



## County Staff Report

### December 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)

- On Wednesday, December 14, 2016 the Board of Commissioners adopted the FY 2017 annual budget. The budget maintained existing programs, services, and staffing levels and was a balanced budget that did not require the use of Fund Balance. Many departmental budget requests were submitted for less than the FY 2016 budget and this efforts combined with cost-cutting measures that have been implemented provided the relief to adopt a balanced budget. The FY 2017 budget is available online at <http://www.grandtraverse.org/Archive.aspx?AMID=36&Type=&ADID=>

### Central Dispatch/911 (7)

- No report provided.

### Circuit Court

- No report provided.

### Circuit Court - Family Division

- No report provided.

### Commission on Aging (7)

- At the December 7th meeting of the Board of Commissioners, the COA Board was redesigned to be an advisory Board to the Director. The Board will provide professional expertise in the areas of healthcare, legal, accounting, and regional senior service partnerships. No changes to any services will occur.
- The January/February issue of the newsletter is available online at <http://gtcoa.org/937/Newsletters>

### County Clerk (4)

- Stats for month of November
- o New Circuit and Family Court Cases filed: 40 civil, 62 domestic, 20 felony, and 33 juvenile.
  - o Four (4) jury pools sent out for Circuit Court trials.
  - o Clerked two (2) trials both lasting 1 day.

- o Clerked 3 County Commission meetings.
  - o Vital Records filed: 158 births, 104 deaths, and 24 marriage licenses.
  - o DBAs filed: 62
  - o Concealed Pistol applications filed: 116
  - o Concealed Pistol fingerprints done: 83
  - o Concealed Pistol Licenses issued: 111
  - o Passport Photos taken: 218
  - o Certified Copies: 515 customers (this could be 1 or many copies per customer)
  - o Wedding Ceremonies: 6
  - o Voter Registrations: 194
- Completed a successful General Election on November 8, 2016.

**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.

**Friend of the Court**

- No report provided.

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

- Northern Michigan Community Health Innovation Region-
- o Health Officer Wendy Trute is now serving as chair
  - o Governance--Steering Committee is organized; Charter and MOU are under development and will be finalized in December
  - o Region--Although MDHHS has designated 10 counties for funding, we will embrace the "Phase II" 25 counties as outside funding allows.
  - o Clinical Community Linkages (CCL)--Work Group is being organized and will develop a model such as Accountable Health Community, Pathways Community Hub, or Community Health Access Program with three "sub-hubs" within the 10-county region:
  - o Antrim, Charlevoix, Emmet--led by HDNW and already up and running
  - o Kalkaska, Manistee, Wexford, and Missaukee--development led by DHD#10
  - o Grand Traverse, Benzie, Leelanau--development led by TBD
  - o Community Health Assessment--Work Group is being organized and will develop a consolidated, 10-county community health assessment and comprehensive community health improvement plan. The community health assessment includes an assessment of emergency department utilizers, and creation of an asset map.

- Northern Michigan Public Health Alliance-
  - Cross Jurisdictional Grant from MDHHS—Health Department of Northwest Michigan was awarded \$70K on behalf of the Alliance. Work Plan will be submitted via eGRAMS that includes allocations for an update of the Alliance Strategic Plan; Continued support of the electronic health record shared database project and health information exchange; Development of Advocacy Plan for local public health; and Support for shared services arrangement between two Northern Michigan Health departments
  - Work Group/Committee Updates
  - Planning & Uniform Best Practice- Family Planning Committee- based on success of the MIHP Committee, a Family Planning Committee will be formed to identify best practices and opportunities for uniformity for reaching the at-risk population for pre-conception, including billing, maximizing financing, and other administrative functions.
  - Substance Use Prevention Project- organizing a regional project and grant proposal to prevent and reduce substance abuse.
  - Community-Based Immunization Project--Steering Committee members reviewed status report and discussed options for resolving challenges in the 30-county project.
  - Marketing Work Group--will meet in December to develop its own Strategic Plan
  - Technology Work Group--continues to work on implementing MyInsight common database among all participating health departments.
  - Policy-Maker Work Group--will be organized soon in order to engage policymakers during the legislative season.
- Pediatric Conference Faculty- Health Officer Trute presented a session on vaccine preventable diseases and outbreaks in Northern Michigan at the Northern Michigan Pediatric Coalition Annual Conference.
- Grand Valley State University Presentation- Health Officer Trute presented to Master of Public Health students regarding careers in public health and general information on local health departments.
- Grants - Completed state fiscal year-end reports for grant funded programs.
- Maternal Infant Health Program Health Plan Agreements - Working with Medicaid Health Plans to finalize contractual agreements to establish Grand Traverse County Health Department as the local service provider for Maternal Infant Health program and to receive payments for claims for services provided to the Medicaid Health Plan enrollees.
- Strawberry Recall and Hepatitis A Exposure- Incident Command staff coordinated a multi-division response to a nationwide recall of frozen strawberries and potential Hepatitis A exposure.
  - Participated in Statewide conference calls regarding Hepatitis A outbreak involving contaminated strawberries from Egypt.
  - Environmental Health staff was involved in conducting recall effectiveness surveys at 17 foodservice establishments within Grand Traverse County. This was part of a

- multistate Hepatitis A outbreak investigation involving contaminated strawberries from Egypt.
- Sent out Health Alerts to local area physicians regarding potential Hepatitis A outbreak.
  - Sent out a Press Release to all local media on behalf of the region (Northern Michigan Public Health Alliance - NMPHA), covering the potential Hepatitis A outbreak.
  - Coordinated television interviews with 9&10, 7&4 and Record Eagle regarding potential Hepatitis A outbreak and frozen strawberries.
  - The Northern Michigan Public Health Emergency Preparedness team lead a three county regional approach to the response with GTCHD assuming the lead. Response included joint incident command, a regional hotline and coordinated media response.
- Outreach and Public Information -
- Coordinated interview with the Record-Eagle introducing new Animal Control officer Deb Zerafa
  - Coordinated television interviews with 9&10, 7&4 regarding duct taped cat rescue (all case/charge related inquiries referred to the Sheriff's Office)
  - Completed redesign of new K-Town building sign and worked with Adolescent Clinics Supervisor to finalize order.
  - Community Health director participated in Perinatal Regional Collaborative Network on November 21st in Kalkaska, during which members participated in review and input into the regional 2017 goals aimed at strengthening perinatal services to women and children in northern lower Michigan.
  - Community Health director participated in the Great Start Collaborative meeting on November 22nd.

## **MEDICAL EXAMINER DIVISION**

- Health Innovation Grant- Awarded a Health Innovation Grant from the state of Michigan for a proposal that would assist with medical examiner investigator training and development of a telemedicine model for certain medical examiner deaths. This grant will help move our medical examiner program forward towards our goal of bringing a forensic pathologist to our region.
- Operations- Continuing to explore options for 2017 medical examiner operations through a continued partnership and pilot program with Western Michigan School of Medicine.
- Annual Conference- Two medical examiner staff attended the annual Michigan Medical Examiner's conference.

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

- FOIA Requests- Two (2) FOIA requests were processed during the month of November. Both requests were associated with Environmental Assessments for proposed commercial developments.
- Northern Michigan Public Health Alliance / Environmental Health Committee- Tom Buss attended a meeting of Northern Michigan Environmental Health Directors in Gaylord on November 21st as part of the Northern Michigan Public Health Alliance, Environmental Health Committee which is working on a strategic plan for working collaboratively to implement regional efforts to establish common strategies. The strategies include: seeking and

developing opportunities for regional funding; refining data collection methods; and educating and resolving inequities between rural and urban local health departments.

- Animal Control- Training for our new Animal Control Officer continued throughout the month of November. This included job shadowing with the Leelanau County Animal Control as well as other training opportunities through the Grand Traverse County Sheriff's Office and Central Dispatch.

## **EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION**

- Emergency Management

- Grand Traverse County hosted the annual National Weather Service Winter Weather Seminar. The seminar provides citizens access to National Weather Service Gaylord meteorologists and briefs them on what to expect this upcoming winter
- Presented CodeRED and Emergency Management sessions as part of Grand Traverse Sheriff's Office Active Shooter Training to employees of two local banks - approx. 400 people total were in attendance.
- Coordinated with medical/police/dispatch planning for annual Iceman Cometh race
- Assisted with planning and Command Post for Vice President Elect Pence visit to Traverse City
- Assisted the Clerk's office with back-up communications and training for Election Day

- Emergency Preparedness

- Open Point of Dispensing Exercise was conducted on October 27th at Grand Traverse County Health Department and the After Action Report for this is in the works. The Northern Michigan Public Health Emergency Preparedness Mobile Medical Unit was deployed and utilized for this event.
- An Alternate Dispensing Drive through Point of Dispensing was conducted at Benzie Leelanau District Health Department on 11/9. Working with Jim to coordinate and After Action Report for this event. A Field Operations Guide will be constructed as a general template for Alternate Dispensing locations and operations for Northern Michigan Public Health Emergency Preparedness with this work as a reference.
- A uniform, template After Action Report has been adopted by Northern Michigan Public Health Emergency Preparedness to utilize for ease of use and completeness for all Northern Michigan Public Health Emergency Preparedness operations exercise and real world events. This was seen in the After Action Report of the June 23rd Tabletop Exercise.
- Hepatitis A operations took a great deal of work from our Northern Michigan Public Health Emergency Preparedness resources. The outbreak put some of the Northern Michigan Public Health Emergency Preparedness Incident Command Structure and Regional Emergency Coordination Center operations to the test. We learned a great deal by having to implement these things into a real world response prior to placing some of these plans in place. Has expedited some of our planning and resource development processes just by natural occurrences. A preliminary Incident Action/Improvement Plan was developed and a follow-up After Action Report will

come in the next week or so. A regional public hot line was developed and implemented and operated and a review of that is to follow.

- Each Northern Michigan Public Health Emergency Preparedness individual as well as the team was busy working on the state required Medical Countermeasures/Operational Readiness Review submission that was due by December 1st. This is a large, comprehensive look at what Northern Michigan Public Health Emergency Preparedness from each Local Health Department has done over the last five years. It has replaced the Strategic National Stockpile Review and it more so takes a look at what we have exercised and operationalized (ORR - Operational Readiness Review)
- Our scores will go up a great deal after this first year as what we are building in Northern Michigan Public Health Emergency Preparedness is exactly what is expected and to be evaluated by the state using this Medical Countermeasures /Operational Readiness Review.

## **COMMUNITY HEALTH DIVISION**

### ***DISEASE CONTROL AND PREVENTION PROGRAMS:***

#### **➤ Communicable Disease Program-**

- Communicable Disease staff investigated 48 communicable diseases and animal bites/exposures for the month of November.
- Communicable Disease staff participated fully in the planning, preparation and execution of the multi-county Hepatitis A hotline related to the nationwide frozen strawberry recall. Staff were involved in conference calls with the state and are knowledgeable about investigative measures necessary for follow-up with any new or recent Hepatitis A cases, as well as the multitude of different and very specific referrals that may be needed based on an individual's specific exposure (date and food item ingested), age and county of residence.
- Karen Johnson, BSN, RN, was invited by Interlochen Arts Academy to speak to the student body about sexually transmitted infections (STIs); her candid and humorous approach to sensitive topics allowed for safe conversation and questions among the students. Accurate and current information about STIs was shared with over 530 students and staff.

#### **➤ Reproductive Health –**

- Reproductive Health staff provided services for 90 men and women for the month of November, of which 37 were new clients to the program.
- Title X Contraceptive Disparities report, which analyzed different methods of contraception across age, race and ethnicity, was completed and submitted to the Michigan Department of Health & Human Services.
- Grand Traverse County Health Department hosted the Family Planning Advisory Council and Information & Education Committee on November 21. This meeting offered reproductive health professionals in the community an opportunity to meet and

discuss new trends/protocols, as well as challenges our clinics are currently facing. Questions and concerns were discussed in a manner that provided new perspectives on how we may best continue to service our clients in an efficient, cost-effective and caring manner. Ten new informational handouts were approved by the Information & Education Committee, which ensures that the educational materials provided in our clinics are current, factual and appropriate for our target population.

- o Reproductive Health staff participated in a 4-hour training on Nicotine Replacement Therapy, which provided valuable information and an understanding of what resources are available to our Reproductive Health clients that are committed to quitting tobacco. We continued our involvement with the Tobacco Cessation grant with monthly conference calls.

➤ Immunizations-

- o Health Department clinic provided immunizations to 151 clients and accommodated 177 walk in clients, primarily for the seasonal flu shot which is still available.
- o Through a regional immunization grant, we promoted and participated in three outreach provider educations, including Pediatric Immunizations and Adult Standards in Immunization on November 1st, November 2nd, and again on November 30th.
- o Through our regional grant participation we also participated in an HPV campaign in the month of November. HPV vaccine protects against cancers caused by human papillomavirus (HPV) infection, which can cause cervical, vaginal, and vulvar cancers in women; penile cancer in men; and anal cancer, cancer of the back of the throat (oropharynx), and genital warts in both men and women

➤ Adolescent Health Clinics-

- o K-Town Youth Care presented updated information on clinic participation to the Kingsley School Board. School Board members were appreciative of the update and expressed their continued support of the clinic in the community.
- o K-Town Youth Care provided 2 flu clinics to the Kingsley school system teachers. Approximately 50 flu shots were given to teachers and their families including both the elementary, middle, and high school.
- o K-Town Youth Care staff participated in Parent Teacher Conferences at the middle school providing clinic information to teachers, parents, and students.
- o Students from the Career Tech Center installed a Word Mural in the waiting room of Youth Health & Wellness Center to start the makeover process. The waiting room makeover is being led by the student advisory committee of the clinic.
- o Adolescent clinics provided over 50 immunizations to target populations.
- o Adolescent clinics provided 223 visits with a 96% show rate.

**MATERNAL AND CHILD HEALTH PROGRAMS:****➤ Maternal Infant Health Program (MIHP)-**

- Program supervisors and director conducted interviews for vacant Public Health Nursing positions.
- Program supervisor and director participated in the Northern Michigan Regional Maternal Child Health Program Quality Improvement (QI) Team meeting on November 21st in Kalkaska. Quarterly reports are provided to each health department by the State WIC program to help monitor pregnant women who are eligible for both WIC and MIHP. Report analysis began spring 2016, at which time Grand Traverse County capture rate was 49%. Following staff education of Engagement Strategies for Family Support and Recruitment, our public health nurses implemented subtle and intentional changes to their program introduction and relationship building interactions with clients, resulting in a 12% increase in capture rate over a 6 month period of data analysis. Good work team. Quality improvement efforts are always continuous.

**➤ Healthy Futures-**

- November caseload includes 912 pregnant women and infants in Grand Traverse County.
- Public health nurses conducted 250 phone/text communications for Healthy Futures enrollees in an attempt to reach out and identify supportive services if requested.
- Public health nurses provided 10 postpartum mom and baby support visits.

**➤ Children's Special Health Care Services-**

- The team of public health nurses and office coordinator participated in transition planning to assure seamless case coordination and case management for clients as we say goodbye to longtime committed public health nurse, Jamie Beck, as she retires in December.

**➤ Pediatric Cardiac Clinic-**

- Public health nurses will continue to support the pediatric specialty clinic outreach staffing as we say goodbye to another longtime committed public health nurse, Heide McNichols, as she retires in December.

**➤ WIC (Women's Infants and Children)-**

- Review of the WIC Nutrition Education Plan by WIC consultant has been completed.
- WIC continues to work on the overall goal of FY 2015-16 to maintain eligible client participation in WIC services in our community with an objective is to increase the average participation base caseload to 97% through September 30, 2017.
- Grand Traverse County WIC continues outreach efforts by providing brochures to local stakeholders, such as the Women's Resource Center, Baby Pantry, Father Fred Foundation, Munson Medical Center, local OBGYN providers, and pediatric providers.

- o The WIC team has implemented a quality improvement project focused on tightening nutrition education requirements for clients, initially auditing staff documentation of education. The goal of this improvement effort is to strengthen overall WIC retention rates.
- Hearing & Vision-
  - o New Hearing and Vision Technician Terra Walters is currently attending a 2 week hearing training in Sault Ste Marie, returning Monday December 12 to continue orientation for screenings in the schools.
- Blood Lead Testing-
  - o Amy Leiva, public health nurse, sent a letter to Grand Traverse County pediatric providers to introduce herself as the Blood Lead Program Lead, providing some valuable medical guidance on the management of elevated blood lead levels in the pediatric population.
- Student Experiences-
  - o In November, we provided (4) Michigan State University third-year medical students observation experiences as part of their pediatric rotation. All students expressed appreciation for learning of the vast nature of programs the health department has available for families. Thanks to Jamie Beck, Becca Noonan, Sheila Corner, Dr. Collins, Amy Leiva, and Lori Wesolowski for spending time with the students.

## **Human Resources (5)**

- No report provided.

## **Information Technology (2)**

- No report provided.

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

- No report provided.

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

- During its regular meeting in November, the Parks and Recreation Commission approved a resolution of support for the Traverse City to Charlevoix Trail concept, and authorized Parks and Recreation staff to explore the county's roles and opportunities to support this project, in the planning stages since 2014. The vision is to link the eastern end of the TART Trail in Acme with the Little Traverse Wheelway trail, which starts in Charlevoix. The trail would pass through Maple Bay Park and Natural Area, which is under the stewardship of County Parks and Recreation. The core planning team is composed of: the National Park Service/Rivers, Trails, and Conservation Assistance Program, TART Trails, Top of Michigan Trails Council, Grand Traverse Regional Land Conservancy, Networks Northwest, and the Northwest Design Group. The stakeholder planning committee includes representatives from: MDOT; Charlevoix, Antrim, and Grand Traverse Counties; Grand Traverse Band of Ottawa and Chippewa Indians; Acme, Milton, Elk Rapids, Torch Lake, Banks, Norwood, and Charlevoix Townships; the Cities of Charlevoix and Traverse City; Village of Elk Rapids; Elk Rapids Chamber of Commerce; Elk Rapids Rotary; Short's Brewing Company; Grand Traverse Resort; and MDNR. TART Trails is

taking the lead on the project, and will work with partners to explore grant and other funding opportunities.

- Also during its regular meeting in November, the Parks and Recreation Commission moved to recommend to the Grand Traverse County Board of Commissioners that it pass a resolution naming the County as fiscal agent for funds raised by the Friends of Easling Pool for the refurbishment of Easling Pool, pending approval of the 2017 budget.
- The commercial kitchen in Gilbert Lodge at Twin Lakes Park now is available for rent as an “incubator” kitchen for startup and catering chefs. In November, Amor Comida catering signed a long-term lease to use the use the kitchen during the next year. Rental rate is \$15 per hour. For more information, call 231-922-4818.
- Civic Center Park is Norte! youth cycling group’s new home. Norte! has entered into an agreement with Parks and Recreation to rent space for an office, clubhouse, and bike “fix-it” shop in a building located near the Titus Street entrance, making it the perfect location for stops on the way to and from nearby schools and surrounding neighborhoods.
- Embrace winter! Once the snow flies, Norte! Executive Director Ty Schmidt will lead “Winter Walk Wednesdays” on the east side of the city. Schmidt invites Eastern Elementary students, their parents, relatives, neighbors, and friends, to meet in the middle of the 800 block of Washington Street at 8:30 a.m. on Wednesdays and join a social and invigorating “walking train” to school. Central High and NMC students are welcome to join, too. The train moves east on Washington Street, crosses Garfield, passes through Civic Center Park, crosses Front Street, then travels north through NMC’s campus to school. It’s a fun way to connect with others and start the day. All area schools are invited to participate in their own neighborhoods, and community residents also are encouraged to walk on Wednesdays this winter -- to work, to the store -- anywhere!

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

- 76 new members joined the Senior Center in November.
- 1,052 seniors participated in 6,366 units of service in November.
- Ongoing Programming: Exercise classes, daily lunches, yoga, Pilates, pickleball, swimming, line dancing, tropi-fitness, grief support, legal assistance, Parkinson’s support, blood pressure and glucose monitoring, massages, reflexology, foot care, technology assistance, job support, card games, board games, Wii bowling, art classes, ethical discussion group, Girl and Guy Friends’ Groups.
- Special Events
  - Michigan State Police Citizens academy began in November, an eight-week program that gives citizens an opportunity to become familiar with the operations and procedures of the Michigan State Police.
  - Cross-country and Snowshoe group held a meeting to plan its upcoming snow season.

- Educational programming included: insomnia and sleep, healthy eating support group, and an after-life presentation.
- Community events: Sixth Annual Fall Harvest Banquet was held at the Rock in Kingsley on Saturday, November 5, when community members enjoyed a feast and live music; volunteers from Liv Arbors Apartments helped decorate the Senior Center building in Traverse City for the holidays.
- Jewelry-making class gave seniors an opportunity to learn new skills and make earrings. More classes were requested.
- Thanksgiving luncheons were held at all locations.

## **Planning and Development (1, 2, 3, 4, 5, 6, 7, 8)**

### ➤ PLANNING

The 31st Annual Awards Banquet was held on November 3. Sixteen individuals received recognition along with acknowledgement of four developments. Placemaking Awards were presented for the Pine Street Pedestrian Bridge and Garland Street in Traverse City. Outstanding Development Awards went to Cobblestone Farms in Mayfield Township and the Sewer Improvement Project in Fife Lake. Jan Warren, Traverse City Planning Commissioner, received the Purvis Stewardship Award, and John Iacoangeli, Consulting Planner with Beckett & Raeder, won the Williams Planner Award.

### ➤ BROWNFIELD REDEVELOPMENT

- Boardman Lake Public Infrastructure Projects: Three studies were worked on concurrently to allow the City of Traverse City to identify priority public projects within the Boardman Lake Brownfield Plan. The City Commission will review all three public projects and identify priority funding to the BRA.
- 124 West Front Street: The first Work Plan relating to the \$700 DEQ Loan received for 124 West Front Street was approved and submitted the DEQ for review. This Work Plan is to provide assessment information necessary for managing soil on the site and evaluation of groundwater.

### ➤ CONSTRUCTION CODE DIVISION (7)

The Construction Code Office Task Force will meet again at the end of January. This focus group has proven to be an integral source in communicating the needs of the community, which is paramount to the continued improvements and success of the Construction Code Division; as is the very dedicated and hard-working staff. Construction Code Building Permit projections for the balance of 2016 are anticipated to continue to show an increase over 2015.

### ➤ SOIL EROSION PROGRAM (8)

Staff continues the process of updating the Permit filing system as well as the automation process to improve accuracy of the inspection schedule and frequency. Mathew Cooke has been splitting his time between Soil Erosion Division and the Construction Code Division, as the initial step in the cross-training and eventual integration of some of the permitting processes.

➤ COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

The Montessori Children's House facilities have been financed by a series of EDC bonds issued over the years through the Garfield Charter Township EDC and the Grand Traverse County EDC. The Children's House is in the process of a 2,250 sq. ft. expansion to its facilities utilizing a construction loan from Traverse City State Bank. The Children's House is requesting to finance this new construction project and refinance the other EDC issued bonds to save in interest costs.

With new opportunities for business development attraction, retention and diversification provided by the Board of Commissioners, the EDC is in the process of restructuring its board. The new nine-member board will be in place by January 1.

➤ SPECIAL PROJECTS

Project Cherry Tree. In order to position itself to better accomplish its goal, Project Cherry Tree has organized itself as a non-profit organization. The Project will continue to coordinate its efforts with Grand Traverse County. Current efforts include establishing a Vets to Ag program with Michigan State University and local partners, continued discussions and refinement of an economic development project with the VA for education and jobs, and continued partnership building to position the region for expected collaboration with the US Department of Veterans of Affairs related to healthcare.

**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 November, we engaged in the following:

- Authorized 170 misdemeanor warrants
- Authorized 56 felony warrants
- Authorized 18 juvenile petitions
- Initiated 8 neglect/abuse case
- Handled the following matters in Family Court:
- 17 allegedly mentally ill cases
- 25 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 November, we reviewed five contracts for the following departments:

- Animal Control: one
- District Court: one

- Parks and Recreation: 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 November, we reviewed six requests, and provided advice and consultation to the following departments:
  - Jail Administration: one
  - Finance: one
  - Clerk: one
  - Equalization: one
  - Construction Code: 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 November, we answered questions/prepared memos for the Board of Commissioners and various departments including:
  - Administration
  - Parks and Recreation
  - Clerk
  - Planning
  - 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 November, we recommended that the Board of Commissioners repeal Ordinance No. 9, the County's disturbing the peace ordinance because it conflicted with state law. The Board of Commissioners repealed Ordinance No. 9 at its November 2<sup>nd</sup> regular meeting.
- 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 November, 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 November, 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)**

- No report provided.

**Veterans Affairs (7)**

- Renewed MOU (Memo of Understanding) with the US Dept. of Veterans Affairs to house a Vocational Rehabilitation Specialist in Traverse City to assist disabled veterans with formal rehabilitation programs.
- Initiated strategic planning to implement expansion of services associated with passage of dedicated millage in November.