



## County Staff Report

### March 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 (1, 2, 4)

- The recommendation for Resource Recovery services is being presented to the Resource Management & Administration Committee March 9.
- Staff is working with former State Budget Director, Mary Lannoye to complete a study of the County's Unfunded Pension and Retiree Healthcare liabilities. These findings will be presented to the Board on March 16.

### County Clerk (4)

- Concealed pistol license applications have tripled since December 1, 2015. The new CPL fingerprint machine has been installed and we are taking new applicants' fingerprints when they apply for their concealed pistol license.
- We have also successfully changed to a new credit card program.

### Commission on Aging (7)

- The Commission on Aging Staff delivered Valentine bags from the COA and Hagerty Insurance for two weeks prior to Valentine's Day. This is the second year that the employees of Hagerty Insurance have put together individual bags for our clients. COA staff created a special personalized thank you gift from the individual cards received from our clients to give to Hagerty as a commemorative memento.
- Medication Management Pilot - The 30 day pilot was completed on March 1, 2016. The Board of Directors reviewed and discussed the continuation of this program at the Committee of the Whole meeting. The decision is to issue a request for quote in search of the best machines and pricing available for the COA Clients. The program will begin with making a limited number of machines available in the beginning and then growing to meet demand.
- The AARP Volunteers are staying busy preparing tax returns this year at the Front Street office. Appointments will continue through Monday, April 18. The hours are 9:30 a.m. to 3:00 p.m. As of February 23, 78 tax returns have been completed.

- The field staff will have three new Universal Aides join the team mid-March. They will be joining Melissa Z. our first Universal Aide.
- Staff is preparing to exhibit at the BASA Expo -"Ideas for Life: Senior Expo 2016" at the Civic Center on May 18, 2016.
- Volunteers are being recruited for the annual NMC BBQ on May 22 at the NMC Campus. The COA needs volunteer drivers to deliver meals and volunteers to pack meals and prepare food. Over 254 meals were delivered to COA clients in 2015.

#### **Equalization / GIS (1, 4)**

- Equalization is working closely with the local units as they prepare their 2016 assessment rolls to ensure they meet the statutory 50% of true cash value in each class of property prior to the March Board of Review.
- East Bay Appraisers have the Change of Assessment Notices delivered to the taxpayers in preparation for the March Board of Review appeal process.
- The PRE Auditor has litigated some appeals of denials through the Michigan Tax Tribunal.
- GIS personnel are streamlining the address assignment process and modifying the spatial data to reflect the new parcels for 2016.

#### **Facilities (3)**

- Installation of the new ASKA generator is complete. This unit provides emergency power supply to the Governmental Center for Dispatch and phone operations. This unit replaces a 1975 *Kohler* generator.
- Emphasis on preventive maintenance remains a priority.

#### **Health Department (7)**

##### **ADMINISTRATION & FINANCE DIVISION**

- Fiscal Year-End - Finished closing the 2015 calendar year for the Health Department.
- Annual Audit - Continuing to prepare information for the annual County audit.
- Regional Emergency Preparedness Finance Team - Assisted the Northern Michigan Public Health Emergency Preparedness program in creating an expense voucher form to be utilized in the billing of regional preparedness operations out of the collaborative budget that was developed.
- Affiliation Agreement - Created a template affiliation agreement for the Health Department, which has been reviewed as to form by the Prosecutor's office, to be used with any future colleges or universities interested in their students being academically affiliated with the Health Department Divisions.

- Outreach - Northern Michigan Public Health Alliance Marketing Work Group met, and public information officers from area local health departments designed a plan for new website, as well as timeline for other goals and accomplishments.
- Northwest Michigan Water Safety Network - The GTCHD hosted a meeting of the Northwest Michigan Water Safety Network on February 24th. We had an excellent turnout of our network partners including the Traverse City Area Public Schools, Grand Traverse County Sheriff's Office, Meteorologist Tom O'Hare /TV 9&10, Grand Traverse Parks & Recreation, Safe Kids North Shore, etc. The group continues to advocate for educating the public on water safety issues including drowning prevention. Wendy Trute and Jennifer Ritter (MSU Extension) presented to the GT Area Hospitality Association to encourage area hotel participation in purchasing and installing water rescue stations on their beaches.
- Strategic Planning - Partnered with John Sych from Planning to lead all staff through the initial phase of strategic planning. The management team will now work to take the input and create a 3 year strategic plan.
- Community Health Needs Assessment - Partnering with Munson and McLaren Health Systems and local health departments in our region for one assessment. Led the Grand Traverse Collaborative in a discussion to begin the current assessment and participated in the strategic planning session in February.

#### MEDICAL EXAMINER DIVISION

- Database - Investigating feasibility of switching to MDIlog software for medical examiner database.
- Annual Report - Completing the first annual tri-county medical examiner's report to present to all 3 boards in the spring.

#### ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Randy Emeott Retirement - After 38 years of service with the GTCHD, Randy Emeott retired on Friday, February 26th. Randy was our Environmental Health Coordinator and guided our Environmental Health staff through six (6) accreditation cycles in the on-site waste water program and never missed a mandatory program requirement (MPR) through the Michigan Department of Environmental Quality (MDEQ) since the accreditation program began in 1999! His hard work and dedication to our department will be missed.
- Dan Thorell Promotion - Dan Thorell has been promoted to Environmental Health Coordinator following the retirement of Randy Emeott. Dan has been employed with the Health Department in the Environmental Health Division since 2001. Congratulations Dan!

#### EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

##### *EMERGENCY MANAGEMENT*

- Active Shooter Report - Compiled After Action Report and submitted safety upgrade recommendations to respective administration from the City/County Government

Building Risk/Hazard assessments and lock-down/active shooter trainings conducted in January.

- Public Safety Communications - Attended the 2016 Michigan Public Safety Communications Interoperability Conference with public safety leaders from around the state and region. Numerous topics were discussed and presented surrounding public safety communications during disasters and new challenges faced with communications. Grand Traverse County's migration to the 800Mhz was also featured.
- Event Planning - Planning meetings for Bayshore Marathon, National Cherry Festival, Comedy Festival, TC Film Festival, and the new 7 week long Great Lakes Equestrian Festival are underway.
- Government Building Fire/Emergency Plans - Assisting County & City administration with updating Government Building Fire/Emergency Plans.
- CodeRED - Working to upload all 127 county Hazardous Materials sites and related info into the CodeRED system for easier deployment of emergency messages during incidents at those sites.
- Law Enforcement Technology Workshop - Planning and preparing to host a region wide law enforcement technology workshop in the near future to present the newest technology available to law enforcement.

#### ***PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP)***

- Regional PHEP - Northern Michigan Public Health Emergency Preparedness began utilizing the billing of regional preparedness operations out of the collaborative budget that was developed. This was the accumulation of a great deal of work and collaboration to bring this together. The first collaborative Public Health Emergency Preparedness monthly update was developed and conducted. A big step in bringing together the coordinated planning and development of plans, exercises, and operations across the region.
- Medical CBRNE Training - Grand Traverse County Emergency Preparedness took part in a two day Medical Management of Chemical, Biological, Radiological, and Nuclear incidents course with a number of our regional partners at Munson Medical Center
- Zika Preparedness - Emergency Preparedness joined forces with key GTCHD staff in taking part in the preparation of Zika virus communication materials as the concern and need for information about the public health threat has grown. Created media talking points and fact sheet for Zika Virus; Public Health Nurse provided interview with 7&4 News.
- Sharepoint Platform - Northern Michigan Public Health Emergency Preparedness has been working diligently to develop a regional, collaborative sharepoint platform that will enable PHEP operations across the northern region to be streamlined, collaborated, and implemented.

## COMMUNITY HEALTH DIVISION

## DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program - Followed up on 64 reportable communicable diseases in GT County. Provided six presentations about communicable disease topics and reporting requirements to area providers in an effort to improve provider reporting. Responded to multiple community member questions about the new and emerging Zika virus. Worked on provider and community communication about Zika virus including speaking with the media. Participated in meetings with Munson Medical Center to streamline early reporting of communicable diseases to the Health Department.
- Reproductive Health – Provided Reproductive Health Services to 104 area men and women. In the last phase of preparation for our “go live” date of March 9th for Electronic Health Record implementation in our Reproductive Health Clinic. Received feedback from a client thanking us for catching her breast cancer, found on clinical breast exam, by our Reproductive Health Nurse Practitioner.
- Adolescent Clinics
  - Continued involvement on the Homeless Youth Initiative and Professionals for Healthy Adolescent Sexual Education (PHASE) boards. PHASE is working with local schools and PCP offices to disseminate information to parents.
  - Provided educational opportunity to 10 teens at TCHS on dangers of drug use and opportunities for assistance.
  - Met with new director of Pine Rest to discuss Mental Health Visit Billing opportunity and upcoming contract details for next Fiscal Year.
  - Both clinics continued to see a busy month due to staffing issues for various leaves. Between the 2 clinics, there were over 100 visits to see the Nurse Practitioner and 100 visits to see our Mental Health Providers. Mental Health continues to see increasing demand.

## MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program - Provided home visiting to over 250 Medicaid moms and babies, admitting 24 new clients in January. As members of a Northern Region Maternal Infant Health Program (MIHP) Quality Improvement team, we are researching and exploring ways to improve internal acceptance of MIHP from clients we service through our WIC program. Effective October 1, 2016, MIHP billing will go through the assigned Managed Health Plans rather than straight Medicaid.
- Healthy Futures - Conducted 17 home visits to postpartum moms and babies, placing over 250 phone calls to connect with pregnant and postpartum moms who have delivered at Munson Medical Center. Exploring potential revenue streams to address an increased demand for home visiting through this mom/baby promising program.
- Children's Special Health Care Services - Serviced a caseload of over 280 clients, providing nearly 20 home visits for care planning and coordination. This population

continues to struggle with transportation barriers to attend to specialty medical appointments downstate.

- Pediatric Cardiac Clinic - In January and February we assisted with over 17 specialty clinic appointments in partnership with Munson Medical Center and University of Michigan physicians.
- Immunizations - The Health Department clinic administered over 300 vaccinations in January, along with Adolescent Health from both KTown and Youth Health and Wellness administering over 30 to teens. We still serviced 84 walk in clients, administering 69 flu vaccinations. This is a late season for flu, so getting your vaccination is still timely to prevent. MCIR region 5 grant is providing us an opportunity to explore a local health department pilot project. One such idea is to provide immunizations through our MIHP/Healthy Futures home visiting when needed, including to address cocooning principle in regards to all caregivers and household members surrounding the baby with a cocoon of protection when they are too young to receive vaccinations. Outreach for Immunization includes fliers to Senior Center for Shingles virus.
- WIC - While January was a little slow for the WIC clinic, February has shown to be busy with over 900 appointments made and a 70% show rate.
- Hearing and Vision - January was a very busy month resulting in over 1200 school-age vision screenings and 126 referrals for follow-up.

### **Information Technology (2)**

- Google Talk/Hangouts has been setup for the Sheriff to conduct free video based media briefings.
- Met with the City Manager/Assistant City Manager to discuss IT support and City projects. IT will be reviewing the payroll system with the City with a vendor demonstration of a new system.
- Provided an IT orientation session for County Administrator, Tom Menzel, and Deputy County Administrator, Jennifer DeHaan.
- Seeking to fill an IT Server Administrator position after Gabe Talaga left at the end of 2015.
- Planning an upgrade to the County's wireless access infrastructure. Many of the wireless access points are 9-10 years old and the wireless controller is nearing end of life.
- Created a request for proposal for the purchase of new Construction Code software. IT is working with Jean Derenzy and Bruce Remai and we plan to have a recommendation for a new system at the end of May.
- Two servers have been setup for the new voicemail system that will be implemented in March/April. Forty auto-attendant/caller apps will need to be recreated and re-recorded

as part of the upgrade. All users of the voicemail system will be required to re-record greetings.

- A final database and document image export were completed from the Prosecutor's old system and provided to Karpel for import into the new Prosecutor system.

#### **MSUE (7, 8)**

- Safe Kids North Shore Coordinator, Jennifer Ritter, was nominated for the 2015 Child Passenger Safety Instructor of the Year award, an honor presented by the National Child Passenger Safety Board, managed by the National Safety Council. Her nomination will be recognized at the 2017 Lifesavers Conference.
- Safe Kids North Shore held a *Continuing Education Training for Certified Child Passenger Safety Technicians* (CPST's) on February 19 in the 2<sup>nd</sup> Floor Training Room at the GT County Governmental Center. The class was paid for through a grant that Ritter secured from the Michigan Office of Highway Safety Planning. CPST's are required, like any other license holder (paramedic, firefighter, police, social work, etc...), to earn continuing education credits to make sure that they are always giving up-to-date/current information and best practices to the public. Often these classes are only offered in Lansing, something that is not feasible for many departments. Each year Safe Kids North Shore holds one of these types of training in Traverse City, not only to maintain the local CPST presence/services, but so that other northern Michigan counties can travel to a training site that is closer than Lansing or Detroit. 27 CPST's attended the class: 18 were law enforcement officers (including an Undersheriff), 5 were from various healthcare fields, 3 were from fire services and 1 was from a traffic safety agency. Counties that took advantage of the training included: Grand Traverse, Benzie, Kalkaska, Alpena, Iosco, Antrim and Crawford.
- Tractor Safety Program – Teens can improve their chances of employment by completing a tractor safety training. MSU Extension will host a 4-H Tractor Safety Program for 14 and 15 year old youth on Wednesdays, April 6, 13, 20, 27 from 6-8:30 pm at the NW Michigan Horticultural Research Station. The written and driving test will be held on Saturday, April 30 from 8:30am – 2:30pm. Participants must attend all five sessions to become certified. The cost is \$75 per student and some scholarships are available if finances are an issue. Youth must be 14 years of age by June 1, 2016. Space is limited. The registration deadline is March 25. Registration forms are available online at [www.msue.msu.edu/leelanau](http://www.msue.msu.edu/leelanau). Call the Leelanau MSU Extension office for more information at 231-256-9888.
- Michigan Sea Grant is hosting the 2nd Annual Michigan Seafood Summit on April 8 at the Hagerty Center in Traverse City. The Seafood Summit is an all-day event that highlights aquaculture, commercial fisheries and local seafood in Michigan. This year's summit features two information sessions and a special Michigan seafood dinner prepared by acclaimed chefs from around the state. Click [here](#) for more info.

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

- After opening mid-January, the Y Central at the County's Civic Center (pool and fitness facility) has 144 Y Central memberships purchased, to date. During February 2016,

there were 198 scan-ins at Y Central by members of Y Silver Lake. A Y Silver Lake membership permits access to all three locations – Y Silver Lake, Y Central, and Y South.

- By invitation, during the mParks (formerly Michigan Recreation and Park Association) Conference held at Grand Traverse Resort in mid-February, the Parks Director and Director of Soccer Operations Henry Aiyenero co-facilitated a session with Mike Price of Pure Michigan Sports, titled the “Economic Impact of Sports Events.” This session showcased unique “landlord/facility-recreation provider” relationships between Grand Traverse County Parks and Recreation and the many area recreation providers (such as American Legion Baseball, the Grand Traverse Bay YMCA, TBAYS, and more), that serve our community. The ability of recreation providers to program, hold tournaments, and put on special events at our county parks and facilities boosts our area’s economy. For example, the estimated economic impact on our community from just one TBAYS’ tournament is \$3,400,000. The mParks Conference hosted approximately 500 parks and recreation professionals from around the state.

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

- The Senior Center Network Manager participated in Community Collaborative's Community Health Assessment, which generated data to be used for future grant writing and strategic planning efforts.
- The Senior Center Network Manager has been appointed to BATA's Advisory Council, which meets quarterly to address service delivery to seniors.
- The County website for Parks and Recreation has been reorganized to include the Senior Center Network.
- The agreement between Parks and Recreation and The Rock in Kingsley, which is used as a senior center satellite facility offering program to area seniors, has been executed. The Senior Center offers programming in six locations within the county: Acme, Fife Lake, Interlochen, Kingsley, Traverse City.
- In February 2016, 58 new members joined the Senior Center Network, which currently has a total of 4,051 members.
- In February 2016, 444 seniors participated in 1,414 units of service provided by the Senior Center Network.

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

- The County approved a \$175,000 Community Development Block Grant (CDBG) Loan application requested by Kejara's Bridge, a local food producer that is expanding with new operations in Garfield Township. The loan will be used to hire five (5) full time positions over the course of two years, of which, at least 51% of these positions will be available to low to moderate income individuals. The application will be submitted to the Michigan Strategic Fund board for approval.

- The Brownfield Redevelopment Authority accepted an application for the Park Place Hotel in downtown Traverse City to prepare a brownfield plan for the site that includes a new convention center, parking structure, housing development that includes affordable units, and public infrastructure improvements.
- Staff is working with SEEDS in identifying new energy efficiency opportunities in County facilities. The support from SEEDS is funded by a Community Energy Management grant from the Michigan Energy Office that was received by the local non-profit organization. This collaborative effort will include the staff from the Planning & Development and Facilities Management Departments.

**Treasurer (1)**

- We started accepting Debit & Credit cards through Ottawa County G2G credit card program for passport fees, plat books, copies and dog licenses, which has been well received. County Clerk and Circuit Court switched their credit card processing server to G2G, which is a more user friendly platform.
- Started the process to refund the Pavilions bond with a scheduled pay off of May 2016 saving the Pavilions over \$100,000.00 in interest.
- We had our foreclosure hearing in Circuit Court. All documents were filed and we are on track for foreclosure April 1. Sent out 130 final foreclosure notices to parcels set to be foreclosed.
- Prepared preliminary reconciliations with the 13 townships and City to facilitate early settlement with the townships next month. In order to ease frustration with calculations of partial year veteran exemptions, we created a spreadsheet to help townships with tax calculations.
- Set up new passport hotline to provide 24 hour information to potential travelers on the requirements for applying for a passport so they are prepared and have everything they need to eliminate the frustration of not having all the documents when they come in. Processed 151 regular service, 65 expedited and 2 hand carry passport in February.