

JANUARY SESSION

MIDLAND COUNTY BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE OF THE WHOLE
January 14, 2014

APPROVED

Board called to order by Chairman Nicolas Finley at 9:00 a.m.

ROLL CALL

MEMBERS PRESENT: FINLEY, BONE, LEIGEB, KEENAN, GEISLER, DORRIEN, MCGILLIVRAY,
BRIDGETTE GRANSDEN, AMINISTRATOR/CONTROLLER; L. WILLIAM
SMITH, CIVIL COUNSEL; NANCY KROUSE, ADMINISTRATIVE ASSISTANT
DENISE ADCOCK, DEPUTY CLERK.

MEMBERS ABSENT: NONE.

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NEW PINECREST ADMINISTRATOR - JOE BLEWET INTRODUCED HIMSELF AND SPOKE ABOUT HIS
ROLE AT PINECREST

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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) Completed the install of a new hot water expansion tank for the heating system.
- 2) Working with 4th floor offices on some hot/cold spots. It's our first winter for these remodeled areas and we're getting them fine-tuned for the first time.

4TH FLOOR/COURTHOUSE REMODEL

- 1) Building envelope is complete.
- 2) Shingled roof is complete.
- 3) Temporary heat is on allowing interior block wall construction.
- 4) Security doors arrived and are being installed now.
- 5) Extreme weather is making exterior progress slow; and we are hopeful for a break in the extended cold/wind-chill driven temps.
- 6) Working with our architects to accommodate a small men's restroom for B-Level use. The current bathroom was sacrificed to make the connection to the new Sallyport/Holding area.

COURTHOUSE (4)

- 1) Security entrance x-ray package scanner died. Repairs will cost \$12,473 to repair a 14 year old machine that can be replaced new for \$21,000.
- 2) Developing a work plan to rebuild the main stair tower. Wall coverings, stair treads, painting, and lighting top to bottom. Funding will come from previously approved capital budgets.
- 3) We needed to extend the natural gas line for the new building up through the bathroom in Judge Allen's office suite. Because of this work we'll be working to update that area as well.

JAIL UPDATE (4)

- 1) Nothing extraordinary to report. Lots of service work orders from a lot of areas, but none that were not routine. Snow removal kept us busy for the past three weeks.
- 2) As of Monday, January 13th we are currently responsible for 253 inmates. Local Midland County inmate count is 94, while 98 are from the Federal Marshals, 36 from Genesee County, and 25 from the Michigan Department of Corrections.

JUVENILE CARE CENTER (4)

- 1) No issues to report.

PINECREST UPDATE (4)

- 1) As of Monday, January 13th the current census at Pinecrest is 44.
- 2) We only had one furnace hiccup during the cold weather. The air intake/exhaust froze up because it was buried deep in a drift on the roof. We climbed up, shoveled the snow away and restarted the unit. Again, lots of drifting snow on drives and parking areas.

COMMUNITY CORRECTIONS

- 1) Marisa Boulton reports that she entered 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 sessions in Judge Beale's courtroom. The tenth successful participant graduated. (2,3)
- 3) Community Service:
 - Interviewed and placed (9) nine people for community service this month.
 - There were (7) seven successful completions of community service this month.
 - New referrals for the month were (13) thirteen. Placement was coordinated at the Humane Society, Recycling Center, Midland reformed Church, and the Coleman VFW.
- 4) J & A Counseling and Randy Christensen appear to be a great fit in the Midland County Jail. The in-jail counseling groups meet five times per week. Randy has also been very effective in his suicide assessments and knowledge of medication and mental health diagnosis. (1,2,3)
- 5) Marisa has communicated with several probation officers, coordinated four NMSAS calls (two were brothers) and in-patient substance abuse placement, met with numerous inmates, assessed inmates who were at risk of suicide and assisted in several decisions with jail staff regarding inmate's placement while incarcerated. (2,3)

EMERGENCY MANAGEMENT

- 1) The Midland County Hazard Mitigation Plan update was approved by FEMA Region V. The final version has been added to the Emergency Management webpage. (1,4)
- 2) After notifying MDEQ of the reduced quantity of sulfuric acid at the ITC Tittabawassee Substation, it has been removed from Midland County's hazardous materials planning list. (2,3)
- 3) Roger Garner reviewed updates of emergency action plans provided by Boyce Hydro. (2,3)
- 4) He participated in the Region 3 Homeland Security Planning Board meeting and continued to work on FY2011 & 2012 grant projects. (2)
- 5) He also participated in the Region 3 Healthcare Coalition Advisory Committee meeting in Bay City. (2,3)
- 6) Roger attended the quarterly meeting with Jeff Seeburger of Dow Chemical Michigan Operations Emergency Services & Security. (2)
- 7) He participated in the quarterly meeting of the Local Emergency Planning Committee. (2,3)
- 8) Participated in the quarterly meeting of the Midland Security Consortium. (2)
- 9) Roger met with local Boy Scouts to assist them in obtaining an emergency preparedness merit badge. (2)
- 10) He observed a shelter-in-place drill at Coleman High School. (2)
- 11) Participated in a meeting with Northwood University to assist them in the development of an emergency plan for the auto show. (2)
- 12) Roger recorded an interview with Selina Tisdale for the "City in 15" program. (2)
- 13) West Shore Services, Inc. was selected to perform the siren relocation at US-10 and M-47. (4)

EQUALIZATION

- 1) Mary Cornell reports that the annual equalization studies are completed and have been delivered to the local unit assessors and the State.
- 2) Staff is currently completing all split/comboines, new parcel creation and tax map updates to deliver changes to the 2014 tax roll to the local units.
- 3) Mary expects to start receiving the 2014 tax rolls from the local unit assessors in the next couple weeks. They will be reviewed and balanced prior to sending to the printing company for assessment change notices. (Also receiving competitive bids for producing the notices. These costs are directly reimbursed from the township).
- 4) Grant is working on input of building sketches and loading land information to the BS&A database that will then be used in future studies.

FINANCE/BUDGET/ADMINISTRATION UPDATE

- 1) Tori Meyer reports that January is busy for the Finance Department as they have to roll out a new fiscal year—new payroll year, new benefit year, new general ledger and budget year, and new accounts payable year. At the same time we have to finalize the previous year. W-2's, final year-end entries, record payments to prior year, etc. (1,2,3)
- 2) I have the privilege of being appointed by the President of ICMA (International City/County Manager Association) to be on a national committee. This committee "Leadership Task Force" will begin its work at the end of January and will finish in September by presenting its findings at the annual conference. The ICMA has over 9,000 members. Over 60 people volunteered to assist with this task force and only 28 were chosen. Of those 28 there are 3 international members and only 3 members representing counties. The remaining 22 members are representatives from city governments.

GIS

- 1) Website update: (2,3,4)
 - ✓ Chris Cantrell reports that the homepage design is in progress. We have been working on getting the important information clearly on the homepage, such as Online Services, Connect and Engage, and the Alerts bar. The homepage works as the base design for our website, so once we finalize this page, the subpages will follow.
 - ✓ We have been following up on a lot of questions from Artemis that have come up from the reviewed Page Document Description documents. There has been follow up with most departments as we work to get the correct pages and links created.
- 2) The ongoing work to have our database and Central Dispatch's Master Street Address Guide (MSAG) is finished. Our two databases are now about 98% the same in information. This will be beneficial as the State and communications companies move us towards NG911. (2,3)
- 3) Greendale Township has partnered with us for GIS services. We have been working on their zoning and future land use maps. That includes data development and the making the map itself. We have also been working on Jerome Townships data development and creating some maps for them. (2,3)

HEALTH DEPARTMENT

- 1) Mike Krecek reports the Environmental Health staff will be provided an in-service training for child care centers on December 17th, primarily focusing on food safety. (2)
- 2) We continue to monitor statewide, national and international diseases of concern. Nationally, cases of bacterial meningitis are being reported at university settings. In Midland there are three cases of hepatitis C, one case of aseptic (viral) meningitis, one pertussis case and two shingles cases reported for December. (2,3)
- 3) Flu activity in the state and our community is increasing since the winter holidays. The H1N1 strain (serious life-threatening swine type flu) has been seen particularly in southeast Michigan among young/healthy unvaccinated adults. We continue to offer flu vaccine in the clinic by appointment although some of the community providers are out of flu vaccine. (3,4)

Health Dept. Cont.

- 4) We continue to work with community leaders to develop expansion of dental services for low income adults in Midland County. (3)
- 5) Continue to work with community leaders to conduct a new behavioral risk factor survey of Midland County residents during the latter part of 2014. This study is funded by several entities and has been conducted every four years since 1998. We collect considerable data that helps establish community priorities regarding health and social issues. (1,2,3)
- 6) Staff is working on quality improvement components, seeking to continually improve customer service. A committee with broad representation has been established. (3,4)
- 7) Staff met with Sheriff's Office/Animal Control on December 19th to discuss potential improvements to rabies testing processing/procedures for certain animals such as bats and raccoons with good results. (3,4)
- 8) Staff conducted a courtesy food service inspection at the Midland County Jail on December 20th. (2,3)
- 9) Community Presence -
 - Michigan Assoc. for Local Public Health Board Meeting and Strategic Planning Lesson - December 5th
 - Midland County Health and Human Services Council - December 11th
 - MiHIA Board of Directors - December 12th
 - Helping Hands Dental Clinic Board - December 12th
 - Dow Human Subjects Review Board Meeting - December 16th
 - Senior Services Asset Development Committee - December 16th

Upcoming:

- Michigan Assoc. for Local Public Health Board - January 13th
- Leadership Midland Annual Meeting - January 14th
- Agency Leaders - January 14th
- MCTV with Kerry Irons - January 15th
- Midland Health Plan Board - January 16th
- Dow Human Subjects Review Board Meeting - January 20th
- Midland County Health and Human Services Council - January 22nd
- MiHIA Conference/Dashboard Workshop - January 24th
- State and Local Public Health Preparedness Workgroup - January 27th
- Senior Services Asset Development Committee - January 27th

HUMAN RESOURCES

- 1) Suzanne Ault reports that negotiations have been occurring over the past two months with the Command Officers, Teamsters, District Court Association and the United Steelworkers-Probate Court. The Command Officers and Steelworkers-Probate Court are now in Mediation. Each has a meeting scheduled for the second week in January. (1)
- 2) Vacant Positions include: Assistant Prosecuting Attorney II, Friend of the Court, part-time corrections officer, Part-time general office worker - Friend of the Court, transport deputy part-time, Court Officer/Clerk-District Court and Judicial Specialist-District Court, Executive Secretary Human Resources/Administrator/Controller's office, full-time Registered Nurse as Pinecrest, Assistant Pinecrest Administrator position, due to the resignation of Dana Schilling, and a part-time universal worker at Pinecrest. (3)
- 3) A new Administrator for Pinecrest has been hired! The new director's name is Joe Blewett and he has relocated to the State of Michigan from Wisconsin. Joe started his new assignment January 6, 2014. (3)

INFORMATION TECHNOLOGY

- 1) Brian Nichols reports that the key members of the City Police, County Sheriff, Prosecuting Attorney's Office and IT met with Michael Honiker, the new project manager for InterAct, the new version of Online RMS. The sandbox/test environment as well as interactive online training is active. The sandbox environment will be maintained until the live date to continue to test and tweak items to reduce goes live. The projected go live date for the City PD, County SO and the PAO is April 1, 2014. (1,2,3,4)
- 2) Continuing the project for a paperless solution for the Board of Commissioners. Brian met with IQM2, eScript and BoardAgenda. (1,2,3,4)
- 3) Removed the MDM solution, MAAS360, from the County tablets and smart phones to the free Cisco Meraki solution that has no cost. (1,2,3,4)

MOSQUITO CONTROL

- 1) Tom Wilmot reports that bids for our 2014 control materials will be opened next week. We will have purchase recommendations to the Board within the month. (1)
- 2) Inventory is being reviewed and orders are being developed for parts and supplies needed in 2014. (1)
- 3) Maps and training materials are being revised to reflect updates and improvements to mosquito control operations. (2,3)
- 4) The 2013 Annual Report will be sent to Board of Commissioners and our Technical Advisory Committee this month. (2)
- 5) A report documenting Integrated Pest Management activities was submitted to the U.S. Environmental Protection Agency in support of our continued recognition as a partner in EPA's Pesticide Environmental Stewardship Program. (2,3)

MSU EXTENSION

- 1) No Report.

PARKS AND RECREATION

- 1) Kim Haller reports that the Parks and Recreation Commission approved a motion in December to recommend the State of Michigan property exchange to the Board of Commissioners of the Lincoln Township property in exchange for the State property located on West River Road in Edenville Township. Kim will present the Parks and Recreation Commissions exchange request along with a land exchange agreement to the Board of Commissioners in January. (1,2,4)
- 2) In December work began on updating the Parks and Recreation Master Plan with the release of an online needs survey for the purpose of gathering public comment for the future direction of the County Parks and Recreation services. (2,3)
- 3) Formal notice has been received from the Sate of Michigan that our 2013 Natural Resources Trust Fund Grant request for the Improvements to the Pere Marquette Rail-Trail has been selected for funding in 2014. (1,4)

PUBLIC GUARDIAN

- 1) Steve Wixson reports that he 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)
- 4) Was appointed for 2 more clients through probate court. (1,4)
- 5) Completed annual accountings and reports of guardian for probate. (1,4)
- 6) Attended various doctor's appointments with clients. (1,2,3,4)

SURVEY AND REMONUMENTATION

- 1) No report.

VETERAN'S SERVICES

- 1) Ross Ahlich reports that the Michigan Veteran's Trust Fund invested \$29,996 to help veterans and dependents with emergent needs or hardships in Midland County in 2013.
- 2) Continue with monthly office hours at West and North Community Centers. Ross will also participate at North Midland Family Center, Call of the Wild event on January 24th.
- 3) The 2013 Veteran's Services Department accounts are closed and within budget. (1)
- 4) Preliminary planning for the 2014 Memorial Day parade has begun. Ross has already received several phone calls. (2,3)
- 5) Work continues on converting from project phase to endowments/sustainment phase of the Midland County Veterans Memorial. (1,2,3)

INFORMATION ONLYMeetings attended:

Various Multiple Website Committee Progress meetings.

CIVIL COUNSEL REPORTBOARD OF COMMISSIONERS:

- Attendance at meetings
- Blue Cross Blue Shield of Michigan Schedule A (review)
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- Great Lakes Bay Michigan Works! Consortium Board Interlocal Agreement (approval)
- Michigan Municipal Risk Management Authority Renewal Policy

COUNTY CLERK:

- Various e0mails re: Election Commission Process
- Attend Election Committee meeting re: Recall Petition
- Attend Clarity Hearing/Recall Petition re: Stuart Bloomfield, Laura Grubaugh, Ronald Lowry

FINANCE DEPARTMENT:

- FOI Request Asset Management Consultants

HEALTH DEPARTMENT:

- Local Health Department Grant 2013-2014
- Amendment #1 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC)

INFORMATION SYSTEMS:

- Fiberlink Communication Corporation Agreement (MaaS360) (termination letter response)

PARKS AND RECREATION:

- Sanford Lake - Boyce Hydro (attend meeting)
- Pioneer Trail License (Rails and Trails)

PROSECUTOR:

- Various FOI requests

SHERIFF:

- Various FOI requests
- Marine Safety Grant Application 2014

TREASURER:

- Bankruptcy matters -
 - Creasman - Settlement and Release
 - Betron - attend settlement conference

TRIAL COURT:

- Duane Wayer - pro per improper filings and correspondence
- MiDrug Court Coordinating Services Agreement (1016) revision
- 1016 Network 2013 Drug Court Contract
- Appeal issue re: Small Claims Appeal

COMMISSIONERS UPDATE ON BOARDS AND COMMISISONS

COMMISSIONER COMMENTS

BONE - WOULD BE INEFFICIENT TO BRING DEPARTMENT HEADS INTO MORE COMMITTEE MEETINGS.

LEIGEB - BELIEVES IT IS NECESSARY TO USE STANDING COMMITTEES AS PERAMETERS AND SHOULD DISCUSS IT.

KEENAN - SPOKE REGARDING EXECUTIVE COMMITTEE BEING A GOOD PLACE TO DISCUSS TOPICS SO EVERYONE CAN BE ON THE SAME CHANNEL.

DORRIEN - SPOKE REGARINDG THE FACT THAT THE OPINIONS AND TOPICS ARE BUSINESS NOT PERSONAL.

MCGILLIVRAY - SPOKE REGARDING THE IMPORTANCE OF BEING ABLE TO DISCUSS ISSUES AND THAT IT IS FRUSTRATING TO NOT HAVE THE OPPORTUNITY.

GEISLER - NO COMMENT.

FINLEY - NO COMMENT.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE:

Motion by Commissioner Keenan supported by Commissioner McGillivray to adjourn.
Motion carried.

MEETING IS ADJOURNED UNTIL TUESDAY, JANUARY 21, 2014 AT 9:00 A.M., TO MEET IN A REGULAR SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME THEIR DUTIES.