

# Administrator/Controller Report December, 2013



## 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 (8)

- The Road Commission has approved the contract with URS and signatures are being obtained this week. The County also signed the Funds Administration Agreement with the Conservation Resource Alliance (CRA), and the city will be seeking to join into that agreement so the CRA can also process payments for work on the Union Street Dam.

## Administration Office (1-8)

- **Fresh Look on Website**  
Photos were changed on the web site home page and department pages not using a custom template to our new format on November 8. The changes were made possible by the cooperative efforts of the Health Department, IT, and Administration. The site has been updated for fall with photos ready for winter.



- **Employee Recognition: Making a Difference**  
Sarah Adams was selected as the second quarter winner of the Employee Recognition: Making a Difference program by the Employee Recognition Team for conducting web content review meetings, providing web training, creating a web site policy, and obtaining equipment among other things.

## **Commission on Aging (7)**

### ➤ **BYLAWS**

The revised Commission on Aging Bylaws are being reviewed by the GTCOA and will subsequently be forwarded to the Board of Commissioners.

### ➤ **CREDIT CARD/E-CHECK PAYMENTS**

The Commission on Aging unanimously approved adding credit card/E-check payment options for our clients. Fees will be passed on to the clients. Final approval will be requested from the BOC in December at the Public Health and Safety meeting.

### ➤ **SENIOR CENTER INTERGOVERNMENTAL AGREEMENT**

The City Manager and County Administrator met to review the operation and management of the Senior Center and agreed that no change was needed to the Senior Center Intergovernmental Agreement. It was recognized that the Commission on Aging will be asking for some revisions when the renovation project gets closer to fruition.

### ➤ **GRAND TRAVERSE BAND GRANT**

The Commission on Aging approved submitting a 2% Grand Traverse Band grant in the amount of \$25,000 for a new Home Chore truck (yard maintenance and snow removal) for the December 2013 cycle. One truck is scheduled to be retired in 2014 (2003 pickup truck/plow with over 109,000 miles and requiring extensive repairs 2011-2013). The 2003 truck will be retained as a back-up to be used when another truck is in for repair (with the exception of plowing).

## **Construction Code (7)**

- Construction activity remains very strong and I don't see any slow down unless we encounter some very bad weather within the next few months. It looks like 2013 will be the best year we have had since 2007.
- Soil Erosion permits are up 56% from 2012. The issuance of soil erosion permits may slow down, which is typical for this time of year. Even though construction activity remains strong, not all projects require a soil erosion permit.
- A building inspector resigned as of Nov. 27, and the department is looking for a replacement. The requirements to become a registered code official (inspector) have changed and could make it difficult to find a replacement. The requirements are mandated by the state under the Building Official, Plan Reviewer, and Inspectors Registration Rules.

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

- Equalization assessment level studies are consuming the major portion of employee work time. These studies will be complete next month and there will be projections of assessment levels at that time. The rate of inflation used in the calculation of taxable value is official at 1.6%.

- East Bay appraisers are dealing with the implementation of the new personal property legislation. There have been directives from the State Tax Commission on proper procedures for notification and new forms involved. Also, final determinations of new construction values are being made and split parcels added to the assessment roll.
- Equalization is working with Planning and Development to gather geographic information from Benzie, Leelanau and Antrim Counties on non-homestead residential properties in our region. This information will assist in a feasibility analysis of expansion of flights coming in and out of our airport.
- The Personal Property Auditor has completed reviews in all but three jurisdictions. The findings have been minimal with changes going both ways.

### **Facilities (3)**

- The county has been approached by the Pavilions regarding the possibility of using the former Health Services Building on Garfield for its PACE program. We are providing information as needed.

### **Health Department & Emergency Management (7)**

#### **ADMINISTRATION AND FINANCE DIVISION**

- **Medicaid Outreach and Health Care Exchange Enrollment** – The Health Department has had little demand from the public in getting signed up for health insurance. We have an information table and request forms out for anyone who needs individual assistance. We are partnering with an outreach worker from the Migrant Clinic who offers one-on-one assistance. We continue our day-to-day enrollment assistance with Medicaid through the WIC program and will be gearing up to assist existing clients with the Medicaid Expansion next spring.
- **Outreach Events and Media Coverage** - Participated in a student and staff health fair at Interlochen School for the Arts.

#### **ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION**

- **Food Court Wars Traverse City** – The Grand Traverse County Health Department (GTCHD), Environmental Health staff worked closely with producers for a Traverse City production of Food Court Wars for the Food Network. GTCHD staff assisted the Los Angeles producers in the issuance of temporary food licenses for vacant food establishment sites within the Grand Traverse Mall food court. Our staff reviewed health and safety concerns with producers of the show and conducted inspections of the facilities to insure they met minimum requirements of the Michigan Food Law before beginning operation. The two local contestants, the House of Doggs and Matt's Beignets, hope to win a free one-year lease in the Grand Traverse Mall food court. The winner will be revealed on an episode of Food Court Wars in February.

#### **EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION**

- Emergency Management continues to see the need for Code Red notification software and is identifying other community agencies that are also committed to the purchase with the county.
- Progress continues on rewriting the Emergency Operations Plan by transferring it over to a more functional, annex-driven plan organized by the FEMA's Emergency Support functions. This will ensure a seamless understanding of our capabilities and clearly demonstrate each agency's responsibilities during a disaster event.
- The emergency manager has participated in and assisted TCAPS with over 50 lockdown drills in the past month.

## **COMMUNITY HEALTH DIVISION**

### *DISEASE CONTROL AND PREVENTION PROGRAMS*

- Communicable Disease Program - Influenza season is here, but there are no outbreaks to report. Public health nurses continue to monitor absenteeism in schools during influenza season.

### *MATERNAL AND CHILD HEALTH PROGRAMS*

- MIHP: Submitted the MIHP corrective action plan to address survey deficiencies. Continued improvement in maternal admission to the program from 76% in September to 96% in October. MIHP productivity for the month of October met the overall goal of over 300 visits. We have put in place quantitative targets for each team member to reach to ensure the success in meeting the needs of Medicaid eligible pregnant mothers and infants and we are confident in our ability to achieve these outcomes.
- WIC: Annual Nutrition Services Plan has been submitted, which includes focused goals, objectives and activities driven by Michigan comparative statistics. Michigan WIC health outcome indicators with Grand Traverse performance:
  - Increase first trimester entry in the WIC program from 32.5% to 35.0%. GTC = 46.6%
  - Increase ideal prenatal weight gain from 28.8% to 31.5% among Michigan WIC mothers. GTC = 35%
  - Reduce the percent of low birth weight infants born to women enrolled in Michigan WIC from 8.4% to 8.0%, GTC = 7.6%
  - Increase breastfeeding initiation rate from 57.2% to 65%. GTC = 76%. Identified as a continuing goal for GTCHD for 2014.
  - Increase the six-month breastfeeding duration rate from 18.5% to 24.0%. GTC = 18%. Identified as a goal for 2014 for GTCHD
  - Decrease the prevalence of early childhood obesity, in children 2 to 5 years of age from 13.7% to 12.0%. GTC = 11.0%
  - Decrease the prevalence of low hemoglobin level from 15.0% to 13.0% among children less than five years of age. GTC = 12.5%
  - Children's Special Health Care Services: CSHCS is currently mailing an Affordable Care Act handout regarding questions and answers for CSHCS clients who do not have Medicaid or MiChild. At this time, all calls will be

directly to an Insurance Specialist with CSHCS at the State level. We currently service 302 clients.

- Healthy Futures: Current caseload is 617 clients, which is up slightly from past months. In October we enrolled 57 new mom's/babies, we placed 343 follow-up phone calls and provided 16 home visits for non-Medicaid moms.
- Immunizations: The November reporting period for schools is almost complete with area schools demonstrating 95-100% compliance rates, as a result of significant collaboration between the HD and TCAPS nurse. The HD and TCAPS Nursing have begun discussion on developing a plan to streamline this process for the February reporting period. We are also working together to come up with a process to have exchange students arrive fully immunized instead of having to follow up with those who are incomplete once they are already in school. There is still much work to be done at decreasing our immunization waiver rates which are higher than State average (GT County is around 10% while MI total is around 4-6%). MDCH Immunization Division is currently working on ways to assist counties in decreasing waivers as well. Flu Vaccination rates for GTCHD have increased 9% overall all ages compared to 2012. Specifically, we have had a 22% increase in ages 19 and older compared to 2012. In December, we will continue to offer walk-in flu vaccinations on every day of the week, along with our regular immunization schedule.

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

- Recruiting for four open positions County-wide. (5)
- We have processed 97 job requisitions so far this year, compared to 78 for the entire year last year. (5)
- Plans are underway for MLK Staff Training Day. Topics will focus on personal and community safety/emergency preparedness.
- Open Enrollment information was mailed to active employees and meetings are currently scheduled to discuss the new health plan options.(4)
- Employee Recognition Suggestion Award team's quarter reception to honor the nominees for the months of July-September was on October 30 and nine nominees were honored.(5)
- The final training for GHS (Globally Harmonized System) is scheduled for November 21. (4)
  - ❖ Thank you to Commissioner Lemcool for delivering donut holes with the Employee Recognition Team for Co-Worker Appreciation Week and to the Team for their planning and promoting!
  - ❖ Thank you to Suzanne Cork for facilitating and planning training meetings for the employees GHS training!

### **Parks and Recreation (7)**

- **Develop program plans for adults, youth, day camp, and special events**  
Our survey tool has been tested by the Sunrise Rotary Club with alterations made, reflecting the feedback from the test respondents. The survey is nearly complete; we have asked for some additional input from TCAPS. We have reached out to Kingsley Area Schools, Forest Area Schools and Grand Traverse Area Catholic Schools (GTACS), asking them to also distribute the survey. Both Forest Area

and GTACS have agreed to distribute the survey via email. Kingsley Area Schools' staff indicated they do not have the proper system in place to electronically distribute the survey.

- **Develop business plans for Power Island and Twin Lakes**
  - The Business Development Team for Business Planning met on November 7, at which it voted on several ideas to be included in the business plan for Power Island. The next step is for the BDT is to meet again to finalize the last project and agree on the suite of possible projects for inclusion in a draft plan.
- **Water Safety for Freshman Program**
  - Our department provided the first two sessions of Water Safety Training to freshmen on October 30 and November 6. Six more sessions remain between now and mid-2014. We have provided this program to 150 TCAPS students. The program received high praise from the Associate Superintendent, Jayne Mohr, as well as positive feedback from the USCG and teachers within TCAPS.
- **Birmley Road Property Update**
  - Our department received a preliminary proposal from ProVisions related to the potential indoor turf dome at the Birmley Road Property. The proposal will be presented to the Parks and Recreation Commission when more complete information is available.
- **Skate Park Fence Removal**
  - Facilities Management is in the process of sending out for bids to remove the fence at the Skate Park.

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

- The Grand Traverse County Planning Commission and the Grand Traverse County Chapter of the Michigan Townships Association held its 28th annual awards banquet on November 7. Rob Manigold, Peninsula Township Supervisor, was awarded the Frank Purvis Stewardship Award and Jean Derenzy, Deputy Director for Grand Traverse County Planning & Development Department, was the Roger Williams Planner Award. Outstanding developments and placemaking efforts honored were: Fife Lake Chamber of Commerce for the "Best 4th of the North," Munson Medical Center for the "Kids Creek Restoration Project;" Traverse City Bayfront Planning Committee for the "Clinch Park Revitalization Project;" and, the Grand Traverse Band of Ottawa and Chippewa Indians for the "Holiday Road Improvement Project." Special recognition was awarded to the Traverse City Planning Commission for the Traverse City Corridors Master Plan and to the Grand Traverse County Board of Commissioners for the Grand Traverse County 2012 Housing Inventory and the 2013 Housing Strategy.
- The Brownfield Redevelopment Authority is planning to have a study session with the City of Traverse City Commission to discuss future projects along city corridors, private parking structures, and other policy items.

#### **Resource Recovery (8)**

- The Resource Recovery Council met on November 7, 2013. Landfill volumes and the department budgets for 2013 and 2014 were discussed and the council approved a recommendation to the Board Commissioners to maintain the landfill surcharge at \$2.00/ton for 2014.
- Resource Recovery welcomed two new members to the Take It Back recycling program in November: Carter's Compost works with residents of Traverse City to compost kitchen scraps and The Business Helper in Suttons Bay accepts clean packaging material including styrofoam peanuts, bubble wrap and air pillows.
- Both Paradise Township and Garfield Township are including in their November mailings a RecycleSmart newsletter with information highlighting Household Hazardous Waste Collection and the Take It Back Program. The mailings have a combined distribution of approximately 9,000 residences.
- On November 13, the Board of Commissioners accepted a \$30,000 grant from the Michigan Department of Agriculture Clean Sweep Program. This recurring grant provides reimbursement of disposal costs for pesticide and mercury products, allowing county residents and businesses to drop these products at household hazardous waste collection events at no cost. The disposal costs for collections in Lake, Mecosta, Osceola, Manistee, Mason, Oceana, Leelanau, Missaukee, Benzie, Antrim and Montcalm Counties are also covered. Over the past 16 years, more than two million pounds (1000 tons) of pesticides in the State of Michigan have been removed from circulation and disposed of safely with the support of the Clean Sweep Program.
- The Michigan Green Consortium held a very successful fall Clean Up and Green Up event at the American Waste facility on Hughes Drive on Sunday, November 3; 19 businesses, nearly all of whom are Resource Recovery Take-It-Back program participants, collected products from 760 participants. Resource Recovery assisted participants and provided information about RecycleSmart programs. Some results from the participating businesses: Recycle-a-Bicycle collected 50 bicycles for parts and 25 that will eventually have new homes; Goodwill collected 7,119 pounds of computers, textiles, general household good and furniture; Rifkin Scrap Metal collected 13,712 pounds of miscellaneous metal materials and products; and ProFILE collected 7,860 pounds of confidential documents for disposal.

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

- The office has been processing eligibility determinations for the new property tax exemption for disabled veterans, including those that are considered unemployable. The number of eligible veterans is now over 150, and most of those are from Grand Traverse County.

## Legislative Report

- We are continuing to communicate with our legislators on the Personal Property Tax Exemption for veterans. The state passed the law quickly without input from anyone and it is becoming clear that the financial impact is far in excess of that which was reported by the Senate Fiscal Agency prior to the law's passage. Rep. Schmidt has indicated that he will be introducing legislation to hold local governments harmless for the fiscal impact of the new law.
  
- We are also monitoring SB 552, which would exempt oil and gas well equipment from the personal property tax.
  
- House Bill 5074 would amend the General Property Tax Act (MCL 211.87b) to change the monthly interest rate that a county can charge other taxing units in the county that have delinquent property taxes due to the county. The current monthly rate of interest is 1 percent. Under the bill, the monthly rate of interest would be "up to" 1 percent. As written, the bill could potentially reduce county revenues and increase revenue to the state and other local units by that same amount.