

JANUARY SESSION

MIDLAND COUNTY BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE OF THE WHOLE
January 13, 2015

APPROVED

Board called to order by Chairman Jim Geisler at 9:00 a.m.

ROLL CALL

MEMBERS PRESENT: BONE, LEIGEB, KEENAN, GEISLER, DORRIEN, NOESEN, BRIDGETTE
GRANDSEN, AMINISTRATOR/CONTROLLER; L. WILLIAM SMITH, CIVIL
COUNSEL; NANCY KROUSE, ADMINISTRATIVE ASSISTANT
DENISE ADCOCK, COUNTY CLERK'S OFFICE.

MEMBERS ABSENT: ALAN KLOHA.

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ADMINISTRATOR/CONTROLLER STAFF REPORT

Goals:

- 1) Maintain the County's financial stability
- 2) Continue to improve internal and external communications
- 3) Promote efficiency in the delivery of services
- 4) Effectively manages county projects

COUNTY SERVICES BUILDING

- 1) Boilers are complete.

4TH FLOOR/COURTHOUSE REMODEL

N/A

COURTHOUSE (4)

- 1) Three Rivers modified the furnace/duct configuration to improve performance in the holding cell/office areas. All parties agreed to see how these changes impacted operations before seeking further enhancements.
- 2) Lots of retirements bring Facilities lots of offices to deep clean, paint and get ready for replacement employees. Job promotions result in further work. Busy month with routine upkeep.
- 3) Kevin began informal conversations with Architects/Planners to develop an affordable plan to deal with the vacant space in the Courthouse per the approved 2015 budget. We are trying to gauge cost to determine the method of selection for compliance with Board policy.
- 4) Made initial contact with Ron Koenig to get him scheduled for the exterior stucco work.

JAIL UPDATE (4)

- 1) As of Tuesday, January 13th, we are currently responsible for 195 inmates. Local Midland County inmate count is 100, while 43 are from the Federal Marshals, 44 from Genesee County, and 8 are from the Michigan Department of Corrections.
- 2) After an assessment by the jail staff, facilities, and IT, it has been determined that it is time to replace the access control PC's at the jail. This equipment is mission critical for secure operations. We are getting quotes to replace/upgrade these PC's. This update will move us to the Windows 7 environment, and will require some additional software upgrades. There are no cost estimates at this time.

JUVENILE CARE CENTER (4)

- 1) Routine repairs and maintenance performed by Facilities.

PINECREST UPDATE (4)

- 1) As of Tuesday, January 13th the current census at Pinecrest is 59.
 - ✓ Admit on 1/5/14 and 4 assessments performed but not appropriate.
 - ✓ 2 Potential move-outs in next 30 days (Bissonnette and Detour)
- 2) A donation from the Thorsberg Estate of \$72,600 came through and was deposited with Treasury.
- 3) Activities: wonderful Christmas party December 17th, well attended. Lots of music and gifts for all residents.

Cont.

- 4) Marketing: Networking ongoing, reaching out to discharge planners. Positive coverage of Pinecrest in Midland Daily News December 28th issue: Top stories of 2013: Midland County Review. Sending 2014 Year Report to stakeholders. MDN running year-end report.
- 5) Routine repairs and maintenance performed by facilities.
- 6) Security Camera update: Kevin is working with Denise to seek 2 additional bids. Once bids have been received we will be moving forward with this project as approved in the 2015 Budget.

COMMUNITY CORRECTIONS

- 1) Input program information pertaining to; GED, Employability Skills, Tri-Cap, PA-511, Network Therapy, jail diversions, and prison diversions into the COMPASS program that reports directly to the State. (1,2,3,4)
- 2) Attended Drug Court meetings and courtroom session in Judge Beale's courtroom. There are currently 21 active participants in Drug Court, and four referrals pending. (2,3)
- 3) Community Service:
 - Met with Mitzi Brown from the Shelterhouse Resale Shop to improve communication and coordination of volunteers.
 - Placed 6 participants for Community service.
- 4) Marisa continues to communicate with District and Circuit courts and probation officers, coordinated with Riverhaven for in-patient substance abuse placement. Two inmates were placed in in-patient residential treatment. (2,3)
- 5) Visited John Congleton, coordinator of the homeless shelter located at the families to go. The campground is a temporary shelter and will not be available after March. John and other volunteers are actively searching for other options in Midland. They have the Community of Christ Church (across from Kroger) as an option but after speaking to the city were told that it was not appropriately zoned. It is currently being staffed by volunteers from several local churches. There were 20 people seeking shelter that day. (1,2,3,4)
- 6) Accepted into the City's Citizens Academy starting January 14th. (1,2,3,4)
- 7) Applied and was accepted into Our Community LISTENS skills training in Midland held Jan 27th 0 Jan 29th. (1,2,3,4)
- 8) CMU intern Alex Marchione will be starting this week. Welcome to Alex! (1,2,3,4)

EMERGENCY MANAGEMENT

- 1) Roger Garner conducted the quarterly meeting of the Local Emergency Planning Committee and presented an updated hazardous materials response plan for Dow Chemical Company Michigan Operations which was approved by the committee. (2,3)
- 2) Met with Jeff Seeburger from Dow Chemical Emergency Services & Security at Dow's new dispatch center for our regular quarterly meeting. (2,3)
- 3) Began work with MDNR to update the wildfire standard operating procedures. (2,3)
- 4) Received, reviewed and distributed updated emergency action plans from Boyce Hydro for Edenville and Sanford Dams. (2,3)
- 5) Continued working with the Facility Manager on the EOC remodeling project. (2,4)
- 6) Completed a draft tornado sheltering procedure for Shelterhouse. (2,3)
- 7) Gave a presentation on emergency preparedness to members of Boy Scout Troop 763 to assist them in earning an emergency preparedness badge. (2)
- 8) Completed FEMA a draft tornado sheltering procedure for Shelterhouse. (2,3)
- 9) Participated in the following meetings:
 - Midland Security Consortium
 - Region 3 Healthcare Coalition Advisory Committee
 - Region 3 Homeland Security Planning Board
 - Third District Emergency Management

EQUALIZATION

- 1) Equalization studies are complete and were forwarded to the Assessors and the State by the end of the month. Value information required by the DNR has also been delivered.
- 2) Mary Cornell has been approached by Lee Township to offer guidance and assistance in completion of the 2015 roll. There have been some extenuating circumstances with the previous and newly hired assessors and neither is able to continue their commitment to provide assessing services. Because of the late date, the local unit would not be able to find a replacement to take responsibility for the 2015 roll that must be completed prior to the March Board of Review. Mary has agreed to complete the roll activity and produce the new assessment roll for the March Board of Review. The township supervisor has contacted the State Tax Commission for permission. An agreement will be coming in front of the Board to lay out details related to scope of work and the cost of services to be provided.
- 3) Staff are currently working on review of department output and completion of the splits and combinations of properties (and working with GIS to complete the revised maps) that will be applied to the 2015 assessment roll.
- 4) Once assessors have established the 2015 roll values, assessment roll data will start to flow into the department. We then review and cross compare items for accuracy before sending the data to have assessment change notices printed. The assessment change notices must be finalized by mid-February. The notices are required and inform the taxpayers of the current year values, exemption statuses, and notify the property owners of the dates and times of the March board of review.

FINANCE/BUDGET/ADMINISTRATION UPDATE

- 1) Staff has been extremely busy with the closing of one fiscal year and prepping for a new fiscal year, which includes the following:
 - Processing 1099s and W-2 information for Jan. 31st deadline.
 - Establishing new flexible spending accounts for 2015.
 - Enrolling employees for health benefits for 2015.
 - Input of new hourly pay rates into payroll system.
 - Input deductions for 2015 into payroll system.
 - Processing vouchers for payment from 2014 AND 2015.
 - Beginning year-end close of general ledger.
 - Rollover open purchase orders from 2014 into 2015.
 - Training new employees throughout the County how to use financial software.
 - Update County website with 2015 Approved Budget.
 - 2015 Budget books distributed to Commissioners. (1,2,3)
- 2) This year we will once again be producing the County Services Directory in the Midland Daily News. Estimated distribution will be on Sunday March 22nd. Stay tuned for more information related to articles and deadlines.

GIS

- 1) Automation of the discounted park entry coupon for Sanford Lake Park almost complete. When users reserve a pavilion or umbrella on the reservation system, the coupon that they are provided for discount entry is automated. When they reserve a pavilion they have to enter their address, the system checks their zip code against our GIS layer and if they match, the coupon is added as part of the check in process. (3,4)
- 2) Completed Lee Township zoning, future land use and existing land use data development. Created the new maps for them and delivered them last month. (2,3,4)
- 3) Chris had training with Midland Township Fire on January 7th. Discussions revolved around the available information we can offer in GIS, how to use the software in realistic situations and future project/data development. (2,3)

HEALTH DEPARTMENT

- 1) Diseases - Staff continue to monitor statewide, national and international diseases of concern.
 - Ebola remains in the news but has slowed - there is one recent US case from a health care worker in Sierra Leone. All cases have been related to W. Africa. Ebola can spread with close personal contact and is often lethal. Quarantine, isolation and contact tracing are effective public health tools and local public health is being asked to monitor potential cases for up to 21 days. Approximately eight-five have been monitored in Michigan, none contracting the disease. (3)
 - Seasonal flu is becoming widespread in Michigan and we are seeing more in Midland as well. Our flu clinics are completed but we are still offering vaccine at our officers in the County Services Building. (3,4)
- 2) Community Education -
 - Our Medical Director is working with Rotary to access vaccine records of foreign exchange students as one method to see if they are up to date. The Rotary has been very helpful thus far. (2)
 - We are also looking to reduce the number of vaccine waivers to better protect the community from disease. (2)
- 3) Dental - The Director continues to work with community leaders to enhance access to dental services for low income adults in Midland County. Helping Hands has shown substantial increases in total patients and new patients since partnering with the Health Department and would like to renew the current contract for two more years. (3)
- 4) Quality Improvement (QI) - Staff continues working on quality improvement components, seeking to continually improve customer service. One of the current projects is comparing county fleet vehicle costs to travel reimbursement costs to seek the best mix of vehicle usage. (3,4)
- 5) Behavioral Risk Factor Survey (BRFS) - The behavioral risk factor survey for Midland County residents is nearly completed. Considerable data is collected that helps establish community priorities regarding health and social issues. Saginaw Valley State University (SVSU) is conducting the survey and community members can request to participate. (1,2,3)
- 6) Community Health Improvement Plan (CHIP) - Local funders see the value in creating a Community Health Improvement Plan for Midland County based off the results from the BRFS (above). This will provide an opportunity to work on community health priorities on a systematic basis. (2,3)
- 7) Environmental Health - We have begun the process of filling the newly created Sanitarian position. (1,3,4)

HUMAN RESOURCES

- 1) Vacant positions include: full-time Sanitarian, Health Department, on-call universal workers, Pinecrest, Clerk I, Health Department, Housing Specialist II, Facilities, and Parks Director, Parks. (3)
- 2) There are a lot of employee transitions in many departments across the County and Courts due to the unusually high number of retirements (12) that occurred in December and are also scheduled for January. Many positions will be filled through internal bumping. The last individual that went on a voluntary lay-off in the Friend of the Court (Teamsters Union) has been recalled to her former position due to a retirement in the Friend of the Court Office. (3)

INFORMATION TECHNOLOGY

- 1) Brian provided support to both Kevin Beeson and Roger Garner with tech parameters for the Emergency Operations Center renovations. (1,2,3,4)
- 2) Continued to roll out Goldfax. This is a new service that we purchased to reduce standalone fax machines as we leverage the faxes going paperless. (1,2,3,4)
- 3) Continued to work on new IT Policies and Procedures for complains. Implemented server and firewall even logger for compliance. (2,3,4)
- 4) Completed the end of the year workstation replacement with the Health Department and Mosquito Control. (3)
- 5) Completed video project at Courthouse. (2,3,4)

MOSQUITO CONTROL

- 1) Carl Doud and his staff are updating treatment maps and compiling 2015 operational calendar. (2,3,4)
- 2) Bid opening for 2015 insecticides will occur on January 14th. (1,3)
- 3) Carl's upcoming visits:
 - ✓ Lansing, January 13th - Michigan Department of Community Health, Michigan Department of Agriculture and Rural Development
 - ✓ East Lansing, January 15th - MSU Department of Entomology

MSU EXTENSION

- 1) The next meeting to discuss funding for MSU Extension Midland County on January 15th at 7:00 pm in the MSUE Learning Center. The goal is to continue discussion of sources of funds for MSU Extension Midland County for the 2015 budget year and discuss plans for sustainable source(s) for future years.
- 2) MSUE "My Way to Wellness" program is an online, interactive intervention emphasizing behavioral goals, and strategies associated with healthy weight. Topics covered in the course includes: Goal Setting; Your Nutritional Needs and Physical Activity; Build a Healthy MyPlate; Pick the portion Best for You; What's Inside? Food Labels 101; Fat and Sugar Facts; Plan It Out; Focus on Fruits and Veggies; Energy - A Balancing Act; and Healthy Habits for a Healthy Life. The online course includes pre and post assessment behavioral assessment with 10 self-paced modules that include physical activity and food safety demonstration video Registrations are accepted at:
<http://events.anr.msu.edu/MyWaytoWellness2015/>
Upon completion of your registration you will be emailed program information. The email address provided during registration will be used for contacting you.
The program begins February 1, 2015.
- 3) Along with Supplemental Nutrition Assistance Program funding, the Health and Nutrition efforts in Midland County are expanding utilizing Expanded Food and Nutrition Education Program (EFNEP) program funds. EFNEP is designed to assist limited resource audiences in acquiring the knowledge, skills, attitudes, and changed behavior necessary for nutritionally sound diets, and to contribute nutritional well-being. Melissa Coosgard and Sam Habowski will be implementing programs under these federal funds.
- 4) Sam Habowski will be working full-time in the Midland County MSUE office. She will continue to do 50% working with the SNAP-Ed and EFNEP efforts as well as 50% doing nutrition counseling under the Work Site Wellness Program. Sam is a graduate of Central Michigan University and is a Registered Dietician.

PARKS AND RECREATION

- 1) In December work began on the Averill Trail Head development project with the excavation of the parking lot and pavilion improvements. Work will continue with the construction of the pavilion until winter weather conditions close the project down until spring. The replacement of trail surface project bid will be released in February with award to follow in March. These improvements are contained within the 2013 Michigan Natural Resources Trust Fund Grant. (1)(4)

PUBLIC GUARDIAN

- 1) Made several 90 day client visits in and out of county. (1,3,4)
- 2) Filled out DHS annual redetermination paperwork. (1,3,4)
- 3) Went over client budgets and adjusted county fees as necessary (1,3)

VETERAN'S SERVICES

- 1) Continue work on core services. (2,3)

Summary of Veteran core services for 2014:

- ✓ Provided over 1,500 VA Forms that were submitted to Veteran Affairs Detroit Regional Office in support of veteran benefits for Midland County residents. Over 2,700 phone calls concerning VA Benefits were received and answered.
 - ✓ External Functions - Coordinated, Planned, Organized, Resourced and Executed: The American Legion Post 165 Midland Memorial Day Parade, VFW Veterans Day Ceremony, and the American Legion Post 165 ordering and delivering of 40 Christmas/Sustainment Baskets. (A big thank you to Midland County and the City of Midland for all their support in these activities). Ordered, received and placed over 40 pavers for the Midland County Veterans Memorial. Wrote and submitted three news articles for veteran events, one appeared above the fold. Served on the Midland Area Veterans Honor Guard. The Midland Area Veterans Honor Guard participated in 78 veteran funerals for year 2014. Ross personally participated in over 30 of these funerals.
 - ✓ Midland County Committee Michigan Veterans Trust Fund in 2014- invested \$31,176.77 in helping veterans and dependents with emergent needs or hardships.
- 2) 2015 Outlook: It is important to consider the shift of the National Guard and Reserve forces from a Strategic Force to a Tactical Force coupled with the second year of the Federal Sequester Budget constraints being implemented, which results to impeding and depleting active duty forces deployments this year and in future years. Active duty personnel and their families being released and coming home from their duty stations will be seeking VA benefits and jobs. An aging Veteran population will require more time preparing paperwork for pension and DIC claims. (2)
- 3) The Great Lakes Bay Veteran Coalition is met last Friday at Michigan Works to begin its collaboration with the Michigan Veterans Affairs Agency. The area known as Michigan Prosperity Region 5 is the boundary. The purpose is to enhance communication and improve partnerships between agencies to provide veteran services that increase effective and efficient support of veterans and their dependents. Please see attached PowerPoint Presentation from the West Michigan Veterans Coalition and Michigan Veterans Affairs Agency as a reference. (2)
- 4) Begin prep work on the Memorial Day parade. Already receiving phone calls. (2,3)

INFORMATION ONLYMeetings attended:

I will be out of the office January 28th and 29th at the Michigan Local Government Managers Association Winter Institute in Novi. I am a co-presenter with Jon Lynch on the 28th.

<i>December 9th</i>	<i>New Commissioner Training (Frankenmuth)</i>
<i>December 18th</i>	<i>Department of Human Services Board Meeting</i>
	<i>Community Success Panel Social Services Team meeting</i>
<i>January 8th</i>	<i>911 Board Meeting</i>
<i>January 12th</i>	<i>Michigan Association of Counties Administrator Workgroup (Lansing)</i>

CIVIL COUNSEL REPORTBOARD OF COMMISSIONERS:

- Attendance at meetings
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- EQUALIZATOIN DEPT.
 - Mr. Kotwicki FOI (Appeal)

COUNTY CLERK:

- Jerome Twp Recall (Official) - possible litigation

EMPLOYEE RETIREMENT SYSTEM:

- Lyondell/Weisfelner - LB Creditor Trust v MC (Bankruptcy matter)

FINANCE DEPARTMENT:

- Township Treasurer's request for bonds

HEALTH DEPARTMENT:

- Intergovernmental Contract for the Establishment of a Substance Use Disorder Oversight Policy Board

HUMAN SERVICES:

- County of Midland v Arthur Beagle - (Claim and Delivery Action)

JUVENILE CARE CENTER:

- MidMichigan Home Care 2015 (Contract for Nurse Services)

PARKS AND RECREATION:

- Coleman Skate Park

PROSECUTOR:

- Various FOI requests

SHERIFF:

- Various FOI requests
- Geisler Enterprises Inc. (Indemnity Bond)
- JAIL -
 - BCBSM Schedule A

TREASURER:

- FORECLOSURES -
 - Wallace Bankruptcy
 - Webb Bankruptcy
- 1616 Airfield Lane, Midland Michigan Forfeiture (Quiet Title Action)
 - Probate Estate of Shirley S. Carrington
- Assessor Service Agreement (Lee Township)
- BANKRUPTCY MATTERS -
 - Alice Dufresne

TRIAL COURT:

- Dean Smith, Debtor - Bankruptcy Matter (Violation of Automatic Stay)
- Duane Wayer - Freedom of Information request (other documents)
- 1016 Network 2014-2015 Drug Court Contract

COMMISSIONERS UPDATE ON BOARDS AND COMMISSIONS

COMMISSIONER COMMENTS

BONE - LOOKING FORWARD TO A GOOD 2015 WORKING TOGETHER.

LEIGEB - NO COMMENT.

KEENAN - WANTED EVERYONE TO KNOW THAT IN THE SIX YEARS THAT HE HAS BEEN A COMMISSIONER BRIDGETTE IS THE BIGGEST LIBRARY OF KNOWLEDGE.

DORRIEN - ECHO'S COMMISSIONER BONE AND COMMISSIONER KEENAN'S COMMENTS.

NOESEN - ASKED THAT EVERYONE BEAR WITH HIM IN REGARD TO ALL THE QUESTIONS HE WILL BE HAVING AS A NEW COMMISSIONER.

KLOHA - EXCUSED.

GEISLER - ASKED BRIDGETTE TO ATTACH THE DIRECTOR'S NAME THAT IS RESPONSIBLE FOR EACH DEPARTMENT IN HER REPORT.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE: NONE.

Motion by Commissioner Bone supported by Commissioner Dorrien to adjourn.
Motion carried.

MEETING IS ADJOURNED UNTIL TUESDAY, JANUARY 20, 2015 AT 9:00 A.M., TO MEET IN A REGULAR SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME THEIR DUTIES.