



County Staff Report September 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)

- County Administrator Tom Menzel has been asked to participate in a panel discussion during the [West Michigan Policy Forum](#) on September 26 in Grand Rapids. Over 500 are expected to attend the event that engages state business and policy leaders in discussions about priorities and "innovative pro-business policies that can continue driving Michigan forward." This year's topics include how unfunded pension and legacy costs affect Michigan's cities; exploring market-based policies that fight poverty and connect people to jobs; identifying industries and jobs of the future, and preparing needed talent; reviewing talent data and policies that could expand talent pools; and how to keep Michigan a top-ten state by potentially removing personal income tax.
- Current vacancies exist on the Building Authority and Economic Development Corporation boards. Many boards have appointments that will end at the end of 2016. Applications are being sought in order to assure that we have the most qualified individuals interested in serving the community, to fill each of these vacancies that occur. Current vacancies, board descriptions, and the application form are available at <http://grandtraverse.org/234>.
- The last household hazardous waste collection of the season will be held Saturday, October 1 in Kingsley. Appointments are required and can be made online at www.recyclesmart.info or by calling the RecycleSmart hotline at (231) 941-5555. Residents who have paints, pesticides, and other hazardous items they'd like to properly dispose of prior to the 2017 collection season are encouraged to schedule an appointment.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court/Family Division

- No report provided.

Commission on Aging (7)

- No report provided.

County Clerk (4)

- Had a successful August 2nd Primary Election.
- Stats for month of August
 - New Circuit and Family Court Cases filed: 49 civil, 91 domestic, 23 felony, and 20 juvenile.
 - Two (2) jury pool sent out for Circuit Court trials.
 - Clerked one trial which lasted 1 day.
 - Clerked 2 County Commission meetings.
 - Vital Records filed: 191 births, 129 deaths, and 127 marriage licenses.
 - DBAs filed: 81
 - Concealed Pistol applications filed: 122
 - Concealed Pistol fingerprints done: 80
 - Concealed Pistol Licenses issued: 114
 - Passport Photos taken: 143
 - Certified Copies: 726 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 25
 - Voter Registrations: 313

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization/GIS (1, 4)

- No report provided.

Facilities Management (3)

- No report provided.

Finance (1)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)**ADMINISTRATION AND FINANCE DIVISION**

- Deputy Health Officer: Jodi Kelly, MSN BSN RN was promoted to Director of Community Health/Deputy Health Officer. Jodi assumed sole director responsibility for the Community

Health Division, including Disease Control, Prevention, Adolescent Health, and all Maternal Child Health services, in April 2016 following a comprehensive divisional assessment and initiation of a restructuring of leadership roles to more effectively meet the ever changing demands of the Community Health programs. This is the final phase of the Community Health Division restructuring.

- Grant Reporting: Assisted health department programs in projecting their expenditures to their fiscal year state grant budgets for September 30, 2016.
- Northern Michigan Public Health Alliance
 - o Northern Michigan Community Health Innovation Region: 2-day State Innovation Model Kick Off--Kick Off was August 11 and 12; Day II was devoted to Community Health Innovation Regions; attended by 15 members of the newly formed Steering Committee; 25-county CHIR was endorsed, with 10-county region (Prosperity Region 2) identified as Patient-Centered Medical Care Region for payment reform; Wendy Trute was named as the public health representative to the Community Health Innovation Region executive committee; Completing strategic planning specific to Environmental Health services for the 6 local health departments in the alliance.
 - o Community Health Assessment and Improvement: Met with Rotary leadership to review CHNA process and priorities and request that funding decisions re health proposals align with priorities identified in community health assessment; plan similar meetings with other major grant-making organizations; Implementation and Impact Program (RWJF)--currently in data collection phase to measure cost savings, time savings, and quality enhancements realized by conducting community health assessment across multiple public health jurisdictions.
 - o Maternal Infant Health Program Quality Improvement Committee: Continues to meet monthly to refine client engagement strategies and monitor enrollment rates. (They are increasing.)
 - o Environmental Health Strategic Plan: EH Directors from Alliance health departments recently completed Strategic Plan for cross jurisdictional sharing activities for the next three years, supported with Michigan CJS Grant.
 - o Marketing Plan: Alliance PIOs meet monthly; currently focused on collaborating on Crisis and Emergency Risk Communications (CERC) Plans, including detailing roles and responsibilities for a Joint Information Center.

MEDICAL EXAMINER DIVISION

- Monthly Statistics: August was a very busy month for this division with over 40 referrals or cases to investigate for cause of death and 96 cremation permits reviewed and approved.
- Health Innovation Grant: Submitted a Health Innovation Grant application to MDHHS to assist with Transforming Medical Examiner Capabilities by enhancing the quality, efficiency and effectiveness of medicolegal death investigations in our region. The goal is to provide autopsies locally in order to realize more efficiency of resources. Progress continues with

discussions with Munson to utilize the morgue more extensively by the Medical Examiner's office.

- Organ Donation Referrals: Met with Gift of Life representatives to improve referral process for Medical Examiner cases that are donors or eligible to donate organs.
- Opioid Task Force: Participated in the Opioid Task Force meeting for Grand Traverse County and region.

ENVIRONMENTAL HEALTH AND ANIMAL CONTROL DIVISION

- 2016 Beach Monitoring Wrap-up on East and West Grand Traverse Bay: The 2016 beach monitoring program ended on September 1st. Our public beaches on East and West Grand Traverse Bays showed that **97%** of the time, E.coli levels were at "Level 1" (no restrictions - E.coli levels met Michigan Department of Environmental Quality (MDEQ) standards for full body contact). **Less than 1%** of the time, E.coli levels were at "Level 2" (E.coli levels met MDEQ standards for wading, fishing, and boating. Contact above the waist was not advised). **0% of the time**, E.coli levels were at "Level 3" (E.coli exceeded MDEQ standards, no body contact was advised). *Precautionary advisories* "Level 4" were issued on four (4) beaches on West Grand Traverse Bay on June 11th due to the release of an estimated 3,000 gallons of untreated sewage into Kids Creek. Water sampling results following this release still showed E.coli levels at "Level 1" and the advisories were lifted. The "Level 4" advisories (contact of the water not advised) accounted for **2%** of the total samples. The bottom line isOur water quality on East and West Grand Traverse Bays continues to be excellent! For details on what beaches were sampled and individual sample results, you can go to the following link on our website at: <http://www.gtchd.org/814/Public-Beach-Monitoring>.
- 2016 Beach Monitoring Wrap-up on Grand Traverse County Inland Lakes: The 2016 beach monitoring program for the following public beaches also ended as of September 1st: Gilbert Park and Taylor Park beaches on Long Lake, Interlochen State Park beach on Duck Lake, and Twin Lakes Park beach on North Twin Lake tested at a "Level 1" (no restrictions) 100% of the time!
- Public swimming pool/spa inspections: The public swimming pool/spa inspections were completed by Environmental Health Staff during the month of August. A total of approximately 92 public pools and spas are inspected each year under contract with the MDEQ.
- Campground Inspections: Our annual campground inspections were completed during the month of August. We have a total of 20 campgrounds in Grand Traverse County. The inspections are done under contract with the MDEQ.
- Septage Haulers inspections: Our environmental health staff completed the annual inspections of vehicles that haul septage within Grand Traverse County. A total of nine (9) vehicles are inspected as well as an annual inspection of the Grand Traverse County Septage Treatment Facility. These inspections are done under contract with the MDEQ.

- FOIA response: Processed six (6) FOIA requests for Environmental Health Assessments of commercial properties in Grand Traverse County.

EMERGENCY MANAGEMENT AND PUBLIC HEALTH PREPAREDNESS DIVISION

➤ Emergency Management

- Continued work with Administration and Region 7 Homeland Security Board on a plan for a region wide Continuity of Operations (COOP) and Continuity of Government (COG) plan.
- Launched multi-jurisdiction training registrations for multiple upcoming classes, including: ICS-300, Emergency Planning for Colleges, and Critical Infrastructure Assessment.
- Began the planning and certification process for a Grand Traverse County Community Emergency Response Team (CERT).
- Finalized plans and prepared for the [2016 Prepare Fair](#) with MSP Emergency Management on Sept. 8 at Target.

➤ Emergency Preparedness

- The Northern Michigan Public Health Emergency Preparedness Point of Dispensing Go Kits construction project has been in full force this month.
- The acquisition and production of these Public Health Emergency Preparedness resources have been funded through the Department of Health and Human Services Health Innovation Grant and will serve as a critical resource for the response of large public health emergencies.
- The first full month of the Public Health Emergency Preparedness Grant Budget Period 5 consisted of a number of work plan reviews and submissions to the Division of Emergency Preparedness and Response Bureau of EMS, Trauma and Preparedness.
- Preparation for the Premier Public Health Conference presentation where NMPHEP and GTCHD will be featured as a speaker during this conference as we discuss the progressive movement of NMPHEP and the substantial ground we have made and achievements that have occurred during this first operational period.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program: CD staff have had a very busy month, investigating 97 communicable diseases and animal bites/exposures in August; prior to this past month, the average for 2016 has been 67 cases investigated/month.
 - Continued monitoring, evaluation and education related to the emerging epidemiology of Zika virus. Staff have participated in bi-monthly Zika conference calls with MDHHS; in addition, a Zika Health Alert was sent out to local healthcare

- providers, detailing which patients qualify for testing and how to order the proper testing, which is both facilitated and approved by GTCHD.
- Supervisor attended the State of Michigan HIV and STD Conference at Grand Traverse Resort on August 30 and 31.
- Reproductive Health: Provided services for 110 men and women, of which 50 were brand new clients to the reproductive health clinic.
- Hosted consultants from MDHHS for the Family Planning Technical Assistance and Monitoring visit on August 25.
 - Continued participation in the HST Family Planning Tobacco Dependence Grant through bi-monthly phone calls; plan is to implement measures into the EMR (Electronic Medical Record) and purchase IT equipment to facilitate tobacco cessation in September.
 - Attended a Web X presentation by Mitchell and McCormick related to the upcoming changes to the EMR, which is utilized by multiple programs in the health department.
 - Staff continue to provide a thorough orientation for new employee Kaitlyn Baldwin, BSN, RN.

CHILD AND ADOLESCENT CLINICS

- K-Town Youth Health Center
- Participated in Open Houses at both the Kingsley Middle School and High School and provided clinic information to approx 200 families.
 - Very busy month between our Mental Health Provider and Medical Provider seeing almost 150 patients including 40 immunizations with an over 90% appointment show rate.
 - Our Medical Provider attended the State of Michigan HIV/STD Summit at the Grand Traverse Resort, which provided an update to the current state of HIV/STD care and risk, and new and promising technologies in HIV/STD care.
 - Attended Friday Night Live and provided clinic information to over 300 families.
 - Introduced our new partnership/program to the High School Football team. The partnership between the coach and K-Town is a program called “Coaching Boys Into Men” and provides the athletes with real world examples of situations they may come across and how to deal with those situations.
 - Clinic Supervisor attended the High School Teacher staff meeting and presented to the staff our clinic updates and clinic offerings.

- Completed FY17 Conditions of Funding Letters in response to additional questions from the Child and Adolescent Health Center staff regarding our application for FY 17 funds.
- Youth Health and Wellness Center
 - All staff participated in the Career Tech Center Orientation nights and provided information on our clinic to approx 300 families.
 - Very busy month between our Mental Health Provider and Medical Provider seeing almost 150 patients including 55 immunizations with an over 90% show rate.
 - One of our Medical Providers attended the State of Michigan HIV/STD Summit at the Grand Traverse Resort, which provided an update to the current state of HIV/STD care and risk, and new and promising technologies in HIV/STD care.
 - Attended Friday Night Live and provided clinic information to over 300 families.
 - Completed FY17 Conditions of Funding Letters in response to additional questions from the Child and Adolescent Health Center staff regarding our application for FY 17 funds.
 - Clinic staff participated in a Trauma Informed Care day training with the staff from Traverse City High School (the alternative school).
 - Staff prepared for providing 100 Tb Tests to Career Tech Students in the Allied Health Program and Early Childhood Education Program. Tests to be administered in September and October.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program
 - On August 1, 2016 MIHP begin the transition to Cycle 6.
 - Staff initiated training for this new program cycle including topics of Safe Sleep, Alcohol Free Baby and Me, as well as updated implementation of gross motor and social emotional assessment tools for infants.
 - August caseload for MIHP was 272 clients (88 Maternal and 184 infants).
 - Staff performed 297 visits for MIHP in August, an increase of nearly 18% from the previous month, mostly attributed to less vacation days and holiday.
- Healthy Futures: Public Health Nurses provided 17 postpartum home visits and 134 client pregnancy and postpartum phone calls focused primarily on breastfeeding support services.
- Children's Special Health Care Services
 - Case management team provided 75 client billable encounters and 33 home visits in the month of August, 40% above their average monthly this year, and over 20% higher than 2015 average.

- o CSHCS participated in the Northwestern Michigan Fair August 10, 2016 for “Kids & Special Kids Day” with approximately 825 children in attendance, which is a decrease of around 200 from last year.
- Pediatric Cardiac Clinic: Status quo
- Immunizations
 - o Immunization RN Laura Laisure participated in a 9&10 News Medwatch segment detailing the importance of back-to-school immunizations.
 - o GTCHD completed 347 immunization appointments and 99 walk-in clients, a 45% increase from this time last year, in the month of August, administering over 440 vaccinations.
 - o Certified waivers for non-medical exemptions are down nearly 13% from this time last year.
 - o Demands continue to require staffing two clinic rooms for both vaccinations and waiver appointments.
 - o Orientation began for 2 new public health nurses, Kitty Leonard, an on-call RN for seasonal waiver education and flu vaccinations, and Kaitlyn Baldwin, a full-time nurse working jointly with immunizations and reproductive health.
 - o Orientation began for new office specialist, Brooke Bolton, who is initially being trained to cover the immunization registration desk.
- Head Start
 - o Planning for Head Start Clinics, which will take place at GTCHD and K-Town Youth Care downtown Kingsley.
- WIC
 - o WIC clinics scheduled over 1100 client appointments with a 75% show rate, an increase of 6% over the average this calendar year, mostly as a result of client reminder messages.
 - o WIC completed an extensive Management Evaluation the first week of August. State WIC consultants spent a week reviewing over 100 indicators embedded in the 13 Management Tools. Areas for review include Administration, Certification, Nutrition Education, Outreach, Record Keeping and Accountability. GTCHD WIC received 10 Special Recognition awards for outstanding work in integration, outreach, as well as customer service provided to WIC participants.
- Hearing and Vision: Staff prepared for the 2016-17 school year.
- Blood Lead
 - o Follow-up provided for 6 children with elevated lead levels.

- o Continued investigations for families who may harbor environmental risk factors that impact their child's risk for exposure.
- o Outreach education provided at the Northwestern Michigan Fair August 10, 2016 "Kids & Special Kids Day."

MSU Extension (7, 8)

- 4-H: Youth ages 8 and up are invited to learn the basics of archery outside at the 4-H property in Leelanau County (1397 W. Burdickville Rd, Maple City, across from Miles Kimmerly Park). This 4-H Archery SPIN Club will be held on Wednesdays, September 21st – October 26th. The cost is \$35 which includes a t-shirt.

Do you know any students aged 15-18 who want to be an integral part of starting a new, "Students 4 Service" leadership and mentoring program in our community? Grand Traverse 4-H, MSU Extension and the Great Lakes Children's Museum have teamed up to bring the Youth Commission and Volunteers in Training to the Northern Michigan Region! This Youth Commission begins on Tuesday, October 4th and runs until Tuesday, November 8th from 4:30-6:30 p.m. Topics include leadership, money management, volunteer service, career and workforce prep and more! Dinner is included and the cost is \$10 per youth. All sessions will be held at the Great Lakes Children's Museum.

For more information on either of these two programs or 4-H in Grand Traverse County, please contact Karin Stevens, 922-4825 or steve552@msu.edu.

- FoodCorps: MSU Extension Grand Traverse County recently welcomed Julia Paige, a new FoodCorps service member. Julia will be based in the Grand Traverse County office and will provide service to Platte River Elementary school in Benzie County and Traverse Heights Elementary school in Grand Traverse County. Julia is a recent University of Michigan graduate, a native of Suttons Bay and an experienced pastry chef who is sure to bring great things to our community! FoodCorps is a national non-profit organization that connects kids to healthy food in schools. Julia will support implementation of evidence-based strategies specific to areas of hands on learning, healthy school meals and schoolwide culture. MSU Extension Grand Traverse County is one of six local service sites for FoodCorps in Michigan. Service sites are FoodCorps' community partners who are responsible for guiding service members as they make measureable differences in supporting school health. Sarah Eichberger will serve as Julia's site supervisor at MSU Extension.

Parks and Recreation (7)

- Eight hours ahead of the MEDC's midnight deadline on August 31, Parks and Recreation reached its fundraising goal of \$50,000 for a new playground at the Civic Center Park. Because the goal was met before the deadline, the MEDC will provide a matching grant of \$50,000 toward the project. Grand Traverse County residents and even out-of-county residents made generous donations. It is the Parks and Recreation Department's goal to schedule a community build for the new structure in early October 2016.

- Crystal Bindi Studios and Parks and Recreation have joined forces to bring “Twin Lakes Fitness” to the Long Lake Township area. The lower level of the park’s Gilbert Lodge facility has been renovated, and fall classes began the first week in September. Crystal Bindi provides fitness classes for every body (two words) at affordable prices in a supportive, noncompetitive, peaceful environment. All ages, body types, and talents are welcomed.

Parks and Recreation - Senior Center Network (7)

- 65 new members joined in August - Total now: 4,272
- 1,367 seniors participated in 5,223 units of service in August
- August was the month for summer celebrations with picnics, tournaments and parties across the Network. The summer sporting groups were very popular this summer and with the lack of rainy days we had great attendance across the board.

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

- COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT
 - Staff continues to work on Project Cherry Tree to improve healthcare, education, and career opportunities for Veterans in northern Michigan. A recent successful Committee meeting has set the stage for important meetings with the Michigan Veterans Affairs Agency and the Governor’s office followed by a visit to Washington, DC. The DC visit will include meetings with the Veterans Affairs Department and with the offices of Senator Stabenow, Senator Peters, and Congressman Benishek. The purpose of these trips is to gain funding to develop a pilot program in Northern Michigan for an integrated healthcare network between the VA and private healthcare systems that can be replicated elsewhere in the United States.
 - Staff continues to streamline the meeting processes for the Board of Commissioners. There will be improvements to the agenda item form and a “how-to” guide to ensure better communication and smoother process flow.
- BROWNFIELD REDEVELOPMENT
 - No report provided.
- CONSTRUCTION CODE DIVISION (7)
 - No report provided.
- SOIL EROSION PROGRAM (8)
 - No report provided.

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 August, we engaged in the following:
 - Authorized 182 misdemeanor warrants
 - Authorized 47 felony warrants
 - Authorized 11 juvenile petitions
 - Initiated 7 neglect/abuse cases
 - Handled the following matters in Family Court:
 - 22 allegedly mentally ill cases
 - 21 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 August, we reviewed nine contracts for the following departments:
 - Facilities: one
 - Commission on Aging: one
 - Health: two
 - Parks and Recreation: two
 - Planning: one
 - Administration: 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 August, we reviewed four requests, and provided advice and consultation to the following departments:
 - Human Resources: one
 - Sheriff: one
 - Soil Erosion: one
 - Health: 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 August, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- o Health
 - o Emergency Management
 - o Treasurer
 - o Planning
 - o Human Resources
- 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 August, 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 August, we did not represent the County in any civil actions.
 - Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of August, Chris Forsyth attended the 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)

- Had successful auction, sold all but 1 parcel which will be going to the second no minimum bid auction next month.
- Preparing for personal service on forfeited properties next month, working on tablet software for reporting eliminating the paper record and utilizing GPS for finding the parcel.
- Successfully processed and billed 146 July Board of Review adjustments on time.
- Processed 161 regular service, and 22 expedited passports in August.

Veterans Affairs (7)

- No report provided.