

NOVEMBER SESSION
MIDLAND COUNTY BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE OF THE WHOLE
NOVEMBER 8, 2016

APPROVED

Board called to order by Chairman Scott Noesen at 9:00 a.m.

ROLL CALL

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

MEMBERS ABSENT: GEISLER.

ADMINISTRATOR/CONTROLLER STAFF REPORT
BRIDGETTE GAVE HER 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- Kevin Beeson

- 1) Brandle Roofing has Duro-Last material ordered for roof replacement.
- 2) Treasurer's office remodel is nearing completion.
- 3) It's that time of year where we add heat in the morning and a/c in the afternoon. Both are working nicely!

Courthouse (4)- Kevin Beeson

- 1) Spence Brothers "Construction Management" contract was approved and signed.
- 2) Many meetings with architects, engineers, designers, and our construction manager.
- 3) Courthouse Construction Committee met on Friday November 4th. Next meeting is December 2nd.
- 4) Kevin has sent a request to the BOC to implement a list of courthouse maintenance projects early to capitalize on the open ceiling and relocation of employees during the upcoming construction project.
- 5) Completed chimney repairs with Building Arts & Conservation.
- 6) Treated the tile roof with a fungicide to counteract the green mossy bloom and blotchy staining on the red roofing tile.

Jail Update (4)- Kevin Beeson

- 1) As of Monday, November 7th we are currently responsible for 202 inmates. Local Midland County inmate count is 116, while 75 are from the Federal Marshals and 11 from Genesee County.
- 2) Generator replacement parts are being manufactured. Everything else has been returned to normal operation.
- 3) Our newest maintenance specialist, Tom Hadley, has been working at the jail, getting oriented with our system, and learning the ins and outs of the building.

Juvenile Care Center (4)- Kevin Beeson

- 1) Staff has been working to paint exterior steel now that the weather has cooled. Gas piping, doors, & frames.
- 2) We have assigned Denice Parsons from our janitorial staff to cover both the JCC and the Jail admin areas. She is doing a nice job at both facilities.

Pinecrest Update (4)- Joe Blewett

- 1) As of Monday, November 7th the current census at Pinecrest is 60- full capacity. 0 admits, 0 discharged last 30 days. 5 – 10 people on the wait list.
- 2) New State Licensing (DHHS) Consultant starting in November.
- 3) Beginning online training for staff through Relias Learning.
- 4) Fall yard preparations are in full swing.
- 5) Although resident count remains up, repairs and work orders have been quite low.

Community Corrections- Marisa Boulton

- 1) Successfully submitted information into COMPAS case manager for Community Corrections programs including In-Jail Cognitive Groups, Education, Tri-Cap programs and Network Therapy. (1, 2, 3, 4)
- 2) Attended Drug Court meeting and courtroom sessions. There are currently 24 active participants. To date there have been 30 graduates since the start of this program. (1, 2, 3, 4)
- 3) Coordinated in-patient and out-patient substance abuse treatment for 12 individuals since October 1st, 2016. (1, 2, 3)
- 4) Community Service referrals total 8 for the since October 1st. (2, 3, 4)
- 5) Tri-Cap enrollment is the highest it has ever been. We currently have 18 residents there. This will result in many jail bed days saved for the County. (1, 2, 3, 4)
- 6) The MiHOPE program currently has 27 participants. Marisa continues to meet with Judge Carras and Probation Agent Magnapora bi-weekly to discuss ways to streamline the program and identify potential participants as soon as possible. (1, 2, 3, 4)
- 7) Met with the State Grant Coordinator, Molly Maynard at Tri-Cap along with other surrounding Counties Coordinators to discuss program fees for the Opiate Specific Program held at Tri-Cap. (1, 2, 3, 4)
- 8) Submitted the end of the year report for the State Grant due October 31st. (1, 2, 3, 4)
- 9) Midland County ended with a Prison Commitment Rate of 12.7% which is well below the State's average of 21.5%. Midland County's Straddle Cell Prison Commitment Rate ended at 17.5% while the State's average was 32.8%. These rates support that programming is working. (1, 2, 3, 4)

Emergency Management- Jeniffer Boyer

- 1) Participated in the Mills Township Preparedness Night. Took the Command Vehicle and educated residents on its use and gave out emergency preparedness information. (2, 3)
- 2) Attended Michigan Emergency Management Association's Conference. (1, 2, 3, 4)

- 3) Partnered with Bay County Emergency Management to teach a Michigan's Critical Incident Management System course. The Midland County Emergency Management Coordinator is now certified to conduct these trainings on their own which will be a positive impact for our county program and partners. (1, 2, 4)
- 4) Participated in the Midland Township Fire Department's Open House. Took the Command Vehicle and educated residents on its use and gave out emergency preparedness information. (2, 3)
- 5) Met with Michigan Technology University on a rain gauge project. Jenifier has also made contacts with the National Weather Service Office in Houghton, MI to assist in the project. (2, 3, 4)
- 6) Year end reports are wrapped up and projects have been completed. Planning for next year has started with some partnering agencies.

Equalization- Mary Cornell

- 1) Continuing to work toward completion of the appraisals and property reviews. September 30th was the cut-off date for sales information used to complete the 2016 for 2017 base. Property inspection will be wrapped up by mid to late-November.
- 2) Winter tax billing preparation is underway. Mary is training Adam to assist in importing and balancing the special assessments that will be levied on the tax statements. Tax rolls should be completed by November 13th.
- 3) Final Apportionment reporting will be forwarded to the State electronically after the November ballot issues are determined.

Finance/Budget/Administration Update- Tori Meyer & Bridgette

- 1) General Fund Expenditures for the month of September were \$1.9 million. General Fund Revenue was \$14.1 million. Year-to-Date, expenses were \$21.6 million and revenue was \$22.8 million. (1, 2)
- 2) A county auction was held on Saturday, October 29th at Sanford Lake Park. The auction generated approximately \$32,000. The auction contained 12 vehicles and other miscellaneous items. Staff from Parks & Rec helped to move the vehicles and with set up with reduces the fee from the auctioneer. We can't thank Parks & Rec enough for this assistance! (1, 2)
- 3) Negotiations are beginning with 4 unions whose contracts expire on 12/31/17 but had agreed to wage re-openers for 2017. (1)
- 4) Counties across the State have been experiencing problems in collecting grant reimbursement relative to the Child Care Fund. MAC (Michigan Association of Counties) is requesting data from all counties in order to approach this problem on our behalf. We will be participating in this endeavor and are thankful for MAC's attention to this matter. (1)
- 5) RFP for new financial software was released November 3rd. Everyone's contribution is greatly appreciated as this proved to be time-consuming yet very important. (1, 3)
- 6) The Midland County employee United Way campaign was once again very successful. Over \$20,000 was raised in this year's campaign through a variety of events. The 2nd Annual Coin War was held with the City with the County winning for the second year in a row. Congratulations to all who participated in support of United Way and the Midland Community. (2,4)

- 7) Bridgette gave an informational presentation to the Aldersgate United Methodist Church seniors group. Primary topic was the differences between City and County government and County services. (2)
- 8) Bridgette hosted a “lunch and learn” session for her management team; video was a keynote presentation by Soledad O’Brien held at the recent ICMA conference. Topic of the keynote was acknowledging our acknowledging biases (everyone has them) and valuing differences. (2)

GIS- Chris Cantrell

- 1) We are working with the Drain Commissioner to develop relevant information in GIS for their needs. This includes drains, storm sewers, drain right of ways, and drain district layers. (2, 3, 4)
- 2) Working with Environmental Health on an analysis project on Sanford Lake. Providing support maps, data collection assistance, and analysis on targeting areas at risk of septic failure. (4)
- 3) Working with Mosquito Control with a new application method. Helped set up field collection of test sites for aerial spray applications. (4)
- 4) Continue to assist Water District #1. (2, 3, 4)
- 5) Continue to assist the Road Commission. (2, 3)
- 6) Sanitarians are using the EH app to assess potential septic issues along Sanford Lake by walking the lakeside of property during the annual drawdown of the lake. Great example of using GIS and its applications in creative ways beyond the initial design of it. (3, 4)

Health Department- Mike Krecek

- 1) Diseases – Staff continue to monitor local, statewide, national and international diseases of concern.
 - The Department has been conducting flu clinics with three more scheduled. Next is November 9th from 1:00-5:00 p.m. Vaccine is also available by appointment. (3)
 - The Zika virus cases continue to rise related to travel in Central and South America. Native US cases have originated in Miami, FL and other southern communities will eventually have native cases. Pregnant women are at greatest risk for complications as the virus can affect fetuses (learning disorders/microcephaly). Mosquitoes are the primary vector in transmission but males can transmit the disease through sexual contact, possibly for several months after exposure. Michigan has 65 confirmed/probable cases with three being pregnant females. Statewide conference calls continue but are being reduced to monthly. (3)
 - Michigan has had 41 cases of West Nile virus this year. None are confirmed for Midland County but there is 1 possible case being investigated. (3)
- 2) Administration/Finance –
 - The Department has been approved to receive a \$6000 grant from the Michigan Department of Health and Human Services – Children’s Special Health Care Services. We have begun the BOC approval process which includes a contract from a State contractor (SEMHA). (1)
 - The Department has begun the process to fill the Accountant–Health position. (3)

3) Community Education/Involvement –

- Health Department leadership met with local school superintendents on November 7th to discuss issues of mutual interest.
- Several community events recently occurred:
 - West Midland Family Center Health and Safety Fair – October 27th
 - Community Baby Shower–Messiah Lutheran Church – October 29th
 - Homeless Connect – Trinity Lutheran Church – November 2nd (2, 3, 4)
- The Midland County Community Health Improvement Plan (CHIP) priorities continue to be addressed. Initial priorities are: Obesity, Senior Quality of Life Issues and Substance Use/Abuse. Mental Health issues are also becoming a local priority. On January 25th, 2017 an annual community update is planned for the Atrium of the County Services Building. (2, 3)
- Staff continue work on cross-jurisdictional sharing opportunities between the Bay, Saginaw, Mid-Michigan (Gratiot) and Midland County Health Departments. We are using grant funds for a GIS project in Environmental Health (EH) and the software development is completed. Four i-Pads were recently purchased and training has occurred. (3, 4)
- SVSU is planning a “Water Conference” for later this year in connection with their intention to develop a Masters in Public Health. (2)
- Helping Hands Dental is expanding their operations to serve more of the Medicaid eligible adult population. This is made possible due to local foundation funding of the building expansion. (3, 4)
- Others Include: Vulnerable Adult Network, the Midland County Exploring Our Future Strategic Plan/Community Success Panel, and a Methamphetamine Task Force. The “Meth” Task Force is also looking into issues regarding opiates/heroin usage. (2, 3, 4)

4) Quality Improvement (QI) –

- Staff continue working on quality improvement components, seeking to continually improve customer service. Projects include: GIS opportunities, automating certain forms, improving vaccine rates for seniors, reducing vaccine waivers for children and social media opportunities. We have recently launched a Facebook page. (3, 4)

5) Environmental Health (EH) –

- The final Household Hazardous Waste (HHW) collection for 2016 occurred on October 18th with good success. Please note you do not need an appointment to deposit e-waste. (4)
- The Department is preparing to submit proposed changes to the Environmental Health Code, to the BOC for consideration. These changes focus primarily on water and wastewater programs. The Code was last updated in 2008. (4)
- With the drawdown of Sanford Lake, Environmental Health staff are conducting a sanitary survey of the more densely populated areas seeking to identify septic systems that are discharging or suspected to discharge to the lake. Midland County GIS has been very helpful with the selection process of homes/neighborhoods. Our “initial” field work is about 75% complete. (4)

Human Resources- Suzanne Ault**1) Vacant positions include:**

- On-call Resident Associates and Nursing Supervisor at Pinecrest.
- Part-time Janitorial Worker with Facilities.
- Accountant in the Health Department. (3)

2) Update on the Compensation and Job Study: Mark Nottley has completed the study and copies of the study are available through Midland County Department Heads, Elected Officials, or the Human Resources Office. In addition, Mr. Nottley has completed the job descriptions for all of the positions that were in the study and they will be distributed shortly via email to Department Heads and Elected Officials for distribution to their respective staff members. Questions about job descriptions should be directed to the H.R. Director.**3) The wage reopener for four of our unions and employee associations has begun now that the job and compensation study performed by Municipal Consulting Services is complete.****Information Technology- Interim Director Chris Cantrell**

- 1) Continued to replace PCs in the normal cyclical rotation. (2, 3, 4).
- 2) Fiber installation at Sanford Lake Park. Fiber, phones and switch at gatehouse have been installed. Staff was trained on Goldfax so we are removing old 3 phone lines as a result of this. One line will remain that is a dedicated line to 911. (2, 3, 4).
- 3) Wifi setup at Parks is finished, now Facilities can communicate with boiler and other equipment. (4)
- 4) MDC replacement, they have been ordered, we do not have in installation time scheduled at this point but should be in the next couple months. (4)
- 5) Laptop replacement at EOC; they were delivered November 4th. We will coordinate with Jenifier on a replacement schedule. (4)
- 6) Testing new work order application for Facilities with Kevin Beeson. (1, 2, 3, 4)
- 7) We are researching new Intranet Content Management System to replace our outdated intranet. Current app has been in place for over a decade. That will help us fine tune our review of different systems. (2, 3, 4)

Mosquito Control- Carl Doud

- 1) Carl met on October 25th with MDNR personnel to plan the Forest Stewardship Council derogation appeal. Responses to each of the points brought up in the rejection document were discussed. The parties also discussed potential solutions should the appeal not be successful. A suggestion by the DNR was that the Pine Haven recreation area and Blackcreek campground areas be handed to the County for management, which would take them out of FSC-managed forest. (3, 4)
- 2) MCMC and Hatfield Spraying carried out a trial on October 19th, which tested an automatic on/off delivery of material based on predefined treatment blocks. The results were promising and will hopefully be implemented during the 2017 spring program. (2, 3)
- 3) The two MCMC Foremen began seasonal layoff on November 4th. (3)
- 4) Carl Doud participated in Our Community Listens and Leadership Midland during October. Congratulations to Carl for his successful participation in both. (2, 3)

MSU Extension- Diane Smith**Health and Nutrition Programming**

- 1) Eat Healthy, Be Active
 - a. Eat Healthy Be Active: Will be held as follows: Charter Square October 4th -November 15th, Cleveland Manor October 21st- November 18th, Grace A Dow Memorial Library October 31st - December 5th
- 2) Cooking Matters Educational Series
 - a. Cooking Matters for Teens at Midland County Juvenile Care Center October 5th-January 11th.
 - b. Cooking Matters for Parents at Greater Coleman Family Center Monday evenings
 - c. Cooking Matters for Parents at WIC November 1st -December 6th, 2016
 - d. Cooking Matters for Childcare Professionals November 5th &12th @ MSU Extension office
 - e. Cooking Matters for Project Housing Connect, November 2nd, 8:00 am-12:30pm
- 3) Show Me Nutrition
 - a. Show Me Nutrition for Messiah Lutheran Church (Wonderful Wednesdays) October 5th -November 9th.
 - b. Show Me Nutrition for Pre-K classes with 3 at Longview Early Childhood Center and 2 at First Baptist Church Head Start
 - c. Show Me Nutrition at West Midland Family Center for 4 Preschools
- 4) Food Safety: December 5th, 9:00 a.m. -5:00 p.m., a proctored 8 hour ServSafe session is scheduled to be held at the Midland MSU Extension office.
- 5) Food Preservation: November 10th, 5:30pm-7:30pm Preserving Food for the Holidays to be held at the Midland MSU Extension office.

4-H Programming

- 1) Updates on Programming
 - a. Sewing Clubs: Sewing machines will be purchased for sewing club use at the MSU Extension office since sewing is becoming a popular activity again.
 - b. Jr. Master Gardener: Will be held in February again this year since it was a big hit last year.
 - c. Santa's Arrival: 4-H will be providing cookies and hot chocolate again for Santa's arrival.
- 2) New 4-H Year Member Enrollment: Since September, we have 505 youth and 114 volunteers registered with many more expected.

Parks and Recreation- John Schmude

- 1) Total gate revenue through the end of September excluding on-line pavilion/umbrella reservations at Sanford Lake Park is approximately \$181,792 compared to \$225,323 in 2015 and \$172,119 in 2014. (1, 3)
- 2) Parks staff will transition to the new phone system as soon as we rectify some of the technical issues with the voice mail. (2, 3, 4)
- 3) The boiler install at SLP is operational. (1, 3, 4)
- 4) All the concrete pads for the solar system sculpture project have been poured. (1, 2, 4)
- 5) In conjunction with a local volunteer group a couple of bridge sections on the mountain bike trails at Pine Haven Recreation Area are being rebuilt. (1, 2, 4)
- 6) The Midland County Rail Trail Maintenance Endowment Fund received a \$1,000 gift from the Wallace R. and Bernice Leslie Memorial Fund. (1, 3, 4)
- 7) Aside from ongoing parks maintenance:
 - Parks staff applied sealer to the floating dock system and painted ramp piers at SLP.
 - Winterized bathrooms at SLP and Old Vets.
 - Placed port-a-jons at the Coleman/Sanford trailheads and Old Vets.
 - Laur/Manitou/North Vets Park is closed for the season and signs are in place.
 - Boom mowing the rail trail from 7 Mile Road to 9 Mile Road is complete headed towards Coleman.
 - Assisted with the County auction held at SLP on October 29th and cleaned house of unwanted or unused items.
 - Finished removing trees from the disc golf course and will be starting on park boundary lines shortly.
 - Seasonal staff ended October 28th. (1, 2, 3, 4)

Public Guardian Services- Steve Wixson

- 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)
- 4) Completed annual accountings and reports of guardian for probate. (1, 4)
- 5) Attended medical appointments with clients. (2, 3, 4)

Veteran's Services- Ross Ahlich

- 1) Continue work on core services. (1, 2, 3, 4)
- 2) Continue coordination with VFW Commander for Veterans Day. (2, 3)
- 3) Provide assistance for the Marine Corp Birthday Celebration November 10th at 4:30. (2, 3)
- 4) Provided fiscal year end closing documentation for the Michigan Veterans Trust Fund. (1)
- 5) Attend the Senior Services Annual Dinner Meeting. (2)

Information Only**Meetings Attended**

October 12th	MACF Impact Investing Committee
October 19th	UW Campaign Cabinet meeting
October 20th	Leadership Midland presentation
October 21st	Michigan Association County Administrators Assoc Idea Exchange
October 25th	Chamber of Commerce Board meeting
November 2nd	UW Public Services Division meeting
	MACF Impact Grants committee
November 3rd	Department Head "Lunch & Learn"
November 4th	Courthouse Construction Committee meeting
November 7th	Presentation to Aldersgate United Methodist Church

CIVIL COUNSEL REPORT**BOARD OF COMMISSIONERS:**

- Attend Meetings
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- Updates/Renewal of Lease Agreement re: Township Code Authority
- Opinion - FY 2017 State Court Admin. (SCAO) Byrne JAG Grant
- Opinion - FY 2017 Supreme Court SCAO Adult Drug Court Grant
- Contact w/Jim Green
- Contact w/Bridgette Gransden re: TIF Agreement
- Contact w/City Manager re: Overload - David Keenan
- Contact w/Ann Manary - Research
- Contact w/Nancy Krouse, Mark Bone and Tori Meyer re: BOC vacancy

BUILDING COMMITTEE:

- Building Committee Courthouse Renovations project - review final draft of A1A CMA contract w/Spence Bros.; Contact w/Brian Keeler, Kevin Beeson, etc.
- Contact w/Judge Carras re: Contract

FREEDOM OF INFORMATION ACT:

- 36 FOIA requests/responses (e-mail communications to/ from Administrator/ Controller/Sheriff's dept.)

CIRCUIT COURT:

- Opinion - Updates/Contract for Foster Care Services - 42nd Circuit Court and CMHCM

HEALTH DEPARTMENT:

- Harold Alexander Site Drinking Water request (Agreement for Groundwater Restriction) Draft Opinion re: Contract; Various emails; Prepare and Attend A&O Meeting
- Opinion - Youth Intervention Agreement - CMHCM
- Opinion - CMHCM Agreement for Problem Sexual Behavior Therapy
- Opinion - DEQ and ODWMA/Public Health Dept. Grant Agreement
- Opinion - CMHCM - Children's Serious Emotional Disturbance Funding
- Opinion - Agency Services Agreement - Treatment for Child & Youth w/Special Needs Care
- Opinion - Southeastern Michigan Health Assoc. (SEMHA) Agreement
- Pinecrest - Letter to Joe Blewett re: Subpoena/District Court

HUMAN SERVICES:

- Contact w/Suzanne Ault re: Notley Study
- Contact w/Suzanne Ault re: Golden MMRMA Claim
- Contact w/Jim Duffy re: Golden Claim re: Social Security Claim, advertisement

PARKS AND RECREATION:

- Contact w/John Schmude re: Rail Trail 2015 Improvements
- Send various correspondences - John Schmude re: Two Mile Section of Rail Trail

PUBLIC TRANSPORTATION:

- Opinion - Project Authority for FY 2017 Under 5311 Operation Formula Rural Area Grants Program

SHERIFF:

- JAIL FACILITY
 - Communication with Brian Keeler and Kevin Beeson; Review Proposed CM Agreement

TREASURER:

- BANKRUPTCY MATTERS
 - Miller Bankruptcy
- FORECLOSURES

TRIAL COURT:

- Cory and Lisa Stortz, Debtors - Chapter 13 Bankruptcy Matter - Show Cause Hearing for Failure to Pay Filing Fee: 11/10/2016
- Review Supreme Court Admin. Order 1998-5

COMMISSIONERS UPDATE ON BOARDS AND COMMISSIONS

COMMISSIONER COMMENTS

KEENAN - SPOKE REGARDING GIS-CITY WATER, COULDN'T FIND SOURCE.

KLOHA - SPOKE REGARDING HIS 104 YEAR OLD VETERAN UNCLE THAT PASSED AWAY.

BONE - SPOKE REGARDING THE FACT THAT HE WILL NOT BE AT THE NOVEMBER 15TH MEETING AND WANTED TO THANK COMMISSIONER KEENAN FOR HIS SERVICE TO THE COUNTY.

LEIGEB - SPOKE REGARDING VETERANS DAY - SENDING PRAYERS AND BEST WISHES.

KEENAN - NO COMMENT.

GEISLER - EXCUSED.

NOESEN - SPOKE REGARDING THE ELECTION AND THAT THE RESULTS ARE TALLIED IN THE BOARD ROOM AND THAT EVERYONE IS WELCOME TO COME.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE:

MOTION BY COMMISSIONER DORRIEN SUPPORTED BY COMMISSIONER BONE TO ADJOURN
Motion carried.

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MEETING IS ADJOURNED UNTIL TUESDAY, NOVEMBER 15, 2016 AT 9:00 A.M., TO MEET IN A
REGULAR SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME
THEIR DUTIES.