



## County Staff Report June 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, 7)

- The April 21 Household Hazardous Waste (HHW) collection served 228 residents and 7 businesses and collected 39,120 pounds of hazardous waste for proper disposal. The May 12 collection had similar attendance with 206 residents and 5 businesses. The next collection is Thursday, June 23. Appointments for the 2016 collections can be made online at [www.recyclesmart.info](http://www.recyclesmart.info) or by calling the RecycleSmart hotline at (231) 941-5555.

### Central Dispatch/911 (7)

- No report provided.

### Circuit Court

- No report provided.

### Circuit Court - Family Division

- No report provided.

### Commission on Aging (7)

- The Volunteers at the NMC BBQ packaged and delivered 310 meals this year.
- The COA has a new Public Service Announcement on local TV Stations and just published a new, updated brochure thanks to a donor's generous gift. Note the 14 point type making it easier to read.
- On June 7, the COA Board of Directors will be asked to approve the final staff recommendation for the MedMinder electronic medication box. Anticipating a positive outcome, the staff plans to have these smart, locking, wireless pillbox units into client homes in July.
- As of May 31, the staff of the COA has provided service to 1,430 residents of Grand Traverse County.

- The COA was contacted 1,179 times last month for information and assistance.
- The sale of our transportation vouchers is close to double that of last year. As of April 30 we have sold 4,509 as compared to 2,511 in 2015.
- At the end of the first Quarter Individual contributions have reached 72% of our goal for the entire year, 39% higher than anticipated!

#### **County Clerk (4)**

- Stats for month of MAY
  - New Circuit and Family Court Cases filed: 48 civil, 72 domestic, 31 felony, and 37 juvenile.
  - Three (3) jury pools sent out for Circuit Court trials.
  - Clerked two trials which lasted 9 days.
  - Clerked 2 County Commission meetings.
  - Vital Records filed: 169 births, 104 deaths, and 68 marriage licenses.
  - DBAs filed: 82
  - Concealed Pistol applications filed: 103
  - Concealed Pistol fingerprints done: 81
  - Concealed Pistol Licenses issued: 138
  - Passport Photos taken: 93
  - Certified Copies: 601 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 5
  - Voter Registrations: 192

#### **County Drain Commissioner (3,7,8)**

- No report provided.

#### **District Court**

- No report provided.

#### **Equalization / GIS (1, 4)**

- Personal Property Summary Reports for Debt Rate Calculations are being compiled.
- L-4028 Millage Reduction Fractions and Base Tax Rate Fractions are being compiled.
- Principal Residence Exemption audits remain ongoing. Some future appeal hearings have been scheduled and the auditor has taken part in hearings during May.
- Tax Maps are being updated with 2016 parcel boundaries.

#### **Facilities Management (3)**

- No report provided.

#### **Finance (1)**

- Started 2017 budget process.
- Completed annual audit fieldwork.

- Coordinated meeting with MGT of America, Inc. to discuss the process for the cost allocation plan for 2015.

### **Friend of the Court**

- No report provided.

### **Health Department (7)**

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

- Working on FY 2017 Budget
- Completed Medicaid cost settlement calculation for 2014 and have submitted it to the state for review and payment. The finance director and accountant disagreed with the final settlements that were sent to us for 2012 and 2013, so they sent in encounter detail and GTCHD received an additional \$67,974 for 2012 and \$60,007 for 2013 for an additional total of \$127,981. Nice work Marissa Milliron and Erin Carlson!

#### **MEDICAL EXAMINER DIVISION**

- Gave report to Benzie County commissioners on 2015 Benzie Medical Examiner deaths and status of medical examiner office activities.
- Participating in statewide medical examiner analysis and assessment of system and looking at best options for efficiency and quality of process throughout the state.

#### **ENVIRONMENTAL HEALTH**

- Norther Michigan Public Health Alliance / Environmental Health Committee- Tom Buss met with other Environmental Health Directors in Gaylord on May 31, 2016 to start a strategic planning process for the Northern Michigan Public Health Alliance organization. Our group is tasked to work on ways for local Environmental Health departments to work collaboratively towards common environmental health goals and strategies to strengthen our programs across northern michigan.
- Dog Kennel Inspections- Tom Buss completed the annual dog kennel inspections for calendar year 2016. These inspections are required by County Ordinance. A total of 18 kennels were inspected during the month of May.
- ServSafe Training Course- Environmental Health staff conducted their third one-day ServSafe training course for food management personnel in the Grand Traverse region. In Michigan, each food-service establishment is required by law to have at least one full time Certified Food Manager who has taken this class and passed a proctored exam to gain certification.
- Beach Life Stations- Environmental Health staff have completed the construction of an additional 16 life safety stations which will be distributed at public beaches throughout our region. This brings the total life stations constructed and distributed for the Grand Traverse, Leelanau and Benzie region to 61! The life stations are constructed as part of the "Play it Safe in the Water" campaign through the Northwest Michigan Water Safety Network. For

more information regarding this network, check us out on facebook at [www.facebook.com/playitsafeinthewater](http://www.facebook.com/playitsafeinthewater).

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

### ➤ Emergency Management -

- o Months of planning cumulated in the Bayshore Marathon. It was a busy marathon for EMS as the weather was very warm and humid. 47 participants needed medical assistance and transport from the course and 7 of those required transport to Munson ER. The Unified Command Post was operational from 5:30am until late in the afternoon. Agencies operating in the Command Trailer: EM, Central Dispatch, TCPD, TCFD, Peninsula FD, GTSO, and North Flight EMS.
- o Planning meetings and Incident Action Plan development for National Cherry Festival is in high gear as well as Incident Action Plans for Great Lakes Equestrian Festival, Film Festival, and Northwest Michigan Fair.
- o A Hazard/Threat Assessment was conducted with GTSO at Tyson Brands (Sara Lee).
- o An active shooter exercise was conducted at NMC with TCPD and TCFD.
- o The Local Emergency Planning Committee (LEPC) used grant and hazardous materials (HAZMAT) site assessment monies from the state to subscribe to a HAZMAT site reporting/recording software system that will greatly enhance our ability to monitor, track, assess, and enforce the federal requirements at all county sites that have hazardous materials on site.

### ➤ Emergency Preparedness

- o Grand Traverse County Health Department and Northern Michigan Public Health Emergency Preparedness Director presented on the collaborative practice of preparing Grand Traverse County alongside its regional neighbors for large scale public health emergencies at the National Preparedness Conference held by the National Association of City and County Health Departments.
- o Grand Traverse County Health Department stood up the Northern Michigan Public Health Emergency Preparedness Share Point platform. This collaborative platform enables health departments across the northern region to strengthen, grow, and implement the planning, preparedness, and implementation of advanced emergency preparedness planning and response. This capacity was funded through the NMPHEP collaboration and is administered and managed out of the Grand Traverse County Health Department Office.
- o The NMPHEP June 23rd Emerging Infectious Disease Table Top Exercise Plan was finalized and the planning stages of the logistical operations of this seven county, three local health department exercise were conducted. This exercise will test Grand Traverse County Health Department's capacity to plan for, respond to, and grow from the next large scale public health emergency within Grand Traverse County and alongside our neighboring counties and partnering public health agencies.

- o Grand Traverse County Health Department Emergency Preparedness prepared the 2016 Budget Period 5 financial narrative and for GTCHD and NMPHEP and submitted to the state of Michigan. All budgets were approved and finalized moving into July 1st and work plans for the application to additional supportive state and federal grants have begun.
- o Grand Traverse County Health Department Emergency Preparedness joined community partners with the Bay Area Transportation Agency on advanced community growth and development.

## **COMMUNITY HEALTH DIVISION**

### *ADOLESCENT HEALTH CLINICS:*

#### ➤ KTown-

- o Kingsley staff participated in the bike to school day with Safe Kids North Shore and the Kingsley School System. The event drew approximately 40 kids in spite of outdoor temperatures in the 40's and rain.
- o Clinic supervisor participated in a town hall event at TC West surrounding the topic of prescription drug abuse and adolescents.
- o Clinic staff attended a conference to learn about engaging adolescents through social media.
- o Clinic medical provider (NP) has been engaging students from Kingsley High School in weekly meetings detailing ideas on how to increase clinic participation and a potential rebranding campaign.
- o We are experiencing difficulties in scheduling mental health services to meet the increasing demand for our services.

#### ➤ Youth Health and Wellness Center-

- o Clinic supervisor participated in a town hall event at TC West surrounding the topic of prescription drug abuse and adolescents.
- o Also, experiencing difficulties in scheduling mental health services to meet the increasing demand for our services.
- o Held our biannual Community Advisory Committee meeting with attendance by school staff and community members. Great progress was made.
- o Currently in process of remodeling/updating the clinic waiting room with assistance of the Student Advisory Committee. All services being provided by the Career Tech Center and students of the Career Tech Center. Goal is to make the waiting room more adolescent friendly.

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

- Communicable Disease Program- Congratulations to Erin Johnson on her recent promotion from Public Health Nurse to CD Program Coordinator. CD Nurses followed up on 70

reportable communicable diseases and animal bites in May. One community presentation about communicable diseases and reporting was provided to a local agency.

- Reproductive Health – Provided services to 100 men and women in May. Staff are becoming more comfortable in month three of our Electronic Health Record implementation, and were able to see more clients this month compared to April.
- Immunizations- Congratulations to Sheila Corner on her promotion from immunization lead to immunization program coordinator. Immunization administration numbers have been consistent this first quarter 2016 compared to 2015. We opened up multiple days in the month of June for parents needing waiver education appointments to meet Fall 2016 school entry requirements, while continuing to maintain full capacity openings for immunization vaccination appointments for all ages. We currently have an opening for a full-time Community Health Administrative Secretary, which includes responsibility as our Biologics Clerk for the Immunization program. During this vacancy period, we have been cross training two employees to the various critical responsibilities of this role eventually providing us greater depth of competency and coverage for time off. Additionally, we are seeking applicants for two public health nursing position vacancies to include work in our immunization program, as well as, our communicable disease, reproductive health, and maternal child programs.

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

- Maternal Infant Health Program- Both Community Health Director and Maternal Child Health Supervisor attended our monthly regional quality improvement committee meeting held at the Grand Traverse County Health Department, which includes representatives from throughout northern Michigan local public health departments. Current average caseload is 275 clients with an average admission conversion of 89% this current year compared to last year's overall average of 84%, achieving 100% this past month. We provided 212 visits to our infants in this medicaid program, a record number this year so far by greater than 10%.
- Healthy Futures-Current average caseload is 560 clients, both pregnant women and postpartum moms and babies combined. We continue to explore additional funding sources for this growing outcome based universal program for Munson births not dually serviced through our Medicaid funded Maternal Infant Health Program.
- Children's Special Health Care Services- We welcomed new team member, Martha Thorell, one of the public health nurse case managers as she has transitioned her previous responsibilities and been orienting to the CSHCS program over this past month.
- Pediatric Cardiac Clinic- We participated in two specialty clinics providing Public Health Nurse Heide McNichols to serve 19 special needs cardiac clients in our community for the month of May 2016.
- Head Start- We held our annual Orientation Planning Meeting with Northwest Michigan Community Action Agency. Head Start physicals dates were set for September 2016. We project another successful year integrating services by having the Head Start Clinics based at GTCHD.

- WIC- We received 365 Project Fresh coupon books with \$20.00 per book. We are working in partnership with MSU Extension to provide education classes at the Health Department for our qualifying WIC clients in June 2016. Last year, we had a 74% redemption rate for Project Fresh, which was up from 67% in 2014.
- Hearing & Vision-We participated in Grand Traverse County's schools kindergarten round up process which usually begins at the end of April and extends through mid June.
- Blood Lead Follow-Up- status quo

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

- Currently recruiting for 28 positions of which 7 are on hold. This year to date we have issued 60 requisitions. This time last year we had issued 46 requisitions.
- In May, we have had 4 employees who retired, 7 new hires-of which 3 are Seasonal Marine Deputies, 0 promotions and 3 separations from employment.
- Budget training was taped by HR and put for review on the County Youtube account. This is unlisted so is not public.
- The Fire and Safety Emergency plan was rolled out in the Manager's Meeting on May 25, 2016 and a meeting will be set with all the lead persons to instruct on their responsibilities.

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

- A new voicemail server went live on Wednesday, June 2. Randy Filkins, Telecommunications Coordinator, has spent the majority of his time over the last couple of months setting up the system and re-configuring department auto-attendant menus. Departments were required to re-record each menu item for the system. All voicemail users also needed to re-record their greetings on the system.
- Demonstrations were held for new Construction Code software. Vendor references are being checked with a recommendation planned for a June Board meeting.
- District Court Probation will begin testing a new document imaging application in June that has been developed jointly by Greyson Chen-Landvoy, IT Programmer/Analyst, and District Court. District Court will be utilizing software licenses from the Prosecutor's Office. No additional software was required to be purchased for the new system.
- IT hosted a budget training session in May for departments that have new personnel that have not been through the process before.
- The IT department has seen a recent increase in phishing based spam emails. The emails often appear to come from someone the person knows and trusts asking the receiver to open a protected document where they must provide a username and password. It is surprising how many people respond and enter their credentials and then compromise their own email account. Other emails ask for a wire transfer to pay a consultant or states the person is in trouble and needs money to bail them out. Rich

Pantano, IT Technician, is sending out monthly cybersecurity emails to raise awareness of these issues. Sadly, everyone needs to question the legitimacy of every email received.

### MSU Extension (7, 8)

- MSU Extension Grand Traverse County worked with Traverse City Mayor Jim Carruthers to establish a proclamation recognizing the first ever “Traverse City School Garden Week.” In recognition of school garden week, MSU Extension and partner Groundwork Center FoodCorps service members hosted a daylong school garden “extravaganza” at Traverse Heights Elementary School on May 20. A brief school assembly was organized to welcome the Mayor and introduce the concept of a proclamation to the gym full of students. Following the assembly, classes visited their school garden to transplant plants and participate in outdoor learning stations. The event was showcased by the Michigan Department of Education as a success story in community partnerships to support school health. MSU Extension Educator Sarah Eichberger accepted the proclamation at the May 23 City Council meeting.



- Free lawn and gardening help is again being offered through our Diagnostic Clinics this summer. Master Gardener volunteers are on hand from 10am to 2pm every Wednesday through September to help identify plants, weeds, insects and diseases, and to offer solutions for home landscape problems. Come in during Clinic hours or feel free to drop off samples any time during the week for experts to look at during Clinic hours. Additional help is available every weekday at MSU Extension’s free gardening hotline: 1-888-MSUE-4MI (1-888-678-3464) as well as our gardening resources website: [www.migarden.msu.edu](http://www.migarden.msu.edu).
- “Your Money Your Goals” is a financial empowerment toolkit designed for front line service workers to better prepare them to help clients with financial issues and concerns. The toolkit was developed by the Consumer Financial Protection Bureau and Michigan State University Extension is a trainer. The training is free. However, Social Work CEU credits are available for a fee. Currently we have 7 training locations throughout the state from June through August. The first will be held in Traverse City on June 21. Registration information can be found [here](#).

### Parks and Recreation (7)

- Parks and Recreation Commissioners approved entering into an agreement with the River Outfitters to provide the following services at Medalie Roadside Park, which is located on the Boardman River and Boardman Lake: kayak rentals, bike rentals, standup paddleboard rentals, “shuttle” service to other locations, on-site bike repair, minimal concession sales (water, Gatorade, snacks, with possibility open for expanding concessions and no exclusivity for first year), and events in the pavilion.



- Crystal Bindi Studios, through a partnership with Parks and Recreation, will offer summer recreational programming at Twin Lakes Park's Gilbert Lodge, including yoga, Zumba, stretching classes, Middle Eastern drumming, and even a "Wiggler" belly dancing class for little ones, aged three to six. The public is invited on Wednesday, June 8, from 5:30 to 8 p.m. to an open house at Gilbert Lodge, 6800 N. Long Lake Road, to sample some of the unique offerings for the summer and fall. to sign up for classes, and to experience demonstrations and live entertainment by drummers and dancers.
- Rotary Charities of Traverse City has awarded a \$50,000 grant to the Grand Traverse Bay YMCA "to help support the development of a sustainable business model for the Easling Pool," which the Y operates through a collaboration with County Parks and Recreation. Easling Pool and Y Central are located at the Civic Center. Grant monies will be used to help support programming such as water fitness classes, lap swimming, family swimming lessons, triathlon training, and community water safety education. Also supported by the grant will be the Y's income-based financial assistance program, which makes Y membership accessible to all. For more information, visit <http://www.gtbayymca.org> or call 231-922-4814.

### **Parks and Recreation/Senior Center Network (7)**

- 70 new members were registered in April.
- 1,432 seniors participated in 4,864 units of service in April.
- Staff met with the City of Traverse City Mayor, Jim Carruthers to further discussions on a capital campaign to renovate the Traverse City Senior Center.
- We hosted 150 people at the 90 over 90 event where 72 nonagenarians were celebrated with a brunch at the Hagerty Center.
- 2016 Senior Expo at Howe Arena drew record crowds of over 1,500 people seeking information about senior services. Bay Area Senior Advocates put on this event of which Manager, Lori Wells, is Chair.
- Community Garden planted with the help of personal donations received from the Board of Commissioners.
- Record number of participants have registered for Hiking, Yoga, Pickleball, Shuffleboard and Cycling season.
- Received "Cheers" in Record Eagle for Senior Prom held on May 7th.
- Spring Travel destinations included: New York City, Grand Rapids and Lansing.

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

- Staff worked with the City of Traverse City in completing the Eighth Street planning and design charrette. Several hundred residents, business owners, and local officials participated in the event. Consultants are fine tuning a draft plan that was presented at the end of the five-day charrette and will be back in June.

- Staff is working on an economic development video for the County. Taping of the video will occur June 14 and 15. This is an opportunity to highlight the talent in the County and nationally promote the County and attract new businesses to locate here.

#### CONSTRUCTION CODE DIVISION (7)

- Hotel Indigo is now open. Inspectors worked tirelessly with the owner to secure the hotel grand opening date. This project demonstrates a successful partnership between private and public entities working together to achieve the best results.
- Beginning in June, a new approach for commercial projects will begin. A “pre-conference meeting” will be held prior to submittal of blueprints, which provides a comprehensive look at the project at the beginning. This approach was an outcome from various meetings with several contractors and staff and will be an opportunity for the owner, architect, and contractor to review the project and identify the expectations of both the owner and Construction Code staff.
- Permit numbers for the first quarter of 2016 show that residential are running consistent and commercial developments are down from 2015.

#### SOIL EROSION PROGRAM (8)

- The Administrative Consent Order (ACO) which was placed on the Village at Grand Traverse in Acme Township in 2015 was lifted on May 17, 2016 by the Department of Environmental Quality (DEQ) following an on-site meeting including Deputy Director Jean Derenzy, Soil Erosion Inspector Gwen Zagore, DEQ officials, site owner, Township Supervisor, and Grand Traverse Band representatives. The tremendous work that was completed by the site owner was well received. In April, 2016, the eighth monthly water quality report was submitted to DEQ. Data indicates that the water quality in Acme Creek continues to meet or exceed Part 4 water quality standards prescribed under Part 31 of the Water Resources Protection Section of Michigan’s Natural Resource and Environmental Protection Act. Lifting of the ACO allows new development to occur within the Village.
- Permit numbers for the first quarter of 2016 are similar to 2015.

#### **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 May, we engaged in the following:
  - Authorized 213 misdemeanor warrants
  - Authorized 35 felony warrants
  - Authorized 26 juvenile petitions

- Initiated 8 neglect/abuse case
- Handled the following matters in Family Court:
  - 6 allegedly mentally ill cases
  - 17 referrals from Office of Child Support
  - 15 cases filed in Family Court
  - 8 Defendants served with Summons & Complaint
  - Obtained 12 Judgments of Support

➤ 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 May, we reviewed three contracts for the following departments:

- Administration: one
- Central Dispatch: one
- Parks and Recreation: one

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 May, we reviewed four requests, and provided advice and consultation to the following departments:

- Construction Codes: one
- Prosecuting Attorney: two
- Administration: one

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 May, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Administration
- Parks and Recreation
- Health
- Finance
- 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 May 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 May, we represented the County in the following cases:

- *Grand Traverse County v. Dawnisha Anderson et al.* In May, we filed 7 separate inmate reimbursement lawsuits seeking \$13,454.37 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.
- *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. A proposed judgment has been drafted and reviewed. We are now awaiting entry of the judgment with Circuit Court.

Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of May, Chris Forsyth attended both regular board meetings.

#### **Public Works (7, 8)**

- No report provided.

#### **Register of Deeds (2, 4)**

- No report provided.

#### **Sheriff (7)**

- No report provided.

#### **Treasurer (1)**

- Started creating 2016 tax databases for each township with the numbers reported by county Equalization. We will continue to update and maintain these databases throughout the year to balance and reconcile with the townships before their summer & winter tax bills are run.
- Started working on 2015 Treasurer's Report/Delinquent tax report to be presented to the board in June.
- Processed 96 regular service, and 30 expedited passports in May, 4 of 5 employees took recertification test for 2016.

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

- No report provided.