



Administrator/Controller Report May 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)

- Charles Peterson notified the county that he has a buyer for the Atlas Polar Trash Rake system at the Sabin Dam and will be removing the equipment soon. We have received a liability certificate as we requested, but we have not been contacted for a specific date of removal. The County Board knew that removal of the trash rakes meant that the county would have to find an alternative way of removing debris from the racks in front of the penstocks. URS has been assisting us to determine an affordable solution to the problem, but no funds have been set aside and the firm will need to be compensated for any engineering work that may need to be done.

Administration (1)

- **Purchasing/Central Services**
 - Investigated and recommended renewal option for office supplies contract
 - Held meeting with Departments to review current purchasing policy and get ideas for improvements to streamline processes and eliminate inefficiencies. Revised policy will be drafted and circulated before bringing to the Board for consideration.
- ❖ Congratulations to Sarah Adams who was honored as Administrative Professional of the Year by the Northern Michigan Chapter of the International Association of Administrative Professionals (IAAP).

Construction Code/Soil Erosion

- With the weather returning to near normal temperatures, construction activity is again on the rise. We are seeing a considerable increase in residential building, mostly in "new homes." Commercial construction remains very strong with many new large projects just beginning or in the review stage. We are looking forward to a very busy construction season.

- The Soil Erosion Department issuance of new permits for the first half of April were slow compared to previous years, but more than tripled in the second half. The number of permit extensions are up due to the weather interfering with stabilizing sites.

Also, due to the significant snow and rainfall along with a deep frost layer preventing infiltration, there have been numerous phone calls and emails from customers with concerns regarding flooding, drainage issues and high lake levels. Most of the calls were not soil erosion issues, but were either natural occurrences or due to existing conditions. Our inspectors have issued 10 compliance notices and are monitoring sensitive sites for soil erosion issues.

Finance (1)

- 2015 budget preparation packets were distributed to budgetary centers on May 5th. Personnel cost projections will be distributed this week, and the Board will be considering the 2015 Budget Calendar and Budget Guidelines at its May 21st Ways & Means Committee meeting.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- Medical Examiner's Office - Continuing to provide administrative oversight for this office and research duties and possible changes in the future. In the first third of 2014, there has already been the same number of autopsies needed as would typically happen in an entire year. The deputy medical examiners will be getting training by the Ingham County Chief Medical Examiner in May and the health officer has been involved with several meetings with Munson and funeral home directors regarding unclaimed bodies.
- Child Death Review Training - The health officer and community health director are participating in a three-day state training on all the components of child death reviews and investigations. The county child death review teams meet and review all deaths in children 18 or under to determine how to prevent similar deaths on the future. The team has representation from many community agencies and law enforcement.
- Administration and Finance Director - We are currently completing second interviews for this position and hope to have the new director in place by the end of May. Jere Pugh continues to assist us on a part-time basis until the replacement is in place.

ENVIRONMENTAL HEALTH DIVISION

- The Beach Monitoring Stakeholders group, which consists of staff from the Grand Traverse County Health Department (GTCHD), Benzie/Leelanau County Health Department, City of Traverse City, Traverse City State Park, Michigan Department of Natural Resources, Watershed Center, SOS Analytical, and the National Parks Service met to discuss the 2014 beach monitoring season. It was decided that the start date for our weekly beach monitoring will begin on June 11 and will end on September 3, 2014. Surface water samples at our area Great Lakes coastal beaches will be collected on Wednesdays, with results reported on Thursdays throughout the swimming season. This program is being continued in 2014 under a 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians.

- Septic and well permit activity continues to increase (over past years) within our Department. Given the increase in permits so far in 2014, even with the hard winter we experienced, we anticipate a continued escalation of permits throughout the remainder of the year.
- The Department hosted a regional meeting of local health departments from Northern Michigan for training presented by the Michigan Department of Environmental Quality (MDEQ) pertaining to Michigan's businesses which serve 25 or more people for 60 or more days per year. Wells serving these businesses are classified as "Type II" water supplies. Our Department monitors approximately 165 of these wells within the county to insure proper well construction and continued acceptable water quality.

ANIMAL CONTROL DIVISION

- Animal Control officers have noted more bat exposure activity than is normal this early in the year. A number of telephone calls have been received and a total of three bats have been sent to the Michigan Department of Community Health Lab for rabies testing. All three bats have tested negative so far for rabies.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- Emergency Management
 - Conducted a Table Top Exercise for Grand Traverse Mall Security, Mall Management, GTSO, Metro FD, North Flight, Blair Twp., and TC Fire. The exercise centered on a violent incident in the mall and tested procedures and guidelines dealing with response, mitigation and recovery of such an incident.
 - Preparing for a large full scale exercise with the MI National Guard 51st Civil Support Unit on May 6 and 7. Many of the County's public safety agencies are participating and there will be an Emergency Operations Center Activation exercise as well. The exercise is built around an attack on our local food supply (agro terrorism) and will be held at the Northern Michigan Fairgrounds as well as the Regional (Fire) Training Center.
 - The National Weather Service in Gaylord hosted its annual Spring Severe Weather Spotter class on April 15 with 32 GTC citizens attending and getting certified as weather spotters.
 - Planning meetings are well underway and a new evacuation plan has been created for the Bayshore Marathon.
 - Planning meetings are underway for National Cherry Festival with in-depth emergency operations plan reviews taking place.
 - The Emergency Management Coordinator attended a FEMA virtual table top exercise on cyber-terrorism with two GTC Information Technology Department employees.

- The recent snow melt and large amount of rain that affected the county the weekend of April 12, 13, and 14, led to some minor flooding issues along Boardman Plains Road. No structural damage has been reported and the only incidents handled were the few roads that were shut down for approximately 18 hours.

➤ Emergency Preparedness

- Preparation of the Health Department's Incident Command Staff is underway for two upcoming large exercises in May. Both of these events will exercise the Health Department's Emergency Operations Plan and familiarize new staff with the processes associated with a Health Department's role and response to a disaster.
- Review of the County's numerous point of dispensing (POD) sites and policies have begun and on-site inspections will begin soon.
- Updated the Michigan Health Alert Network (MiHAN) system to include all of the emergency responders in the GTC Health Department and increased the staff receiving these alerts from 12 to 31.

COMMUNITY HEALTH DIVISION

➤ *DISEASE CONTROL AND PREVENTION PROGRAMS*

- Communicable Disease Program - GTCHD followed upon many significant CD cases we don't typically see every month. They included syphilis, another potential active tuberculosis, a suspected Mumps exposure, and two area Norovirus outbreaks.
- Reproductive Health – We had a Family Planning Advisory committee meeting with client attendance. We have trained staff to assist our clients with enrollment into Medicaid and the new Healthy Michigan Plan (Medicaid Expansion). We will continue to see clients who previously qualified for the Breast and Cervical Cancer Control Program (BCCCP), and now qualify for Medicaid, the Healthy Michigan Plan, and private insurance. We will bill their new insurance or offer a sliding fee scale if they remain uninsured, but don't qualify for BCCCP. We already do this for our Title X (Family Planning) clients.
- Adolescent Clinics - The landlord of the building housing K Town Youth Care **donated and installed** a generator to help assure the proper storage of our vaccines during power outages in Kingsley.
- Youth Health and Wellness Center staff participated in two events at the Career Tech Center; the annual career fair, where outreach is provided about our clinic, and a Wellness Fair focusing on young men's health topics. Both K Town Youth Care and Youth Health and Wellness Center have been recognized for their participation in a continuous quality improvement project to improve male participation at both health centers.

➤ *MATERNAL AND CHILD HEALTH PROGRAMS*

- Maternal Infant Health Program -

- On April 11, GTC hosted a public health nursing and social work continuing education workshop on Stages of Change and Motivational Interviewing presented by Bill Paxton, Pine Rest Director. The program was well attended with nearly 40 participants from several local health departments in the region. Program evaluations demonstrated positive feedback. This was perhaps the first of several offerings throughout the region. Initiated by the Northern Michigan Maternal Smoking Workgroup to address provider learning needs, motivational interviewing is a technique promoted by MDCH as a means to decrease prenatal smoking rates.
- Continued high patient census over 300 and high visit volume for field clinicians.
- Healthy Futures - Participated in Home Visiting Regional Planning Grant follow-up meeting during which home visiting program representatives from our 10 county region explored options for recommending region needs for expansion of home visiting. Great opportunity to network and collaborate to provide evidence-based home visiting model in our Northwestern Michigan region.
- Children's Special Health Care Services - Preparing for National Cherry Festival outreach program. Experienced increased revenue this past quarter due to increased emphasis and effort to connect with families for care coordination.
- Immunizations -
 - Completed our immunization action plan update to the State which highlights our agency efforts to address improving HPV rates, seasonal flu vaccination rates, outreach to at-risk populations, etc.
 - Consulted with Health District #10 to assist us in creating an electronic immunization manual to provide for ease in access and update management.
 - WIC – Challenged with new Medicaid and Healthy Michigan application process; we continue to offer weekly support to assist clients who struggle with the online process. Continued high caseload of over 2,500. Improved show rate from previous two months by 9%.
 - Blood Lead - Cross-training of immunization nurses to provide follow-up with families and physicians on elevated levels. Creating a team of nurses to work collaboratively on this important program.

Human Resources (5)

- General Fund positions approved by County Administrator/Controller and Board of Commissioners: (5)
 - Office Specialist – Circuit Court Family Division
 - Deputy – GT Sheriff's Office (4)
- In Honor of National Police Week, the City and the County held a joint blood drive in Memory of Sgt. Dennis W. Finch on May 12-14 at three different locations. Flyers advertised locations and times. (4)

- The Board of Public Works voted to have the Director take proposed new job descriptions and classifications to the HR Director and the County to evaluate and decide and make a determination if the classifications should be changed.

- ❖ Four employees were nominated for the first quarter Making a Difference award:

Jenny McKellar-MSU Extension
Pat Drake, Health Department

Deb Deering, Health Department
Chris Cramer, Administration

The winner was *Deb Deering!* Congratulations to Deb and to all of the nominees for a job well done! (5)

- Annual blood borne pathogen training was held on April 8 for various departments. Thank you to our employee trainers: Sergeant Todd Ritter, Deputy Sarah Metdepenning, Emily Rice, and Suzanne Cork. (7)
- ❖ Thank you to all the Department Heads and Supervisors who honored their administrative staff during Administrative Professional Week, April 21-25.

Information Technology (2)

- New Verizon cellular MiFi devices providing 4G/LTE speeds have been installed on the Sheriff's department mobile computers using a shared data plan which is expected to save money over the previous cellular plan.
- Replaced network cabling that was over 20 years old in the second floor of the Governmental Center. The new cabling supports Gigabit speeds compared to the previous Megabit speeds of the older style cable.

Michigan State University Extension (7, 8)

- The MSUE office will be holding diagnostic clinics on Wednesdays from 10 a.m. to 2 p.m. starting May 7 and running through September 24. These sessions are open to anyone who wishes to bring in samples of plants or insects or whatever they want to know more about. Trained Master Gardeners and other knowledgeable volunteers will be on hand to provide the diagnostics and help with offering solutions to problem situations. The diagnostic clinics are free.
- The Vineyard Weed Identification and Management meeting held on April 17 was attended by 27 vineyard managers. Dr. Eric Hanson (Dept. of Horticulture, MSU) and Duke Elsner (MSU Extension Small Fruit Educator) teamed up to cover the topic of weed identification, covering the basics of weed ID, weed life cycles and 25 common problem weeds of Michigan vineyards. Dr. Wayne Mitchem from the department of Horticultural Sciences at North Carolina State University made his presentations on herbicide products and weed management programs via a videoconference link. These presentations can be found at grapes.msu.edu
- We have a new educator starting this month in the Grand Traverse MSUE office! Sarah Eichberger, MPH, RD, will be our Disease Prevention and Management Educator, housed in the Grand Traverse office and serving the nine-county district from Manistee to

Cheboygan. She will provide education for those challenged with a chronic illness or at high risk of developing diabetes or other health complications. Eichberger earned her Master's Degree in Public Health at the University of Minnesota and her Dietetics Degree at Michigan State University. Her previous experience includes work as a Community Food Systems Educator for University of Minnesota Extension.

- The MSUE office will be the fortunate host of an intern this summer, from mid-May through early August. Nicole Erickson, a grad student at MSU, will be delivering various forms of health and nutrition programming to adults and youth at area farmers markets and other key places in the community this summer in Grand Traverse and Leelanau Counties.
- The United Youth Leadership 4-H Program finished up their last meeting together April 16 by attending the Grand Traverse Board of Commissioner's meeting. The youth had a chance to visit Leelanau and Grand Traverse Counties as well as the Grand Traverse Band of Ottawa and Chippewa Indians Government offices. Youth also went to East Lansing where they had breakfast with their Legislators and toured the Capitol and Michigan Supreme Court, and spoke with Lobbyists and Legislative aids. This 4-H program will be offered again in the fall of 2014.

Parks and Recreation (7)

- PRN's GTRec (Grand Traverse Recreation) Experience Expo - The GTRec Expo was held Sunday, May 4th from noon to 5 p.m. in Howe Arena at the Civic Center. Blue Cross Blue Shield of Michigan sponsored the second annual event with a \$5,000 check to Grand Traverse Parks and Recreation on behalf of the PRN to underwrite the event and make all booth space free. The event featured interactive booths, prizes, demonstrations in the pool, and music, dance, and art in the GTRec Lounge (the conference room).
- Twin Lakes
 - The Prosecuting Attorney's Office has issued an opinion about the deed for Twin Lakes. While it is not stated in the opinion, there are no deed restrictions for alcohol at the park, as the Parks and Recreation Department has assumed for several years. The director is working with the MMRMA and the Prosecuting Attorney's Office to finalize a policy regarding serving alcohol during events.
 - The Twin Lakes Business Planning Business Development Team met in April and would like to focus on marketing Twin Lakes more as a wedding venue to increase revenue because alcohol may be served there during events.
 - The Director has been communicating with a local landscape architect to discuss the potential for moving the swimming area at the park as requested by the Parks Commission.
 - The Parks and Recreation Rules Committee met in April to discuss enforcement of the Twin Lakes Beach rule, "Swim in designated areas only." The committee asked the Director to research with the Prosecuting Attorney's office about how the rule can be made a civil infraction and how individuals could be deputized to enforce the rule.

Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)

- The Next Michigan Development Corporation has been working with Flight Path Creative on a new marketing effort. Part of that effort is a new name, which is proposed to be called “**Northern Nexus**” for the Corporation. The name reflects the entire Northern Michigan region as well as the hub that Traverse City means to the region. A website is being developed along with other marketing items.
- The Department has been working closely with the City on defining an application for a brownfield targeted redevelopment area along one or more of the City’s corridors planned for redevelopment. Should the City move forward with identifying a targeted area, a brownfield plan would be drafted and would be one of the first in the State of Michigan.
- The Bayshore Corridor Strategy wrapped up its first phase in March. The next phase will be focused on three strategies for the corridor: implementation of transportation improvements (i.e., crosswalks, bike lanes, etc.); development of common zoning standards; and creation of a branding and wayfinding strategy.

Prosecuting Attorney (7)

➤ Contract Drafting and Review

March

- Administration: one
- Parks and Recreation: one
- Health: three
- Treasurer: one

April

- Health: one
- Administration: one
- Parks and Recreation: one

➤ FOIA Coordination

March

- Administration
- Central Dispatch
- Board of Commissioners
- Prosecuting Attorney

April

- Central Dispatch

➤ Board of Commissioners/ Staff Questions

March

- Administration
- Planning
- Treasurer
- Parks and Recreation

April

- Jail Administration
- Health Department
- Parks and Recreation
- Sheriff

➤ 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 represent the County in the following cases:

- *Britten 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 Prospect Park. Plaintiff has named over 20 individuals, businesses and other entities who 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. On February 25, we filed with the court a pretrial statement as required by the court. This statement gives the court an indication of the issues that are in dispute, the likelihood of settlement, the need for discovery, and the need of a jury trial or bench trial. In the pretrial statement for this case, we again reiterated that the Drain Commissioner has no objections to vacating the roadway and amending the plat. The case is still pending.
- *In the matter of the claim of Trevor A Mattis.* This was an employment matter that was adjudicated in favor of the county. The case is now closed.
- *United States of America v Wallace H. Tuttle et al.* The Department of Justice has filed this tax collection action in the Federal District Court, Western District of Michigan, against Mr. Tuttle on behalf of the IRS seeking to foreclose on real property. The County has been named as a party because of the County's lien on the property for any unpaid real property taxes. Pursuant to both Federal and State law the County's lien has priority over all other liens so after any foreclosure sale, the County would be paid first. We have engaged in discussion with a Department of Justice Attorney, who has agreed to allow us not to participate in the litigation, but yet still protect the County's interest if the property is foreclosed. A stipulated order should be entered with the Court in the next few weeks.
- *Parcel 80 BIA Appeal.* On May 2, 2013, we filed a statement of reasons with the Bureau of Indian Affairs, which is similar to an appellate brief. In the statement we again argued that the *Carcieri* decision mandates reversal of the Superintendent's decision placing Parcel 80 into trust. We continue to await a decision from the Regional Director.
- *Parcel 82 BIA Appeal.* On February 4, the Field Solicitor filed a response brief on our appeal of the Secretary of the Interior's decision to put the 158 acre parcel into trust. We continue to wait for an opinion from the appeals board.

➤ 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 **April 2013**, we engaged in the following:

- Authorized 190 misdemeanor warrants
- Authorized 40 felony warrants
- Authorized 22 juvenile warrants
- Initiated 6 neglect/abuse cases (Our office has 52 open neglect/abuse cases involving 82 children)
- Reviewed 27 referrals from the office of child support

- Handled the following matters in Family Court:
 - 6 paternity cases
 - 20 child support cases
 - Obtained 16 judgments of child support
 - 6 mentally ill commitment hearing

➤ Miscellaneous

- Developing an all department-wide FOIA policy
- Assisting Administration in reviewing and revising agreements for the shared use and ownership of the Woodmere Law Enforcement Center and West Front Street properties.
- Assisted the County Administrator in negotiating an option to lease the old County Health Department Building to Grand Traverse Pavilions.
- Working with the Facilities Management Department to renegotiate an easement for use of the First Baptist Church Parking Lot.
- Assisting Jail Administration in seeking reimbursement from inmates.

Resource Recovery (8)

- March 27, 2014 - Household Hazardous Waste Collection Event -185 residents and 20 non-residential generators including local businesses, parks, schools and churches dropped off 24,764 pounds of material at the first event of the year. This included over 10,000 pounds of latex paint, nearly 2,000 pounds of herbicides and pesticides, and 1,260 pounds of batteries. **The next Household Hazardous Waste Collection Event will be held on May 29, 2014.**
- 2013 Battery Recycling Summary - In late March, batteries collected over the past year from Grand Traverse County's five household battery drop-box collection sites were shipped for recycling. Combined with the volume of rechargeable batteries shipped throughout the year through the Call2Recycle organization, Grand Traverse County residents are responsible for keeping a total of 16,465 pounds (over 8 tons) of batteries out of the landfill.
- Department staff delivered a RecycleSmart presentation to 84 kindergarten and first grade students at Cherry Knoll Elementary School on April 16, 2014.
- The Keystone Brush site opened to the public for the 2014 season on Saturday, April 5, 2014. The site is open each week on Tuesday, noon-7 p.m. and Thursday and Saturday, 9 a.m. to 3 p.m. through November 22.