

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, January 18, 2017 @ 5:30 p.m.
Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

- ❖ Please turn off all cell phones or switch them to silent mode.
- ❖ Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.

If you need auxiliary aid assistance, contact 231-922-4760.

CALL TO ORDER:

1. **OPENING CEREMONIES OR EXERCISES**
(Invocation and Pledge of Allegiance)
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** (Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
 - a. Minutes of December 21, 2016 (Regular Board Meeting) 3
 - b. Minutes of January 4, 2017 (Organizational Meeting) 7
4. **FIRST PUBLIC COMMENT**

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provision of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

Any person wishing to address the Board shall state his or her name and address.

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the board. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized, and shall not address the board until called upon by the chairperson.

5. **APPROVAL OF AGENDA**

6. **CONSENT CALENDAR:**

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Commission action adopting the consent calendar.

All Information identified on the Consent Calendar can be viewed in it's entirety at www.grandtraverse.org.

a.	Receive and File:	
1)	Conservation District Monthly Report.....	11
2)	Road Commission Monthly Report	14
3)	County Staff Report for January 2017.....	15
b.	Approvals:	
1)	Resource Recovery – 2017 Hauler Licenses.....	27
2)	GTSO - Fleet Oil Change Contract	29
3)	GTSO - Fleet Maintenance Contract.....	35
4)	2016-2017 Child Care Fund Budget Amendment.....	43
5)	Commission on Aging – Vehicle Purchase	47
6)	December 2016 Claims Approval	50
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	BOARD OF COMMISSIONERS	
1)	Board Rules of Order	53
b.	COMMISSION ON AGING	
1)	Management Services Agreement	76
c.	FINANCE	
1)	Financial Report	97
10.	OLD/UNFINISHED BUSINESS:	
a.	Schedule Strategic Planning	
b.	Human Resources Update (Chairwoman Crawford)	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER REPORTS	
14.	NOTICES	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Session
December 21, 2016

Vice Chairman Lathrop called the meeting to order at 6:00 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

Vice Chairman Lathrop gave the invocation which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Ron Clous, Carol Crawford, Bob Johnson, Alisa Kroupa, Addison Wheelock, Jr., and Dan Lathrop

VIA TELECONFERENCE: Christine Maxbauer

APPROVAL OF MINUTES

December 14, 2016 – Special Session

There being no corrections to the minutes listed above, they were approved as presented.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Moved by Johnson, seconded by Kroupa to approve the agenda as presented. Motion carried.

CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Commission action adopting the consent calendar.

A. RECEIVE AND FILE

1. Parks & Recreation Commission Resolution 03-2016
2. Northern Lakes Community Mental Health minutes of November 17, 2016
3. Traverse Area District Library minutes of November 17, 2016
4. Road Commission – December Report
5. County Staff Report for December, 2016

6. Business Plan for Civic Center Park

B. APPROVALS

1. Approval to submit Applications for Grand Traverse Band 2% Funding – Removed from calendar.

2. Resolution 134-2016
Health Department
Health Department of Northwest Michigan
Dental Service Agreement
Amendment #19, Renewal

3. Resolution 135-2016
IT
ImageSoft/OnBase
Software Maintenance Renewal
Document Imaging

4. Resolution 136-2016
Policies and Procedures
Fund Balance Policy

5. Resolution 137-2016
Boards and Committees
Planning Commission
Citizen Appointment

6. Resolution 138-2016
Sheriff's Office
LaFontaine Chrysler-Dodge-Jeep-Ram Lansing
Purchase of two 2017 AWD Dodge Charger Patrol Vehicles

7. Resolution 139-2016
Finance
November 2016 Claims Approval

8. FY 2016 Budget Amendments – Removed from calendar.

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record, the following items were removed.

Item #B-1	Page 48	By Wheelock
Item #B-8	Page 60	By Clous

Moved by Lathrop, seconded by Johnson to approve the Consent Calendar minus items B-1 and B-8. Motion carried.

SPECIAL ORDERS OF BUSINESS

- a. **Public Hearing – Montessori Children’s House Bond and Refinancing Issue**
Jean Derenzy, Deputy Planning Director, gave a brief overview of the project.

Vice Chairman Lathrop opened the public hearing at 6:12 p.m.

There being no correspondence and no further discussion, the public hearing was closed at 6:13 p.m.

Resolution 140-2016
Montessori Children’s House
Resolution Approving Project Plan
And Issuance of Bonds

Moved by Wheelock, seconded by Johnson to approve Resolution 140-2016.
Roll Call Vote: Yes 7

ITEMS REMOVED FROM CONSENT CALENDAR

- Item B-1 – Approval to Submit Grant Applications for Grand Traverse Band 2% Funding**
An amended Resolution was distributed.

Resolution 141-2016
2% Grant Applications Submitted
For Tribal Funding

Moved by Kroupa, seconded by Clous to approve Resolution 141-2016 as amended.
Roll Call Vote: Yes 6, No 1
Nay: Wheelock

Item B-8 – FY2016 Budget Amendments

Commissioner Clous requested clarification on the Cass Road Drain Special Assessment.

Resolution 142-2016
Finance
FY2016 Budget Amendments

Moved by Clous, seconded by Wheelock to approve Resolution 142-2016. Motion carried.

DEPARTMENT ACTION ITEMS

a. **Health Department**

- 1. Medical Examiner Health Innovation Grant
Wendy Trute, Health Officer, explained that the \$28,500.00 grant would be used for medicolegal death investigations in rural Northern Michigan.

Resolution 143-2016
Health Department
Medical Examiner Health Innovation Grant

Moved by Wheelock, seconded by Johnson to approve Resolution 143-2016.
Motion carried.

- 2. Western Michigan University Homer Stryker MD School of Medicine (WMED) Medical Examiner Proposal and Medical Examiner Appointments
Wendy Trute, Health Officer, Dr. Joyce deJong, DO, and Joanne Catania, D-ABMDI, spoke about working with Western Michigan University Homer Stryker MD School of Medicine (WMED) and the appointment of the new Medical Examiner.

Resolution 144-2016
Health Department
Western Michigan University
Homer Stryker MD School of Medicine (WMED)
Medical Examiner Proposal and
Medical Examiner Appointments

Moved by Wheelock, seconded by Kroupa to approve Resolution 144-2016 which includes the appointment of Dr. Joyce deJong as the Medical Examiner and Drs. Joseph Prahlow, MD, Elizabeth Douglas, MD, Brandy Shattuck, MD, Amanda Fisher-Hubbard, MD, and Rudy Castellani, MD as the Deputy Medical Examiners. Motion carried.

OLD/UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER COMMITTEE REPORTS

Commissioners gave updates on meetings and events they attended.

NOTICES

None

CLOSED SESSION

None

Meeting adjourned at 6:54 p.m.

Bonnie Scheele, County Clerk

Dan Lathrop, Vice Chairman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Organizational Meeting
January 4, 2017

Bonnie Scheele, County Clerk, called the meeting to order at 6:00 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Dan Lathrop, Tom Mair, Cheryl Gore Follette, Addison Wheelock, Jr.,
Ron Clous, Carol Crawford and Bob Johnson

PUBLIC COMMENT

None

ELECTION OF CHAIRPERSON

County Clerk Scheele explained the process for nominating commissioners to be Chairperson and opened the floor for nominations.

Nominations

Commissioner Wheelock made a motion, seconded by Commissioner Gore Follette, to nominate Commissioner Crawford as the 2017/2018 Chairperson.

Commissioner Lathrop made a motion, seconded by Commissioner Clous, to nominate Commissioner Johnson as the 2017/2018 Chairperson.

There being no further nominations, the County Clerk declared the nominations closed.

Voting on Nominee(s)

Roll Call Vote on Commissioner Crawford to be elected as County Board Chairperson for 2017/2018 term.

Yes 5, No 2

Nay: Johnson and Lathrop

A majority of Commissioners voted to elect Commissioner Crawford as the Grand Traverse County Board Chairperson and the election was closed.

The County Clerk handed the meeting over to the new Chairperson, Commissioner Carol Crawford.

ELECTION OF VICE CHAIRPERSON

Chairperson Crawford called for nominations for Vice Chairman of the Board of Commissioners for 2107.

Nominations

Commissioner Lathrop made a motion, seconded by Commissioner Wheelock, to nominate Commissioner Clous as the Vice Chairman for 2017.

There being no further nominations, the Chairperson declared the nominations closed.

Voting on Nominee

Roll Call Vote on Commissioner Clous to be elected as County Board Vice Chairperson for 2017.

Yes 7

A majority of Commissioners voted to elect Commissioner Clous as the Grand Traverse County Board Chairperson for 2017 and the election was closed.

APPROVAL OF AGENDA

Add: Discussion of Strategic Planning Session under New Business.

Moved by Johnson, seconded by Wheelock to approve the agenda with the addition of discussion of Strategic Planning Session under New Business. Motion carried.

ADOPTION OF STANDING RULES

Commissioners reviewed the Board Rules of Order.

Moved by Gore Follette, seconded by Crawford to change the start time of the meetings to 5:30 p.m. After further discussion, Commissioners decided to address this issue later in the agenda under Approval of Schedules. Motion withdrawn.

Moved by Wheelock, seconded by Lathrop to amend section 5.0, Agenda for Regular Meetings, to add items to the agenda with a simple majority instead of a 2/3 vote.

Roll Call Vote: Yes 6, No 1

Nay: Johnson

Gore Follette requested that County departments be invited to the last board meeting of the month on a rotating basis to give a 5 minute report on their department.

Moved by Gore Follette, seconded by Wheelock, to amend 5.4, Order of Business, and add Department Report with a 5 minute time limit.

Roll Call Vote: Yes 6, No 1

Nay: Mair

Commissioners reviewed other sections of the Board Rules and would like amendments to be made after Civil Counsel review them to make sure these amendments are allowed. These sections included section 11.5, Measures Requiring $\frac{3}{4}$ (6) Vote of Members Elected and Serving, which deals with Conflict of Interest requirements; 11.6, Method of Voting, which deals with the question of if a commissioner is allowed to attend the board meetings via telephone or video

conferencing; and 13.1, Non-Statutory Audit Committee regarding if it is necessary to have this committee.

Commissioners directed Civil Counsel, Chris Forsyth, to review the amendments discussed and update the Board Rules of Order and bring the draft document to the next Board meeting on January 18th.

Commissioners directed Finance Director, Jody Lundquist, to review the audit committee procedures and report back with threshold amounts for audit review.

ADOPTION OF ANNUAL RESOLUTION

Resolution

1-2017

Resolution Permitting the Treasurer to Waive Administration Fee and Interest Charge on Delinquent Taxes for Senior Citizens And Others Specified by Law

WHEREAS, Act 166 of P.A. of 1977, section 59 (3) as amended, permits County Boards of Commissioners to direct the County Treasurer to waive the administration fee (4%) and interest charges of (1% per month) added after the last day of February for senior citizens, eligible widows, totally and permanently disabled, or blind, as defined in said Act, between March 1 and April 30 on taxes in the first year of delinquency; and,

WHEREAS, it is the recommendation of the County Board that the County Treasurer be authorized to waive the administration fee and interest between March 1 and April 30 for taxes in the first year of delinquency for eligible taxpayers,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT THE County Treasurer is hereby directed to waive the administration fee and interest between March 1 and April 30 for taxes in the first year of delinquency for eligible taxpayers as provided in Act 166 of the Public Acts of 1977, section 59 (3), as amended.

Moved by Gore Follette , seconded by Clous to approve Resolution 1-2017.
Motion carried.

AUDIT COMMITTEE:

Appointments/Meeting Dates and Times

No action was taken on this committee. Commissioners have directed Jody Lundquist, Finance Director, and Chris Forsyth, Civil Counsel to review this committee and report back to them.

APPROVAL OF SCHEDULES

A) Board of Commissioners' Meeting Dates and Times

Moved by Gore Follette, seconded by Clous to change the meeting start time to 5:30 p.m. and approve the meeting dates as presented in packet.
Motion carried.

B) Commissioner Appointments/Assignments for 2017

Chairperson Crawford made the appointments to the committees and boards (See file for list)

Moved by Wheelock, seconded by Johnson to approve the Commissioner Appointments/Assignments for 2017 as presented by the new Chairperson.
Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Strategic Planning

Commissioner Mair requested that they set up study session dates to discuss the Human Resource Department and the pension obligation.

Commissioners discussed including these issues in their strategic planning. Administration will send out an email with possible dates and will get this meeting set up.

PUBLIC COMMENT

None

NOTICES

None

Meeting adjourned at 7:30 p.m.

Bonnie Scheele, County Clerk

Carol Crawford, Chairperson

APPROVED: _____
(Date) (Initials)

Monthly Parkland Responsibilities

Nature Center Visitation this Month 169

Nature Center Visitation
December 2015 166

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.

Program Participants this month 149

Program Participants
December 2015 122

Drop ins this month 20

Drop in December 2015 44

Nature Center Visitation this year 7,861

Nature Center Visitation since 2008 70,613

Activity Detail	Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
Conducted 2 new MAEAP verifications	Agriculture	On Farm	Private Property	JA
Posted MAEAP jobs	Agriculture	Other	N/A	MBC
Responded to a request for clarification regarding signage for the removal of Boardman Dam	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Met with Kristine Erickson, GT County Parks & Rec Director, and assisted in preparation of a 2% grant application to the GT Band for proposed improvements at the NER.	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	SL, MC
Conducted AmeriCorps evaluation for Mac Templeton who has served at the Conservation District since last February.	Parklands (including Parklands-based ISN)	Other	N/A	SL, KG, TV, RR
Attended regularly scheduled Boardman Dams Project meetings.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Reviewed and provided comment on the 60% design plans for the removal of Sabin Dam	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Assisted with reviewing draft versions of the RFP for the in-stream habitat wood project	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL, RR
Winterized several pieces of equipment and BRNC irrigation system	Parklands (including Parklands-based ISN)	Boardman River Nature Center	Grand Traverse County	RR, TV
Removed several hazardous dead trees along fringes of parking lot; also removed several piles of wood that resulted from the recent utility line upgrade	Parklands (including Parklands-based ISN)	Boardman River Nature Center	Grand Traverse County	RR, TV

Assisted with administrative duties such as the Annual Appeal mailing, the Program Guide, the Annual Report, etc		Other	N/A	RR, TV
Renewed MDARD pesticide certifications	Parklands (including Parklands-based ISN)	Other	N/A	RR, TV
Met with TART representatives to delineate the proposed Boardman River Trail connector under the Cass Rd Bridge on the NER	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	TV
Replaced damaged fence post along Sabin Loop and provided minor boardwalk repairs	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	TV
Finished the Fall Peepers season serving 183 Preschoolers and their families. This is equivalent to the numbers from last year.	Education	Boardman River Nature Center	Grand Traverse County	TC
Completed first Knee High Naturalist Session. 100% of the class has signed up for the spring session	Education	Boardman River Nature Center	Grand Traverse County	TC
Established a new partnership with Michaels Place. We will be working with their Robins Nest program to host some events at the Nature Center	Education	Other	N/A	TC
Submitted letter of request to Mahogany Foundation	Education	Other	N/A	TC, MBC
Performed Fieldtrip program for Peepers program. Serving 30 preschoolers	Education	Other	N/A	TC
Mailed out end of year updates and children's thank you notes to EE donors	Education	Other	N/A	TC
12/5-12/6 – Attended and presented at MISC Annual Meeting	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
12/13 - attended GTSI Community Connections Dinner (30 min)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC
12/15 - "attended" TSN/GLRI conference call	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
12/20 - "attended" Play Clean Go Steering Committee call--approved KEG as Steering Committee Member (Eastern State rep); I present (passive)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG

Submitted MISIN survey & treatment data	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR
Submitted MISGPI Final Report	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
The forester made site visits to two farms and reviewed 9 acres	stewardship (Boardman River and Non-parklands ISN)	Other	Private Property	KR
The forester prepared for upcoming FAP workshops	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	KR
The forester held a Timber and Taxes workshop with 25 participants	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	KR

SL = Steve Largent, Conservation Team

Coordinator/Boardman River Program Coordinator

TV = Tom Vitale, Parkland Steward

SS = Sam Shaughnessy, Administrative Assistant

TF = Tricia Forgrave, Finance & HR Coordinator

MC = Marsha Barber Clark, Executive Director

KEG = Katie Grzesiak, ISN Coordinator

RR = Reb Ratliff, Parkland Steward

TC = Taryn Carew, Education Director

KR = Kama Ross, District Forester (GT; Leelanau; Benzie)

EC = Emily Cook, ISN Outreach Specialist

LR = Laura Rigan, MAEAP Technician

JA = Jessica Alpers, MAEAP Technician

FR = Fields Ratliff, ISN Habitat Management Specialist

MO = Miriam Owsley, ISN Outreach Assistant

ISN Crew = ISN seasonal employees

VT = Victoria Tatum, Nature Center Assistant



*"Our mission is to upgrade and maintain
a safe and efficient road system."*

TO: Chair – Board of Commissioners

FROM: Jim Cook, Manager

DATE: January 11, 2017

SUBJECT: **REPORT FOR THE JANUARY 18, 2017 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

A commissioner or I will be available to provide more detailed responses at the BOC meeting on the following items:

1. **Amended Budget for 2016** – The amended 2016 budget was reviewed and approved by the Board at their December 20, 2016 meeting.
2. **Baggs Road** - An agreement is being drafted for cost sharing the 2017 improvements to Baggs Road. This county-line road will receive \$75,000 from us as well as \$75,000 from the Kalkaska County Road Commission. Both Whitewater and Clearwater Townships have allocated 2017 funds to this project. Additionally, GTCRC will provide improvements to the extension of Baggs Road/Lakeside Trail which is under our jurisdiction.
3. **Village of Kingsley Salt and Sand Purchase Agreement Amendment** – Staff worked with the Village Manager and President to amend the original agreement. The amendment was approved by the GTCRC Board.
4. **TIF2 and 2016 Road Millage** - The Board is seeking an exemption from TIF2 with respect to the recently approved road millage. Letters and resolutions were prepared and provided to the City Manager/Clerk and Downtown Development Association.
5. **TTCI** - The Board supported TTCI through payment of its annual dues and approving the Manager’s nomination to TTCI’s Executive Board. A work session will be scheduled to review the East-West Corridor Public Perception Survey.
6. **Barlow Street** - A review of this 2017 Federal pavement improvement project was given. We have been communicating with Garfield Township regarding options with respect to the project scope which includes widened shoulders and storm water management.
7. **Change in Board Members** - Outgoing Road Commissioner Nelson was recognized for his six years of dedicated service. Incoming Road Commissioner Gillman was invited and attended the December 20, 2016 meeting.
6. **Meetings for 2017** - The Board will hold its Organization Meeting on January 26, 2017 at 6:30 PM, followed by its first regular meeting at 7:00 P.M.



County Staff Report January 2017

1

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/Administrative Services (1, 2, 4, 7, 8)

- At the Grand Traverse County Board of Commissioners meeting on January 4, 2016, the Board elected **Carol Crawford** as the **Chairwoman** and **Ron Clous** as the **Vice Chairman**.
- Please Note: Effective January 11, 2017 all meetings of the Board of Commissioners will begin at **5:30PM**.
- In December 2016, the County Board adopted a balanced budget of \$37,123,654 without the use of fund balance. The adopted budget maintains the existing programs and services of the County. We greatly appreciate the diligence and efforts of the County Departments and Agencies to reduce their spending requests, develop efficiencies within departments, and work collaboratively to meet this financial goal.

Central Dispatch/911 (7)

- Working with Peninsula Fiber Network (PFN) to complete the teleco cutovers from the legacy network to the new IP based infrastructure. Paperwork to accept Text to 911 has also been submitted with anticipated "soft launch" in Q1 2017.
- Updates to fire/EMS response districts underway after Green Lake Township approved their withdrawal from the Rural Fire Department.
- New aerial photography updates will enhance dispatching accuracy and efficiencies.
- 911 Goes To Washington Event upcoming February 26th. Director attending with sponsorship as an executive board member of the Michigan Communication Directors Association.
- Deputy Director hosting webinar on social media in the 911 Center in conjunction with the National Emergency Number Association (NENA).
- Facebook "likes" are at 41,000 and climbing. Our outreach on social media is contributing to a noticeable reduction in non-emergency related calls, resulting in increased focus on emergency events.
- Dispatch staff continue to do great work!

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- In January 2017, the Commission on Aging will be able to accept credit and debit cards through an online payment system. Check the COA website for updates!
- The COA hosts the AARP Tax Aide Program to provide assistance with simple tax preparation and filing. For more information you may call 231.922.4688.

County Clerk (4)

- Stats for month of December
 - New Circuit and Family Court Cases filed: 33 civil, 64 domestic, 20 felony, and 27 juvenile.
 - Five (5) jury pools sent out for Circuit Court trials.
 - Clerked one (1) trials both lasting 2 days.
 - Clerked 3 County Commission meetings.
 - Vital Records filed: 138 births, 103 deaths, and 27 marriage licenses.
 - DBAs filed: 66
 - Concealed Pistol applications filed: 78
 - Concealed Pistol fingerprints done: 52
 - Concealed Pistol Licenses issued: 78
 - Passport Photos taken: 269
 - Certified Copies: 423 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 10
 - Voter Registrations: 148

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)**ADMINISTRATION & FINANCE DIVISION**

- FY2017 Budget - The 2017 Health Department budget was completed and approved.
- Maternal Infant Health Program (MIHP) Health Plan Agreements - Continued working with Medicaid Health Plans to finalize contractual agreements to establish Grand Traverse County Health Department as the local service provider for MIHP services and to receive payments for claims for services provided to the Medicaid Health Plan enrollees.
- Northern Michigan Public Health Alliance (NMPHA) Update

- Public Health Workforce- Received approval from Boards of Health for District Health Department #2, District Health Department #4 and Michigan Department of Health and Human Services to share Health Officer (Denise Bryan), effective January 1, 2017.
 - Coordinated Technology- Continued work to launch shared database utilizing MyInsight, new electronic health record software among Benzie Leelanau District Health Department, District Health Department #2, District Health Department #4, and Health Department of Northwest Michigan. Also coordinated development with District Health Department #10
 - Policy-Maker Advocacy- Began initial planning for annual Day at the Capitol
 - Unified Marketing Plan- Created an Action Planning Cycle for 2017 with Public Information Officers
 - Michigan Cross Jurisdictional Sharing Grant- Submitted Work Plan and \$70,000 Budget to support the following activities: NMPHA Strategic Plan Update; MyInsight Launch; Health Officer Shared Arrangement for two Northern Michigan local health departments and Legislative Advocacy
 - Community-Based Immunization- Convened Health Officers, Directors of Personal Health Services, and Immunization Coordinators for a half-day planning meeting to assess progress and plan activities for 2017.
 - Medicaid Health Plan Transportation Benefit- The Maternal and Child Health Program Committee worked to reduce the transportation barrier to accessing service by securing agreements with three Medicaid Health Plans to reinstate transportation benefits for Maternal and Child Health Program clients and continued negotiations with a fourth Medicaid Health Plan and successfully negotiated with Blue Cross Blue Shield of Michigan for local health departments to bill for postpartum home visits.
- Northern Michigan Community Health Innovation Region (NMCHIR) Update
- Approved Charter (signed by all Steering Committee members) and Memorandum of Understanding (signed by each individual organization)
 - Elected Wendy Trute as Chair and Ingemar Johansson as vice chair for 2017.
 - Clinical Community Linkages Work Group
 - Received approval for Planning & Design Budget, with sub-contract to Northern Michigan Health Network to Inventory current tools for screening patients for social determinants of health, and plan/design universal screening tool to be used in 124 patient-centered medical homes
 - Inventory and adopt or plan/design an electronic platform for data exchange
 - Plan/design clinical community linkages model blending the Pathways Community HUB and Community Health Access Plan by completing an Action Planning Cycle, resulting in Key Actions to complete and deciding to create three HUBs in the 10-county NMCHIR managed/operated by local health department
 - Benzie Leelanau District Health Department OR Grand Traverse County Health Department (Benzie, Grand Traverse, Leelanau)
 - District Health Department #10 (Kalkaska, Manistee, Wexford, Missaukee, and Wexford)

- Health Department of Northwest Michigan (Antrim, Charlevoix, Emmet) already operational
 - Created a draft graphic depiction of the Pathways Community HUB/Community Health Access Plan clinical community linkages model
- Community Health Assessment & Improvement Work Group
 - Received approval for Planning & Design Budget, with sub-contracts to District Health Department #10 to conduct Emergency Department Utilization Assessment and Northern Michigan Health Network to create Asset Maps
 - Completed literature review required for Emergency Department Utilization Assessment, adopted Maine approach to completing it and established ad-hoc committee to assist in conducting the assessment
 - Completed Action Planning Cycle, resulting in Key Action Items and timeline for completion
 - Identified major community health needs assessment conducting in the 10-county region to consolidate
 - Identified major resource databases in use or under development
- Outreach, Media and Public Information Sharing-
 - Multiple conference calls on Public Health information & projects took place: Great Lakes Water Safety Consortium Messaging/Media Committee call, State Zika Conference Call, MiPIO Conference Call
 - Participated in Hepatitis A After Action Report with respect to Public Information pros/cons - general consensus is that “public information” sharing worked pretty well.
 - Interviews & Media Mentions: interview regarding cold weather and pet safety (9&10), Flu Shots are still available interview with WTCM, three interviews regarding Medical Examiner changes (7&4, The Ticker and Record Eagle).
 - An article was submitted and published in the Traverse City Business News regarding Mike Lahey in the “Newsmaker” section for his efforts with the Northern Michigan Public Health Emergency Preparedness collaborations and the associated awards.
 - Northern Michigan Public Health Alliance Marketing Workgroup had an extended work session to create their strategic plan and goals for the next 1-3 years.

MEDICAL EXAMINER DIVISION

- Medical Examiner Dr. Nicole Fliss and deputy medical examiner Dr. Kari Young completed the 2016 medical examiner year and gave resignations for 12/31/2016.
- Negotiated a 3 month plan with the Western Michigan Stryker School of Medicine (WMed) to expand medical examiner services to include serving as medical and deputy medical examiners for Benzie, Grand Traverse and Leelanau Counties.
- Transitioning medical examiner authorities and logistics with area funeral homes, law enforcement, Munson administration and morgue/pathology staff.
- Scene Investigation informational sessions will be held to begin the transition to dedicated death scene investigators.
- Cremation permit fees increased to \$75 for 2017.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- FOIA Requests- Three (3) FOIA requests were processed during the month of December. All three requests were associated with Environmental Assessments for commercial properties.

- Animal Control- We continue to train our new Animal Control Officer who started on October 17, 2016 and have been working to strengthen relationships with our partners such as the Sheriff's Office and Cherryland Humane Society.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Gregg was appointed the 2nd Vice President of the Michigan Emergency Management Association (MEMA) after the sudden resignation of the sitting 2nd VP. He will serve the remainder of the term through December 31, 2017. MEMA is currently working with Michigan Association of Counties (MA C), and the International Association of Emergency Management on a study to hopefully bring a higher percentage of federal grant dollars to the local Emergency Management programs statewide as well as other all hazards and legislative issues.
 - Wind Storms during the Christmas holiday weekend led to approx. 2000 Grand Traverse Co citizens without power, some for nearly 2 days. Emergency Management worked with power companies on timelines, was in contact with American Red Cross in the event emergency shelters needed to be opened, and monitored the situation throughout the day. All power has been restored and no shelters were needed to be opened.
 - Worked with Traverse City Police Department, Traverse City Fire Department, and event operations staff on an Incident Action Plan (contingency plan for emergencies) for the CherryT Ball Drop event and New Year's Eve festivities on Front St.
- Emergency Preparedness- status quo

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease-
 - Communicable Disease staff investigated 44 communicable diseases and animal bites/exposures for the month of December.
 - Staff presented an information and education session titled "Vaccine Preventable Diseases during Pregnancy and Postpartum" to over 50 members of Munson Medical Center's Maternity staff, in collaboration with the Northern Michigan Vaccine Preventable Disease Task Force.
 - Staff received updates from the Michigan Department of Health and Human Services regarding new standards/protocols related to Zika prevention, testing and travel recommendations.
 - Continued participation in the Northern Michigan Vaccine Preventable Disease Task Force; December's project focused on readying a Toolkit for Clergy and Religious Leaders.
 - Collaboration with Environmental Health Director Tom Buss and Sanitarians to review the Foodborne Illness Policy and guidelines related to prevention and reporting of foodborne illnesses.
- Reproductive Health –
 - Reproductive Health staff provided services for 91 men and women for the month of December, of which 42 were new clients to the program.

- o Amber Jaworski, RN, was welcomed to the Health Department and has begun her orientation; her primary work assignments will be Family Planning, Communicable Disease, and Immunizations.
 - o A statewide survey supported by the Michigan Department of Health and Human Services was performed to help measure client satisfaction with Title X Reproductive Health Services. Thirty-five teen and adults surveys were completed and submitted to the state, with consistently high satisfaction scores revealed in our two sites which provide Title X services (Grand Traverse County Health Department and KTown).
 - o Staff participated in a Title X Information and Education Advisory Committee conference call with the Michigan Department of Health and Human Services, which detailed the new accreditation standards which are now in place regarding this committee and how written information is dispensed in clinic.
- Immunizations -
- o Immunization Coordinator and Director participated in the end of the year Regional Work Group evaluation meeting in Gaylord which will result in the development of the final year 2017 grant work plan.
 - o Immunization Clinic resulted in 102 kept appointments, an 84% show rate.
 - o An additional 87 walk-in clients were provided immunizations, ending the year accommodating 18% more walk ins for 2016 compared to 2015.
 - o We continue to offer Flu Vaccinations as we have not yet seen the peak of our Flu Season. Grand Traverse County consistently has ranked in the top 10 counties for flu vaccination coverage for those of all ages 6 months through adult.
 - o Certified Vaccination Waiver appointments resulted in the issuance of 10 waivers for the month of December. Current Grand Traverse County school waiver rate is 5.7, a decrease of 3.0 from the previous year, however, Grand Traverse County continues to rank 77th out of 84 counties in Michigan for the highest waiver rates, presenting an ongoing risk for potential vaccine preventable disease outbreaks such as chickenpox, measles, and pertussis.
- Adolescent Health-
- o K-Town Youth Care - performed an immunization clinic at Interlochen Arts Academy for students needing to be updated according to Michigan Department of Education requirements. Approximately 40 students were updated.
 - o Nearly 100 immunizations for students were performed.
 - o Nearly 200 visits were completed.
 - o Youth Health & Wellness Center welcomed a new counselor to the staff - Melanie Villanueva, LLMSW. Considerable thank you to Lindsay King, LLMSW who primarily serves the Maternal Infant Health population for temporarily filling the gap during this critical vacancy which serves our teen population!
 - o Youth Health & Wellness Center held their biannual Community Advisory Committee meeting. Input from community and students was welcomed and encouraged. Approximately 25 persons in attendance.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program (MIHP)-
- o Represented Grand Traverse County Health Department at the Perinatal Regional Collaborative Network meeting December 19th via phone conference. The Network continued to finalize the 2017 Perinatal Regionalization goals, which inclusive of pathway development for maternal child programs and behavioral health, continued

- resource development for smoking cessation, breastfeeding, home visiting expansion regionally, advocacy for access to care, transportation, family visiting, and substance use treatment, coordinate with State Initiatives for reduction in infant mortality, and coordinate education education needs regionally.
- o As a region we have been tracking referrals from birthing hospitals to local health departments for all eligible MIHP clients since August of 2015. Our total capture rate is 93% which demonstrates significant outreach and contact with our Medicaid postpartum population to offer services of this evidenced-based home visiting program.
 - o Represented the Northern Michigan Public Health Alliance Regional Maternal Child CQI Team meeting on December 19th, focused on improving reach and access to MIHP services for eligible pregnant and postpartum women. This team agreed to expand the target audience to all maternal child health populations served beyond those who are eligible for MIHP services. All local health departments received a one-time grant from the State to conduct a maternal-child health needs assessment, for which our Alliance partners will work together to meet the deliverables and achieve outcomes.
 - o Michele Felber, RN was welcomed to Grand Traverse County Health Department on December 19th. Following orientation and training, her primary work assignments will be MIHP and Immunizations.
- Healthy Futures-Provided input to Munson Healthy Futures Coordinator and Operations team as they explore and plan for launch of a new Healthy Futures website with interactive capabilities.
 - Children's Special Health Care Services- status quo
 - Child Death Review - Community Health Director facilitated the December 2nd quarterly Tri-County Child Death Review team; Public Health Nurse and the Medical Examiner team participated in the review along with members from community organizations focused on preventing child deaths.
 - Pediatric Cardiac Clinic- Public health nurse supported this important Munson/University of Michigan/Grand Traverse County Health Department collaborative specialty clinic held monthly with on average 10-16 appointments, however, due to inclement weather, kept appointments were down by 50% in December.
 - Head Start- status quo
 - Women Infants and Children (WIC)-
 - o Letter dated December 14, 2016 received from Stan Bien, Director WIC Division notifying Grand Traverse Health Department WIC Nutrition Services Plan received and approved. The letter stated, "Congratulations on successfully increasing your breastfeeding initiation rates relative to the previous two year rates. The continuation of your breastfeeding objective to increase 6 month duration rates strengthen the foundation of optimum health outcomes." Michigan WIC Five-Year-Plan: The Health Outcome Indicators January 2014 to December 2016 breastfeeding goal is to "...increase breastfeeding six-month duration rate from 18.5% to 20.5%." Grand Traverse County WIC has almost hit the mark at 20.1% duration rate for breastfeeding.
 - Hearing & Vision- status quo
 - Blood Lead - Amy Leiva attended Region 2 and 3 Childhood Lead Poisoning Prevention Program (CLPPP) outreach and education grant meeting on December 12, 2016. The total grant for Region 2 which includes Grand Traverse County is \$1,500. Grand Traverse will receive \$600 earmarked for Lead outreach prevention January 2017 - October 2017. Events

in the past have included Kids Day at the Fair, Kids Day at the Cherry Festival, presentations to community stakeholders, and health fairs.

Information Technology (2)

- The County continues its efforts to establish a Strategic Plan for the IT department. We are currently working with County departments and agencies to identify needed and/or on-going IT projects in order develop a plan for continued growth and investment in IT.

MSU Extension (7, 8)

- The 2017 Northwest Michigan Orchard and Vineyard Show is scheduled for January 17-18 and will be held at the Grand Traverse Resort in Acme, Michigan. Both Tuesday and Wednesday will offer a variety of topics relating to research and information on tart cherries, sweet cherries, apples, wine grapes, berry crops and saskatoons, addressing both production and marketing. Tree fruit topics include spotted wing *Drosophila* monitoring and management strategies, an update on non-bearing Ulster sweet cherries, trends on cherry imports, tart cherry crop insurance and diversion, and pollination. The winegrape session will focus on bees, wasps and SWD in the vineyard, a newly released virus survey, an update on the Michigan Winegrape Collaborative, and insurance for wine grapes. The afternoon will conclude with a social hour featuring local food and wines, sponsored by Crop Production Services.
New to 2017 will be an afternoon session on the second day that will target small-scale or backyard berry growers and SWD. This pest is new to many of these growers, and this educational program will help them identify SWD, learn how to monitor for it, and how to best control this pest in raspberries, blueberries, and blackberries.
The program is co-sponsored by the Grand Traverse Fruit Growers' Council, Michigan State University Extension and AgBioResearch, Cherry Marketing Institute, Parallel 45, and the Northwest Michigan Horticultural Research Center. For more information on the Northwest Michigan Orchard and Vineyard Show, please call the Northwest Michigan Horticulture Research Center at 231-946-1510 or email goodr100@msu.edu.
- Participants of the National Diabetes Prevention Program (NDPP) are winding down the first phase of programming. Michigan State University Extension Educator Sarah Eichberger has been facilitating two cohorts through this evidenced-based program aimed at preventing the onset of type 2 diabetes through lifestyle changes made with the support of the course leader and one's peers. Participants have been meeting weekly since August and will transition to monthly meetings that will conclude in July 2017. MSU Extension thanks the Grand Traverse Bay YMCA for hosting the group and incentivizing participation. Michigan State University Extension is one of eight NDPP providers in Michigan who have received "full recognition" from the Centers for Disease Control & Prevention. To learn if you might be at risk for type for type 2 diabetes, visit www.DoiHavePrediabetes.org. If you are interested in hosting a NDPP course at your worksite, please contact Sarah Eichberger MPH, RD eichber2@anr.msu.edu or 231-922-4836.
- MSU Extension is partnering with the Area Agency on Aging of NW Michigan and Munson Family Practice Clinic to offer the Stanford University Chronic Pain Self-Management Program (CPSMP), called Chronic Pain PATH (Personal Action Toward Health) in Michigan. PATH is a workshop that empowers people to take an active role in managing chronic pain. Interactive education and weekly goal-setting activities help participants build healthy lifestyle skills. Workshops meet for 6 weeks and adults of all ages interested in

managing a long-term pain condition may attend, including family members and caregivers.

The Pain Self-Management Workshop will be held at Munson Family Practice, 1400 Medical Campus Drive in Traverse City Thursdays, 1:30-4:00 pm, beginning February 2, through March 9, 2017. Space is limited and pre-registration is required. There is no cost to attend and donations are accepted. For more information or to register with Sharon at 1-800-442-1713, or online at www.aaanm.org/workshop-registration.

Parks and Recreation (7)

- Parks and Recreation and Grand Traverse Bay YMCA entered into a two-year agreement in January 2017 for the YMCA to continue managing operations at Easling Pool and the fitness Center as Central Y. As of December 2016, there were 290 members at the Central Y.
- The Friends of Easling Pool group kicked off its campaign to raise \$625,000 for the refurbishment of Easling Pool. Donations may be made through the County Treasurer's Office, with checks made out to "GTC Parks and Recreation." Donations also may be made by credit card. For more information or to make a donation, call 231-922-4735.
- Twin Lakes Fitness programming through Crystal Bindi Studios resumed January 9, in the lower level of Gilbert Lodge at Twin Lakes Park. Fitness and dance classes are in a community setting at a reasonable price, led by experienced, friendly, compassionate instructors. No prior dance or fitness experience is necessary – any age, size, and fitness level welcomed. Special pricing for Grand Traverse County Employees, Senior Center Members, Munson, and TCAPS. For more information and a full schedule, visit <https://sites.google.com/site/crystalbindistudios> on line, send an e-mail to info@crystalbindistudio.com, or call 231-932-0668.
- The Bayside Travellers Dance Society hosts contra dances in Gilbert Lodge at Twin Lakes Park. This month's dance, featuring live music by Dag Nabbit, will be held on Saturday, January 14. All dances are called and taught, and everyone is welcomed. Contra dancing is the perfect family outing! No partner or experience is necessary. Free lessons begin at 7 p.m. and dance begins 8 p.m. For more information, visit www.dancetc.com on line, send an e-mail to tccaller@yahoo.com, or call 231-313-2596.

Parks and Recreation/Senior Center Network (SCN) (7)

- In December 2016, 2,863 units of service were provided to 690 seniors.
- Eighteen new members joined in December
- Programs in December 2016: Michigan State Police Citizens Academy, Insomnia and Sleep, After Life, Health Eating Support Group, Holiday parties were held at each location.
- SCN collected over 200 sets of mittens/hats to share with the homeless outreach program.
- SCN has partnered with Kelly Services to provide seniors an on-site interview site to find part-time work.
- Senior Center staff met with a local engineering company to reassess estimates provided for building renovation.
- 155 Volunteers provided over 9,500 hours of service to the SCN.

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

County Planning Commission. The County Planning Commission is currently reviewing its zoning ordinance review policy for townships. The review is to see if there are ways to streamline the process so that it makes it less cumbersome for the townships and applicants while maintaining coordination of local zoning standards and requirements.

Bayshore Corridor Strategy. Work continues on the Bayshore Corridor Strategy, the corridor that stretches from Acme, around the bottom of Grand Traverse Bay, to Greilickville. Current discussions by the County and local planners are focused on sign and development standards, access management, and coordination of local plans.

Probate Court

- No report provided.

Prosecuting Attorney (7)

➤ Prosecution

As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of December, we engaged in the following:

- Authorized 152 misdemeanor warrants
- Authorized 29 felony warrants
- Authorized 20 juvenile petitions
- Initiated 4 neglect/abuse case
- Handled the following matters in Family Court:
 - 9 allegedly mentally ill cases
 - 26 referrals from the Office of Child Support

➤ Civil Counsel

- Ø Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of December, we reviewed seven contracts for the following departments:

- Parks and Recreation: two
- Health: three
- Facilities: one
- Administration: one

- Ø FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of December, we reviewed six requests, and provided advice and consultation to the following departments:

- Prosecuting Attorney: one

- Finance: one
 - Human Resources: one
 - Clerk: one
 - Health: one
 - Construction Code: one
- Ø Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of December, we answered questions/prepared memos for the Board of Commissioners and various departments including:
- Administration
 - Finance
 - Animal Control
 - Planning
- Ø Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For December we did not prepare any ordinances.
- Ø Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of December, we did not represent the County in any civil actions.
- Ø Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of December, Chris Forsyth attended the regular board meetings and the special meeting.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- Recorded 22, 522 documents for the year of 2016

Sheriff (7)

- No report provided.

Treasurer (1)

- For those that have not heard I had spinal surgery in November and I was out of the office most of November and part time in December. I want to express my great appreciation for my staff who stepped up and kept the office running smoothly with minimal issues. They have been overwhelmed at times but have worked through and kept things going, a true example of the great employees here at the County.

- Staff met with all township treasurers to review millage updates and database changes for December 2016 tax bill. Balanced all 13 databases to Equalization for proper winter collection and streamlined settlement in March. December tax bills went out and we are receiving payments from the townships and reconciling balances between the Township, Equalization and our databases for settlement.
- December Board of Review adjustments for all townships and the City have come in, we are processing prior year adjustments and we are working to get refunds or bills out to taxpayers. We also will be entering the 2016 adjustments into our database for settlement purposes.
- Processed 240 regular service, and 14 expedited and 4 hand carry passports in November, and 243 regular service, 38 expedited and 2 hand carry passports in December.

Veterans Affairs (7)

- No report provided.



Action Request

Meeting Date:	January 18, 2017		
Department:	County Clerk	Submitted By:	Sarah Lutz
Contact E-Mail:	slutz@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2017 Hauler Licenses		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Staff has received and reviewed the following applications for 2017 hauler licenses:

Yard Waste Applications Received:

Y-2017-1 Brian Zimmerman & Associates	Y-2017-5 Landscape Management
Y-2017-2 Grand Traverse Organic Landscapes	Y-2017-6 Lesley's Landscaping
Y-2017-3 Hart's Outdoor Maintenance, LLC	Y-2017-7 Lewis Lawn Service
Y-2017-4 Heritage Landscape Design	

Special Solid Waste Applications Received:

SP-2017-1 Acme Hauling	Solid Waste Applications Received:
SP-2017-2 Bay Area Disposal	S-2017-1 American Waste
SP-2017-3 Beacon Recycling, INC	S-2017-2 Area Waste
SP-2017-4 Builders Waste	S-2017-3 Waste Management
SP-2017-5 Profile	
SP-2017-6 Springfield INC	

The above applications have been found to be administratively complete and fee has been paid.
(License numbers will be granted upon approval)

Suggested Motion:

Approve 2017 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Financial Information:

Total Cost:	General Fund Cost:	Included in budget: <input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2017

Resource Recovery – 2017 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 18, 2017 and reviewed requests to approve the Hauler Licenses for 2017 as follows:

Solid Waste Haulers:	American Waste Area Waste Waste Management
Special Solid Waste Haulers:	Acme Hauling Bay Area Disposal Beacon Recycling, Inc. Builders Waste Profile Springfield Inc.
Yard Waste Haulers:	Brian Zimmerman & Associates Grand Traverse Organic Landscapes Hart’s Outdoor Maintenance, LLC Heritage Landscape Design Landscape Management Lesley’s Landscaping Lewis Lawn Service

WHEREAS, the above applications have been found to be administratively complete and approval is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2017 as identified above.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair to effectuate the necessary documents to implement the Board authorized action.

APPROVED: January 18, 2017

Action Request



Meeting Date:	1/18/17		
Department:	Sheriff's Office	Submitted By:	N. Alger
Contact E-Mail:	nalger@gtsheriff.org	Contact Telephone:	x.5015
Agenda Item Title:	Contract renewal for vehicle fleet oil changes with Williams Chevrolet.		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

The Grand Traverse County Sheriff's Office entered into a contract with Williams Chevrolet to conduct routine oil changes for our vehicle fleet. This contract was awarded in February of 2015 following a request for bids.

This contract allowed for a 2 year renewal option which we would like to exercise with a \$3.00 increase from \$17.95 to \$20.95 for an oil change consisting of oil (5 quarts), lube and filter. The increase in cost is due to the fact that more of our fleet consists of Dodge Chargers which require a different type of oil.

Suggested Motion:

The Grand Traverse County Sheriff's Office requests the Grand Traverse County Board of Commissioners approve the renewal of the Vehicle Fleet Oil Change Contract with Williams Chevrolet effective February 1, 2017 for two years.

Financial Information:

Total Cost:	\$20.95+/occurrence	General Fund Cost:	
		Included in budget	<input checked="" type="radio"/> Yes <input type="radio"/> No

If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
Wms Chevrolet Oil Change 2017 contract for signatures.

GRAND TRAVERSE COUNTY

VEHICLE FLEET OIL CHANGE CONTRACT

This agreement is entered into between the County of Grand Traverse (County), a Michigan Municipality located at 400 Boardman Avenue, Traverse City, Michigan, and Williams Chevrolet of 2600 US-31 South, Traverse City, Michigan, for the purpose of providing oil changes and other related services for the vehicle fleet of the Grand Traverse County Sheriff's Office.

This agreement is the result of a formal bidding process by the Grand Traverse County Sheriff's Office; the "request for bids" and the Williams Chevrolet's bid shall be appended to and incorporated in this agreement.

SERVICES BY WILLIAMS CHEVROLET:

1. Provide oil change and chassis lubrication services only other than manufacturer's warranty work.
2. Maintain complete service records for each vehicle, said records to be available to the Sheriff's Office on request.
3. The Service Manager shall be designated as the official contact with the Sheriff's Office for contractual purposes.
4. Shall designate a Service Representative as primary contact for the Sheriff's Office for scheduling of service.
5. Provide priority servicing to Sheriff's Office vehicles to assure availability of emergency vehicles to the community.

SHERIFF'S OFFICE RESPONSIBILITIES:

1. Deliver and pick up vehicles at Williams Chevrolet, 2600 US-31 South location unless other advance arrangements have been made with a service representative.
2. Provide Williams Chevrolet with current inventory information for vehicle fleet, keeping same up to date as changes may occur.
3. The Undersheriff of the Grand Traverse County Sheriff's Office shall be designated as the official contact for contractual purposes.
4. The Sheriff's Office shall designate selected supervisory staff who will have authority to schedule vehicles for service, coordinating same with the Williams Chevrolet Representative.

RESERVED RIGHTS OF PARTIES:

1. Williams Chevrolet shall reserve the right to refuse to service any vehicle which they may deem as “unserviceable” for safety and liability reasons.
2. Williams Chevrolet may decline to perform services or repairs as specifically requested by the Sheriff’s Office if they deem same to be a safety or liability issue, or violation of any law.
3. The Sheriff reserves the right to seek and purchase selected and limited services from other vendors when same is determined to benefit the Sheriff (this is not an exclusive service agreement). Williams Chevrolet shall be expected to cooperate with any such decisions to utilize other vendors or contractors, and share any needed information with same.
4. The Sheriff reserves the right to purchase direct from other vendors or contractors various parts and supplies for the fleet vehicles.

COMPENSATION/FEES:

1. Oil change: Oil (5 quart), lube, and filter shall be a flat rate of \$20.95.
 - a. Each additional quart of standard oil is \$1.50.
 - b. Each additional quart of semi-synthetic oil is \$4.00.
 - c. Each additional quart of full-synthetic oil is \$10.00.
2. Individual invoices must be provided for each service by Williams Chevrolet; the County cannot make payment from a combined statement form.
3. The Sheriff/County of Grand Traverse shall make payment to Williams Chevrolet within 30 days of receipt of invoice.

LEGAL/INSURANCE OBLIGATIONS:

1. All parties of the agreement shall abide by the nondiscrimination employment laws of the United States and the State of Michigan. Additionally, all parties shall abide by any and all Federal and State laws, rules, or regulations which may have bearing on this contractual relationship.
2. The parties hereto agree that Williams Chevrolet and any agents and/or employees thereof in the performance of this contract shall act as an independent contractor and not as officers, employees, or agents of the county. Performance of this contract is within the

control of the contractor (Williams Chevrolet) and the county disclaims any liability in tort or otherwise, caused by the actions of said contractor.

3. Williams Chevrolet shall maintain appropriate insurance coverage including, but not limited to, liability insurance, property damage insurance, and Workers' Compensation insurance for the employees thereof. Upon request of the county, Williams Chevrolet shall produce proof of the existence of said insurance and further in the event of any cancellation of such coverage Williams Chevrolet shall immediately notify the county.
4. Williams Chevrolet agrees to indemnify, defend and hold harmless the county, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material providers, laborers, and any other persons, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this contract. This provision shall include any losses, costs and expenses for violation of proprietary rights, copyrights, or rights of privacy.
5. This contract is not assignable by the contractor either in whole or in part, without the prior written consent of the county.
6. No member of the Grand Traverse County Board of Commissioners or any individual employed by the county shall be admitted to any share or part of this contract or to any benefit that may arise there from, unless the contract or transaction has been approved by at least three-fourths of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the members or employees' interest in same.

TERM OF AGREEMENT:

1. The term of this Agreement shall be for 2 years, commencing on February 1, 2017, with a 2 year renewal option.
2. In the event that either party finds it impossible or unrealistic to continue this agreement, said agreement may be terminated by a 90-day written notice to the other party.
3. Failure to perform by either party may result in immediate termination of this agreement by service of appropriate written notice on the other party. The contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment or termination shall be a dispute concerning a question of fact within the meaning of the "dispute resolution" section of this contract.

DISPUTE RESOLUTION:

1. Except as may otherwise be provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement between the duly-appointed representatives of Williams Chevrolet and the county shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the decision rendered in any court having appropriate jurisdiction there for. Cost of arbitration shall be shared equally by both parties. Pending final decision of any dispute, all parties shall proceed diligently with due performance of the contract.
2. On matters which may be questions of law, nothing in this contract shall be construed as making final the decision of any administrative official, representative of the parties, or Board on said question of law.

COMPLETE AGREEMENT/AUTHORITY TO EXECUTE:

1. This document is the complete agreement between the County and Williams Chevrolet and each warrants that there are no oral or written agreements other than this document. The parties may mutually negotiate additional issues during the term of this agreement; however, such additional agreements must be appended in writing hereto with the duly authorized signatures placed thereon.
2. The signatories hereto warrant that they are duly empowered and authorized to enter into this contractual agreement.

ACCEPTANCE OF CONTRACT:

This contract is hereby accepted, in witness whereof, we sign our names and attach our seals.

Chair -
County Board of Commissioners

Date

Bonnie Scheele, Clerk
Grand Traverse County

Date

Thomas J. Bensley, Sheriff
Grand Traverse County

Date

David Truax, Representative
Williams Chevrolet, Inc.

Date

RESOLUTION

XX-2017

GTSO - Oil & Fluid Change Service Contract

WHEREAS, The Board of Commissioners met in regular session on January 18, 2017, and reviewed a request from the Grand Traverse Sheriff's Office requesting approval of a 2 year renewal of contract with Williams Chevrolet for oil and fluid changes; and,

WHEREAS, Williams Chevrolet Oil Change Contract rate of \$20.95 for all fleet vehicles up to 5 quarts with a filter and just \$1.50 per quart for any vehicles requiring additional standard oil; and,

WHEREAS, in addition, semi-synthetic oils will have an additional charge of \$4.00 and full-synthetics an additional \$10.00 charge; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a contract renewal agreement with Williams Chevrolet for Oil & Fluid Changes as identified above, commencing February 1, 2017.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair and/or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: January 18, 2017



Action Request

Meeting Date:	January 18, 2017		
Department:	Sheriff's Office	Submitted By:	N. Alger
Contact E-Mail:	nalger@gtsheriff.org	Contact Telephone:	x. 5015
Agenda Item Title:	Vehicle Fleet Maintenance Contract		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<small>(in minutes)</small>		

Summary of Request:

The Grand Traverse County Sheriff's Office would like to enter into a 3 year contract with Traverse City Fleet Repair for the maintenance and occasional oil changes of the Sheriff's Office vehicle fleet commencing on January 1, 2017.

We requested bids for this service and TC Fleet Repair had the best price. We have had a contract with TC Fleet Repair for these same services for the past several years and continue to have a good working relationship with them.

Suggested Motion:

The Grand Traverse County Sheriff's Office requests that the Grand Traverse County Board of Commissioners approve entering into a 3 year contract with Traverse City Fleet Repair for vehicle fleet maintenance and oil changes.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:		
Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
 TC Fleet Repair Maintenance and Oil Change 2017 and scanned bid proposal.

GRAND TRAVERSE COUNTY

VEHICLE FLEET MAINTENANCE CONTRACT

This agreement is entered into between the County of Grand Traverse (County), a Michigan Municipality located at 400 Boardman Avenue, Traverse City, Michigan, and Traverse City Fleet Repair of 435 S. Airport Road West, Traverse City, Michigan, for the purpose of providing maintenance and oil changes for the vehicle fleet of the Grand Traverse County Sheriff's Office.

This agreement is the result of a formal bidding process by the Grand Traverse County Sheriff's Office; the "request for bids" and the Traverse City Fleet Repair bid shall be appended to and incorporated in this agreement.

SERVICES BY TRAVERSE CITY FLEET REPAIR:

1. Routine repair and maintenance of all motor vehicles (cars and trucks) of the Sheriff's Office and other county owned vehicles as may be designated. A specific schedule of "preventative maintenance" shall be agreed to between the Sheriff's Office representative and the Traverse City Fleet Repair Owner; said schedule shall be appended to this contract once completed.
2. Provide oil change and chassis lubrication services.
3. Maintain complete service records for each vehicle, said records to be available to the Sheriff's Office on request.
4. Assist the Sheriff's Office in the overall management of the vehicle fleet by providing technical recommendations as needed or requested.
5. Make subcontract services to an appropriate vendor, with prior notification to the Sheriff's Office. Subcontracted services shall be invoiced through Traverse City Fleet Repair, not directly to the County of Grand Traverse
6. The Owner shall be designated as the official contact with the Sheriff's Office for contractual purposes.
7. Shall designate a Service Representative as primary contact for the Sheriff's Office for scheduling of service.
8. Provide priority servicing to Sheriff's Office vehicles to assure availability of emergency vehicles to the community.

All service shall be provided by state-certified mechanics. All work shall be performed in a professional manner giving due consideration to the "severe service" which emergency vehicles may be subjected to.

SHERIFF'S OFFICE RESPONSIBILITIES:

1. Deliver and pick up vehicles at Traverse City Fleet Repair, 435 S. Airport Road West location unless other advance arrangements have been made with a service representative.
2. Provide Traverse City Fleet Repair with current inventory information for vehicle fleet, keeping same up to date as changes may occur.
3. The Undersheriff of the Grand Traverse County Sheriff's Office shall be designated as the official contact for contractual purposes.
4. The Sheriff's Office shall designate selected supervisory staff who will have authority to schedule vehicles for service and approve repairs, coordinating same with the Traverse City Fleet Repair Representative.

RESERVED RIGHTS OF PARTIES:

1. Traverse City Fleet Repair shall reserve the right to refuse to service any vehicle which they may deem as "unserviceable" for safety and liability reasons.
2. Traverse City Fleet Repair may decline to perform services or repairs as specifically requested by the Sheriff's Office or the County if they deem same to be a safety or liability issue, or violation of any law.
3. The Sheriff reserves the right to seek and purchase selected and limited services from other vendors when same is determined to benefit the Sheriff or County (this is not an exclusive service agreement). Traverse City Fleet Repair shall be expected to cooperate with any such decisions to utilize other vendors or contractors, and share any needed information with same.
4. The Sheriff reserves the right to purchase direct from other vendors or contractors various parts and supplies for the fleet vehicles.

COMPENSATION/FEES:

1. During the regular business hours of Traverse City Fleet Repair:
 - a. Shop time shall be billed at \$35.00 per hour, according to "book time" where applicable.
 - b. Parts shall be billed at 10% over actual cost.
2. Oil change: Oil (5 quart), lube, and filter shall be a flat rate of \$20.00.

- a. Each additional quart of oil is \$2.00.
 - b. Washer solvent is \$2.00 per gallon if needed (billed in half gallon increments).
 - c. Cost for cartridge type oil filters may be a little higher if needed.
 - d. Synthetic oil is 10% over cost when required.
3. Individual invoices must be provided for each service by Traverse City Fleet Repair; the County cannot make payment from a combined statement form.
 4. The Sheriff/County of Grand Traverse shall make payment to Traverse City Fleet Repair within 30 days of receipt of invoice.

LEGAL/INSURANCE OBLIGATIONS:

1. All parties of the agreement shall abide by the nondiscrimination employment laws of the United States and the State of Michigan. Additionally, all parties shall abide by any and all Federal and State laws, rules, or regulations which may have bearing on this contractual relationship.
2. The parties hereto agree that Traverse City Fleet Repair and any agents and/or employees thereof in the performance of this contract shall act as an independent contractor and not as officers, employees, or agents of the county. Performance of this contract is within the control of the contractor (Traverse City Fleet Repair) and the county disclaims any liability in tort or otherwise, caused by the actions of said contractor.
3. Traverse City Fleet Repair shall maintain appropriate insurance coverage including, but not limited to, liability insurance, property damage insurance, and Workers' Compensation insurance for the employees thereof. Upon request of the county, Traverse City Fleet Repair shall produce proof of the existence of said insurance and further in the event of any cancellation of such coverage Traverse City Fleet Repair shall immediately notify the county.
4. Traverse City Fleet Repair agrees to indemnify, defend and hold harmless the county, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material providers, laborers, and any other persons, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this contract. This provision shall include any losses, costs and expenses for violation of proprietary rights, copyrights, or rights of privacy.
5. This contract is not assignable by the contractor either in whole or in part, without the prior written consent of the county.
6. No member of the Grand Traverse County Board of Commissioners or any individual

employed by the county shall be admitted to any share or part of this contract or to any benefit that may arise there from, unless the contract or transaction has been approved by at least three-fourths of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the members or employees' interest in same.

TERM OF AGREEMENT:

1. The term of this agreement shall be for 3 years, commencing on January 1, 2017.
2. In the event that either party finds it impossible or unrealistic to continue this agreement, said agreement may be terminated by a 90-day written notice to the other party.
3. Failure to perform by either party may result in immediate termination of this agreement by service of appropriate written notice on the other party. The contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment or termination shall be a dispute concerning a question of fact within the meaning of the "dispute resolution" section of this contract.

DISPUTE RESOLUTION:

1. Except as may otherwise be provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement between the duly-appointed representatives of Traverse City Fleet Repair and the county shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the decision rendered in any court having appropriate jurisdiction there for. Cost of arbitration shall be shared equally by both parties. Pending final decision of any dispute, all parties shall proceed diligently with due performance of the contract.
2. On matters which may be questions of law, nothing in this contract shall be construed as making final the decision of any administrative official, representative of the parties, or Board on said question of law.

COMPLETE AGREEMENT/AUTHORITY TO EXECUTE:

1. This document is the complete agreement between the County and Traverse City Fleet Repair and each warrants that there are no oral or written agreements other than this document. The parties may mutually negotiate additional issues during the term of this agreement; however, such additional agreements must be appended in writing hereto with the duly authorized signatures placed thereon.

2. The signatories hereto warrant that they are duly empowered and authorized to enter into this contractual agreement.

ACCEPTANCE OF CONTRACT:

This contract is hereby accepted, in witness whereof, we sign our names and attach our seals.

Carol Crawford
County Board of Commissioners

Date

Bonnie Scheele, Clerk
Grand Traverse County

Date

Thomas J. Bensley, Sheriff
Grand Traverse County

Date

Mark Grist, President
Traverse City Fleet Repair, Inc.

Date



Bus: (231) 932-7343 • Fax: (231) 932-8407
435 S. Airport Rd. W. • Traverse City, MI 49686

VEHICLE FLEET MAINTENANCE

Undersheriff Nathan Alger
Grand Traverse County Sheriff's Office
851 Woodmere Avenue
Traverse City, MI 49686
November 28, 2016

2017/2018/2019 Bid Proposal for Vehicle Fleet Maintenance:

- 1) Routine maintenance/repair for all county vehicles during regular hours of business:
 - a) Hourly labor rate is \$35.00
 - b) Percent over cost of parts is 10%
 - c) We can pick up cars on Woodmere and LaFrazier locations one at a time, as long as the keys are readily available at no cost

- 2) **If we have the repair contract, we will provide the oil change services as follows:**
 - a) A 5 quart oil change is \$20.00, additional quarts are \$2.00, washer solvent is \$2.00 a gallon
 - b) Synthetic oil is 10% over cost when required
 - c) A visual inspection for safety items is performed during each oil change

- 3) Other considerations:
 - a) Fleet vehicles have priority over customers vehicles
 - b) Minor items can be repaired without an appointment (bulbs, wiper blades ect.)
 - c) We are open Monday thru Friday 8am to 5pm, closing for lunch noon to 1pm
 - d) As many vehicles as possible will be secured in our facility overnight and weekends
 - e) All repairs will be performed by State Certified Technicians when required
 - f) We have appropriate insurances (Ford Insurance Co.)
 - g) We are qualified and capable of repairing all vehicles but some will still have to go to the dealer if the repair information is not available or our scanners cannot access the computer program
 - h) Our minimum warranty is 12 months/12000 miles, whichever is first; parts and labor
 - i) Several of our parts have a lifetime part warranty when available from our supplier
 - j) Sublet repairs include alignments, internal rear differential rebuilding, press/machine shop
 - k) We subscribe to Alldata for up to date information, recalls and bulletins

Sincerely,

Mark Grist, Owner
USAF Veteran (8 years)

RESOLUTION

XX-2017

GTSO – Vehicle Fleet Maintenance Contract

WHEREAS, The Board of Commissioners met in regular session on January 18, 2017, and reviewed a request from the Grand Traverse Sheriff's Office requesting approval of a 3 year renewal of contract with Traverse City Fleet Repair for vehicle fleet maintenance and oil changes; and,

WHEREAS, Traverse City Fleet Repair routine maintenance/repair rate of \$35.00 hour labor and 10% over cost for parts.

WHEREAS, in addition, the oil change rate of \$20.00 for all fleet vehicles up to 5 quarts with a filter and \$2.00 per quart for any vehicles requiring additional standard oil; and,

WHEREAS, in addition, synthetic oils will have an additional charge of 10% over cost; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a contract renewal agreement with Williams Chevrolet for Oil & Fluid Changes as identified above, commencing February 1, 2017.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair and/or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: January 18, 2017



Action Request

Meeting Date:	January 18, 2017		
Department:	Circuit Court, Family Division	Submitted By:	Kris Randall
Contact E-Mail:	krandall@grandtraverse.org	Contact Telephone:	922-6874
Agenda Item Title:	2016-2017 Child Care Fund Budget Amendment - Circuit Court, Family Division		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Family Division of the Circuit Court would like to submit an amendment to the 2016-2017 Child Care Fund Budget to include indirect costs based on the Court Cost Allocation Plan updated on December 6, 2016.

The Child Care Fund provides a 50/50 funding match for eligible services/expenses including: In-Home Care services, intensive services, therapeutic/behavioral treatment courts, CASA program, early intervention services, and other services to prevent out of home placement and effect an early return from foster or institutional care. Eligible expenses include personnel costs based upon the percentage of time dedicated to child care fund services and indirect costs.

Amending the funding of the County's portion of the Grant Agreement is subject to final approval by the Board of Commissioners during the FY 2017 Budget process.

Suggested Motion:

Approve the amendment to the 2016-2017 Child Care Fund Budget and authorize the Board Chair to execute the necessary documents and/or electronic authorizations to effectuate the agreement.

Financial Information:

Total Cost:	\$42,646.68	General Fund Cost:	\$21,323.34	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
Child Care Fund Budget Summary



[home](#) | [search](#) | [help & training](#) | [data warehouse portal](#) | [log off](#)
 PRD
 Logged In: Randall, Kris [Grand Traverse County, 13th Circuit Court, Family Division]
[help](#)

County Child Care Budget Summary (DHS-2091)

Organization: Grand Traverse County Fiscal Year: October 1, 2016 through September 30, 2017 Status: In Progress

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
 Children's Services Agency
 Grand Traverse County for October 1, 2016 through September 30, 2017

Organization	Court Contact Person	Telephone Number	Email Address
Grand Traverse County	Kris Randall - CCF Organiz		krandall@grandtraverse.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2016 through September 30, 2017	Melinda Gubbins - CCF Org	(231)342-5191	gubbinsm@michigan.gov

Care Fund	Type Of	Anticipated Expenditures		
		MDHHS	Court	Combined
	I. Child			
A. Family Foster Care		\$0.00	\$100,000.00	\$100,000.00
B. Institutional Care		\$0.00	\$800,000.00	\$800,000.00
C. In-Home Care		\$33,314.50	\$750,837.08	\$784,151.58
D. Independent Living		\$0.00	\$1,500.00	\$1,500.00
E. Subtotals		\$33,314.50	\$1,652,337.08	\$1,685,651.58
F. Revenue		\$0.00	\$180,000.00	\$180,000.00
G. Net Expenditure		\$33,314.50	\$1,472,337.08	\$1,505,651.58

Cost Sharing Ratios County 50% / State 50%

II. Child Care Fund	Court	Combined
Foster Care During Release Appeal Period	\$0.00	\$0.00

Cost Sharing Ratios County 0% / State 100%

III. Juvenile Justice Services Fund	MDHHS	Court	Combined
Basic Grant	\$0.00	\$0.00	\$0.00

Cost Sharing Ratios County 0% / State 100%
 \$15,000.00 Maximum

IV. Total Expenditure	\$1,505,651.58
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2016 through September 30, 2017; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	<input type="text"/>	Date	<input type="text"/>
County Director of MDHHS Signature	<input type="text"/>	Date	<input type="text"/>
Chairperson, Board of Commissioner's Signature	<input type="text"/>	Date	<input type="text"/>
And/Or County Executive Signature	<input type="text"/>	Date	<input type="text"/>

The Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your county.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required
PENALTY: State reimbursement will be withheld from local government.

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 PRD version: SACWIS.285.INT.06 - 2016-12-08 14.09.16 EST
[Release Notes](#)

RESOLUTION

XX-2017

**Amendment FY2016-2017 Child Care Fund Budget
Circuit Court Family Division**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 18, 2017, and reviewed a request to approve the amendment to the FY 2016-2017 Child Care Fund Budget, for submission to the State of Michigan; and,

WHEREAS, The Family Division of the Circuit Court desires to submit an amendment to the Child Care Fund budget to the Michigan Department of Health and Human Services – Children’s Services Agency to include indirect costs based on the Court Cost Allocation Plan updated on December 6, 2016; and,

WHEREAS, The Child Care Fund provides a 50/50 funding match for eligible services including: In-home care services, intensive services, therapeutic/behavioral treatment courts, CASA Program, early intervention services and other services to effect an early return from foster or institutional care; and,

WHEREAS, Amending the funding of the County’s portion of the Grant Agreement is subject to final appropriation by the Board of Commissioners during the FY 2017 budget process.

NOW THEREFORE BE IT RESOLVED THAT The Grand Traverse County Board of Commissioners approves the amendment to the FY 2016-2017 Child Care Fund budget and authorizes the Board Chair to execute the necessary documents and/or electronic authorizations to effectuate the agreement.

APPROVED: January 18, 2017



Action Request

Meeting Date:	January 18, 2017		
Department:	Administrator's Office	Submitted By:	JDeHaan
Contact E-Mail:	Jdehaan@grandtraverse.org	Contact Telephone:	922.4756
Agenda Item Title:	Approve Purchase of 3/4 ton Truck for Commission on Aging		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

- The Commission on Aging maintains a fleet of six trucks to provide home chore services to clients of the COA.
- The COA has historically replaced vehicles every 10-years and this purchase will replace a 2006 Ford F250.
- In preparation for 2017, the COA issued a Request for Bids to purchase a ¾ ton pickup truck with a snow plow.
- Nine bids were received with the low bid received from Signature Ford at a cost of \$31,159.
- This purchase was completed pursuant to the County's purchasing policies.

Suggested Motion:

Authorize the purchase of a 3/4 ton truck from Signature Ford at a cost not to exceed \$31,159.00 and authorize the Board Chair and/or County Administrator to effectuate the necessary documents for the purchase.

Financial Information:

Total Cost:	\$31,159.00	General Fund Cost:		Included in budget <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:		
Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	
Miscellaneous:		

Attachments:

Attachment Titles:
Memo: Commission on Aging Truck for 2017, December 21, 2016



GRAND TRAVERSE COUNTY

COMMISSION ON AGING

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 928-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

STAFF RECOMMENDATION

To: Jennifer DeHaan, Deputy Administrator
From: Jill Case, Program Supervisor
Date: December 21, 2016
PROJECT: Commission on Aging Truck for 2017

HISTORY:

Purchase one three-quarter ton pickup truck with plow in 2017. Bids were sent out via through the MITN system (on line bidding system that the county uses) and other dealerships were advised via a letter. A legal notice was also placed in the Record-Eagle advising dealerships how to access the MITN system. Bids were received from the following vendors:

<u>Dealer</u>	<u>Make/Model</u>	<u>Price</u>
Fox Grand Traverse	Ford F250	\$36,587
Godfrey Chevorlet	Chevy 2500	\$36,954.38
Gorno Ford	Ford F250	\$36,801
Jorgensen Ford	Ford F250	\$33,835
Jorgensen Ford	Ford F250	\$34,968.13
Bill Marsh	Ford F250	\$32,671.77
Signature Auto	Ford F250	\$31,159
Watson Benzie LLC	Ram 2500	\$31,576
Williams Chevrolet	Chevy 2500	\$33,337.00

BUDGET CONCERNS:

None. The 2017 budget has \$36,000 for the purchase of a new home chore truck.

OTHER CONCERNS:

Per the County Purchasing policy, I did contact the local vendor, Bill Marsh, as their quote was within the 5% of the lowest bid from Signature Auto. Bill Davis, salesman for Bill Marsh, contacted our office back and left a message that he could not come close to the bid of \$31,159 without eliminating options that were on the RFQ.

RECOMMENDATION:

Staff recommendation is to award the purchase of the three-quarter ton truck to Signature Ford in the amount of \$31,159.

RESOLUTION

XX-2017

Authorize Purchase of a ¾ Ton Truck for Commission on Aging

WHEREAS, The Commission on Aging maintains a fleet of six trucks to provide home chore services to clients of the COA; and

WHEREAS, The COA has historically replaced vehicles every 10-years and this purchase will replace a 2006 Ford F250; and

WHEREAS, In preparation for 2017, the COA issued a Request for Bids to purchase a ¾ ton pickup truck with a snow plow; and

WHEREAS, Nine bids were received with the low bid received from Signature Ford at a cost of \$31,159; and

WHEREAS, This purchase was completed pursuant to the County's purchasing policies.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners Authorize the purchase of a ¾ ton truck from Signature Ford at a cost not to exceed \$31,159.

BE IT FURTHER RESOLVED, that the Board authorize the Board Chair and/or County Administrator to effectuate the necessary documents for the purchase.

APPROVED: January 18, 2017



Action Request

Meeting Date:	January 18, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	December 2016 Claims Approval		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Claims and payroll disbursement activity for the month of December 2016 is requested for approval, as attached

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of December 2016

Financial Information:

Total Cost: \$6,653,083.74	General Fund Cost:	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director	<i>Jody Lundquist</i>	1/11/2017
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
December 2016 Claims

GRAND TRAVERSE COUNTY

AUDIT COMMITTEE

DECEMBER 2016 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS AND ACCOUNTS	12/13/16	313,754.59
CLAIMS AND ACCOUNTS	12/27/16	343,348.95
TOTAL		657,103.54
IMMEDIATE PAYMENTS	12/1/16	31,564.58
IMMEDIATE PAYMENTS	12/2/16	71,406.43
IMMEDIATE PAYMENTS	12/7/16	257,330.48
IMMEDIATE PAYMENTS	12/8/16	4,399.26
IMMEDIATE PAYMENTS	12/9/16	61,117.48
IMMEDIATE PAYMENTS	12/14/16	1014102.87
IMMEDIATE PAYMENTS	12/15/16	61815.78
IMMEDIATE PAYMENTS	12/16/16	62,503.12
IMMEDIATE PAYMENTS	12/16/16	7,809.58
IMMEDIATE PAYMENTS	12/19/16	2,306.69
IMMEDIATE PAYMENTS	12/21/16	744,856.46
IMMEDIATE PAYMENTS	12/28/16	151,407.92
IMMEDIATE PAYMENTS	12/29/16	9,105.91
TOTAL IMMEDIATE PAYMENTS		2,448,161.98
HEALTH	12/13/16	27,386.84
HEALTH	12/27/16	29,620.59
TOTAL HEALTH CLAIMS		57,007.43
PAYROLL	12/2/16	969,649.89
PAYROLL - PERSONAL	12/2/16	249,610.55
PAYROLL - LONGEVITY	12/2/16	122,656.02
PAYROLL - VOID AND REISSUE	12/15/16	1,404.00
PAYROLL	12/16/16	841,914.68
PAYROLL - SPECIAL PAY	12/21/16	16,317.75
PAYROLL	12/30/16	893,582.82
BENEFITS	12/31/16	395,675.08
TOTAL PAYROLL		3,490,810.79
TOTAL CLAIMS		6,653,083.74

REQUEST APPROVAL

RESOLUTION

XX-2017

Claims Approvals – December 2016

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 18, 2017, and reviewed claims and payroll disbursements for the month of December 2016 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached claims and payroll disbursements for the month of December, 2016 are hereby approved. (See file for attachments)

APPROVED: January 18, 2017



Action Request

Meeting Date:	1/18/2017		
Department:	Board of Comissioners	Submitted By:	
Contact E-Mail:			
Agenda Item Title:	2017 Board Rules		
Estimated Time:		Laptop Presentation:	
	(in minutes)		

Summary of Request:

- At the Organizational Meeting held on January 4, 2017 the Board discussed changes to the Board Rules.
- The Board Rules were updated consistent with those discussions and an in-line tracked-changes document is provided for the Board's review.
- Staff also have requested administrative changes to clarify and standardize the current process.
- A summary memo of all changes is attached.

Suggested Motion:

Approve the updated Board Rules effective January 18, 2017.

Financial Information:

Total Cost:	None	General Fund Cost:	\$0.00	Included in budget:	None
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If not included in budget, recommended funding source:

Administration:

Miscellaneous:

Attachments:

Attachment Titles: *Memo: Board Rules, January 13, 2017*



Memorandum

Grand Traverse County
Administration
400 Boardman Avenue
Traverse City, Michigan 49684
(231) 922-4780 Fax (231) 922-4636

TO: Board of Commissioners

FROM: Tom Menzel, County Administrator
Jennifer DeHaan, Deputy Administrator

DATE: January 13, 2017

SUBJECT: Board Rules

At the Organizational Board meeting on January 4, 2017, the Board discussed the Board's Standing Rules and several changes were requested. These changes include the following:

- Page 3, section 2.7: Changed reference to the latest time that a new agenda could be considered from 10:30pm to 10:00pm; reflecting the earlier start time to the meetings (page
- Page 5, section 5: Changed the requirement from a 2/3rds vote to a majority vote to place an item on the agenda which was not on the agenda.
- Page 6, section 5.4: Included the rotating 5-minute department director or appropriate staff update.
- Page 14, section 11.6: Added the following language: Members of the Board of Commissioners must be physically present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the board of county commissioners. Members are not permitted to vote by telephone or by means of video conferencing.
- Page 16, section 13.1: Delete Audit Committee.
- Page 18, section 16.1: Added the following language: A member of the Board of Commissioners must be physically present at a meeting in order to attend a Closed Session. A member may not attend a closed session by telephone or by means of video conferencing.

In addition, staff reviewed the Board Rules and is requesting the following changes:

- Page 1, section 2.12: Given the change in process to the Commissioners taking the oath of office prior to beginning their term, we changed language to reflect that the Clerk "may" swear in officials, rather than the Clerk "shall" swear in elected officials.
- Page 2, section 2.4: Added the word "report" to clarify what is required.
- Page 5, section 5.2: staff requests the deletion of the noon deadline as it is not regularly achieved.

- Page 9, section 7.2: Removing restrictive language which only authorized the Vice-Chair to be authorized to sign under specific circumstance.
- Page 17, section 16: Non-substantial changes to maintain consistency in the language of the section.
- Page 17, section 16.2: Added language regarding the Health and Human Services Board consistent with prior Board action.
- Various pages: Made administrative updates for grammar or reference to positions such as “Chairperson” or “County Clerk.” There is no change to the meaning, only cleaning-up the document.

The above changes have been reviewed and approved by the County’s Civil Counsel, Chris Forsyth.

As it relates to the review of claims, all County staff continue to follow the County’s purchasing policy which requires Board approval of purchases over \$30,000. We are currently reviewing the technical capabilities of the County’s financial system to bring forth a policy for approval of the claims. We expect this will come before the Board at the first Board meeting in February.

COUNTY BOARD RULES OF ORDER

Effective **January 18, 2017**

(All previous versions of these rules are rescinded in their entirety)

1. AUTHORITY

These rules are adopted by the Grand Traverse County Board of Commissioners pursuant to MCL 46.11, as amended.

2. MEETINGS

2.1 Organizational Meeting.

2.1.1 The first meeting in each calendar year shall be the organizational meeting.

2.1.2 Procedure in Odd Numbered Years.

In each odd numbered year, the County Clerk shall preside. As the first item of business the County Clerk ~~may shall~~ administer the oath of office to the Commissioners, if they have not taken the oath of office.

The second item of business shall be the election of the Chairperson of the Board and Vice-Chairperson. The County Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the County Clerk shall order the roll of Commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared the Chairperson.

The newly elected Chairperson shall assume the Chair and proceed with the election of the Vice-Chairperson, appointment of committee members, and the adoption of the Board Rules.

If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of Commissioners elects one of its members to be Chairperson. The Board of Commissioners may proceed onto other agenda matters as they shall decide.

2.1.3 Procedure In Even Numbered Years.

In even numbered years, the first order of business shall be the election to the office of Vice-Chairperson and appointment of Commissioners to standing committees and liaison positions. The Chairperson shall make all such appointments and shall appoint a Chairperson and Vice-Chair for each standing committee. All appointments shall be subject to approval of the full Board.

[MCL 46.1; 46.3]

2.2 Regular Monthly Meetings.

Regular meetings of the **B**oard of **C**ommissioners shall be held on the 1st and 3rd Wednesday of each month, unless otherwise changed by the **B**oard.

[MCL 209.5]

2.21 Study Sessions.

Study Sessions are meetings designed to provide an opportunity for in-depth discussion of a matter and the agenda for any study session shall be requested by the County Administrator, Board Chairperson, three commissioners or an Elected County Official. Study Sessions of the **B**oard of **C**ommissioners shall be scheduled on the 2nd and 4th Wednesday of each month. Study sessions may be cancelled at the discretion of the **C**hairperson in conjunction with the County Administrator.

2.3 Annual Meeting.

The annual meeting shall be the last September regular **B**oard meeting. The annual meeting may be held concurrently with the **b****B**oard's regular meeting.

[MCL 46.1; MCL 46.63]

2.4 Equalization Meeting

The equalization meeting shall be held on the Tuesday following the second Monday in April. The equalization **report** shall be completed before the first Monday in May.

[MCL 211.34; 209.5]

2.5 Emergency Meetings

Emergency meetings of the **B**oard of **C**ommissioners may be held only with the approval of two-thirds (2/3 (5)) of the members of the **B**oard and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before the public notice as provided in rule 4 can be given.

2.6 Place of Meetings

Meetings of the **B**oard of **C**ommissioners or any of its committees shall be held in the Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless public notice of the meeting states a different location. Whenever the regular meeting place shall appear inadequate for members of the public to attend, the **C**hairperson may change the meeting location to a larger facility in the **C**ounty. A notice of such change shall be prominently posted on the door of the regular meeting place. The **C**ounty **C**lerk shall also give notice of the change in the meeting place in a newspaper if time permits.

2.7 Time of Regular Meetings and Study Sessions

Regular meetings of the **B**oard of **C**ommissioners shall begin at a fixed time as established annually by the **B**oard at the organizational meeting. The **B**oard shall not

begin considering any matter on the agenda not yet under consideration by the time of ~~10:30~~ 10:00 pm except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or a special meeting if one is called.

2.8 Changes in Meeting Schedule; Recessed Meetings; Special Meetings

By a majority vote of the Board members elected and serving, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. A special meeting of the County Board of Commissioners shall be held only when requested by at least 1/3 (3) of the members of the Board. The request shall be in writing, shall be addressed to the County Clerk, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Clerk shall give notice to each of the commissioners at least 18 hours prior to the meeting, except in the case of an emergency meeting called in accordance with MCL § 15.265 (see Rule 2.5), in one of the following manners: by causing notice to be delivered to the Commissioners personally; or by leaving the notice at the residence of the Commissioner; or, by telephone, including leaving a message on a telephone answering machine, to a telephone number previously supplied for such purposes by the Commissioner; or, by email to an address previously supplied for such purpose by the Commissioner; or, by confirmed facsimile transmission to a fax number previously supplied by the Commissioner. Notice may also be delivered to a Commissioner by mailing a copy of the notice to his or her post office address by certified mail with return receipt requested, at least 10 days before the time of the meeting. Public notice of the time, date, and place of the meeting shall be given in the manner required by the Open Meetings Act and Rule 4, below.

[MCL 46.10; 15.265]

3. QUORUM

A majority of the elected and serving members of the County Board of Commissioners constitutes a quorum for the transaction of the ordinary business of the County.

[MCL 46.3]

4. PUBLIC NOTICE OF MEETINGS

The County Clerk shall provide the proper notice for all meetings of the Board of Commissioners. A meeting of the board shall not be held unless public notice is given as provided in this section by the County Clerk. Such notice shall include, but not necessarily be limited to the following.

4.1 Regular, Annual, Organizational, Study Sessions and Equalization Meetings

For regular meetings, as well as the annual meeting, organizational meeting, study sessions and equalization meeting, the County Clerk shall post a notice within 10 days after the organizational meeting of the Board in each calendar year a public notice stating

the dates, times, and places of its regular, annual, organizational and equalization meetings.

4.2 Schedule Change

If there is a change in the schedule of regular meetings of the **Board**, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the **Board**, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18-hour notice shall not apply to special meetings of subcommittees of the **Board**.

4.3 Recessed Meetings

A meeting of the **Board** which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required under subsection 4.2, has been posted.

4.4 Emergency Meetings

Nothing in this section shall bar the **Board** from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 (5) of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

4.5 Special Notice Requirements for Meetings at Residential Dwellings

A meeting of the **Board** may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the **Board**. For a meeting of a public body which is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than two days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice, which shall be at the bottom of the display advertisement and which shall be set off in a conspicuous manner, shall include the following language: "This meeting is open to all members of the public under Michigan's open meetings act".

4.6 Notification to Media and Others

The **County Clerk** shall notify, without charge, any newspaper or radio or television station of the **Board's** meeting schedule, schedule changes, or special or emergency meetings whenever such media establishment has filed with the **County Clerk** a written request for such notice. The **County Clerk** shall also notify other individuals or organizations of regular meetings schedules, or special or emergency meetings, but only upon their written requests and agreement to pay the county for printing and postage expenses. The **County Clerk** shall mail all such notices required by the rule by first class mail or email.

[MCL 15.265 and 15.266; MCL 46.10]

5. AGENDA FOR REGULAR MEETINGS

The County Addministrator, after first reviewing pending matters and requests, shall prepare the agenda of business for all regularly scheduled Commission meetings. Any Commissioner, department head, elected official, or chair of any board, authority or commission, desiring to place a matter on the agenda shall notify the County Addministrator of such item by 5:00 pm on the Tuesday preceding the meeting. Items received after the agenda has been posted shall not be considered by the Board unless approved by a majority vote of ~~2/3~~ ~~(5)~~ ~~a majority of~~ the Board members elected and serving.

5.1 Agenda for Special Meetings

Whenever the Board is called into session pursuant to Rule 2.8, changed, recessed and special meetings, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all Board members are present and a majority concurs.

5.2 Distribution of Agenda and Materials

Upon the completion of the agenda, the County addministrator shall immediately distribute copies of the agenda together with copies of reports, supporting information and documentation that relates to the matters of business on the agenda. Commissioners shall be entitled to receive such materials ~~not later than noon~~ on the Friday preceding the next regular meeting.

5.3 Consent Calendar

5.3.1 Consent Calendar – Defined

The Consent Calendar shall consist of those matters that the Commission has determined to be “routine” and usually matters about which the Board commonly concurs. Among such matters are the approval of minutes, reports of departments, committees and other boards, commissions and authorities, and other matters that the Board of Commissioners is required by statute or Board Rule to approve.

5.3.2 Consent Calendar – Procedure

The County Addministrator, in preparing the meeting agenda, shall list those matters under the heading of “consent calendar” and include the associated materials with those distributed to the members in accordance with rule 5.2. At a meeting of the Commissioners where a consent calendar has been prepared, the Board, upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent calendar. Before putting the question to the Commissioners, any member of the Board, the public, or staff may request that an item or items be removed from the consent calendar and such request shall be granted. The Chairperson shall then direct the County Clerk to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent calendar. The Chairperson shall then call a roll call vote to approve or disapprove the consent calendar.

5.4 Order of Business

After the Chairperson calls the meeting to order, the following shall be the order of the business for all regular meetings of the Board:

- a. Opening Ceremonies or Exercises*
- b. Roll Call
- c. Approval of Minutes of Last Regular (and/or special) Meeting(s) of the body (reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
- d. First public comment†
- e. Approval of the agenda
- f. Action on consent calendar
- g. Special orders of business
- h. Items removed from consent calendar
- i. Department Action Items (includes Administration)
- j. Unfinished business
- k. New business
- l. Second public comment†
- m. Commissioner committee reports++
- n. Notices
- o. Closed session, if needed
- p. Adjournment

*If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance.

†Public comment may be allowed during the meeting in accordance with rule 6.3.2.6.

++ At the 2nd Board meeting of the month, each department director or appropriate staff member, on a rotating basis, will provide a 5 minutes report to the board.

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected Chairperson in each odd numbered year shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected to the position of vice-chair in the first meeting each year shall preside. If neither the Chairperson nor Vice-Chair is present, the County Clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chairperson and Vice-Chair. The Chairperson shall have all the same rights as other members with respect to procedural matters, debate and voting.

6.2 Rights and Duties of Board Members

- All **Board** members who wish to speak on a motion subject to debate shall be permitted to speak once before any **Board** members shall be allowed to speak a second time.
- When a **Board** member is speaking on any question before the **Board**, the **Board** member shall not be interrupted except to be called to order.
- When a **Board** member is called to order, the **Board** member shall immediately cease speaking. The **Board**, if appealed to, shall decide the case. If there is no appeal, the ruling of the **Chairperson** shall be final.
- When a **Board** member is commenting on a question before the **Board**, the **Board** member cannot conclude their comments by moving the previous question.
- Board members shall not engage in dialogue with members of the public who address the **Board**, however, questions are permitted.
- The **Chairperson** shall vote on all questions except on an appeal from his or her own decision.

6.3 Rights of the Public

6.3.1 Right of the Public to be Present

All persons shall be permitted to attend any meeting unless a closed meeting may be held in accordance with the provisions of sections 7 and 8 of the Open Meetings Act. No conditions on attendance may be placed on the public such as requiring that an attending person provide his name or other information. A person shall not be excluded from a public meeting except for a breach of the peace actually committed at the meeting. -

6.3.2 Right of the Public to Address the Meeting. Any person shall be permitted to address a meeting of the **Board** which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended, MCLA 15.261, et. seq. Public comment shall be carried out in accordance with the following procedure:

6.3.2.1 Name and Address

Any person wishing to address the **Board** may state his or her name and address.

6.3.2.2 Permitted Topics

Persons may address the **Board** on matters or issues which are relevant and germane to County government.

6.3.2.3 Individuals

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer **Commissioners'** questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

6.3.2.4 Groups

Whenever a group wishes to address the **B**oard, the group shall identify itself and make it known ahead of time that it wishes to address the **B**oard in order to facilitate the planning of time allotments to various portions of the agenda. The **C**hairperson may require that the group designate a spokesperson; the **C**hairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed ten (10) minutes. The **C**hairperson may, at his or her discretion, extend the amount of time the spokesperson is allowed to speak.

6.3.2.5 Special Presentations

It is expected that most special presentations will take place at study sessions. Should a special presentation be scheduled at a regular meeting of the **B**oard, the person(s) invited by the **b****B**oard or County Administrator will provide information on a specific item limited to 10 minutes, exclusive of questions. The **B**oard shall limit its questions to 5 minutes. The **C**hairperson may, at his or her discretion, extend the amount of time for the presentation, the questions, or both.

6.3.2.6 Time of Public Comment

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the **B**oard. Members of the public wishing to comment should raise their hand or pass a note to the **C**ounty **C**lerk in order to be recognized, and shall not address the **B**oard until called upon by the **C**hairperson. Neither the **C**hairperson nor the **B**oard shall end or conclude any public comment period until each and every member of the public desiring and/or requesting to make a public comment during a public comment period has a full and fair opportunity to do so. (See *Laurence v Grand Traverse County Board of Commissioners*, Grand Traverse County Circuit Court Case No. 13-30092 CZ)

6.4 Form of Address

Each person who speaks shall direct his/her comments to the **C**hairperson. In order to avoid unscheduled debates, the **B**oard generally will not comment or respond to a person who is addressing the **B**oard. Silence or non-response from the **B**oard should not be interpreted as disinterest or disagreement by the **B**oard. Board members wishing to address a member of the public during public comment shall first obtain the approval of the **C**hairperson.

6.5 Disorderly Conduct

The **C**hairperson shall call to order any person who is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the **C**hairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave of the **B**oard of **C**ommissioners. If the person shall continue to be disorderly and to disrupt the meeting,

the Chairperson may order the sergeant-at-arms, who shall be the County Sheriff or any of his/her deputies, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

[MCL 15.263]

7. CHAIRPERSON; VICE-CHAIRPERSON

7.1 Election

At the organizational meeting held in January of each year, the Board shall elect, from among its members a Chairperson (in odd numbered years only) and a Vice-Chairperson. The concurrence of a majority of all members of the Board shall be necessary for election. The Chairperson and Vice-Chairperson shall begin their duties immediately upon their election. The Chairperson shall serve a two year term; the Vice-Chairperson shall serve a one year term.

7.2 Duties

The Chairperson shall preside at a meeting of the Board, but if the Chairperson is absent from a meeting, the Vice-Chairperson shall preside. A Chairperson may administer an oath to a person concerning a matter submitted to the County Board of Commissioners or connected with the discharge of its duties, may issue subpoenas for witnesses, and may compel the attendance of a witness in the same manner as a court of law. The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, Board minutes and certifications. Unless otherwise agreed by the Board, the Vice-Chairperson is designated to affix his or her signature to contracts, bonds, and other documents requiring the signature of the Chairperson, if the Chairperson is unable to ~~so do because of illness or other exigency which, in the opinion of the board, prevents the chairperson from performing the functions of the office.~~ do so.

[MCL 46.3(4)]

8. RECORD OF MEETINGS

8.1 Minutes and Official Records

The County Clerk, or in his or her absence the County Clerk's deputy, shall be the Clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the action, and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call, and shall show how each Board member voted.

The County Clerk shall maintain in the Office of the County Clerk copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

8.2 Record of Discussion

The County Clerk shall not be responsible for maintaining a written record or summary record of the discussions or comments of the Board members, nor of the comments made by members of the public. The County Clerk, though, shall be responsible for keeping an electronic record of each meeting of the Board of Commissioners. Each such recording shall be maintained in the Office of the County Clerk for a period of six months following the date of the meeting. Thereafter, the recording may be discarded unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated.

8.3 Public Access to Meeting Records

The County Clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days after the date of the meeting in which the minutes were approved. The County Clerk shall promptly mail copies of the minutes to persons who have subscribed.

8.4 Publication of Minutes (MCL 46.9)

Immediately following each session of the Board of Commissioners, the County Clerk shall prepare a report of the proceedings of the Board at that meeting and make the report available as soon as possible in the Office of the County Clerk for public inspection and copying without charge, and mail copies of the report upon request without charge, and advertise that the report is available from the Office of the County Clerk in the Traverse City Record Eagle or other well-established newspaper in the County.

[MCL 46.4; MCL 15.269; MCL 15.231-15.244 and MCL 15.261-15.275]

9. OFFICIALS NOT TO BENEFIT

9.1 Conflicts of Interest, County Commissioners

County Commissioners shall comply with all requirements of MCL 15.322, Public Servants Contracting with the Public Entity they Serve.

9.2 Conflict of Interest, Other Board, Commission, Authority or Committee Members

Any person who serves on any County board, commission, authority, special or advisory committee and who qualifies as a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee and shall comply in all respects with MCL 15.322, Public Servants Contracting with the Public Entity they Serve.

[MCL 46.30; MCL 46.30a; MCL 15.322 and 15.323]

10. MOTIONS, RESOLUTIONS AND ORDINANCES

10.1 Method of Making Motions.

No motion shall be put before the Board for discussion or decision unless seconded and shall be restated by the chairperson prior to debate. Any motion shall be put in writing at the request of any Board member. Any motion may, with the permission of the Board member who made the motion and the Board member who seconded the motion, be withdrawn at any time before the motion has been adopted. All motions and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.

10.2 Resolutions and Ordinances to be in Writing

All resolutions and ordinances shall be presented in writing and must be seconded before debate. Any resolution or ordinance may, with the permission of the member who made the motion and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.

10.3 Procedural Motions

10.3.1 Motion to Adjourn.

A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a Board member has the floor; provided that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.

10.3.2 Motion to Clear the Floor

This motion may be made by the Chairperson or a Board member at any time procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.3.3 Motion to Reconsider.

A motion to reconsider shall be in order on any question the Board has decided except for a motion to clear the floor. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken and the next regular meeting following. The motion to reconsider shall be made only by a member who voted with the prevailing side. A main motion on a question the Board has decided shall be in order at the next regular board meeting at which a motion to reconsider the questions is no longer in order.

10.3.4 Appeal Ruling of the Chairperson

Any Commissioner may appeal the ruling to the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the Chairperson stand as the decision of the County Board?"

10.3.5 Division of Question

If a pending main motion (or an amendment to it) contains two or more parts capable of standing as separate questions, the **B**oard can vote to treat each part individually in succession. Such a course is proposed by the motion for division of a question.

10.3.6 Withdrawal or Modification of Motion by the Maker

Once a motion has been made, the member who made it may withdraw or modify the motion at any time prior to when the **C**hairperson states the motion. After the motion has been stated by the **C**hairperson, the mover must ask permission to withdraw the motion. Upon the making of such a request, the **C**hairperson shall announce: “Unless there is objection [pause] the motion is withdrawn.” If there is an objection, any other **C**ommissioner can move that permission to withdraw be granted, and no second is required. A request for permission to withdraw a motion, or motion to grant such permission, can be made at any time before voting on the question has begun, even though the motion has been since modified. Any **B**oard member can suggest that the maker of a motion ask permission to withdraw it, which the maker can do or decline to do, as he chooses. After a motion has been withdrawn, the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting.

To modify a motion after it has been stated by the **C**hairperson, the maker asks permission to do so, as in the case of withdrawal of a motion. If there is no objection, the **C**hairperson states the question on the modified motion. If anyone objects, and amendment is otherwise proper, the modification must be approved by a majority vote of those members present. The amendment requires a second if moved by the member who originally made the request.

10.3.7 Motion to Lay on the Table

A motion to lay on the table may be made by the **C**hairperson or any other **C**ommissioner at any time prior to a vote on the main motion. A second is required and the motion requires a majority present to approve. If the motion to lay on the table is approved, consideration of the main motion is suspended temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides.

10.3.8 Motion to Take from the Table

A motion to take from the table may be made by the **C**hairperson or any other **C**ommissioner to reconsider a main motion that has been laid on the table. A second is required and a motion to take from the table must be approved by a majority present. A question that has been laid on the table remains there and can be taken from the table during the same session, or at the next session after it was laid on the table. If not taken from the table within these time limits, the question dies, although it can be renewed at a later date.

10.3.9 Motion to Amend; Secondary Amendments; No Tertiary Amendments

A motion to amend a main motion, called a “primary amendment,” takes precedence over the main motion. Any **C**ommissioner may move to amend a main motion so long as they have the floor. A second is required. Amendments must be germane to the main motion,

that is, it must in some way involve the same question that is raised by the motion to which it is applied. The **C**hairperson shall rule out of order any proposed motion to amend that is not germane.

A motion to amend an amendment to a main motion is called a “secondary amendment” and shall take precedence over a main motion or primary amendment. A secondary amendment also requires a second. A secondary amendment cannot be amended. Only one primary and one secondary amendment are permitted at a time, but any number of each can be offered in succession—so long as they do not again raise questions already decided.

10.3.10 Motion to Postpone Indefinitely

A motion to postpone indefinitely is a motion that the assembly decline to take a position on the main motion, and is in order only when the main motion is pending. Its adoption kills the main motion (for the duration of the session) and avoids a direct vote on the question. A motion to postpone indefinitely requires a second and a majority present to approve. An affirmative vote on the motion to postpone indefinitely can be reconsidered. A negative vote on it cannot be reconsidered.

10.3.11 Order of Precedence of Motions

Only one motion may be pending at one time. Generally, a main motion yields to all secondary motions. Secondary motions shall take precedence in the following order:

1. Fix the Time to Which to Adjourn
2. Adjourn
3. Recess
4. Raise a Question of Privilege
5. Call for the Orders of the Day
6. Lay on the Table (To interrupt the pending business so as to permit doing something else immediately)
7. Previous Question (Immediately to close debate and the making of certain motions)
8. Limit or Extend Limits of Debate
9. Postpone to a Certain Time
10. Commit
11. Amend
12. Postpone Indefinitely
13. Main Motion

11. VOTING

11.1 Roll call Votes

The names and votes of **C**ommissioners shall be recorded on **B**oard actions to adopt final measures as ordinances or appointment or election of officers. The **C**hairperson or any **C**ommissioner may request a roll call vote be taken on a particular item.

11.2 Votes Required

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or Board Rule to have a higher authority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

11.3 Measures Requiring Two-Thirds (2/3 (5)) Vote of Members Elect

The following actions of the Board shall require a two-thirds (2/3 (5)) vote of the members elected and serving.

- Final passage or adoption of a non-agenda item. [MCL 46.3].
- Removal of the County seat. [MCL 46.17].
- Removal from office of a County officer who refuses or neglects to make a report under oath to the board or to give a bond reasonable or necessary for the performance of the duties of the office. [MCL 46.11(k)].
- To meet in closed session for any of the reasons noted in Rule 15.
- Any other matter requiring a 2/3 (5) vote by law.

11.4 Measures Requiring Majority Vote of Members Elected and Serving

The following actions of the Board shall require a majority vote of the members elected and serving:

- Final passage or adoption of any measure or resolution. [MCL 46.3(2)]
- Final passage of an ordinance. [MCL 46.11(j)]
- Allowance of any claim against the County. [MCL 46.3(2)]
- Adoption of an annual budget. [MCL 46.3(2)]
- Adoption or amendment of these Rules. [RONR 10th ed., p 573]
- Appointment of Road commissioners. [MCL 224.6]
- Appointment of Civil Counsel. [MCL 49.71]
- Election of the Chairperson and Vice-chairperson of the board.
- Any other matter which by law requires a majority vote of members elected and serving.

11.5 Measures Requiring Three-Fourths (3/4 (6)) Vote of Members Seated and Serving

- Contract between the County and County Employees or Officials.

11.6 Method of Voting [MCL 46.3a] *(Define “Present” and changes as necessary)*
Members of the Board of Commissioners must be physically present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the board of county commissioners. Members are not permitted to vote by telephone or by means of video conferencing. The names and votes of members shall be recorded on an action taken by the Board of county-Commissioners or by a committee of the board of County

Commissioners if the action is on an ordinance or the appointment or election of an officer. The vote and the name of the member voting on other questions or motions shall be recorded at the request of 1/5 of the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a committee of the Board. A record that is made pursuant to this section shall be available for public inspection. All other measures shall be voted by voice vote. If a commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

11.7 Procedure for Conducting Roll Call Vote

All roll call votes shall be conducted in accordance with the following procedures:

- Prior to the first meeting of the Board in each odd numbered year, the County Clerk shall prepare four lists of the members of the Board in the following sequences, provided however, that the name of the Chairperson shall appear as the final name on each of the four lists: (1) alphabetical order; (2) reverse alphabetical order; (3) by district number; and (4) by reverse district number.
- The County Clerk shall randomly mix the four (4) different lists prior to each meeting of the board.
- For each roll call vote at each meeting of the Board, the County Clerk shall proceed to select one list and call the roll in descending order in which the members appear on that list for all roll calls at that meeting.

[MCL 46.3 and 46.3a]

12. RULES OF PROCEDURE; APPEAL

12.1 Questions of Procedure Not Covered by Standing Rules

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the board may adopt.

12.2 Appeal

The Board as a whole, not the Chairperson, is the final authority in judging whether these rules have been violated. A Board member who disagrees with a ruling by the Chairperson may appeal the ruling to the Board as a whole. Without waiting to be recognized, a member wishing to appeal the ruling shall say, "I appeal from the decision of the Chairperson." An appeal requires a second. The appeal may be debated, however, unlike other motions, each member may speak only once. The Chairperson may speak in debate twice, the first time in preference over other members and the second time to close debate. An appeal is stated and put to a vote as "Shall the decision of the Chairperson be sustained?" It requires a majority vote in the negative to overturn the chair's ruling. A tie sustains the decision of the Chairperson, and loses the appeal.

[RONR (10th ed), pp 247-252]

13. COMMITTEES

Each committee shall thoroughly investigate any matter referred to it by the Board or Board Chairperson and shall report in writing the findings to the Board without undue delay. Upon the motion of any Board member, and approval by a majority of the Board, the Board may discharge a committee from further consideration of any matter.

~~13.1 Non-Statutory Audit Committee—~~

~~The Audit Committee shall consist of three members. The sole purpose of the Audit Committee shall be to review and approve all claims and accounts for Grand Traverse County. The committee shall meet on the second and fourth Tuesday of each month. Members of the Audit Committee, including a hairperson and ice hairperson, shall be appointed by the hairperson at the organizational meeting and shall serve until December 31st of the year in which they are appointed. Appointees to the Audit Committee shall be ratified by a majority vote of all oard members elected and serving (at least 4 members).~~

13.2-1 Special Committees

The Board may create such special or advisory committees as it deems necessary or appropriate. Special or advisory committees shall automatically expire on December 31st of the year in which they are created unless a different term is specified in the resolution establishing the special or advisory committee, such as until a date certain, or until completion of the appointed task. The term of a special or advisory committee may be extended by the Board. The terms of all members of a special or advisory board shall automatically expire upon the termination of the special or advisory committee. Special or advisory committees may consist, in whole or in part, of persons who are not Board members. Members of special committees shall be made by the Board Chairperson subject to board approval.

13.23 Open Meetings Act

Meetings of all committees of the bBoard of Commissioners shall conform to the requirements of the Open Meetings Act.

13.34 Rules of Order

The rules of order adopted by the Board of Commissioners, to the extent that they are applicable, shall govern all matters of procedure related to committees.

14. STUDY SESSIONS.

14.1 Calling and Scheduling Study Sessions

Study Sessions may be called by the County Clerk on the request of the County Administrator, the Board Chairperson, or any three Commissioners. Regardless of whether a study session is actually called, study sessions will be scheduled for the second

and/or fourth Wednesday in each month at the same location where regular meetings are held. Study Sessions shall normally being at ~~6:00~~5:30pm. Different starting times may be established in the notice of the meeting.

14.2 Cancelling a Study Session

The Board Chairperson may cancel a study session if there is nothing to consider on the agenda. Cancellation shall occur no later than the Friday preceding the session at 5:00 p.m.

14.3 Open Meeting Act

Meetings of all study sessions of the board of commissioners shall conform to the requirements of the Open Meetings Act.

14.4 Rules of Order

The rules of order adopted by the board of commissioners, to the extent that they are applicable, shall govern all matters of procedure related to Study Sessions.

15. APPOINTMENTS TO OTHER BOARDS, COMMISSIONS AND AUTHORITIES.

15.1 Appointments of Commissioners to Other Boards, Commissions and Authorities

Appointment of Commissioners to other boards, commissions and authorities shall be made by the Chairperson at the organizational meeting and ratified by a majority of the board elected and serving.

15.2 Vacancies on Other Boards, Commissions and Authorities.

Whenever there shall arise the need to make an appointment to other boards, authorities or commissions, the Chairperson shall appoint an ad hoc committee to review applications for the position and make recommendations for the appointment to the full Board. All appointees to other boards, authorities and commissions shall be ratified by the board. However, appointment to the Road Commission and Health and Human Services Board shall be made by the full board.

16. ~~EXECUTIVE-CLOSED~~ SESSIONS

16.1 Motion for ~~Executive-Closed~~ Session

The vote to hold an ~~closed session executive~~ meeting shall be recorded in the minutes of the meeting at which the motion was made.

16.2 Two-thirds Vote (5 members)

The Board of Commissioners may meet in ~~executive-closed~~ session, closed to the members of the public, upon the motion of any Board member and a roll call vote approval by two-thirds (5) of the Board members for the following purposes:

- To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
- To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county board.
- To meet with an attorney to consider the attorney's written opinion.
- To review the specific contents of an application for employment to a County position and the applicant requests that the application remain confidential. Whenever the board meets to interview an applicant, it shall be in open session.

16.3 Other Reasons

The board may also meet ~~in executive closed~~ session for the following reasons without the requirement of the two-thirds (5) vote.

- To reconsider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the ~~a~~matter at issue shall thereafter be considered only in open public meeting.
- To consider strategy connected with the negotiation of a collective bargaining agreement.

16.4 Attendance, Closed Session

A member of the Bboard of eCommissioners must be physically present at a meeting in order to attend a Celosed Session. A member may not attend a closed session by telephone or by means of video conferencing.

16.45 Minutes, Closed Session Meetings

For each closed ~~session meeting~~, the County Clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The County Clerk may destroy the minutes after one year and one day have passed after the meeting at which the approved minutes of the meeting at which the board voted to hold the executive meeting.

[MCL 15.267; *Booth Newspapers v City of Wyoming* (425 NW2d 695)].

17. COMPENSATION

The Board shall by budget resolution fix the compensation, per diem, mileage reimbursement, retirement, health benefits and allowed expenses of members of the Board of Commissioners and its committees. The Board shall also establish a per diem policy setting forth the appropriate guidelines for per diem payments. Changes in compensation shall become effective only after the time members of the Board

commence their terms of office after a general election, provided that it is voted upon before the commencement of the new terms of office. This rule shall not be construed to prohibit a structured change in compensation implemented in phases over the term of office.

[MCL 46.415; 1977-1978 OAG 81].

18. AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

These Rules may be amended, suspended, or rescinded only if approved by at least a majority of the **C**ommissioners elected and serving. These Rules shall remain in effect until rescinded or amended. Any amendment to these Rules shall take immediate effect unless otherwise stated by the **B**oard at the time of adoption.

RESOLUTION

XX-2017

Authorize Changes to the Board Rules

WHEREAS, At the Organizational Meeting held on January 4, 2017 the Board discussed changes to the Board Rules; and

WHEREAS, Staff also have requested administrative changes to clarify and standardize the current process; and

WHEREAS, the updated Board Rules have been reviewed by the Board of Commissioners at the January 18, 2017 meeting.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners Approve the updated Board Rules, as amended in the attached and any additional agreed upon changes documented during the meeting, effective January 18, 2017.

APPROVED: January 18, 2017

Action Request



Meeting Date:	1/18/2017		
Department:	Administrator's Office	Submitted By:	JDeHaan
Contact E-Mail:	Jdehaan@grandtraverse.org	Contact Telephone:	922.4756
Agenda Item Title:	Approve Management Services Agreement for COA and the AAANM Agreement		
Estimated Time:		Laptop Presentation:	

(in minutes)

Summary of Request:

- In 2016, a Quality Assessment Panel (QAP) was established to review the operations of the Commission on Aging (COA) and to identify opportunities for efficiencies and operational improvements.
- One of the findings related to the work of the QAP, involved a requirement that the COA be HIPAA compliant in order to be in compliance with a contract with the AAANM.
- The AAANM contract expired on 9/30/2016 and the agreement was not recommended to the Board for approval, until such time as the COA is HIPAA compliant. After numerous months studying the complex HIPAA requirements, the County was notified in December that AAANM would no longer allow the COA to provide services without an approved contract if the contract was not approved in January.
- Recognizing that HIPAA is complex and COA does not have the knowledge to achieve compliance, a memo was issued on 12/21/2016 to update the Board about the exploration of a management services agreement.
- Since that time, the County has been working with the current contracted vendor, Comfort Keepers to establish a Management Services Agreement (MSA), such that the COA meet the HIPAA requirements.
- As a result of the MSA there are significant benefits to the COA direct care staff and Clients, which include:
- The proposed agreement is a 2-year agreement which includes one-year for transition, one year for evaluation, and a one year option to extend.

Suggested Motion:

Authorize the County Administrator to develop a 2-year Management Services Agreement with Comfort Keepers to oversee in-home care services and authorize the Board Chair to sign the AAANM Agreement.

Financial Information:

Total Cost:		General Fund Cost:	
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If not included in budget, recommended funding source:

Administration:

Miscellaneous:

Attachments:



Attachment Titles: *Commission on Aging – Proposal to Establish a Management Services Agreement & Authorize Approval of the AAANM Agreement, Frequently Asked Questions, December 21, 2016 Memo, Comfort Keepers Proposal for Services.*



Memorandum

Grand Traverse County
County Administration
400 Boardman Avenue
Traverse City, Michigan 49684
(231) 922-4780 Fax (231) 922-4636

TO: Board of Commissioners

FROM: Tom Menzel, Administrator 
Jennifer DeHaan, Deputy Administrator 

DATE: January 12, 2017

SUBJECT: Commission on Aging – Proposal to Establish a Management Services Agreement & Authorize Approval of the AAANM Agreement

In a December 21, 2016 memo, we provided an update regarding the efforts to resolve issues identified at the Commission on Aging through the review completed by the Quality Assessment Panel. In that memo, we also recommended the exploration of a Management Services Agreement (MSA) to meet HIPAA compliance and to subsequently provide supervision and management of home healthcare, respite, homemaker, and foot-care services.

Since that time, we have been in discussions with Comfort Keepers the current provider of stand-by and back-up services for the Commission on Aging. It is important to note, that in 2016, the County issued a request for proposals to provide these services and Comfort Keepers was the only responding agency and was subsequently awarded a contract to provide services in 2017.

Given the historical and ongoing relationship between Comfort Keepers and the COA our mutual knowledge of one another's services and abilities, it is the most practical and logical method to address the issues at the COA and also enhance services.

Enhanced Staff Resources and Administrative Processes

The Management Services Agreement which is proposed will provide the following:

- Immediately address concerns related to the County's compliance with HIPAA;
- Enhance client services by providing top-of-the-line professional training to staff;
- Elevate COA services to meet best practices and higher standards;
- Provide for the use of technology that is desperately needed to maximize services and staffing resources;

- Provide for the use of technology that is desperately needed to maximize services and staffing resources;
- Provide clients with the ability to utilize third-party payers, where available, to offset their out-of-pocket expenses, this is currently not available through the COA;
- Provide access to national resources and expertise that have a proven ability to provide services in northern Michigan;
- Implement specialized technology that will provide family members and authorized individuals with secure access to information regarding care and services;
- Maintain all existing direct care staff as County employees with all the benefits and compensation afforded to them as County employees;
- Streamline the antiquated and outdated office functions to be more efficient, eliminating the need for staff to spend time printing, cutting paper, and taping documents to sheets of paper.
- In addition, staff currently relies upon volunteers for billing clients, which provides them access to client information and creates a significant concern regarding violations of HIPAA;
- For some staff, there is a desire to serve more clients and we are looking into added value between the two entities to do so.

Overall, an MSA, if approved would apply the best practices and industry standards for staff and clients of the COA and enable the COA to evolve and adapt to the complex needs of our growing senior population.

No Impact to Client Services

To the client, we foresee no impact to services as the following will be in place:

- Their existing worker that is assigned will continue to be the same worker as long as that worker remains employed with the County.
- The client needs and desires will be uploaded to a secure automated electronic work order system that will allow staff to view a history of service, see client needs, and make notes as appropriate to provide a record of work history.
- Staff will utilize a telephone to check-in and check-out of clients home, which will build accountability and provide an additional safety feature for clients and staff.
- Authorized members of family or guardians may access service records online and review and communicate directly with staff via the secure online web portal.
- Establish seamless back-up services by training and having a team of staff available to respond to client needs. The primary worker will remain primary, but when they go on vacation or unfortunately become ill and unable to work, a client will have a service provider that they are familiar with and the service worker will be familiar with their standards and expectations and have information at their finger-tips to meet the client expectations.
- Current services from the COA are only available Monday-Friday from 8am-5pm, if a COA Client would desire weekend, evening, or services on Holidays, those

can be provided through this expanded MSA partnership. County staff will not be required to work beyond their regular hours.

It is important to clients to be comfortable with the staff and to be familiar with whomever is providing services. This partnership will enhance that ability for clients and will allow staff to be assured that services will be maintained to the client standards. This will provide a significant benefit to staff and clients through affirming a continuity of services.

Due to the ability to utilize the technology that is available through Comfort Keepers, the COA is expected to experience a cost-reduction for the department as well as savings for supplies, technology, and indirect costs. These costs/savings can be reallocated to meet other client needs and provide direct services. The future structure of the department will be determined based upon the knowledge, skills, and abilities that are necessary to maintain the restructured services. As the office is restructured, current staff will be given preference to fill those positions which are necessary to support the reconfigured operations.

Conclusion

If approved by the Board of Commissioners, the Management Services Agreement will achieve the following:

- Ensure COA compliance with all HIPAA requirements such that the County can meet contractual obligations required by AAANM and maintain existing services.
- Implement specialized technology that will provide family members and authorized individuals with secure access to information regarding care and services;
- Immediately address concerns related to the County's compliance with HIPAA;
- Enhance client services by providing top-of-the-line professional training to staff;
- Elevate COA services to meet best practices and higher standards;
- Provide for the use of technology that is desperately needed to maximize services and staffing resources;
- Provide clients with the ability to utilize third-party payers, where available, to offset their out-of-pocket expenses, this is currently not available through the COA;
- Provide access to national resources and expertise that have a proven ability to provide services in northern Michigan;
- The increased technology can provide family members and authorized individuals with secure access to information regarding care and services;
- Maintain all existing field staff as County employees with all the benefits and compensation afforded to them as County employees;
- Streamline the antiquated and outdated office functions to be more efficient, eliminating the need for staff to spend time printing, cutting paper, and taping documents to sheets of paper.

- In addition, staff currently relies upon volunteers for billing clients, which provides them access to client information and creates a significant concern regarding violations of HIPAA;
- For some staff, there is a desire to serve more clients and we are looking into added value between the two entities to do so.

It is proposed that the MSA be a two-year agreement with an option for a one-year extension. The rationale for proposing a contract for this length of time is due to the necessary time to transfer the management functions in the first year and make any necessary adjustments. The second year will be utilized for further evaluation of the services provided. Upon successful determination/evaluation of the first two years of service, the County Board would be able to consider extending the agreement for an additional one-year.

If the MSA is not approved, County Administration would recommend that we immediately provide notice to AAANM that we are unable to meet the requirements of the AAANM Agreement and will cease the provision of services to these clients. This will potentially result in a negative impact to clients as COA staff will no longer be able to serve them. And, the County would be accepting a lower-standard of service for the COA clients than is a standard expected from other providers.

To further address any questions that the Board may have, attached is a list of Frequently Asked Questions.

Attachments:

Frequently Asked Questions
Comfort Keepers Proposal
Commission on Aging Update Memo - December 21, 2016

**Commission on Aging
Frequently Asked Questions Regarding the Quality Assessment Panel and the
Management Services Agreement
January 2017**

- Question: Why was the Quality Assessment Panel established?
Answer: As County Administration began working with the COA a number of issues were identified that raised concerns. The first being a lack of supervision of staff, entering into an invalid contract that COA staff did not have authority to do - a conflict of interest with a COA Board member as a party to that invalid agreement, lobbying by COA staff for salary increases, and a host of other issues that were of significant concern to warrant the establishment of a Quality Assessment Panel (QAP).
- Question: What prompted this recommendation to establish a Management Services Agreement?
Answer: During the review completed by the QAP, it was identified that the COA Board had recommended that the Board of Commissioners approve an annual Agreement with the AAANM. Upon review of this Agreement, it clearly requires compliance with HIPAA standards and in inquiry was made to the COA regarding this. The COA does not have any policies or standards related to HIPAA. Therefore, County Administration could not recommend that the Board of Commissioners approve this agreement.
- Question: Is the COA HIPAA compliant?
Answer: A cursory review of the policies, procedures, and observation of the operations at the COA do not indicate compliance with HIPAA standards. At the most basic level, there is no current policy and/or procedure related to HIPAA and our IT Department has identified information contained within the system which would not meet HIPAA compliance.
- Question: Can't the COA just adopt a HIPAA policy and be compliant?
Answer: The COA has reviewed model HIPAA policies and procedures from various organizations. The implementation of HIPAA is extremely complex and beyond the scope of knowledge of anyone currently at the COA.
- Question: Does the COA maintain healthcare records?
Answer: Yes, the COA maintains records for clients that receive home healthcare services, many of which also receive homemaker aide services.
- Question: Can't we only transfer the home healthcare services?
Answer: Yes, we could only do that. However, when providing services to senior citizens, it would follow best-practice to have a coordination of services and therefore information. Such that, contact with one service is done in

coordination with another as information that could be shared between the service providers could help the worker and the client.

Question: Does the COA transmit healthcare data electronically?

Answer: The COA utilizes a number of methods to communicate and maintain healthcare information. Staff communicate using text, email, and maintain information on paper records and in a database.

Question: Is there healthcare related information in the Access Database?

Answer: A full review of the hundreds/thousands of records would be necessary to confirm health information.

Question: What steps is IT taking to address security of these records?

Answer: As noted in the prior IT audit and in subsequent reviews, the County's IT infrastructure is in desperate need of investment to address security related issues. While IT is currently undertaking a number of steps, we are not willing to risk exposure for clients of the COA due to a lack of investment in the past. IT efforts are on-going to evaluate, secure, and maintain services.

Question: Did the County issue an RFP and request bids for services?

Answer: In late 2016, the County issued an RFP to identify a provider to provide standby-by and back-up services. The County received one response from Comfort Keepers and they were awarded the contract.

Question: Can the County simply not provide services to the clients that are covered under the AAANM Agreement?

Answer: Yes, the County could not provide services to these clients. However, we would not be providing these services because we do not meet the higher qualifications and standards of the AAANM. Therefore, we would be accepting lower standards for COA clients than other providers require.

Question: How will this impact direct-care staff?

Answer: All existing field staff for the home health aides, foot care, respite, and homemaker aides will maintain their status as County employees and be afforded the same benefits as they currently do.

Question: What is the savings associated with the Management Services Agreement?

Answer: The technology that is available through the MSA will provide opportunities for efficiencies that will likely result in cost-savings

Question: What benefits will be provided to the Clients of the COA under the Management Services Agreement?

Answer:

- Immediately address concerns related to the County's compliance with HIPAA.
- Enhance client services by providing top-of-the-line professional training to staff.
- Elevate COA services to meet best practices and higher standards.
- Provide for the use of technology that is desperately needed to maximize services and staffing resources.
- Provide clients with the ability to utilize third-party payers, where available, to off-set their out-of-pocket expenses, this is currently not available through the COA.
- Provide access to national resources and expertise that have a proven ability to provide services in northern Michigan.
- The increased technology can provide family members and authorized individuals with secure access to information regarding care and services.
- Maintain all existing field staff as County employees with all the benefits and compensation afforded to them as County employees.
- Streamline the antiquated and outdated office functions to be more efficient, eliminating the need for staff to spend time printing, cutting paper, and taping documents to sheets of paper.
- In addition, staff currently relies upon volunteers for billing clients, which provides them with access to unnecessary information and is potentially a violation of HIPAA.

Question: How will clients be impacted?

Answer: Services will continue to be maintained for all clients and no direct changes will impact them. If anything, they will receive enhanced services as staff will have access to training and resources to connect clients with additional resources.

Question: Will the Home Chore services be impacted by these changes?

Answer: No. In fact, Comfort Keepers has indicated that we may be able to partner on software to combine billing and information which will result in additional efficiencies for clients of the COA.

Question: Is the County still going to hire a Director for the COA?

Answer: Yes. We are currently in the final stages of reviewing a candidate and hope to announce that the position has been filled.

Question: What other changes are in store for the COA?

Answer: We are continuing to review the recommendations of the QAP and the subsequent work that is being done on-site. There are a number of issues that still need to be addressed and we are hopeful the new director will further guide the development of these solutions.

Question: Is the recruitment for the Advisory Board underway?
Answer: We expect this will be announced in the first quarter, once the COA Director is in-place. This connection to experts in the field will provide a valuable resource for the Director.

Question: If this Management Services Agreement and the AAANM Agreement are not authorized, what impact will this have on the COA and Clients?
Answer: County Administration would immediately notify AAANM that we cannot sign the Agreement due to non-compliance with the HIPAA requirements.



**PROPOSAL TO PROVIDE MANAGEMENT SERVICES FOR
GRAND TRAVERSE COUNTY COMMISSION ON AGING HOME CARE SERVICES**

To: Jennifer DeHaan, Deputy Administrator, Grand Traverse County

From: Russ and Leslie Knopp, Owners, Comfort Keepers

Date: January 12, 2017

Introduction

We are pleased to present this proposal for Management Services that will expand our ongoing partnership with the Grand Traverse County Commission on Aging (GTCOA) to benefit its employees, clients, and constituents. The Management Services Agreement (MSA) will be executed in partnership with Commission on Aging and other County staff members to assure a seamless transition and collaboration to achieve the desired goals and impact.

Comfort Keepers #615 has been 100% locally owned and operated by long-time County residents, Russ and Leslie Knopp since 2005. As a member of a global franchise system, Comfort Keepers has access to nationally vetted best practices, technologies, and professional resources that can be leveraged immediately to benefit the County, its employees and constituents.

Description of Proposed Services

The following detail serves as an overall description of how responsibilities will be distributed and managed within the partnership. Under the proposed Management Services Agreement Comfort Keepers will oversee and coordinate the provision of Homemaker, Home Health, Respite and Foot Care programs.

Comfort Keepers will perform the following functions:

1. Client Care Management:
 - a. Conduct client admissions including pre-screening, qualification and bill rate, assessment, care planning, release of information, and policy review.
 - b. Identify potential opportunities to leverage third-party payors to cover costs for services not currently provided by the COA, and make referrals.
 - c. Investigate and respond to client status changes, concerns, and issues as needed.
 - d. Communicate with clients and family members as needed to assure appropriate services to meet needs are in place, and that services received are meeting expectations.
2. Staff Support and Supervision:
 - a. Supervise all homemaker aides, home health care aides, universal aides, foot care staff, and RNs including field visits, coaching, problem-solving and communication to assure excellence in client care.
 - b. Provide documented training for direct care staff to ensure compliance with HIPAA and any other applicable regulations.
 - c. Provide ongoing training for direct care staff on topics that will enhance skills, confidence, service, and quality of care.
 - d. Train all direct care staff in the use of our proprietary home care management software to streamline paperwork, document services provided with real-time telephony, manage schedules and client care plans, and communicate.
 - e. Develop and implement a program to acknowledge significant events and recognize outstanding performance of direct care staff.
 - f. Conduct all phases of the process to hire, onboard, and train new direct care staff in order to increase the COA's capacity to provide services, fill vacancies, and eliminate waiting lists. New hires will be employees of Comfort Keepers.

3. General Operations:

- a. Implement policies and training as needed to ensure regulatory compliance with terms of the AAANM Agreement and State of Michigan regulations related to home health care and nursing.
- b. Set-up GTCOA program data, client care management, and direct care staffing operations on our state of the art, cloud-based home care software product that provides a full range of features for operations, financials and in-home services. The program is HIPAA compliant and SSAE 16 certified. All data housed in the system is fully exportable, should the County decide not to use the software in the future. Included will be:
 - Employee scheduling calendar that centralizes all client and care provider information and provides easy access to document time-off requests, client requests for schedule changes, and to make adjustments to the weekly schedule.
 - Client management including profiles, contacts, assessments, tasks and follow-up tracking and a customized assessment tool that will integrate changes in client status and care plans as they occur.
 - Task management and planning for supervision of client care and direct care staff.
 - Real-time, GPS verified telephony and mobile app to track activity. Using the telephone, direct care staff clock-in and clock-out at client homes, report on activities completed, and record special notes and concerns for follow-up.
 - A customized invoicing module that will automate preparation of invoices based on actual hours worked in client homes and individualized bill rates.
 - A customized payroll module that will automate preparation of payroll based on documented hours worked, individualized pay rates, tracking of paid time off, expenses, and payroll deductions.
- b. Prepare payroll for processing including verification of employee time worked, travel and expense reimbursement requests, and expense allocation by program.
- c. Prepare invoices for processing including verification of time of service, bill rates, and revenue allocation by program.
- d. Maintain program data including number of clients served, units/hours of service, and other information as requested.

- e. Maintain a database of client information including addresses, contacts, services received and other information as requested.
- f. Maintain inventory of supplies needed to provide direct care services.
- g. Collect and report feedback from clients and employees that will assist Commissioners and County Administrators with defining future strategies to most effectively deploy COA resources to achieve the greatest benefit and impact for the County's senior population.

The GTCOA will perform the following functions:

- Employ the current direct care staff working in programs covered under the MSA with the same benefits that they have earned and are currently receiving.
- County will perform disciplinary actions up to and including termination should it become necessary for current direct care staff.
- Provide applicable GTCOA and County policies and procedures for implementation by Comfort Keepers.
- Oversee the budget.
- Purchase direct care supplies.
- Process client payments, adjustments, past due accounts, and all related bookkeeping functions.
- Process paychecks for County employees, including tracking of County-provided benefits.
- Review and approve contractor invoices.
- Determine fee schedules for COA services.

Timeline

January, 2017

- Finalize Management Services Agreement.
- Begin providing contracted staff for Registered Nurse Supervisory position who will perform the functions and evaluate needs for nursing care and supervision.

February, 2017

- Transfer client and staff data, schedules etc. into Comfort Keepers secure homecare management software program.
- Train dedicated Comfort Keepers administrative staff to conduct management responsibilities and begin to transition duties.
- Train COA direct care staff members in the use of the new technology and management system.
- Train COA direct care staff members on HIPAA compliance, especially as it relates to a homecare setting, and other topics in lieu of weekly staff meetings.

March, 2017 – February, 2019

- Provide all activities as agreed in the Management Services Agreement.
- Facilitate surveying of clients, employees, and officials to assess satisfaction, needs and wants related to COA services.

Comfort Keepers Fees

One-time Start-up Costs

1. Data transfer from Access database to management software.
2. Set up of twenty-four employee records in management software.
3. Set up of approximately 750 client care plans and other data not transferrable from Access database.

Monthly Management Fee: \$27,292

Includes:

- Program management and administrative staff.
- Mileage for management staff to conduct client and supervisory visits.
- Software subscription fees.
- Office and training space.
- Office supplies.
- Training supplies.
- Comfort Keepers office telephone extensions and utilities.

GTCOA Responsible For:


- Tablets or smart phones and data plans for direct care staff use.
- All supplies needed for direct client care.
- Uniforms for direct care staff.
- Cost of processing and mailing client invoices and employee paychecks.
- Main telephone line dedicated for GTCOA calls.



Memorandum

Grand Traverse County
County Administration
400 Boardman Avenue
Traverse City, Michigan 49684
(231) 922-4780 Fax (231) 922-4636

TO: Board of Commissioners & Commissioners-Elect

FROM: Tom Menzel, Administrator
Jennifer DeHaan, Deputy Administrator 

DATE: December 21, 2016

SUBJECT: Commission on Aging Update

Over the past month, County Administration has been on-site at the COA and continues to be impressed with the staff's dedication and care for our Senior Citizens. Over the course of the past month, we have seen countless examples of staff going above-and-beyond to take care of clients, from clearing snow on the weekends to identifying health related issues that need to be attended to. As you know, their work has been completed with many challenges and we are continuing to work to provide the tools to assist them. As such, we wanted to provide you with an update on the many positive changes that are impacting the department.

A brief summary of these efforts is below:

- Contracted with an agency to provide professional oversight in home healthcare services that will ensure our supervision was compliant and aligned with health practices.
- Review staffing and taking steps to fill vacant positions while we continue to complete the hiring process.
- Relocated the equipment stored at rental storage unit to the old animal control building which is on-site of the COA Home Chore Work Shop which now provides ease of access for staff to work and maintain equipment in one location.
- Actively implementing the use of credit/debit cards to ease payment options at the COA.
- Adopted a policy to address the use of transportation vouchers which, in some cases, appears to be excessive. The policy now includes an assessment of transportation needs for high-use clients.
- Through various actions, we are streamlining the processing of vouchers which will free-up staff time and reduce multiple data entry processes.

1/4

- Completed an internal compensation assessment of Homemaker Aide staff as compared to other internal classifications and upgraded these position classifications to according to the existing County's classification/point compensation system.
- Identified and rewrote conflicting policies between the department and the County as a whole.
- Continuously monitoring any wait list for home healthcare services and taking necessary steps to work with Comfort Keepers to alleviate them.
- Reviewed and revised contracts with transportation contractors to provide services.
- Board of Commissioners redesigned an advisory Board for COA which will assist in providing professional advice/counsel to the new Executive Director. Recruitment will begin in January 2017 for the advisory Board.
- Actively reviewing options for providing on-going training and education for staff.
- Actively reviewing best methods to develop HIPAA compliance.

While these have been the first steps that have been completed, there continues to be additional work that needs to be done. We will continue to focus on shoring up issues related to emergency funding standards, establishing policies and procedures, reviewing compliance with best-practices, and how to best use technology to improve services to clients and efficiency for staff.

Despite these efforts, we continue to be challenged to meet the requirements in the AAANM Agreement for services which requires HIPAA compliance. As I am sure you are aware, HIPAA is complicated and fraught with fines and penalties if compliance is not met. Therefore, staff has taken this challenge seriously and dedicated a significant amount of time to investigating and reviewing what is necessary to be compliant.

As a result of the complexity and limited skills to establish and implement the HIPAA requirements, we have not been able to recommend the Board approve an Agreement with the AAANM and last week (December 15, 2016) we received notice that COA would be unable receive reimbursement (effective December 31, 2016) because the Agreement had not been signed. This is what we would expect as the County's non-compliance places the County and AAANM in a position of liability if we were to be audited. **It is important to note, that the COA will continue to provide services to these clients, however, the COA will not be eligible for reimbursement until we signed the Agreement with AAANM; therefore any costs would have to be absorbed by the COA.** The AAANM has advised that if this issue can be resolved in January that reimbursement would not be interrupted.

Since receiving notification from AAANM we have been working to identify alternative solutions that will quickly bring the COA into full compliance with the requirements of the AAANM Agreement.

To effectively resolve this matter, prevent any interruption of services, County Administration is exploring the development of a Management Services Agreement (MSA) with our current vendor, Comfort Keepers. Comfort Keepers through their corporate expertise have developed the processes and systems that exceed any steps

that the current COA could develop in a short-period of time to meet the AAANM requirements. Comfort Keepers currently provides these same services to Leelanau County seniors and will be able to manage the service as they have consistently demonstrated as an existing contractor for the COA.

If an MSA is developed, the COA would be able to capitalize upon the expertise and professional resources of a national company that has a dedicated staff working diligently to make sure that services meet all standards for care and compliance.

A management services agreement will enable the COA to enhance client services by providing top-of-the-line professional training to staff, providing for the use of technology that is desperately needed to maximize services and staffing resources, and provide access to third-party payors and other partnerships that will enhance services to clients.

Overall, an MSA, if developed would apply the best practices and industry standards for staff and clients of the COA more quickly and enable the COA to evolve and adapt to the complex needs of our growing senior population.

While we have taken initial steps to promote HIPAA compliance by having COA staff review a HIPAA training video and sign appropriate confidentiality policies, HIPAA is much more complex than simply signing forms and involves integration with technology and office systems. Therefore, through the development of a MSA we can utilize the expertise already established and implemented such that we can continue forward without interruption to services.

The COA is a County Department and the Field Staff would continue to be County employees that will maintain all benefits and compensation as county employees. This is an effort to leverage and maximize the resources that this community and industry has to ensure the best care and services for our Senior Citizens.

As a matter of background, Comfort Keepers has been providing services to the COA over the last 10-years. In 2016 Comfort Keepers provided on-call and back-up services to COA Clients and again responded to an RFP for services in 2017; no other agencies responded to the RFP. Comfort Keepers has been an excellent partner to the COA and is far more advanced in adhering to complex policies and procedures, providing training to staff, and utilizing technology to maximize efficiency for clients and staff.

The development of a MSA **will not** change any of the current services to COA clients but will result in the following positive steps:

- Upon transition, immediately result in compliance with any HIPAA requirements and therefore enable the Agreement with AAANM to be signed.
- Provide access to technology to more efficiently schedule clients, reschedule clients, and improve overall services.
- Clients will continue to receive the same level of service that they have become accustomed to. There will be no changes to the services.
- Provide training and on-going educational opportunities as identified by the QAP earlier this year which are essential for investing in employees.

- The County Board of Commissioners will still maintain oversight over the fee schedules at the COA.
- The new Director of the COA will be responsible for contract oversight and ensuring services meet COA standards.
- Clients will continue to be COA clients under the management oversight of Comfort Keepers.
- Potentially expand partnerships that exist between Comfort Keepers and the Department of Veterans Affairs as Comfort Keepers provides services through contract for the DVA.
- Provide clients with the ability to access third-party payors that may be able to off-set costs that they currently incur.

In order for the MSA to be developed it will be necessary to undertake a transition period which would occur in the first quarter of 2017. This period of time would require the following steps:

- 1) Review: In order to adequately assess the caseload and information at the COA, a period of time will be necessary to review data and information to properly understand what currently exists and how it can be transferred seamlessly.
- 2) Establish a start-up process and transition that will introduce staff to the training, technology, and resources that is provided by Comfort Keepers.
- 3) Seamless Transition: Through conducting the review and implementing a start-up process, we will be able to then conduct a seamless transition services under the MSA to provide regular on-going operations during the first quarter of 2017.

Due to the urgency provided by AAANM, we wanted to provide you with an update of the status of the work at the COA and the next steps. We anticipate bringing a Management Services Agreement to the Board in January and to then be able to recommend the Board sign the Agreement with the AAANM. At that time, we will have additional information as you consider this recommendation.

Should you have any questions, please let Jen or I know.

c: COA Quality Assessment Panel

RESOLUTION

XX-2017

Approve a Management Services Agreement (MSA) for Commission on Aging and Approve Agreement with Area Agency on Aging Northwest Michigan (AAANM)

WHEREAS, In 2016, a Quality Assessment Panel (QAP) was established to review the operations of the Commission on Aging (COA) and to identify opportunities for efficiencies and operational improvements; and

WHEREAS, One of the findings related to the work of the QAP, involved a requirement that the COA be HIPAA compliant in order to be in compliance with a contract with the AAANM; and

WHEREAS, The AAANM contract expired on 9/30/2016 and the agreement was not recommended to the Board for approval, until such time as the COA is HIPAA compliant; and

WHEREAS, After numerous months studying the complex HIPAA requirements, the County was notified in December that AAANM would no longer allow the COA to provide services without an approved contract if the contract was not approved in January; and

WHEREAS, Recognizing that HIPAA is complex and COA does not have the knowledge to achieve compliance, a memo was issued on 12/21/2016 to update the Board about the exploration of a management services agreement; and

WHEREAS, In 2016, the COA issued an RFP for back-up and standby services at the COA and the only responding vendor was Comfort Keepers; and

WHEREAS, Since that time, the County has been working with the current contracted vendor, Comfort Keepers, to establish a Management Services Agreement (MSA), such that the COA meet the HIPAA requirements.

WHEREAS, As a result of the MSA there are significant benefits to the COA direct care staff and Clients, which include:

- Immediately address concerns related to the County's compliance with HIPAA.
- Enhance client services by providing top-of-the-line professional training to staff.
- Elevate COA services to meet best practices and higher standards.
- Provide for the use of technology that is desperately needed to maximize services and staffing resources.
- Provide clients with the ability to utilize third-party payers, where available, to off-set their out-of-pocket expenses, which is currently not available through the COA.
- Provide access to national resources and expertise that have a proven ability to provide services in northern Michigan.
- Implement specialized technology that will provide family members and authorized individuals with secure access to information regarding care and services.
- Maintain all existing direct care staff as County employees with all the benefits and compensation afforded to them as County employees.

- Streamline the antiquated and outdated office functions to be more efficient, eliminating the need for staff to spend time printing, cutting paper, and taping documents to sheets of paper.
- In addition, staff currently relies upon volunteers for billing clients, which provides them access to client information and creates a significant concern regarding violations of HIPAA.
- For some staff, there is a desire to serve more clients and we are looking into added value between the two entities to do so; and

WHEREAS, The proposed agreement is a 2-year agreement which includes one-year for transition, one year for evaluation, and a one year option to extend.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the County Board Chair and/or County Administrator to enter into an Agreement with Comfort Keepers to provide Management Services for a period of two-years with a one-year option to extend; and

BE IT FURTHER RESOLVED, that based upon the compliance with HIPAA which is achieved through the MSA the Board approves entering into an Agreement with AAANM; and

BE IT FURTHER RESOLVED, that the Board authorizes the Board Chair and/or County Administrator to effectuate the necessary documents to implement the Board approved actions.

APPROVED: January 18, 2017



**GRAND TRAVERSE COUNTY
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR (231) 922-4680
DEPUTY FINANCE DIRECTOR (231) 922-4682
FAX (231) 922-4636

DATE: January 12, 2017

TO: Grand Traverse County Board of Commissioners

FROM: Jody Lundquist, Finance Director *JL*

RE: Budget to Actual Revenue and Expenditure Report

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and Special Revenue Funds for the period ending November 30, 2016.

The financial report provided for your review has been formatted to compliment the adopted FY2017 budget document. Although all funds are being provided for the month of November, going forward the Finance Department will submit General Fund Revenue by Source, General Fund Expenditures by Department and the All Funds Expenditures Summary at the second regular meeting of the Board of Commissioners each month. The complete document with all funds' revenues by source and expenditures by department will be provided on a quarterly basis.

In your review of the report, it may be helpful to note that YTD Activity reflects actual activity recorded as of January 2017 for the period ending November 30, 2016. Available Balance is the difference between total budgeted amounts and actual activity shown in the Available Balance column. Similarly, % BUDGET Used represents the percentage of budget represented by the YTD Balances. As of November 30, 2016, ninety-two percent (92%) of the County's fiscal year was complete.

REVENUES:

In general, the County should continuously strive in its revenue collection efforts such that YTD activity is shown at a higher percentage than the percentage of the year that has passed. For those funds that rely on property tax revenue to support operations, revenue reporting will be accelerated early in the year and then appear to remain relatively stagnant. As the year end approaches, federal and state grant revenue will appear to have fallen behind. This is common of reimbursing grant revenue and timing of distributions. Payments which will be received after year-end for 2016 will be back dated and marked as an accounts receivable during the year-end close process.

EXPENDITURES:

Opposite of revenue collections, the County should continuously strive to monitor its cost activity such that the percentage of expenditures YTD are below 92%. Please note that transfers to other funds and internal service charges are posted on a quarterly basis causing YTD activity to appear artificially low. These transfers and charges must be taken into consideration when reviewing available balance and % budget used for any month falling between quarter ends.

As always, please let me know if you have any questions or require additional information.

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

SUMMARY BY FUND

FUND	FUND NAME	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	37,009,807	38,000,571	29,777,855	8,222,716	78%
131	13TH CIRCUIT COURT	1,869,876	1,946,168	1,590,949	355,219	82%
136	86TH DISTRICT COURT	3,977,012	3,972,943	3,352,961	619,982	84%
202	COUNTY SPECIAL PROJECTS	-	27,322	-	27,322	0%
207	CENTRAL DISPATCH/911	1,898,075	2,529,742	2,117,069	412,673	84%
208	PARKS AND RECREATION	769,094	538,039	468,268	69,771	87%
209	MAPLE BAY DEVELOPMENT	-	10,000	-	10,000	0%
215	FRIEND OF THE COURT	2,033,917	2,199,191	1,768,403	430,788	80%
216	SAFE HAVENS	170,017	143,574	125,283	18,291	87%
222	HEALTH DEPARTMENT	5,988,854	6,273,922	5,352,742	921,180	85%
251	VETERANS' TRUST FUND	53,646	70,200	47,709	22,491	68%
252	VETERANS' AFFAIRS	-	-	-	-	N/A
256	REGISTER OF DEEDS AUTOMATION	97,882	123,704	117,044	6,660	95%
260	COMMUNITY CORRECTIONS PAS11	651,978	746,004	624,144	121,860	84%
261	COUNTY LAW LIBRARY	-	6,500	-	6,500	0%
262	FEDERAL EQUITABLE SHARING	-	8,000	-	8,000	0%
263	CONCEALED PISTOL LICENSING	9,440	23,000	16,961	6,039	74%
264	CORRECTIONS OFFICERS TRAINING	33,557	63,500	54,368	9,132	86%
266	CRIMINAL JUSTICE TRAINING ACT	13,200	20,000	10,379	9,621	52%
269	MITCHELL CREEK WATERSHED	-	8,155	-	8,155	0%
278	HOUSING TRUST	-	74,600	191	74,409	0%
279	CDBG	144,888	123,600	89,109	34,491	72%
280	NEXT MICHIGAN	34,813	88,200	24,392	63,808	28%
281	EDC	103,477	155,800	98,943	56,857	64%
287	TNT FORFEITURE FUND	-	116,633	103,731	12,902	89%
288	TNT GRANT	-	97,970	79,869	18,101	82%
292	CHILD CARE FUND	1,568,951	1,887,931	1,391,944	495,987	74%
295	ANIMAL CONTROL	-	88,825	45,339	43,486	51%
297	COMMISSION ON AGING	2,412,284	2,801,912	1,956,132	845,780	70%
298	SENIOR CENTER	505,260	652,330	451,024	201,306	69%
471	COUNTY FACILITIES	1,741,523	1,928,300	1,351,903	576,397	70%
472	CAPITAL IMPROVEMENT PROJECTS	261,016	900,000	477,171	422,829	53%
TOTAL APPROPRIATIONS		61,348,567	65,626,636	51,493,882	14,132,754	78%

**GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016**

GENERAL FUND

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	22,446,569	22,865,142	22,141,227	723,915	97%
Licenses and Permits	187,826	159,000	182,817	(23,817)	115%
Federal Grants	4,568	2,520	1,397	1,123	55%
State Grants	3,744,796	3,644,305	2,954,881	689,424	81%
Local Unit Contributions	1,831,490	1,899,712	1,645,496	254,216	87%
Charges for Services	4,444,342	4,665,843	3,830,059	835,784	82%
Fines and Forfeitures	116,425	113,100	90,582	22,518	80%
Interest and Rents	700,638	707,803	723,519	(15,716)	102%
Other Financing Sources	2,507,679	2,501,316	2,526,885	(25,569)	101%
Transfers In	1,603,924	941,830	1,008,367	(66,537)	107%
Use of Surplus	-	500,000	-	500,000	0%
TOTAL REVENUES	37,588,259	38,000,571	35,105,230	2,895,341	92%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE							
101	Board of Commissioners	425,994	367,459	318,946	48,513	87%	1%
	SUBTOTAL	425,994	367,459	318,946	48,513	87%	1%
JUDICIAL							
147	Jury Commission	35,264	46,897	36,480	10,417	78%	0%
148	Probate Court	690,791	734,213	644,915	89,298	88%	2%
149	Family Court-Juvenile Division	1,765,232	1,832,797	1,382,398	450,399	75%	5%
	SUBTOTAL	2,491,287	2,613,907	2,063,793	550,114	79%	7%
GENERAL GOVERNMENT							
155	ART Grant	-	55,019	12,205	42,814	22%	0%
172	Administrator/Controller	230,951	378,585	233,818	144,767	62%	1%
174	Brownfield Administration	184,557	189,206	159,097	30,109	84%	0%
191	Elections	39,480	96,307	88,650	7,657	92%	0%
201	Finance	553,500	525,882	366,032	159,850	70%	1%
215	County Clerk	888,898	893,280	746,931	146,349	84%	2%
225	Equalization	406,320	412,012	346,483	65,529	84%	1%
226	Human Resources	411,809	478,034	418,716	59,318	88%	1%
229	Prosecuting Attorney	1,632,419	1,649,717	1,398,281	251,436	85%	4%
230	Equalization/East Bay	136,824	161,968	132,107	29,861	82%	0%
236	Register of Deeds	323,318	461,258	376,583	84,675	82%	1%
242	County Surveyor	73,070	58,187	29,275	28,913	50%	0%
253	County Treasurer	392,076	393,035	332,041	60,994	84%	1%
257	Cooperative Extension	269,836	269,931	245,380	24,551	91%	1%
259	MSU Extension-Grant Funded	32,349	32,789	24,739	8,050	75%	0%
261	Building Authority-Rent	1,278,137	1,275,569	1,275,094	475	100%	3%
265	Facilities Management	1,022,160	1,102,179	764,297	337,882	69%	3%
275	Drain Commission	20,604	22,133	18,098	4,035	82%	0%
276	Soil Erosion & Sedimentation	183,095	174,097	172,001	2,096	99%	0%
280	Soil Conservation	47,500	37,500	37,500	-	100%	0%
400	Planning & Development	200,276	199,116	155,246	43,870	78%	1%
402	GIS	325,909	171,327	131,839	39,488	77%	0%
	SUBTOTAL	8,653,088	9,037,131	7,464,412	1,572,719	83%	24%
PUBLIC SAFETY							
307	Central Records	892,922	864,549	674,751	189,798	78%	2%
308	Central Dispatch	175,486	266,942	-	266,942	0%	1%
311	Sheriff-Special Investigation	79,308	201,130	166,286	34,844	83%	1%
312	Sheriff-County Investigation	968,833	1,101,194	917,834	183,360	83%	3%
314	Sheriff-County Patrol	5,495,809	5,760,262	4,828,612	931,650	84%	15%
315	Off Road Vehicle-GTSD	21	-	-	-	0%	0%
316	Secondary Road Patrol	101,730	110,851	87,416	23,435	79%	0%

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
325	Sheriff-Administration	596,304	617,989	504,653	113,336	82%	2%
327	Snowmobile Enforcement	31,386	11,819	9,095	2,724	77%	0%
331	Sheriff-Marine Law Enforcement	73,556	106,511	92,374	14,137	87%	0%
348	Medical Marijuana Grant 2016	-	35,025	21,958	13,067	63%	0%
351	Sheriff-Corrections	5,218,702	5,168,558	4,304,299	864,259	83%	14%
352	Corrections-Interim Services	120,994	40,000	35,834	4,166	90%	0%
435	Emergency Management	18,361	-	-	-	0%	0%
SUBTOTAL		13,773,411	14,284,830	11,643,112	2,641,718	82%	38%
HEALTH & WELFARE							
631	Substance Abuse	406,383	327,041	76,812	250,229	23%	1%
651	Ambulance	25,000	25,000	25,000	-	100%	0%
682	Veterans	494,368	502,951	424,185	78,766	84%	1%
SUBTOTAL		925,751	854,992	525,997	328,995	62%	2%
OTHER							
865	Insurance & Bonds	286,954	335,000	65,260	269,740	19%	1%
890	Miscellaneous Contingencies	1,649	359,000	30,000	329,000	8%	1%
891	Appropriations to Non-Profit	690,200	682,200	682,200	-	100%	2%
SUBTOTAL		978,803	1,376,200	777,460	598,740	56%	4%
TRANSFERS							
965	County Law Library Fund	-	-	-	-	0%	0%
968	Health Department Fund	1,328,566	1,269,000	951,750	317,250	75%	3%
970	Child Care Fund	770,060	875,000	656,250	218,750	75%	2%
971	Department of Human Services	54,000	49,365	49,365	-	100%	0%
974	Parks & Recreation Fund	334,814	290,302	217,727	72,576	75%	1%
975	Friend of the Court Fund	357,286	378,490	283,868	94,623	75%	1%
978	County Facilities Fund	1,770,174	1,622,650	1,216,988	405,663	75%	4%
979	CIP Fund	599,800	450,000	337,500	112,500	75%	1%
982	Circuit Court Fund	1,443,882	1,568,524	1,034,093	534,431	66%	4%
983	District Court Fund	3,052,672	2,914,640	2,200,534	714,106	75%	8%
986	Community Corrections Fund	50,218	48,081	36,061	12,020	75%	0%
SUBTOTAL		9,761,472	9,466,052	6,984,134	2,481,918	74%	25%
GENERAL FUND TOTAL APPROPRIATIONS		37,009,807	38,000,571	29,777,855	8,222,716	78%	
GENERAL FUND REVENUES		37,588,259	38,000,571	35,105,230	2,895,341	92%	
PROJECTED SURPLUS (DEFICIT)		578,452	-	5,327,376			
BEGINNING FUND BALANCE		8,938,060	9,516,512	9,516,512			
Authorized Use of Surplus		-	(500,000)	-			
ENDING FUND BALANCE		9,516,512	9,016,512	14,843,887			

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 131 - 13th CIRCUIT COURT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	16,300	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	425,993	377,644	309,119	68,525	82%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	1,196	-	-	-	0%
Transfers In	1,443,882	1,568,524	1,034,093	534,431	66%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	1,887,371	1,946,168	1,343,212	602,956	69%
DEPARTMENT					
131 Circuit Court	1,856,984	1,941,593	1,588,975	352,618	82%
137 Antrim	8,654	3,675	1,391	2,284	38%
138 Leelanau	4,237	900	583	317	65%
TOTAL APPROPRIATIONS	1,869,876	1,946,168	1,590,949	355,219	82%
PROJECTED SURPLUS (DEFICIT)	17,495	-	(247,738)		
Beginning Fund Balance	31,120	48,615	48,615		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	48,615	48,615	(199,122)		

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 136 - 86TH DISTRICT COURT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	1,954	4,344	4,292	52	99%
Local Unit Contributions	921,386	1,052,894	649,519	403,375	62%
Charges for Services	1,000	-	650	(650)	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	1,065	1,078	(13)	101%
Transfers In	3,052,672	2,914,640	2,200,534	714,106	75%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	3,977,012	3,972,943	2,856,073	1,116,870	72%
DEPARTMENT					
136 GT District Court	2,951,197	2,904,399	2,503,922	400,477	86%
137 Antrim	638,374	674,730	524,373	150,357	78%
138 Leelanau	364,935	375,815	314,462	61,353	84%
139 Shared Costs	17,670	13,655	5,913	7,742	43%
140 Mental Health Court	4,836	4,344	4,292	52	99%
TOTAL APPROPRIATIONS	3,977,012	3,972,943	3,352,961	619,982	84%
PROJECTED SURPLUS (DEFICIT)	-	-	(496,888)		
Beginning Fund Balance	888	888	888		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	888	888	(496,000)		

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
 BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 202 - COUNTY SPECIAL PROJECTS

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	27,322	-	27,322	0%
TOTAL REVENUES	-	27,322	-	27,322	0%

DEPARTMENT

759 Twin Lakes	-	27,322	-	27,322	0%
752 Civic Center	-	-	-	-	0%
TOTAL APPROPRIATIONS	-	27,322	-	27,322	0%

PROJECTED SURPLUS (DEFICIT)

Beginning Fund Balance	27,323	27,323	27,323
Authorized Use of Surplus	-	(27,322)	-
Ending Fund Balance	27,323	1	27,323

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 207 - CENTRAL DISPATCH/911

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	257,457	260,000	187,724	72,276	72%
Local Unit Contributions	1,452,670	1,998,000	1,523,793	474,207	76%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	4,800	4,800	4,400	400	92%
Other Revenues	8,118	-	-	-	0%
Transfers In	175,486	266,942	-	266,942	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	1,898,531	2,529,742	1,715,917	813,825	68%

DEPARTMENT

308 Central Dispatch	1,898,075	2,529,742	2,117,069	412,673	84%
TOTAL APPROPRIATIONS	1,898,075	2,529,742	2,117,069	412,673	84%

PROJECTED SURPLUS (DEFICIT)	-	-	(401,152)		
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Beginning Fund Balance	-	-	-		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	-	-	(401,152)		

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
 BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 209 - MAPLE BAY DEVELOPMENT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	778	-	389	(389)	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	10,000	-	10,000	0%
TOTAL REVENUES	778	10,000	389	9,611	4%

DEPARTMENT

000 Non Departmental	-	10,000	-	10,000	0%
TOTAL APPROPRIATIONS	-	10,000	-	10,000	0%

PROJECTED SURPLUS (DEFICIT)	778	-	389		
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Beginning Fund Balance	9,687	10,465	10,465
Authorized Use of Surplus	-	(10,000)	-
Ending Fund Balance	10,465	465	10,854

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 215 - FRIEND OF THE COURT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	1,297,509	1,163,000	608,046	554,954	52%
State Grants	121,981	292,000	292,000	-	100%
Local Unit Contributions	138,944	119,523	91,708	27,815	77%
Charges for Services	209,729	157,814	169,692	(11,878)	108%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	20,000	17,136	2,864	86%
Transfers In	357,286	389,814	283,868	105,947	73%
Use of Surplus	-	57,040	-	57,040	0%
TOTAL REVENUES	2,125,449	2,199,191	1,462,449	736,742	66%

DEPARTMENT

141 Friend of the Court	2,009,224	2,152,003	1,746,220	405,783	81%
143 Access & Visitation	1,670	2,000	990	1,010	50%
144 Family Counseling	390	20,864	8,400	12,464	40%
146 Specialty Court	22,633	24,324	12,793	11,531	53%
TOTAL APPROPRIATIONS	2,033,917	2,199,191	1,768,403	430,788	80%

PROJECTED SURPLUS (DEFICIT)	91,532	-	(305,954)
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Beginning Fund Balance	1,306,312	1,397,844	1,397,844
Authorized Use of Surplus	-	(57,040)	-
Ending Fund Balance	1,397,844	1,340,804	1,091,891

GRAND TRAVERSE COUNTY
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FUND 216 - SAFE HAVENS

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	170,017	143,574	125,283	18,291	87%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	170,017	143,574	125,283	18,291	87%

DEPARTMENT

000 Non Departmental	170,017	143,574	125,283	18,291	87%
TOTAL APPROPRIATIONS	170,017	143,574	125,283	18,291	87%

PROJECTED SURPLUS (DEFICIT)	-	-	-	-	-
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Beginning Fund Balance	-	-	-
Authorized Use of Surplus	-	-	-
Ending Fund Balance	-	-	-

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 222 - GRAND TRAVERSE COUNTY HEALTH FUND

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	419,348	382,325	384,260	(1,935)	101%
Federal Grants	2,890,165	1,366,391	944,282	422,109	69%
State Grants	1,330,395	1,901,056	832,428	1,068,628	44%
Local Unit Contributions	214,257	538,909	432,818	106,091	80%
Charges for Services	405,308	377,385	305,771	71,614	81%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	14,644	5,910	14,313	(8,403)	242%
Transfers In	1,328,566	1,269,000	1,026,583	242,417	81%
Use of Surplus	-	432,946	-	432,946	0%
TOTAL REVENUES	6,602,683	6,273,922	3,940,455	2,333,467	63%

DEPARTMENT

100 Health - Administration	-	-	-	-	0%
105 Core Services	25,933	-	2,750	(2,750)	0%
200 Food Service Program	279,950	319,189	287,013	32,176	90%
205 Public Water/Type II	48,697	53,210	51,981	1,229	98%
206 Private Water	107,833	111,605	98,688	12,917	88%
207 Onsite Sewage	272,310	313,263	282,641	30,622	90%
210 Shelter	78,121	69,105	80,129	(11,024)	116%
408 Healthy Futures	15,150	85,327	64,557	20,770	76%
409 Cardiac Clinic	1,338	6,000	5,446	554	91%
410 Maternal & Child Health	98,272	26,768	27,307	(539)	102%
416 Family Planning	374,772	382,663	299,425	83,238	78%
417 Womancare	23,311	28,246	8,543	19,703	30%
421 Dental Outreach	-	5,785	4,839	946	84%
422 Dental Fluoride Varnish	-	-	747	(747)	0%
423 Maternal Infant Health Program	604,148	707,052	574,000	133,052	81%
424 Youth Health & Wellness Center	360,456	409,243	315,331	93,912	77%
425 Women, Infant & Children	403,248	417,492	379,890	37,602	91%
427 K-Town Youth Care Clinic	373,551	399,326	342,693	56,633	86%
428 WIC Breastfeeding Peer Counseling	48,484	50,407	44,007	6,400	87%
429 Emergency Preparedness Planning	164,023	233,691	165,433	68,258	71%
430 Animal Control	229,668	-	-	-	0%
433 Regional EPI Support	7,302	8,097	7,358	739	91%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 222 - GRAND TRAVERSE COUNTY HEALTH FUND (Continued)

DEPARTMENT	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
434 Ebola Outbreak Preparedness	2,757	5,160	170	4,990	3%
435 Emergency Management	171,721	166,756	149,729	17,027	90%
436 Health Innovation Grant	801	35,000	34,380	620	98%
453 Vision	91,123	99,956	86,453	13,503	86%
454 Hearing	82,694	88,895	60,097	28,798	68%
455 CSHCS O/R & Advocacy	189,390	269,125	201,476	67,649	75%
480 Medicaid Outreach Activities	585,427	662,520	538,201	124,319	81%
602 Immunization Work Group Grant	-	2,388	2,353	35	99%
616 Quality Assurance	-	-	-	-	0%
617 HER Implementation	29,378	40,453	33,668	6,785	83%
648 Medical Examiner	398,758	413,736	401,650	12,086	97%
704 IMMS-Reaching More Children	-	4,840	1,519	3,321	31%
706 Immunizations	623,402	591,759	568,202	23,557	96%
707 Contagious Diseases	205,615	184,743	155,643	29,100	84%
708 Sexually Transmitted Disease	91,224	82,122	76,422	5,700	93%
726 PHS Administrator/Supervisor	-	-	-	-	0%
TOTAL APPROPRIATIONS	5,988,854	6,273,922	5,352,742	921,180	85%

PROJECTED SURPLUS (DEFICIT)	613,829	-	(1,412,286)
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Beginning Fund Balance	1,628,771	2,242,600	2,242,600
Authorized Use of Surplus	-	(432,946)	-
Ending Fund Balance	2,242,600	1,809,654	830,313

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
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FUND 251 - VETERANS' TRUST

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	48,516	68,000	46,516	21,484	68%
Local Unit Contributions	1,000	2,200	2,314	(114)	105%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	49,516	70,200	48,830	21,370	70%

DEPARTMENT

000 Non Departmental	53,646	70,200	47,709	22,491	68%
TOTAL APPROPRIATIONS	53,646	70,200	47,709	22,491	68%

PROJECTED SURPLUS (DEFICIT)	(4,130)	-	1,121		
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Beginning Fund Balance	5,898	1,768	1,768
Authorized Use of Surplus	-	-	-
Ending Fund Balance	1,768	1,768	2,889

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
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FUND 252 - VETERANS' AFFAIRS

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	n/a
Licenses and Permits	-	-	-	-	n/a
Federal Grants	-	-	-	-	n/a
State Grants	-	-	-	-	n/a
Local Unit Contributions	-	-	-	-	n/a
Charges for Services	-	-	-	-	n/a
Fines and Forfeitures	-	-	-	-	n/a
Interest and Rents	-	-	-	-	n/a
Other Revenues	-	-	-	-	n/a
Transfers In	-	-	-	-	n/a
Use of Surplus	-	-	-	-	n/a
TOTAL REVENUES	-	-	-	-	n/a

DEPARTMENT

682 Veterans Affairs	-	-	-	-	n/a
TOTAL APPROPRIATIONS	-	-	-	-	n/a

PROJECTED SURPLUS (DEFICIT)

PROJECTED SURPLUS (DEFICIT)	-	-	-		
Beginning Fund Balance	-	-	-		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	-	-	-		

GRAND TRAVERSE COUNTY
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FUND 256 - REGISTER OF DEEDS AUTOMATION

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	114,755	8,704	-	8,704	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	115,000	85,550	29,450	74%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	114,755	123,704	85,550	38,154	69%

DEPARTMENT

000 Non Departmental	97,882	123,704	117,044	6,660	95%
TOTAL APPROPRIATIONS	97,882	123,704	117,044	6,660	95%

PROJECTED SURPLUS (DEFICIT)	16,873	-	(31,494)		
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Beginning Fund Balance	261,708	278,581	278,581
Authorized Use of Surplus	-	-	-
Ending Fund Balance	278,581	278,581	247,087

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
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FUND 260 - COMMUNITY CORRECTIONS P.A. 511

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	193,828	269,186	135,376	133,810	50%
Local Unit Contributions	19,530	21,564	21,564	-	100%
Charges for Services	368,809	356,750	364,539	(7,789)	102%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	38,391	37,000	29,220	7,780	79%
Transfers In	50,218	48,081	36,061	12,020	75%
Use of Surplus	-	13,423	-	13,423	0%
TOTAL REVENUES	670,776	746,004	586,759	159,245	79%

DEPARTMENT

354 Community Corrections	375,356	487,914	372,621	115,293	76%
358 Transition House	50,020	62,000	61,020	980	98%
359 Telephone-Tether Program	226,602	196,090	190,503	5,587	97%
TOTAL APPROPRIATIONS	651,978	746,004	624,144	121,860	84%

PROJECTED SURPLUS (DEFICIT)	18,798	-	(37,385)		
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Beginning Fund Balance	346,832	365,630	365,630
Authorized Use of Surplus	-	(13,423)	-
Ending Fund Balance	365,630	352,207	328,245

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
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FUND 261 - COUNTY LAW LIBRARY

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	6,500	6,500	6,500	-	100%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	6,500	6,500	6,500	-	100%

DEPARTMENT

145 County Law Library Supplemental	-	6,500	-	6,500	0%
TOTAL APPROPRIATIONS	-	6,500	-	6,500	0%

PROJECTED SURPLUS (DEFICIT)	6,500	-	6,500		
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Beginning Fund Balance	9,710	16,210	16,210
Authorized Use of Surplus	-	-	-
Ending Fund Balance	16,210	16,210	22,710

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
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 FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 262 - FEDERAL EQUITABLE SHARING

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	25	-	-	-	0%
Other Revenues	1,839	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	8,000	-	8,000	0%
TOTAL REVENUES	1,864	8,000	-	8,000	0%

DEPARTMENT

000 Non Departmental	-	8,000	-	8,000	0%
TOTAL APPROPRIATIONS	-	8,000	-	8,000	0%

PROJECTED SURPLUS (DEFICIT)	1,864	-	-		
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Beginning Fund Balance	6,297	8,161	8,161
Authorized Use of Surplus	-	(8,000)	-
Ending Fund Balance	8,161	161	8,161

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 263 - CONCEALED PISTOL LICENSING

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	18,310	18,500	38,478	(19,978)	208%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	4,500	12,510	(8,010)	278%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	18,310	23,000	50,988	(27,988)	222%

DEPARTMENT

000 Non Departmental	9,440	23,000	16,961	6,039	74%
TOTAL APPROPRIATIONS	9,440	23,000	16,961	6,039	74%

PROJECTED SURPLUS (DEFICIT)	8,870	-	34,027
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Beginning Fund Balance	-	8,870	8,870
Authorized Use of Surplus	-	-	-
Ending Fund Balance	8,870	8,870	42,897

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 264 - CORRECTIONS OFFICERS TRAINING FUND

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	40,142	40,000	31,116	8,884	78%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	6,750	8,500	14,400	(5,900)	169%
Transfers In	-	-	-	-	0%
Use of Surplus	-	15,000	-	15,000	0%
TOTAL REVENUES	46,892	63,500	45,516	17,984	72%

DEPARTMENT

000 Non Departmental	33,557	63,500	54,368	9,132	86%
TOTAL APPROPRIATIONS	33,557	63,500	54,368	9,132	86%

PROJECTED SURPLUS (DEFICIT)	13,335	-	(8,853)		
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Beginning Fund Balance	34,538	47,873	47,873
Authorized Use of Surplus	-	(15,000)	-
Ending Fund Balance	47,873	32,873	39,020

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 266 - CRIMINAL JUSTICE TRAINING ACT 30

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	12,766	12,000	13,390	(1,390)	112%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	8,000	-	8,000	0%
TOTAL REVENUES	12,766	20,000	13,390	6,610	67%

DEPARTMENT

000 Non Departmental	13,200	20,000	10,379	9,621	52%
TOTAL APPROPRIATIONS	13,200	20,000	10,379	9,621	52%

PROJECTED SURPLUS (DEFICIT)	(434)	-	3,011		
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Beginning Fund Balance	21,250	20,816	20,816
Authorized Use of Surplus	-	(8,000)	-
Ending Fund Balance	20,816	12,816	23,827

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 269 - MITCHELL CREEK WATER SHED

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	8,155	-	8,155	0%
TOTAL REVENUES	-	8,155	-	8,155	0%

DEPARTMENT

000 Non Departmental	-	8,155	-	8,155	0%
TOTAL APPROPRIATIONS	-	8,155	-	8,155	0%

PROJECTED SURPLUS (DEFICIT)

PROJECTED SURPLUS (DEFICIT)	-	-	-		
Beginning Fund Balance	8,155	8,155	8,155		
Authorized Use of Surplus	-	(8,155)	-		
Ending Fund Balance	8,155	-	8,155		

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 278 - HOUSING TRUST

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	331	600	1,247	(647)	208%
Other Revenues	-	-	-	-	0%
Transfers In	73,682	-	-	-	0%
Use of Surplus	-	74,000	-	74,000	0%
TOTAL REVENUES	74,013	74,600	1,247	73,353	2%

DEPARTMENT

000 Non Departmental	-	74,600	191	74,409	0%
TOTAL APPROPRIATIONS	-	74,600	191	74,409	0%

PROJECTED SURPLUS (DEFICIT)	74,013	-	1,056		
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Beginning Fund Balance	207,913	281,926	281,926
Authorized Use of Surplus	-	(74,000)	-
Ending Fund Balance	281,926	207,926	282,982

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 279 - CDBG HOUSING GRANT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	119,850	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	136,903	6,600	89,806	(83,206)	1361%
Transfers In	-	-	-	-	0%
Use of Surplus	-	117,000	-	117,000	0%
TOTAL REVENUES	256,753	123,600	89,806	33,794	73%

DEPARTMENT

000 Non Departmental	17,550	3,000	1,281	1,719	43%
695 Home Improvement Loan Program	59,201	-	-	-	0%
696 Program Income	24,111	120,600	87,828	32,772	73%
697 NEZ Targeted Home Rehab Program	44,026	-	-	-	0%
TOTAL APPROPRIATIONS	144,888	123,600	89,109	34,491	72%

PROJECTED SURPLUS (DEFICIT)	111,865	-	697
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Beginning Fund Balance	1,891,832	2,003,697	2,003,697
Authorized Use of Surplus	-	(117,000)	-
Ending Fund Balance	2,003,697	1,886,697	2,004,394

GRAND TRAVERSE COUNTY
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BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 280 - NEXT MICHIGAN

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0
Local Unit Contributions	14,517	20,000	3,000	17,000	15%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	20,000	68,000	87,999	(19,999)	129%
Use of Surplus	-	200	-	200	0%
TOTAL REVENUES	34,517	88,200	90,999	(2,799)	103%

DEPARTMENT

000 Non Departmental	296	200	10	190	5%
729 Community Development	34,517	88,000	24,382	63,618	28%
TOTAL APPROPRIATIONS	34,813	88,200	24,392	63,808	28%

PROJECTED SURPLUS (DEFICIT)	(296)	-	66,607		
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Beginning Fund Balance	9,626	9,330	9,330
Authorized Use of Surplus	-	(200)	-
Ending Fund Balance	9,330	9,130	75,937

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
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FUND 281 - EDC REVOLVING LOAN

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	56,000	56,000	-	100%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	13,781	11,800	11,262	538	95%
Other Revenues	19,941	20,000	19,036	964	95%
Transfers In	-	-	-	-	0%
Use of Surplus	-	68,000	-	68,000	0%
TOTAL REVENUES	33,722	155,800	86,298	69,502	55%

DEPARTMENT

000 Non Departmental	103,477	99,800	84,530	15,270	85%
683 Veteran Healthcare Network	-	56,000	14,413	41,587	26%
TOTAL APPROPRIATIONS	103,477	155,800	98,943	56,857	64%

PROJECTED SURPLUS (DEFICIT)	(69,755)	-	(12,644)		
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Beginning Fund Balance	852,956	783,201	783,201
Authorized Use of Surplus	-	(68,000)	-
Ending Fund Balance	783,201	715,201	770,557

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 287 - TNT FORFEITURE FUND

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	2,250	(2,250)	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	1,300	(1,300)	0%
Charges for Services	-	68,374	137,058	(68,684)	200%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	186	1	185	1%
Other Revenues	-	38,880	28,486	10,394	73%
Transfers In	-	9,193	118,941	(109,748)	1294%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	-	116,633	288,037	(171,404)	247%

DEPARTMENT

347 TNT	-	116,633	103,731	12,902	89%
TOTAL APPROPRIATIONS	-	116,633	103,731	12,902	89%

PROJECTED SURPLUS (DEFICIT)	-	-	184,306		
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Beginning Fund Balance	-	-	-		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	-	-	184,306		

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
 BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 288 - TNT GRANT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	97,970	62,479	35,491	64%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	-	97,970	62,479	35,491	64%

DEPARTMENT

347 TNT	-	97,970	79,869	18,101	82%
TOTAL APPROPRIATIONS	-	97,970	79,869	18,101	82%

PROJECTED SURPLUS (DEFICIT)	-	-	(17,390)		
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Beginning Fund Balance	-	-	-		
Authorized Use of Surplus	-	-	-		
Ending Fund Balance	-	-	(17,390)		

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 292 - CHILD CARE

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	600,196	742,931	363,402	379,529	49%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	198,695	170,000	169,318	682	100%
Transfers In	770,060	875,000	656,250	218,750	75%
Use of Surplus	-	100,000	-	100,000	0%
TOTAL REVENUES	1,568,951	1,887,931	1,188,971	698,960	63%

DEPARTMENT

662 Child Care Probate	1,568,951	1,887,931	1,391,944	495,987	74%
TOTAL APPROPRIATIONS	1,568,951	1,887,931	1,391,944	495,987	74%

PROJECTED SURPLUS (DEFICIT)	0	-	(202,973)		
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Beginning Fund Balance	-	0	0
Authorized Use of Surplus	-	(100,000)	-
Ending Fund Balance	0	(100,000)	(202,973)

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 295 - ANIMAL CONTROL

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	85,525	70,865	14,660	83%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	3,300	2,880	420	87%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	-	-	-	0%
TOTAL REVENUES	-	88,825	73,745	15,080	83%

DEPARTMENT

430 Animal Control	-	88,825	45,339	43,486	51%
TOTAL APPROPRIATIONS	-	88,825	45,339	43,486	51%

PROJECTED SURPLUS (DEFICIT)	-	-	28,406		
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Beginning Fund Balance	-	-	-	
Authorized Use of Surplus	-	-	-	
Ending Fund Balance	-	-	28,406	

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
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FUND 297 - COMMISSION ON AGING

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	2,176,023	2,193,092	2,247,738	(54,646)	102%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	41,425	22,700	6,824	15,876	30%
Charges for Services	261,720	279,300	238,400	40,900	85%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	7,331	3,900	-	3,900	0%
Other Revenues	122,860	33,370	23,989	9,381	72%
Transfers In	-	-	-	-	0%
Use of Surplus	-	269,550	-	269,550	0%
TOTAL REVENUES	2,609,359	2,801,912	2,516,951	284,961	90%

DEPARTMENT

714 Rx Assistance	-	25,250	200	25,050	1%
716 Administration	181,737	137,645	79,230	58,415	58%
717 Information & Referral	136,957	195,050	125,346	69,704	64%
718 Homemaker	692,024	758,904	549,422	209,482	72%
719 Home Health Aids	381,661	414,431	279,726	134,705	67%
720 Home Chore	466,340	631,507	402,852	228,655	64%
721 Respite	325,832	375,463	308,018	67,445	82%
722 Foot Care	91,637	102,870	79,788	23,082	78%
724 PERS	112,949	129,261	109,181	20,080	84%
727 Senior Assistance	23,146	31,531	22,368	9,163	71%
TOTAL APPROPRIATIONS	2,412,284	2,801,912	1,956,132	845,780	70%

PROJECTED SURPLUS (DEFICIT)	197,076	-	560,819		
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Beginning Fund Balance	1,418,250	1,615,325	1,615,325
Authorized Use of Surplus	-	(269,550)	-
Ending Fund Balance	1,615,325	1,345,775	2,176,144

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FUND 298 - SENIOR CENTER

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	435,018	438,911	449,487	(10,576)	102%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	1,000	959	41	96%
Charges for Services	68,791	58,200	110,053	(51,853)	189%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	2,314	1,500	-	1,500	0%
Other Revenues	1,540	-	-	-	0%
Transfers In	-	-	-	-	0%
Use of Surplus	-	152,719	-	152,719	0%
TOTAL REVENUES	507,663	652,330	560,500	91,830	86%

DEPARTMENT

728 Senior Center	505,260	652,330	451,024	201,306	69%
TOTAL APPROPRIATIONS	505,260	652,330	451,024	201,306	69%

PROJECTED SURPLUS (DEFICIT)	2,403	-	109,476		
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Beginning Fund Balance	543,094	545,497	545,497
Authorized Use of Surplus	-	(152,719)	-
Ending Fund Balance	545,497	392,778	654,973

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FUND 471 - COUNTY FACILITIES

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	44,702	46,000	25,950	20,050	56%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	8,001	8,000	8,002	(2)	100%
Other Revenues	99,091	99,300	59,563	39,737	60%
Transfers In	1,770,174	1,622,650	1,216,988	405,663	75%
Use of Surplus	-	152,350	-	152,350	0%
TOTAL REVENUES	1,921,968	1,928,300	1,310,502	617,798	68%

DEPARTMENT

164 County Courthouse	152,480	157,800	114,627	43,173	73%
167 Hall of Justice	257,020	245,200	177,708	67,492	72%
229 Prosecuting Attorney	9,693	11,250	6,295	4,955	56%
264 Health Services Building	73,684	99,400	63,677	35,723	64%
266 Front Street Building	26,930	38,200	26,271	11,929	69%
267 Governmental Center	533,887	563,303	425,726	137,577	76%
269 Maintenance Facility - Civic	7,360	9,300	4,409	4,891	47%
270 LaFranier County Building	47,057	56,651	39,020	17,632	69%
301 Law Enforcement Center - Jail	228,343	222,400	162,224	60,176	73%
302 LEC - Woodmere	69,435	76,850	56,927	19,923	74%
303 Sheriff Storage Building	11,255	14,800	9,704	5,096	66%
340 County Radio Towers	4,559	8,099	6,926	1,173	86%
350 Court St. Work Release Facility	6,189	6,350	4,970	1,380	78%
430 Animal Control	1,671	2,950	1,034	1,916	35%
728 Senior Center	1,809	1,800	429	1,371	24%
752 Civic Center	83,912	112,900	75,109	37,791	67%
753 Maple Bay	231	600	194	406	32%
756 Civic Center Pool	62,034	72,900	55,695	17,205	76%
757 Power Island	206	1,500	484	1,016	32%
758 Natural Education Reserve	6,763	10,600	1,689	8,911	16%
759 Twin Lakes	22,633	26,700	17,115	9,585	64%
760 Bartlett Park	2,986	5,919	3,447	2,472	58%

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2016
 BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 471 - COUNTY FACILITIES (Continued)

DEPARTMENT	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
761 Howe Ice Arena	81,139	90,400	59,598	30,802	66%
762 Medalie Park	924	1,931	1,369	562	71%
763 TART Trail	9,152	10,600	10,352	248	98%
765 Boardman River Dams	40,172	79,897	26,902	52,995	34%
TOTAL APPROPRIATIONS	1,741,523	1,928,300	1,351,903	576,397	70%

PROJECTED SURPLUS (DEFICIT)	180,445	-	(41,400)
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Beginning Fund Balance	430,913	611,358	611,358
Authorized Use of Surplus	-	(152,350)	-
Ending Fund Balance	611,358	459,008	569,957

GRAND TRAVERSE COUNTY
FISCAL YEAR 2016
BUDGET TO ACTUAL REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2016

FUND 472 - CAPITAL IMPROVEMENT

REVENUE SOURCE	FY15 ACTUAL ACTIVITY	FY16 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2016	AVAILABLE BALANCE	% BUDGET USED
Taxes	-	-	-	-	0%
Licenses and Permits	-	-	-	-	0%
Federal Grants	-	-	-	-	0%
State Grants	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	0%
Charges for Services	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	0%
Interest and Rents	-	-	-	-	0%
Other Revenues	253	-	-	-	0%
Transfers In	599,800	450,000	337,500	112,500	75%
Use of Surplus	-	450,000	-	450,000	0%
TOTAL REVENUES	600,053	900,000	337,500	562,500	38%

DEPARTMENT

000 Non Departmental	261,016	900,000	477,171	422,829	53%
TOTAL APPROPRIATIONS	261,016	900,000	477,171	422,829	53%

PROJECTED SURPLUS (DEFICIT)	339,037	-	(139,671)		
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Beginning Fund Balance	187,465	526,502	526,502
Authorized Use of Surplus	-	(450,000)	-
Ending Fund Balance	526,502	76,502	386,831