

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, May 3, 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
(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 April 19, 2017 (Regular 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)	Road Commission Report for April.....	8
2)	Northern Lakes Community Mental Health Minutes of March 16, 2017	9
3)	Traverse Area District Library Minutes of March 16, 2017	14
b.	Approvals:	
1)	2017 Hauler Licenses	18
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Certificate of Appreciation - Nancy Muha – Jury Board.....	20
b.	Certificate of Recognition - Bonnie Scheele, CMMC, County Clerk	21
c.	Certificate of Recognition - Gregg Bird, Emergency Manager.....	23
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
10.	OLD/UNFINISHED BUSINESS:	
a.	Strategic Plan Update	26
b.	Commission on Aging Update.....	31
c.	Administrator Search Update (Mair)	
d.	May 10 th Study Session – Status	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES	
a.	May 4-5 – Interviews, etc. GovHR USA	
b.	May 4 @ 5:30 p.m. – Special meeting – Administrator Search Process	
c.	May 10 – Study Session – Bond Discussion	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
April 19, 2017

Chairwoman Crawford called the meeting to order at 5:31 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

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

EXCUSED: Dan Lathrop, and Bob Johnson

APPROVAL OF MINUTES

April 5, 2017 – Regular Session
April 11, 2017 – Equalization Session
April 12, 2017 – Study Session – Pension
April 12, 2017 – Special Session

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

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Add under Department Action Items C-2, Finance Department's Introduction of Audit Team Leader.

Moved by Wheelock, seconded by Mair to approve the agenda as amended. Motion carried.

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. County Staff Report (March & April) – *Removed from Consent Calendar*

- 2. Conservation District Month Report (March)
- 3. 2016 Planning Commission Annual Report Supplemental Information

B. APPROVALS

- 1. Resolution 45-2017
Proclamation
Older Americans Month – May 2017
- 2. Resolution 46-2017
Finance
Claims - March
- 3. Health Department Medical Examiner Addendum #2 to the Interlocal Agreement and Budget Amendment – *Removed from Consent Calendar*
- 4. Finance Budget Amendments – *Removed from Consent Calendar*
- 5. Resource Recovery Hauler Licenses – *Removed from Consent Calendar*
- 6. Ad Hoc Recommendation to fill vacancies - Planning and Parks & Recreation Commission – *Removed from Consent Calendar*
- 7. Resolution 47-2017
Board of Commissioners
GovHR USA
County Administrator Search Firm

ACTION ON THE CONSENT CALENDAR

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

A-1	Page 15 & 27	By Gore Follette
B-3	Page 66	By Wheelock
B-4	Page 74	By Gore Follette
B-5	Page 77	By Gore Follette
B-6	Page 79	By Mair

Moved by Wheelock, seconded by Mair to approve the Consent Calendar minus items A-1, B-3, B-4, B-5, and B-6. Motion carried.

SPECIAL ORDERS OF BUSINESS

a. Public Hearing for Brownfield Plan – Food for Thought Center

Jean Derenzy, Director Community Development/Codes, reviewed Brownfield Plan – Food for Thought Center.

John “Chip” Hoagland and Greg Young, of Tamarack Holdings, reviewed the project for Food for Thought Center in the former Long Lake Elementary School.

Chairwoman Crawford declared the public hearing open at 5:51 p.m.

There being no further comments or correspondence, Chairman Crawford closed the public hearing at 5:52 p.m.

ITEMS REMOVED FROM CONSENT CALENDAR

A-1 County Staff Report (March & April)

B-3 Medical Examiner Addendum #2 to the Interlocal Agreement and Budget Amendment

Wendy Trute, Health Officer, reviewed the Medical Examiner Addendum #2 and answered Commissioners’ questions.

Resolution 48-2017

Health Department

Medical Examiner Addendum #2 to the Interlocal Agreement and Budget Amendment

B-4 Budget Amendments

Resolution 49-2017

Finance

Budget Amendments

B-5 Hauler Licenses

Chris Forsyth, Deputy Civil Counsel, gave an update on Solid Waste Ordinance status.

Resolution 50-2017

Resource Recovery

Hauler Licenses

B-6 Ad Hoc Recommendations to Fill Vacancies – Planning and Parks & Recreation Commissions

Resolution 51-2017

Boards & Committees

Planning and Parks & Recreation Commissions

Moved by Gore Follette, seconded by Clous to Receive and File A-1, and approve Resolutions 48-2017, 49-2017, 50-2017, and 51-2017. Motion carried.

DEPARTMENT ACTION ITEMS

a. Brownfield Redevelopment Authority

- 1. Approval for Combined Brownfield Plan and Work Plan – Food for Thought Center (Long Lake Twp)

Resolution 52-2017
 Brownfield Redevelopment Authority
 Brownfield Plan and Work Plan
 Food for Thought Center
 Long Lake Township

Moved by Wheelock, seconded by Gore Follette to approve Resolution 52-2017.
 Motion carried.

b. Northwestern Regional Airport Commission

- 1. Approval for Northwestern Regional Airport Commission to Acquire Avigation Easements in Connection with the Extension of Runway 10-28 Runway Approach Area and Resolution of Necessity.

Kevin Klein, Airport Director, gave presentation on overview of the Cherry Capital Airport and the request to acquire avigation easements in connection with the extension of runway 10-28, runway approach area.

Resolution 53-2017
 Airport
 Northwestern Regional Airport Commission to
 Acquire Avigation Easements in Connection
 with the Extension of Runway 10-28
 Runway Approach Area and Resolution of Necessity.

Moved by Gore Follette, seconded by Wheelock to approve Resolution 53-2017.
 Roll Call Vote: Yes 4 No 1 Excused 2
 Nay: Clous

c. Finance

- 1. Monthly Report
 Jody Lundquist, Finance Director, reviewed the monthly report.
- 2. Audit Team Leader
 Jody Lundquist, Finance Director, introduced Joe Verlin, Principle at Gabridge & Co., as the Audit Team Leader.

d. Civil Counsel

- 1. Cass Road Agreement
 Chris Forsyth, Deputy Civil Counsel, reviewed the second amendment to the Cass Road Agreement and answered Commissioners’ questions.

Moved by Gore Follette, seconded by Wheelock to approve Second Amendment to Grand Traverse County Road Commission Cass Road Right-of Way Development Agreement and authorize Board Chair to effectuate the necessary documents to implement the Board authorized action. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

- a. **Planning Department Update (John Sych)**
John Sych, Planning & Development Director, gave a presentation on the Planning Department.

NOTICES

- a. **May 10, 2017 – Study Session – Pension Debt**

CLOSED SESSION

None

Meeting adjourned at 7:17 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

TO: Chair – Board of Commissioners

FROM: Jim Cook, Manager

DATE: April 12, 2017

**SUBJECT: REPORT FOR THE APRIL 19, 2017 MEETING
AT 5:30 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

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

1. **Baggs Road/Lakeside Trail** - The Board approved executing the Baggs Road Partnership Project Agreement in its present format. Additionally, staff was authorized to obtain geotechnical data on the north section of Baggs Road and Lakeside Trail.
2. **Peninsula Township Drainage Districts** - Second public hearings were held for both SADs. It is our understanding the SADs will proceed following negotiations with the contractor. A summary of the projects is forthcoming from the township. Construction will take place this summer and will also include road improvement SADs.
3. **Professional Services** - The Board awarded labor/employment services to Michael Kluck & Associates and Agent of Record to Brown & Brown of Southeastern Michigan (no relation to our Board member.)
4. **Work Session** - The March 23 work session covered PASER ratings under Networks Northwest's jurisdiction and Grand Traverse County in particular. The Board directed staff to prepare an RFP which would provide the Board options to consider in light of TTCI's Long-Range Transportation Plan and Public Perception survey.
5. **Corridor Traffic County Overview** - After reading TTCI's public perception survey, the Board was provided historical traffic count data, including those on major corridors.
6. **Potential 2017 Road Projects** - Board reviewed a list of potential 2017 road projects should funds become available.
7. **Oak Terrace Drive** - The Board awarded the Oak Terrace Drive project to DJ McQuestion in the amount of \$450,136.86, more or less. Cost sharing agreements with Garfield Township were also approved to allocate costs with respect to water main, sewer, road and construction services.
8. **Policy Review** - The Board will begin a review of GTCRC existing policies.
9. **Bluff Road Project** - Peninsula Township and GTCRC maintained a steady flow of communications to address the concerns raised by residents. The project is proceeding.



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

Board of Director's Meeting Minutes

March 16, 2017

2:30 PM

1. CALL TO ORDER:

Northern Lakes Community Mental Health, 105 Hall Street, Traverse City, Michigan. Dave Stephenson called the meeting to order at 2:33 p.m.

Board Members Present: Nicole Miller, Betty Bushey, Carol Crawford, Nina Zamora, Gerald Micketti, Randy Kamps, Gary Stefanko. Pam Babcock, Cheryl Walker, Al Cambridge, Lorelei King, Dave Stephenson, and Michael MacCready.

Board Members Absent: Dean Vivian (advance notice) and Ty Wessell (advance notice).

Others Present: Traverse City - Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Mary Marois, Interim Director for Children and Families; Carrie Gray, Chief Population Officer for IDD; Joanie Blamer, Chief Population Officer for Adults with Mental Illness; Becky Vincent, Director of Integrated and Managed Care; Matt Leiter, Director of Human Resources; Tracy Andrews, Director of Recipient Rights; Lauri Fischer, Director of Finance; Keith Huggett, Chief Information Officer; Kari Barker, Director of Quality Improvement and Compliance; Kim Silbor, Operations Manager; Dave Simpson, Residential Services Administrator; and Leslie Sladek, Customer Services.

Timekeeper – Gerald Micketti.

2. AGENDA: Add Item 12 CEO Compensation.

MOTION:	The Board Approved the March 16, 2017 Agenda with the change.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Kamps
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 Board Consent Agenda of March 16, 2017.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carol Crawford
SECONDER:	Gerald Micketti

5. OWNERSHIP LINKAGE:

A. Citizen Comment -
Keith shared a story of an individual who had applied for services.

B. Ownership Communication
None.

6. CLOSED SESSION:

MOTION:	Moved into closed session to discuss a communication with the State Office of Recipient Rights to include the Recording Secretary, Director of the Office of Recipient Rights and the CEO.
RESULT:	ROLL CALL: YES. KAMPS, BUSHEY, BABCOCK, STEFANKO, ZAMORA, CAMBRIDGE, MILLER, CRAWFORD, MICKETTI, MACCREADY, WALKER, KING AND STEPHENSON. APPROVED.
MOVER:	Carol Crawford
SECONDER:	Gerald Micketti

Moved into closed session at 2:38 p.m.

Came out of closed session at 3:52 p.m.

MOTION:	The Board approved coming out of closed session.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carol Crawford
SECONDER:	Nicole Miller

MOTION:	The Board approved the minutes of the closed session as read by the Executive Secretary.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael MacCready
SECONDER:	Gerald Micketti

MOTION:	In response to substantiated allegations that remedial action that our CEO attend the April 20 session of MACMHB.
RESULT:	ROLL CALL: YES - BUSHEY, BABCOCK, STEFANKO, ZAMORA, CAMBRIDGE, MILLER, CRAWFORD, MICKETTI, WALKER, KING, KAMPS AND STEPHENSON. 1 NO MACCREADY. ADOPTED.
MOVER:	Randy Kamps
SECONDER:	Betty Bushey

MOTION:	The CEO ATTEND MENTAL HEALTH FIRST AID TRAINING ON AUGUST 29 AND 30.
RESULT:	ROLL CALL: YES - BABCOCK, STEFANKO, ZAMORA, CAMBRIDGE, MILLER, CRAWFORD, MICKETTI, MACCREADY WALKER, KING, KAMPS, BUSHEY AND STEPHENSON. ADOPTED.
MOVER:	Gary Stefanko
SECONDER:	Nicole Miller

7. CHIEF EXECUTIVE OFFICER'S REPORT:

Karl thanked the board for their time and efforts spent and the feedback on the recipient rights allegations.

At the Director's Forum Karl was one of the presenters on a panel focused on "Profiles of healthcare integration initiatives". Karl shared the presentation with his report. He also thanked everyone who responded to the 298 facilitation work group. Karl referenced the presentation titled "Post-Election Update for MACMHB".

Eric Kurtz has been hired to succeed Dave Schneider as the CEO of the NMRE. Alexis Kaczynski will be retiring as the CEO of North Country CMH.

Karl referenced the activity related to the changes with healthcare.

We will be starting the consumer surveys on Monday, March 20.

An Open House is scheduled for April 25 from 4 to 6 p.m. for the Integrated Care Clinic in Traverse City. Everyone is invited to attend.

A Veteran's Job Fair will be held on March 21 in Traverse City at the Haggerty Center from 1 to 4 p.m. Some CMHSPs including NLCMHA will be collaborating with the State Veterans Liaison in the Buddy to Buddy program. Recommended to advocate where we can. Karl gave a brief overview of population capitation and the need to stay on top of what is occurring at all levels.

Reference was made to the contract summary attached to the CEO Report and the new format.

8. NORTHERN MICHIGAN REGIONAL ENTITY REPORT:

The board thanked Nina for her efforts on the Policy Committee.

MOTION:	The Board appointed Nina Zamora to the NMRE Board.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Kamps
SECONDER:	Carol Crawford

9. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. Receipt of CEO Response to Monitoring Report – 2.2 Treatment of Employed Workforce Members – Internal Inspection

MOTION:	The Board has reviewed Policy 2.2 Treatment of Employed Workforce Members Internal Inspection and finds the agency to be 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nicole Miller
SECONDER:	Gerald Micketti

B. New Operational Worries

Concern expressed when there are situations when there is a child involved. There has been discussions about development of a team to address issues of abuse, neglect, etc. Mary Marois noted that she has a meeting with the local judges next week and will address some of these issues.

Karl requested that the board allow us to have Mary continue to work two additional months. We have not had good luck in coming up with a successor. Mary has been a great asset in recommending changes to improve our services to children and families.

MOTION:	The Board approved to extend Mary Marois' consulting agreement until the end of May.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nina Zamora
SECONDER:	Randy Kamps

C. March Monitoring Assignment

1.1 Consumer and Community Ends complete and turn in.

10. BOARD MEANS SELF-ASSESSMENT:

A. Receipt of Board Monitoring Report - 3.5 Meeting Agendas and Schedules

MOTION:	The board has reviewed Policy 3.5 Meeting Agendas and Schedules, Direct Inspection, and finds that we are 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gerald Micketti
SECONDER:	Betty Bushey

B. March Monitoring Assignment

3.3 Board Member Code of Conduct, complete and turn in.

3.6 Board Chair Functions, complete and turn in.

11. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

A. Ends – None.

B. Executive Limitations – None.

C. Board/CEO Linkage – None.

D. Governance Process/Ownership Linkages – None.

Recipient Rights Advisory Committee Report – Nicole and Gary attended and noted that there was a smaller group for the meeting. They have counseled with the ORR Director and there were no required protections of the ORR. Referenced information about community stakeholder interest.

MOTION:	The board accepted the Executive Compensation recommendation for FY ending 9/30/17 by Matt Leiter, HR Director as of this date of our board meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Kamps
SECONDER:	Betty Bushey

12. OWNERSHIP LINKAGE:

None.

13. ANNOUNCEMENTS/BOARD MEMBER REPORTS/BOARD ASSOCIATION CONF:

- Donation of bed shakers for Roscommon/Crawford County that would be for the hearing impaired.
- Betty attended the Dr. Sloane Childhood Trauma conference – Dr. Sloane may be able attend a panel next Fall.

14. AGENDA PLANNING (Traverse City):

Tracy noted that the date for one of the trainings is on April 20 the day of the next board meeting. Karl will appoint someone to take his place at the meeting.

15. MEETING EVALUATION:

- #1- we spent our time on the most important governance topics: majority was excellent
- #2- we encouraged diversity of viewpoints: majority was excellent
- #3- our decisions were made collectively: majority was excellent
- #4- The Board used its time effectively: majority was excellent
- #5- What is the most important thing the Board could do to improve our function as a board? Review our board practice – Roberts Rules of Order – short synopsis – to add to the COW May agenda.

16. ADJOURNMENT:

None.

The meeting adjourned at 4:42 p.m.

Respectfully Submitted,

Dave Stephenson, Chairperson

Nicole Miller, Board Secretary

Debra Lavender, Recording Secretary

Draft



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, March 16, 2017 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), Payne (Vice President), Kachadurian (Treasurer), Jones (Secretary), Marek, Moyer, and Gersch Leff (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**

Parsons requested an amendment to the agenda: under New Business item c, resolution for debt service final invoice payment. It was MOVED by Marek, SUPPORTED by Payne, to approve the agenda including the aforementioned amendment as presented. Motion CARRIED.

4. **Public Comment**

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

5. **Approval of minutes**

a. *Regular Meeting of January 19, 2017*

Jones noted a correction to the agenda, whereas at the top of page four, the name Payne should be Jones. It was MOVED by Jones, SUPPORTED by Kachadurian, to approve the regular meeting minutes of February 16, 2017 including the amended name correction as presented. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- Plans for the Funding Future Readers Celebration are moving along. Preliminary plans for the Preschool Interactive Learning Area will be revealed at the event. Glenn Wolff will be creating several murals in the space.
- The Talking Book Library (TBL) now has correct signage to replace the old "LBPH" lettering above the entrance door. The McGuire Community Room also has new lettering.

Wiliford, TADL's Marketing and Communications Coordinator, noted that TADL's logo and lettering were also added to the community room lectern.

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

b. *Financial Report*

Parsons provided an update to her December 2016 report and confirmed her February reports, highlighting the following:

- December Updates – After year-end figures are finalized there will be approximately \$370K in revenue over expenses of which half will go to the MERS unfunded liability and half to the public improvement fund as indicated in the 2016 budget resolution.
- Revenue – Revenues to date are \$3,984,586 which is 77.6% of the 2017 budget and an increase from last year at this time. TADL has received half of the payment due from Interlochen Arts Academy for the technology services contract. Overdue fines had been lagging over the last few months and are now on an uptick.
- Expenses – Personnel expenses, the largest portion of our budget, are down a bit from last year but that is dependent on the timing of insurance bills. The monthly cost of the new defined contribution plan plus the unfunded liability from the previous defined benefit plan is less than what was expended last year for the defined benefit plan alone. Professional contracts are up due to payment timing for catalog maintenance and database management services. Expenses are in good shape.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library, thanked Schuck, TADL's Youth Services Coordinator and IPL staff member Kiel Stevens for their assistance in adding story time kits to the collection. Ground breaking for the new IPL building is aimed for May.
- Vicki Shurly, Director of Peninsula Community Library (PCL), thanked the entire TADL board for their endorsement of the new PCL building and gave thanks to each member for their individual supportive efforts. Plans for the new building were revealed at the Books at the Boathouse fundraiser, which raised about \$10K for the two million dollar project. They hope to break ground in August of 2018 with a 6-8 month construction timeline.
- A written report from Julie Kintner, Director of Fife Lake Public Library, was included in the board packet.

d. *Committee Reports*

- President Gillman noted that the Facilities and Services, Personnel, and Policy Committees had not met.
- Finance Committee – Kachadurian reported that the Finance Committee had met and discussed the three items under old business later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence reported that a donation of approximately \$60K has been received from the James Craig Trust. The Friends made a donation to Born To Read, a Twilight Rotary program, which provides new mothers in the area with a bag of items including a board book and an invitation to come to the library for a library card. The Friends are also preparing for an April book sale.

7. **Old Business**

a. *Unassigned Fund Balance Resolution*

Kachadurian explained that the Library of Michigan recommends maintaining a two month operating expense balance. The Finance Committee recommends following the Library of Michigan's practice rather than maintaining a specific percentage balance.

It was MOVED by Kachadurian, SUPPORTED by Payne, to approve the unassigned fund balance resolution as presented. Marek questioned the method of calculation due to monthly expense variations over time and suggested amending the resolution by inserting the word “approximately” in front of “two” in the final paragraph. Kachadurian then read the revised resolution and MOVED, with SUPPPORT by Payne, to approve the unassigned fund balance resolution as amended. Motion CARRIED.

b. *MERS Discussion*

Kachadurian noted that the Finance Committee reviewed several payment schedule options presented by MERS regarding TADL’s unfunded pension liability. The committee recommended staying on the current plan paying half of each year’s revenue over expenditures toward the liability, plus any extra as available and in TADL’s best interest. Kachadurian also noted that MERS’ most aggressive option was less aggressive than TADL’s plan and that staying on the current plan allows TADL more control and flexibility in the long run. All members agreed. No action is needed to stay on the current plan.

c. *Roof Update*

Parsons reported that Spence Brothers submitted an engineering proposal to develop and provide a plan to determine what type of roof replacement material would be most appropriate. The proposal would also include cost estimates for each type of material. Kachadurian noted that this proposal would provide TADL with real figures in order to select the best method to resolve the current roof issues.

8. **New Business**

a. *Resolution for One-Day Liquor License and Bond*

Parsons reported that the one-day bond and liquor license for approval was necessary to cover the Funding Future Readers Celebration event on the evening of April 7, 2017, which includes a cash bar of beer and wine. Additional insurance is also included within the application, which has been signed, as required, by the Chief of Police from the Traverse City Police Department. It was MOVED by Kachadurian, SUPPORTED by Marek, to accept the application and adopt the resolution for one-day liquor license and bond needed for the Funding Future Readers Celebration event on April 7, 2017 as presented. Motion CARRIED.

b. *Quit Claim Deed for old Kingsley Public Library*

For informational purposes, Zeits briefly reviewed her communications with the Village of Kingsley attorney who had inquired as to whether TADL had any real property interest in the old Kingsley Public Library (KPL) per terms of KPL’s lease with the Village that ended in the 1990’s. It was determined that TADL does not. When KPL became part of the TADL district, as Kingsley Branch Library, TADL acquired only the assets of KPL not including the property. Zeits noted that, if found necessary, filing a quit claim deed would simply provide the Village of Kingsley with clarification for title purposes only and be of no harm to TADL.

c. *Resolution for Debt Service Final Invoice Payment*

It was MOVED by Kachadurian, SUPPORTED by Gersch-Leff to authorize payment of the last and final debt service invoice for the Woodmere building in the amount of \$647,700. A roll call vote was taken with the following results:

Gersch-Leff – aye	Moyer – aye	Marek – aye
Payne – aye	Kachadurian – aye	Gillman – aye
Jones - aye		

Motion CARRIED.

9. **Public Comment**

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

10. **Adjournment**

With a motion by Kachadurian and support from Payne, President Gillman adjourned the meeting at 5:43pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on April 20, 2017,


Joseph Jones, Board Secretary

Action Request



Meeting Date:	May 3, 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-2017-11 TNT Outdoor Services
 Y-2017-15 Premier Outdoors

Solid Waste Applications Received:
 S-2017-5 Mills Construction Service

Special Solid Waste Application Received:
 SP-2017-11 Grandpas Garage

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

Suggested Motion:

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

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2017

Resource Recovery – 2017 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 3, 2017 and reviewed requests to approve the Hauler Licenses for 2017 as follows:

Solid Waste Haulers: Mills Construction Service

Special Solid Waste Hauler: Grandpas Garage

Yard Waste Haulers: TNT Outdoor Services
Premier Outdoors

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: May 3, 2017



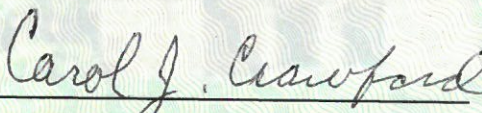
GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Certificate of Appreciation
Nancy Muha

The Grand Traverse County Board of Commissioners is proud to acknowledge your involvement in making Grand Traverse County a better place for us to live and enjoy through your commitment and time served on the Jury Board. Initially appointed by the Governor on June 20, 1973, and continuing through the term ending April 30, 2017, your 44-year commitment to Grand Traverse County is most impressive and greatly appreciated!

For your time of service and valuable contribution, we thank you!

May 3, 2017


Carol J. Crawford, Chairwoman
Board of Commissioners



Michigan Association of Municipal Clerks

March 29, 2017

Tom Menzel, County Administrator
Grand Traverse County
400 Boardman Ave., Suite 305
Traverse City, MI 49684

Dear Administrator Menzel:

The Michigan Association of Municipal Clerks is an organization that promotes and educates Michigan's Clerks. Through our Certified Michigan Municipal Clerk (CMMC) certification program, Clerks are recognized for their knowledge of the multifaceted Clerk's profession. We are pleased to announce that your County Clerk, Bonnie Scheele, has met the program criteria and has attained the prestigious CMMC certification.

Bonnie's commitment to education and desire to attain certification clearly defines commitment to the Clerk's profession and your community. On behalf of the Michigan Association of Municipal Clerks Board of Directors, I ask that you join us in congratulating Bonnie Scheele for this accomplishment and well deserved recognition.

Sincerely,

A handwritten signature in black ink that reads "Sarah Bydalek". The signature is written in a cursive, flowing style.

Sarah Bydalek, CMMC
MAMC President



**GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS**

***Certificate of Recognition
Bonnie Scheele, CMMC
Grand Traverse County Clerk***

The Grand Traverse County Board of Commissioners is proud to acknowledge your involvement in making Grand Traverse County a better place for us to live and enjoy through your commitment and effective leadership. Congratulations on attaining the prestigious Certified Michigan Municipal Clerk certification. We appreciate your desire to attain certification which clearly defines your commitment to the Clerk's profession and our community.

May 3, 2017

**Carol Crawford, Chairwoman
Board of Commissioners**



FEMA

April 11, 2017

PRESS RELEASE

Traverse City, MI Resident Graduates from FEMA's National Emergency Management Advanced Academy

Emmitsburg, MD-Gregg Bird graduated from FEMA's National Emergency Management Advanced Academy at the Emergency Management Institute in Emmitsburg, MD, after he completed the full curriculum that provides the strategic level training and education and the essential skills needed for emergency management professionals to manage dynamic and resilient emergency management programs on April 7, 2017.

Bird, completed the four one week resident courses in the Advanced Academy including: A Survey of Advanced Concepts in Emergency Management, Assessment and Application of Professional Style in Emergency Management, Advanced Concepts and Issues in the Emergency Management Organization and Advanced Concepts and Issues in the Emergency Management Community and Profession.

FEMA's National Emergency Management Advanced Academy reinforces the qualities needed to manage emergency management programs, provides relevant management theories and concepts, and utilizes appropriate case studies. Advanced Academy participants work within a collaborative environment on projects and establish a network of their peers. The Academy is designed for Emergency Management mid-level managers wanting to advance their skillset. Students learn skills critical to performing emergency management responsibilities, such as: program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking, along with completing a Research Project one month prior to attending the final course. The Advanced Academy provides students the opportunity to demonstrate their critical thinking ability through a guided research project. Students apply the key learning concepts from the Advanced Academy curriculum relative to their own skillsets and abilities within their organizations, and their own performance environments.

For more information on FEMA's training classes through the Basic, Advanced, and Executive Academies, or other emergency management courses, go to: <http://training.fema.gov/empp/>.

Photo by **Shane Gibbon**



Emmitsburg, MD April 7th, 2017--FEMA's Emergency Management Institute (EMI) graduated Gregg Bird who completed all requirements of the National Emergency Management Advanced Academy. Paul Butki, Deputy Superintendent, EMI is shown congratulating Bird as he graduates.

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.
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**GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS**

***Certificate of Recognition
Gregg Bird, Emergency Manager***

The Grand Traverse County Board of Commissioners is proud to acknowledge your involvement in making Grand Traverse County a better place for us to live and enjoy through your commitment and effective leadership. Congratulations on your graduation from FEMA's National Emergency Management Advanced Academy in Emmitsburg, MD. We appreciate your desire to complete this curriculum which clearly defines your commitment to the Emergency Manager's profession and provides the skills needed to manage a dynamic and resilient program in our community.

May 3, 2017

Carol J. Crawford

**Carol Crawford, Chairwoman
Board of Commissioners**

GRAND TRAVERSE COUNTY STRATEGIC PLAN

2017-2018



INTRODUCTION

On January 28, 2017, the Grand Traverse County Board of Commissioners met to affirm the Vision, Mission, and Values of the County and to identify Strategic Priorities for 2017 and 2018.

The purpose of identifying the Strategic Priorities is to provide Departments and Agencies of the County with clear direction on “what” Grand Traverse County should be working to achieve. From that step of identifying the Priorities, departments can establish Goals and Objectives to work towards achieving the Board’s Strategic Priorities.

Following that meeting the results of those discussions and a summary Strategic Plan were reviewed and discussed with Department Directors, Elected Officials, and Court Administrators. The following individuals attended the functional area group meetings and their input was incorporated into this document.

<p>Health and Welfare</p> <ul style="list-style-type: none"> • Jennifer Berkey, MSU Extension • Kris Erickson, Parks and Recreation Director • Jodi Kelly, Deputy Health Officer • Cindy Ooley, Department of Human Services • Wendy Trute, Health Officer
<p>Economic Development</p> <ul style="list-style-type: none"> • Jean Derenzy, Director of Community Development and Codes • John Divozzo, Director of Public Works • Steve Largent, Drain Commissioner • John Sych, Planning Director
<p>Public Safety</p> <ul style="list-style-type: none"> • Nate Alger, Undersheriff • Tom Bensley, Sheriff • Amanda Flowers, Probate Register • Jeremy Hogue, Friend of Court Administrator, 13th Circuit Court • Leah Hornacek, Deputy Director Central Dispatch • Kris Randall, Probate/Family Court Administrator, 13th Circuit Court - Family Division • Carol Stocking, 86th District Court Administrator • Jason Torrey, Director, Central Dispatch • Teri Quinn, 13th Circuit Court Administrator

General Government

- Bonnie Scheele, County Clerk
- Heide Scheppe, County Treasurer
- Warren Parrish, Deputy Director Equalization
- Tom Menzel, County Administrator
- Jody Lundquist, Finance Director
- Marty Dunham, Facilities Director
- Jennifer DeHaan, Deputy Administrator

John Amrhein from MSU Extension facilitated the meetings and asked attendees the following three questions:

- What feedback/thoughts do you have regarding current items identified by the Board?
- What items are missing?
- Any additional thoughts?

Attendees affirmed many of the priorities listed to be the correct priorities and offered additional strategic language to clearly identify the areas of focus that should be worked towards by the appropriate departments to achieve the priorities.

Department Directors were provided with two additional opportunities to provide feedback either individually or collectively as a group. Those comments have been incorporated into the updated Strategic Plan.

VISION STATEMENT

*To become a recognized leader in innovative, effective, and collaborative
County government in Michigan.*

CORE COUNTY VALUES

To Serve with Integrity

To Be Innovative

To Be Accountable

To Engage the Team

To Provide Service

To Be Transparent

MISSION STATEMENT

Grand Traverse County will provide necessary services and resources that ensure safety and add value to our community.

GRAND TRAVERSE COUNTY

STRATEGIC PRIORITIES

2017-2018



PRIORITY: BE A MODEL EMPLOYER

2017-2018 Specific Areas of Focus:

- Retain, recruit, and hire high-quality employees.
- Provide training, education, and resources to invest in our employees and create a healthy working environment.
- Define expectations for employee performance and measure achievement of expectations such that employees feel valued in their work and their performance is validated.
- Establish internal and external communication strategies that promote the County and the services it provides to citizens.

PRIORITY: BE FISCALLY SUSTAINABLE, DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY

2017-2018 Specific Areas of Focus:

- Develop a long-term plan to address the County's unfunded pension liability.
- Develop and implement a results based budgeting process.
- Determine the level of service needed and what can be afforded.
- Identify opportunities for revenue enhancements (hotel/motel surcharge).
- Ensure that County assets promote fiscal sustainability and do not increase the County's financial or organizational liabilities.
- Establish plans to manage seasonal service demands and identify resources necessary to support those services.
- Establish equitable funding formulas for intergovernmental services that promotes sustainable services.
- Make information available online, interactive, and accessible to citizens

PRIORITY: MAINTAIN AND INVEST IN THE COUNTY'S INFRASTRUCTURE

2017-2018 Specific Areas of Focus:

- Plan, develop, and fund a Capital Investment Plan that preserves the County's infrastructure and taxpayer investment.

- Integrate processes and maximize the use of technology.
- Plan for growth and development of infrastructure necessary to provide essential services to citizens.

PRIORITY: PROTECT VULNERABLE POPULATIONS

2017-2018 Specific Areas of Focus:

- Strengthen the services to meet the needs of the senior community.
- Meet the growing needs of the Veteran population of Grand Traverse County.
- Improve public health outcomes for our community and region.
- Provide services to children and families that support safety and the welfare of the residents of the County.

PRIORITY: ADVANCE THE QUALITY OF THE REGION

2017-2018 Specific Areas of Focus:

- Pursue initiatives that advance the health and quality of life in the region.
- Advance the County's efforts to protect natural resources.
- Establish a sense of place that is inclusive and welcoming.
- Utilize data and analytics in the decision making process which reflects the positive outcomes of public investment.
- Grow business attraction and retention efforts in the County.
- Support efforts towards developing affordable housing.
- Work with community partners to grow our economic impact and desirability

PRIORITY: ESTABLISH NEW COLLABORATIVE PARTNERSHIPS AND ENHANCE EXISTING PARTNERSHIPS

2017-2018 Specific Areas of Focus:

- Promote the development of shared services that have common standards that result in quality and cost-effective services.
- Promote creative dialogue throughout the delivery of services.
- Continue to develop relationships with community partners including the Grand Traverse Band of Ottawa and Chippewa Indians.
- Partner with Cities, Villages, and Townships on Joint Initiatives.

PRIORITY: MAINTAIN PUBLIC SAFETY

2017-2018 Specific Areas of Focus:

- Continue to ensure the safety of residents and tourists.
- Provide proactive policing by prioritizing public safety initiatives.
- Promote dialogue and consideration of the impacts of growth and development on public safety.

PRIORITY: ENGAGE INTERNAL AND EXTERNAL STAKEHOLDERS TO SUPPORT A STRONG BRAND

2017-2018 Specific Areas of Focus:

- Inform and Educate the Community Regarding County Services
- Develop a Public Information Strategy for Internal and External Communications
- Update and engage users via a more interactive website

NEXT STEPS

Upon approval by the Board, departments will be asked to identify their departmental goals and objectives to achieve the overarching priorities for the County.

As this is a living document, the information that is developed by departments will be incorporated into the Strategic Plan. The next step will be to identify the data that provides meaningful measurements as to how the County is achieving the Strategic Priorities.



Memorandum

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

TO: Board of Commissioners

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

DATE: April 27, 2017

SUBJECT: Commission on Aging Update

In 2016, the Quality Assessment Panel was formed to review the operations of the Commission on Aging. Since that time there have been a number of changes that have positively impacted the organization. The following is provided as summary update of the various issues that have required attention.

Staffing

The COA has hired a full-time RN Supervisor and will also be posting another full-time RN position that will be responsible for various RN functions. This individual will assist with completing client assessments more frequently and thoroughly, providing training for staff, providing back-up services for RN coverage and was identified as a need within the department.

We are also actively exploring the concept of hiring a Social Worker to bridge together the various needs of our clients that go beyond our scope of service but for which we have a high degree of community connectivity. This will be an excellent resource for professionalizing the services of the COA and connecting clients with resources they need.

There is one vacant staff position in Home Chore and temporary staff have been authorized which we recruit an individual to serve in this position. The position is expected to be filled in May.

Team Leads

We are creating four "Team Leader" positions that will be in place for a period of 6-months on an interim basis. This is an interim/pilot staffing structure that will help to facilitate communication, coordinate efforts, and provide opportunities for staff growth and development.

A team leader will be selected to represent the Home Health Aides and the Home Maker Aides and may be a Universal Aide. We will also be creating a Team Leader for the Home Chore program as well as the Office Staff. The Team Leaders will be responsible for the following:

- Conducting training for all new staff in your appropriate realm of expertise.
- Member of the policy and procedure review committee
- Providing a weekly or bi-weekly report at the Staff Meeting regarding Issues/ideas that you have observed or been advised of by staff.

- Meeting with the team leaders, Director, and Deputy Administrator to discuss various issues.
- Implement and lead various ideas and projects that have been approved and that will enhance services to clients and support our staff.

HIPAA Compliance

For several years, the County had entered into an Agreement with the Area Agency on Aging on Northern Michigan which required the County to be HIPAA compliant. It was concluded that the County was not in compliance with HIPAA and efforts have been underway to address this. County Administration will bring forward a recommendation to the Board when the COA is able to meet the requirements of the Agreement.

To address the concerns related to HIPAA, COA and IT staff have been working with a vendor to review our compliance with HIPAA. The vendor has completed a scan of our IT systems and is advising regarding the processes necessary to develop HIPAA compliance. It has been concluded that the continued use of the Access database for client information is not an acceptable database for the storage of client information.

In addition, we are working with an expert in the HIPAA field to conduct training for staff. This training/staff in-service is scheduled for May 17th. Complete policies and procedures are in the process of being developed and reviewed and a compliance officer must be identified.

Software Update

COA has drafted an RFP which is under review by multiple entities (IT/Administration) and is expected to be issued within the next few weeks. The new software will be cloud-based and provide functionality that will improve efficiency within the department operations and be HIPAA compliant. This is a priority project for the COA as the software will impact the County's ability to secure client information.

Staff Resources and Training

COA Staff have now all been issued e-mail addresses to facilitate communication and the old "flip-phones" have been replaced with "smart-phones." All field staff can now send and receive communications on a regular basis without having to make individual calls or stopping into the office to receive information.

Staff have received training and receive on-going training regarding HIPAA and efforts to ensure client confidentiality. Staff also have received various training regarding blood-borne pathogen and other issues that they may come into contact with in their work. A formal education and onboarding program is in the process of being developed for existing and new staff.

Policies, Procedures, and Standards

COA continues to address various policies and procedures that were either in conflict with County policy or that were not adequate for direction. We have continued to implement standards for various programs to provide access to services for all seniors.

COA Advisory Board

Efforts continue to recruit for community members that may be interested in serving on the COA Advisory Board. Recruitment information has been distributed to the media, Pavillions, AAANM, Senior Center, DHS, Chamber of Commerce, and other applicable entities.

On-line applications may be completed at www.grandtraverse.org or by calling County Administration at 922-4797.