



# GRAND TRAVERSE COUNTY

## REQUEST FOR BOARD ACTION

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**MEETING DATE:** January 22, 2020

**DEPARTMENT:** Administration

**SUBMITTED BY:** Nate Alger, County Administrator

**SUBJECT:** Administrator's Report

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**RECOMMENDATION:**  
Information Only

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**SUMMARY:**  
Administrator's Report

**ATTACHMENTS:**

[January 22 2020](#)

[Draft Project Plan](#)

[Project Milestones](#)



## **Administrator Report January 22, 2020**

### **Drain Commission**

The Drain Commissioner has informed me that the revenue to pay off the 639 Revolving Drain Fund and provide for future maintenance for Duck Lake, Silver Lake, and Old Mission special assessment districts will start rolling in with winter taxes.

### **MSU Extension: Registration open for MSU Extension 2020 Master Gardener Volunteer Training Program**

This program is a horticulture education and volunteer service program offered by Michigan State University Extension for adults who have a strong interest in gardening and enjoy sharing their knowledge through volunteerism. With approximately 45 hours of training, participants will learn everything they need to manage a landscape; soil science, integrated pest management, diagnostics, annuals and perennials, woody ornamentals, lawns, vegetables, small fruits, tree fruits, and gardening for water conservation. After completing the program, Master Gardener trainees will have one year to complete 40 hours of horticulture-related volunteer service to earn their Master Gardener certification. Through these volunteer activities, trainees educate others in their local community on the gardening practices learned during their training. Examples of projects and service may include working with kids on a school garden; staffing plant clinics; caring for educational display gardens at senior centers, parks and other public sites; teaching others how to garden; and beautifying community spaces.

This 14-session program will be held at the Grand Traverse Regional Arts Campus on Cherry Bend Road, near Traverse City, in Leelanau County. All classes are taught by MSU Extension Educators and will be on Thursday evenings from 4:00-8:00 PM, beginning March 5 through June 11. Cost of the program is \$325. Scholarships are available and can be applied for during the online registration process. To enroll in the 2020 Master Gardening training, please complete the online application process including background check and submission of references by following this link: <https://events.anr.msu.edu/mgvtraversecity20>. Space is limited. For more information, contact Nate Walton, MSUE Consumer Horticulture Program Instructor, at 231-256-9888 or [waltonn2@msu.edu](mailto:waltonn2@msu.edu).

### **Health Department**

The Public Health Emergency Preparedness Program coordinated a multi-jurisdictional collaborative exercise focused on training public health staff for a large scale public health emergency. Public health staff from 3 area health departments simulated the activation and planned processes of receiving, coordinating, and distributing a large shipment of a public health asset that is to be distributed to an identified population. Through developed partnerships and agreements, over 12 different agencies outside of public health participated in the days exercise while the use of canned food items

simulated a "public health asset". Community partners (Goodwill Industries, Food Rescue, Father Fred and Grand Traverse Band) representing vulnerable populations in need assisted in delivering a box of canned food items to over 200 families in the jurisdiction while public health staff exercised a detailed process and received critical preparedness training.

## **Human Resources**

### **Open Positions**

- Grand Traverse County currently has nine open positions. Five of these positions are posted continuously:
  - Seasonal Law Enforcement
  - Deputy Road Patrol
  - Corrections Officer
  - Medical Examiner
  - Bailiff
- The other four positions posted are:
  - Public Health Nurse I or II
  - Emergency Tele-communicator
  - Personal Health Technician
  - Seasonal DPW worker

### **First Payroll**

I would like to thank the Human Resources and Finance Staff for the extreme effort they put in to getting the first payroll of the year together. This year we had updated several contracts that led to wage and benefit changes and changes in the HSA. The HR and Finance staff worked long hours, to include weekends, to get all of the inputting done so payroll was ready for January 10th.

## **Administration**

### **Airport Governance Process**

The Leelanau County Administrator, Chet Janik and I have been meeting with Kevin Klein over the last several weeks as we prepare to provide information to our respective Commissions about the Governance options available for the airport. We are reaching out to the Kent County Administration and the Director of the Gerald R. Ford International Airport to set a meeting as their Airport is being operated under the Authority model created by Public Act 95.

On Tuesday January 14th I attended the Leelanau County Board of Commissioners meeting to observe the first of two public input sessions that Leelanau County will be holding. It is safe to say that those in attendance expressed similar concerns that have been expressed to you through the various meetings we have had.

### **American Waste Complaint**

Dave Schaffer, our Resource Recovery Director has investigated this matter and has reached an end that the original complainant was comfortable with. Mr. Schaffer will continue to monitor the situation.

### **Michigan Indigent Defense Commission**

I would like to thank Mr. Forsyth as he travelled to Lansing to speak to the Commission about our compliance plan. Our plan, including funding for a third party Administrator was approved. You will be seeing an agenda item requesting action on assigning a third party Administrator.

### **Hall of Justice**

Mr. Berry has been working to finalize the remediation and remodelling project in the basement of the Hall of Justice. The carpet was delayed in transit but is now installed. We will be undergoing final punch list items such as inspections and cleaning. We will be having a Hall of Justice Ad Hoc meeting on Friday the 17th where we will go over the final details and continue planning to return the employees back to their original work stations. Mr. Berry will have an update for you at the Board meeting.

### **IT Director**

As we reported we hired Cliff DuPuy as our IT Director. Cliff DuPuy is an information technology professional who served as the Technical Services Director in Mecklenburg County, Charlotte, North Carolina. Cliff and his team were responsible for supporting 5,000 employees, in 27 departments. Cliff has worked with students in K-12 intermediate districts, including Bay-Arenac and St. Clair. Cliff embraced cloud computing reducing hardware costs, increasing availability, and securing data. Cliff is a registered high school official in football, basketball, and lacrosse. Cliff earned a BBA from Northwood University, an MBA from Davenport, and an EdS from Oakland University.

Cliff's first day at GT County was January 16th.

### **Close out of 2019**

Mr. Bott and the Finance staff are working hard to close the books on 2019. While there is a lot of work to be done it appears early that we will be in good shape. Mr. Bott is expecting that 2019 will be closed out near the end of February.

Client Name:Grand Traverse County, MI Sheriff

Task name	Planned Start	Planned Finish	Resource	Work Code	Planned effort (hours)
EnerGov - Implementation Consulting - Stage 1 - Initiate & Plan	3/13/2019	11/1/2019	Joshua McKelvey	Remote	8.00
EnerGov - Project Management - Stage 1 - Initiate & Plan	3/13/2019	11/22/2019	Joshua McKelvey	Remote	30.00
EnerGov - Project Management - Stage 1 - Initiate & Plan	6/10/2019	11/29/2019	Lee Anna Munizza	Remote	10.00
EnerGov - Implementation Consulting - Stage 2 - Assess & Define	8/26/2019	9/6/2019	Robert Merrill	Remote	0.00
EnerGov - Review Legacy System and Provide Conversion Assessment	9/16/2019	9/20/2019	Jonathan Ariail	Remote	24.00
EnerGov - Pull conversion data extract from legacy system and upload to SFTP	9/16/2019	9/16/2019	Tyler Client	On Site	0.00
EnerGov - GIS Consulting	9/17/2019	9/18/2019	Kagan Kuyu	Remote	1.00
EnerGov - Fundamentals Review Prep	10/28/2019	10/31/2019	Robert Merrill	Remote	4.00
EnerGov - Implementation Consulting - Stage 1 - Initiate & Plan	11/4/2019	11/15/2019	Robert Merrill	Remote	8.00
EnerGov - Fundamentals Review - R	11/4/2019	11/22/2019	Robert Merrill	Remote	30.00
EnerGov - Current/Future State Analysis	12/2/2019	12/5/2019	Robert Merrill	On Site	32.00
EnerGov - Project Management - Stage 2 - Assess & Define - Deliv 2-2	12/2/2019	1/10/2020	Lee Anna Munizza	Remote	10.00
EnerGov - Project Management - Stage 2 - Assess & Define - Deliv 2-1	12/2/2019	1/10/2020	Lee Anna Munizza	Remote	10.00
EnerGov - Review & acknowledge process documentation; finalize outstanding items - R	12/9/2019	12/31/2019	Robert Merrill	Remote	16.00
EnerGov - Core System Configuration - Initial	12/9/2019	1/3/2020	Robert Merrill	Remote	40.00
EnerGov - Project Management - Stage 3 - Build & Validate	1/1/2020	3/20/2020	Lee Anna Munizza	Remote	0.00
EnerGov - Core System Configuration	1/6/2020	2/14/2020	Robert Merrill	Remote	84.00
EnerGov - Core System Configuration - Review	2/17/2020	2/20/2020	Robert Merrill	On Site	32.00
EnerGov - Deliver populated DCT-DB	2/17/2020	3/6/2020	Tyler Client	On Site	60.00
EnerGov - Core System Configuration - Updates	2/24/2020	3/20/2020	Robert Merrill	Remote	40.00
EnerGov - Project Management - Stage 4 - Final Testing & Training - Delivery 4-10 (Conversion)	3/2/2020	5/29/2020	Lee Anna Munizza	Remote	10.00
EnerGov - Conversion Development - Review Client DCT-DB and Prep for Conversion	3/9/2020	3/12/2020	Jonathan Ariail	Remote	12.00
EnerGov - Deliver Mapping Document	3/13/2020	3/13/2020	Jonathan Ariail	Remote	8.00
EnerGov - Populate Mapping Document	3/16/2020	3/19/2020	Robert Merrill	On Site	4.00
EnerGov - Populate Mapping Document	3/16/2020	3/19/2020	Tyler Client	On Site	20.00
EnerGov - Deliver DCT-DB and Mapping Document	3/20/2020	3/20/2020	Tyler Client	On Site	4.00
EnerGov - Perform UAT Training	3/23/2020	3/26/2020	Robert Merrill	On Site	32.00
EnerGov - Deliver production cutover checklist	3/23/2020	3/23/2020	Lee Anna Munizza	Remote	0.50
EnerGov - Project Management - Stage 4 - Final Testing & Training - Delivery 4-1 (UAT)	3/23/2020	5/22/2020	Lee Anna Munizza	Remote	16.00
EnerGov - Conversion Development - Round 1	3/23/2020	3/27/2020	Jonathan Ariail	Remote	40.00
EnerGov - Review and sign Build & Validate Stage acceptance form	3/26/2020	3/26/2020	Tyler Client	On Site	0.00
EnerGov - Acknowledge receipt of production cutover checklist	3/26/2020	3/26/2020	Tyler Client	On Site	0.00
EnerGov - Client data review week 1 - conversion gaps identified	3/30/2020	4/2/2020	Tyler Client	On Site	16.00
EnerGov - Resolve issues from UAT	3/30/2020	5/22/2020	Robert Merrill	Remote	40.00
EnerGov - Client data review week 2 - conversion gaps identified	4/6/2020	4/9/2020	Tyler Client	On Site	16.00
EnerGov - Deliver DCT-DB and Mapping Document	4/10/2020	4/10/2020	Tyler Client	On Site	4.00
EnerGov - Conversion Development - Round 2	4/13/2020	4/17/2020	Jonathan Ariail	Remote	20.00
EnerGov - Client data review week 1 - conversion gaps identified	4/20/2020	4/23/2020	Tyler Client	On Site	10.00
EnerGov - Client data review week 2 - conversion gaps identified	4/27/2020	4/30/2020	Tyler Client	On Site	10.00
EnerGov - Deliver DCT-DB and Mapping Document	5/1/2020	5/1/2020	Tyler Client	On Site	4.00
EnerGov - Conversion Development - Round 3	5/4/2020	5/7/2020	Jonathan Ariail	Remote	12.00
EnerGov - Client data review week 1 - conversion gaps identified	5/11/2020	5/14/2020	Tyler Client	On Site	4.00
EnerGov - Client data review week 2 - conversion gaps identified	5/18/2020	5/21/2020	Tyler Client	On Site	4.00
EnerGov - Deliver & Acknowledge Support transition documentation	5/18/2020	5/18/2020	Lee Anna Munizza	Remote	1.00
EnerGov - Project Management - Stage 4 - Final Testing & Training - Delivery 4-12 (EUT)	5/25/2020	5/29/2020	Lee Anna Munizza	Remote	10.00
EnerGov - User Training	5/25/2020	5/28/2020	LGD Training Resource	On Site	32.00
EnerGov - Implementation Consulting - Stage 4 - Final Testing & Training	5/26/2020	6/5/2020	Robert Merrill	Remote	12.00
EnerGov - Convert and deliver final pass of data	5/27/2020	5/28/2020	Jonathan Ariail	Remote	8.00
EnerGov - Pull final Legacy System backup and load to SFTP	5/27/2020	5/27/2020	Tyler Client	On Site	0.00
EnerGov - Validate final pass of data	5/28/2020	5/29/2020	Tyler Client	On Site	8.00
EnerGov - Validate final pass of data	5/28/2020	5/29/2020	Jonathan Ariail	Remote	2.00
EnerGov - Production cutover checklist completed	5/29/2020	5/29/2020	Tyler Client	On Site	0.00
EnerGov - Acknowledge final data conversion	6/1/2020	6/1/2020	Tyler Client	On Site	0.00
EnerGov - Project Management - Stage 5 - Production Cutover	6/1/2020	6/5/2020	Lee Anna Munizza	Remote	10.00
EnerGov - Production assistance	6/1/2020	6/4/2020	Robert Merrill	On Site	32.00
EnerGov - Review and sign Production Stage acceptance form	6/4/2020	6/4/2020	Robert Merrill	On Site	0.25

Task name	Planned Start	Planned Finish	Resource	Work Code	Planned effort (hours)
EnerGov - Review and sign Production Stage acceptance form	6/4/2020	6/4/2020	Tyler Client	On Site	0.25
EnerGov - Review and sign Final Testing & Training Stage acceptance form	6/4/2020	6/4/2020	Tyler Client	On Site	0.00
EnerGov - Review outstanding project activities & develop action plan	6/5/2020	6/5/2020	Tyler Client	On Site	0.50
EnerGov - Review outstanding project activities & develop action plan	6/5/2020	6/5/2020	Lee Anna Munizza	Remote	0.50
EnerGov - Implementation Consulting - Stage 6 - Phase/Project Closure	6/8/2020	6/19/2020	Robert Merrill	Remote	20.00
EnerGov - Conduct transfer to Support meeting	6/8/2020	6/8/2020	Lee Anna Munizza	Remote	1.00
EnerGov - Project Management - Stage 6 - Phase/Project Closure	6/8/2020	6/19/2020	Lee Anna Munizza	Remote	4.00



\* - If included in project scope