

Administrator/Controller Report

January 2013

General

- ❖ County departments are submitting annual work plans in anticipation of the Board's strategic planning process. The new Board will need to set aside time at an upcoming meeting to discuss the process for reviewing these plans.
- ❖ Departments are also submitting their lists of significant accomplishments during 2012, which will be compiled into an annual report for to the taxpayers.

Animal Control

- ❖ A draft agreement for the boarding and placement of animals has been sent to the Cherryland Humane Society for review and comment. As of this writing, the CHS Director has requested a meeting to discuss some proposed changes in the draft agreement.

- ❖ The Health Department and Animal Control have met with Corporation Counsel to discuss several legal questions related to large animal abuse and neglect protocols. Once these questions are answered, Animal Control will develop written policies and protocols for review by the Sheriff and Central Dispatch.

Central Dispatch

- ❖ The Michigan Court of Appeals has scheduled oral arguments for January 9th in Lansing on Implementation of Section 401E of 2007 PA164. Grand Traverse and 23 other counties are part of a class action suit against the Michigan Public Service Commission regarding the implementation of the 911 surcharge. The PSC's methodology simply limited the counties surcharges to 2.7% over the 2007 revenues, which were already woefully inadequate. The Court of Appeals ordered the PSC in April, 2010 to "consider those adjustments anew while applying particularized analysis and discretion in each instance to determine necessary and reasonable 2008 funding levels." The PSC has ignored the Appeals Court ruling. The county general fund currently pays over \$1 million per year for 911/Central Dispatch operations.

Commission on Aging

- In early December 2012, the Commission on Aging delivered 100 holiday "baskets of bounty" to senior citizens alone for the holidays. The GTCOA received \$1,470 in cash donations and also many product donations. Packaging and delivery was done by 6 volunteers, 3 board members, and 22 staff members.

- A GTCOA committee has been formed to meet with the BOC to determine, what, if any, authority the BOC would be willing to delegate to the GTCOA board. So far, the following GTCOA board members will be attending – Ralph Soffredine (chair), Stacey Lee Isles (vice chair), Rodetta Harrand (treasurer), and possibly Shawn Burt (long-time board member). The GTCOA has suspended many decisions waiting for a recommendation from the BOC (because the GTCOA may not have the authority to make them).

Construction Codes

- Building permits for the last three months of 2012 are up 8% over 2011. Residential construction has picked up in the last three months of the year. We have seen a steady increase in construction for the last four years. We anticipate a strong 2013.

Facilities

- **Prosecuting Attorney Office:** Interior renovations continue at the PAO. This includes lots of painting, workstation modifications, and changes to the conference room. This project is anticipated to be completed in late January.
- **Lafranier Health Service Building:** Everything has opened and is operating efficiently. Training for operation of the ventilation and electrical systems has been completed and my staff is fully up to date should there be any issues.
- **Jail:** New locks have been purchased and installed in four cells. The installation was performed by Mid Michigan Maintenance, along with assistance from the Facilities personnel. After this portion, the Jail will have had a total of eight new locks installed this year.

Health Department

- **Strategic Planning** - Staff at the health department participated in strategic planning for 2013 and beyond. Building upon the specific input from the county employee survey SWOT analysis conducted county administration last summer, staff were divided into groups and guided through a process to develop specific goals, outcomes, tasks, resources needed and quantifiable measures. 2012 goals were reviewed and revised as deemed appropriate, but many new ideas were generated during this process. Earlier in the day staff had participated in our annual diversity training which this year focused on generation diversity in dealing with clients and co-workers. This training was excellent and resulted in staff taking a fresh look at goals with these issues in mind.
- **New Health Services Building-** The open house held on December 4th was very successful. In addition to many commissioners and department heads for the county attending, we estimate approximately 150 community partners attended to see the health department clinic operations, administration, dental clinic and the county emergency operations center. There were remarks from 4 speakers and tours for everyone who attended. This event generated a newspaper article and stories on 2 TV stations. Various trades continued to finalize details at the new building including paint touch up, installation of chair rails, final testing of systems, dumpster doors, wall signage, furniture and final punch list items. Additionally, 3 tours for firemen were conducted after hours so they could see the layout of the building and determine where essential fire suppression tools were located.
- **Electronic Health Record-** The health department is finally beginning the process of implementing an electronic health record for various clinics after being delayed due to the change in health officers. The position which will coordinate this process has been filled and a budget and implementation timeline is being developed. This project is expected to take 1.5 to 2 years to complete, as it will be phased into three clinic programs at four sites.

- ❖ Dan Scott, Emergency Management Coordinator, retired on January 4th, and we wish him well and thank him for his many years of service to the residents of Grand Traverse County. His position has been advertised and we hope to have the new coordinator identified by the end of January.
- The new outreach coordinator, Rose Ann Davis, started working in early December and has been busy updating our website with new location information, strategic planning coordination and doing a full review of the health department website to determine updates and changes needed.

Human Resources

- Currently recruiting for 12 positions County-wide.
- Fall supervisor training was held on Friday, November 30th from 8 a.m. to Noon at TC Central High School. Approximately 25 County Supervisors attended. Topics included Workplace Safety (presented by Undersheriff Alger) and Communication/Conflict Management skills for Supervisors. According to the reviews, both sessions were very well received.
- MLK Training Day will take place on Monday, January 21st from 8 a.m. to Noon at TC West High School. This will be our second training day that will be held jointly by the County, City and TCAPS.
- Safety Training for our Facilities staff took place the week of December 17th. Courses include Lockout/Tagout, Electrical Safety, Ladder Safety, Fall Protection, Hearing Conservation, Personal Protective Equipment, Asbestos, & Confined Space. Commission on Aging and DPW employees were also invited to attend.
- CPR and AED re-certification was held for 15 County employees at the Jail. This was a re-certification class for the same employees that were trained last year. These 15 employees are located in various locations around the County and have volunteered to assist in the event of an emergency and/or life threatening situation at their facility.
- ❖ Thank you to Corrections Officers Mary Ocko and Al Clifford for providing CPR & AED training for County employees. By utilizing their assistance we were able to save time and money by not paying a trainer from the American Red Cross or sending our employees to an American Red Cross training session offsite.

Parks & Recreation

- As of 12/10, there have been 26 deer harvested on Power Island using the DNR, Deer Management Assistance Permits (DMAP). Facilities assisted with the transport from the mainland to the processor. The deer were processed by Triple R processing in Buckley, and by Bunting's Cedar Market, both at reduced rates. We partnered with Food Rescue to distribute the food to a greater number of food pantries in Grand Traverse County. The venison will be distributed in early 2013, when it is most needed at the pantries.
- Three of the Seven Sections of the DNR Document are completed, and the public input session held on Monday, December 17 had record attendance.

Resource Recovery

- Staff met with Bay Area Recycling for Charities, City of Traverse City DPW and Goodwill Industries to discuss the feasibility of composting food waste at the Keystone Brush Site.
- The Solid Waste Plan has a County wide recycling goal of 50% by 2017. The recycling rate was reported to be 29% in 2006 and 36% in 2010. Staff will be collecting data to calculate the 2012 recycling rate. This effort will take 3-6 months to complete.
- The Long Lake Township Board has selected American Waste as the preferred hauler for trash and recycling services effective January 1, 2013. Weekly pickup of trash and recycling is \$12 per month. Add bulky waste pickup one time per month the rate goes to \$13.
- Michigan House Bill 4265 would add Section 11512b to the NREPA (MCL 324.11512b) to allow source separated yard clippings to be disposed of in landfill cells served by a landfill gas collection system. Bill passed the House and on March 20, 2012 was referred to the Senate Committee on Energy and Technology. No hearing has been scheduled.
- Data provided by Google Analytics indicates that the RecycleSmart website had 36,159 page views for the 2012 year up to December 27. The average time on a page was 1:15.