



Administrator/Controller Report

November 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

Administration (1)

- Developed and issued a request for proposals for the county's property and liability insurance. Bids are due December 1.
- Working with IT and the web committee/evaluation team on the web RFP. Proposals are due November 19 and the first evaluation team meeting is November 21.
- Prepared revisions to the Central Records agreement with the city and received approval of the Public Health and Safety Committee to submit the proposed agreement to the city for consideration.

TART Trails (7)

- TART has requested that the county consider administering a contract for snow removal on the trails, with full reimbursement and indemnification by the local units. The request will come before the Ways and Means Committee next week to consider agreements between the county, TART, and the local jurisdictions to help keep the trails operational throughout the winter season.

Boardman River Dams Project (8)

- The Implementation Team is moving forward with plans to remove Boardman Dam, including replacing the aging, single-lane Cass Road Bridge. In July, the IT announced \$1 million in new funding, and more recently, an additional \$1.5 million was awarded through Sustain Our Great Lakes program. Construction of the new bridge will take place in 2015, with removal of the dam to follow.

The team is actively working to raise the balance of funding for the removal project, and has also identified funds to pay for the design costs of the new bridge. However, the team is becoming concerned about the ability to raise the additional \$450,000 needed for the 5% local match requirement for the MDOT grant and construction engineering costs in time for construction to begin when the design is complete, which could be as early as May, 2015. If outside funding for the local share of the bridge cannot be raised by spring, the project could be delayed until funding is secured.

911/Central Dispatch (7)

- A \$1.85 surcharge on all landline, wireless, and voice over internet protocol service users located in Grand Traverse County for 911/Central Dispatch services was approved by the voters on the November ballot. The additional funding will allow for full funding for

the department's operating costs and over \$1.6 million in capital equipment needs over the next six years. The additional surcharge will take effect on July 1, 2015.

Commission on Aging (7)

- Area Agency on Aging Agreement Received Board of Commissioner approval for the 2014/2015 Area Agency on Aging Purchase of Services agreement. The agreement will allow the Commission on Aging to generate revenue for services provided to senior citizens served by the Area Agency on Aging. It also allows for greater cooperation between our two organizations and continuity of care to shared customers. This is a two-year agreement starting October 1, 2014 – September 30, 2016.
- Personal Emergency Response Unit Contract The Commission on Aging will be requesting County Board approval for our Personal Emergency Response Services (PERS) Unit contract. The proposed contract is for up to 500 units per month, for two years, 2015-2017. The current contract is with Guardian Medical Monitoring, which is our recommendation for years 2015-2017. Guardian is the second lowest bidder, but the only vendor to meet the Underwriters Laboratory requirement. Their cost dropped from \$14.95 to \$13.95 per unit per month.
- Home Chore Voucher Agreements Commission on Aging staff have identified two vendors willing to provide snow removal services using our voucher system. The agreements were approved Public Health & Safety Committee November 5, 2014. We will be asking for immediate approval due to time of the year.
- Senior Center Network Travel Show On October 7, 2014, the Commission on Aging Senior Center Network held their annual Travel Show at the Traverse City Central High School. Over 300 senior citizens attended the event and over 500 reservations have been made. The Travel Program continues to grow in popularity. Trips in 2015 include local, state, national, and international destinations, as well as two very popular Mystery Trips.
- Bylaws The Commission on Aging reviewed board bylaws November 4, 2014. The revised bylaws will be forwarded to the BOC for approval.

Finance

- The Finance Director worked with the Board of Public Works on amendments to HB 4874, which would eliminate the sunset on the exemption of the requirement to dispose of septage waste at receiving facilities. Due in no small part to their efforts, a substitute bill has been adopted that keeps the requirement in place for the BPW facility.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- Finalizing many FY14 grant year-end reports and grant FY15 budgets.
- Developing the administrative and billing processes for the new regional Medical Examiner's office.
- Implemented mandatory flu vaccination policy for Health Department staff.
- Facilitating a multi-division Ebola preparedness plan for the community and working closely with Munson Health Care system and first responders (EMS, Firefighters, Law Enforcement,

911) on Ebola preparedness, also. The Health Officer will present the public health preparedness response at an upcoming International Affair Forum hosted by Northwestern Michigan College.

MEDICAL EXAMINER DIVISION

- ❖ Formation of the Regional Medical Examiner's office is nearly complete. Both Grand Traverse and Benzie County boards approved the budget and legal agreement in October. Leelanau County voted to approve the agreement on November 6th, but the regional office will be official effective November 1, 2014. Congratulations to Wendy Trute for her exhaustive efforts to make the tri-county Medical Examiner Office a reality.
- Human resources is working with the health officer and medical examiner staff to transition to county positions.

ANIMAL CONTROL DIVISION

- Bat Exposures- Over the month of October, our Animal Control Officers have noted a decrease in the number of bat-related exposures. Typically during this time of year, the bats go back into hibernation since insect populations diminish as the weather turns colder. As of the end of September, bat exposures were noted to be slightly less for 2014 with 25 exposures, compared to 31 exposures for 2013.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- Emergency Management - The month of October has been spent with school lockdown drills, county employee lockdown trainings, as well as nearing completion of the updates to the county Emergency Operation Plan and Natural Hazard Mitigation Plan.
- Emergency Preparedness - The Emergency Preparedness Coordinator has spent a considerable amount of time assisting the county's public safety agencies with Ebola personal protective equipment preparation and continues to attend bi-weekly coordination meetings with Munson Medical Center and first responders. He also completed the state-mandated Strategic National Stockpile plan update for Grand Traverse County.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

Communicable Disease Program

- Ebola preparedness planning – Updating monitoring and contact tracing protocols for those exposed to Ebola or determined to be at risk.
- Intense and immediate follow up on a fatal case of meningococcal disease. Over 50 close contacts were provided antibiotics. No close contacts became ill. This was the first case since 2008.
- Assisted with a case of pertussis in Leelanau County, where the case was a teacher in a GT County School.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Medicaid Outreach - Submitted quarterly Medicaid Outreach activity report which demonstrated that our health department, including the adolescent health clinics, provided service to clients during 5000+ appointments between July 1st and Sept 30th, more than a 12% increase from the previous 2 quarters. We assisted over 3,700 clients with referrals to other needed services. Our coordination efforts with other community organizations also hit an all-time high at 881.

- Immunizations - The immunization clinic has been busy with walk-in flu vaccination requests from clients of all ages. We have the addition of new office specialist at our immunization desk, Pat Ashworth.
- WIC - Received State acceptance of our 2015 Nutrition Services Plan which focuses on increasing the initiation and duration of breastfeeding through education and support utilizing peer counselors. The plan also emphasizes the offering and scheduling of nutrition education, addressing specific risks, and supporting behavior change over time. WIC participation rate is nearly 98% while still increasing enrollments to over 2,400 clients.
- Hearing & Vision - New hearing and vision technician, Danielle Rice, completed 4 weeks of State required training. We said “goodbye” and “happy retirement” to Pat Berens, 24-year employee of Grand Traverse County, on October 31st.

Human Resources (5)

- Currently recruiting for 6 positions County-wide. So far, in 2014 there have been 82 requisitions posted County-wide.
- Labor Negotiations continue with all bargaining units.
- MI Blood hosted a drive October 27th and the winner of the Lions tickets will be drawn on November 3rd. Those who attempted or gave blood in the month of October with MI Blood mobile drives are eligible.
- The County Lockdown Policy training was conducted for all County employees. That training is recorded for all employees to view on the internal website.
- The ERSA team held its quarterly reception “Making a Difference”, to honor all the employees who have been nominated by co-workers for going beyond the job. Those nominated were Paul Johnson, PJ Harden, Jon Rinckey, Gary Robillard, Robin Ratcliffe, Jackie Jameson, Dean Bott, Jon Wilson, Chris Roberts, Dianna Anderson, Sharon Johnson, Jamie Beck, Ginny Coulter, Curt Brazee, Dean Donmoski, Mike Godfrey, Jim Mang, Norm McCoy, Richard Round. The winner selected by the ERSA team for going above and beyond is the Facilities Ground crew, was Paul, PJ, Jon and Gary, who did an amazing job of clearing the overgrown brush on the county’s property along the river walkway and benches.
- The fall flu clinic was held at the Governmental Center on October 16th. There were not enough vaccinations for everyone and those who were not able to get their shots can go to the Health Department during walk-in times or to most local pharmacies.
- ❖ CPR training was held on October 21st and 27th. There were approximately 17 employees trained. Thank you to the Corrections Department, especially Captain Hall, Mary Ocko and Chris Whetstone for training on CPR/First Aid/AED for nine county employees, and thanks to Erin Parsons and Kris Erickson for the CPR training on October 21st!

Information Technology (2)

- The State of MI requires officers using mobile devices to use two methods of authentication to log into a computer prior to accessing the criminal network. A new server and software were configured and client software was installed on each of the

Sheriff and City Police mobile computers. Officers must now select a specific pattern that is displayed on the screen as well as login in with their user credentials to gain access to the network.

- A new server was installed and configured for the Sheriff and City Police to allow encrypted access to the network from mobile devices. This is a replacement for an existing server that did not support Windows 8.1 mobile computers.
- A request for proposal has been issued for a new web site for the County. A web site evaluation committee with representatives from County departments has been formed to evaluate the proposals when they are received. Vendor presentations are planned for January with a recommendation to the Board planned for February.
- A request for proposals for a camera surveillance system for the Governmental Center first floor and 911/Dispatch entrance has been issued and responses received. The responses are being evaluated with a recommendation to the Board planned for December.
- The iSeries (AS/400) system was upgraded to the latest operating system on October 25th. The iSeries hosts applications for the Courts, City Utilities, Construction Code, and County and City Finance and Payroll.
- The County's cell phone contract with AT&T was reviewed and compared to Verizon's available plans. Both vendors offer State of MI and Western States Contract Alliance (WSCA) pre-bid plans. It was determined that the AT&T WSCA contract continues to provide a savings over Verizon's contract of approximately \$17,000 per year. The decision was made to stay with the AT&T contract, which can be terminated at any time without penalty.

Parks and Recreation (7)

- Power Island - During bow season, one deer was harvested, processed, and donated to Food Rescue as part of the effort to control the deer population on the island through DNR's Deer Management Assistance (DMA) program. Remaining management permits issued by the DNR will be used by the county Department of Veterans Affairs during the weekend of November 28. Any harvested deer will be donated to area veterans.
- Twin Lakes - The Parks and Recreation Department will prepare a Request for Proposals to be submitted by area event planners interested in working with the department to promote and handle logistics for weddings and other events next year at Twin Lakes Park. This is part of the business plan being developed by the Business Development Team of the Parks and Recreation Commission.

A gate has been installed at Twin Lakes Park, which will open at 8 a.m. when the park opens, and closed at dusk when the park closes. An amendment of the Parks and Recreation Park Rules to close the park at dusk was approved by the Parks and Recreation Commission.

- Kids Kove - Kids Kove children's playground at the Civic Center remains closed until further notice. Following an independent playground safety inspection and a second round of soil testing for arsenic, reports were issued to the Parks and Recreation

Department, and a special meeting of the Parks and Recreation Commission about Kids Kove was held on Thursday, October 30. During that meeting, the commission passed a motion to turn over to the Original Kids Kove Committee any fundraising, design, and development aspects of a renovated Kids Kove. The committee will inform the commission whether it will undertake this project by the commission's regularly scheduled meeting in December. The commission also passed motions for the Director to obtain cost analyses for repairing the structure (in phases from crucial to less crucial repairs over time) and for removal of the structure and replacement with a similar structure on same footprint. In addition to providing requested cost analyses, the director will contact DEQ Toxicology about recommendations for remediation of the soil, and obtain quotes for removal and disposal of wood chips from the playground. Soil sample test results indicate that the levels of arsenic are confined to the wood chip layering above ground.

- **Easling Pool** - In-person and on-line registration for the Second Fall Session of American Red Cross Learn-to-Swim lessons opens Monday, November 10 at 10:00 a.m. This is an accelerated session, with eight units per class over two weeks' time. The lesson schedule is published at www.grandtraverse.org/parks.

Full scholarships still are available from the American Red Cross for lessons, Lifeguard Certification classes, and Water Safety Instructor Certification classes. The next Lifeguard Certification training put on by County Parks and Recreation begins Tuesday, November 11.

For more information about American Red Cross scholarship opportunities, lessons, and Lifeguard and WSI certification courses, contact Erin Parsons, WSIT, LGI, at 231-922-4816 or send an e-mail to eparsons@grandtraverse.org.

The third Freshmen Water Safety Training session of the school year takes place at the Civic Center on November 11, starting at 9:30 a.m. Training is team effort, led by members of the U.S. Coast Guard, the County Sheriff and Marine Division staff, and the County Parks and Recreation Director, Aquatic Leaders, and WSIs. The goal is to train as many TCAPS freshmen as possible about water safety during the 2014-2015 school year. Approximately 250 students from T.C. West and Central have been trained so far this fall.

- **MI Big Green Gym Challenge** - Team Grand Traverse has won a \$3,000 wellness grant by placing second in the 2014 Blue Cross Blue Shield of Michigan MI Big Green Gym Challenge. The challenge ran for approximately 10 weeks and ended October 12, with a total of 5,256.75 miles of exercise logged by Team Grand Traverse members. Team Emmet County, which consistently led the competition, placed first with 8,183.01 miles. Representatives of County Parks and Recreation will attend an award luncheon at the Blue Cross Blue Shield of Michigan offices in Traverse City on November 11. County Parks and Recreation thanks all of the community members who enthusiastically participated in the challenge!

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

- The Joint Housing Task Force held its kick-off meeting on October 23. The Task Force consists of representatives from Grand Traverse County, Traverse City, Garfield Township, East Bay Township, and the Traverse City Housing Commission. The Task Force reviewed several studies and strategies addressing housing in the County. The Task Force will be meeting on the 3rd Thursday of the month at 4:00 at the Commission

Chambers of the Governmental Center. Next steps are to investigate housing development models, tools that incentivize housing, and potential locations for new housing development.

- Northern Nexus, formerly Next Michigan Development Corporation, approved a tax abatement for Electro-Optics Technology (EOT). EOT is expanding with a new building at the Peninsula Business Park. The new \$4,000,000 investment in East Bay Township will allow EOT to expand beyond its current 75 positions by adding 25 new jobs. 80% of EOT's sales are international with a significant portion of their product being shipped out via air.
- The Planning & Development Department is very busy working on several new projects around the County. The Brownfield Redevelopment Authority is looking at four new potential projects and there are a number of possible housing projects located around the County. Also, many activities are happening related to the Community Development Agreement with the Traverse City and the Downtown Development Authority.

Prosecuting Attorney (7)

PROSECUTION

As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of October, we engaged in the following:

- Authorized 162 misdemeanor warrants
- Authorized 19 felony warrants
- Authorized 21 juvenile petitions
- Initiated 2 neglect/abuse case
- Reviewed 20 referrals from the office of child support
- Handled the following matters in Family Court:
 - 11 paternity cases
 - Obtained 10 judgments of child support
 - 8 mentally ill commitment hearing

CIVIL COUNSEL

- Contract Drafting and Review As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of October, we reviewed five contracts for the following department:

- Administrator: one
- Circuit Court: three
- Health: three
- Commission on Aging: one
- 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 October, we reviewed eleven FOIA requests, and provided advice and consultation to the following departments:

- Central Dispatch: four
 - District Court: one
 - Animal Control: two
 - Soil Erosion: two
 - Administrator: one
- Board of Commissioners/Staff Questions Part of our duties as Civil Counsel involves answering questions and preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of October, we answered questions/prepared memos for the Board of Commissioners and various departments including:
- Human Resources
 - Commission on Aging
 - Sheriff
 - Parks and Recreation
- 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. Although we did not prepare any ordinances for the month of October, we met with the Chair of the Parks and Recreation Commission and Parks Director to discuss creating an ordinance for the Twin Lakes County Park.
- Litigation We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of October, we 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. On July 28th, we appeared before Judge Rodgers requesting entry of default judgments against those Defendants who did not file an answer to the lawsuit. Judge Rodgers granted our request except as to one Defendant. The Court gave that particular Defendant additional time to answer the complaint. This particular Defendant, John Steiner, has filed a motion to dismiss, claiming he is incompetent and thus lacks the capacity to be sued. We will file a response to his motion once the Court sets a hearing date. On September 22nd we appeared before Judge Rodgers, who denied Mr. Steiner's motion. The case will proceed to trial.
 - *Grand Traverse County v. Sarah Rose, et al.* On June 28th, we filed a third lawsuit seeking reimbursement from 18 current and former inmates. In total we are seeking \$51,715.19 from all the inmates named in the suit. In August, we began the process of seeking default judgments against Defendants who have not responded to the

complaint. We expect the Court to set a hearing sometime in September or October. A hearing was on October 6th, and default judgments were entered against multiple defendants.

- *Grand Traverse County v. Shannoah Perez*. This is another inmate reimbursement lawsuit seeking reimbursement from 9 current and former where we are seeking \$8,899.87 from inmates named in the suit. We are in the process of obtaining default judgments from most of the defendants. A hearing will be held sometime in November.
- *Parcel 80 BIA Appeal*. We have filed this appeal challenging the decision of the Michigan Agency of the Bureau of Indian Affairs placing 12 acres of property into trust owned by the Grand Traverse Band of Ottawa and Chippewa Indians. 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 v. Salazar* 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*. As we did in the Parcel 80 appeal, we have argued that the Director was without authority to place this 158-acre parcel into trust because the Grand Traverse Band was not recognized by the Federal government in 1934 when the Indian Reorganization Act was adopted. On February 4, 2014, the Field Solicitor filed a response brief. We continue to wait for an opinion from the Appeals board.
- Board of Commissioners Meetings We attend every Board meeting, committee meeting and any special meetings. For the month of October, Chris Forsyth attended the public health and safety meeting, ways and means meeting, the resource management and administration meeting, and the special budget meeting. Bob Cooney attended the regular board meeting.

Resource Recovery (8)

- Illegal Dumping Cleanup - Department staff have been involved in several actions to eliminate all known illegal dump sites documented within Grand Traverse County. The department is continuing to work with the DNR Clean Forests Initiative Coordinator on cleanup activities for smaller sites that become known, and large cleanup projects have been completed for two very challenging sites, including cleanup of a century-old dumpsite from the former Boardman Valley Hospital. These cleanups have succeeded due to outstanding cooperation between leaders of local volunteer groups, the DNR, the Conservation District, the Grand Traverse County Road Commission, and the Resource Recovery Department. American Waste has provided support with discounts and donations and Alta Equipment has donated heavy equipment. Numerous civic volunteers and volunteer cleanup groups have been highly active in the cleanup of 55 sites listed during 2014 and achieving the stated target of zero known dump sites on public land in Grand Traverse County.
- Keystone Brush Site - The brush site will remain open until Saturday, November 22 unless weather conditions necessitate earlier closure. Please note that as of November 4, Tuesday hours will be from noon until dusk.