



County Staff Report August 2016

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, 8)

- In July, members of the County Board, County Administration and Finance presented a proposal to the MERS Board to stabilize the County's Pension Plan. The proposal seeks to: 1) increase the pension plan assets, 2) lessen future pension liability, and 3) stabilize the County's annual payment to MERS. If accepted by MERS, the amortization table would be extended to 16-years and annual pension payments would stabilize at \$5.5 million per year. In order to implement the proposed Pension Stabilization Plan, the County's 13-Collective Bargaining Units would have to agree to changes to the Defined Benefit pension plan, which currently impacts only 49 employees throughout the County. The Proposal will achieve a funding level of 82% in 15-years and save the County \$13.5 million during those years.
- Members of County Administration and the Planning and Development Department attended a meet and greet at the MEDC's Center for Automotive Research (CAR) annual conference at the Grand Traverse Resort. Staff is working to ensure that these innovative manufacturers and businesses know that Grand Traverse County is open-for-business and that we are interested in attracting new jobs to the area.
- There are 2 remaining household hazardous waste (HHW) and pesticide collections for 2016 - August 25 and October 1. Appointments are required and can be made online at www.recyclesmart.info/1162.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- 83.3% of the voters of Grand Traverse County overwhelming renewed the Commission on Aging's 0.5 millage request on the August 2 primary ballot.
Thank you to everyone who voted for us and supported the millage renewal.
- The COA has rented an exhibit space for the Northwestern Michigan Fair starting Monday, August 8 through Friday, August 12. We are sharing the space with the Senior Center Network, Parks and Recreation, the Area Agency on Aging of NW Michigan and the Disability Network. The COA has the space Monday and Friday. The Senior Center Network and Parks and Recreation has the booth Tuesday and Thursday and the Area Agency on Aging and Disability Network will be at the booth on Wednesday.

Please stop by and say hello if you and your family visit the fair during the week. The fair runs Sunday, August 6 through Saturday, August 13. Schedules are available at the Senior Center and COA office or go on-line at www.northwesternmichiganfair.net.

- The new COA brochures were distributed with the July/August newsletter to all townships. Stands were ordered and provided to the township offices who could use them to display the brochures for all visitors.
- The average age of our clients is moving higher to the 85-89 age range. The 80 year old and higher group represent 55% of the total number of clients. Remember that 60 is the age of qualification.
- As of June 30th we have 1,535 clients.
- The average one person household income is \$1,106 a month.
- The average two person household income is \$2,509 a month

County Clerk (4)

- Stats for month of July
 - New Circuit and Family Court Cases filed: 60 civil, 64 domestic, 10 felony, and 31 juvenile.
 - One (1) jury pool sent out for Circuit Court trials.
 - Clerked one trial which lasted 3 days.
 - Clerked 1 County Commission meeting.
 - Vital Records filed: 128 births, 104 deaths, and 98 marriage licenses.
 - DBAs filed: 68
 - Concealed Pistol applications filed: 95
 - Concealed Pistol fingerprints done: 62
 - Concealed Pistol Licenses issued: 98
 - Passport Photos taken: 111
 - Certified Copies: 622 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 2
 - Voter Registrations: 219
 - Trained 96 area Election Inspectors

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- New digital orthophotography has been delivered.
- Staff appraisers are conducting field visits to verify assessment levels.
- Analysis of assessment levels is accommodated by a good quantity of property sales.
- Auditing of the Principal Residence Exemption (PRE) continues to uncover new cases.
- East Bay Appraisers are conducting field visits.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- 2017 Budget- Completed 2017 County budget and submitted to the County for review.
- Grants- Completed fiscal year 2016-2017 grant budgets and quarterly grant financial reports for the State of Michigan.
- Northern Michigan Public Health Alliance- Wendy Trute was chosen to represent the Alliance and local health departments on the Northern Michigan Community Health Innovation Region (CHIR) Steering Committee. CHIRs are one component of the State Innovation Model (SIM), a comprehensive, systematic approach to achieve the Institute for Healthcare Innovation's "Triple Aim": improving patient experience of care; improving the health of populations; and reducing per capital health care costs by working in concert with Accountable Systems of Care, Patient-Centered Medical Homes, payment models and State infrastructure. CHIRs utilize a collective impact framework, consisting of utilizing a common agenda for change, measuring results consistently, conducting mutually reinforcing activities, and assuring continuous communication.
- Outreach & Public Information Activities-
 - o Completed and submitted the quarterly Medicaid Outreach activity report.
 - o Managed volunteers and setup/managed the Baby Comfort Station during the Cherry Festival. 790 guests were serviced by 46 volunteers and Health Department employees.
 - o Delivered and setup Baby Comfort Station for Traverse City Film Festival. - 103 guests

- o Northern Michigan Public Health Alliance Marketing workgroup began working on a plan to update the public information aspects of the Crisis Emergency Risk Communication Plan (CERC Plan) due to be revised by the state by February of 2017.
- o Participated in the first meeting of the Michigan Public Information Officer Network.

MEDICAL EXAMINER DIVISION

- Gift of Life- Medical Examiner staff met with Gift of Life to review and improve the protocol for cases that meet the organ/tissue donation criteria. From 2015 to 2016, our office saw a 106% increase in the number of referrals and a 40% increase in number of donors.
- New Funeral Representative Law- A new law went into effect on June that allows for the creation of a funeral representative designee, prior to death, so that the representative handles their disposition upon death. This designation supersedes the usual next of kin hierarchy if in place. This law affects our office regarding next of kin notification, unclaimed bodies or upon release by the Medical Examiner to funeral homes.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Grants- Completed quarterly grant reports to the Michigan Department of Environmental Quality (MDEQ) for our On-site Wastewater and Drinking Water Program; Michigan Department of Agriculture & Rural Development (MDARD) for our Food Service Program; and the Michigan Department of Health & Human Services (MDHHS) for our Body Art Program.
- FOIA Response- Processed three (3) FOIA requests for Environmental Health Assessments of commercial properties in Grand Traverse County.
- Animal Control- At the direction of County Administration, the Health Department was directed to reinstate staffing. The staffing will be funded through the revenues derived from dog-license fees. Services and service levels are being evaluated within the available resources. There is no proposed increase to fees in FY 2016; however, an increase may be proposed in FY 2017. Two part time positions have been posted; one animal control officer and one animal control specialist. Qualified individuals may apply via <http://www.grandtraverse.org/1574/Job-Postings>

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - o Traverse City Film Festival concluded without major incident or problems. Great Lakes Equestrian Festival continues through August 28th with the International Championships this month.
 - o Public Safety plans are being finalized for Northwestern Michigan Fair.
 - o Beginning the planning phase with Administration for Continuity of Operations Plan (COOP) and Continuity of Government (COG) plans construction.

- o Emergency Support Annex review of the Emergency Operations Plan has begun and will continue over the next 18 months to ensure the plan is current.
- o MSP Emergency Management awarded the state's only Prepare Fair to Grand Traverse County. It will be held September 8, 2016 from 4-7pm in the Target parking lot. Public Safety and preparedness agencies from all over the region will be present to educate citizens on simple ways to prepare for emergencies and disasters. There will be games, giveaways, and static displays. More info can be found at http://www.michigan.gov/msp/0,4643,7-123-72297_60152-361050--,00.html.
- Emergency Preparedness
 - o The June 23rd Northern Michigan Public Health Emergency Preparedness Tabletop Exercise After Action Document was completed and submitted to our partners and state offices. A full evaluation and Improvement Plan was developed and will be implemented through Budget Period 5.
 - o The state Budget Period 5 Work Plan was processed by Grand Traverse County Emergency Preparedness. The state provided BP5 Work Plan was adopted by the county and was adjusted to fit the needs and requirements of Northern Michigan Public Health Emergency Preparedness (NMPHEP) team that have been set in place. An additional local work plan was thus created in order to achieve the goals and objectives that have been set in place by the local entities of NMPHEP.
 - o The very interesting and exciting NMPHEP Open POD (Point of Dispensing) development project begun mid July. This project will strategically place open POD resources across the NMPHEP jurisdiction as we strive to more effectively and efficiently place points of dispensing across the jurisdiction.
 - o The Point of Dispensing Go Kits have begun the construction process as the ordering phase of this project is well under way. This project is funded entirely by the health innovations grants that was distributed through MDHHS that highlights innovative and progressive public health programs in the state.

COMMUNITY HEALTH DIVISION

- Electronic Health Record Clinical Informatics and HIPAA Privacy Officer role transition was necessary in response to a position vacancy. Laura Laisure, RN, MS, Public Health Nurse II accepted the assignment and has begun her orientation so that she can provide leadership with these two critical areas for Community Health. Chris Roggen, Adolescent Health Program Supervisor will assume clinical informatics role specific to the adolescent health team.
- Teams conducted interviews and selected candidates for 2 of our 3 vacancies. We welcome Kaitlyn Baldwin as a Public Health Nurse II and Brooke Bolton as an Office Specialist at our front desk, as well as Kitty Leonard as an on-call Public Health Nurse in the month of August. We continue to work on recruitment of a Public Health Nurse II vacancy.

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease (CD) Program-
 - o CD nurses investigated 76 communicable diseases and animal bites for the month of July. There continue to be a high volume of animal bites/bat exposures, as is typical for the summer months.
 - o Continued monitoring, evaluation and education related to the emerging epidemiology of Zika virus. Staff have participated in Zika conference calls with MDHHS as well as completed a webinar related to preventing Zika transmission.
 - o Annual correspondence with local health care providers/facilities regarding disease control and prevention, mailing included the “Brick Book” (summary of the Michigan Communicable Disease Rules).
 - o Completed and submitted the Epi Workplan for 2016 to MDHHS.
 - o Attended OSHA Conference July 12, 2016.
 - o Participated in the Northern MI Vaccine Preventable Disease Task Force on July 21.
- Reproductive Health –
 - o Provided services for 75 men and women in the month of July; plan is to perform a time study to monitor clinic efficiency and assist in providing goals for improvement.
 - o Completed and submitted the Mid-Year Family Planning Annual Review.
 - o Completed and submitted quarterly report for the HST Family Planning Tobacco Dependence grant requirement.
- Immunizations-
 - o Implemented an Immunization/MIHP home visiting pilot project using MALPH/MCIR Region 5 grant funds demonstrating initial success and high client satisfaction reports.
 - o County Quarterly Immunization Report Card as of June 30, 2016 recently published shows Grand Traverse County ranked 1st in the State of Michigan for adults 65+ for pneumococcal vaccination, 2nd in the State for adults 60+ receiving the Zoster vaccination, and 3rd in the State for Flu Vaccination ages 6 months through 8 years. Overall, Grand Traverse County ranked in the top 10 for 7 of the 23 measures reported.
 - o Immunization clinic had an 87% show rate for appointments in the past month, additionally serving over 60 walk-in clients.
 - o While immunization waiver appointments mid-year account for only 14% of all provided in 2015, the clinic is staffed throughout July and August with available

appointments for both waiver education sessions and vaccinations in preparation for anticipated increased demand by parents to meet school entry requirements. We started seeing a significant increase in appointment requests toward the end of July and appointments are filling up.

ADOLESCENT HEALTH PROGRAM:

- Kingsley Adolescent Clinic (KTown) & Traverse City Adolescent Clinic (Youth Health & Wellness Center-YHWC) -
 - o Completed Quarterly Reporting grant requirements.
 - o Began seeing an increase in visits for Sports Physicals at the end of the month.
 - o Almost 50 new clients were seen by the Adolescent Health clinics in the month of July.
 - o Almost 100 total visits for medical services (including sports physicals) were performed by Adolescent Health staff in the month of July.
 - o Demand for Mental Health Services continues to be strong and outpace our provider availability.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program-
 - o Participated in a statewide meeting with the Medicaid Health Plans and began work regionally to develop negotiated contracts to be in effect January 1, 2017.
 - o All clinicians participated in the Perinatal Summit with emphasis on substance use on July 19, 2016, hosted by Munson Healthcare.
 - o Staff participated in Psychiatric Grand Rounds lunch and learn regarding Bipolar Disorder and Borderline Personality Disorder on July 27, 2016.
 - o Increased caseload by 9% over the past six months.
- Healthy Futures- Completed and submitted the Local MCH Block Grant plan with focus on improving breastfeeding rates.
- Children's Special Health Care Services- Staff assisted with the National Cherry Festival Special Kids Day July 6 with 798 registered children and youth with special health care needs as well as special needs adults in our community as well as tourists. The GTCHD provided a bean bag toss game, distributing nearly 200 stress balls with CSHCS logo and contact information. Family/parent authorized photos will be shared on the GTCHD CSHCS Facebook page. This yearly event was again successful and well-received by the participants.
- Pediatric Cardiac Clinic- Serviced 21 clients during two July clinics, an 84% appointment show rate.

- WIC-
 - Staff attended WIC Breastfeeding Skills training in Big Rapids on July 20.
 - 2nd quarter 2016 WIC outreach with Munson demonstrated 40% increase in certs/recerts from the 1st quarter 2016 and a 63% increase in additional contacts.
 - Beginning exploration and planning to implement a Fluoride Varnish program.
- Hearing & Vision- Provided consistent coverage of the Baby Comfort Station at the National Cherry Festival Open Space as Community Outreach.
- Blood Lead- Provided critical educational follow-up and investigation on an 18 month old with an elevated lead level identifying the possible source as old pool toys with weights used by other children to dive for in the pool, one of which had broken open and was being used as a chew toy by the toddler.

MSU Extension (7, 8)

- Oryana, in conjunction with Michigan State University Extension, is pleased to offer **food preservation classes** on August 3rd, 10th and 17th. These beginner level classes will demystify the art of preserving food so that you can enjoy the bounty of the season through the cold months. Only \$10 each or \$20 for all 3. The classes are Canning High Acid Foods Using a Water-Bath Canner, Canning Low Acid Foods Using a Pressure Canner, and Freezing and Drying Foods. Classes will be held at the MSU Extension office at 520 W. Front St. Click [here](#) for details or call 947-0191.
- MSU Extension is partnering with the Grand Traverse Bay YMCA to offer the **National Diabetes Prevention Program**: Individuals with prediabetes, higher-than-normal blood (sugar) glucose levels, and diabetes are invited to enroll in a National Diabetes Prevention Program (NDPP) course beginning August 22 at the Grand Traverse Bay YMCA. People with prediabetes are 5 to 15 times more likely to develop type 2 diabetes than those with normal blood glucose levels. Many people with prediabetes will develop type 2 diabetes within 3 years if they do not take steps to prevent it.

MSU Extension is one of seven organizations in Michigan who have received “full recognition” from the Centers for Disease Control & Prevention. MSU Extension will host a NDPP course at the Grand Traverse Bay YMCA, 3700 Silver Lake Road Traverse City on Mondays from 4-5pm, beginning August 22. As an added benefit, the YMCA will offer non-YMCA members access to exercise classes for the first 16 weeks. The subsidized course fee is \$50. Priority Health covers program cost for enrolled Priority Health members. Participants must register by calling the Grand Traverse Bay YMCA by calling 231-486-6357. Registration is limited to 15.

Individuals must meet the following program requirements:

- 18 years old
- Overweight (BMI ≥ 25)
- At risk for developing type 2 diabetes, or have been diagnosed with prediabetes by a healthcare provider.

- To learn more about the NDPP and assess your risk for prediabetes, visit www.DidIHavePrediabetes.org

➤ **4-H at the Northwestern Michigan Fair – August 6-13**

Many youth ages 5-19 have spent months of planning, learning, feeding and working with their animal projects in hopes of showing it in front of a judge and placing at fair. Shows for dogs, rabbits and goats begin on Sunday; horse, swine and lambs show on Monday; Tuesday shows include steer, dairy feeder, Jr. beef, llama and alpaca; Poultry and waterfowl show on Wednesday. Our 4-H auction is scheduled for Thursday, August 11th. There are many other activities during fair week, check out the [schedule](#).



Differently-Abled 4-H at the Fair... Did you know that 4-H has a program that highlights children's abilities? The Differently-Abled 4-H program is designed for youth with disabilities so that they can successfully participate in 4-H.

Sunday, August 7th at 10 a.m. is our Differently-Abled demonstration that allows 4-H members to show their project to the best of their ability in a non-competitive format. New this year is a Differently-Abled Horse program with activities on Wednesday, August 10th at 10 a.m. Painting Horses with washable paint and making horse treats are a few of the fun activities planned for this time.



There are many fun, family friendly activities this week. We hope you will come out to see, cheer on and even purchase an animal from our 4-H youth this year!

Parks and Recreation (7)

- The Parks and Recreation Commission approved a proposed partnership with Norte'. Norte' is an organized group committed to inspiring youth through cycling. According to its website, this "bike-centric, youth-focused nonprofit (501c3) advocacy organization is dedicated to building a more bike-friendly TC by inspiring our young people through bicycles."
- Fundraising for a new playground at the Civic Center has started. Patronicity, a crowdfunding website geared towards municipalities is now active and accepting donations. If \$50,000 is raised by August 31, 2016, a matching grant will be awarded by MEDC & MSHDA to go towards the project. https://www.patronicity.com/project/get_out_and_play_project
- Renovations for the basement of Gilbert's Lodge at Twin Lakes Park is underway. The renovations will allow future programming opportunities and offer additional space in which revenue can be earned.

Parks and Recreation/Senior Center Network (7)

- 80.3% of the voters of Grand Traverse County overwhelming renewed the Senior Center Network's 0.1 millage request on the August 2 primary ballot. Thank you to everyone who supported the millage renewal.

- 72 new members joined the Senior Center in June.
- 2,200 seniors participated in 8,141 units of service in June.
- Mileage education postcards and presentations made this month to inform participants and the public about the ballot proposal in August.
- Have seen increase in seniors dealing with intense social issues - homelessness, loss of income, health insurance concerns, unstable mental health. Staff have spent many hours helping seniors navigate the social service system and supporting them in time of crisis.
- The Beauties by the Bay Car Show had over 40 cars and about 100 people attend.
- Our thanks to ProFILE for providing FREE onsite shredding at our outreach locations in July and August. We filled a bin in one day at the Interlochen site. – It's a greatly appreciated service.
- The CSA program is working well – each week we take the share to either Interlochen or Kingsley, alternating each week. The seniors love the variety and fresh produce. Has been met with great reception.

Planning & Development (1, 3, 4, 7, 8)

- COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT
 - Staff, in working with MEDC, attended the Center for Automotive Research (CAR) Seminars at the Grand Traverse Resort. Staff will be working to keep the CAR Seminars in Grand Traverse County and follow-up on leads with industry leaders to bring any job prospects into the County.
 - Staff continues to work on Project Cherry Tree which is focused on improving healthcare, education, and career opportunities for Veterans in northern Michigan. This effort will improve access for Veterans but also bolster the County's labor force and strengthen the local economy. Staff has been in contact with legislative representatives and the U.S. Department of Veterans Affairs as the project concept becomes solidified. Staff is working in conjunction with a committee of elected and appointed community leaders, hospital administrators, Native American tribal leaders, senior college and university administrators, private sector leaders and representatives from military veterans organizations and the retired military community.
- BROWNFIELD REDEVELOPMENT
 - Staff was part of a panel for the Michigan Society of Association Executives to discuss the Village at Grand Traverse Commons.

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 July, we engaged in the following:
 - o Authorized 195 misdemeanor warrants
 - o Authorized 29 felony warrants
 - o Authorized 18 juvenile petitions
 - o Initiated 5 neglect/abuse case
 - o Handled the following matters in Family Court:
 - o 6 allegedly mentally ill cases
 - o 26 referrals from the office of child 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 July, we reviewed four contracts for the following departments:
 - o Sheriff: one
 - o Commission on Aging: one
 - o Health: 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 July, we reviewed four requests, and provided advice and consultation to the following departments:
 - o Administration: one
 - o Treasurer: one
 - o Construction Codes: one
 - o Prosecuting Attorney: 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 July, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - o Planning
 - o 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. For July, 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 July, we represented the County in the following cases:
 - o *Grand Traverse County v. Christy Shaw* In July, we filed one inmate reimbursement lawsuit seeking \$2,500. As with the other lawsuits, we will seek to obtain a consent judgment if the Defendant is willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of July, Chris Forsyth attended the regular board meeting.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- Actively processing July Board of Review adjustments for all townships and City to have bills and refunds processed within 30 days.
- Started summer 2016 tax collection, worked on balancing Brownfield numbers for proper capture.
- Processed 70 regular service and 23 expedited passports in July.

Veterans Affairs (1) & (7)

- At the July 6th meeting of the Board of Commissioners, a request to place a millage request on the November ballot was approved. The requested millage rate is .12 mills and will be levied for a period of six-years. The purpose of the millage is to fund the operations of the County's Veteran's Affairs Department which provides support and assistance to veterans residing in the County. The estimated cost per property owner in the County is an average of .78 cents per month.
- VA Federal expenditures for the Department's service area for 2015 have been received. VA expended \$55,570,000 in the three-county area.