

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, February 1, 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 January 18, 2017 (Regular Board Meeting) 3
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)	9-1-1 Minutes of December 8, 2016.....	7
2)	Northern Lakes Community Mental Health (NLCMH) Minutes of December 15, 2016	11
3)	Traverse Area District Library (TADL) Minutes of December 15, 2016	15
b.	Approvals:	
1)	2017 Hauler Licenses	19
2)	Appointments to Boards & Committees – Board of Public Works, Brownfield Redevelopment Authority and Planning Commission	21
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	HEALTH DEPARTMENT:	
1)	Medical Examiner Letter of Intent and Addendum #1 to Interlocal Agreement	23
10.	OLD/UNFINISHED BUSINESS:	
a.	Amendment to Board Rule 11.6 Method of Voting; Video Conferencing	44
11.	NEW BUSINESS:	
a.	Ad Hoc Committees to interview for Planning and Parks & Recreation vacancies (Crawford)	
b.	Resignation Letter of County Administrator (Crawford)	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
a.	Presentation of 9-1-1 Annual Report of 2016 by Jason Torrey (5 minutes)	47
b.	Strategic Planning Meeting Update	
14.	NOTICES	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
January 18, 2017

Chairwoman Crawford called the meeting to order at 5:30 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

Commissioner Wheelock spoke about Margaret Underwood, who passed away recently, and he asked for a few moments of silence in remembrance of her. This was followed by the Pledge of Allegiance to the Flag of the United States of America.

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

APPROVAL OF MINUTES

December 21, 2016 – Regular Session
January 4, 2017 – Organizational Meeting

Commissioner Mair clarified his request at the January 4, 2017 meeting for additional study sessions. There being no other corrections to the minutes listed above, they were approved as presented.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

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

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Conservation District Monthly Report
2. Road Commission Monthly Report

3. County Staff Report for January 2017

B. APPROVALS

1. Resource Recovery – 2017 Hauler Licenses – Removed from calendar.

2. Resolution 2-2017
Sheriff’s Office
Williams Chevrolet
Oil and Fluid Changes

3. Resolution 3-2017
Sheriff’s Office
Traverse City Fleet Repair
Vehicle Fleet Maintenance Contract

4. Resolution 4-2017
Circuit Court – Family Division
Michigan Department of Health and Human Services
Child Services Agency
2016-2017 Child Care Fund Budget Amendment

5. Resolution 5-2017
Commission on Aging
Signature Ford
Purchase of ¾ Ton Truck

6. Resolution 6-2017
Finance
December 2016 Claims

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record, the following item was removed:

#B-1

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By Gore Follette

Moved by Mair, seconded by Clous to approve the Consent Calendar minus item #B-1.
Motion carried.

ITEMS REMOVED FROM CONSENT CALENDAR

Item #B-1 – Resource Recovery – 2017 Hauler Licenses

Commissioners discussed the County’s liability with regard to the waste haulers, and the need to update the Solid Waste Ordinance since the elimination of the Resource Recovery Department caused them not to be compliant with the ordinance at this time.

Civil Counsel, Chris Forsyth, will research the procedure for updating the Solid Waste Ordinance and report back to the board at a future meeting.

Resolution 7-2017
Resource Recovery
2017 Hauler Licenses

Moved by Wheelock, seconded by Clous to approve Resolution 7-2017. Motion carried.

DEPARTMENT ACTION ITEMS

a. Board of Commissioners

1. Board Rules of Order

Amended Board Rules of Order were discussed with Civil Counsel, Chris Forsyth. Amendments were approved except for the following sections: 11.6, Method of Voting - Mr. Forsyth will bring back options for voting via video or teleconferencing; and 5.2, Distribution of Agenda and Materials – this will continue to be not later than noon on the Friday preceding the next regular meeting.

Resolution 8-2017
Board of Commissioners
Board Rules of Order
Amended January 18, 2017

Moved by Gore Follette, seconded by Lathrop to approve Resolution 8-2017.
Roll Call Vote: Yes 7

b. Commission on Aging

1. Management Services Agreement

Tom Menzel, County Administrator, and Jen DeHaan, Deputy County Administrator, explained the request to contract with Comfort Keepers to handle management services of Commission on Aging and they answered commissioners questions.

Commissioners discussed the issue and determined that more information was needed and a more thorough discussion should be done at a study session before a decision is made.

Moved by Gore Follette, seconded by Wheelock to table this matter pending a study session scheduled for February 8, 2017 to discuss the plans for management of the Commission on Aging.
Motion carried.

c. Finance

1. Financial Report

Jody Lundquist, Finance Director, gave an overview of the financial report provided to commissioners and answered questions they had regarding this report.

OLD BUSINESS

a. Schedule Strategic Planning

Chairwoman Crawford indicated that the Strategic Planning session will be held on Saturday, January 28th from 9:30 a.m. to 2:00 p.m. They are still trying to determine the location for the session and will provide that information as soon as possible.

b. Human Resources Update

Chairwoman Crawford gave an update on the current status of the Human Resource Department. Staff answered Commissioners' questions about future staffing plans.

NEW BUSINESS

None

PUBLIC COMMENT

Matt Schoech made a suggestion that the County create a debt analysis report.

Joanne Tuck spoke about the good job the Commission on Aging staff does and the need for the County to hire a Human Resource Director.

Carol Stocking indicated that the courts are required to have performance measurements of staff and can share them with commissioners.

Nancy Ickes spoke about the dedication of the Commission on Aging staff to their customers.

COMMISSIONER REPORTS

The Commissioners gave updates on meetings and events they attended.

NOTICES

None

Meeting adjourned at 7:26 p.m.

Bonnie Scheele, County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY 911 BOARD OF DIRECTORS

Meeting Minutes: December 8, 2016, 0800

Health Department Training Room

PRESENT:

Capt. Chris Clark

Chief Theo Webber

Chief Pat Parker

Daryl Case

Gregg Bird

Jason Torrey

Leah Hornacek

Chief Jim Tuller

Jim Carroll

AGENCY:

G.T. County Board of Commissioners

G.T. Sheriff Office

Traverse City Police

G.T. Rural Fire Department

G.T. Metro Fire Department

North Flight EMS

G.T. Emergency Management

GT 911/Central Dispatch

GT 911/Central Dispatch

Traverse City Fire Department

Blair Twp. Fire Department

ABSENT:

OTHERS IN ATTENDANCE:

Andy Down

Long Lake Fire and Rescue

Lt. Dave Street

Michigan State Police

Call to order

Chairman Gregg Bird, called the meeting to order at 8:06. A quorum was present.

Approval of Agenda

Motion by Gregg Bird to approve agenda as presented.

Approval of Minutes

Motion by Gregg Bird to approve the minutes of the October 13, 2016 meeting as presented. The motion was supported by Lt Street. Motion passed.

Directors Report:

Director Jason Torrey provided the following report. Two dispatch trainees are progressing well. They will both be entering the Fire/EMS phase of training at the beginning of the year.

The requested budget is expected to be approved.

For all agencies, if you are going to be making changes within your department, get us involved early so we can update needed aspects in the dispatch center. With the new equipment, this is getting more comprehensive and labor intensive.

State surcharge funding proposal is a major component to supporting our operations. A comprehensive plan is being worked out. Director Torrey will be coming back to the board for support when the details are worked out.

Smart 911 will be stated funded through 2017.

The interoperability conference will be held at the Great Wolf Lodge again this year starting on February 7th. If possible, please attend – 800 MHz radios will be discussed.

Further discussion of radio problems in the Kingsley area.

SUBCOMMITTEE REPORTS:

Technical Subcommittee

Director Jason Torrey provided the following report. The TAC subcommittee meeting was held on November 10, 2016.

Working with the Road Commission to add a repeater to the Central Tower. Also working with them on maintaining the road to the tower.

ARFF is transitioning to 800MHz, this should be on line by the end of next week.

The 800 MHz inventory is complete, currently working on a VHF patch solution.

Update on FIRSTNET – it will be awarded to AT&T, the other vendor did not meet the requirements.

Law Enforcement Subcommittee

No update.

Fire and EMS Subcommittee

No update.

Old Business:

Jason Torrey advised the SunGard demo will be on January 19th, 2017 from 0900-1200hrs. They will need approximately 3-4 hours.

Motion by Gregg Bird to change next meeting to January 19, 2017 at 0800hrs and go directly into the demo at 0900hrs. The motion was supported by Jason Torrey. Motion passed.

Further discussion on SunGard.

Lt. Street inquired from Director Torrey if he had been in discussion with Wexford County Dispatch in reference to a potential collaboration of some type. Discussion.

New Business:

Director Torrey advised there is an 800MHz radio training at the RTC during Fire 1 and Fire 2 class on February 6th at 1800hrs. This training is open to other agencies that need it.

Director Torrey further provided the following information. Leelanau County is transitioning to 800MHz and swapping out their consoles. They have been in touch with Director Torrey about the possibility of our department monitoring their emergency alerts for approximately the next 6 months. Director Torrey requesting approval of the board to go ahead with this. It will have minimal impact on our dispatch staff. No objections from the board.

Policy updates – Most of the updates were cleanup of the language.

- Severe Weather was broken down into Watch and Warning alerts.
- Emergency Management – Discussion on what EM needed to be notified on and whether automatic or at scene discretion. Emergency Management will work with the fire chiefs to go over details regarding putting him into the box alarms and at what alarm level.
- Three (3) other policy changes: Civil Defense, LEIN, and Severe Weather were discussed. Bird made motion to accept these 3 policy changes. Supported by Lt. Street. Motion passed.

A few more policies are being worked on: wrecker policy, and handing off suicidal callers to Third Level. When finished, these will be brought back to the board for approval.

Daryl Case inquired as to a policy for Lost/Destroyed equipment. Director Torrey will provide information at the next meeting.

Daryl Case also provided an update on BDA for ER at Munson. The timeline should be just after the beginning of the new year.

Other Business:

None.

Meeting adjourned at 08:59 AM.

Next meeting will be: January 19, 2017.

DRAFT



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

December 15, 2016

2:30 PM

1. CALL TO ORDER:

Northern Lakes Community Mental Health, 105 Hall Street, Traverse City with skype to 527 Cobb Street, Cadillac and skype to 204 Meadows Drive, Grayling, Michigan. Dave Stephenson called the meeting to order at 2:40 p.m.

Board Members Present: TC – Nicole Miller, Betty Bushey, Carol Crawford, Ty Wessell, Michael MacCready, Nina Zamora, Gerald Micketti, Randy Kamps, and Gary Stefanko. Grayling – Al Cambridge and Dave Stephenson. Cadillac – Dean Vivian, Pam Babcock and Cheryl Walker.

Board Members Absent: Lorelei King (advance notice).

Others Present: TC - Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Lauri Fischer, Director of Finance; Sherrie Moseler, Northern Health Care Management; Mary Marois, Interim Director for Children and Families; Carrie Gray, Chief Population Officer for IDD; Dave Simpson, Residential Services Administrator; Becky Vincent, Director of Integrated and Managed Care; Keith Huggett, Chief Information Officer; Matt Leiter, Human Resources Officer; Kim Silbor, Operations Manager; and Clarisse Manny, Trainer.

Cadillac – Andy Babcock.

Grayling - Tracy Andrews, Director of Recipient Rights.

Timekeeper – Nina Zamora

2. AGENDA:

MOTION:	The Board Approved the December 15, 2016 Agenda as presented.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Vivian
SECONDER:	Nicole Miller

3. CONFLICT OF INTEREST DECLARATION:

There was no conflict of interest declaration.

4. CONSENT AGENDAS – MANAGEMENT AND BOARD:

A. *Consideration of Management Consent Agenda*

MOTION:	Approved the Management Consent Agenda of December 15, 2016.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Kamps
SECONDER:	Nina Zamora

B. Consideration of Board Consent Agenda

MOTION:	Approved the Board Consent Agenda of December 15, 2016 with items 2-3, 4. Received and file item 4.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Kamps
SECONDER:	Nina Zamora

5. **OWNERSHIP LINKAGE:**

A. *Citizen Comment* -
None.

B. *Ownership Communication*

Reference was made that Missaukee County received a one year grant.

6. **CHIEF EXECUTIVE OFFICER'S REPORT:**

We are utilizing the skype for meetings and also on the second floor of our Traverse City Office we are setting up a telepsychiatry pod. Each office location will have designated rooms where the psychiatrist can see a consumer with the aid of a nurse. We are using the skype technology so that the psychiatrist does not have to drive between offices.

We just learned that Section 298 Work Group Report is out for public review. The legislators will be getting the final report March 15th. The report captures community stakeholder feedback and reaction to Section 298. It emphasizes being consumer focused and focusing in on making sure that care is integrated at the point of reception of the care not higher up. Karl noted that he will forward to board members.

The Director's Forum was cancelled. Karl noted that he will be part of a conference call to discuss the function and format of the Director's Forum meetings going forward.

Karl noted that the board meeting schedule, monitoring report, board education plan, summary of the board education plan and planning calendar will be provided to board members in January.

We are close to identifying a locum tenens Nurse Practitioner to staff our integrated care clinic.

Karl included documents with his report related to the Consumer Advisory Council (CAC) related to inclusion and consumerism that are part of the CMHSP Contract as well as three versions of the bylaws. He thanked board members who have attended and comments were provided. We continue to focus on making sure that the CAC is consumer oriented, consumer driven, welcoming, inclusive and recovery oriented. Consumers, staff and board members are invited to attend as the CAC workgroup focuses on positive transformation.

7. **NORTHERN MICHIGAN REGIONAL ENTITY REPORT:**

Referenced the meeting minutes from November 23, 2016. Randy identified that the biggest challenge is to be able to comply with the CMHSP Contract that we signed. The affinity groups has had an impact on the Department and the language in Section 298 may not be a major factor in 2017 and will not go away until the legislature finally affirms the fact that our funding should be administered through the public entities that we have in place now.

Randy noted that we will sign the contract with the CEO for another year. He has demonstrated a commitment to the mission and is a leader of the PIHPs. He hopes that the 5 CMHs will continue to work together.

Karl noted the five CMHs have worked hard to align spending with the revenue that we receive from the state. We have a projected deficit for this year for substance use disorder (SUD) services. SUD services will take money away from mental health services. Karl is concerned about the current organizational structure of the PIHPs assuming the role of the coordinating agencies as a result of legislation in 2015. The current system does not integrate SUD services with mental health services. We are not seeing adequate measures to reduce the deficit caused by SUD services. Karl will continue to pursue in the Operations Committee meetings.

The Department made changes to the management of the coordinating agencies and is not providing adequate funding. We are very sensitive to the complexities on how those resources get allocated. We will continue to advocate for fairness of allocation of resources.

Dave Schneider will bring back a revised plan on how to reduce the SUD deficit to the January NMRE Board meeting.

8. **ASSURANCE OF ORGANIZATIONAL PERFORMANCE:**

A. Receipt of CEO Response to Monitoring Report – 2.0 Global Executive Limitations

MOTION:	Approve Policy 2.0 Global Executive Limitations Internal Inspection as 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Betty Bushey
SECONDER:	Nina Zamora

B. New Operational Worries
None.

C. December
2.10 Administrative Cost, Internal Inspection, complete and turn in.
2.6 Community Resources, Internal Inspection, complete and turn in.

9. **BOARD MEANS SELF-ASSESSMENT:**

A. Receipt of Board Monitoring Report - 3.2 Governance Style

MOTION:	Approve Policy 3.2 Governance Style, Direct Inspection as 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ty Wessell
SECONDER:	Gerald Micketti

Policy 3.4 Annual Work Plan

MOTION:	Approve Policy 3.4 Annual Work Plan, Direct Inspection as 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ty Wessell
SECONDER:	Betty Bushey

B. December Monitoring Assignment
3.1 Board Job Description, complete and turn in.

10. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

- A. *Ends – None.*
- B. *Executive Limitations – None.*
- C. *Board/CEO Linkage – None.*
- D. *Governance Process/Ownership Linkages – None.*

11. OWNERSHIP LINKAGE:

None.

12. ANNOUNCEMENTS/BOARD MEMBER REPORTS:

- Director of Programs at Footprints in Time will be leaving. Noted her admiration for the support over the time worked.
- The restraint and seclusion bill passed the Senate yesterday 36 to 1 and is on the way to our Governor.
- At the last Executive Board meeting of the MACMHB it was mentioned that the feds are considering going to block grant funding for Medicaid as opposed to something else. Karl noted that he will keep the board informed. We are advocating for the people we serve.
- Two board members noted that there will be a wedding and a visit with a new great grandson over Christmas.

13. JANUARY 19 AGENDA PLANNING (CADILLAC):

We will invite the former CEO to rename the multi-purpose room in Cadillac.

14. MEETING EVALUATION:

- #1- we spent our time on the most important governance topics: majority was satisfactory
- #2- we encouraged diversity of viewpoints: majority was satisfactory
- #3- our decisions were made collectively: majority was satisfactory
- #4- The Board used its time effectively: majority was satisfactory
- #5- What is the most important thing the Board could do to improve our function as a board? Comments were made about using skype across three offices to attend Committee of the Whole and Board meetings due to the inclement weather.

15. ADJOURNMENT:

MOTION:	To adjourn the meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nina Zamora
SECONDER:	Nicole Miller

The meeting adjourned at 3:55 p.m.

Respectfully Submitted,

Dave Stephenson, Chairperson

Nicole Miller, Board Secretary

Debra Lavender, Recording Secretary



Board of Trustees Regular Meeting and 2017 Budget Hearing
MINUTES (approved)
Thursday, December 15, 2016 at 5:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. **Pledge of Allegiance**

All members in attendance stood and recited the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of agenda**

It was MOVED by Kachadurian, SUPPORTED by Marek, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

President Gillman opened the floor for public comment. There was none.

5. **Approval of minutes**

It was MOVED by Kachadurian, SUPPORTED by Beasley, to approve the regular meeting minutes of November 17, 2016, as presented. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- Parsons and President Gillman attended the City Commission Special Study Session regarding the proposed tax increment financing and development plan. Each spoke of their concerns over the plan's negative effect on TADL's public funding through the voter approved 2016 millage. Since 2008 over \$680K of TADL funds have been captured by TIF related plans.
- A package of bills has gone to the House and Senate which would allow libraries to opt out of TIF plans. The bills are awaiting the Governor's signature next week and, if signed, would take effect immediately.
- Caroline Gersch has been appointed from the City to fill Beasley's seat on the Board, which expires December 31st. Since her appointment Gersch has regrettably declined the position of TADL trustee due to time constraints which would not allow her to give the position the attention it deserves. Parsons noted that the Mayor is reviewing applications for the position.
- The Sight & Sound Department's newly acquired DVD and CD repair machine has been working well. At no charge for the machine and 40 cents per disc repair to cover supplies, this will be a cost savings to TADL to restore current materials to 'new' condition rather than purchasing brand new copies.
- TADL has received notification from the Charles Saunders Estate that a very large collection of jazz CDs and vinyl records are to be donated to TADL. Arrangements are being made to acquire the collection.

President Gillman noted that Administrative Reports were included in the board packet. There were no additions to those reports.

b. *Financial Report*

Parsons confirmed her November reports, highlighting the following:

- Revenue – TADL has received \$114K more than was budgeted. Several year-end contributions have been received and will be reflected next month. Revenue from property tax payments for 2017 is beginning to come in.
- Expenses – Salaries and wages are within budget. The retirement unfunded liability is approximately \$397K with a first payment made to the new DB plan of \$22,109. Overall expenses are in line and doing fine.

c. *Member Library Reports*

- Written reports from Julie Kintner, Director of Fife Lake Public Library (FLPL), Renee Kelchak, Director of Interlochen Public Library (IPL), and Vicki Shurly, Director of Peninsula Community Library (PCL) were included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed roofing issues. It appears that a new roof may be necessary, however specific repair decisions have not yet been made and the repair will not be made until spring or later. The committee also discussed preventative maintenance scheduling for the air conditioner chiller unit which includes a \$31K replacement compressor. Facilities Manager, Bennett, is researching re-lamping the building. The project would cost more money up front but save money in the long run. There is no recommendation for the re-lamping project pending further information.
- Finance Committee – Kachadurian reported that the committee had met and discussed a proposal and contract draft to extend technology services to Interlochen Center for the Arts, similar to the agreement between TADL and Kalkaska Library. The committee also discussed the 2017 budget proposal.
- Personnel Committee – Kachadurian confirmed that the committee had not met.
- Policy Committee – President Gillman confirmed that the committee had not met.

e. *Other Reports and Communications*

- Friends' Report – MaryIn Lawrence, Friends Board President
Parsons reported for Lawrence that the Gift Shop will be closing no later than December 23, 2016.

7. **Public Hearing on the 2017 Budget**

a. *Introduction of the 2017 Budget – President Gillman*

President Gillman announced the start of the 2017 Public Budget Hearing highlighting significant changes to the MERS retirement plan and proposed revenue increases which could help with maintenance issues moving forward. He then turned the discussion over to Parsons.

b. *Budget Overview and Details - Director*

Parsons reviewed the 2017 budget narrative and detail information presented in the proposed budget which had been made available to the public prior to the meeting via the library website and in print form at the library Reference Desk. She also provided her reasoning for several modifications made to the budget proposal since the initial publication which include: an increase in personnel costs following a ratified union contract; an increase in health insurance rates as TADL has had to move from a large group rate to a small group rate; part-time positions to be added in 2017; and a budget increase for insurance expenses as outlined in the member library

contract with Interlochen Public Library. Member libraries will receive a 2.9% increase in their 2017 payment. All budget questions from the board were answered satisfactorily. Parsons felt confident in the balanced budget she presented and expressed a desire to engage in additional fundraising efforts in 2017.

c. *Public Comment*

President Gillman opened the floor for public comment. With no public comments offered, President Gillman then officially closed the budget hearing.

8. **Discussion and Action to Adopt the 2017 Budget**

a. *2017 Budget Resolution*

It was MOVED by Beasley, SUPPORTED by Kachadurian to pass the 2017 budget resolution as presented. A roll call vote was taken with the following results:

Jones – aye Payne – aye Kachadurian – aye

Moyer – aye Gillman – aye Marek – aye

Beasley – aye

Motion CARRIED.

9. **Old Business**

a. *Nominating Committee Discussion*

President Gillman expressed his desire to form a Nominating Committee consisting of himself, Vice President Marek, and trustee Kachadurian. Following past precedence, the Nominating Committee's purpose is to make a recommendation for successor officers and committee membership at the annual meeting. The Nominating Committee recommendation would not prohibit any other nominations from being made at the annual meeting to be held in January of 2017. There were no objections.

10. **New Business**

a. *2016 Year-end Budget Amendment*

Parsons reviewed several minor year-end budget adjustments as well as a reversal of a prior budget amendment of \$375K for employee benefit payment obligations. Parsons had confirmed with TADL's auditors that an actual budget adjustment for the unfunded pension liability was not necessary and has corrected that within the 2016 year-end budget amendment. She also noted that funds contributed to special projects will be allocated to the Public Improvement Fund to pay for those projects in the future. It was MOVED by Kachadurian, SUPPORTED by Marek to adopt the 2016 year-end budget amendment as presented. Motion CARRIED.

b. *Tax Capture Policy Resolutions*

As was mentioned during Parsons' Director Report, the status of the tax capture has changed since the initial conversations. The board has gone on record opposing the proposed tax capture. It was MOVED by Marek, SUPPORTED by Payne to authorize the Director to ensure that TADL opts out of the tax increment finance plan pending an approval at the legislative level. Motion CARRIED.

11. **Public Comment**

President Gillman again opened the floor for public comment. There was none.

President Gillman recognized trustee Beasley for his 8 years of service to the TADL board of trustees. Beasley has been a stalwart member of the board, serving as past President and current board Secretary. Beasley stated that it was his honor and great reward to serve on the TADL Board and feels that his time on the board has been a remarkable story in a remarkable institution. He thanked fellow board members for their service as well.

Gillman also noted that his tenure of Presidency has reached 2 years and expressed his gratitude to all those who serve on and to the board.


12. **Adjournment**

With a motion by Jones and support from Beasley, President Gillman adjourned the meeting at 5:49pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on January 19, 2017,


Board Secretary
Joseph Jones

Action Request



Meeting Date:	February 1, 2017		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2017 Hauler Licenses		
Estimated Time:	Consent Calendar <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-2017-8 Silers Lawn Maintenance, INC
 Y-2017-9 Northern Greenlawn, INC
 Y-2017-10 Natural Landscapes

Special Solid Waste Applications Received:
 SP-2017-7 Bloxsom Roofing & Siding Co.
 SP-2017-8 Bay Area Recycling for Charities
 SP-2017-9 Larry's Tire, 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: <input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION

XX-2017

Resource Recovery – 2017 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on February 1, 2017 and reviewed requests to approve the Hauler Licenses for 2017 as follows:

Special Solid Waste Haulers: Bloxsom Roofing & Siding Co.
 Bay Area Recycling for Charities
 Larry’s Tire, INC

Yard Waste Haulers: Silers Lawn Maintenance, INC
 Northern Greenlawn, INC
 Natural Landscapes

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: February 1, 2017



Action Request

Meeting Date:	February 1, 2017		
Department:	Administration/BOC	Submitted By:	
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Appointment to Boards & Committees - BPW, Brownfield and Planning		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

A request is being made for consideration to approve appointment of the City Representative to the Board of Public Works (BPW). Township appointments were updated after the November elections but the City of Traverse City appointment was not completed at that time. Therefore, as recommended by the City Commission on 11-14-16, please confirm the appointment of Richard Lewis, City Commissioner to the GTC Board of Public Works for a one year term effective January 1, 2017.

Also, notification has been received from the Township Association that they they are requesting that Rob Manigold be appointed to the Brownfield Redevelopment Authority (BRA) as their representative for the next term.

Lastly, the Traverse City Area Public Schools (TCAPS) recommended on 1-9-17, the appointment of Sue Kelley as their representative on the Planning Commission.

Suggested Motion:

Approve appointments as follows: Richard Lewis to the BPW representing the City of Traverse City for one year effective January 1, 2017; Rob Manigold to the BRA representing the Township Association for the 3-year term ending 12-31-19; Sue Kelley to the Planning Commission as the school representative for the 3-year term ending 12-31-19.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	<input 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:

RESOLUTION

xx-2017

Boards & Committees – BPW, Brownfield and Planning

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on February 1, 2017 and reviewed recommendations to make appointments to the following Boards and Commissions; and,

WHEREAS, The Traverse City Commission recommended on 11-14-16, the appointment of Richard Lewis, City Commissioner, as their representative on the Board of Public Works for a one-year term effective January 1, 2017; and

WHEREAS, The Township Association recommend on 1-5-17, the appointment of Rob Manigold as their representative on the Brownfield Redevelopment Association; and

WHEREAS, The Traverse City Area Public Schools (TCAPS) recommended on 1-9-17, the appointment of Sue Kelley as their representative on the Planning Commission; and,

WHEREAS, The Board of Commissioners concurs with these recommendations.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the following appointments:

- 1) Appoint Richard Lewis to the Board of Public Works representing the City of Traverse City for a one year term effective January 1, 2017; and,
- 2) Appoint Rob Manigold to the Brownfield Redevelopment Association representing the Township Association for the three year term ending 12-31-19; and,
- 3) Reappoint Sue Kelley to the Planning Commission as the school representative for the three year term ending 12-31-19.

APPROVED: February 1, 2017

Action Request



Meeting Date:	2/1/2017		
Department:	Health- Medical Examiner Division	Submitted By:	Wendy Trute
Contact E-Mail:	wtrute@gtchd.org	Contact Telephone:	995-6100
Agenda Item Title:	Medical Examiner Letter of Intent and Addendum #1 to Interlocal Agreement		
Estimated Time:	5 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

2017 3 month Medical Examiner interim proposal supporting documents:
 This agenda item is a follow-up to the previously approved appointment of medical examiner(s) and affiliated budget at the December 21, 2016 board meeting. As a statutorily mandated service, the office of medical examiner function and smooth transition from one medical examiner to another is essential. This transition occurred on January 1st as a result of appointing Joyce deJong and staff from the Western Michigan University Homer Stryker MD School of Medicine (WMED) as the Medical Examiner and deputy medical examiners respectively after Dr. Fliss submitted her resignation effective 12-31-2016. Grand Traverse County Health Department administers the medical examiners office as delineated in the intragovernmental agreement for medical examiner services between Grand Traverre, Benzie and Leelanau counties. In order to formalize the changes resulting from the appointments and approved budget, Grand Traverse County is in discussions to establish a contract with WMED to continue to perform these services. Due to the quick transition in December, the logistics of getting approval from 3 county boards (with two of them already having approved their 2017 budget) discussions with administrators from Benzie, Leelanau and Grand Traverse Counties resulted in a letter of intent negotiated between WMED and Grand Traverse County until a longer term contract can be negotiated and established. Additionally, an addendum to the intergovernmental agreement needs approval to reflect the appropriate pro-rated budget amounts for each of the 3 counties (listed below). Both Benzie County and Leelanau County boards have approved and signed the addendum. We will use the 3 months to better define the contract budget, scope of services and other essential details for medical examiner operations. Moving forward, there would be additional discussions and strategic planning with Leelanau, Benzie and other neighboring counties to identify if they have continued (or new) interest in partnering for medical examiner services through the intergovernmental agreement.

Suggested Motion:

Approval of WMED Letter of Intent and Addendum #1 to the interlocal agreement for medical examiner services.

Financial Informatic Budget was approved on 12/21/2016		Health Dept Appropriation	Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
Total Cost:	\$135,245.00	General Fund Cost:	

If not included in budget, recommended funding source:
 Grand Traverse = \$96,813 Benzie = \$19,437 Leelanau = \$18,995

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: Yes

Attachment Titles: 1. WMED LOI; 2. Addendum 1 ME Interlocal Agmt; 3. ME Interim 90 Day Proposal Board Agenda item (for background information)



December 29, 2016

Wendy Trute, MPH, CPHA
On behalf of Grand Traverse County
Grand Traverse County Health Department Medical Examiner's Office
2600 LaFranier, Suite A
Traverse City, MI 49686

Re: Appointment of Joyce deJong, DO as the Medical Examiner for the Regional Medical Examiner's Office comprised of Grand Traverse County, Benzie County, and Leelanau County.

Dear Ms. Trute,

The purpose of this letter of intent (this "Letter") is to set forth general terms and conditions upon which Grand Traverse County ("the County") would appoint Joyce deJong, DO ("Dr. deJong") as Medical Examiner for the County and upon which Dr. deJong and her employer, Western Michigan University Homer Stryker M.D. School of Medicine ("WMed"), would accept such appointment. The County, Dr. deJong and WMed are collectively referred to herein as "the Parties" or individually as "Party".

The Parties desire for Dr. deJong to commence performance of duties as the Medical Examiner for the County while they negotiate the final terms and conditions of a more comprehensive, detailed and fully-integrated written Medical Examiner Services Agreement ("MESA").

The following numbered sections of this Letter shall constitute the legally binding and enforceable agreement of the County, Dr. deJong and WMed that will be in place from the effective date of this Letter until a final MESA is executed by all Parties or until this Letter is otherwise terminated pursuant to section 4 below.

1. Services. Dr. deJong will perform all services typically required of a county Medical Examiner for the County as described in and required by the laws of the State of Michigan ("the Services"), including, but not limited to:

- a. investigation and certifications of all persons whose deaths are within the jurisdiction of the County;



- b. provision of forensic pathology and forensic anthropology as needed to investigate deaths;
- c. provision of necessary communications regarding particular death investigations and general procedures; and
- d. being available for and providing ^{just/10/11} ~~non~~-expert testimony in criminal prosecutions in the County's jurisdiction (travel required for such testimony will be reimbursed by the County at the standard and accepted mileage rates published by the Internal Revenue Service).

Dr. deJong and WMed warrant that the Services will be of the kind and quality that meet generally accepted standards and will be performed by qualified personnel.

2. **Payment.** The County will pay WMed \$26,294.37 per month for the Services described in Section 1 of this Letter. The County will also pay WMed a lump sum payment of \$2,365.00 for use of the database for one year. The County will pay WMed \$2250.00 for each autopsy performed and \$200 for each remote examination plus the cost of toxicology, if any on the remote examinations. Any additional work must be mutually agreed upon and costs known before that work may commence. Payment will be provided within 30 days following issuance of an invoice by WMed.

3. **Independent Contractor.** WMed and its employees, including Dr. deJong, are independent contractors of the County and will in no way be deemed, nor hold themselves out to be, employees, joint venturers or partners of the County for any purpose. WMed will be responsible for withholding and payment of all applicable taxes and for maintaining the required workers' compensation insurance, in connection with Services rendered by its employees under this Letter.

4. **Termination of Letter.** Any Party may terminate this Letter for any or no reason prior to the execution of a MESA by giving 60 days' written notice to all other Parties.

5. **Counterparts.** This Letter may be executed simultaneously in one or more counterparts each of which will be deemed an original, but all of which together will constitute one and the same instrument.

6. **Choice of Law and Forum.** This Letter will be governed by and interpreted according to the laws of the State of Michigan. The parties agree that the proper forum and venue for litigation arising out of this Letter is in Grand Traverse County, Michigan.



WESTERN MICHIGAN UNIVERSITY
— Homer Stryker M.D. —
SCHOOL OF MEDICINE

GRAND TRAVERSE COUNTY:

By: _____
Its: _____

Date: _____

WESTERN MICHIGAN UNIVERSITY SCHOOL OF MEDICINE

By: Thomas E. Zavitz
Its: ASSOC. DEAN ADMIN

Date: 01/20/2017

JOYCE DEJONG, DO

Joyce de Jong DO

Date: 1/20/17

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR THE CREATION
OF A REGIONAL MEDICAL EXAMINER'S OFFICE FOR THE COUNTIES OF
GRAND TRAVERSE, BENZIE AND LEELANAU**

This amendment entered into by and between the County of Grand Traverse, a municipal corporation and political subdivision of the State of Michigan, 400 Boardman Avenue, Traverse City MI ("GTC"), the County of Benzie, a municipal corporation and political subdivision of the State of Michigan, 448 Court Place Beulah, Michigan 49617("BC") and the County of Leelanau, a municipal corporation and political subdivision of the State of Michigan, 8527 E. Government Center Dr., Suite 101, Suttons Bay, Michigan 49 49682("LC"), collectively referred to as the "Parties", or individually as a "Party", shall set forth the changes to the Interlocal Agreement creating the Regional Medical Examiner's Office (hereafter "RMEO").

RECITALS

WHEREAS on December 10, 2014 the Parties entered into an Agreement creating a RMEO;

WHEREAS, the Parties desire to amend the terms of the Agreement related to the shared cost of providing medical examiner services for the period of January 1, 2017 to March 31st, 2017;

WHEREAS, pursuant to the RMEO Agreement, any amendment to the Agreement shall be in writing and agreed upon by the Parties;

WHEREAS, the Board of Commissioners for GTC, BC, and LC have adopted resolutions appointing Western Michigan University School of Medicine ("WMED") staff doctors as medical examiner and deputy medical examiners for a period of 90 days;

NOW, THEREFORE, the Parties agree to the following terms and conditions as a First Amendment to the Agreement based upon the foregoing statements:

AGREED UPON AMENDMENT

1. Section 3., AGREEMENT DURATION AND TERMINATION, shall be amended to state as follows:

2.

This Agreement shall become effective on January 1, 2017 and shall continue until March 31, 2017 ("Duration Period"). At least 30 days prior to the expiration of the Duration Period, the Parties shall negotiate a renewal of this Agreement or a second amendment to this Agreement, the terms and conditions of which shall be agreed upon by the Parties. Alternatively, this Agreement shall terminate if one or more Parties give 30 days prior written notice of termination to the other Parties to this Agreement.

3. Section 5., FEES FOR SERVICES, shall be amended to state as follows:

In consideration of GTC's promises under this Agreement, BC and LC agree to pay GTC their share of the RMEO's operating and maintenance costs. Specifically, BC agrees to pay \$3944.06 per month plus actual contractual costs for case investigations during the Duration Period; and LC agrees to pay \$3944.06 per month plus actual contractual costs for case investigations during the Duration Period. This compensation shall be paid in monthly installments on or about the tenth day of each month:

- a. All monthly payments shall be due and payable by BC and LC without any further notice or demand from GTC.
- b. Each monthly payment shall be made by check drawn on a county account and shall be made payable to the "Grand Traverse County" and delivered to the attention of the Grand Traverse County Treasurer, 400 Boardman Avenue, Traverse City MI 48684.
- c. Each such payment shall clearly identify that it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which LC and BC intended the payment to apply. BC and LC agree that GTC, in its discretion, may apply any monthly payments received from BC and LC to any past due amount or monthly payment then due and owing to GTC pursuant to this Agreement.
- d. In addition to the fee for operating and maintaining the RMEO, both LC and BC shall be responsible from time to time for additional "contractual costs," which are costs related to the following services:
 - i. Body transportation to the morgue;
 - ii. Transportation to/from a forensic autopsy;
 - iii. EMS investigator fees;
 - iv. Lab fees;
 - v. Forensic autopsy fees; and
 - vi. Capital costs.

GTC shall send LC and BC a separate invoice for any contractual costs, which shall be paid within thirty days of receipt. Payment for contractual costs will be paid in the manner as outlined in the above paragraph c.

3. Except as otherwise stated in this Amendment, the Agreement shall remain in full force and effect, and to the extent there is a conflict between the terms of the Agreement and the terms of this Amendment, the terms and provisions of this Amendment shall govern and control.

4. This Amendment may be executed in any number of counterpart originals, each of which, when taken together, shall be deemed to be one and the same instrument. Executed copies of this Amendment may be delivered between the parties via telecopy (facsimile) or electronic mail.

In witness whereof, the individuals signing below hereby acknowledge that they have been authorized to execute this Amendment to the Agreement on behalf of the Parties:

COUNTY OF BENZIE

Date: December 29, 2016

By: Roger L. Griner
Roger L. Griner

Witness: Dawn Olney
Dawn Olney

Its: Chair, Board of Commissioners

Its: County Clerk

COUNTY OF GRAND TRAVERSE

Date: _____

By: _____

Witness: _____

Its: _____

Its: _____

COUNTY OF LEELANAU

Date: _____

By: _____

Witness: _____

Its: _____

Its: _____

GTC shall send LC and BC a separate invoice for any contractual costs, which shall be paid within thirty days of receipt. Payment for contractual costs will be paid in the manner as outlined in the above paragraph c.

3. Except as otherwise stated in this Amendment, the Agreement shall remain in full force and effect, and to the extent there is a conflict between the terms of the Agreement and the terms of this Amendment, the terms and provisions of this Amendment shall govern and control.

4. This Amendment may be executed in any number of counterpart originals, each of which, when taken together, shall be deemed to be one and the same instrument. Executed copies of this Amendment may be delivered between the parties via telecopy (facsimile) or electronic mail.

In witness whereof, the individuals signing below hereby acknowledge that they have been authorized to execute this Amendment to the Agreement on behalf of the Parties:

COUNTY OF BENZIE

Date: _____

By: _____

Witness: _____

Its: _____

Its: _____

COUNTY OF GRAND TRAVERSE

Date: _____

By: _____

Witness: _____

Its: _____

Its: _____

COUNTY OF LEELANAU

Date: January 17, 2017

By: *William J. Bunek*
William J. Bunek

Witness: *Michelle L. Crocker*
Michelle L. Crocker

Its: Chairman, Leelanau County
Board of Commissioners

Its: Leelanau County Clerk

Action Request



Meeting Date:	12/21/2016		
Department:	Health	Submitted By:	Wendy Trute
Contact E-Mail:	wtrute@gtrchd.org	Contact Telephone:	995-6101
Agenda Item Title:	WMED Medical Examiner Proposal		
Estimated Time:	10 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

2017 90 Day Medical Examiner interim proposal:
 The current Medical Examiner, Dr. Fliss, has submitted her letter of resignation effective 12/31/2016. The County is statutorily mandated to appoint a medical examiner and in the anticipated absence of Dr. Fliss, Grand Traverse County Health Department has been working to identify a qualified individual/firm to perform these functions as covered in the intragovernmental agreement. The current discussions surround establishing a contract with Western Michigan University Homer Stryker MD School of Medicine (WMED) to perform these services. WMed currently serves as the medical examiner for 5 counties and is willing to serve in this capacity for both Grand Traverse County and other partnering counties. Discussions with administrators from Benzie, Leelanau and Grand Traverse Counties have occurred recently to discuss this option and all agreed to continue examining this as an option for providing services. To ensure that we are examining all options, we would like to enter into a 90 day agreement with WMED to provide an interim solution to not having a medical examiner. Moving forward, there would be continued discussions with Leelanau, Benzie and other neighboring counties to see if they would be interested in partnering on this as a continuation of our intergovernmental agreement. This is an innovative solution to a problem that will bring in technology through tele-medicine as well as regional partnerships to enhance services to both citizens and law enforcement agencies. We expect additional discussions with the Prosecutor and Law enforcement.

Suggested Motion:

Approval of 90 day interim agreement.

Financial Informatic

Total Cost:	\$135,245.00	General Fund Cost:		Health Dept Appropriation	Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

Grand Traverse = \$96,813 Benzie = \$19,437 Leelanau = \$18,995

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 Not Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

2017 Medical Examiner Program Interim Proposal

The Medical Examiner program is at a critical point in taking the next step toward having improved quality of services, consistency of case investigations and continuing to move towards achieving national standards for deaths requiring investigations and postmortem examinations. In order to move forward, we must continue to improve the case investigation process from beginning to end by having highly trained scene investigators and experienced forensic pathologists. Additionally, maximizing use of technology throughout the investigation process will improve communication, completeness and reduce redundancy of workload. In brief, our goal is to take the steps needed to meet the industry standard as efficiently as possible.

There is a strong desire locally from medical examiner staff, prosecutors, law enforcement, funeral homes (transporters) to move to local autopsies if feasible. At this time, it is not immediately feasible, but we are making strides forward in this long term goal through continued partnership with Munson and Western Michigan University Homer Stryker M.D. School of Medicine (WMED) Department of Pathology. Due to the shortage of forensic pathologists in the United States, recruitment will likely be time consuming and we will have to have an established program that meets national standards and is staffed and funded appropriately. Additionally, an assessment of the morgue facility will need to be completed to determine feasibility of providing the necessary number of autopsies needed to support the region.

Staffing

- Current Medical Examiner Dr. Nicole Fliss submitted her letter of resignation effective 12/31/2016.
- The Deputy Medical Examiner does not have time or expertise to assume full Medical Examiner duties and her resignation is expected as well effective 12/31/2016.
- Workload on ALL staff continues to increase and will continue in the future due to:
 - Population growth in northern Michigan
 - Expansion of services and referrals to Munson Medical Center
 - Increase in deaths and investigations resulting from drug toxicity, overdoses etc.
 - Increase in deaths due to accidents (traffic and visitors)
- Medical Examiner case investigations need to be overhauled to be more thorough and of higher quality. The current model is not effective, nor sustainable, as the same person is on call 24 hours a day x 365 days a year. Change to this portion of the ME office requires training in new dedicated scene investigators and a rotating on call system. There is duplication of reporting from the scene investigators, forensic investigator and law enforcement. The entire process needs to be restructured in order to be scalable as the number of medical examiner case referrals and investigations steadily increase.

Funding

- The overall fiscal goal of the medical examiner's office is to be adequately funded to provide the mandated service at a high quality level, while continuing to strive to become more efficient. Exploring ways to be innovative, proactive and increase revenue are always considered as ways to achieve efficiency through investment of technology.
- Grand Traverse County Health Department submitted and was awarded a Health Innovation Grant for 2017 to help offset some training expense and purchase telemedicine equipment necessary to transition to a new organization model that will help with making the process more efficient and sustainable. The proposal was written in partnership with WMED and more detail of the project is provided on pages 3 - 5.
- Opportunity for additional exploration of a regional Medical Examiner hub established in Traverse City may result due to partnership and participation in statewide ME workgroup in 2016. Our region is primed to be the next location for regional autopsy services. The ability to provide autopsies in Northern Michigan will result in a natural referral of cases to our area, providing additional revenue to support a full time forensic pathologist.

Proposal Summary (WMED proposal is attached)

The tri-county medical examiner's office currently partners with WMED for autopsies and training expertise. This proposal expands on those services for 2017 and provides a reasonable, responsible, effective and efficient solution to our needs for Medical Examiner services for 2017. This project will transform and enhance the quality, efficiency and effectiveness of our current medical examiner services while continuing to move us forward towards the goal of providing quality medicolegal death investigations and autopsies locally in Northern Michigan.

- The proposal would shift all Medical Examiner and deputy Medical Examiner duties to WMED's team of pathologist, while phasing in a reorganized model for case investigations.
- WMED would train and mentor investigators consistent with national standards and other counties that contract with WMED.
- Additional opportunity for evaluating the transportation model will be conducted to determine if additional cost savings can be realized, during 2018.
- Year 1 of budget consists of phasing in new staffing model and phasing out the old staffing model. Budget could be reduced if this process is completed sooner than 6 months. Some of these cost savings are not realized during the first 90 days due to time needed to hire/train staff. Additional cost savings will be realized for 2018.
- The contractual costs of the proposal are estimates based on previous years cases types and numbers, but as always, are variable year to year.
- The 90 day interim proposal is pro-rated for each county to cover core services (Medical Examiner and staff on call 356/24/7) based upon county population.

90 Day Medical Examiner Interim Proposal Budget

Medical Examiner Core Operations 365/24/7	County Budget			90 Day Budget
	70%	15%	15%	
	Grand Traverse	Leelanau	Benzie	
Hourly On-Call	\$0	\$0	\$0	\$0
Autopsy Assistant (salary and benefits)	\$20,268	\$4,343	\$4,343	\$28,954
External examinations	\$722	\$155	\$155	\$1,031
Chief Investigator	\$7,000	\$1,500	\$1,500	\$10,000
Medical Examiner and Deputies	\$21,875	\$4,688	\$4,688	\$31,250
Recruitment/Training by Chief Investigator	\$700	\$150	\$150	\$1,000
Supplies	\$831	\$178	\$178	\$1,188
Dues & Education	\$368	\$79	\$79	\$525
Phone	\$87	\$19	\$19	\$125
Information Technology Charges	\$112	\$24	\$24	\$160
Travel	\$525	\$113	\$113	\$750
Office Space	\$53	\$11	\$11	\$75
Indirect Costs	\$2,679	\$574	\$574	\$3,827
90 Day Core Services Subtotal	\$55,218	\$11,832	\$11,832	\$78,883
Annual Expense	Grand Traverse	Leelanau	Benzie	
MDILog Medical Examiner Database (Annual price)	\$1,032	\$750	\$750	\$2,365
Contractual Costs for Investigations	Grand Traverse	Leelanau	Benzie	90 Day Budget
Investigation - without a scene	\$800	\$200	\$200	\$1,200
Investigation - with a scene	\$17,500	\$2,000	\$2,000	\$21,500
Mileage to a scene	\$3,500	\$400	\$400	\$4,300
				\$27,000
Forensic Pathology				
Review of remote examinations	\$13,750	\$3,000	\$3,500	\$20,250
Autopsies	\$85,500	\$11,250	\$13,500	\$110,250
Toxicology on remote examinations	\$7,200	\$1,600	\$1,920	\$10,720
				\$141,220
Transport				
To Munson	\$5,500	\$1,200	\$1,400	\$8,100
To WMed	\$28,500	\$6,000	\$4,500	\$39,000
				\$47,100
Annual Subtotal	\$162,250	\$25,650	\$27,420	\$215,320
90 Day Contractual Services Subtotal	\$40,563	\$6,413	\$6,855	
90 Day Proposal Total	\$96,813	\$18,995	\$19,437	\$135,245

WMed Department of Pathology

Proposal for Services

TO: GRAND TRAVERSE COUNTY HEALTH DEPARTMENT FOR OPERATION OF THE OFFICE OF THE TRI COUNTY MEDICAL EXAMINER'S OFFICE SERVING BENZIE, GRAND TRAVERSE AND LEELANAU COUNTIES

Overview

The Western Michigan University Homer Stryker M.D. School of Medicine (WMed) Department of Pathology is pleased to submit this proposal for services to support Grand Traverse County in providing Medical Examiner and Forensic Pathology services. We have partnered with multiple counties throughout Michigan—counties committed to providing forensic pathology and medical examiner services that meet the national standard in death investigation. We currently provide forensic pathology services to Grand Traverse County and have a strong working relationship with members of the community.

The Objectives

- Develop a death investigation system that meets the [National Institute of Justice Guidelines](#)
- Design a medical examiner system that meets the [NAME Accreditation Standards](#)
- Follow the [NAME Autopsy Performance Standards](#) in the autopsy decision making process
- Strive at every point in the design of the system to develop an efficient and extremely cost-effective program, without a compromise in quality.

The Opportunities

- Develop a case management program designed specifically for counties separated by >60 miles from WMed
- This will minimize transport of bodies out of the region
- A local autopsy assistant/investigator will provide photos and when needed, video documentation, of the bodies through a secure network (MDILog)
- The local autopsy assistant/investigator will participate remotely with the morning meeting held each day at WMed on those days where deaths occurred and were reported to the Medical Examiner in Grand Traverse County region.
- Identify, train, and deploy Medical Examiner Investigators following initiation of the program to transition from the current system of a large number of paramedic investigators. The MEIs **will** be trained to improve decision making capabilities.

Our Proposal

Grand Traverse County Health Department has a well-deserved reputation for excellence in public health, emergency preparedness, and overall leadership. Given the strengths of the Grand Traverse County Health Department, the county is well positioned to coordinate with WMed Pathology to develop a program that meets the needs of the community, meets the guidelines of the National Institute of Justice for death investigation, and is compliant with the industry standards in forensic pathology for Medical Examiners.

The Details

MEDICAL EXAMINER INVESTIGATORS (MEIs) WILL BE IDENTIFIED AND TRAINED.

- Likely candidates for the role of MEI include nurses, retired law enforcement, paramedics, and firefighter/medics
- MEIs are on-call and in many communities reimbursed at a rate that provides for some compensation whether or not they are called for a death. The MEI receives additional compensation for taking calls.
- Characteristics of the MEIs include individuals with strong communication skills who are motivated to gather information for the Medical Examiner, cooperate with other investigating agencies, provide information about the process to families and other agencies, and document their findings in reports for the assigned Medical Examiner or Deputy Medical Examiner.
- A Chief Medical Examiner Investigator, working with representatives from the GT Health Department, is responsible for identifying and training Medical Examiner Investigators. The Chief MEI will spend time in GT County identifying and training MEIs.
- The transition to use of MEIs may take a few months, however, ideally, this transition would be completed within six months

WITH MEIs IN PLACE, DEATHS ARE REPORTED TO THE ON-CALL (MEI) BASED ON MCL 52.203

The Medical Examiner Investigator will determine if in fact, the death meets criteria for an investigation and if so, makes a number of determinations such as:

- Should an MEI respond to the scene?
 - The death is clearly natural and it does not require additional evaluation
 - Family is present and a funeral home is selected
- Can the body can be directly released to a funeral home?
- Is this a death that clearly requires an autopsy?
- Is this a death that may require additional examination, but perhaps can be handled by a Grand Traverse based Autopsy Assistant and remotely by the forensic pathologists?
- Is there adequate information to make a decision? If not, the body should be brought in locally for holding until an informed decision can be made

WHICH DEATHS CLEARLY REQUIRE AN AUTOPSY? BASED UPON NAME AUTOPSY STANDARDS:

The National Association of Medical Examiners currently require autopsies be performed in the following deaths:

- The death is known or suspected to have been caused by apparent criminal violence.
- The death is unexpected and unexplained in an infant or child.
- The death is associated with police action.
- The death is apparently non-natural and in custody of a local, state, or federal institution.
- The death is due to acute workplace injury.*
- The death is caused by apparent electrocution.*
- The death is by apparent intoxication by alcohol, drugs, or poison, unless a significant interval has passed, and the medical findings and absence of trauma are well documented.
- The death is caused by unwitnessed or suspected drowning.*
- The body is unidentified and the autopsy may aid in identification.
- The body is skeletonized.
- The body is charred.
- The forensic pathologist deems a forensic autopsy is necessary to determine cause or manner of death, or document injuries/disease, or collect evidence.
- The deceased is involved in a motor vehicle incident and an autopsy is necessary to document injuries and/or determine the cause of death.
- * Unless sufficient antemortem medical evaluation has adequately documented findings and issues of concern that would otherwise have required autopsy performance.

WHICH DEATHS MAY REQUIRE ADDITIONAL EXAMINATION, BUT PERHAPS CAN BE HANDLED REMOTELY BY A GRAND TRAVERSE BASED AUTOPSY ASSISTANT AND THE FORENSIC PATHOLOGISTS?

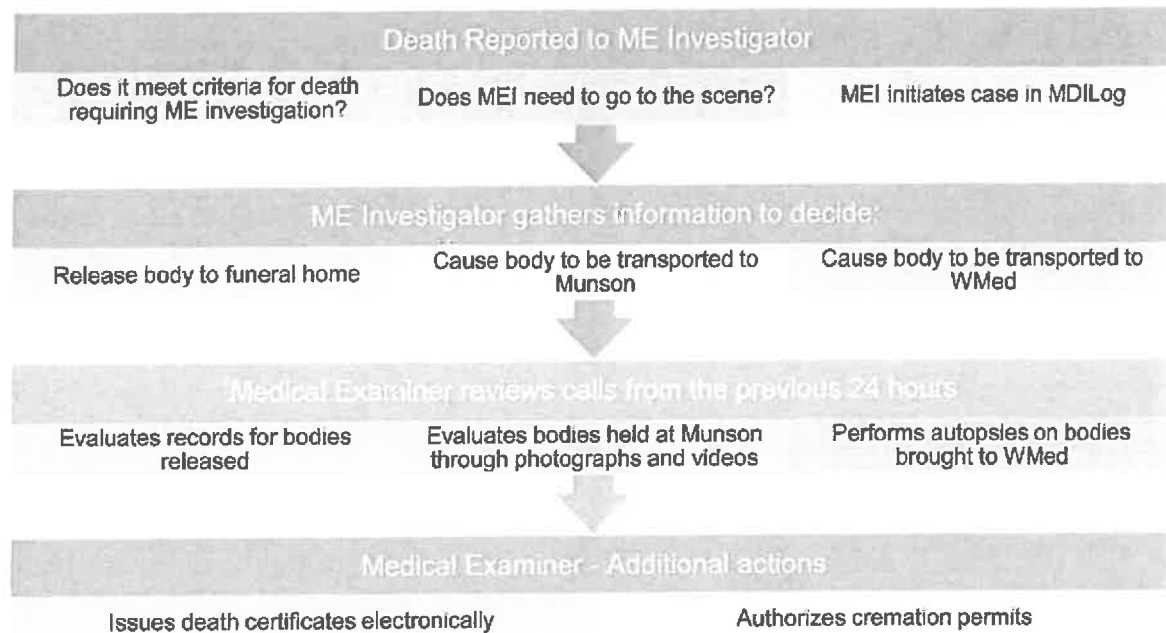
This list is not exhaustive, however examples of cases that may be handled remotely include:

- Many suicides (hangings, gunshot wounds)
- Hospitalized drug related fatalities
- Motor vehicle incidents in cases where lethal injuries are obvious and the death is of the at-fault driver meaning there will be no criminal charges
- Some apparent natural deaths requiring a more thorough evaluation of the body
- Some deaths requiring identification may be able to be handled locally (If visual identification of a decedent is impossible as a result decomposition, or other disfiguring injuries.)
- The Autopsy Assistant/Investigator will spend multiple weekdays in Kalamazoo at WMed in training to gain education in the needed photographs and procedures required for these examinations.
- Additional responsibilities of the Autopsy Assistant/Investigator will include scheduling of MEIs, gathering records from local providers and adding them to MDILog for the ME/DME to review.
- Bodies will not be released from the GTC facility until the pathologist reviews the photographs and information. In some cases, findings from this evaluation may result in the pathologist requesting the body be transported to WMed for a complete autopsy.

WHAT IS THE BENEFIT TO HANDLING AS MANY DEATHS LOCALLY AS POSSIBLE?

- Family members prefer to have their loved ones remain local for necessary examinations
- Transportation is a significant expense; when possible, we can work to avoid transport to a forensic pathology facility, as long as quality of examination is not compromised

An Overview of the Process when a Death Occurs



Key Facets of the Program

Local Medical Examiner Investigators

- **Hired by GT Health Department and Trained by Chief MEI** in Death Investigation to meet National Institute of Justice Guidelines for Death Scene Investigation
- Gather information, **respond to scenes**, and **record all information in MDILog** and based on training:
 - Releases body to funeral home
 - Has body transported to Munson
 - Has body transported to WMed

Local Autopsy Assistant/Investigative Assistant (AA/IA)

- **Hired by GT Health Department and Trained by WMed Pathology** in photography, gathering appropriate toxicology samples, and documenting/uploading materials into MDILog
- **Is remotely present at the WMed morning meeting via a secure web-based remote meeting program** or telephone as cases are reviewed, to present information and identify additional information that may be needed in an investigation
- **Gathers additional information**, as needed
- **Schedules MEIs** and ascertains MEI coverage 24/7/365
- **Monitors MDILog** communications and distributes completed reports
- Provides service as a **liaison between WMed, GTC, and Funeral directors**

Cremation Permits and Death Certificates

- Cremation permits are sent by funeral directors to toll-free fax number at WMed. The cremation permits are evaluated and authorized twice each business day.
- Death Certificates are issued via the State of Michigan's Electronic Death Registration System, a Web-based application

WHY NOT JUST HIRE A FORENSIC PATHOLOGIST OR TWO TO MOVE TO GRAND TRAVERSE COUNTY REGION?

Ultimately, **efforts of the community of Northern Michigan should be directed towards this goal**, however, there are challenges to meeting this goal. Changes within the state are occurring which may provide resources for this change.

- One forensic pathologist can typically serve a population of about 200,000 people. If all of Northern Lower Michigan (including 21 counties) with a population of about 500,000 used a forensic pathology center, it would require 2.5 forensic pathologists.
- There is a critical shortage of forensic pathologists
 - <http://www.wsj.com/articles/states-shortage-of-forensic-pathologists-delays-autopsies-1444689715>
 - <http://www.wbur.org/hereandnow/2016/07/08/forensic-pathologist-shortage>
 - <http://www.forensicmag.com/news/2015/12/national-shortage-medical-examiners-causes-hardship>
- Undertaking such an endeavor will require a facility to handle appropriate refrigerated storage space, examination space, office space, radiology equipment, autopsy equipment and more to manage the number of bodies during the usual and peak loads.

Budget

A budget was developed with Grand Traverse County Health Department to include the cost of services covered under this proposal for a 90 day period which include Benzie, Leelanau and Grand Traverse Counties. During that 90 day period, additional discussions will take place and a follow-up proposal will be developed to complete the 2017 fiscal year. (See budget)

Qualifications

WMed Department of Pathology is continually proven to be a leader in forensic sciences in the following ways:

- **Leadership by Department Chair, Dr. Joyce deJong and Vice-Chair, Dr. Joseph Prahlow.**
 - Dr. deJong has served as a Medical Examiner in multiple counties in Michigan since returning to Michigan following completion of her training in 1999. Currently, the Medical Examiner of Allegan, Calhoun, Kalamazoo, Muskegon and St. Joseph Counties at a state-of-the-art facility in Kalamazoo, Dr. deJong previously was the Medical Director of Forensic Pathology at Sparrow Hospital in Lansing and the Medical Examiner for Ingham and Livingston Counties and a Deputy Medical Examiner for eight additional counties. She is nationally recognized as a subject matter expert on the topic of mass fatality management and has deployed as an employee of the federal government to multiple mass fatality events such as 9/11, Hurricane Katrina, the Haiti Earthquake, and the Joplin tornado. Dr. deJong is involved in multiple local and national organizations such as the American Academy of Forensic Sciences and she currently serves as the President of the Michigan Association of Medical Examiners.
 - Dr. Prahlow is a forensic pathologist who recently completed 16 years of service at the South Bend Medical Foundation and as a faculty member at Indiana University School of Medicine - South Bend at the University of Notre Dame, in South Bend, Indiana. His professional interests include teaching as well as presenting and publishing forensic pathology research. He has published nearly 100 peer-reviewed papers in medical/scientific journals and over 12 chapters in various forensic textbooks/publications including a textbook specifically for police, death investigators, attorneys and forensic scientists. Most recently, Dr. Prahlow collaborated with world-renowned forensic pathologist Dr. Roger Byard of Australia on a forensic pathology atlas. Dr. Prahlow is active in a number of professional organizations, including the

National Association of Medical Examiners (NAME), the American Academy of Forensic Sciences (AAFS) and he is a past Chairman of the Pathology/Biology Section within the AAFS, and served as President (2007) and Chairman of the Board (2008) of NAME.

- **Additional Forensic Pathologists** within the department include Drs. Elizabeth Douglas, Brandy Shattuck and Amanda Fisher-Hubbard. Drs. Douglas, Shattuck and Fisher-Hubbard have extensive training in forensic pathology, increasing experience, and are active in the education of future physicians.
- **Forensic Anthropology**
 - Dr. Carolyn Isaac and Dr. Jered Cornelison, two forensic anthropologists within the department are actively involved in service, forensic science research, and education. Our forensic anthropologists respond to scenes with difficult recoveries in Michigan and Northern Indiana and have significant expertise in the identification of human remains.
- **Center for Neuropathology**
 - Dr. Rudy Castellani leads our new Center for Neuropathology. Dr. Castellani is internationally recognized as an expert in central nervous system trauma and diseases of the brain and nervous system. His expertise in deaths involving neurotrauma, including pediatric trauma, is extremely valuable to ascertaining accurate answers in complex investigations.
 - Dr. Castellani is assisted by Dr. Amanda Fisher-Hubbard. In addition to board certification in Anatomic Pathology, Clinical Pathology and Forensic Pathology, Dr. Fisher-Hubbard is a board-certified Neuropathologist.
- **Forensic Toxicology**
 - Dr. Prentiss Jones, a forensic toxicologist with many years of experience has joined the faculty of WMed. The forensic toxicology lab is not yet operational, however, the goal is to provide this service within the next year.

We look forward to working with Grand Traverse County Health Department and supporting your efforts to develop a Medical Examiner system that meets existing national standards. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective solution.

If you have questions on this proposal, feel free to contact me at your convenience by email at joyce.dejong@med.wmich.edu or by phone at (269) 337-6185.

Respectfully Submitted,

Joyce L. deJong, D.O.
Chair and Professor
Department of Pathology
WMU Homer Stryker M.D. School of Medicine



GRAND TRAVERSE COUNTY HEALTH DEPARTMENT

OFFICE OF THE MEDICAL EXAMINER
Benzie, Leelanau & Grand Traverse Counties
2600 LaFranier Road Traverse City, MI 49686
231-995-6100

13 December 2016

Dear Commissioners:

Please accept this letter as formal notification that as of 31 December 2016 I will resign as Chief Medical Examiner for Benzie, Grand Traverse and Leelanau Counties. The time and energy required for this position has grown beyond my ability.

I am proud of the evolution of the office of the Medical Examiner in our counties under my direction. However, I also see areas for improvement in order to maintain a sustainable and quality death investigation service for our citizens. The areas that require the most urgent attention are: (1) quality and consistent on-site scene investigation; (2) local forensic autopsy capability; and (3) staffing stress – it is not sustainable to have a single investigator and a single medical examiner on duty at all times.

It has been an honor to serve the citizens of Benzie, Grand Traverse and Leelanau Counties these past two years.

Nicole J. Fliss, M.D.

RESOLUTION

xx-2017

Medical Examiner Letter of Intent and Addendum #1 to Interlocal Agreement

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on February 1, 2017 and reviewed request for an interim proposal for a Medical Examiner; and,

WHEREAS, As a statutorily mandated service, the office of medical examiner function and smooth transition from one medical examiner to another is essential; and

WHEREAS, The transition occurred on January 1st and this is a follow-up to the actions taken by the Board of Commissioners on December 21, 2016; and

WHEREAS, The Grand Traverse County Health Department administers the Medical Examiner's office as delineated in the Intergovernmental agreement for the services between Grand Traverse, Benzie and Leelanau Counties and in order to formalize the changes resulting from the appointments and approved budget is in discussions to establish a contract with Western Michigan University Homer Stryker MD School of Medicine (WMED) to continue to provide these services; and,

WHEREAS, A letter of intent was negotiated due to the quick transition in December and an addendum to the intergovernmental agreement needs approval to reflect the appropriate pro-rated budget amounts for each of the three Counties and continue the agreement for 90 days; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves Letter of Intent and Addendum #1 to the Interim agreement with Western Michigan University Homer Stryker MD School of Medicine (WMED) to continue to provide Medical Examiner services.

APPROVED: February 1, 2017




Robert A. Cooney
Prosecuting Attorney

324 Court Street
Traverse City, Michigan 49684-9958
(231) 922-4600 FAX (231) 922-4698

MEMORANDUM

TO: Grand Traverse County Board of Commissioners

FROM: Christopher J. Forsyth, Deputy Civil Counsel 
Robert A. Cooney, Prosecuting Attorney

cc: Thomas Menzel, County Administrator
Jennifer DeHaan, Deputy Administrator

DATE: January 24, 2017

RE: Amendment to Board Rule 11.6 Method of Voting; Video Conferencing

At its January 18th regular meeting, the Board reviewed amendments to the board rules. As follow up to the board's discussion of proposed changes to rule 11.6, Method of Voting, I am providing you alternative amendments to this section for your review and consideration. The alternatives are listed below.

If you have any questions please let me know.

11.6 Method of Voting [MCL 46.3A]

Version A: (As presented at January 18th Board Meeting)

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 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 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.

Version B:



Robert A. Cooney
Prosecuting Attorney
324 Court Street
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(231) 922-4600 FAX (231) 922-4698

Members of the Board of Commissioners must be present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the Board of Commissioners. The term "present at a meeting" means being physically present at the meeting, or being present by means of video conferencing. Members are not permitted to vote by telephone. The names and votes of members shall be recorded on an action taken by the Board of 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.

Version C:

Members of the Board of Commissioners must be present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the Board of Commissioners. The term "present at a meeting" means being physically present at the meeting, or being present by means of video conferencing as approved by the Board of Commissioners. A Commissioner desiring to be present at a meeting by video conferencing shall make a request to the Board of Commissioners who shall approve the request only after a majority vote of Members present. Both the request and vote on the request must occur at a prior meeting of the Board of Commissioners. Members are not permitted to vote by telephone. The names and votes of members shall be recorded on an action taken by the Board of 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.

Version D:

Members of the Board of Commissioners must be present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the Board of Commissioners. The term "present at a meeting" means being physically present at the meeting, or being present by means of video conferencing as approved by the Board of Commissioners. The Board of Commissioners shall direct



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the County Administrator to draft a proposed policy regarding acceptable means of video conferencing, which shall be approved by the Board. Members are not permitted to vote by telephone. The names and votes of members shall be recorded on an action taken by the Board of 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.

Grand Traverse 9-1-1

Annual Report 2016



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Mission Statement

To enhance the quality of life of every person in Grand Traverse County, by receiving and processing 9-1-1 emergency calls and non-emergency calls and by dispatching police, fire and emergency medical service units in a prompt, efficient, courteous and professional manner; to help save lives, protect property, and assist the public; making Grand Traverse County a safer community in which to live, work, and visit.

In carrying out our mission, we recognize that service is our one and only product and we share a common, ongoing goal to provide it at the most superior and professional level possible. We also recognize that our strength and success is tied directly to the individual and unique contributions of each of us working in a spirit of cooperation and teamwork with our public safety associates both within and outside the center.

Director's Letter

Grand Traverse 911 serves as the Primary Public Safety Answer Point (PSAP) for all of Grand Traverse County and the City of Traverse City. The center processes all 911 and non-emergency telephone calls and requests for service, as well as radio communications for 17 public safety agencies.

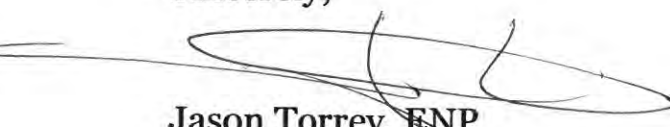
2016 was a busy year for our department with technology upgrades and leadership appointments. Leah Hornacek was selected to serve as Deputy Director, and Joe Miller was appointed to the vacant 911 Databases Coordinator position, both of which are vital to the continuity and effectiveness of the operation. Aside from the backfilling of their vacated positions in the center, we are extremely proud that we have been able to retain the remainder of the staff, who are all trained and working independently.

We replaced our legacy analog phone system with an IP based system that brings enhanced redundancy and survivability in support of Next Generation 911 concepts, including Text to 911. We also replaced antiquated radio consoles with new MCC7500 dispatch positions, established connectivity to the Michigan Public Safety Communication System (MPSCS), and deployed 800MHz radio and paging devices to all first responders in Grand Traverse County.

It is the vision of Grand Traverse 911 to remain progressive and responsive to the needs of our agencies and community. As we reflect on the accomplishments of 2016 we will continue to remain ready and able to meet the challenges that face us in 2017.

We graciously accept our role as the "First, First Responder." I am very proud of the commitment to excellence our 911 staff regularly display. Without their dedication and professionalism, we would not fulfill our mission of high level customer service to the community as well as our users.

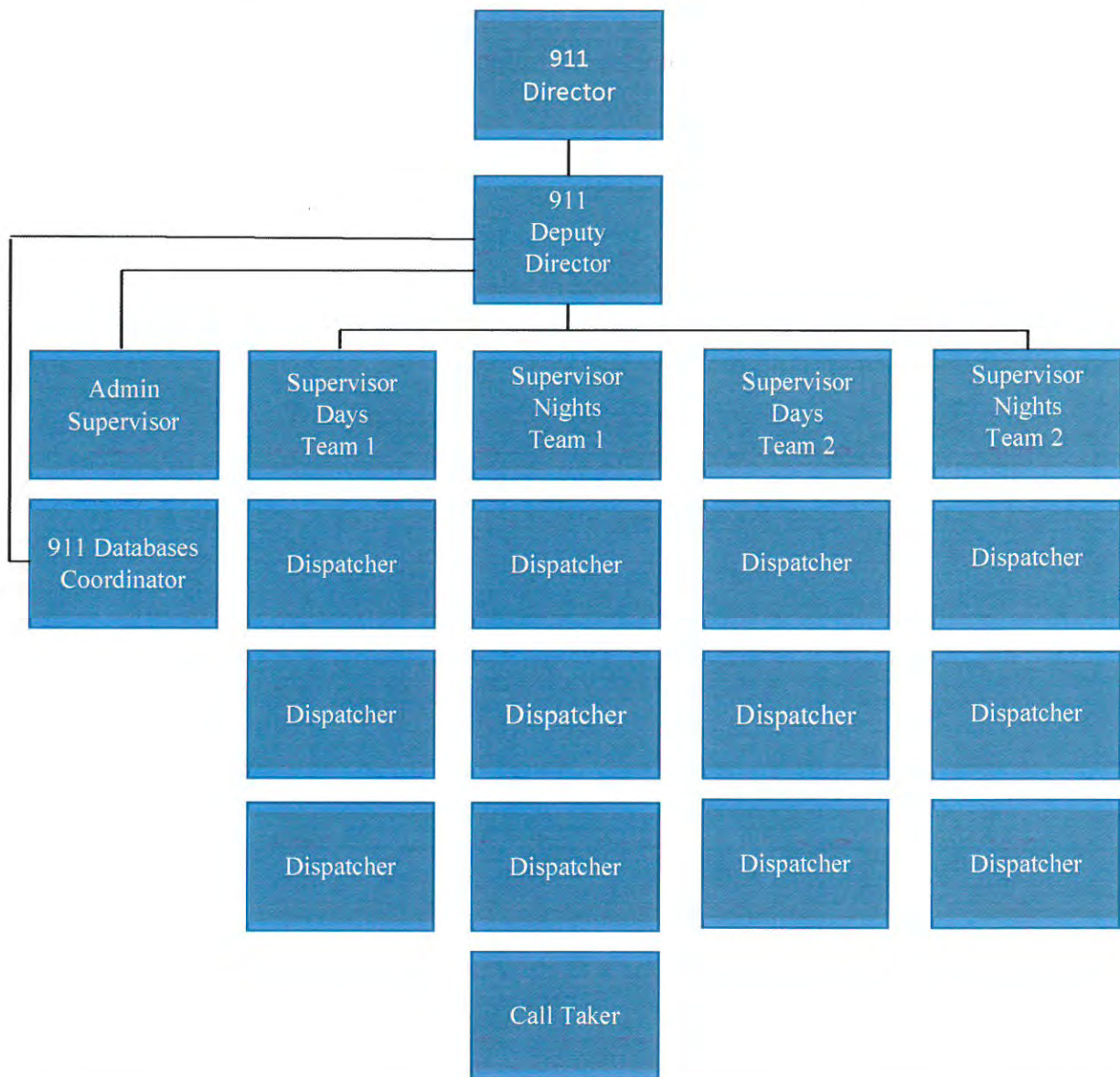
Sincerely,



Jason Torrey, ENP

Director

Organizational Structure



*Dispatchers and Supervisors are on 12 hour shifts. Minimum Staffing is 3 from 7am to 3am, and 2 from 3am to 7am. The Call Taker position is strategically scheduled to target the highest call volume.

Agencies We Serve

Grand Traverse Sheriff's Office

Traverse City Police Department

Michigan State Police

Michigan Department of Natural Resources (Fire, Parks, and Conservation)

Grand Traverse County Animal Control

Traverse City Fire Department

Grand Traverse Metro Emergency Services Authority

Grand Traverse Rural Fire Department

Blair Township Fire and EMS Services

Long Lake Fire Department

Peninsula Fire Department

Green Lake Township Emergency Services

East Bay EMS

Fife Lake EMS

Kingsley EMS

North Flight EMS

Mobile Medical Response (MMR)

2016 Telephone Statistics

	2016
911 Calls Received	40,734
10 Digit Calls Received	62,167
Outgoing Calls	25,731
Total Phone Transactions	128,632

911 Calls Per Class of Service	2016	%
Business	3,644	8.95%
CNTX	356	0.87%
PBXB	1,151	2.83%
Residential	3,489	8.57%
VOIP	784	1.92%
Wireless Phase 1	6,479	15.9%
Wireless Phase 2	24,448	60.02%
Coin	4	0.01%
No Class Assigned	379	0.93%

Other Call Related Statistics	2016
Average Incoming Admin Calls per Day	170
Average Outgoing Calls per Day	70
Average 911 Calls per Day	112
Total E911 Hang ups	1385
Total Cell Hang ups	5369
Busiest Month of the Year	July
Least Busy Month of the Year	March
Busiest Hour of the Day	3pm-4pm
Least Busy Hour of the Day	4am-5am

Statistics Continued...

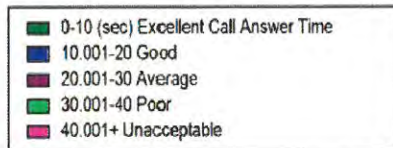
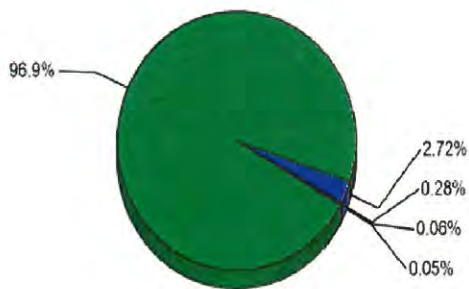
In accordance with the National Emergency Number Association (NENA) standard for 911 Call Answer Time (90% of all 911 calls are to be answered within 10 seconds), Grand Traverse 9-1-1 exceeded this standard by answering 96.9% of calls within 10 seconds. The average answer time for all 911 calls was 3 seconds.

From: 01/01/2016 00:00:00

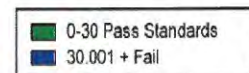
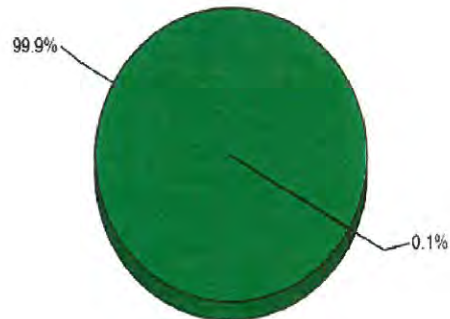
To: 12/31/2016 23:59:59

Trunk Group/Pool: TG - 911

Distribution of Incoming Calls per Range of Answer Time



Total Standard Level



99.9% of all 911 Calls were answered within NENA's "pass" standards. (0-30 seconds)

GRAND TRAVERSE COUNTY

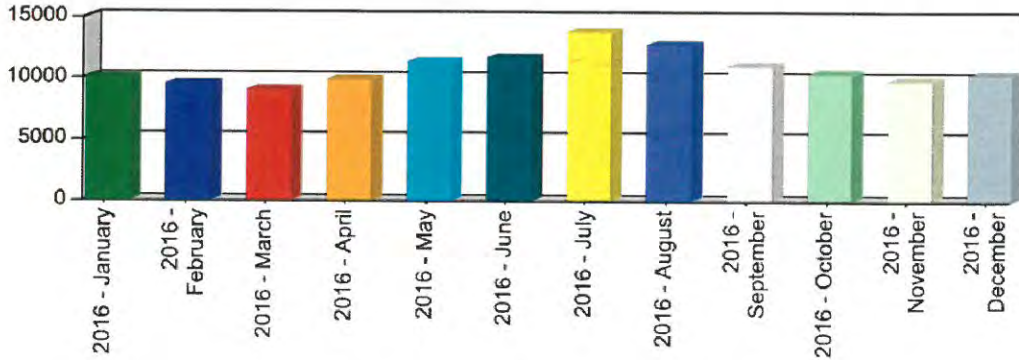


All Phone Transactions per Month

From: 01/01/2016 00:00:00

To: 12/31/2016 23:59:59

Number of Calls : 128,632



GRAND TRAVERSE COUNTY



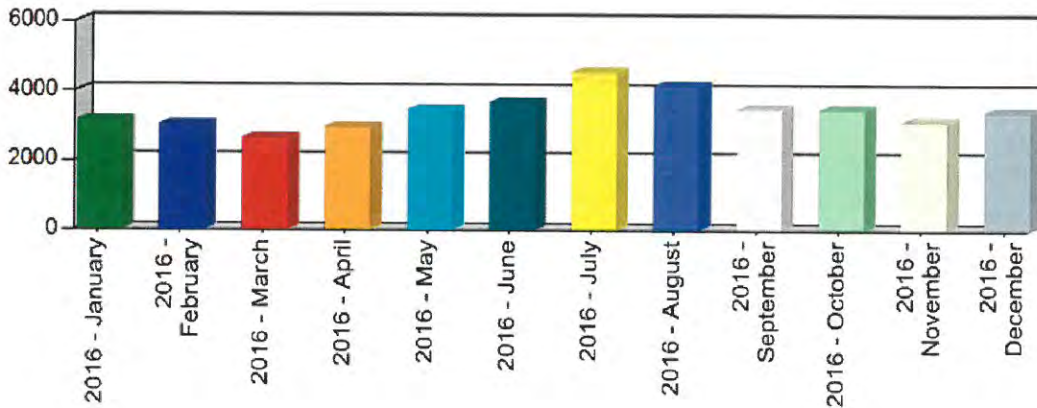
Total 911 Call Volume per Month

From: 01/01/2016 00:00:00

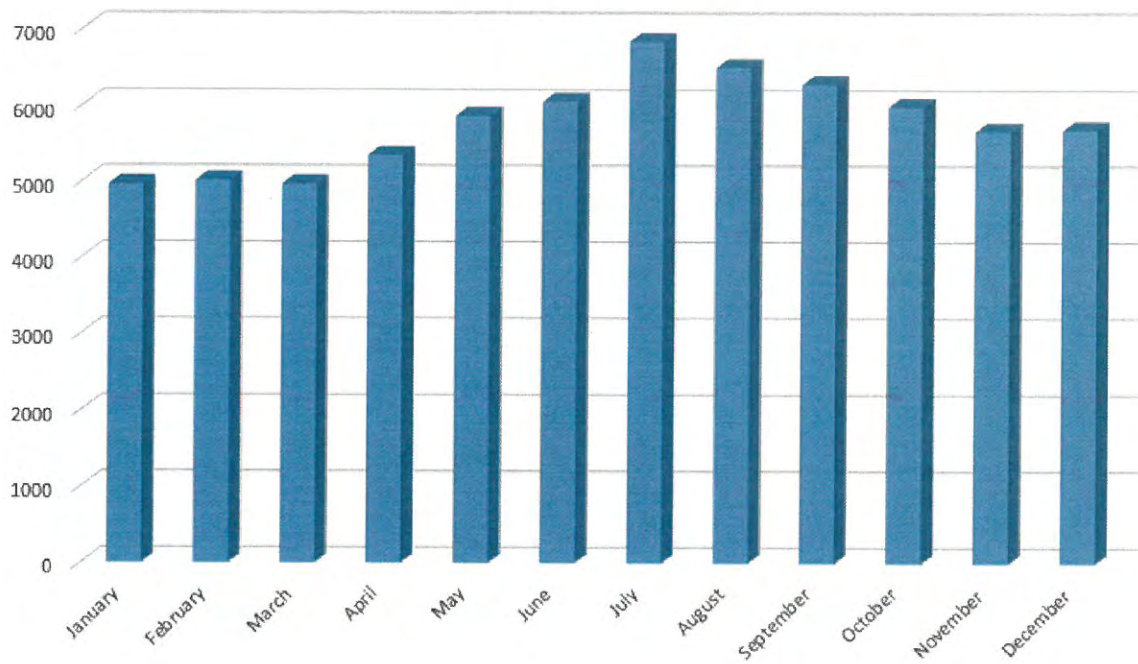
To: 12/31/2016 23:59:59

Trunk Group/Pool: TG - 911

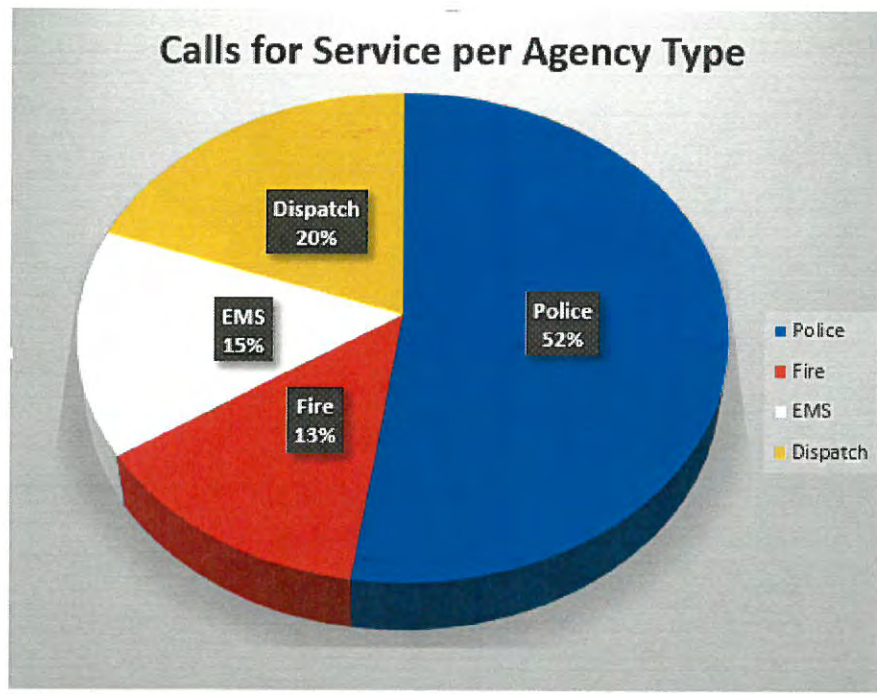
Number of Calls : 40,734



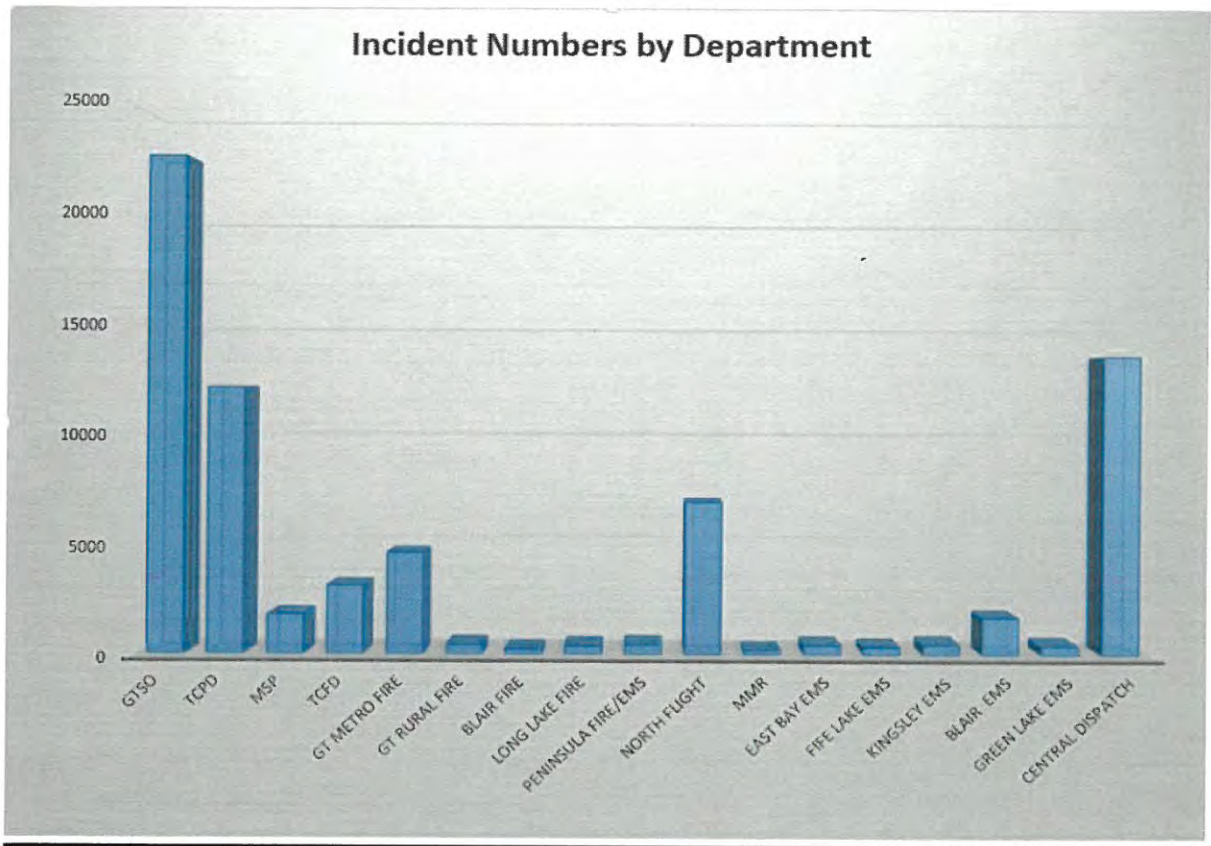
Calls For Service per Month



Calls for Service per Agency Type



GT 911 Dispatched 70,423 Calls for Service in 2016.



Grand Traverse County Sheriff's Office	22,806
Traverse City Police Department	12,209
Michigan State Police	1,805
Traverse City Fire Department	3,142
Grand Traverse Metro Fire	4,659
Grand Traverse Rural Fire	436
Blair Fire	237
Long Lake Fire	392
Peninsula Fire/EMS	466
North Flight EMS	6,995
MMR	196
East Bay EMS	437
Fife Lake EMS	351
Kingsley EMS	477
Blair EMS	1,704
Green Lake EMS	416
Central Dispatch	13,695

Training and Certifications

The Michigan Public Service Commission and State 911 Committee have set minimum training requirements for dispatchers and call takers in the State of Michigan. Minimum training standards include two 40 hour dispatch schools that include the following topics:

40 Hour Basic Dispatch School:

Public Safety Overview
Telecommunicator Roles and Responsibilities
Legal Aspects of Dispatcher Services
Interpersonal Communications
Public Safety Technologies
Radio Communication
Stress management
Telephone Techniques
Call Classification

40 Hour Advance Dispatch School:

Domestic Violence
Suicide Intervention
911 Liability
Stress Management
Homeland Security

All dispatchers and call takers not currently in training are up to date and in compliance with the minimum training standards.

Additional Certifications achieved or maintained in 2016 include:

CPR

Emergency Medical Dispatch (EMD)

Law Enforcement Information Network (LEIN)

LEIN Local Agency Security Officer (LASO)

Communications Training Officer

Leadership

Human Trafficking

ICS 300-347

Police Legal Sciences (PLS Online Monthly Training)

800MHz Radio Training

Motorola MCC 7500 Console Training

Active Shooter- FEMA

Tactical Dispatch

Smart911 and Rave Facility

We are about to approach our 4 year anniversary with Rave Mobile Safety, and their Smart911 product. To date, there are 4162 safety profiles created for this county, protecting over 12,000 citizens.

Profiles Created in 2016:	559
Safety Profile Pops in 2016:	1244
Utilizations of Chat Feature:	1588

In April of 2016, Supervisor Cory Ellis was awarded a “Smart Save” award for his utilization of the Smart911 Chat feature, and assisting a victim of domestic violence.



Sign up today. Because every second counts.

We started promoting Rave Facility this year, and to date, have 13 profile created. We have been working with Interlochen Arts Academy on creating a very detailed profile, and have completed numerous presentations to organizations in the area including: Banks, Human Resource Groups, Township Offices, and local Rotary.

Facility Profiles Created in 2016:	13
Facility Profile Pops:	62



Social Media and Public Education

Grand Traverse 911 Facebook Page

The Grand Traverse 911 Facebook page surpassed 40,000 followers in 2016

January 1, 2016	35,327
December 31, 2016	<u>40,738</u>
	5,411 New Likes for 2016

Our Facebook page has been a very powerful tool for us to push out vital information to the community in an informative, efficient, and fun way.

Public Education

We participated in numerous events throughout the year promoting 911 education, Smart911, and Rave Facility. Highlights Include:

*Teaming with the Traverse Area Association of Realtors for 911 education and Smart911 every other month.

- 4 Active Shooter Presentations with The Grand Traverse Sheriff's Office
- Metro Fire Open House
- Lowe's Safety Days
- MSP Homeland Security Preparedness Event
- Michigan Townships Association
- Kingsley Health Fair
- Grawn Health Fair

Completed and Future Projects

2016

- A project that started in late 2015, we were able to put the finishing touches on the new Intrado Viper NG911 telephone system installation.
- Redirected our 911 circuits to Peninsula Fiber Network in order to leverage the new NG911/I3 compliant IP based infrastructure.
- Motorola 800Mhz radio system and membership agreement with the Michigan Public Safety Communication System, including the earliest adopter and deployment of 800 MHz paging in the nation.
- Replaced the generator at the primary PSAP and Central Tower locations.
- Transitioned our ProQA software for Emergency Medical Dispatch (EMD) protocol to the newer Paramount version.

2017

- Install, test, and train staff on new Text to 911 capabilities that should be online by Q2.
- Continue to enhance our public education and outreach through social media and on-site events.
- Collaborate with other PSAP's to create redundancy in critical systems through IP connectivity and allowing for the opportunity for shared solutions.
- Implement a Tactical Dispatcher program in support of the Emergency Response Teams when deployed.
- Upgrade CAD to Enterprise platform.