County with annual audit preparation for Grand Traverse County.

MEDICAL EXAMINER DIVISION

- No report provided.

ENVIRONMENTAL HEALTH DIVISION

- WTCM Interview- Tom Buss was interviewed by Peter Fortin with WTCM regarding the 2016 beach monitoring program, which will begin at our public beaches on East and West Grand Traverse Bay as well as several inland lake beaches from June 22nd through August 31st.. As in past years, beaches will be sampled on Wednesdays for E.coli bacteria with results posted on Thursdays.
- ServSafe Training- Environmental Health staff conducted their second one-day ServSafe training program for food management personnel in the Grand Traverse region. In Michigan, each food establishment is required to have at least one full time Certified Food Manager who has passed a proctored exam in order to become “Certified”.
- New Food Sanitarian- We welcomed our new food sanitarian Ashley Curtis to our Environmental Health Staff in late March. Ashley filled our vacant sanitarian position following the retirement of Randy Emeott. She received her Bachelor’s of Science degree in Environmental Chemistry from Lake Superior State University, she worked as an Environmentalist II with the Elkhart County Health Department in Goshen, Indiana for five years and moved back to Benzie County with her family in late 2013.
- Beach Monitoring Stakeholders Meeting- We hosted a meeting of the Beach Monitoring Stakeholders group in late March to discuss beach health and safety issues within our three county area of Grand Traverse, Benzie, and Leelanau Counties. Members include representatives from the Grand Traverse County Health Department, Benzie Leelanau County Health Department, City of Traverse City Parks and Recreation, Acme Township, Long Lake Township, Traverse City State Park, Watershed Center, Interlochen State Park, National Park Service and SOS Analytical Lab.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management -
 - o Worked on initial planning considerations for the 2016 Bayshore Marathon, and 2016 National Cherry Fest.
 - o Continued revision to the Government Building Fire & Emergency Plan.
 - o Collaborated with Michigan Emergency Management Association & International Association of Emergency Managers on a united nationwide effort to clarify the

difference between the Professional Emergency Managers and Michigan's emergency (financial) manager law.

- o Notified by Emergency Communications Network (CodeRED) we had been selected to film a video on how we've successfully used CodeRED for emergencies and employee/specialized team call-outs that will be used in a nationwide marketing & media campaign.

➤ Emergency Preparedness

- o Northern Michigan Public Health Emergency Preparedness (NMPHEP) has installed and is building the NMPHEP Sharepoint Site. This is a ground-breaking progressive public health capacity that enables public health professionals across the region to share increased capacities and public health efficiencies.
- o NMPHEP Director Mike Lahey has prepared presentations for the Premier Public Health Conference of Michigan and the National Preparedness Conference. Presentations and discussion boards have been submitted for both of these events and will demonstrate the progressive impacts Grand Traverse County Health Department is leading in public health emergency preparedness.
- o The beginning stages of implementing a public health GIS capacity has entered the planning stages of the NMPHEP operation to continue our movements toward being the leader of public health emergency preparedness in the northern region of the state.
- o GTCHD EPC and GTCHD Health Officer attended the Special Pathogen Conference and Exercise in Lansing that was put on by the state's Division of Emergency Preparedness and Response.
- o Working on developing the budget narratives that will be due to the state for the Budget Period 5 that will commence on July 1st, 2016.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- Dr. Collins did an interview with the Ticker on the Zika Virus. Staff followed up on 59 reportable communicable diseases in March. Provided two presentations related to communicable disease and reporting.
- Reproductive Health – Provided services to 114 men and women in March. Implemented Electronic Health records this month.
- Adolescent Clinics-
 - o Working on preparing for site visit at K-Town Youth Care Clinic involving reviewing all policy and procedures for completeness. Continue to remain busy due to staff on medical leave.

- o Outreach - Clinic supervisor participated in panel on underage drinking at TC West and was interviewed by Mi News 26 in regards to K-Town Youth Care Clinic.
- o Our Mental Health Provider attended an event at The Rock in Kingsley. The event was a basic self defense class and a discussion of the prevalence of sexual assault and how to reduce the risk of becoming a victim. Attendance was high and the event was “sold out”.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program-
 - o Maternal and Child Health Programs continue to meet monthly with Northern Lakes Community Mental health administrative staff. Multiple agencies are working together with the goal of decreasing barriers for families that are in need of Infant Mental Health Services.
 - o Maternal Infant Health Program clinician Deb Deering BSN RN wrote a successful grant through the Traverse Bay Children’s Advocacy Center. This grant helped raise \$600.00 for The Baby Pantry to buy cribs to promote safe sleep for families who reside in Grand Traverse County.
- Healthy Futures- The Healthy Futures Program has started a pilot to help expand nursing visits for families in the community based on need. The hope is to reach more families in need of prenatal and postpartum support by enabling the program to bill for visits through private insurance carriers. Currently Healthy Futures is grant funded. The ability to bill private insurance will increase program reach for prenatal and postpartum services.
- Immunizations- Outreach - Sent out a press release regarding the Flu arriving in GTC and sent out Back to school immunizations fliers for Kindergarten Round Up and 6th Graders (2,000).
- WIC- GTCHD is experiencing a decrease in participation in the WIC Program. This has been a statewide trend. The base allocation for the program was decreased, but due to overall performance funds for keeping participation over 94% for currently enrolled participants, the decrease was minimal. We will continue to work on our outreach to help promote programs for those in the community that are in need of nutritional services.
- Lead Program- We are experiencing an increase in calls from the community due to the Flint lead crisis. Families are interested in learning more about how to test and prevent lead poisoning for their children. GTCHD plans to continue to attend community health fairs promoting lead prevention for all children.

MISCELLANEOUS OUTREACH:

- Water Safety Network joined up with the Great Lakes Water Consortium.
- More initial planning meetings for Cherry Festival Baby Tent.

- Working on rebranding of logo and various brochures, etc. replacing Animal Control to Medical Examiner information.

Human Resources (5)

- Currently recruiting for 17 positions in the County and all phases of that cycle are in progress. This year we have issued 36 requisitions. This time last year we had issued 40 requisitions.
- Michigan Municipal League is leading the search for the Human Resources Director and the Finance Director.
- In March, we have had 0 employees who retired, 5 new hires, 8 promotions and 7 separations from employment.
- The Employee Recognition Team is seeking nominations for Volunteer of the Year with the deadline of April 8th.
- The Wellness Team is working on seminars and new ideas for Wellness this year.

Information Technology (2)

- The Health Department (HD) went live with Electronic Health Records (EHR) for the Family Planning program. The two Adolescent Health and Immunizations clinics were converted over last year. IT assisted Kim White from the HD with conversion of all of the paper charts to electronic records and established the clinic 'flow'. IT also worked alongside Kim to make the necessary changes and additions in the background service tables, labs, installing signature pads and scanners.
- Moved Soil Erosion computers, printers, and phones to the Governmental Center.
- Jon Wilson was promoted from IT Technician to the Server Administrator position that opened up when Gabe Talaga left in December. Isaac Rose has moved into Jon's full time position from a .8 FTE position.
- The Sheriff's department, Courts, Dispatch, Prosecutor, and City Police are currently going through LEIN/Criminal Justice audits by the State of Michigan. Since computers are leaving secure areas the State is now going to require computer disk drive encryption, two levels of authentication when logging on (in use on MDTs now), and encryption of emails with criminal justice information. IT will be investigating the cost to implement each of these requirements.
- Request for Proposals for Windows server auditing software are due on April 13. The auditing software is required for both Health HIPAA and Criminal Justice systems compliance.

MSU Extension (7, 8)

- No report provided.

Parks and Recreation (7)

- After opening mid-January, the Y Central at the County's Civic Center (pool and fitness facility) has 161 Y Central memberships purchased, to date. Marketing strategies have been adjusted to continue to attract new members. Forty-four Y Silver Lake members have consistently been using the facilities at Y Central, and those numbers are added to the Y Central membership numbers to count toward the goal of 400. Once 400 memberships are reached, per Parks and Recreation's management agreement with the Y, the Y will assume responsibility for paying the utilities associated with Easling Pool.
- During its regular meeting in March, County Board of Commissioners approved submission of an Easling Pool planning grant from Parks and Recreation to Rotary Charities. The purpose of the grant is to help Parks and Recreation and the Friends of Easling Pool create a fundraising plan to raise money for needed capital improvements to the pool; to survey public pool operations that are on positive trajectories and provide County officials with data to make budgetary decisions about Easling pool; and to survey the community about the need for the pool. The grant application has been submitted and a decision from Rotary Charities is expected in late April.
- Parks and Recreation and American Legion signed a stewardship agreement for American Legion Baseball to take place again at the Civic Center this summer.
- It is show season in Howe Arena at the Civic Center. During the weekend of April 1, the Michigan Association of Recreational Vehicles and Campgrounds show took place, and reported receiving 3,000 visitors.
- Bookings for weddings, special events, and parties at Twin Lakes continue to be taken by Parks and Recreation and, based on reservations, it was determined in early March that the targeted revenue projection of \$70,000 for 2016 has been met.
- After collecting and considering public input through surveys and on-line votes for three Civic Center playground designs, the Parks and Recreation Commission held a public hearing during its regular meeting in March and approved a final design. Penchura is the playground vendor, and fundraising efforts for the project will begin in early May. Parks and Recreation will notify the public when the fundraising web page is ready. Groundbreaking currently is scheduled to take place in June.

Parks and Recreation/Senior Center Network (7)

- On August 2, 2016, the Senior Center Network millage renewal request will be on the primary ballot. The 0.1 millage is up for renewal every six years.
- 39 new Senior Center members in February.
- 743 Seniors participated in 2,404 units of service in the Senior Center Network in February.
- 133 seniors were served with free income tax assistance in February.

- **Special Events of Note:** Falls Prevention presentations have taken place at all locations featuring Fyzical Therapy and Balance Centers; the Matter of Balance session in Traverse City is full; Hearing screens were held at all outreach locations in March with Hearing USA; art classes began in March, with 15 participants in Acme and eight in Interlochen; Rock ‘n Jam is held at The Rock in Kingsley on the second Saturday of each month from 5 to 8 p.m., with great music and community spirit -- local musicians are encouraged to join in; St. Patrick’s Day Celebrations were held at all locations in March, with a special menu provided by Meals on Wheels; an Artists’ Reception/open house took place on Tuesday, March 29 to showcase artwork created in the Senior Center art class.
- **Upcoming events:** Summer sports registration begins on April 4; an evening Grief Support group, in partnership with Munson Hospice, is held monthly at the Traverse City location; National Volunteer Appreciation Week is the week of April 10; save-the-date cards will be sent to Senior Center volunteers for a summer event on June 22 featuring the NMC Concert Band; on-site shredding at the Senior Center in Traverse City will be provided by CDM Mobile Shredding on May 2; a celebration of “nonagenarians”, “90 Over 90,” will take place on May 9 at the Hagerty Center; Senior Expo will take place on Wednesday, May 18 at Howe Arena; Project Fresh Distribution Day is scheduled for June 1 at Howe Arena, and it is anticipated that coupons for the project will be distributed to over 200 seniors that day.
- In partnership with the Traverse Area District Library, a spelling bee will be held on Sunday, May 15. This “brain health” activity, a favorite among many, is open to participants age 50 and over. How about a Grand Traverse County board-staff team?
- **Making Connections:** A local citizen contacted Senior Center about donating cleaning services while he is on vacation. The cleaning service was used by local senior residents. All of them were overjoyed with the help.

Planning and Development / Soil Erosion / Construction Code (1, 3, 4, 7, 8)

- The County’s Soil Erosion and Sedimentation Control Program is now located on the third floor of the Governmental Center, 400 Boardman Avenue. The program has changed from two part-time inspectors to two full-time inspectors. More changes are anticipated in order to improve the program’s efficiencies and services.
- The HomeStretch Board of Directors selected the Kincaid Henry building group from Lansing to construct the homes in the Depot Neighborhood in Traverse City. Kincaid Henry has a history of working with non-profit housing corporations and MSHDA.
- Through the County’s community development agreement with the City, staff has been working to develop the Eighth Street charrette. While the charrette will take place in May, the public kick-off meeting for the overall process is Wednesday, April 20 at 7:00 p.m. at the Hagerty Center, 715 E Front St, Traverse City.

Probate Court

- No report provided.

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 March, we engaged in the following:
 - o Authorized 210 misdemeanor warrants
 - o Authorized 45 felony warrants
 - o Authorized 23 juvenile petitions
 - o Initiated 6 neglect/abuse case
 - o Handled the following matters in Family Court:
 - o 11 allegedly mentally ill cases
 - o 21 referrals from the Office of Child Support
 - o Obtained 5 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 March, we reviewed four contracts for the following departments:
 - o Central Dispatch: one
 - o Administration: three

- 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 March, we reviewed nine requests, and provided advice and consultation to the following departments:
 - o Central Dispatch: one
 - o Sheriff: two
 - o Soil Erosion: one
 - o Treasurer: one
 - o Equalization: one
 - o Facilities: one
 - 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 March, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - o Administration
 - o Parks and Recreation
 - o Equalization

- 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 March 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 March, we represented the County in the following cases:
 - o *Grand Traverse County v. Thomas Hoedeman et al.* In March, we filed 4 separate inmate reimbursement lawsuits seeking \$3,989.29 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 *North Bay Produce, Inc. v. Cherry Central Cooperative, Inc. et al.* This is a re-plat action where Plaintiff is seeking a court order allowing an amendment to the plat for Wood Cliff Hills Subdivision vacating Wood Cliff Hills Drive. The County Drain Commissioner has been named as a Defendant in this lawsuit. Mr. McElyea is not objecting to the street vacation because it would not impact a County drain. Because the Drain Commissioner is not objecting, we have filed an answer stating that the vacation is not being opposed. A consent judgment should be prepared next resolving the case as to the Drain Commissioner.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of March, Chris Forsyth attended the regular board meeting, and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the public health and safety committee meeting.

Public Works (7, 8)

- No report provided.

Register of Deeds (2)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- We settled with all the townships by the second week in March and the City shortly after. Working with the Townships we increased Winter deferments to 55 applicants this year.
- Drove out and did personal service on all homes that were scheduled to be foreclosed on that have a PRE exemption. All occupied parcels that I visited ended up being paid or hardship extension was granted and the homeowner was put on a payment plan avoiding foreclosure and eviction from their home. We ended up foreclosing on 17 parcels this year, down from 21 last year.

- Processed 111 regular service, and 19 expedited passports and 1 hand carry in March.

Veterans Affairs (7)

- The Veteran's Affairs Department will provide an update to the Board of Commissioners at the April 20th meeting.