

1. 6:00 P.M. Packet

Documents: [PHS 2-3-16.PDF](#)

**GRAND TRAVERSE COUNTY  
PUBLIC HEALTH & SAFETY**

**Wednesday, February 3, 2016 @ 6:00 p.m.  
Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center  
400 Boardman, Traverse City, MI 49684**

**Grand Traverse County provides mandated and necessary services  
that ensure safety and add value to our community.**

General Meeting Policies:

- Please turn off all cell phones or switch them to silent mode.
- Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.

Pages

**CALL TO ORDER**

**1. OPENING CEREMONIES OR EXERCISES**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES:**

- a. December 2, 2015 (regular session) ..... 3

**4. FIRST PUBLIC COMMENT**

*Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provision of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:*

*Any person wishing to address the Board shall state his or her name and address.*

*No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.*

*Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the board. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized, and shall not address the board until called upon by the chairperson.*

**5. APPROVAL OF AGENDA**

**6. CONSENT CALENDAR:**

*The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.*

*If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Committee action adopting the consent calendar.*

*(All information identified on the Consent Calendar can be viewed in it's entirety @ [www.grandtraverse.org](http://www.grandtraverse.org).)*

- a. Receive and File:
  - b. Approval:
    - 1) Commission on Aging Monthly Report ..... 7
    - 2) Commission on Aging Accept \$25,000 Donation ..... 8
  - c. Action on Consent Calendar
7. SPECIAL ORDERS OF BUSINESS:
8. ITEMS REMOVED FROM CONSENT CALENDAR:
9. DEPARTMENT AND OTHER ACTION ITEMS:
  - a. ADMINISTRATION:
    - 1) Proposed Meeting Structure ..... 11
10. UNFINISHED BUSINESS:
11. NEW BUSINESS:
  - a. Ad Hoc Committee Appointment Recommendations (Parks & Recreation, BATA)
12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)
13. COMMISSIONER COMMITTEE REPORTS:
14. NOTICES AND/OR ANNOUNCEMENTS:
15. CLOSED SESSION:
16. ADJOURNMENT:

**Although this Committee includes all members of the Grand Traverse County Board of Commissioners, recommendations are made, and final action is taken at the Board Meeting at the end of the month.**

**2015 Public Health & Safety Committee:**

**Addison "Sonny" Wheelock, Chair**  
**Ron Clous, Vice Chair     Christine Maxbauer**  
**Dan Lathrop                     Aisa Kroupa**  
**Carol Crawford                 Bob Johnson**

**If you need auxiliary aid assistance, contact 231-922-4760.**

GRAND TRAVERSE COUNTY  
PUBLIC HEALTH & SAFETY

December 2, 2015

Chairman Wheelock called the meeting to order at 6:00 p.m. at the Governmental Center.

OPENING CEREMONIES AND EXERCISES

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Carol Crawford, Bob Johnson, Alisa Kroupa, Dan Lathrop, Ron Clous,  
Christine Maxbauer and Addison Wheelock, Jr.

APPROVAL OF MINUTES

There being no corrections to the November 4, 2015 minutes, they were approved as presented.

PUBLIC COMMENT

**Georgia Durga, Commission on Aging Director** – updated the Board on a disclosure item in regard to the Senior Travel Program.

APPROVAL OF AGENDA

Remove Department Item: Sheriff's Office Vehicle Purchase.

Moved by Maxbauer, seconded by Kroupa, to approve agenda as amended  
Motion carried.

CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive and file or approval) is approved by a single Committee action adopting the consent calendar.

A. RECEIVE AND FILE

1. Commission on Aging Monthly Report – *Removed from calendar*
2. Community Corrections Monthly Report

B. APPROVAL

None

C. ACTION ON THE CONSENT CALENDAR

After the Chief Deputy Clerk read the consent calendar for the record, the following item was removed:

Item A-1

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By Wheelock

Moved by Kroupa, seconded by Johnson to approve the Consent Calendar minus item #A-1. Motion carried.

SPECIAL ORDERS OF BUSINESS

A. Historical Courthouse Clock Tower Petition

Public Comment

The following people spoke on the subject of the Courthouse Clock Tower:

Charlie Kerndt

Linda Koebert

Bernie Riker

Pete Doren

Jane Fulmer

Moved by Kroupa, seconded by Maxbauer to refer the matter of the Historical Courthouse Clock Tower to John Sych, Planning and Development Director, for investigation.

Motion carried.

ITEMS REMOVED FROM THE CONSENT CALENDAR

**A-1, Commission on Aging Monthly Report**

Moved by Maxbauer, seconded by Kroupa to receive and file the Commission on Aging Monthly Report.

Motion carried.

DEPARTMENT AND OTHER ACTION ITEMS

A. Health Department

1) Stericycle Service Agreement – *Immediate Approval*

Wendy Trute, Health Officer, reviewed Stericycle Service Agreement and answered Commissioners' questions.

Moved by Johnson, seconded by Clous to approve the Stericycle Service Agreement to provide sharps pick-up at the Grand Traverse County Health Department, effective immediately.

Roll Call Vote Yes 7

- 2) **Hospital Network Healthcare Services Medical Waste Services**  
Wendy Trute, Health Officer, reviewed the Hospital Network Healthcare Services Medical Waste Services agreement and answered Commissioners' questions.

Moved by Johnson, seconded by Kroupa to recommend approval of the Hospital Network Healthcare Services Medical Waste Services agreement. Motion carried.

- 3) **Mitchell & McCormick, Inc. – Business Associate Agreement & Upper Peninsula Health Information Exchange – Business Associate Agreement**

Wendy Trute, Health Officer, reviewed the Mitchell & McCormick, Inc. and the Upper Peninsula Health Information Exchange – Business Associate Agreements. Mrs. Trute inquired if this type of agreement can be handled administratively in the future.

Moved by Johnson, seconded by Maxbauer to recommend approval of Mitchel & McCormick, Inc. and Upper Peninsula Health Information Exchange – Business Associate Agreements, further the Health Department has the authority to enter into future Business Associates Agreements. Motion carried.

**B. Sheriff's Office**

- 1) **Vehicle Purchase**  
Removed from Agenda

UNFINISHED BUSINESS

None

NEW BUSINESS

None

SECOND PUBLIC COMMENT

**Geraldine Green** – spoke on budget and Commissioners' wages

COMMISSIONER COMMITTEE REPORTS

Commissioner Lathrop reported that he spoke at the American Legion regarding the hope of naming the Traverse City Veterans Clinic after Col. Demas T. Crow.

NOTICES AND/OR ANNOUNCEMENTS

- A. New Grand Traverse 911 Director Named – Congratulations Jason Torrey**  
Commissioners congratulated Jason Torrey's promotion to Grand Traverse 911 Director.

CLOSED SESSION

None

ADJOURNMENT

Meeting adjourned at 6:45 p.m.

\_\_\_\_\_  
Sarah B. Lutz, Chief Deputy Clerk

\_\_\_\_\_  
Addison Wheelock, Jr., Chairperson

APPROVED: \_\_\_\_\_  
(Date) (Initials)

DRAFT



## **GRAND TRAVERSE COUNTY**

### **COMMISSION ON AGING**

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## **PUBLIC HEALTH & SAFETY COMMITTEE**

### **COMMISSION ON AGING REPORT**

**February 3, 2016**

**1. COMMISSION ON AGING BOARD OF DIRECTORS MONTHLY MEETINGS –**

Starting this year the Board is moving to two meetings a month. The first is a Committee of the Whole on the first Tuesday of each Month. The second is the official Board Meeting on the third Tuesday of the month located in the Commission Chambers. The decision to reduce the number of meetings from four a month to two is for several reasons. The first to improve communication with all ten Board Members present for every discussion and decision. The other is to save time and money. Fewer meetings mean less staff time, lower per diems and lower mileage reimbursement costs for the year.

**2. COMMISSION ON AGING FRONT & CENTER NEWSLETTER-**

The Newsletter is now the GRAND TRAVERSE COUNTY FRONT & CENTER NEWSLETTER with the COA, Parks and Recreation Department and Senior Center Network sharing space. The Masthead will change with the generic county logo being used. The three topic boxes will direct readers to each respective section on the COA, SCN and Parks & Rec. The newsletter will be mailed to the combined mailing lists of the COA, SCN & Parks and Rec.

**3. AARP TAX RETURN PREPERATION PROGRAM -**

The COA will be hosting the AARP Volunteers again this year at their 520 W. Front Street office. Appointments will begin February 1 and continue through April 18. The hours are 9:30 a.m. to 3:00 p.m. Last year 278 Tax Returns were completed by the Volunteers from our office.



4. **UNIVERSAL AIDES -**

We are pleased to announce our first Universal Aide as part of the In-Home Services field staff. Melissa Z. an employee for ten years earned her Certified Nursing Assistant Certification this month. A current CAN is a requirement of the Universal Aide position. A Universal Aide will perform the job tasks that formerly required the presence of two In Home Services employees. For example, we have clients who require multiple services such as home health care and house cleaning. Before Universal Aides we were paying two sets of wages and two sets of mileage reimbursements. No longer, from this point forward the COA will only hire Universal Aides for our field staff. The clients are happier with one Aide. It is more efficient and effective for all concerned.

5. **2015 PROGRAM REPORT –**

2015 In-Home Service Program Report – as you will note being short staffed was a chronic challenge in October, November and December. The transition to all Universal Aides will eliminate that issue moving forward. Despite staffing challenges a total of 1,665 clients were served by the COA in 2015.

Wait Lists - All wait lists for Home Chore Services are zero. The PERS wait list was for GSM (cell phone) units. Those units are being provided therefore the list will be zero. The Home Health Care and Respite Wait Lists were impacted by the staffing and are heading back down assisted by addition of Melissa Z. as the Universal Worker they will be zero shortly.

6. **FIRE AND FALL PREVENTION PRESENTATION TO FIELD STAFF -**

**By Kyle Clute, Grand Traverse Metro Fire Department**

Kyle presented safety tips and facts about Smoke Alarms and fire prevention. Field staff are already participating in the **Safe Neighborhoods Smoke Alarm Project** which is a part of this program. Kyle thanked the COA staff for sending in over 80 completed and signed forms from our Clients.

6. **ACTION ITEMS**

***Request that the Grand Traverse County Board of Commissioners approve the acceptance of a \$25,000. gift from the David P. Sheetz Foundation.***

Respectively submitted  
*Laura M. Green*  
Deputy Director  
Commission on Aging  
January 27, 2016

December 16, 2015

Georgia Durga  
Director  
Grand Traverse County Commission on Aging  
520 W. Front St., Suite B  
Traverse City, MI 49684

Dear Georgia:

Please accept our gift of \$25,000 from the David P. Sheetz Foundation.

We value the support you provide for our senior citizens, and are thankful to be able to continue to contribute to your organization. The welfare of the senior population was so very important to both my parents. Thank you for all that the Commission on Aging does to improve their lives.

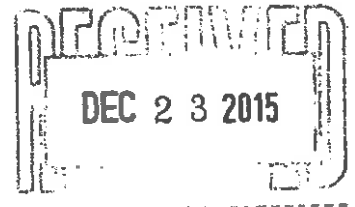
Please send a confirmation letter of this charitable gift, as well as a copy of your organization's charitable exemption, to me at the address below, as per our lawyer's request.

Sincerely,



Martha Keep  
Director

David P. Sheetz Foundation  
c/o Martha Keep  
2920 Crescent Shores Drive  
Traverse City, MI 49685



**APPROVAL OF AGENDA**

**Motion to approve the Agenda as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Kucera
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Sullivan, Taylor
<b>NAYS:</b>	None

**PUBLIC COMMENT AND INTRODUCTION OF GUESTS**

Chair Harrand introduced and welcomed Green.

Rokos arrived 9:03 am.

**SPECIAL ORDER OF BUSINESS**

**New Employee Introductions**

Green introduced Jessie S., Home Health Care/Respite, and provided some information on her background.

**Employee Anniversaries**

Green introduced and thanked Curt B., Home Chore-10 years, Melissa Z., Homemaker Aide-10 years, and Christine M., Home Health Care/Respite-15 years for their service. Green also informed members that Connie N., Homemaker Aide-10 years, was unable to attend. Green provided background on the employees and gave each a pin for their years of service.

**Annual Forms Submission**

Cyndie F. reviewed the annual forms; and asked members to submit them no later the next Committee meeting.

**Donation Acceptance David P. Sheetz Foundation**

Green explained that GTCOA has received a \$25,000 donation from the David P. Sheetz Foundation; with the funds slated to the Transportation program.

**Motion to accept \$25,000 from the David P. Sheetz Foundation for the GTCOA Transportation program.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Busch
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor
<b>NAYS:</b>	None

## REGULAR BOARD OF COMMISSIONERS

**SUBJECT:** Proposed Meeting Structure

**FROM:** Tom Menzel, Administrator  
John Sych, AICP, Planning & Development Director

**FOR MEETING DATE:** February 3, 2016

The following recommendations will improve public meetings held by the Board of Commissioners for review and formal action on issues of County concern by providing efficiency in use of time and increased opportunity for critical thinking in the Board's decision-making. These recommendations coincide with other recent actions to streamline meetings of the Board.

Today's communication technology allows for faster flow of information in County operations. Letters and faxes have been replaced by emails and smartphones. Expectations to move information and take action quickly places pressure on points in processes where there may be delays. Therefore, meeting time should be used effectively to respond in a timely manner and facilitate an expedient flow in the operations of the County.

Meetings currently conducted by the Board are primarily formal presentation and action. Board meetings are not structured to accommodate strategic study and discussion. Occasionally, the Board has set special meetings for those types of discussions, but those are an exception to the regular routine of the Board.

The following changes will provide improvements for Board meetings:

**Agenda Preparation:** An organized agenda is a vital tool for efficient meetings and sets clearer expectations for commissioners, staff, and the public. Essential to developing a good meeting agenda is determining the appropriate level of attention for each agenda item. Questions to consider before an agenda is set include: Will an announcement be sufficient? Will discussion be in order? Will a vote be required? This type of evaluation will determine the construction of a well-organized agenda.

**Administrative Action: Through the use of an Agenda Review Committee, staff will conduct a review process that strategically considers an item before being placed on an agenda.**

An agenda review committee will be created that consists of the Administrator, Deputy Administrator, Finance Director, Human Resources Director, Board Chair, and Board Vice-Chair. Additional details will be developed over time to ensure an efficient and effective process.

The agenda review process will provide the following improvement:

- Items brought before the Board that are complete, timely, and in an appropriate format, will allow Board meetings to be conducted a more efficient manner.

**Agenda Forms:** Many times items are presented that do not have all the information present. Also, because of the inconsistency in how agenda items are presented, there may be confusion about the agenda item and the request.

**Administrative Action: Staff will utilize an agenda item form to ensure items are complete, have been reviewed when appropriate, and can be easily tracked.**

Items will be presented in a form versus the current memorandum format. The form will have a combination of check boxes and text which will allow for quick and thorough evaluation of the action being presented. Each form will contain, when applicable, the type of action, a summary narrative, financial impact data, recommended motions, alignment with the strategic plan, and proposed performance measures. Information collected in the form will be used to establish a tracking log for each item to ensure follow-up actions are conducted after Board action.

The agenda form will provide the following improvement:

- Using forms will provide easier and quicker review and understanding of an agenda item to the Board, staff, and the public and allow the Board to make more informed decisions by having more complete information.

**Meeting Follow-Up:** At the conclusion of each meeting there are a number of items that need to be carried forward. For instance, contracts need to be signed and recorded, additional investigation and report may be needed, or an announcement to departments and the community may be necessary.

**Administrative Action: Staff will utilize a follow-up meeting after each Board meeting.**

A follow-up meeting will provide the following improvement:

- The follow-up meeting will ensure proper actions are taken and assignments are made based on Board actions.

An overview of the agenda review process is provided below:

<b>Week <u>BEFORE</u> the Board of Commissioners Meeting</b>	
Email Reminder to All Departments	Monday
Deadline for Agenda Item	Tuesday @ 5:00 PM
Administrator and/or Deputy Administrator Review	Wednesday
Agenda Review Committee	Thursday
Agenda Packet Issued	Friday
Questions from Commissioners to Staff	Before Monday @ 5:00 PM

<b>Week <u>OF</u> the Board of Commissioners Meeting</b>	
Regular Meeting	Wednesday @ 6:00 PM
Follow-Up Meeting	Thursday

**Meeting Schedule:** A committee structure is intended for a board that utilizes committees with a fraction of full board representation. The committees provide recommendations to the full board for consideration. As present, the three committee of the whole meetings and one regular meeting per month restricts the flow of agenda items and results in the need for more meeting time per agenda item. Items that may only require one meeting for consideration must follow the two step process. Currently, 48 meetings are scheduled annually, yet only 12 of the meetings allow for formal action.

**Recommendation to Board: Establish two regular meetings on the 1st and 3rd Wednesdays of each month.**

Establishing regular opportunities for strategic discussions are necessary for the Board to address larger issues impact the County organization, the community, and the region. A study session is for items that require more than half an hour discussion. No formal action is taken at a study session. A study session can only be requested by the Administrator or the Board Chair or three Commissioners.

**Recommendation to Board: Allow for the option of up to two study sessions per month on the 2nd and 4th Wednesdays of the month.**

Current	Proposed
Health & Public Safety Comm: 1 <sup>st</sup> Wednesday	Regular Board Meeting: 1 <sup>st</sup> Wednesday
Resource Mgmt & Admin Comm: 2 <sup>nd</sup> Wednesday	Regular Board Meeting: 3 <sup>rd</sup> Wednesday
Ways & Means Committee: 3 <sup>rd</sup> Wednesday	Study Session: 2 <sup>nd</sup> /4 <sup>th</sup> Wednesday (As needed)
Regular Meeting: Last Wednesday	

Annual Total of Scheduled Meetings	48	Annual Total of Scheduled Meetings	24
Annual Meetings with Formal Action	12	Annual Meetings with Formal Action	24

The meeting structure change will provide the following improvements:

- Movement from the committee structure to two regular meetings per month will provide for efficient use of meeting time and allow the Board to focus on more involved, strategic actions.
- The study session provides a casual atmosphere for discussion used for temperature taking, vetting issues, and tackling larger issues that cannot easily be addressed in a formal meeting.
- Greater efficiencies for department operations by provide two meetings for approval of items each month and quicker turnaround of items requiring Board attention.
- The structure meets public expectations and eliminates an often confusing committee system.

All of these changes must take place in order for the meeting structure to be successful. Establishing only portions of these recommendations will not work and will most likely cause the flow of information and actions to slow and agendas may become overburdened.

**RECOMMENDED MOTION:**

Approve establishing two regular meetings on the 1st and 3rd Wednesday of each month effective April 2016 with the option of up to two study sessions per month on the 2nd or 4th Wednesday of each month. Furthermore, direct staff to present an amended Board Rules of Order and post a new meeting schedule.