



## County Staff Report October 2016

1

### 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)

- The last household hazardous waste (HHW) collection of 2016 was held October 1, with over 300 residential and business appointments scheduled. Dates for the 2017 program are being planned and will be announced in 2017.
- The County is working with Acme, East Bay, Garfield, and Long Lake Townships to offer residents in those townships a no charge yard waste pass to dispose of up to 3 cubic yards of waste at the Grand Traverse County Brush Drop-Off Site on Keystone Road. Township residents can obtain a pass from their township office during business hours.
- On October 5, the Board of Commissioners passed a resolution designating the County Clerk as the administrator of the Solid Waste Ordinance. Work is being conducted to transition hauler licensing and associated reporting to the Clerk's Office.
- On September 26, County Administrator Tom Menzel participated in a panel discussion regarding the County's Pension Debt. The panel was hosted by the West Michigan Policy Forum (WMPF) whose role is to provide the leadership, education and voice of Michigan business to guide the administration and legislature in reinventing Michigan. At the WMPF, David Walker, former Comptroller of the United States presented a study completed by PWC which reviewed the Pension Debt of seven communities in the State of Michigan. The study concluded that the funded status of the seven community's pensions has been overstated. In reality, according to the PWC report, the County's pension debt is 32% funded not 45% funded as stated by MERS. This additional information is eye-opening as the County and many other communities may be in a far worse financial position than previously understood. As a part of Administrator Menzel's presentation he asked for a partnership with the legislators to provide the County with the tools that are needed to solve this problem. If you would like more information on the County's Pension, visit our web site at [www.grandtraverse.org/1865](http://www.grandtraverse.org/1865).

## County Clerk (4)

- Stats for month of September
  - New Circuit and Family Court Cases filed: 39 civil, 71 domestic, 22 felony, and 18 juvenile.
  - Three (3) jury pool sent out for Circuit Court trials.
  - Clerked one trial which lasted 2 days.
  - Clerked 2 County Commission meetings.
  - Vital Records filed: 139 births, 120 deaths, and 91 marriage licenses.
  - DBAs filed: 67
  - Concealed Pistol applications filed: 124
  - Concealed Pistol fingerprints done: 85
  - Concealed Pistol Licenses issued: 96
  - Passport Photos taken: 129
  - Certified Copies: 684 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 7
  - Voter Registrations: 475

## Health Department (7)

### ADMINISTRATION AND FINANCE DIVISION

- HIPPA Training- Health Department employees completed their annual HIPAA training at the September 20th staff meeting, presented by Laura Laisure, Public Health Nurse and Privacy Compliance Officer, specifically focused on release of information. HIPPA compliance is required for all Health Department staff, interns, students or other county staff who support health department functions (IT, maintenance, etc.). Staff who are unable to be present for the in person annual training, can review an online training and the HIPPA manual.
- Fiscal Year State Reporting- Monitored state grant revenue against our program expenses to ensure we have utilized the entire state grant to its capacity before the state fiscal year end of September 30, 2016.
- Michigan Billers Teleconference Group - Erin Carlson, Accountant, will be serving as the facilitator for the billers teleconference group for a one-year term. As the facilitator, she serves as a liaison between the billing group and the State of Michigan. In addition, she facilitates and prepares an agenda for conference calls once-a-month with other local health departments and State of Michigan.
- Influenza- All employees in the health services building are in the process of obtaining their mandatory annual flu shot. This is a policy in place to protect the vulnerable populations that obtain services (pregnant moms, babies, immunocompromised and seniors) and to protect staff. Flu shots are available for all county employees through the health department. The Health Department will hold a city/county building clinic on October 27th and via walk in hours. Flu is unpredictable, but can be serious and even the healthiest people can suffer from serious illness. *Protect yourself and those around you by getting your flu vaccine today!*
- Substance Abuse- The Health Officer participated in a statewide conference call on Carfentanil on behalf of public health and the medical examiners office to learn more about

this deadly and powerful drug. Also continuing to participate in the substance abuse coalition addressing the increase of heroin and other illegal drugs in our region.

- Community Health Innovation Region- The Steering Committee met and approved a Local Operations Plan on Structure, Governance, and Processes; The geographic area was defined by SIM Team as Prosperity Region 2; Work Groups include: Community Health Assessment & Improvement Planning and Clinical Community Linkages; An executive committee was also formed with Health Officer Wendy Trute elected as chair.
- Outreach Summary- The Ticker interviewed Wendy Trute and wrote a really positive article about the Northern Michigan Public Health Alliance and the Community Health Innovation Region of which our Health Department is a part.  
<http://www.traverseticker.com/story/25-county-health-alliance-has-high-goals>

There were also multiple events this month that the Health Department participated in - the Prepare Fair, Head Start Clinics, immunization waiver appointments, and a health fair at The Rock in Kingsley (see individual programs for additional information on each). The Annual Report was finalized and published electronically on our website- see links below  
PDF - <http://gtchd.org/DocumentCenter/View/6139>  
Online Magazine - [https://issuu.com/gtchealthdept/docs/2015\\_annual\\_report\\_final?e=9075556/39412428](https://issuu.com/gtchealthdept/docs/2015_annual_report_final?e=9075556/39412428)

#### MEDICAL EXAMINER DIVISION

- Cremation Permits- Transitioned cremation permit (burial transits) review and approval to the deputy medical examiner in September. The medical examiner has reviewed and approved over 750 permits for Benzie, Grand Traverse and Leelanau counties so far for 2016.
- Health Innovation Grant- Applied for a health innovation grant to MDHHS for medical examiner office for technology, training and quality improvement projects.

#### ENVIRONMENTAL HEALTH AND ANIMAL CONTROL DIVISION

- Bat Exposures- Our Environmental Health staff have sent in a total of 17 bats to the Michigan Department of Health & Human Services (MDHHS) lab in Lansing for rabies testing. None of the bats tested positive for rabies. They were brought in by the public after being found inside their homes, often found in bedrooms. Historically, a majority of bat exposure reports are received from the old town sections of Traverse City where many of the older homes provide excellent opportunities for harboring bats in cracks and gaps in the wooden exteriors of the homes. We reported a total of 17 bat exposures also in calendar year 2015 and 30 in 2014. Many of the bats have left the area already for winter hibernation in abandoned mines in the Upper Peninsula.
- FOIA Response- Processed three (3) FOIA requests for the month of September. Two (2) were requests for Environmental Health Assessments of commercial properties in Grand Traverse County and one (1) regarding an animal bite incident.
- Beach Monitoring Stakeholders Meeting- We held our last Beach Monitoring Stakeholders meeting for the 2016 calendar year. We reviewed the beach results for the 2016 swimming season and thanked retiring stakeholder members Lauren Vaughn (City of Traverse City

Parks and Recreation Director) and Tom Hinkel (Acme Township Parks Director) for their years of service in our beach monitoring program.

- Animal Control Positions- Interviews for Animal Control Officer and Animal Control Technician were conducted in late September. Top candidates have been selected and are currently undergoing reference and background checks through human resources before they are confirmed. Currently in the process of getting the Animal Control trucks back in good working order since being out of service, updating some equipment such as: catch poles, protective gloves.

#### EMERGENCY MANAGEMENT AND PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
  - o 2016 Prepare Fair was a huge success. Over 350 citizens visited (setting the record for the most participants in the state's history of the program), and over 30 public safety agencies participated. For emergency management, we had over 20 additional CodeRED signups and many preparedness materials distributed.
  - o The final two courses in Critical Infrastructure Protection were completed in mid-Sept. The county now has 5 federal certified Critical Infrastructure Protection specialists to assist with Threats/Hazards assessments. This process will greatly help the county for emergency/disaster planning and grant(s) acquisitions.
  - o Conducted the 2016-17 School Safety Drill scheduling in accordance with MI PA 12. All 5 school districts and over 50 county schools are compliant with the state law.
  - o Officially applied to FEMA for a Community Emergency Response Team (CERT) designation for Grand Traverse County (more details to come). Official Kick Off meeting is Oct. 13, 7pm at Paradise Township building.
  - o Participated in planning with Traverse City Police and Fire departments & the US Secret Service for the Chelsea Clinton visit on 9/30.
- Emergency Preparedness
  - o The State of Michigan, Health Innovations Grant awarded to Northern Michigan Public Health Emergency Preparedness out of Grand Traverse County Health Department came to a close at the end of the month.
  - o The conclusion of this grant resulted in the strategic placement of critical public health preparedness assets through the county and region as preparedness efforts for the next large scale public health incident are advanced.
  - o A Mobile Medical Unit has been operationalized and is being placed into normal health department operations as public health preparedness begins to become more blended with daily health department operations so that standing up emergency coordination operations and centers is more streamlined during large response efforts.
  - o The Preparedness professional Mike Lahey out of Grand Traverse County has prepared a presentation for the Premier Public Health Conference in the month of October in

Kalamazoo, Mich. The NMPHEP operation has received great interest across the state for the effective and efficient financial and operational aspects of a public health program it has created and the presentation is anticipated to have a large audience.

## COMMUNITY HEALTH DIVISION

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

#### ➤ Communicable Disease Program:

- Communicable Disease staff investigated 64 communicable diseases and animal bites/exposures for the month of September.
- Staff continue to participate in bi-monthly Zika virus conference calls with the Michigan Department of Health and Human Services, related to the emerging epidemiology of Zika, which populations can be approved for testing, and new/expanding travel and prevention guidelines.
- Mandatory illness reporting began with the start of the school year for all public and private schools and licensed daycares in Grand Traverse County. Education regarding this form and how to correctly report were given to individual administrative assistants based on request.
- Supervisor participated in the 2017 STD Program Update on September 26, in which changes to the chlamydia and gonorrhea screening project were discussed.

#### ➤ Reproductive Health:

- Reproductive Health staff provided services for 103 men and women, of which 38 were brand new clients to the program.
- Several staff members were able to view the Infant Mortality Reduction Plan Community of Practice Webinar regarding Adolescent Coercion on September 7, which helps the clinic staff to better understand and address this sensitive topic with clients.
- The 2016-2017 Family Planning Workplan was completed and submitted to the Michigan Department of Health and Human Services, detailing program goals and quality improvement initiatives for the upcoming fiscal year.
- All clinic staff attended the 2016 Michigan Family Planning Update Annual Conference held at the Grand Traverse Resort and Spa on September 20 and 21.
- Supervisor attended a one-day management training course in Traverse City as well as a Preceptor Academy in Grayling, which focused on the training and retention of new staff.
- Equipment purchased with Tobacco Dependence Grant funds to facilitate tobacco cessation among our Family Planning clients; purchases included two new laptops, tablets with cases for the waiting rooms, TVs for exam rooms, a printer, DVD players, and tobacco cessation DVDs.

➤ Immunizations:

- For the 2016 federal fiscal year, the Health Department administered 1931 doses of federally provided vaccines for a total value to our community of \$98,500.
- We welcomed parents and children over this past month as they continued to comply with school entrance requirements of either up to date vaccinations or certified health department waiver following an opportunity for education by one of our immunization and public health nurses.
- We administered nearly 500 vaccinations in September at the Health Department and two Child and Adolescent Health centers.
- We began administering flu vaccinations in September and are now accepting children and adult appointments and adult walk-ins every day Monday thru Friday.

*ADOLESCENT HEALTH:*

➤ Kingsley KTown Youth Health Center:

- Participated in The Rock of Kingsley Health Fair
- Administered nearly 50 vaccinations in 107 clinic visits.
- Nurse Practitioner attended the State of Michigan Family Planning Conference at the Grand Traverse Resort & Spa
- Continued to be busy with immunizations, sports physicals and family planning visits.
- New Mental Health Provider designated to the clinic
- Presented updated clinic information to the staff of Kingsley High School
- Finalized equipment purchases for grant money for IT equipment purchases for the Family Planning Tobacco cessation grant

➤ Traverse City Youth Health and Wellness Center:

- Nurse Practitioner attended the State of Michigan Family Planning Conference at the Grand Traverse Resort & Spa
- Continued to be busy with immunizations and sports physicals.
- Provided Tb Testing to the students of the Career Tech Center Allied Health and Early Childhood Education programs to allow them to attend their clinical time at Munson Medical Center
- New Mental Health Provider designated to the clinic
- Attended the Planned Parenthood of NW Michigan outreach event
- Administered nearly 50 vaccinations in 150 clinic visits

*MATERNAL AND CHILD HEALTH PROGRAMS:*

➤ Maternal Infant Health Program (MIHP):

- September caseload of 269 (177 infants, 92 prenatal women).
- Staff completed 283 (103 mom, 180 baby) visits in September.
- In October we expect an increase in MIHP enrollment due to demand for new client appointments through WIC clinic.

➤ Healthy Futures:

- Nursing staff provided 11 visits to mothers in need of breastfeeding support.

- 43 Healthy Futures contacts made by nurses through outreach postpartum visits at Munson Medical Center.
- Children's Special Health Care Services: Case management team provided 69 billable encounters and 37 home visits in the month of September.
- Head Start:
  - Grand Traverse County Health Department hosted 3 Head Start clinics at the Health Department, and 1 clinic at K-Town Youth Care.
  - A total of 86 preschool children were screened for Vision and Hearing. Nursing staff assured completion physical examinations for all 86 children.
  - Families were offered onsite services which included complete physicals, immunizations, immunization waivers, blood lead screenings, as well as hemoglobin screening.
  - Two clean-up dates are scheduled for October 2016 for the children who missed the September clinic dates. This was the third year hosting Head Start at the health department. The clinics were well received by Head Start staff and families alike.

#### WIC (Women Infants Children) Program:

- WIC completed the FY 2017 WIC Nutrition Services plan. The plan includes client risk factors by category.
  - Breastfeeding Women the top risk is low hemoglobin (59%)
  - Children the top risk is routinely using nursing bottles, cups, or pacifier improperly (20%)
  - Infants' top risk also ranked routinely using nursing bottles or cup improperly (15%)
  - Pregnant Women ranked overweight as top risk (46%)
  - Postpartum women scored low hemoglobin as their top risk (39%)

2017 Nutrition Services Plan addresses educational needs of our WIC population groups.

Next steps include staff education regarding these findings, and implementation of the FY 2017 plan. The goal of the 2017 Nutrition Services Plan is to offer 400 nutrition education opportunities each month for clients to promote their health and wellbeing for improved outcomes.

- Hearing and Vision: September kicked off back to school screenings for children. The Hearing and Vision team played an important role in the successful delivery of services at Head Start clinics (see Head Start for details).
- Blood Lead Testing: Laura Barrett attended the Childhood Lead Poisoning and Prevention Training in Gaylord. She presented to staff at the September Maternal Child Health meeting regarding what we most need to know about lead poisoning to help our families in our community. No level of lead is considered safe, no level is called "negative". GTCHD lead prevention continues to monitor and offer assistance to six families with children that have been identified with elevated blood lead levels.

### **MSU Extension (7, 8)**

- MSU Extension Program Instructor, Michelle Smith RD, will provide a six-week series of Cooking Matters at the Life Skills Center on the Transition Campus in Traverse City during the month of October. Cooking Matters for Adults is a nutrition program where participants will learn how to eat healthy, cook and grocery shop on a limited budget.
- The Northwest Michigan 4-H Livestock Council held its 45th Annual 4-H Livestock Auction during the Northwestern Michigan Fair on August 11, 2016.  
Auction Summary:
  - o Gross sales from the auction totaled \$724,213.12
  - o 1% increase from 2015 Sales
  - o Animals Donated to Local Food Pantries/Charities
    - 35 Swine
    - 3 Steers
    - Live Weights of Animals Donated Totaled 12,425 pounds
  - o Funds of \$74,712.28 were raised to support the Heather Barley Memorial 4-H Scholarship Fund.
  - o 463 ~ 4-H local youth (ages 9-18) participated in the auction for 2016
  - o 1150 local 4-H youth registered and participated in the 4-H Livestock Council program in 2016
  - o Greenstone Farm Credit, Broad Farms, Team Elmer's and Gilbert Volling all purchased junior beef projects for local youth members to raise as steer market projects for 2016.

Thank you to all of our generous supporters!

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

#### **CIVIC CENTER PARK/PARKS AND RECREATION OFFICE**

- Grand Traverse Band of Ottawa and Chippewa Indians recently approved language for a plaque to be placed near the Native American marker tree at Civic Center Park. Last year, the Grand Traverse Band awarded a two percent grant to Parks and Recreation to undertake a placemaking project involving the area surrounding the tree, which is a meaningful part of Native American and the region's history. Marker trees were used by Native Americans as few as 100 years ago as wayfinders (similar to current day street signs). This particular tree is on the north side of the Civic Center property, and was used as a marker on the Detroit to Straits of Mackinaw trail. Once the plaque is engraved with the educational language, a date for a celebration and ceremony in honor of the tree and its great significance will be scheduled. The community will be invited to the event to celebrate and learn more about Native American marker trees.
- Wednesday, October 5 was "Traverse City Walks to School Day." With generous support from Blue Cross Blue Shield of Michigan, TBA Credit Union, Traverse City Track Club, and Oryana Community Co-op, Norte! hosted the event again this year, which is part of the national "Walk to School Day," as part of the national Safe Routes to School effort. The Parks and Recreation Director joined Norte! Executive Director Ty Schmidt, local police officers, and about 50 children in a "walking bus" to Eastern Elementary School that morning. Grand Traverse County Parks and Recreation, which supports the



Safe Routes to School Program and is a community partner with North!, is proud that its Civic Center Park can serve as a "bus stop" and gateway for students walking or riding their bikes to Eastern Elementary School, Central High School, Oak Park Elementary School, and Northwestern Michigan College. The park provides a safe, central location for parents to drop off and pick up their children, for children to play after school, and for families to meet before and after school, and any time in between!

- In an effort to control the deer population, and upon recommendation by the Michigan Department of Natural Resources (DNR), Grand Traverse County Parks and Recreation has opened Power Island for bow hunting this fall. The department will issue permits to hunters for the two DNR-established bow hunting seasons, one from October 1 through November 14, 2016, and the other from December 1, 2016, through January 1, 2017. Parks and Recreation participates in the DNR's Deer Management Assistance Permits (DMAP) program to prevent the deer population's attrition through starvation. Available for a \$20 administrative fee, permits are issued by registering with the Parks and Recreation Office at 1213 W. Civic Center Drive, Monday through Friday, 8 a.m. to 4:30 p.m. on a first-come, first-served basis. Hunters must show a valid deer license and picture identification, agree to follow all DNR hunting guidelines/laws and county park rules, and follow up by reporting hunting results.

#### TWIN LAKES PARK

- Parks and Recreation is taking reservations for the final quarter of 2016 for weddings, special events, holiday celebrations, birthdays, meetings, and more at historic Gilbert Lodge in Twin Lakes Park. Some weekend, weekday, and daytime openings still available. Enjoy the charm and beauty of YOUR lodge in YOUR park during all seasons. Book for next year, too. Reservations also being taken for the Twin Lakes dormitory for summer camps in 2017. Overnight or day camps are welcomed. The park also features a pavilion with a fireplace, hiking trails, and a multipurpose field, all set against the beautiful backdrop of North Twin Lake. Check out Twin Lakes Fitness events put on by Crystal Bindi Studios: [www.crystalbindistudios.com](http://www.crystalbindistudios.com).
- Parks and Recreation will have a booth to promote Twin Lakes Park as a wedding venue at the Elite Wedding Expo on Sunday, October 16 from noon to 4 p.m. at the Grand Traverse Resort and Spa.

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

- 78 new members joined the Senior Center
- 1,906 seniors participated in 7,342 units of service
- Special Events: Medicare educational presentations were made throughout the county. Evidenced-based programming in Balance and Diabetes education taking place at Traverse City and Interlochen locations. Hearing screens throughout the county. Balance testing offered at Traverse City and Kingsley locations. Seniors educated on phone scams, spine health, vision health, consumer rights, balance matters, fall prevention, and annuities during workshops throughout county. In partnership with DNR and NMC, offered programs on black bears and Cuba, with great reception. Health fair held at Kingsley location. Michigan Steelheaders held its third annual fish fry at Traverse

City location in support of our program, with proceeds. MahJongg tournament held in Interlochen. In partnership with GT ProFILE, seniors received a day of free document shredding. Bins also were made available at the outreach locations for seniors in those communities.

- September was a month of fall travel, with seniors attending a Tigers' game, visiting an Elk Farm in Hillman, taking a Mystery Trip in Grayling, and an overnight adventure in New Buffalo, Michigan. Over 100 individuals experienced a preview of the 2017 Colorado Train Tour.
- Through the SCN Partners in Education relationship with TCAPS, participated in Patriot Game festivities, recognizing local veterans, and in the Fall Festival held at TC West.
- Celebrated International Day of Peace with Mayor Carruthers, who read a peace proclamation and helped dedicate the peace pole, painted by SCN members and local artist, Charles Murphy, at the Traverse City Senior Center.
- Regular programming included: Exercise classes, daily lunches, hiking group, golf league, cycling club, yoga, pilates, tropi-fitness, grief support, legal assistance, Parkinsons support, blood pressure and glucose monitoring, massages, reflexology, foot care, technology assistance, cards games, board games, Wii bowling, art classes, ethical discussion group, Girl and Guy Friends Groups.
- Coming in October: 2017 Travel Show, Hometown Heroes Ride celebrating veterans, geocaching, cybersecurity, Empty Bowls program, probate courts, HereSay Workshop, Halloween celebrations, and protecting money from fraud and abuse.

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

- **PLANNING**  
The 31st Annual Awards Banquet presented by the County Planning Commission and the Grand Traverse County Chapter of the Michigan Townships Association will be held Thursday, November 3 from 6 PM to 9 PM at Boone's Long Lake Inn.
- **BROWNFIELD REDEVELOPMENT**  
The River's Edge Brownfield Plan will be closed out as of 12/31/16. With this development, significant environmental conditions were improved, including the deposition of core mold sand and slag throughout; contamination from leaking underground storage tanks, contaminated foundry sands and heavy metals. Over \$41,000,000 in private investment and the creation of over 500 new jobs and taking the tax base from \$732,448 to over \$30,000,000. This Plan also closed at the same time as the DDA TIF 2 tax base is reset. This was intentionally done to allow all taxing jurisdictions to realize the increased taxes received. Even though the Brownfield Plan was not set to expire until 2030 the importance of the taxes to flow to the taxing jurisdictions was the reason why the Plan ended.
- **CONSTRUCTION CODE DIVISION (7)**  
We have established the Construction Code Office Task Force, which includes County/Construction Code management staff, the Home Builder's Association and

Builder's Exchange. The purpose of this group is for outreach. There have been 2 Task Force meetings held with valuable feedback that is key to our ongoing improvements.

There have been several changes established to streamline the office for better efficiency. Some of these changes include improved processes for issuing and tracking permits, a more efficient telephone system and cross-training support staff with the Soil Erosion office, which provides back-up and consistency. Also, the increase in participation by the Building Official to address issues as they arise. Several changes are in process to continue these improvements.

➤ SOIL EROSION PROGRAM (8)

With the recently established permitting and tracking procedures in place, our focus of Customer Service continues to progress. We have implemented a system of weekly sensitivity reporting since July to ensure timely inspections. We are pleased to report that all open permits have been reviewed and we are tracking progress on all projects. Staff is currently working to delineate the determination of soil sensitivity to be more proactive based upon soil stability.

➤ COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

Fiber Project: The Governor has organized a 21<sup>st</sup> Century Infrastructure Commission and the collaboration between local units of government, state government and the private sector are key components to support the development of a high-speed digital infrastructure that would allow Traverse City and the Grand Traverse Region to become a "technology hub" for the digital economy. Traverse City Light and Power has put in place fiber optic infrastructure components throughout the community, which provides a "shovel ready" project for the advisory board to consider as a pilot project. Resolutions of support for the fiber project from the City, County and DDA will be presented in October.

➤ SPECIAL PROJECT

A delegation of team officials from the Grand Traverse Band of Ottawa and Chippewa Indians and Grand Traverse County recently traveled to Lansing and Washington, DC to gain support for Project Cherry Tree. Local officials met with Governor Snyder's Strategy Director and the Michigan Veterans Affairs Agency in Lansing. In Washington, DC, officials met with leaders from the U.S. Department of Veterans Affairs, Senators Stabenow and Peters, and Congressman Benishek along with Governor Snyder's senior federal policy representative. The trips were successful, particularly in establishing a partnership with the VA to access resources to address veteran challenges in northern Michigan.

**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 September, we engaged in the following:

- Authorized 185 misdemeanor warrants
- Authorized 31 felony warrants

- Authorized 15 juvenile petitions
- Initiated 2 neglect/abuse case
- Handled the following matters in Family Court:
  - 12 allegedly mentally ill cases
  - 20 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 September, we reviewed eight contracts for the following departments:

- Commission on Aging: two
- Health: one
- Parks and Recreation: two
- Central Dispatch: one
- Administration: one
- Community Corrections: 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 September, we reviewed seven requests, and provided advice and consultation to the following departments:

- Human Resources: one
- Sheriff: three
- Construction Codes: one
- Administration: one
- Community Corrections: 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 September, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Equalization
- Parks and Recreation
- Administration
- Clerk

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 September, 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 September, 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 September, Chris Forsyth attended the regular board meetings.