

APRIL SESSION

MIDLAND COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE COMMITTEE OF THE WHOLE  
April 8, 2014

APPROVED

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

ROLL CALL

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

MEMBERS ABSENT: NONE.

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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) Over the past 24 winters, salt has penetrated through the exit stair-pans on both ends of the building. We will be alternately closing them own between the 1<sup>st</sup> and 2<sup>nd</sup> floors) to fabricate permanent repairs. The Facilities staff will schedule as much of the work as possible into the evening and weekend hours.
- 2) Kevin Beeson and I met with the Treasurer to learn about her space needs and will be working on a solution beginning in April.

4<sup>TH</sup> FLOOR/COURTHOUSE REMODEL

- 1) WE have received a temporary occupancy permit for the Sallyport/Holding area.
- 2) Crews are gearing up to complete the sidewalk, grading, and site seeding.

COURTHOUSE (4)

- 1) The Security entrance x-ray package scanner is installed.
- 2) Kevin continues to work with Courthouse stakeholders on determining space needs.
- 3) Facilities moved several staff members in District Court while working with Judge Carpenter on new plans and procedures.

JAIL UPDATE (4)

- 1) As of Monday, April 7<sup>th</sup> we are currently responsible for 250 inmates. Local Midland County inmate count is 98, while 64 are from the Federal Marshals, 59 from Genesee County, and 29 are from the Michigan Department of Corrections.
- 2) Staff continue to install cabling to support Kiosk's and Video-Visitation.

JUVENILE CARE CENTER (4)

- 1) No issues to report.

PINECREST UPDATE (4)

- 1) Facilities provided fire drill training for all three shifts and worked with Joe Blewitt and Homer Twp Fire Chief John Hanson to confirm the procedures.
- 2) As of Monday, April 7<sup>th</sup> the current census at Pinecrest is 46, new admission 3/24/2014.
- 3) The new Business Manager, Robert Maxwell, hired and started 3/24/14. He is picking things up quickly and will increase time for the Administrator to spend on other tasks. Negotiations have begun with a qualified Director of Nursing (DON). The plan is to have the DON in place by early June. Currently we have an Acting Director of Nursing through a temp agency assisting 18-24 hours a week.
- 4) Joe is planning on giving an annual report on Pinecrest to the Board of Commissioners on May 6<sup>th</sup>. The report will include updates on: census, marketing, plant, staff, residents, DHS Board, etc.

Pinecrest Cont.

- 5) Marketing/Networking: Joe will be presenting at the Methodist Church Woman's Group; has met with Alan Brown of Senior Services, United Way Community Relations, Director, various Church leaders, and the 211 Director; he has also attended Wake Up! Midland Chamber of Commerce, and the Rock Center Benefit Dinner. He continues to give tours of Pinecrest to groups such as elder advocates, realtors, Senior Services, etc. Pinecrest will have a booth at the Midland Daily News Senior Expo in April
- 6) Joe recently worked with Public Guardian Steve Wixson to secure the purchase of a new Pinecrest vehicle. The current vehicle has very high mileage, battery issues, in general in rough shape. The new car is a Ford Taurus. It is a 2005/06 and has less than 32,000 miles on it. The car was purchased for a total of \$5,900 which is less than the \$20,000 budgeted for a new automobile for Pinecrest. WE decided on not pursuing a large van or bus with handicap accessibility because of the liability issues, labor costs and maintenance costs. County Connection is able to fully meet our transportation needs.
- 7) It is Joe's goal to increase the social activities for Pinecrest residents. An outing to a Loon's game is scheduled for mid-July 0 the funding is provided by the DHS Donor Fund account. Monthly outings to the Dow Center for the Arts have been planned. We're growing our volunteer base to increase 1-on-1 interaction and add social activities.
- 8) DHS Board meetings are held once a month and we continue to have full support and positive discussions from all members. Along with the DHS board members we have support from DHS Director Mark Stevens and Board of Commissioner Leigeb.

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) Marisa attended drug court meetings and courtroom sessions in Judge Beale's courtroom. There are currently 18 participants in Drug Court, with one referral pending. (2,3)
- 3) Community Service:
  - ✓ Interviewed and placed (4) four people for community service this month.
  - ✓ Beginning October 1, 2013 there has been 80 referrals to community service.
  - ✓ Successfully placed a volunteer at Pinecrest for Community Service - we hope this trend continues!

Placement was coordinated at the Humane Society, Recycling Center, Midland reformed Church, Shelterhouse Re-Sale Shop, The Open Door, Coleman VFW and Pinecrest. (2,3,4)
- 4) Marisa continues to communicate with District and Circuit Courts and probation officers, coordinated NMSAS and in-patient substance abuse placement. She 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)
- 5) Molly Maynard, Grant Coordinator from the OCC visited on 3/26/14 to sit in on the Randy Christensen's substance abuse group. Molly was very impressed with the topics discussed and also the participation in the group. (1,2,3,4)
- 6) Rickkey Mitchell, CMU intern has continued to be helpful. She has been exposed to Drug Court, Circuit Court proceedings pertaining to Woodie Lewis and Diane Dieter, District Court Probation and the Shelterhouse. (1,2,3,4)
- 7) Marisa attended the Tri-Cap Board retreat the weekend of March 7-9<sup>th</sup> in Traverse City. She was assigned to the resident life committee. Tri-Cap Director, Gary Davis asked Midland County for more referrals to the Tri-Cap program. A meeting has been scheduled with Circuit Court Judges and Gary to discuss Tri-Cap as a sentencing option. (2,3,4)
- 8) CCAB meeting was held on March 26<sup>th</sup>. They had a great turnout and welcomed new board members Rich Keenan and Angelina Scarpelli. (1,2,3,4)
- 9) She submitted the mid-year report that was due to the OCC by Friday, March 28<sup>th</sup>.

EMERGENCY MANAGEMENT

- 1) Roger participated in the annual National Weather Service-Detroit workshop for emergency management coordinators at the White Lake office. Also participated in a NWS flood outlook webinar. (2,3)
- 2) He requested and received 5,000 sandbags from the U.S. Army Corp of Engineers on behalf of the City of Midland to use in case of serious flooding this spring. (3)
- 3) He participated in the 3<sup>rd</sup> District Emergency Management meeting in Saginaw. (2)
- 4) He received and filed annual Tier II Emergency & Hazardous Chemical Inventory Reports for the Local Emergency Planning Committee and conducted the quarterly LEPC meeting. (2,3)
- 5) Met with Jeff Seeburger, Dow Chemical Michigan Operations Emergency Services & Security quarterly meeting. (2)
- 6) Hosted WebEOC training session for EOC staff members. (2,3)
- 7) Hosted the Region 3 Homeland Security Planning Board meeting and continued to work on FY2011 & 2012 grant projects. Also conducted a meeting of the Homeland Security Planning Team where FY2013 grant projects were chose. (1,2)
- 8) Continued participation in the Region 3 Healthcare Coalition exercise work group. (2,3)
- 9) Continued planning for Emergency Operations Center renovations. (4)
- 10) Continued posting information as appropriate on Facebook. Page now has over 1,670 likes. (2,3)
- 11) Roger assisted the Midland Daily News with multiple articles on flooding published in the Sunday, March 23<sup>rd</sup> newspaper. (2)
- 12) Roger attended the Michigan Stormwater Floodplain Association Conference March 5<sup>th</sup> - 7<sup>th</sup>. (2)

EQUALIZATION

- 1) Mary continues to work on importing and balancing post-March board of review roll data. Once completed, the annual equalization report will be forwarded to the Finance committee for review, then to the full Board for approval. (1)
- 2) Taxable value reporting will also be completed and reported to the Board in a "for your information package" at or close to the time the annual equalization report is submitted. The package will have information items meant to summarize and clarify the State required reporting and will include other general county data extracted from the department database. (1)
- 3) Staff is also completing the final stages of conversion to the digital tax map set. The old map set (hand drawn on Mylar sheets) will finally be permanently retired. The new map set will also replace the scans of the old tax maps found on the equalization department website. The equalization clerk will get instruction from Chris (GIS Coordinator) to assist the department in maintaining the data through the GIS software. (1)

FINANCE/BUDGET/ADMINISTRATION UPDATE

- 1) Finance Staff Continues to work on year-end closing and prep for annual audit. (1)
- 2) Laurie Tarkowski, General Ledger Accountant was awarded the Michigan Government Finance Officers Association Award for Professional Development Program. Laurie attended (3) classes and successfully completed an examination. Congratulations to Laurie! (3)
- 3) The LDFA (Local Development Financing Authority) met regarding the Tax Increment Financing (TIF) and development Plan for the proposed Smart Zone on March 20<sup>th</sup>. We elected officers (I was elected Chair of the Authority), reviewed the plan and area being proposed for smart zone status. WE also passed a resolution approving the TIF and Development Plan that will be sent to City Council for their review. I am including the draft of that resolution (pre approval from the LDFA).

GIS

- 1) Website update: (2,3,4)
  - a. Homepage design is complete.
  - b. Residents homepage is complete.
  - c. Courts landing page is 95% complete. Final approval is awaiting response from the Judiciary.
  - d. All Page Document Designs for all departments have been reviewed and approved by us.
  - e. The responsive designs for both smartphone and tablet views have been presented. It looks like the interaction for users will be very similar no matter what device they choose to use.
  - f. The Website Committee approved 3 options for generic page looks These are pages that we will select to hold content after the user's clicks off the department homepage.
- 2) Completed the Training Maps for 911/Central Dispatch. We printed them in-house using some cut sheet paper. With our large scale printer we are now able to print two-sided with a very professional look and feel. (2,3)
- 3) We have updated the parcel data maps for each quarter-section of the county and we have completed two copies of the entire county (Equalization and Register of Deeds. (3)
- 4) Updated the Parks reservation application to better locate pavilions for rent. (3)

HEALTH DEPARTMENT

- 1) County Health Rankings - Midland continues to improve and be near the top-moving up one spot in health outcomes to 11<sup>th</sup> (out of 82 - Keweenaw County not included) and moving up two spots in health factors to 7<sup>th</sup> statewide. The first year we participated (about 5 years ago) we were ranked 23<sup>rd</sup> out of 82 in health outcomes. More to follow after further analysis. (3,4)
- 2) Mike Krecek has been asked to participate on a marijuana panel discussion at Delta College on April 8<sup>th</sup> with charge to present the health effects argument. (2)
- 3) Quality Improvement (QI) - Staff is working on quality improvement components, seeking to continually improve customer service. A committee with broad representation has been established and is guiding staff on QI projects. (3,4)
- 4) Accreditation - State agencies will be on-site during the week of June 16, 2014 to conduct accreditation site visits for many of our funded programs. Plan of Organization documents will be submitted to the BOC for approval in the near future. (3,4)
- 5) Electronic Health Record - The Department continues to work on meaningful use of criteria and is in Year 2. We are making provisions to be eligible for the next reimbursement of \$8,500, based on completion of additional requirements. (1,3)
- 6) Diseases - They continue to monitor statewide, national and international diseases of concern. Norovirus disease remains prevalent in these winter months. Locally they've had several suspected outbreaks. There was an active TB case that moved to Chicago in January but may have infected at least two others while in Midland. (2,3)
- 7) Dental - Work continues with community leaders to develop expansion of dental services for low income adults in the County. The Michigan Community Dental Centers (MCDC) is preferred choice for dental expansion for adults. (3)
- 8) Behavioral Risk Factor Survey - Continuing work with community leaders to conduct a new behavioral risk factor survey of Midland County residents during the later 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)
- 9) Environmental Health - Dow Chemical has funded our Household Hazardous Waste Collection Program for 2014 at \$15,000. A request to accept the funding is in process. This is a partnership between Midland County, the City of Midland and Dow Chemical (1,3,4)

Health Dept. Cont.

## 10) Community Presence/Meetings -

- Quality Improvement Workgroup - Mar 5, Mar 19
- EH Staff with MDEQ, Harrison, MI - Mar 5
- Mosquito Advisory Committee - Mar 5
- Michigan Assoc. for Local Public Health Board - Mar 10
- HHSC Executive Committee - Mar 14
- Dow Human Subjects Review Board Meeting - Mar 17
- State and Local Public Health Preparedness Workgroup - Mar 24
- Senior Services Asset Development Committee - Mar 24
- MiHIA Population Health Workgroup - Mar 27
- Michigan Leadership Forum - Apr 2
- SVSU Masters in Leadership Advisory Board - Apr 4

Upcoming:

- Dow Human Subjects Review Board CC & meeting - Apr 7, 21
- SVSU EM Advisory Board - Apr 9
- Helping Hands Dental Clinic Board - Apr 10
- Health and Human Services Council (HHSC) Executive Committee - Apr
- Michigan Assoc. for Local Public Health Board Meeting - Apr 14
- Midland Health Plan Board - Apr 17
- MiHIA ED Visit - Apr 22
- State/Local Preparedness Meeting/Budget Preparation - Apr 28
- County Health Rankings/PH Day at the Capitol - Apr 30

HUMAN RESOURCES

- 1) All expired collective bargaining agreements have been settled. (1)
- 2) Vacant positions include: part-time corrections officer, Registered nurse, and on-call workers at Pinecrest. Seasonal workers Mosquito Control and Parks and Recreation. Director of Mosquito Control and part-time janitors, Facilities department. (3)

INFORMATION TECHNOLOGY

- 1) Key members of the City Police, County Sheriff, Prosecuting Attorney 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 any go live issues. The projected go live date for the City PD, County SO and PAO is 4/1/14.
- 2) Started the JBA (Joint Bldg Authority) wiring project at the LEC (2,3,4)
- 3) Continued the final conversion of the remaining Windows XP PCs to Windows 7 before the April deadline of Microsoft ending support on Windows XP. (1,2,3,4)1
- 4) Worked with the Jail Administrator to facilitate the ETC (Education Training Connection)/SOM (State of Michigan) to get a dedicated and separate Internet connection for the ETC/SOM PCs to connect for the new G.E.D. program that starts in June. (1,2,3,4)

MOSQUITO CONTROL

- 1) Postcards, letters, newspaper advertisements and other notice of the spring aerial treatment program have been sent out. (2)
- 2) Their public education video "Mosquito Control: A Biorational Approach" and the video of our aerial treatment program will run on MCTV over the next few weeks. (2)
- 3) A spring issue of the newsletter with detailed information on spring treatment was mailed to Township Supervisors and Clerks.
- 4) A press release was announced of the start of control operations and a reminder of the may tire drive will be sent out this week. (2)
- 5) A new cadre of seasonal employees has been recruited and is in training. (3)
- 6) They have received MDARD (Michigan Department of Ag and Rural Development) approval of our Community Outreach Program. (3)

MSU EXTENSION

- 1) Julia Terhune, Program Associate for Health and Nutrition continues to expand her nutrition education outreach efforts. Through programming in the Juvenile Corrections center, Meridian High School, Messiah Lutheran School, Kinder Care, Sanford Elementary and west Midland Family Center, Julia is doing outreach to 337 youth in the Midland Community in March.
- 2) Julia is also doing nutrition education with the adult population at Greenhill Apartments, Midland Senior Center, Midland Community Center, Community Mental Health, Arnold Center and the Arc of Midland. Her outreach effort for March is with 107 adults in Midland County.
- 3) Efforts in 4-H are focused on Exploration Days sign-up which began on Tuesday, March 18<sup>th</sup>. Midland County typically sends about 60-75 youth to this annual 3 day statewide event which is held at Michigan State University.
- 4) Preparations for camp and fair are in full swing as well. Dee Howe, 4-H Program Coordinator has been intentionally working with 4-H members and volunteers to assure all proper paperwork is filed with the office to allow youth to participate in all events the 4-H Program has to offer.

PARKS AND RECREATION

- 1) Seasonal workforce are returning and preparing park property for summer operations. The collection of admission fees at Sanford Lake Park will begin on Saturday, April 19<sup>th</sup>. Parks and structures that have been closed for the winter will be re-opened by May 1<sup>st</sup>. (1,2)
- 2) The public hearing for final approval of the Land Exchange transaction with the State of Michigan will take place at the Department of Natural Resources monthly meeting on May 8<sup>th</sup>. The conservation easement established by the County on the Lincoln Twp property has been retained and is available to the County for future wet land mediation needs. (1)(4)
- 3) The 2<sup>nd</sup> Annual Ride for Howard will take place April 26<sup>th</sup>. The ride will kick off at 7:30 Saturday morning from the Farmer's Market and riders can select to travel any length of the 80 mile route. Rest areas will be positioned at Sanford, Coleman, Clare and Farwell. Proceeds from the ride are turned over to the Friends of the Pere Marquette Rail-Trail for trail improvements. (1)(2)(3)

PUBLIC GUARDIAN

- 1) Steve 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) Three clients passed away this month. They have been able to help family with their grieving process and financial burdens, including filing DHS paperwork to ask for assistance with burial costs. (3,4)
- 6) Completed annual accountings and reports of guardian for probate. (1,4)
- 7) Attended various doctor's appointments with a client. (1,2,3,4)
- 8) Completed and filed numerous tax returns. They will manage refunds as they come in. (3,4)

SURVEY AND REMONUMENTATION

- 1) No updates.

VETERAN'S SERVICES

- 1) Ross continues to work on core services. (3)
- 2) Continue coordination on Memorial Day Parade. (2,3)
- 3) He has met with different veteran organizations that have vested interest in veterans within the Great Lakes Region. (2,3)
- 4) Continue serving veterans and their dependents at North and West Community Centers once a month. (2,3)

INFORMATION ONLYMeetings attended:

March 13 <sup>th</sup>	Midland County Building Authority
March 13 <sup>th</sup>	Countywide Managers Meeting
	LDFA Smartzone Board
March 25 <sup>th</sup>	Michigan Association of Counties Conference
March 26 <sup>th</sup>	Dow Community Advisory Panel

CIVIL COUNSEL REPORTBOARD OF COMMISSIONERS:

- Attendance at meetings
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- FOI Request - SmartProcure, LLC
- FOI Request - Jennifer Isbell (Animal Shelter)
- FOI Request - SBARRO LLC
- Westlaw Contract
- Concierge Corrections - medical claims auditor
- Attend Building Authority Meeting
- Asset Recovery and Management Services (Jail)
- Stanley Convergent Security Solution - cancellation
- ReNovo - cancellation

FINANCE DEPARTMENT:

- FOI Electronic Copies costs
- FOI Request - Equalization Dept. (Kotwicki)

HEALTH DEPARTMENT:

- Dow Chemical Grant for 2014 Household Hazardous Waste/E-Waste Collection Program
- Comprehensive Agreement (CPBC) Amendment #2 between the Michigan Department of Community Health (MDCH) and Midland County for Fiscal Year 2013-2014

PARKS AND RECREATION:

- Sanford Lake Park Concession Stand Agreement/Sanford Whippy Dip (2014)
- Sanford - Lake
  - Tax Assessments - Boyce Hydro property

PROSECUTOR:

- Various FOI requests

SHERIFF:

- Various FOI requests

TREASURER:

- FOI - Assets International - Shelley D. Singal
- 1616 Airfield Lane, Midland Michigan Forfeiture
- Attend hearing of Petition for Foreclosures
- Bankruptcy matters -
  - Betron - Order allowing compensation
- Dufresne - notice of filing
- Dixon Bankruptcy - delinquent tax notice
- Dillon Bankruptcy

TRIAL COURT:

- Duane Wayer - Freedom of Information request (other documents)

COMMISSIONER COMMENTS

DORRIEN - SORRY TO HEAR OF THE PASSING OF RANNY RIECKER AND MRS. WALTZ.

MCGILLIVRAY - NO COMMENT.

GEISLER - LOOKING FORWARD TO RIDING THE RAIL TRAIL FOR HOWARD.

BONE - NO COMMENT.

LEIGEB - SPOKE REGARDING DAVE CAMP'S OFFICE AND THE TAXES, FEES, FINES AND PERMITS.

KEENAN -SPOKE REGARDING MEETING WITH JOHN MOOLENAAR AND JOB CREATIONS IN MICHIGAN.

FINLEY - NO COMMENT.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE:

Motion by Commissioner Bone to adjourn.

Motion carried.

MEETING IS ADJOURNED UNTIL TUESDAY, APRIL 15, 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.