

# GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, June 20, 2018 @ 5:30 p.m.  
Governmental Center, 2<sup>nd</sup> 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 June 6, 2018 (Regular Meeting) ..... 3
- b. Minutes of June 7, 2018 (Special - Community Forum) ..... 8
- c. Minutes of June 8, 2018 (Special Meeting) ..... 9

### 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. Please be respectful and refrain from personal or political attacks.

### 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](http://www.grandtraverse.org).

#### a. Receive and File:

- 1) Northwestern Regional Airport Commission (NRAC) Minutes of 4-24-18 ..... 11
- 2) Community Collaborative Meeting of 5-24-18 ..... 18

3)	Michigan Township Association (MTA) minutes of 6-7-18 .....	21
4)	Road Commission Report .....	22
5)	Treasurer's Quarterly (1 <sup>st</sup> quarter of 2018) and Annual Report (2017) .....	23
b.	Approvals:	
1)	Commission on Aging – Change to Staffing Plan.....	35
2)	2018 Clean Sweep Grant Administration .....	38
3)	2018 - L-4029 (approval of corrected form).....	43
4)	Treasurer – Foreclosure Fund Excess Proceeds .....	46
5)	FY2018 Budget Amendments .....	50
6)	May 2018 Claims Approval .....	60
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
1)	MSUE Annual Report (presentation by Jennifer Berkey) .....	82
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	COMMUNITY CORRECTIONS:	
1)	2019 Annual Grant Application & Acceptance (MDOC/OCC) .....	98
b.	HEALTH DEPARTMENT:	
1)	Medical Examiner Annual Report (presented by Dr. Joyce deJong) .....	111
2)	Mitchell & McCormick dba Harris Public Health Solutions .....	112
3)	Quality Improvement Policy.....	136
4)	Harm Reduction Resolution (presented by Dr. Michael Collins).....	140
c.	INFORMATION TECHNOLOGY (IT):	
1)	Renewal of Onix Agreement for Google Apps & Vault .....	146
d.	ADMINISTRATOR:	
1)	Corrective Action Plan for OPEB/Retiree Health Plan.....	149
10.	OLD/UNFINISHED BUSINESS:	
a.	Administrator's Contract Approval	
11.	NEW BUSINESS:	
a.	Animal Control Ad Hoc Committee – Recommendation to form Advisory Board	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION:	
a)	K. Wolfe v Grand Traverse County (confidential document/summary to be sent out under separate cover)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
June 6, 2018

Vice Chairman Clous called the meeting to order at 5:30 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

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

EXCUSED: Carol Crawford

APPROVAL OF MINUTES

Minutes of May 23, 2018 – Regular Meeting

Moved by Mair, seconded by Johnson to approve the minutes as presented. Motion carried.

PUBLIC COMMENT

**Matt Schoech** spoke about the proposed Child Care Services in the Governmental Center.

**Bridget Thuente**, Friends of Easling Pool, spoke about the fundraising efforts for Easling Pool.

APPROVAL OF AGENDA

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

CONSENT CALENDAR

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

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

A. RECEIVE AND FILE

1. Northwest Michigan Community Action Agency Minutes of April 19, 2018
2. Department of Health & Human Services Minutes of April 27, 2018

B. APPROVALS

1. Resolution 91-2018  
Sheriff's Office  
Evidence/Property Room Surplus Equipment
2. Resolution 92-2018  
Equalization  
2018 Tax Rate Request L-4029
3. Resolution 93-2018  
Commission on Aging  
Proceed with Case Management Software RFP
4. Resolution 94-2018  
Animal Control  
Cherryland Humane Society  
Memorandum of Understanding
5. Resolution 95-2018  
Administration  
Office Depot  
Paper and Office Supplies
6. Planning Agreement – Removed from calendar.

ACTION ON THE CONSENT CALENDAR

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

b-6

Page 35

By Gore Follette

Moved by Wheelock, seconded by Gore Follette to approve the Consent Calendar minus item #b-6. Motion carried.

SPECIAL ORDERS OF BUSINESS

**Networks Northwest Annual Report**

Matt McCauley, CEO Networks Northwest, provided the Networks Northwest annual report and answered Commissioners' questions.

ITEMS REMOVED FROM CONSENT CALENDAR

**b-6 – Planning Agreement**

Moved by Gore Follette, seconded by Lathrop to NOT support the action to enter into planning services with Networks Northwest.



Bob Fudge, Planning Commission, and Matt McCauley, Networks Northwest, explained the proposed planning agreement and answered Commissioners' questions.

Moved by Gore Follette, seconded by Wheelock to table this issue (this motion supersedes the previous motion). Motion carried.

Commissioners directed Administration to schedule a study session to discuss this issue in more detail.

#### DEPARTMENT ACTION ITEMS

##### **a. Health Department**

###### **1) Accreditation – Plan of Organization**

Wendy Hirschenberger, Health Officer, explained the Plan of Organization and answered Commissioners' questions.

Resolution 96-2018  
Health Department  
2018 Plan of Organization

Moved by Wheelock, seconded by Gore Follette to approve Resolution 96-2018. Motion carried.

###### **2) Mobile Surveillance System - Emergency Management**

Gregg Bird, Emergency Manager, explained the need for the mobile surveillance system and answered Commissioners' questions.

Resolution 97-2018  
Emergency Management  
Venture Tec, LLC  
Mobile Surveillance System

Moved by Gore Follette, seconded by Johnson to approve Resolution 97-2018. Motion carried.

##### **b. Road Commission**

###### **1) Continuing Resolution to Disclose Bonds**

Dean Bott, Finance Director, explained the undertaking to provide continuing disclosure required for Michigan Transportation Fund Bonds, Series 2018.

Resolution 98-2018  
Road Commission  
Resolution Approving the Undertaking to  
Provide Continuing Disclosure by the County of  
Grand Traverse

Moved by Gore Follette, seconded by Lathrop to approve Resolution 98-2018.  
Motion carried.

**c. Family Court**

1) Vehicle Purchase Request

Dean Bott, Finance Director, explained the request for a transport vehicle.

Resolution 99-2018  
Circuit Court Family Division  
Berger Chevrolet  
Transport Vehicle

Moved by Johnson, seconded by Gore Follette to approve Resolution 99-2018.  
Motion carried.

**d. Administration**

1) Blaine Property Proceeds (and property resolution)

Chris Forsyth, Civil Counsel, explained that the County received \$370,514.00 in proceeds from the sale of property in Blair Township. Resolution 129-2016, Revenues from Sale of County Property, did not include property owned by the Land Bank Authority. He recommended that the resolution be amended to reflect both County owned and Land Bank Authority owned property, where the Authority has authorized providing proceeds to the County, to go toward the county's existing unfunded pension liability or paying the unfunded OPEB liability.

Moved by Gore Follette, seconded by Johnson to amend Resolution 129-2016 as recommended by Civil Counsel. Motion carried.

Resolution 129-2016  
*Revenues from Sale of County Properties*  
*(Amended June 6, 2018)*

Commissioners directed Administration to come back to a future meeting with a recommendation of where to apply the proceeds from the Blair Township property sale.

2) Administrator Update

Nate Alger, Undersheriff, gave an update on the proposed day care center to be put in the lower level of the Governmental Center, the estimate to renovate the Keystone Road building to be used for Animal Control, and the relocation of the American Waste recycling bins.

Moved by Gore Follette, seconded by Wheelock to authorize Administration to move forward with the renovations of the building on Keystone Road for use by the Animal Control Department. Motion carried.

OLD/UNFINISHED BUSINESS**1) Easling Pool Appropriation**

Dean Bott, Finance Director, was requested by Commissioners to look at the budget and see if there was some money that could be appropriated toward the Easling Pool renovations. Mr. Bott indicated that they could appropriate money from both the County Commissioner and Miscellaneous Contingencies budgets. Commissioners discussed other budgets to use for the appropriation.

Kristine Erickson, Parks Director, and Bridget Thuente, Friends of Easling Pool, answered Commissioners' questions.

Moved by Wheelock, seconded by Gore Follette to appropriate \$25,000.00 from the Capital Improvement budget toward the Easling Pool renovations.

Roll Call Vote: Yes 5, No 1, Excused 1

Nay: Lathrop

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

Commissioner Lathrop spoke about the flooding situation on Old Mission.

Commissioner Johnson indicated that the Demas T. Craw groundbreaking will be on August 2, 2018.

NOTICES

- a. **Community Forum June 7<sup>th</sup> at 5:15 p.m. – Training Room**
- b. **Final Round – Administrator Interviews June 8<sup>th</sup> at 8:00 a.m. – Commission Chambers**

CLOSED SESSION

None

Meeting adjourned at 7:23 p.m.

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Bonnie Scheele, County Clerk

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Ron Clous, Vice Chairman

APPROVED: \_\_\_\_\_  
(Date) (Initials)

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Session  
June 7, 2018

Vice Chairman Clous called the meeting to order at 5:20 p.m. at the Governmental Center.

PRESENT: Cheryl Gore Follette, Bob Johnson, dAn Lathrop, Tom Mair,  
Addison Wheelock, Jr. (5:30 p.m.) and Ron Clous

EXCUSED: Carol Crawford

MEET AND GREET

Commissioners and the public had a brief meet and greet with the candidates.

PUBLIC COMMENT

None

Commissioner Wheelock arrived at 5:30 p.m.

CANDIDATE FORUM

Jaymes Vettraino, GovHR, explained the question and answer process for the evening. The following candidates were each questioned separately while the other candidate waited in a separate room.

Nathan Alger – Kingsley Michigan  
Thomas Hickner – Bay City, Michigan

A series of questions were asked by Mr. Vettraino and the public also provided questions on cards that were read by Mr. Vettraino for both candidates to answer.

After the question and answer period, Mr. Vettraino indicated that he would compile the Comments from the public and provide them to the Commissioners tomorrow morning for the final interviews of the candidates.

ADJOURNMENT

Meeting adjourned at 6:45 p.m.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Ron Clous, Vice Chairman

APPROVED: \_\_\_\_\_  
(Date) (Initials)

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Session  
June 8, 2018

Chairwoman Crawford called the meeting to order at 8:10 a.m. at the Governmental Center.

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

Commissioner Review of Feedback from Thursday Evening's Public Forum

Jaymes Vettraino, GovHR, distributed a summary of the comments provided from the public after the June 7, 2018 Meet and Greet Public Forum of the candidates.

Public Comment

None

Final Interviews for the Position of Grand Traverse County Administrator

The following candidates were interviewed by the Commissioners:

Thomas Hickner – Bay City, Michigan

Commissioners took a break at 8:49 a.m.

Commissioners returned to regular session at 9:03 a.m.

Nathan Alger – Kingsley Michigan

Commissioners took a break at 9:27 a.m.

Commissioners returned to regular session at 9:36 a.m.

Commissioners discussed both candidates' strengths and weaknesses.

Moved by Wheelock, seconded by Lathrop to offer the position of County Administrator to Nathan Alger.

Roll Call Vote: Yes 4, No 3

Nay: Mair, Johnson and Gore Follette

Commissioner Crawford appointed an Ad Hoc Committee of the following Commissioners to negotiate a contract for the new County Administrator.

Commissioner Crawford  
Commissioner Johnson  
Commission Clous

Prosecuting Attorney, Bob Cooney, will also be on the Ad Hoc Committee.

The Ad Hoc Committee will bring a recommendation to the June 20, 2018 meeting.

Public Comment

None

Adjournment

Meeting adjourned at 10:15 a.m.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Carol Crawford, Chairwoman

APPROVED:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Initials)

NORTHWESTERN REGIONAL AIRPORT COMMISSION  
CHERRY CAPITAL AIRPORT  
REGULAR MEETING  
**MINUTES**  
APRIL 24, 2018  
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Lee Foerster, Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Luanne Zak, Dan Sal, Heather Sexton, Susan Olson

Absent	None
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The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Kern and supported by Commissioner Rushton to approve the agenda as presented. MOTION PASSED.

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of April 3, 2018 were reviewed by the Commission.

It was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the minutes as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for March 2018 was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. The minutes of the Personnel Committee meetings of March 12 and March 16, 2018 were reviewed by the Commission. It was noted by Commissioner Rushton

that work by the Committee had stalled due to her illness and that the Airport Director contract project will be moving forward.

It was moved by Commissioner Kern and supported by Commissioner Johnson to approve the March 12 and March 16, 2018 minutes as presented. MOTION PASSED.

2. Commissioner Ahrns gave the report of the Building and Grounds Committee meeting of April 20, 2018.

The Committee reviewed the preventative maintenance contract and repairs needed on the terminal chillers as proposed by Johnson Controls. Johnson Controls has performed the maintenance on the chillers since the building was constructed.

The contract for preventative maintenance is up for renewal. The cost for the 1<sup>st</sup> year is \$12,995. The cost for the 2<sup>nd</sup> year is \$13,385. The cost for the 3<sup>rd</sup> year is \$13,785. This is a 3.7% increase since the last contract.

Johnson Controls also has repairs to complete on both chillers which include leaking O-rings. Chiller #1 cost for repair is approximately \$8,447 plus refrigerant. Chiller #2 is approximately \$10,964 plus refrigerant.

Other companies were asked to bid, but were unable to do the work and/or meet the deadline.

The Committee recommends approval of the Johnson Controls contract and repairs to the full Board. Airport Director Klein noted that these items were included in the 2018 budget.

Airport Director Klein reviewed the schedule for the terminal carpet installation. There will be a delay in the proposed schedule due to a recent rejection of the carpet sample provided. The sample was much lighter than the original carpet.

The Committee reviewed a request from Delta Global Services to plant a tree on airport property in honor of Earth Day. DGS has access to some native saplings through the Conservation District and would like to partner with the airport on this project.

The Committee recommends approval of the planting of a tree by Delta Global Services to the full board.

The Committee discussed the request by Randy Chapman to construct a hangar and obtain a ground lease.



The Committee addressed the first open item from the March 19 meeting regarding the research on environmental insurance requirements and minimum standards.

Attorney Zeits reviewed and summarized her research of other airport's requirements for environmental insurance and minimum standards. Airports throughout the country have a variety of environmental insurance requirements. They range from requiring all on airport tenants to carry environmental insurance to no environmental insurance requirement in their minimum standards. Virtually all minimum standards require environmental indemnification; making the tenant responsible for their own environmental issues.

The indemnification is only as good as the financial capabilities of the party indemnifying. The requirement for the insurance is to provide a backstop in case the indemnifying party does not have the financial resources to remediate a problem.

Attorney Zeits stated that it remains her recommendation that environmental insurance be required of commercial tenants.

The second open item was to review if there was precedent for the procedure to be employed where an applicant changes its application after the initial application. Airport Director Klein reviewed past history and found that there has not been a request for an application change. All requests have either had no changes or there was a denial.

Airport Director Klein discussed the issue with the FAA Airports District Office and they recommended that if the physical structure and site plan stay the same, the NRAC should allow for an amendment of use without requiring a new application and starting over from the beginning.

Mr. Chapman requested to change the purpose of his hangar to private use only. The Committee discussed the proposed changes to the lease as redlined in the lease attached as tab 6 to Mr. Edgar Roy's March 19, 2018 submittal to the Building and Grounds Committee with Mr. Chapman and his attorney, Mr. Roy.

Mr. Roy requested that it be noted in the minutes that before he became involved on this project Mr. Chapman was given what he was told was a standard lease. They want to be treated fairly. Mr. Roy feels they were told things couldn't be changed and that they can and have been for others.

It was noted by Attorney Zeits and staff that Mr. Chapman's requests to be treated the same have been based on examples of leases that airport staff, counsel and the Commission have indicated are not similarly situated uses or circumstances.

Commissioner Ahrns pointed out that Mr. Chapman continues to compare himself to Avflight, which is a totally different use.

Airport Director Klein explained that leases are reviewed with Minimum Standards based on the stated intended purpose. Each lease may have certain components that are different due to an investigation that each tenant might do such as a baseline or Phase 1 environmental assessment, environmental sampling, insurances carried or other items unique to each lease. The Airport provided Mr. Chapman with lease language consistent with his originally intended purpose similar to the language included in other similarly situated tenants and potential tenants; thus Mr. Chapman has been treated fairly. Mr. Chapman was offered the opportunity to have a Phase 1 environmental assessment conducted, at his expense, to clarify his position in regard to environmental indemnification.

Upon completion of the review of the redlined changes contained in tab 6 of Mr. Roy's March 19, 2018 submittal, Airport Director Klein requested that Mr. Chapman confirm the negotiation is complete aside from two items in the lease, the purpose and use paragraphs and paragraph 20(a) regarding indemnification, which will be addressed by Attorney Zeits. Mr. Chapman confirmed.

Commissioner DeYoung left the Building and Grounds meeting at 2:42 p.m.

Mr. Chapman or Mr. Roy will make the agreed upon changes to the lease and provide to Attorney Zeits for review and to add the revised language for the purpose and use paragraphs and paragraph 20(a) with the goal of having a completed lease by Tuesday, April 24.

Attorney Zeits reported that the changes have been made and agreed to and the lease is in final form for approval by the Commission.

Mr. Roy and Mr. Chapman provided comment to the Commission concurring that the terms were agreed to. Mr. Roy and Mr. Chapman asked that the survey of the leased premises be reviewed to remove some square feet from the rent calculation based on the presence of a transformer and squaring off a line. The Airport Director agreed that the amount should be reduced to 23,934 square feet.

It was moved by Commissioner Coco and supported by Commissioner Kern to approve the minutes as presented. MOTION PASSED.

It was moved by Commissioner Ahrns and supported by Commissioner Kern to approve the preventative maintenance contract and necessary repairs by Johnson Controls as presented. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Foerster to approve the planting of a tree on airport property by Delta Global Services. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Ahrens to approve the ground lease with Randy Chapman. MOTION PASSED.

I. Unfinished Business:

1. The NRAC last amended and adopted Minimum Standards for Aeronautical Activities for the Cherry Capital Airport on July 7, 2015.

Some revisions were necessary primarily focusing on environmental insurance and fueling. The Commission reviewed the revisions.

The Airport Director will put the revisions out for review by tenants with final approval to be scheduled for the June 26, 2018 meeting.

It was moved by Commissioner Kern and supported by Commissioner Rushton to introduce the revised Minimum Standards as submitted. MOTION PASSED.

2. Attorney Zeits provided the Commission with proposed environmental indemnification language she would like included in leases.

Airport Director Klein will put the new language out for review by tenants with final approval to be scheduled for the June 26, 2018 meeting.

It was moved by Commissioner Kern and supported by Commissioner Rushton to introduce the proposed indemnification language to be included in leases as submitted. MOTION PASSED.

J. New Business:

1. 45 North Aviation is requesting permission to host a Jet Blast event August 23-26, 2018. There will be 7-15 classic warbird jets with 20-35 individuals participating. There will be 4-5 sorties per day with 2-9 jets per formation group. This is a private event closed to the public.

45 North is requesting ramp overnight fees be waived for the event.

45 North will work with staff to ensure that all insurance, security, escorts, and safety procedures are followed and in place for the event. Commissioner DeYoung requested staff send a communication to local units of government notifying them that this event will be happening. Commissioner Kern noted that careful consideration should be given by the Commission where a for profit event requests that fees be waived by the Airport.

Based upon recommendation of the Airport Director, it was moved by

Commissioner Ahrns and supported by Commissioner Johnson to approve 45 North Aviation to host a Jet Blast event August 23-26, 2018 and to waive ramp overnight fees for the event. MOTION PASSED.

2. For the past two years, Cherry Capital Airport has worked with the Frommer travel group (Media Management Group) on promotion of Cherry Capital Airport.

The 2018 proposed contract is for \$20,000 and includes the following:

- Two/:60 second pre-recorded commercial spots per weekend on *The Frommer's Travel Show* on WABC radio in New York City (26 spots total) voiced by Pauline Frommer
- Two interviews with airport spokesperson on that show
- Two blog posts on the Frommers.com website
- Banner ads on the site (four different sizes featured in the New York Metro section) for the duration of the campaign, now including mobile ad
- Assorted social media posts across the Frommer's accounts TBD by Pauline Frommer
- Pauline Frommer will visit the area at a time to be mutually agreed upon. Airport is responsible for all travel and hotel costs, as well as all ground transportation between the airport and hotel, and all tour locations.

Susan Olson indicated that in further negotiations the Airport has been bonused a radio spot to open and close the show with Pauline Frommer on Saturday and Sunday. The campaign will now be 22 weeks with 56 spots and will be across 14 syndicated markets.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Rushton to approve the contract with Media Management Group in the amount of \$20,000. MOTION PASSED.

3. At the February 27, 2018 meeting, the NRAC approved a new collective bargaining agreement with the Teamsters.

Under this agreement, the following change was made to the retirement plan:

Employees hired after March 1, 2018 shall be covered under the MERS "Defined Contribution Plan Plus". The employer contribution is 6% of the Medicare taxable wages as reported in Box 5 of Form W-2. The employer will contribute an additional 2% of the Medicare taxable wages to the employee's MERS DC

Plan if the employee contributes 2% (or more) of the Medicare taxable wages to the MERS 457 Plan for a total contribution of 10% (or more) of the Medicare taxable wages. According to this plan, the employee will be 100% vested at the completion of six (6) years. Vesting will be graded as follows: Completion of year 1: 25%; completion of year 2: 50%; completion of year 5: 75%; and, completion of year 6: 100%.

Based upon recommendation of the Airport Director, it was moved by Commissioner Ahrns and supported by Commissioner Johnson to authorize the Chairman's (or Vice Chairman in Chairman's absence) execution of the Resolution and Plan Agreements with MERS to implement this new plan. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

- K. 1. The Airport Director reviewed the Activity Report for the Commission.  
2. The Airport Director reviewed the Operations Report for the Commission.  
3. The Airport Director reviewed the Accounts Receivable Report for the Commission.

L. Public Comment: None

M. Commissioner Comment:

Commissioner DeYoung expressed that he was sorry he missed the presentation by the FAA to Brian Edwards for Piper.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:47 p.m.

Respectfully submitted,



Kevin C. Klein, A.A.E.  
Airport Director



**MISSION:**

To facilitate the development of collaborative locally-based health and human services that enhance the lives of all our community members.

**GOALS:**

Focus on prevention strategies to impact children, families and seniors.

Enhance support systems for community members through coordination and collaboration.

Advocate for solutions for community-defined problems.

**COLLABORATIVE MEETING**

**Thursday, May 24, 2018 – 8:30 – 10:00 a.m.**

**NOTE STARTING TIME CHANGE!**

**MIWORKS! South Conference Room  
1209 S. Garfield Ave., Traverse City**

Sharon E. Vreeland, Coordinator  
1758 Black Bark Ln  
Traverse City MI 49696  
Cell: 231-715-1165  
sevreeland.gtcc@gmail.com

Addiction Treatment Services  
Area Agency on Aging  
Brickways  
Catholic Human Services  
Child and Family Services  
Conflict Resolution Services  
Department of Health & Human Services  
Disability Network/Northern Michigan  
Father Fred Foundation  
Goodwill Industries of N MI  
Grand Traverse County  
Health Department, Sheriff's Department, Prosecutor, Courts, MSUE, COA  
Commissioners

Grand Traverse Pavilions  
Habitat for Humanity  
Health Department of NW MI  
The Little Collaborative  
Lutheran Child & Family Services  
Michaels Place  
Munson Healthcare/Medical Center  
Northern Lakes CMH  
NMC Bridge Learning Community  
Northwest Michigan Health Services, Inc.  
NW Mich Community Action Agency  
NW Michigan Works/Networks Northwest  
Pine Rest Christian Mental Health  
Third Level Crisis Intervention  
Traverse Bay Area ISD  
Traverse Bay Childrens Advocacy Ctr  
Traverse City Public Schools  
Traverse Health Clinic  
Women's Resource Center

**Present:** Debbie Aldridge, Community Connections; Lisa Anderson, Catholic Human Services UpNorth Prevention; Gina Aranki, Child & Family Services/Third Level Crisis Center; Joe Bagby, DHHS; Stephanie Bransdorfer, Born to Read; Chip Cieslinski, Catholic Human Services; Amanda Elliott, Child & Family Services/Third Level Crisis Center; Kathleen English, Habitat for Humanity; Renae Fogarty, GT County Drug Free Coalition; Karen Fulkerson, HelpLink/Agape Financial; Heidi Gustine, Area Agency on Aging; Chris Hindbaugh, Addiction Treatment Services; Mickie Jannazzo, Child & Family Services/Third Level Crisis Center; Karl Kovacs, Northern Lakes Community Mental Health; Chloe Manikas, Networks Northwest/Michigan Works!; Ranae McCauley, United Way; Jim Moore, Disability Network; Gerry Morris, Project Unity for Life; Jessica Parent, GT Commission on Aging; Amy Peterson, The Salvation Army; Kristen Ryder, TBAISD New Campus; John Stephenson, NMCAA; Val Stone, Food Rescue; Sharon Vreeland, GTCC; Jenn Weber, GT County Court Family Division; Dee Wilkinson, Area Agency on Aging

**Introductions:** We honored John Stephenson as he retires as Executive Director of NMCAA. He has worked for the agency for 40 years. Things that have made an impact on him: the need to keep your options open, and to follow your heart. He is appreciative of how we collaborate to support our community members in need. Congratulations, John! We will miss you profoundly, and hope you enjoy your next adventures!

**Welcoming/Framing Comments – Heidi Gustine:** The Executive Committee reminded the group that we are having a series of deeper conversations based in considering the greater good of the community. What are the emerging issues, and how do we respond collaboratively? We will continue these discussions over the next few months, leading to some key discussions in October about how we move forward as a collaboration into the future.

### **211 in Northwest Michigan – Ranae McCauley, United Way Executive Director (8:40 – 9:30):**

United Way is bringing 211 service back to Northern Michigan! 211 services is also being integrated into MIBridges, the DHHS client service system. Find out what's new since we last had full 211 service in 2013 and discuss impacts on service delivery and elimination of duplication of efforts (creating multiple, individual community resource directories). Think about how 211 can add value to individual agency efforts.

- Overview Video by Rose Heaton, Director of 211 in Manistee:  
[https://www.nwmichcoc.com/uploads/2/5/7/2/25729897/nwcoc\\_mi\\_bridges.mp4](https://www.nwmichcoc.com/uploads/2/5/7/2/25729897/nwcoc_mi_bridges.mp4)
- Slide Deck: attached
- Why bring full 211 functionality back to Northwest Michigan now?
  - The new Integrated Service Delivery (ISD) model means that the service has gone beyond information and referral only to being more of a robust assistance
  - The prior fee structure was not workable, consisting of both a base cost and a per-call cost. The per-call cost was impossible to budget for and created a disincentive to use the service.
  - Reporting is more robust. Instead of just knowing the number of calls handled we can know to the zip code level which services are most sought, so we can make better-informed decisions about resource allocation. This data can also support grantwriting and grantmaking.
- **Please make sure your data is updated in the database!**
- **Please consider becoming a MIBridges partner at one of the three levels:** navigator, referral, or access.
- Clients can allow the system to send referrals for them to agencies and services they have investigated. They can also allow access to data they input into the system to navigators within our agencies to facilitate identifying and accessing services.
  - Clients decide who can access their data and when, and can change their selections at any time. The system is truly person-driven and respectful in this regard.
  - Clients can only select one navigator at a time, eliminating possible duplication. Again, they can change navigators at any time.
  - Allowing referrals and access to their data in the system can mean that clients don't have to fill out as many duplicate applications at various agencies. They can upload pictures of documents various agencies would need to consider their requests.
- If there is sufficient interest, additional local MIBridges trainings could be arranged to help our agencies and employees learn the system and how to navigate it.
- A 211 app is being developed, as is texting functionality.
- If all agencies ensure that their own information is complete and constantly updated, then all of us will have access to a comprehensive resource directory with greater accuracy and less internal effort than is current spent to create and maintain separate agency resource directories.
- United Way has signed a contract to change our call center from Call2-1-1 in Muskegon to the call center in Grand Rapids
  - There are seven separate call centers in Michigan, operated as non-profit agencies. United Way believes there may be consolidations and mergers in the future. Centers are overseen by a state agency called MI211.
  - Information currently at the Muskegon call center may or may not be automatically transferred to the new call center and may have to be re-entered from scratch. If they resist transferring our data, we will want to seek assistance from applicable state agencies.
  - Look at what is in the system for your agency currently and ensure it is up-to-date. Even if it doesn't transfer, people are still accessing it today.
  - United Way will provide additional information and timelines regarding possible data transfer and/or new data input.

- Factors for the decision between three call centers interviewed included but are not limited to: financial solvency, reporting offered, and capacity for innovative partnerships to address social determinants of health.
- United Way's goal to launch full functionality by this August, but no later than the start of next heating season.
- Changing call centers will require approval from either the county collaboratives or the county commissions in each affected county. It will also require approval from another statewide governing body. These requirements are set forth in law.
- Cost will be \$33,000/year with no per-call cost. United Way will be covering the local cost. Voluntary partners would be welcomed, but they feel this is the right thing to do for the community regardless of additional partnerships. MDHHS, Consumers Energy, and other large organizations have provided subsidies at the state level which have helped lower this cost from the \$60,000+ we experienced in 2013.
- Some agencies that cover multi-county areas may have to maintain their databases with multiple call centers.
- Marketing: United Way expects to hold a community meeting with the leaders from our new call center. After launch they will be looking to all community partners to share the information. Window clings will be available for display. Word of mouth should also be strong – as neighbors in need receive assistance they will share the word with others.

**BRIEF Sharing of updates and News and Discuss Preferred Network Information Sharing Mode(s) & Frequency**

- DHHS energy season ends next week. Father Fred still has funds available.
- Salvation Army in Traverse City is taking over services to Benzie County.
- CMH community dialogue regarding mental health and correctins, and homelessness, is on May 31 from 1-4 at their Hall Street office and open to all.
- Memorial Day 50% off sale Saturday May 26 at the Habitat for Humanity ReStore.
- Prosecuting attorney running series of trainings regarding vulnerable adults. Information has been sent in the biweekly e-newsletter.
- Kristen Ryder, TBAISD is looking for summer programs, particularly for K-2, ages 5-9, students, but they serve K-12. Day camps, week camps. E-mail her at [kryder@tbaisd.org](mailto:kryder@tbaisd.org) if you have or know of opportunities!

Information for broad network distribution may be sent to Coordinator Sharon Vreeland at [sevreeland.gtcc@gmail.com](mailto:sevreeland.gtcc@gmail.com) on an ongoing basis.

Adjourned at 10 a.m.

**UPCOMING MEETINGS**

**June 28 – Recreational Marijuana Ballot Initiative/Legislation**

**NO MEETING IN JULY**

**August 23**

**September 27**

**October 25**

**December 6**



MICHIGAN TOWNSHIPS ASSOCIATION

GRAND TRAVERSE COUNTY CHAPTER

06/07/18

The June 7, 2018 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

Presentation from Steve Largent, County Drain Commissioner regarding drain districts and the Conservation District's millage proposal that will appear on the August ballot.

A.) APPROVAL OF MINUTES

There being no changes, the minutes of the May 3, 2018 meeting are approved.

B.) TREASURER'S REPORT

Jeane Blood Law reported a balance of \$1,206.08.

C.) REPORTS

1. Traverse City Commission - No representative present.
2. Grand Traverse County DPW - Chuck Korn stated that there have been a few minor leaks that have been taken care of.
3. Grand Traverse County Sheriff – Tom Bensley reported that tomorrow morning a new County Administrator will be chosen.
5. District 8 Representative – Marv Radtke reported on proposed assessing reform, Broadband expansion, and lead and copper rules.
6. Grand Traverse County Road Commission – Deb Hunt reported on the ongoing East/West Corridor Study and stated that they will begin strategic planning later this year. Joe Slonecki reported on road projects.

D.) PUBLIC COMMENT – There was none.

E.) The door prize went to Marv Radtke.

C.) ADJOURNMENT – 1:05 PM

Lynette Wolfgang, Secretary



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

**TO:** Chair – Board of Commissioners  
**FROM:** Jim Cook, Manager  
**DATE:** June 6, 2018  
**SUBJECT:** **REPORT FOR THE JUNE 20, 2018 MEETING  
AT 5:30 P.M. IN THE COMMISSION CHAMBERS  
400 BOARDMAN AVENUE, TRAVERSE CITY**

**cc:** Board of County Road Commissioners

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

1. **East-West Corridor Consultant** – The second round of meetings are scheduled with stakeholders and local agency groups. The consultant presented a summary of the three meetings held to date, along with an update on the overall schedule. The Board is pleased with the progress to date.
2. **South Airport Road** – The project was completed ahead of schedule.
3. **Bond Sale** – Thanks to the County Board and its staff for allowing and administering a very successful \$3.6 million bond sale for South Airport Road.
4. **Request for Variances** – The Board is seeing an increase in request for variances, some before construction and others following. Legal counsel will be preparing a policy to address these requests in a uniform method to assure public safety is not compromised.
5. **Traffic Control Order** – a "TCO" was approved by the Michigan State Police and ratified by the Board, for no parking along a section of Crescent Shores Drive.
6. **Three Mile Road** – The Board executed a contract with MDOT to resurface a portion from Garfield Road north to 1,370 south of Smith Road.
7. **Transit Stop Guidelines** – Staff developed guidelines for locating bus stops within the public right-of-way working with BATA and townships. The Board adopted these guidelines at their May meeting.
8. **Transport Permits** – The Board approved using the "Oxcart" system which will allow for electronic submittal and approval of transport permits.
9. **Fee Schedule Amendment** – A public hearing is being schedule to amend our fee schedule to include a fee structure for communication service provider permits.
10. **Budget Amendment** – The Board approved its first amendment to our 2018 budget following the "first winter" of 2018.
11. **All Season Road System** – At the request of the village of Kingsley, the Grand Traverse County Road Commission's all-season road system will add North Brownson to its listing. This will allow this road to appear on our map and on the County Road Association's statewide weight restriction page. The Village will retain the enforcement authority on the road.
12. **Strategic Planning** – A budget for strategic planning was approved, with Woods Consulting selected as the facilitator. Planning will begin in August 2018.

# Grand Traverse County Treasurer

## 1st Quarter 2018 Investment Report



All Data as of 3/31/2018

### Total Cash & Investments

Cash on Hand	8,920.15
Bank Cash	17,855,710.80
Cert. of Deposit	1,230,776.00
Money Market Accts.	2,290,055.95
Pool Funds	19,706,613.98
US Treasury/Agencies	2,379,875.00
<b>Total</b>	<b>43,471,951.88</b>

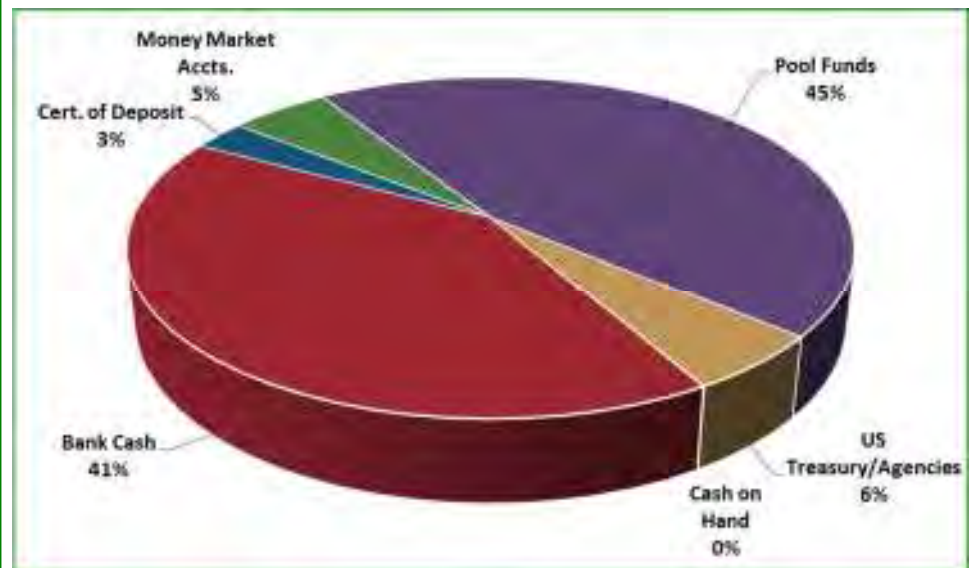
### Portfolio Maturity Aging

1-90 days	40,428,994.88
91-180 days	317,694.00
181-365 days	805,263.00
1-2 years	140,000.00
2+ years	1,780,000.00
<b>Total</b>	<b>43,471,951.88</b>

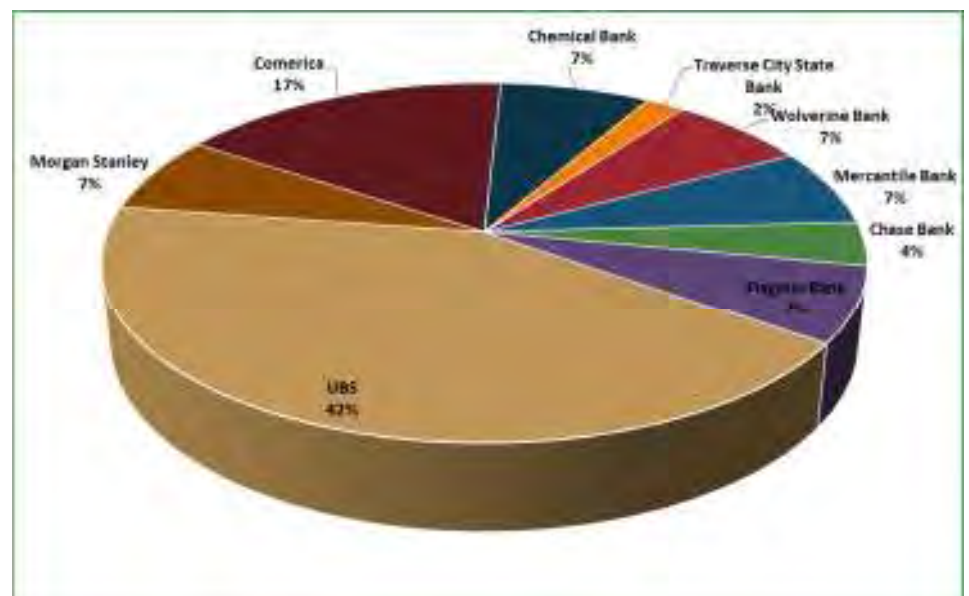
### Distribution by Institution

Bank	Balance
Cash On Hand	8,920.15
Chase Bank	141,359.22
Chemical Bank	270,776.00
Class	19,706,613.98
Comerica	600,000.00
Fifth Third Bank	16,567,010.82
First Community Bank	247,332.58
Flagstar Bank	1,250,566.30
Honor State Bank	25,411.29
Huntington Bank	1,007,593.02
Mercantile Bank	250,000.00
Morgan Stanley	249,875.00
PNC Bank	14,030.59
Traverse City State Bank	1,352,462.93
UBS	1,530,000.00
Wolverine Bank	250,000.00
<b>Total</b>	<b>43,471,951.88</b>

### Diversification



### Investment Portfolio





# Grand Traverse County Treasurer 2017 Annual Report

Treasurer  
Heidi M Scheppe, MBA, CPFO

Cindy Green, Chief Deputy  
Sarah Gum, Deputy Treasurer  
Kristen Lambert, Deputy Treasurer

The mission of the Grand Traverse County Treasurer  
is to serve taxpayers with respect, professionalism and  
commitment to customer service above and beyond what is expected.

The County Treasurer is elected to a four-year term and serves as the custodian of all County funds. The Treasurer is a member of the Plat Board, Elections Commission, County Apportionment Commission, County Economic Development Corporation, Treasurer of the Brownfield Redevelopment Authority and Chair of the County Lank Bank Authority.

The Treasurer's Office core responsibilities include:

- Handling and reconciling cash for a 145 million dollar budget.
- Investing County funds while considering fund security, cash flow requirements and adherence to Public Act 20.
- Purchasing and collecting delinquent property taxes for 13 Townships, 2 Villages and the City of Traverse City.
- Working with the local unit Treasurers and Assessors to process any property tax adjustments and report accurate values to the State of Michigan and taxing jurisdictions.
- Selling and maintaining accurate records of all dog licenses in the County.
- Providing Deed Tax Certifications and Delinquent Tax Search services.
- Providing passport processing services.

*June 1, 2018*

*I hereby submit this annual report to the County Board of Commissioners.  
I hope you find it informative; and I encourage you to contact me with any  
questions or comments. Please note the 2017 information contained in this  
report is unaudited.*

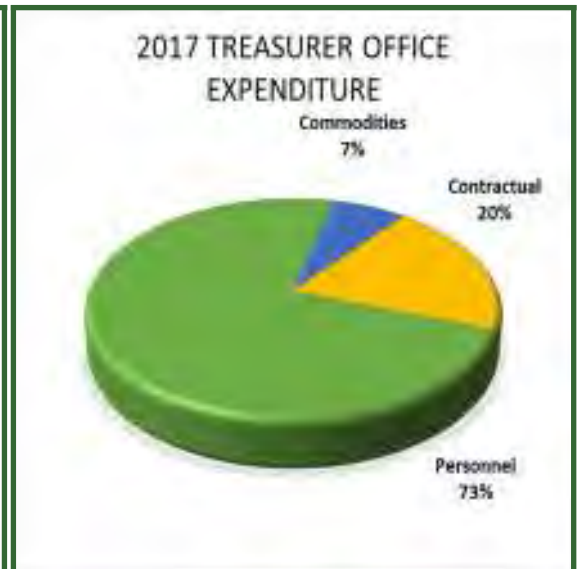
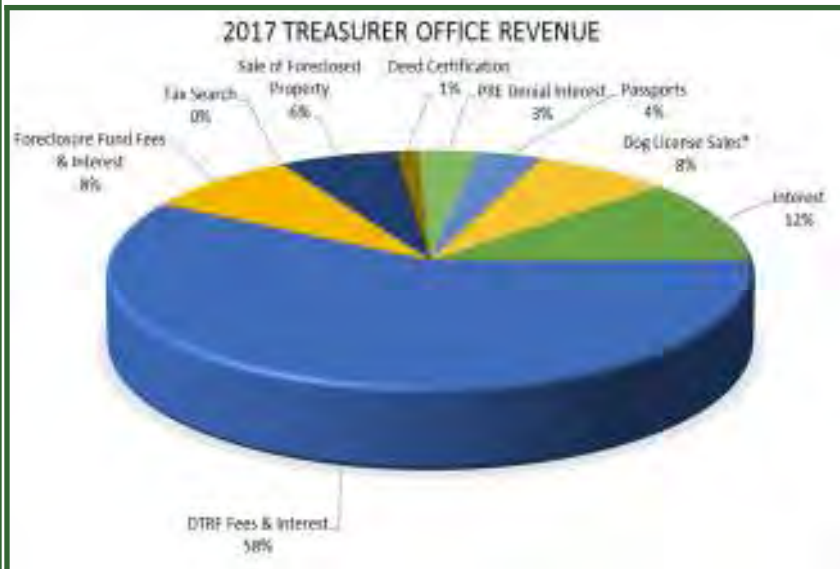
*Respectfully submitted,*

*Heidi Scheppe*

## Treasurer's Office Revenue vs Expenditure

2017 Total Treasurer Revenue		2017 Total Treasurer Expenditure	
Interest	\$ 181,979.72	Personnel	\$ 334,089.72
DTRF Fees & Interest	\$ 921,073.99	Commodities	\$ 30,658.68
Foreclosure Fund Fees & Interest	\$ 133,612.41	Contractual	\$ 29,744.29
Tax Search	\$ 2,349.55	<b>General Fund</b>	<b>\$ 394,492.69</b>
Sale of Foreclosed Property	\$ 100,445.73		
Deed Certification	\$ 18,188.40	Personnel	\$ 54,976.02
PRE Denial Interest	\$ 53,317.91	Commodities	\$ 4,930.69
Passports	\$ 54,625.00	Contractual	\$ 76,176.73
	<b>\$ 1,465,592.71</b>	<b>Foreclosure/PRE Fund</b>	<b>\$ 136,083.44</b>
Dog License Sales*	\$ 118,136.00		
<b>Total Revenue</b>	<b>\$ 1,583,728.71</b>	<b>Total Expenditure</b>	<b>\$ 530,576.13</b>

\*Collected in office for Animal Control



### New in 2017

- Although delinquent tax buyout is down compared to 2016, fees and interest did increase, due to an increase in statutory fees charged during the forfeiture process. Please note these fees are not retained in our office but rather paid out during recording/redemption process of forfeiture.
- A portion of the Foreclosure/PRE fund pays for PRE audit personnel. We have experienced a decrease in PRE denial interest compared to 2016 due to the loss of PRE Audit personnel. We will continue to see a decrease in these funds unless this position is reinstated by the County.
- The cost of our BS&A delinquent and tax software was paid by the Foreclosure Fund again in 2017 to help the General Fund budget.

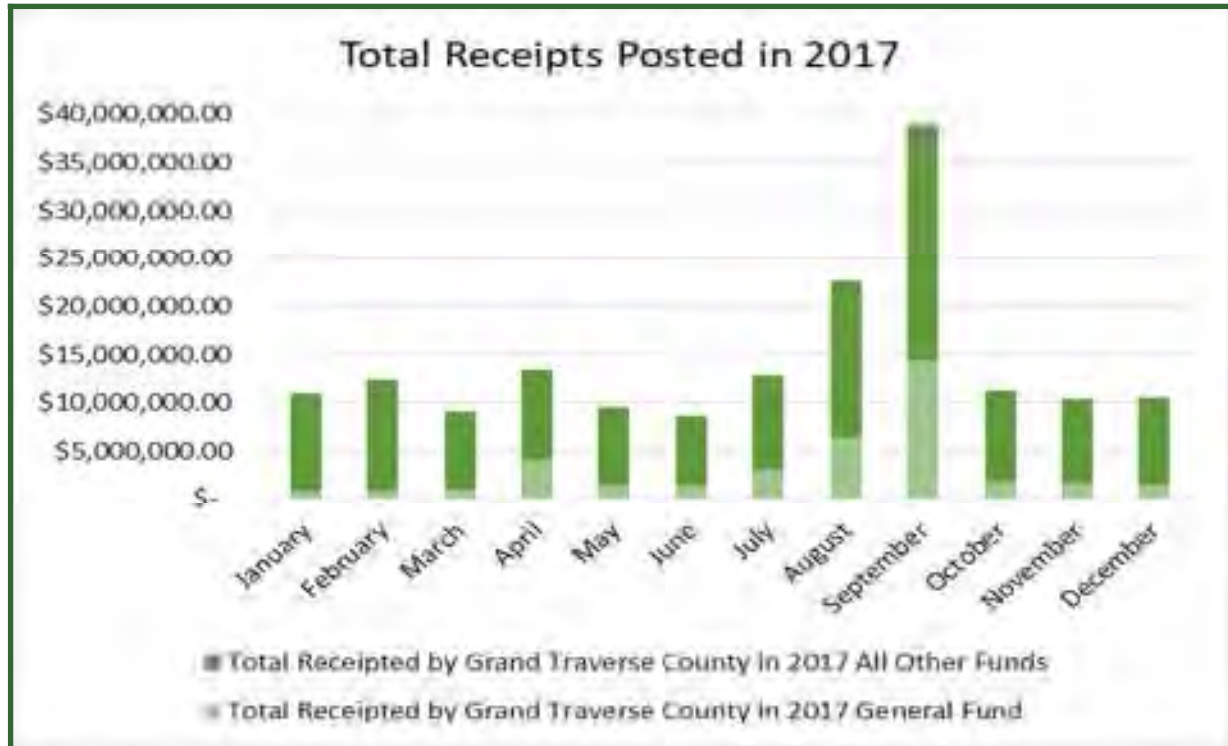


## Receipting of Money by Treasurer

The County Treasurer's Office is the depository for all county funds in accordance with Act No. 40, Public Acts of Michigan 1932.

It is the responsibility of the Treasurer's Office to receipt all money coming into the County. We maintain and reconcile over 50 bank accounts to properly track and account for these funds.

Functions associated with this procedure include receipting invoice payments processed through the mail, counting/receipting department money, verifying distribution line items, posting to general ledger and receipting all monies received as EFT's through our bank accounts.



Total Receipted by Grand Traverse County in 2017			
	General Fund		All Funds
January	\$	794,183.82	\$ 10,916,241.48
February	\$	895,843.13	\$ 12,353,532.39
March	\$	950,456.89	\$ 9,142,952.18
April	\$	4,029,300.03	\$ 13,382,149.13
May	\$	1,403,085.52	\$ 9,526,866.22
June	\$	1,485,882.65	\$ 8,662,297.69
July	\$	2,977,500.89	\$ 12,863,498.47
August	\$	6,470,765.46	\$ 22,588,276.24
September	\$	14,397,791.29	\$ 38,954,966.56
October	\$	1,918,342.47	\$ 11,265,294.41
November	\$	1,678,806.31	\$ 10,363,549.35
December	\$	1,604,913.74	\$ 10,464,858.45
	\$	38,606,872.20	\$ 170,484,482.57

## Investments

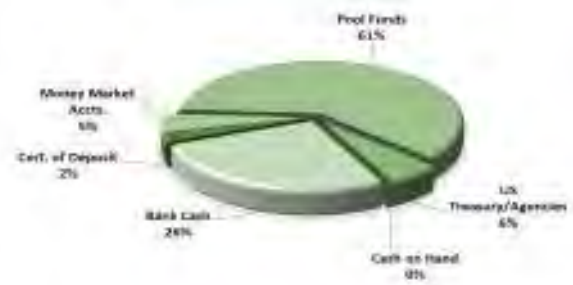
There are many pools of funds within the County each designed to collect, report and pay out the amounts available for specific purposes. The largest of the funds is the General Fund, which is the primary operating fund of the County.

- **Year End Portfolio** provides a breakdown of where County Funds were invested at 12/31/17.
- **Diversification by Investment** shows the percentage of the funds held in each investment type.
- **Common Cash Balances** graph is used to understand trends in cash levels, and provides a multi year running look at the total dollars in the common account at month end.

2017 Year End Portfolio

Cash on Hand	\$	9,226.00
Bank Cash	\$	11,259,638.28
Cert. of Deposit	\$	960,000.00
Money Market Accts.	\$	2,128,378.02
Pool Funds	\$	26,361,457.82
US Treasury/Agencies	\$	2,379,875.00
Total	\$	43,098,575.12

2017 DIVERSIFICATION BY INVESTMENT TYPE



Common Cash Balances



- Average monthly carrying balance in Trust & Agency is 4.1 million, down from 4.8 million in 2016.
- Average monthly carrying balance for the Pavilions is 7.7 million, up from 6 million in 2016.

### New in 2017

We paid out 3.6 million from the General Fund and 2 million from the Delinquent Tax Revolving Fund towards MERS retirement debt in September 2017.

We reaffirmed our Standard & Poor's rating of AA and Moodys Aa2 rating in 2017.



## Delinquent Tax

It is the responsibility of the County Treasurer to collect delinquent real property taxes. Functions associated with delinquent taxes include receipting payments, processing adjustments to prior year tax rolls (for up to 20 yrs.), processing bankruptcy claims, along with being the Foreclosing Governmental Unit.

Beginning March 1st of each year the County Treasurer "purchases" delinquent real property taxes from the local units utilizing the cash in the delinquent tax revolving fund. We collect payments on the delinquent parcels for a period of not less than 24 months. During that time we follow an extensive State mandated notification process which includes regular postal mail, certified mail, personal service (visit/hand deliver) to the property and publication in the local newspaper. We file a petition for foreclosure with the 13th Circuit Court. If payment is not received by the 3rd year of assessment we foreclose on the parcel and attempt to sell the parcel at auction. Prior to the auction, per Public Act 123 of 1999, the State is granted the right of first refusal to purchase any foreclosed parcels, local units and County Land Bank have a right of refusal, after the State, for any parcels in their jurisdiction.

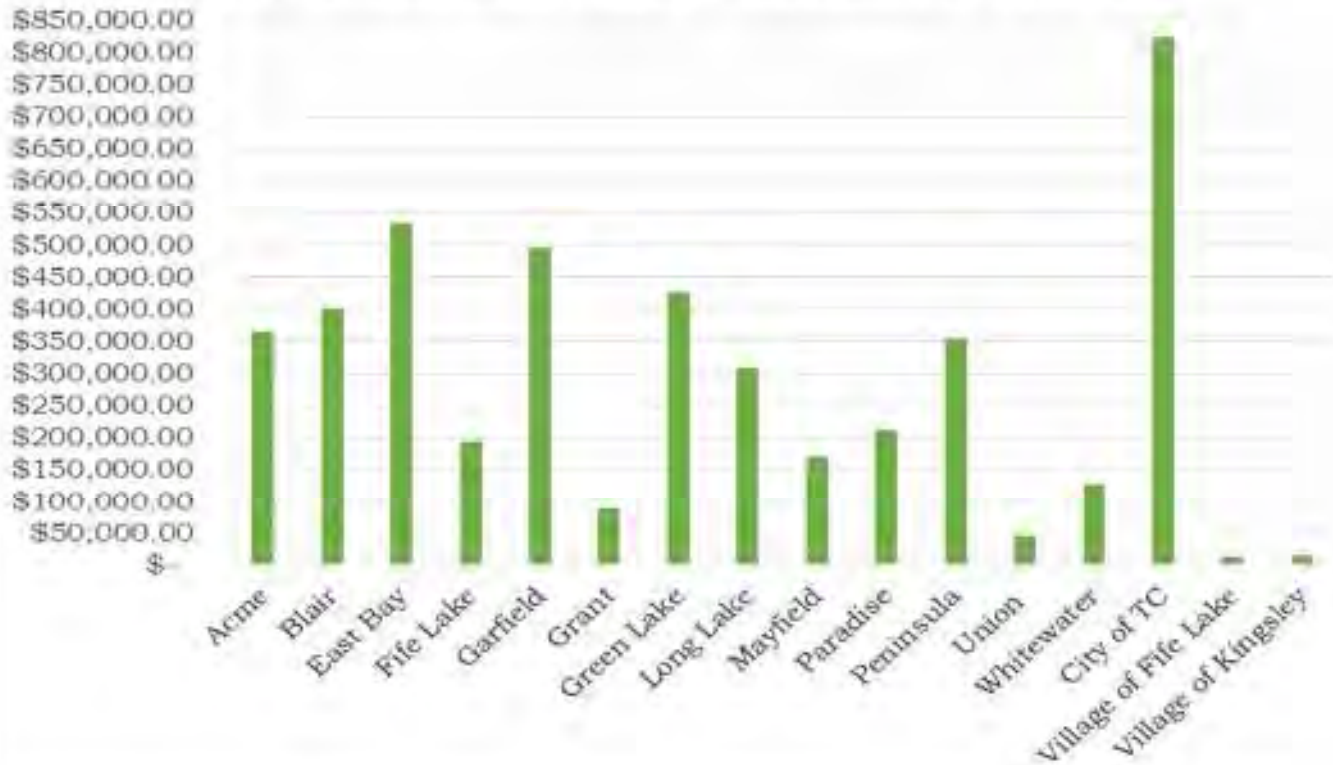
The performance measurements for delinquent tax administration are designed to: increase efficiencies to be better able to manage additional workload without staff additions, to reduce unit costs in managing forfeitures and foreclosures, and to institute foreclosure prevention programs. One of the prevention methods provided by the board is a Hardship Extension, which gives those taxpayers that have had an unusual circumstance in their life, time to set up a payment plan to keep from losing their property. It was used to protect 8 properties from foreclosure in 2017. In addition to the Hardship Extension, we directed at risk taxpayers to the MSHDA Step Forward Program providing assistance to 11 taxpayers generating \$ 23,972.67 in tax payments. In addition to these programs, we provide taxpayers with a variety of payment options: cash, check, credit/debit card, electronic funds transfer, and an ACH payment option, which provides the taxpayer the ability to make weekly or monthly payments.

### Personal Visits

Our office performed PA 123 inspections on 218 parcels in September. This physical site visit to each parcel is required to provide parcel description information to Title Check, LLC for future potential foreclosure. Parcels that were found vacant/abandoned or unoccupied at time of visit required posting of property in a visible area. If occupant was present, we advised the occupants of their rights and the foreclosure process. We had many conversations with taxpayers, explaining the tax law, due dates and opportunity for assistance with delinquent taxes.

Real Taxes Returned Delinquent					
Tax Year	2017	2016	2015	2014	2013
No. of Properties	3540	3756	3670	3915	4478
Amount Purchased	\$ 4,568,613.02	\$ 4,973,605.30	\$ 5,120,958.18	\$ 5,504,078.62	\$ 6,511,371.09
Tax Collections, Calendar Year	2017	2016	2015	2014	2013
No. of Receipts	5029	5068	6197	5898	4899
Delinquent Tax Collected	\$ 5,353,198.62	\$ 5,079,212.45	\$ 6,725,269.79	\$ 8,340,799.70	\$ 7,970,059.04
Interest & Fees	\$ 953,283.81	\$ 781,586.12	\$ 1,227,032.74	\$ 1,322,479.66	\$ 1,291,052.05
Credit Cards / EFT	\$ 725,525.32	\$ 622,639.08	\$ 623,706.31	\$ 325,132.30	\$ 71,961.94
Tax Roll Adjustments, Calendar Year	2017	2016	2015	2014	2013
Michigan Tax Tribunal, Board of Review, PRE Denials, etc.	456	524	690	607	642
Forfeiture/Foreclosure					
Properties Forfeited	453	494	556	848	805
Properties Foreclosed	22	15	21	24	23
Hardship Extension	8	9	16	15	11

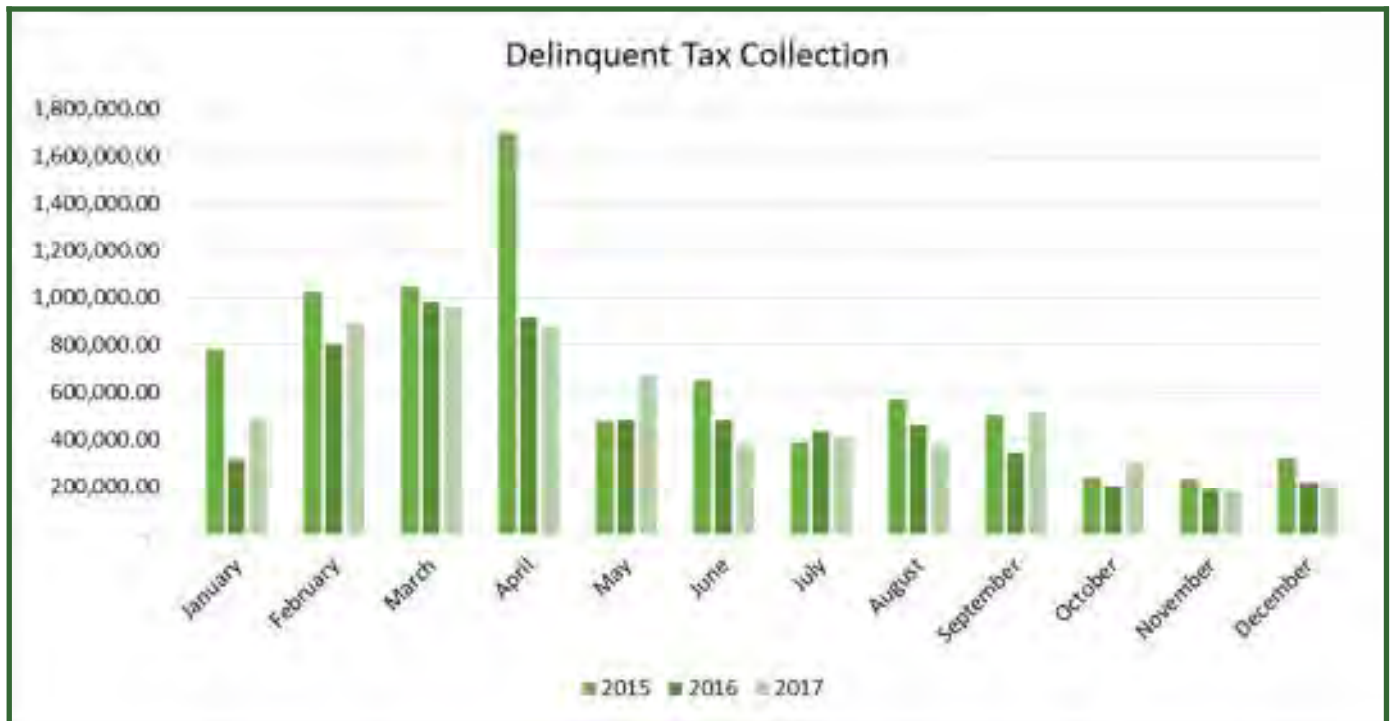
## 2017 Delinquent Taxes "Purchased" by Unit



Township	2017 Total Adjusted Levy	Payments Made at Township/ Village	Amount "Purchased" by County	Balance to Collect by Township/ Village (Personal Property)
Acme	\$ 11,244,088.28	\$ 10,889,425.74	\$ 364,435.98	\$ 3,531.68
Blair	\$ 9,272,771.15	\$ 8,754,016.56	\$ 399,141.70	\$ 133,766.19
East Bay	\$ 18,455,952.85	\$ 17,940,226.06	\$ 533,824.09	\$ 3,881.15
Fife Lake	\$ 1,898,337.69	\$ 1,702,397.57	\$ 194,647.12	\$ 3,498.38
Garfield	\$ 31,449,754.89	\$ 30,956,647.09	\$ 493,903.10	\$ 16,906.63
Grant	\$ 1,672,588.76	\$ 1,585,085.20	\$ 89,102.00	\$ 724.08
Green Lake	\$ 9,032,717.74	\$ 8,572,258.29	\$ 425,081.70	\$ 53,322.81
Long Lake	\$ 13,967,084.97	\$ 13,670,131.00	\$ 308,855.13	\$ 1,285.86
Mayfield	\$ 1,647,945.49	\$ 1,477,623.65	\$ 170,250.03	\$ 3,205.56
Paradise	\$ 3,720,154.98	\$ 3,509,862.92	\$ 210,725.86	\$ 2,878.73
Peninsula	\$ 21,580,418.42	\$ 21,237,447.12	\$ 354,269.21	\$ 1,248.90
Union	\$ 822,387.10	\$ 778,169.94	\$ 44,652.52	\$ -
Whitewater	\$ 6,046,104.81	\$ 5,922,354.58	\$ 128,278.65	\$ 146.15
City of TC	\$ 42,631,099.70	\$ 41,738,656.32	\$ 823,481.81	\$ 103,346.54
Village of Fife Lake	\$ 113,244.20	\$ 99,485.56	\$ 13,291.56	\$ 467.08
Village of Kingsley	\$ 284,164.02	\$ 269,037.75	\$ 14,672.56	\$ 453.71
2017 Totals	\$ 173,838,815.05	\$ 169,102,825.35	\$ 4,568,613.02	\$ 328,663.45



Total number of delinquent parcels purchased compared to the tax amount owed.



Total amount of delinquent tax revenue collected by month.

## Dog and Kennel License Program

The County Treasurer's Office manages the dog and kennel licensing revenue per state statute, Act 339 of 1919. Per Act 339 it shall be unlawful for any person to own any dog 6 months old or over, unless the dog is licensed as hereinafter provided. A County dog license provides ownership information, verifies the dog is currently vaccinated for rabies, and is in compliance with State Law.

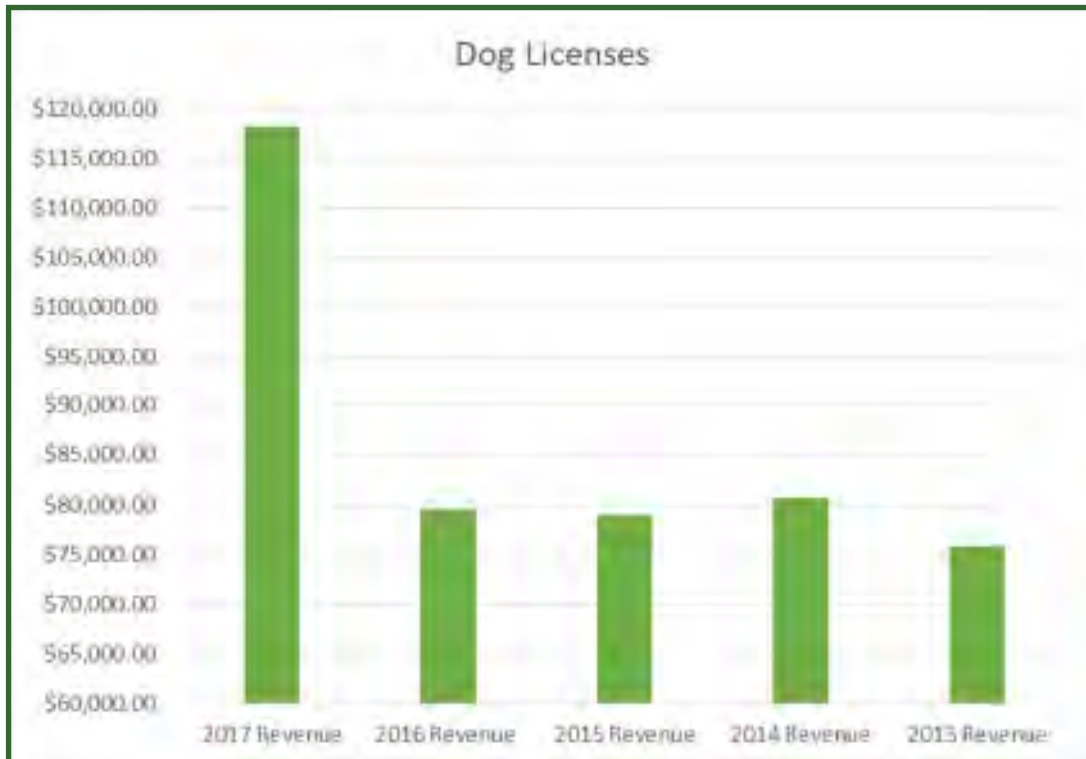
Our office sells dog licenses year round. We also partner with most of the local Veterinarian offices to sell our license year round as well. This creates an easy avenue for citizens to purchase a dog license at the same time they are vaccinating their dog for rabies. Veterinarians provide monthly sales details to our office which we audit, enter into AS400, and send out official receipts to citizens detailing the license information as mandated by State law.

2017 Rates	Intact	Spayed/Neutered
Puppy 8 mo. old and younger	\$ 8.00	\$ 8.00
1 year	\$ 30.00	\$ 15.00
3 year	\$ 60.00	\$ 30.00

In 2016 our office researched statewide county rate structures and presented a new rate and license structure that was approved by the Board of Commissioners and became effective 1/1/2017. This rate increase has provided additional revenue to support the Animal Control Program in Grand Traverse County as you will see below.

	No. of Licenses	Dog Licenses	Kennel Licenses
2017 Revenue	4803	\$ 118,136.00	\$ 235.00
2016 Revenue	4519	\$ 79,460.00	\$ 255.00
2015 Revenue	4580	\$ 78,980.00	\$ 280.00
2014 Revenue	4811	\$ 80,665.00	\$ 320.00
2013 Revenue	4615	\$ 75,815.00	\$ 350.00

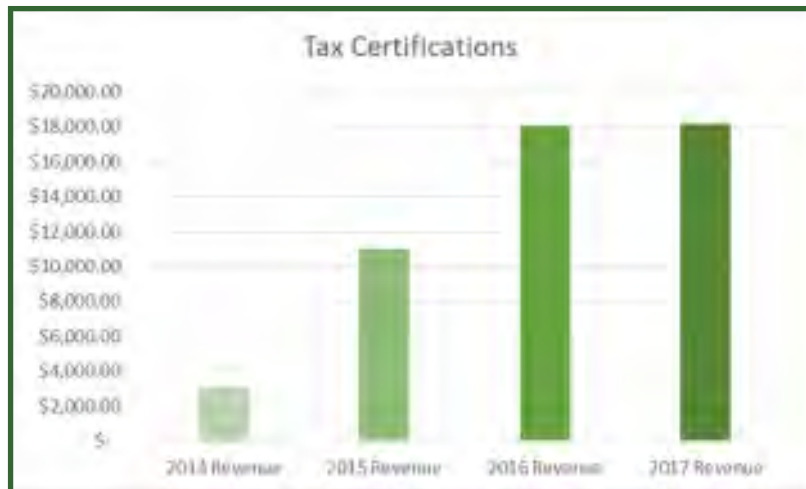
We continue to provide an online dog license lookup on our website to help the public reunite lost dogs with their owners. It has been a hit and is referenced in social media posts for lost dogs in Grand Traverse County.



## Tax Certifications and Searches

It is the Treasurer's Office responsibility to certify that all taxes are paid on instruments transferring real estate in Grand Traverse County prior to them being recorded with the County Register of Deed's Office (State Statute MCL 48.101.) Tax certification requests can be submitted in person or by electronic filing.

Certifications	
2014 Revenue	\$ 3,154.60
2015 Revenue	\$ 11,036.60
2016 Revenue	\$ 18,025.00
2017 Revenue	\$ 18,188.40



\* Tax certification fee increased from \$1.00 to \$5.00 in July of 2015 causing the significant revenue increase.

A tax search is a written tax status verification from the Grand Traverse County Treasurer's Office. The tax search requests are received by mail, FAX, and email. We offer delinquent tax look up online where owners can research their own properties for free or a \$2.00 fee for properties other than their own. Two public terminals are located in the Governmental Center for the public to do their own property tax search free of charge.

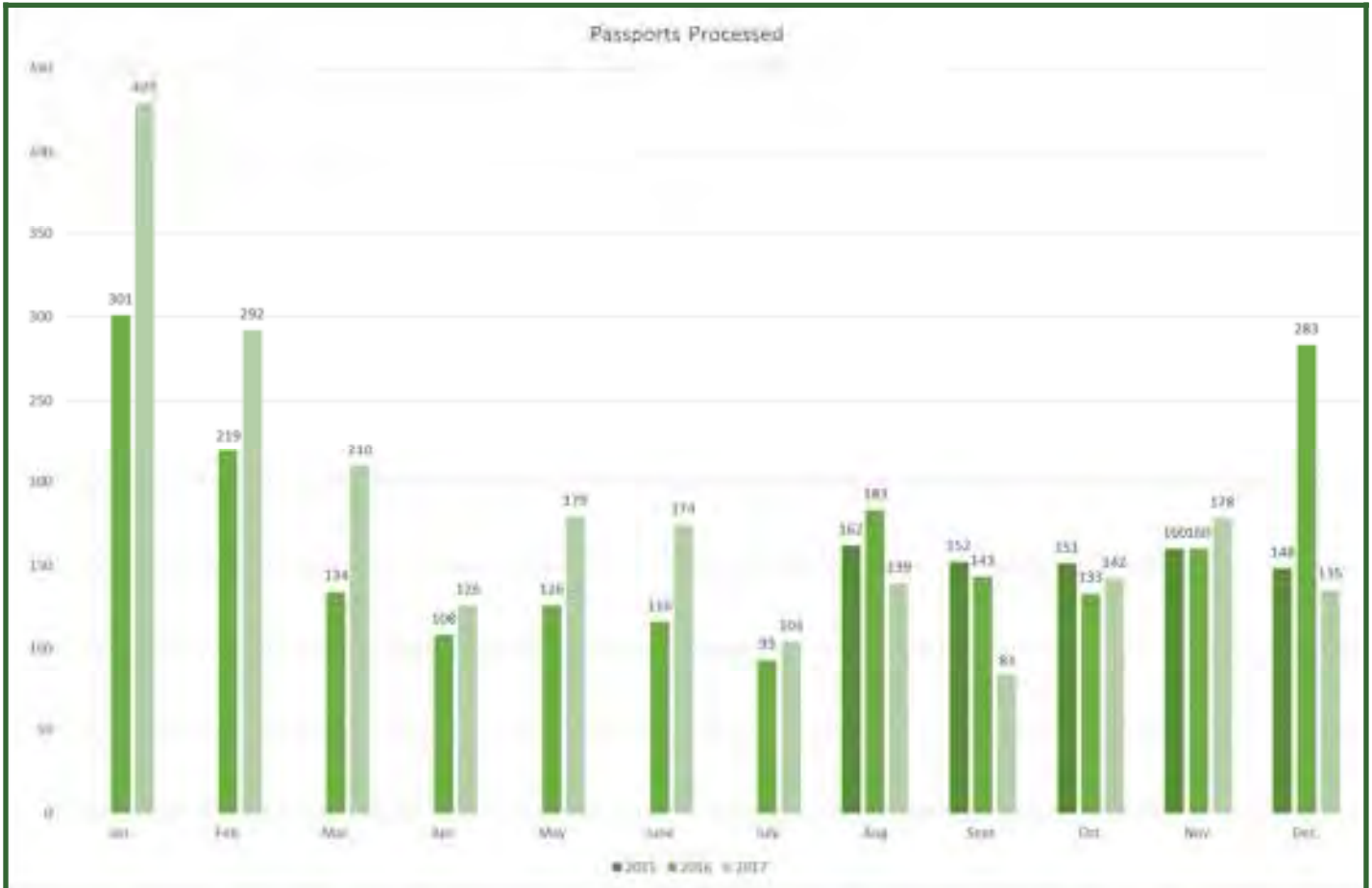
	Delinquent Searches In Office	Delinquent Searches Online	Complete Database
2014 Revenue	\$ 3,078.00	\$ 1,229.60	\$ 3,633.75
2015 Revenue	\$ 2,911.00	\$ 415.60	\$ 1,879.25
2016 Revenue	\$ 749.00	\$ 721.80	\$ 2,122.00
2017 Revenue	\$ 787.00	\$ 1,871.97	\$ 1,557.50



## Passport Processing

The County Treasurer's Office is a certified US Department of State Acceptance Facility providing passport processing services Monday thru Thursday 8:30am—4:00pm. The office accepts and processes new applications which requires review of applications and required documentation ( identity, citizenship, and parental relationship for applicants under the age of 16) for completeness and accuracy. Once reviewed, staff fully executes and submits the application according to US Department of State guidelines. We also provide reviews of renewal applications free of charge.

An annual re-certification process is required for all staff members by the US Department of State to keep up to date on changing guidelines and processing effectiveness.



\* East Bay Township was added as a new passport processing location in 2017 and the Post Office currently has staff available to process by appointment. This has eased the burden on our office, as we were one of the only processing location in Grand Traverse County last year.

Revenue	
2013	32,110
2014	32,930
2015	41,168
2016	52,400
2017	54,625





## Action Request

Meeting Date:	6/20/2018		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	231-620-6345
Agenda Item Title:	Change to Staffing Plan		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

We currently have one additional FTE on staff than the Staffing Plan allocates. This additional FTE has supported minimal waiting lists of 2-5 clients at any one time for our In-Home services.

Reviewed and approved by Dean Bott.

### Suggested Motion:

To approve the addition of one FTE in the position of Universal Aide.

### Financial Information:

Total Cost:	\$23,094/15,000	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:

Fund balance, if required.

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:	
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Miscellaneous:

### Attachments:

Attachment Titles:



## REQUEST FOR CHANGE TO THE STAFFING PLAN

*This form must be returned to Finance even if no changes are requested during the Budget Process*

FUND / DEPT # 297 - 718,719,721 DEPT NAME Commission on Aging



### **DELETE POSITIONS FROM THE DEPARTMENT'S STAFFING PLAN:**

Title \_\_\_\_\_ Grade \_\_\_\_\_ FTE \_\_\_\_\_ Any layoffs? (Who) \_\_\_\_\_

Title \_\_\_\_\_ Grade \_\_\_\_\_ FTE \_\_\_\_\_ Any layoffs? (Who) \_\_\_\_\_

Title \_\_\_\_\_ Grade \_\_\_\_\_ FTE \_\_\_\_\_ Any layoffs? (Who) \_\_\_\_\_



### **ADD POSITIONS TO THE DEPARTMENT'S STAFFING PLAN:**

*If this is a new position, or you are not sure of the classification, attach a Job Task and Responsibility Questionnaire available on the intranet under Human Resources/Forms Center. Human Resources will review the questionnaire and determine the proper classification or determine if a new classification is warranted.*

Title Universal Aide FTE 1 Effective 1/1/2018 Union NA Hrs/week 37.5

Title \_\_\_\_\_ FTE \_\_\_\_\_ Effective \_\_\_\_\_ Union \_\_\_\_\_ Hrs/week \_\_\_\_\_

Title \_\_\_\_\_ FTE \_\_\_\_\_ Effective \_\_\_\_\_ Union \_\_\_\_\_ Hrs/week \_\_\_\_\_

Title \_\_\_\_\_ FTE \_\_\_\_\_ Effective \_\_\_\_\_ Union \_\_\_\_\_ Hrs/week \_\_\_\_\_

Title \_\_\_\_\_ FTE \_\_\_\_\_ Effective \_\_\_\_\_ Union \_\_\_\_\_ Hrs/week \_\_\_\_\_

### **IMPACT ON REVENUES:**

\$23,094 salary plus 15,000 in benefits yearly

**JUSTIFICATION:** (Attach additional pages if needed - include why the position is necessary, what mandates may prompt this request, what processes have you reviewed that may have reduced need for additional staff, how does adding this position further the County's vision and mission, and the department mission, etc):

To decrease wait list for Home care services.

**NOTE:** When adding new positions, it is important to consider the additional expenses necessitated by adding staff, such as Office Equipment and Furniture, Computers / Software to be requested from the IT Department, etc.

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE 5/04/18

K:\HR\forms\PER042AA (6/01, 12/01, 2/02, 4/06, 4/07, 4/09)



RESOLUTION

**XX-2018**

**COA Staffing Plan Amendment**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed the request of the Commission on Aging Director to amend the staffing plan; and,

WHEREAS, The additional FTE has supported minimal waiting lists of 2-5 clients at any one time for In-Home Services; and,

WHEREAS, in a review of the staffing plan, it was determined that the additional position was not included in the current plan; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the addition of 1 FTE, Universal Aide to the Staffing Plan of the Commission on Aging.

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

APPROVED: June 20, 2018



## Action Request

Meeting Date:	6/20/2018		
Department:	Resource Recovery	Submitted By:	David Schaffer
Contact E-Mail:	<a href="mailto:dschaffer@grandtraverse.org">dschaffer@grandtraverse.org</a>	Contact Telephone:	231-995-6075
Agenda Item Title:	2018 Clean Sweep Grant Administration		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

The Grand Traverse County (GTC) Resource Recovery Department (RRD) has been the administrator and fiduciary of the Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Grant for 12 counties over the past several years. In 2016, GTC entered a contract with Iris Waste Diversion Specialists (Iris) to handle many aspects of the RRD including the administration of the Clean Sweep Grant. In a recent meeting with representatives from several of the affected counties as well as the MDARD Clean Sweep program manager, it was determined that the workload to handle this grant was considerable and does not need to be entirely the responsibility of the GTC Resource Recovery one person department. With the 2018 grant season well under way, it was suggested to contract with Iris to finish out the work they have started with the grant management. Each participating county/entity will pay a per event fee of \$200. The GTC RRD will enter the agreement with Iris and remain the fiduciary of the program. The RRD has recieved written support from and will be reimbursed by the participating counties.

### Suggested Motion:

Allow the Resource Recovery Department Manager to enter into an agreement with Iris Waste Diversion Specialists and subsequent agreements with other Clean Sweep program participating county's/entities.

### Financial Information:

Total Cost:	\$600-\$1,000	General Fund Cost:	N/A	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

N/A

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

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

**Attachments:** N/A

Attachment Titles: *Iris Waste Diversion Specialists Proposal.*



## Proposal

### *Grand Traverse County Resource Recovery Clean Sweep Grant Administration*

June 6, 2018

#### **The Situation**

Grand Traverse County (GTC) Resource Recovery has been a long-standing recipient of Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep grant funds to cover the cost of disposal for pesticides received from residential, business and farm properties throughout Michigan. Several years ago, GTC offered to serve as an administrator and fiduciary for the surrounding 11 counties' pesticide collections, although they have never had any obligation to do so. This arose upon discussions with MDARD after the folding of the program in Isabella County who, at the time, served in a similar voluntary role for regional pesticide collection coverage. After the dissolution of the in-house Resource Recovery Department in 2015, GTC contracted with Iris Waste Diversion Specialists (Iris) to manage some of the functions of the Resource Recovery Department, including Clean Sweep grant administration. Upon the recent hiring of a Resource Recovery Manager, the contract with Iris was terminated. The Resource Recovery Department is currently not sufficiently staffed to handle administration of the Clean Sweep grant through the grant period which ends September 30, 2018, or into the immediate future. As a result of a meeting with GTC, MDARD and several of the counties who receive pesticide disposal funding through the GTC grant, it was determined there is a need for GTC to continue to serve as the regional Clean Sweep Grant administrator and fiduciary. GTC is interested in serving in this capacity with the understanding that each county program provides funding to cover the costs of administration.

Iris is interested in continuing to administer the GTC Clean Sweep grant through the 2018 grant cycle and beyond. As administrator of the grant for the past two years, Iris understands the requirements of the Clean Sweep program, as well as the internal procedures of the GTC Finance Department. Iris has established protocols to provide professional administration of the Clean Sweep grant for GTC and the 11 counties in the region.

#### **Objectives**

Iris will provide services to GTC, as mutually agreed upon, and as described below in the Proposed Scope of Services (Services) section. Iris will work cooperatively with GTC, its partners and agents, and the Services outlined in this proposal will be carried out in a manner that integrates seamlessly with GTC standards and procedures. Frequent communication is a foundation of Iris' service provision and ensures all expectations are being met. Meetings with key personnel will occur as needed throughout the service period.

#### **Proposed Scope of Services**

##### **Clean Sweep Grant Administration**

Iris will serve as administrator for all activity related to the GTC Clean Sweep grant and will collaborate with GTC to ensure all terms and conditions of the Clean Sweep grant are met including:

- Grant Administration
  - Serve as main point of contact with MDARD, counties/entities, vendors, and the public regarding Clean Sweep Pesticide program
  - Serve as liaison between MDARD and GTC for execution of annual grant agreement
  - Communicate with MDARD regarding anomalies during grant cycle

- Provide GTC Finance for submission to MDARD, completed quarterly documents and reports required for grant reimbursement
- Communicate with GTC Finance to track receipt of MDARD grant reimbursement and subsequent issuance of payment of vendor invoices
- Maintain financial and program data for forecasting future grant allocation
- Maintain current contact information for counties/entities, vendors
- Participating County/Entity Communication
  - Correspond with counties/entities regarding Clean Sweep program
  - Verify receipt of proper documentation
  - Review and reconcile invoice discrepancies with participating county/entity
  - Provide pesticide collection data, as requested
  - Provide GTC Finance with proper documentation for invoicing county/entity for pesticide charges not covered by the Clean Sweep grant
- Vendor Communication
  - Track receipt of incoming vendor invoices against events held and follow up with vendors when invoices have not been received in a timely manner
  - Review and reconcile vendor invoices
  - Verify data entry into MDARD on-line data application for each event has been completed by vendor; follow up with vendor when data entry has not been completed
  - Serve as liaison between vendor and GTC Finance regarding payment inquiries

## **Delivery of Services**

- A. Start Date: Work will commence immediately upon written acceptance of this proposal, the receipt of necessary files, and if required the execution of a Service Agreement.
- B. End Date: Services will end following delivery of MDARD Fiscal Year 2017-2018 fourth quarter report.

EXTENSION OPTION: Upon 30 days written notice, service under this proposal can be extended for MDARD Clean Sweep grant administration for Fiscal Year 2018-2019.

## **Site**

Iris shall provide the Services from the Iris main office in Saginaw, Michigan.

## **Project Coordinator**

The main point of contact is Sarah Archer, Lead Resultant

Office: 989.272.5057 ext. 1

Mobile: 734.476.2186

Email: sarah@iriswastediversion.com

Secondary point of contact is Heather Slick, Project Assistant

Office: 989.272.5057 ext. 3

Email: heather@iriswastediversion.com

## Joint Accountabilities

Iris Waste Diversion Specialists, Inc. agrees to the following:

- A. To work cooperatively and collaboratively with GTC and all other parties in order to fulfill expectations, project goals and objectives and to adhere to specified deadlines.
- B. To conduct business on behalf of GTC with integrity and the highest level of professionalism.
- C. To maintain accurate records of activities and communications related to the above-mentioned projects and to provide reports in a timely manner.
- D. To communicate regularly with GTC regarding project status.

The GTC agrees to the following:

- A. To communicate regularly with Iris regarding project status, expectations and anticipated progress.
- B. To make available all information having a bearing on the above-mentioned projects.
- C. To provide all materials and files that may be required to perform work described in this agreement.
- D. To provide access to key individuals on mutually convenient dates.
- E. To make payment for services in conformance with the terms described.

Our joint accountabilities include the following:

- A. We will alert each other of anything we learn that may affect the success of the project.
- B. We will respect each other's confidentiality and proprietary materials and approaches.
- C. We will achieve reasonable accommodation for conflicts, unforeseen events, and other priorities.

## Fee for Services

The fee for services outlined in this proposal is \$200.00 per event submission, per county/entity.

## Payment Information

Iris will invoice GTC for full amount of service fee based on number of unsubmitted events remaining in 2018 at time of proposal acceptance.

For Extension Option: For Clean Sweep Grant administration for MDARD Fiscal Year 2018-2019; Iris will invoice GTC for full amount of service fee as confirmation of number of 2019 events are verified with each county/entity.

Terms Net 30.

Make check payable to Iris Waste Diversion Specialists, Inc. and mail to:

P.O. Box 5708  
Saginaw, MI 48603-0708

Employer Identification Number (EIN) 45-1615539

*Thank you for the opportunity to provide this proposal.*

Iris Waste Diversion Specialists, Inc. is woman-owned and operated  
and is a woman-owned, minority-owned small business and self-certified EDWOSB.

RESOLUTION

**XX-2018**

**Resource Recovery – Clean Sweep Grant Administration**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 20, 2018 and reviewed requests to enter into an agreement with Iris Waste Diversion Specialists and subsequent agreements with other Clean Sweep program participating counties; and,

WHEREAS, the Resource Recovery Department has been the administrator and fiduciary of the Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Grant for 12 counties for the past several years; and,

WHEREAS, In 2016 GTC entered into a contract with Iris Waste Diversion to handle many aspects of Resource Recovery including grant administration and it was determined that the workload to handle this grant is considerable and does not need to be entirely the responsibility of the Resource Recovery Department; and,

WHEREAS, With the 2018 Grant season well underway, it is requested that IRIS finish out the work they have started and each participating entity will pay a per event fee of \$200 for their service; and,

WHEREAS, Grand Traverse County will enter into the agreement and Iris will remain the fiduciary of the program which is supported by those participating counties.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves entering into the agreement as identified above with Iris Waste Diversion.

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

APPROVED: June 20, 2018



## Action Request

Meeting Date:	June 6, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	2018 - L-4029		
Estimated Time:	<div></div> (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

The 2018 Millage Reduction Fraction Calculations were prepared by the Equalization Director pursuant to MCL 211-34d, "Headlee". The criteria under State Statute requires the County's various authorized millage levies to be reduced by a millage reduction fraction of 0.9963 for the 2018 Tax Year as shown on the L-4029.

### Suggested Motion:

The Grand Traverse County Board of Commissioners approve the 2017 Tax Rate Request and Millage Request Report attached, and further authorize the Board Chair and County Clerk to sign the L-4029.

### 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:

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

### Attachments:

Attachment Titles:

## 2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

### MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>GRAND TRAVERSE COUNTY</b>	2018 Taxable Value of ALL Properties in the Unit as of 5-29-18 <b>\$5,106,798,342</b>
Local Government Unit Requesting Millage Levy <b>GRAND TRAVERSE COUNTY</b>	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	OPER	11/15/74	6.2000	4.9429	0.9963	4.9246	1.0000	4.9246	4.9246		NONE
EX-VOTED	COA	08/05/16	0.5000	0.4958	0.9963	0.4939	1.0000	0.4939		0.4939	12/31/22
EX-VOTED	SR CNTR	08/05/16	0.1000	0.0991	0.9963	0.0987	1.0000	0.0987		0.0987	12/31/22
EX-VOTED	ROAD COM	11/08/16	1.0000	0.9918	0.9963	0.9881	1.0000	0.9881		0.9881	12/31/19
EX-VOTED	VETERAN	11/08/16	0.1200	0.1190	0.9963	0.1185	1.0000	0.1185		0.1185	12/31/21

Prepared by <b>James D. Baker</b>	Telephone Number <b>231-922-4773</b>	Title of Preparer <b>Director of Equalization</b>	Date <b>06/12/2018</b>
--------------------------------------	-----------------------------------------	------------------------------------------------------	---------------------------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	



RESOLUTION  
**92-2018** (Amended)

**Equalization 2018 Tax Rate Request - L-4029**

WHEREAS, the 2017 Millage Reduction Fraction Calculations were prepared by the Equalization Director pursuant to MCL 211.34d, “Headlee”, and



WHEREAS, the criteria under Michigan statute requires the County’s various authorized millage levies to be reduced by a millage reduction fraction of 0.9963 for the 2018 Tax year as shown on the L-4029;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the 2018 Tax Rate Request and Millage Request Report attached, and further authorizes the Board Chairwoman and the County Clerk to sign the L-4029.

FURTHER BE IT RESOLVED, THAT THIS RESOLUTION AND IT’S ATTACHMENT have been amended from the original submission to the Board on June 6, 2018, to correct a transposition in numbers.

APPROVED: June 20, 2018

## Action Request

	<b>Meeting Date:</b> 6/20/18	
	<b>Department:</b> Treasurer	<b>Submitted By:</b> Heidi Scheppe
	<b>Contact E-Mail:</b> hscheppe@grandtraverse.org	<b>Contact Telephone:</b> 922-4740
	<b>Agenda Item:</b> Foreclosed Fund - Excess Proceeds	
	<b>Estimated Time:</b> 10 min	<b>Laptop Presentation:</b>
<b>Type of Request:</b> Program Presentation/Change		<b>Requested Action:</b> Action
<b>Summary Of Request:</b>		
<p>MCL211.78m (8) (h)</p> <p>The remaining balance of excess proceeds from 2013 taxes and prior years sold in fiscal year 2016 \$74,867.10</p> <p>Less contingent costs 0.00</p> <p>Total remaining balance available for transfer to General Fund \$74,867.10</p> <p>See attached for more detail</p> <p>In the past we have transferred funds to Housing Trust Fund, last year we decided to transfer to General Fund, this motion should reaffirm transferring to General Fund</p>		
<b>Suggested Motion:</b>		
Motion to approve transferring excess proceeds in the Foreclosure fund for 2013 taxes sold in fiscal year 2016 to the General Fund		
<b>Financial Information:</b> 101-253-699.00		
<b>Total Cost:</b>		<b>Fund:</b> 618
If not included in budget, recommended funding source:		
<b>Local Preference:</b> <input type="checkbox"/>	<b>Vendor Selection:</b>	<b>Grant Source:</b>
<b>Impacts to Other Departments and/or External Agencies:</b>		
<b>Approved / Reviewed by:</b> Administrator <input type="checkbox"/> Finance Director <input checked="" type="checkbox"/> DB Human Resources Director <input type="checkbox"/> Civil Counsel <input type="checkbox"/>	<b>Approved</b> <input type="checkbox"/> <b>Reviewed</b> <input checked="" type="checkbox"/>	<b>Strategic Plan Impact:</b> <input type="checkbox"/> Goal One <input type="checkbox"/> Goal Two <input type="checkbox"/> Goal Three <input type="checkbox"/> Goal Four <input type="checkbox"/> Goal Five <input type="checkbox"/> Goal Six <input type="checkbox"/> Goal Seven <input type="checkbox"/> Goal Eight
<b>Proposed Performance Measures/Indicators:</b>		
<b>Follow-Up Requirements:</b>		
<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Attachment Titles:</b>
<b>Signature:</b> 		



**HEIDI M. SCHEPPE, MBA, CPFO**  
**GRAND TRAVERSE COUNTY TREASURER**

400 BOARDMAN AVENUE, SUITE 104  
TRAVERSE CITY, MI 49684-2577  
(231) 922-4735 • FAX (231) 922-4658  
EMAIL: HSCHEPPE@GRANDTRAVERSE.ORG

June 1, 2018

To: Board of Commissioners

From: Heidi M Scheppe, Grand Traverse County Treasurer

Re: Restricted Funds – Excess Proceeds from Foreclosure Auctions

This memo is sent pursuant to MCL 211.78m (8) (h) regarding the balance of excess proceeds in the Tax Foreclosure Auction Restricted Funds (County Fund 618).

The remaining balance of excess proceeds from 2013 taxes and prior years sold in fiscal year 2016.	74,867.10
Less contingent costs*	0.00
Total remaining balance available for Transfer to the General Fund (1)	<b>74,867.10</b>

\*By State Law, contingent costs include liabilities of the fund for title or other legal claims including:

- Reimbursement for all taxes, interest, and fees on property whether or not sold,
- Costs of the sale of the properties,
- Costs of the foreclosure proceedings including, but not limited to, costs of mailing, publication, personal service, and outside contractors,
- Costs of prior years that have not been paid or reimbursed,
- Costs incurred in maintaining foreclosed property,
- Costs for any environmental remediation,
- Costs for the defense of title actions,
- Costs incurred in administering the foreclosure and disposition of forfeited properties, and any costs for any subsequent year that are not covered in that year shall be paid from any remaining balance in prior years.



**HEIDI M. SCHEPPE, MBA, CPFO**  
**GRAND TRAVERSE COUNTY TREASURER**

400 BOARDMAN AVENUE, SUITE 104  
TRAVERSE CITY, MI 49684-2577  
(231) 922-4735 • FAX (231) 922-4658  
EMAIL: HSCHEPPE@GRANDTRAVERSE.ORG

Tax Foreclosure Fund 618

December 31, 2017

**ASSETS**

Cash	715,494.15
<b>Total Assets</b>	<b>715,494.15</b>

**LIABILITIES**

Accrued Wages Payable	1,056.86
<b>Total Liabilities</b>	<b>1,056.86</b>

**FUND BALANCE**

Fund Balance Unrestricted	639,570.19
Restricted auction proceeds 2016	74,867.10
<b>Total Fund Balance</b>	<b>714,437.29</b>
<b>Total Liabilities and Fund Balance</b>	<b>715,494.15</b>

**Notes:**

Negative proceeds of 3,377.36 due to reduced delinquent taxes resulting in reduced delinquent tax fees. Transfer of 2016 excess proceeds to general fund will be transferred in 2018.



RESOLUTION

**XX-2018**

**Treasurer – Foreclosure Fund Excess Proceeds**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 20, 2018 and review request from the County Treasurer to approve transferring excess proceeds in the Foreclosure fund for the 2013 taxes sold in fiscal year 2016 to the general fund; and,

WHEREAS, The remaining balance of excess proceeds from 2013 taxes and prior years sold in fiscal year 2016 is \$74,867.10 with no contingency costs being subtracted; and,

WHEREAS, in the past we have transferred excess funds to Housing Trust Fund, and last year we decided to transfer them to the General Fund; and,

WHEREAS, this action reaffirms the Board's desire to transfer the Excess Proceeds to the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the transfer of Excess Proceeds in the foreclosure fund in the amount of \$74,867.10 to the General Fund.

APPROVED: June 20, 2018



## Action Request

Meeting Date:	June 20, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2018 Budget Amendments		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2018 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2018 budget as presented.

### Suggested Motion:

Approve FY2018 budget amendments as presented.

### Financial Information:

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

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

Reviews:	Signature	Date
Finance Director	Dean Bott	6/13/2018
Human Resources Director		
Civil Counsel		

Administration:	<input type="checkbox"/> Recommended	Date:	
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Miscellaneous:

### Attachments:

Attachment Titles:  
Budget Amendments Fiscal Year 2018



## GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26593

### Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-149-582.03	Local Grant - GT Band	19,438.00

19,438.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-149-978.00	Vehicle	22,000.00
101-890-992.00	Contingency	(2,562.00)

19,438.00

Check Figure

### Summary:

Budget 2% grant received from the Grand Traverse Band for Family Court - Juvenile Division transport vehicle.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accountant Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Director Approval: Dean Bott

Date: 6/14/2018

Board of Commissioner Meeting Approval Date: 6/20/2018



# GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Soil Erosion

Submitted by: caw

Budget Number: 26569

## Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease				
Account Number		Account Name		Amount	
101 276 481.00		Permit-Soil Erosion		9,468.00	
101 276 686.00		Reimbursements		63.00	
				<u>9,531.00</u>	

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease				
Account Number		Account Name		Amount	
101 276 702.00		Full Time & Regular Part-Time		3,000.00	
101 276 718.05		Retirement - DB UAL		3,008.00	
101 276 743.00		Other Supplies		3,523.00	
				<u>9,531.00</u>	

Check Figure -

To cover shortages in budget for projected Soil Erosion costs in the General Fund. These costs were estimated for the first quarter of 2018.

Signature: \_\_\_\_\_

Accountant Approval: C. A. Wolf

Finance Director Approval: Ivan Bork

Date: \_\_\_\_\_

Date: 6/6/2018

Date: 6/6/18

Board of Commissioner Meeting Approval Date: 6/20/2018





# GRAND TRAVERSE COUNTY Budget Amendment Request

Department: County Special Projects Fund

Submitted by: caw

Budget Number: 26584

## Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☐ B\* Increase an expenditure and increase a revenue  
☒ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	Account Number	Account Name	Amount
		202 759 401.00	Fund Balance Forward	18,000.00

18,000.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	Account Number	Account Name	Amount
		202 759 999.00	Transfer Out	18,000.00

18,000.00

Check Figure

To amend budget for Transfer Out of County Special Projects Fund. Funds intended for use at Twin Lakes for improvements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accountant Approval: C.A. Woy

Date: 6/11/18

Finance Director Approval: I can Roth

Date: 6/14/18

Board of Commissioner Meeting Approval Date: 6/20/18

(5)



# GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Friend of the Court

Submitted by: caw

Budget Number: 20579

## Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease				
Account Number			Account Name		Amount
215	141	699.00	Transfer In		32,477.00

32,477.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease				
Account Number			Account Name		Amount
215	141	942.01	County Indirect		32,477.00

32,477.00

Check Figure -

To amend budget for Transfer In from General Fund to cover County Indirect costs.

Signature: C.A. Wray

Accountant Approval: [Signature]

Finance Director Approval: [Signature]

Date: 6/11/18

Date: 6/14/18

Date: 6/20/18

Board of Commissioner Meeting Approval Date: 6/20/18



## GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 26571

### Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 435 506.00	Federal grant	37,700.00

37,700.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 435 977.00	Machinery and equipment	37,700.00

37,700.00

Check Figure

-

### Summary:

To increase Emergency Management federal grant reimbursement from 2015 and 2016 Homeland Security for the purchase of two (2) mobile surveillance systems from Venture Tec, LLC. One each from the 2015 and 2016 Homeland Security Grant program in the amount of \$18,850 each for a total of \$37,700 to be paid by with reimbursement from Region 7 Homeland Security Planning Board. This was approved at June 6, 2018 regular Board of Commissioner meeting. This project assists Grand Traverse County in preventing terrorism and violent incidents by being able to conduct elevated mobile surveillance during large attended events. Resolution #97-2018.

Signature: 

Date: 6/7/2018

Accountant Approval: C. A. Woy

Date: 6/12/18

Finance Director Approval: Dean Bott

Date: 6/13/18

Board of Commissioner Meeting Approval Date: 6/20/18



## GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 26534

### Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 435 506.00	Federal grant	17,248.00

17,248.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 435 818.00	Contract services	17,248.00

17,248.00

Check Figure

### Summary:

To increase Emergency Management federal grant reimbursement from 2015 Homeland Security for the EOC Bi-Directional Amplifier (BDA) Project approved at May 2, 2018 regular Board of Commissioner meeting. Resolution #75-2018. This project is to install an internal antenna system for the Emergency Operation Center (EOC) level of the Health Department for use by first responders.

Signature: 

Date: 5/17/2018

Accountant Approval: 

Date: 6/12/18

Finance Director Approval: 

Date: 6/14/18

Board of Commissioner Meeting Approval Date: 6/20/18



## GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Commission on Aging

Submitted by: Cynthia Kienlen

Budget Number: 26592

### Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
297-720-401.00		Fund Balance Forward	144,000.00

144,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
297-720-818.99		Home Chore Vouchers	144,000.00

144,000.00

Check Figure -

### Summary:

Expansion of Home Chore Lawn Maintenance Voucher Program for lawn maintenance service to address waiting list. Approved by Board Resolution #87-2018.

Signature: Cynthia Kienlen

Date: 6/11/2018

Accountant Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Director Approval: Ken Rott

Date: 6/14/2018

Board of Commissioner Meeting Approval Date: 6/20/2018



# GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Senior Center  
Submitted by: caw  
Budget Number: 26564

## Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure  
☒ B\* Increase an expenditure and increase a revenue  
☐ C\* Decrease an expenditure and decrease a revenue  
☐ D Decrease a revenue and increase a revenue

**Directions:** Check appropriate option. Only one option per form. Only one fund number per form.  
Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		298 728 615.05	Sales Commission	15,000.00

15,000.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		298 728 860.15	Events Travel	15,000.00

15,000.00

Check Figure -

To amend budget for organized Senior travel tours. Commission is based on per person enrollment.

Signature: \_\_\_\_\_  
Accountant Approval: C. A. Wolf  
Finance Director Approval: Pam Per

Date: \_\_\_\_\_  
Date: 6/1/18  
Date: 6/1/18

Board of Commissioner Meeting Approval Date: 6/20/2018

5

RESOLUTION

**XX-2018**

**Finance Department - Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed budget amendments for Fiscal Year 2018 that have been requested by the Director of Finance and are recommended for approval; and,

WHEREAS, Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures; and,

WHEREAS, The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances; and,

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2018 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2018 budget are hereby approved. (See file for attachments.)

APPROVED: June 20, 2018





## Action Request

Meeting Date:	June 20, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	May 2018 Claims Approval		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

Claims and payroll disbursement activity for the month of May 2018 is requested for approval, as attached. Further detail regarding disbursements may be requested directly from the Finance Department.

### Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of May 2018.

### Financial Information:

Total Cost:	\$7,822,265.14	General Fund Cost:		Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	6/13/2018
Human Resources Director		
Civil Counsel		
<b>Administration:</b> <input type="checkbox"/> Recommended    Date:		

Miscellaneous:

### Attachments:

Attachment Titles:  
May 2018 Claims Summary



**AUDIT COMMITTEE****MAY 2018 CLAIMS**

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
<b>CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL</b>		
CLAIMS AND ACCOUNTS	5/8/2018	414,391.76
CLAIMS AND ACCOUNTS	5/22/2018	444,566.11
CLAIMS AND ACCOUNTS	5/22/2018	30,390.00
<b>TOTAL CLAIMS &amp; ACCOUNTS</b>		<b>889,347.87</b>
IMMEDIATE PAYMENTS	5/2/2018	22,383.77
IMMEDIATE PAYMENTS	5/2/2018	3,571.13
IMMEDIATE PAYMENTS	5/3/2018	31,318.86
IMMEDIATE PAYMENTS	5/4/2018	1,713.79
IMMEDIATE PAYMENTS	5/4/2018	22,327.45
IMMEDIATE PAYMENTS	5/8/2018	3,643.57
IMMEDIATE PAYMENTS	5/9/2018	43,823.15
IMMEDIATE PAYMENTS	5/11/2018	2,037,406.25
IMMEDIATE PAYMENTS	5/15/2018	23,263.84
IMMEDIATE PAYMENTS	5/16/2018	74,357.48
IMMEDIATE PAYMENTS	5/17/2018	40,932.94
IMMEDIATE PAYMENTS	5/17/2018	26,847.38
IMMEDIATE PAYMENTS	5/18/2018	759,273.79
IMMEDIATE PAYMENTS	5/23/2018	106,939.89
IMMEDIATE PAYMENTS	5/23/2018	1,457.61
IMMEDIATE PAYMENTS	5/24/2018	5,060.50
IMMEDIATE PAYMENTS	5/25/2018	105.39
IMMEDIATE PAYMENTS	5/25/2018	88,971.02
IMMEDIATE PAYMENTS	5/30/2018	23,478.21
IMMEDIATE PAYMENTS	5/31/2018	32,286.64
<b>TOTAL IMMEDIATE PAYMENTS</b>		<b>3,349,162.66</b>
<b>TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS</b>		<b>4,238,510.53</b>
<b>CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS</b>		
<b>Health Department Claims:</b>		
HEALTH	5/7/2018	22,968.07
HEALTH	5/22/2018	398,129.02
<b>TOTAL HEALTH CLAIMS</b>		<b>421,097.09</b>
<b>Department of Public Works Check Runs Approved by Board of Public Works:</b>		
DPW Check Runs	5/3/2018	591,077.19
DPW Check Runs	5/11/2018	251,102.94
DPW Check Runs	5/17/2018	6,992.68
DPW Check Runs	5/24/2018	180,441.78
<b>TOTAL DPW CHECK RUNS</b>		<b>1,029,614.59</b>
<b>TOTAL RECONCILING ITEMS</b>		<b>1,450,711.68</b>
<b>Total Claims, Immediate Pay, Health &amp; DPW</b>		<b>5,689,222.21</b>
<b>Monthly Check Distribution Summary</b>		<b>5,689,222.21</b>
	<b>Difference</b>	<b>0.00</b>
<b>PAYROLL</b>		
PAYROLL	5/4/2018	867,804.60
PAYROLL	5/18/2018	891,634.46
BENEFITS	5/31/2018	373,603.87
<b>TOTAL PAYROLL</b>		<b>2,133,042.93</b>
<b>FOR BOARD APPROVAL:</b>		
<b>TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY &amp; PAYROLL</b>		<b>7,822,265.14</b>

**REQUEST APPROVAL**

**GRAND TRAVERSE COUNTY  
CHECK DISTRIBUTION SUMMARY  
MAY 2018**

<b>Payee Name</b>	<b>Amount</b>
GRAND TRAVERSE COUNTY Total	\$ 1,693,154.25
CITY OF TRAVERSE CITY Total	\$ 864,304.76
BADGER METER, INC. Total	\$ 580,209.82
GARFIELD CHARTER TOWNSHIP Total	\$ 416,136.13
TRAVERSE CITY TREASURER Total	\$ 214,032.07
EAST BAY CHARTER TOWNSHIP Total	\$ 170,927.35
* Confidential * Total	\$ 156,642.89
STATE OF MICHIGAN Total	\$ 92,776.77
NORTHERN MICHIGAN REGIONA Total	\$ 78,196.00
ACME TOWNSHIP Total	\$ 76,762.85
GREENE CONSTRUCTION GROUP Total	\$ 50,175.00
DELTA DENTAL Total	\$ 40,730.42
ELMWOOD TOWNSHIP Total	\$ 39,498.76
DELL MARKETING LP Total	\$ 35,300.80
PORCELAIN PATROL SERVICE Total	\$ 34,446.84
TRAVERSE CITY LIGHT & POW Total	\$ 31,100.86
PENINSULA TOWNSHIP Total	\$ 31,077.09
CH2M HILL INC. Total	\$ 30,898.41
WATSON BENZIE DODGE CHRYS Total	\$ 30,390.00
CONSUMERS ENERGY Total	\$ 30,301.84
AIRPORT 31 LLC & Total	\$ 27,176.83
TOTAL COURT SERVICES Total	\$ 26,982.12
FIFTH THIRD BANK Total	\$ 26,931.90
YORK RISK SERVICES GROUP, Total	\$ 26,247.77
SHELL CREDIT CARD CENTER Total	\$ 25,574.04
MUTUAL OF OMAHA INSURANCE Total	\$ 25,428.00
US BANK Total	\$ 25,418.02
VILLAGE OF KINGSLEY Total	\$ 25,068.43
PITNEY BOWES Total	\$ 24,500.00
VREDEVELD HAEFNER LLC Total	\$ 24,500.00
LEELANAU COUNTY Total	\$ 23,124.22
CORRECT CARE SOLUTIONS LL Total	\$ 22,084.72
CALHOUN COUNTY Total	\$ 21,000.00
SPICER GROUP Total	\$ 20,250.25
GRAND TRAVERSE MOBILE COM Total	\$ 18,167.92
ARAMARK Total	\$ 17,177.00
DTE ENERGY Total	\$ 16,970.54
ATT MOBILITY Total	\$ 14,770.80
CHERRYLAND ELECTRIC Total	\$ 14,652.78
ENTERPRISE FM TRUST Total	\$ 14,547.84
LAKESIDE FOR CHILDREN Total	\$ 14,344.80
DUHADWAY,KENDALL & ASSOCI Total	\$ 13,246.88

<b>Payee Name</b>	<b>Amount</b>
VILLAGE OF FIFE LAKE Total	\$ 11,601.37
IRIS WASTE DIVERSION SPEC Total	\$ 11,143.83
ADDICTION TREATMENT SERVI Total	\$ 11,104.00
THOMSON REUTERS - WEST Total	\$ 10,982.48
EAGLE VILLAGE, INC. Total	\$ 10,787.28
BAY AREA TRANSPORTATION A Total	\$ 10,450.00
MATTHEW CONNOLLY Total	\$ 10,050.00
INTERPHASE INTERIORS Total	\$ 9,288.64
FIDLAR TECHNOLOGIES, INC. Total	\$ 8,901.31
VARIPRO BENEFIT ADMINISTR Total	\$ 8,031.02
OFFICE DEPOT, INC Total	\$ 7,792.91
CENTRAL LAKE ARMOR EXPRES Total	\$ 7,308.00
JANET M MISTELE Total	\$ 6,906.17
CYNTHIA ANN CONLON Total	\$ 6,880.50
MUSKEGON RIVER YOUTH HOME Total	\$ 6,693.60
FAHEY SCHULTZ BURZYCH RHO Total	\$ 6,682.43
DAVID J CLARK Total	\$ 6,650.00
AT&T GLOBAL SERVICES Total	\$ 6,251.97
TRAVERSE CITY FLEET REPAI Total	\$ 6,221.90
LINCOLN NATIONAL LIFE INS Total	\$ 6,145.09
GRAFF, GRAFF & HELVESTON Total	\$ 6,006.68
GREAT LAKES BUSINESS SYST Total	\$ 5,890.23
MERCK & CO., INC. Total	\$ 5,512.54
CHILD & FAMILY SERVICES Total	\$ 5,455.52
LAND INFORMATION ACCESS A Total	\$ 5,360.00
TOP LINE ELECTRIC LLC Total	\$ 5,240.00
MISSAUKEE COUNTY Total	\$ 5,198.75
BRAMER AUTO Total	\$ 4,951.49
TRAVERSE BODY & PAINT CEN Total	\$ 4,813.22
PAUL T. JARBOE PLC Total	\$ 4,743.50
KANE & ASSOCIATES, PLC Total	\$ 4,550.00
SHEREN PLUMBING AND HEATI Total	\$ 4,455.00
MAPLE RIVER DIRECT MAIL L Total	\$ 4,224.58
BRETT C BAIRD Total	\$ 4,195.00
DOUGLAS A KING Total	\$ 4,150.00
MICHAEL P COLLINS Total	\$ 4,090.62
MISSAUKEE WILDERNESS YOUT Total	\$ 4,032.00
VINCENT J MALONEY Total	\$ 3,891.25
NICHOLS Total	\$ 3,805.73
VANBELKUM COMPANIES LLC Total	\$ 3,686.99
GREAT WOLF LODGE Total	\$ 3,677.40
SHAWN WORDEN Total	\$ 3,675.00
LAW OFFICE OF MATTIAS JOH Total	\$ 3,614.59
PHILIP A SETTLES Total	\$ 3,600.00
TITLE CHECK LLC Total	\$ 3,599.88
D & W AUTO Total	\$ 3,443.34

<b>Payee Name</b>	<b>Amount</b>
D/LT. DANIEL KING Total	\$ 3,422.71
CUTTIN IT CLOSE OUTDOOR Total	\$ 3,420.00
THERACOM, A CAREMARK COMP Total	\$ 3,356.80
4FRONT CREDIT UNION Total	\$ 3,341.55
REANN R GORTON Total	\$ 3,282.50
ELMER'S CRANE & DOZER Total	\$ 3,085.25
CHARTER COMMUNICATIONS Total	\$ 2,950.61
MICHIGAN MOBILE HARD DRIV Total	\$ 2,761.89
GEI CONSULTANTS Total	\$ 2,760.58
VERIZON WIRELESS Total	\$ 2,613.45
CHERRY CAPITAL CAB, LLC Total	\$ 2,585.00
LIGHTHOUSE INSURANCE Total	\$ 2,500.00
ROSS HICKMAN Total	\$ 2,500.00
NORTHERN PUMP & WELL Total	\$ 2,435.00
CIRCUIT COURT RECORDS Total	\$ 2,400.00
KYLE B TREVAS Total	\$ 2,395.00
AMERICAN WASTE Total	\$ 2,290.00
EAST BAY LEGAL Total	\$ 2,270.00
WAYNE STATE UNIVERSITY Total	\$ 2,250.00
NORTHERN OFFICE EQUIPMENT Total	\$ 2,243.15
MARK AYERS PLOWING Total	\$ 2,160.00
BETHANY CHRISTIAN SERVICE Total	\$ 2,068.80
MICHIGAN PIPE & VALVE Total	\$ 2,026.80
MUNSON MEDICAL CENTER Total	\$ 2,006.20
MCLAIN CYCLE & FITNESS Total	\$ 2,000.00
BEVERLY A MORRISON Total	\$ 1,965.38
PRIORITY HEALTHCARE DISTR Total	\$ 1,955.10
FAMILY COURT RECORDS Total	\$ 1,952.00
ELHORN ENGINEERING COMPAN Total	\$ 1,910.00
CUMULUS GLOBAL Total	\$ 1,800.00
JOHNSON OUTDOORS Total	\$ 1,750.00
MARIE WALKER, PLLC Total	\$ 1,750.00
PAUL HUBBELL Total	\$ 1,750.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,742.50
BIS DIGITAL Total	\$ 1,740.00
NORTHERN A-1 KALKASKA Total	\$ 1,719.00
ADVANCED TURF SOLUTIONS Total	\$ 1,689.08
LARK LAWN & GARDEN INC. Total	\$ 1,645.80
VALMONT COMPOSITE STRUCTU Total	\$ 1,630.55
NYE UNIFORM CO., INC Total	\$ 1,602.87
13TH CIRCUIT COURT Total	\$ 1,547.50
INTEGRITY BUSINESS SOLUTI Total	\$ 1,538.37
NORTHWEST SERVICE Solutio Total	\$ 1,531.25
NEXUS FAMILY SERVICES INC Total	\$ 1,520.00
IDSi INTERNATIONAL Total	\$ 1,500.00
THOMAS J SEGER Total	\$ 1,500.00

Payee Name	Amount
TRAVERSE AREA SUPPORT SER Total	\$ 1,464.00
TENURGY LLC Total	\$ 1,433.07
TRAVERSE CITY RECORD EAGL Total	\$ 1,387.80
TNT OUTDOOR SERVICES LLC Total	\$ 1,380.00
RACHEL SCHLEENBAKER Total	\$ 1,372.00
H.M. DAY SIGNS Total	\$ 1,310.00
TELE-RAD, INC. Total	\$ 1,251.60
REYNOLDS-JONKHOFF FUNERAL Total	\$ 1,250.00
MICH ASSOC DIST COURT PRO Total	\$ 1,215.00
CONFLICT RESOLUTION SERVI Total	\$ 1,200.00
ACCESSDATA Total	\$ 1,187.15
JOSEPH G MOLLIKA Total	\$ 1,174.50
CURTISS REPORTING Total	\$ 1,163.45
A BROOKS DARLING Total	\$ 1,152.50
GLAXOSMITHKLINE PHARMACEU Total	\$ 1,099.48
ENGINEERED PROTECTION SYS Total	\$ 1,070.08
ZACHARY R LANDAU Total	\$ 1,045.00
FASTENAL COMPANY Total	\$ 1,040.21
BAILEY LAW OFFICE, PLLC Total	\$ 1,040.00
OLSON, BZDOK & HOWARD PC Total	\$ 1,005.95
JESSE L WILLIAMS PLLC Total	\$ 1,000.00
LESLEY'S LANDSCAPING Total	\$ 990.00
CINTAS CORP #729 Total	\$ 973.15
CENTRAL MICHIGAN PAPER CO Total	\$ 964.00
MARK A RISK Total	\$ 950.00
MARK'S PLUMBING PARTS Total	\$ 941.61
WENDY S HIRSCHENBERGER Total	\$ 939.38
WHITEWATER TOWNSHIP Total	\$ 938.87
PREIN & NEWHOF Total	\$ 937.80
MICHAEL LAHEY Total	\$ 930.55
WOMEN'S RESOURCE CENTER Total	\$ 930.00
GRAND TRAVERSE INDUSTRIES Total	\$ 916.00
MITCHELL GRAPHICS Total	\$ 895.00
SCHMELTZER LAW PLLC Total	\$ 885.00
LEONARDO'S TREE SERVICE Total	\$ 850.00
DAVID A. DOBREFF Total	\$ 806.00
GREGORY G NORTH PHD PC Total	\$ 800.00
MARGARET BOYLE Total	\$ 775.00
GARY G VANN PHD Total	\$ 750.00
JAMES M LINDSAY Total	\$ 750.00
JASON A RAZAVI . Total	\$ 750.00
HOLIDAY INN Total	\$ 731.56
DON ALLENDER Total	\$ 725.00
JOHNSTONE SUPPLY - #234 Total	\$ 720.80
CPR4LIFE LLC Total	\$ 720.00
SAULT TRIBE YOUTH FACILIT Total	\$ 720.00

Payee Name	Amount
SHOP ANATOMICAL Total	\$ 709.48
CARL FERGUSON Total	\$ 700.00
MICHELE FELBER Total	\$ 693.36
COHL, STOKER & TOSKEY PC Total	\$ 684.29
KELLI J. CLAXTON Total	\$ 650.00
B & Z WELL DRILLING Total	\$ 648.70
PRESIDIO NETWORKED SOLUTI Total	\$ 635.00
HAVILAND CONSUMER PRODUCT Total	\$ 621.20
TRAVERSE CITY AREA PUBLIC Total	\$ 593.66
DEWEESE HARDWARE Total	\$ 591.61
TRAVERSE NARCOTICS TEAM Total	\$ 587.23
MICHIGAN SHERIFFS' ASSOCI Total	\$ 585.00
LEXISNEXIS RISK DATA MANA Total	\$ 580.52
MCKESSON MEDICAL SURGICAL Total	\$ 568.66
HEIDI SCHEPPE Total	\$ 566.43
MEDLINE INDUSTRIES Total	\$ 553.89
OLIVER AND COMPANY Total	\$ 540.00
TEAM BOB'S Total	\$ 531.00
BLARNEY CASTLE OIL CO. Total	\$ 528.68
UPTODATE INC Total	\$ 519.00
INTERSTATE BILLING SERVIC Total	\$ 516.95
ACE WELDING & MACHINE, IN Total	\$ 515.00
MICHAEL HAIGHT Total	\$ 513.45
KIESLER POLICE SUPPLY, IN Total	\$ 508.56
BAY SUPPLY & MARKETING, I Total	\$ 506.00
CELEBRATIONS BY DESIGN Total	\$ 500.00
CINCINNATI INSURANCE COMP Total	\$ 500.00
HUNTINGTON NATIONAL BANK Total	\$ 500.00
LIZ GRONOSTALSKI Total	\$ 500.00
MARGARET FOURNIER Total	\$ 500.00
MICHIGAN ASSOCIATION OF L Total	\$ 500.00
RAYMELL L ENGLISH Total	\$ 500.00
ALCOTEC PENSION FUND Total	\$ 499.97
ART'S AUTO & TRUCK PARTS Total	\$ 499.28
KEVIN D HEINSS Total	\$ 499.23
CADILLAC GARAGE DOOR, INC Total	\$ 498.80
CHRISTOPHER DAILEY Total	\$ 488.28
GRAND TRAVERSE VETERINARY Total	\$ 482.00
D&R WELDING Total	\$ 480.00
MSHDA Total	\$ 475.00
MICHAEL ROOF Total	\$ 469.00
RICHARDSON BUSINESS SOLUT Total	\$ 462.50
MATTHEW DEAN OSREDKAR Total	\$ 459.00
KENDALL ELECTRIC INC Total	\$ 456.00
SHORELINE IRRIGATION, LLC Total	\$ 450.00
JENTEES CUSTOM SCREEN PRI Total	\$ 449.68



Payee Name	Amount
QUALIFICATION TARGETS INC Total	\$ 447.84
WEST MARINE PRO Total	\$ 428.58
AMERIGAS Total	\$ 425.36
INTERNATIONAL ASSOCIATION Total	\$ 420.00
ALLEN R SHUFFLEBOARD CO, Total	\$ 412.50
ELECTRONIC MONITORING SYS Total	\$ 408.00
ETNA SUPPLY COMPANY Total	\$ 407.65
SECURITY SANITATION,INC. Total	\$ 404.83
ELITE FABRICARE Total	\$ 401.90
AUTOMATED BUSINESS EQUIPM Total	\$ 400.00
CHARUENE KEOVONGKOTH Total	\$ 400.00
JASON &/OR JERRY FRANCISC Total	\$ 400.00
ROBERT A MICKEVICIUS Total	\$ 400.00
SCHMIDT REALTOR Total	\$ 400.00
MARGARET DRURY Total	\$ 399.89
ERIN WHITNEY Total	\$ 388.00
LUCAS CLARK Total	\$ 388.00
JULIE DODSON Total	\$ 386.19
FIRST CHRISTIAN CHURCH Total	\$ 385.00
RHONDA YANSKA Total	\$ 381.34
CHIEF SUPPLY CORPORATION Total	\$ 380.00
REBECCA VENTICINQUE Total	\$ 380.00
WARREN WAHL Total	\$ 375.00
KWIK PRINT Total	\$ 374.00
AUTO OWNERS INSURANCE Total	\$ 366.36
GOVCONNECTION INC Total	\$ 353.45
STEPHEN & ANDERSON, PLC Total	\$ 351.00
WORKERS COMP FUND MI MUNI Total	\$ 350.00
ANNE HUGHES Total	\$ 349.64
NORTHWOOD ANIMAL HOSPITAL Total	\$ 340.10
NATIONAL ASSOC CO VETERAN Total	\$ 340.00
SCHMUCKAL OIL Total	\$ 332.79
JACQUELINE CORBETT Total	\$ 330.32
JULIE DUBAY Total	\$ 322.64
CRESTLINE SPECIALTIES CO Total	\$ 322.01
KIDS CREEK FAMILY COUNSEL Total	\$ 320.00
JESSICA PARENT Total	\$ 319.16
JOANNE KELLY Total	\$ 317.91
CHRISTOPHER FIELDHOUSE Total	\$ 316.07
AXON ENTERPRISE, INC. Total	\$ 316.00
JACALYN MONEY-BRUNO Total	\$ 315.02
CATHERINE MARY SIVITS Total	\$ 300.00
EPIC POWERSPORTS Total	\$ 300.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
HERTLER & ASSOCIATES INC Total	\$ 300.00
JAMES JEWELL RUNSTROM Total	\$ 300.00

Payee Name	Amount
LA PROFESSIONAL CLEANING Total	\$ 300.00
LOIS B VANVALKENBURGH Total	\$ 300.00
MICHIGAN ASSOCIATION OF E Total	\$ 300.00
SHIRLEY GILMOUR Total	\$ 300.00
TAMMIE SUE KITZMILLER Total	\$ 300.00
TONYA HANSEN Total	\$ 300.00
WESTFIELD INSURANCE Total	\$ 300.00
SAFELITE GLASS CORP Total	\$ 297.89
SOURCE ONE MRO, INC Total	\$ 291.00
JON MORGAN Total	\$ 290.00
SHERWIN-WILLIAMS Total	\$ 287.93
NORTHWESTERN MICHIGAN COL Total	\$ 285.00
LISA PHILO Total	\$ 281.71
PRIME TIME NEWS & OBSERVE Total	\$ 281.00
TWIN BAY GLASS, INC. Total	\$ 280.64
KEITH FRENCH Total	\$ 280.00
NICOLE JACOBSON Total	\$ 278.99
SPARKLE WASH OF NORTHWEST Total	\$ 278.00
BRENDA VOIGHT Total	\$ 272.18
JC PENNEY Total	\$ 270.00
BILL MARSH AUTO RENTALS Total	\$ 269.95
ERIN JOHNSON Total	\$ 267.44
US BANK EQUIPMENT FINANCE Total	\$ 266.80
JOHN R. SABATINI, JR. Total	\$ 266.51
TARA AYLSWORTH Total	\$ 264.16
BRITTANY B SAMPLE Total	\$ 263.34
NATASHIA BOWEN Total	\$ 259.42
JOSHUA M GREEN Total	\$ 256.40
REDWOOD TOXICOLOGY LABORA Total	\$ 254.60
MICHIGAN STATE POLICE - B Total	\$ 250.00
NANCY ICKES Total	\$ 249.07
STRAUSS & STRAUSS, PLLC Total	\$ 246.86
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 245.03
LISA MCNAIR Total	\$ 245.03
JODI VELEZ Total	\$ 240.31
CROSSMATCH TECHNOLOGIES, Total	\$ 238.13
STEVEN LARGENT Total	\$ 236.64
DAVID M AKERS Total	\$ 236.52
THOMAS G. POWER Total	\$ 233.61
CENTURYLINK Total	\$ 232.60
CLARISSA FASEL Total	\$ 230.27
MELISSA ZENNER Total	\$ 226.67
86TH DISTRICT COURT Total	\$ 225.00
POSTMASTER OF TRAVERSE CI Total	\$ 225.00
SCUBA NORTH Total	\$ 225.00
STONEHOUSE BREAD Total	\$ 225.00



<b>Payee Name</b>	<b>Amount</b>
THE CARE TAKER LLC Total	\$ 225.00
TOTAL ACCESS GROUP, INC. Total	\$ 222.70
SOCKS GROUP LLC Total	\$ 215.00
MICHAEL BARRES Total	\$ 214.10
DAVID A SCHAFFER Total	\$ 212.68
DEANA MARIE GUY Total	\$ 212.00
LESLEY HOLLYDAY Total	\$ 211.69
SAFETY FIRST Total	\$ 210.60
PICTURE THIS PHOTOGRAPHY Total	\$ 210.00
WRIGHT EXPRESS FLEET SERV Total	\$ 209.57
WHITNEY WAARA Total	\$ 208.89
SHEILA CORNER Total	\$ 208.02
ADMIRAL PETROLEUM CO Total	\$ 200.00
BAY AREA RECYCLING FOR CH Total	\$ 200.00
CHERRY HILL HAVEN AFC Total	\$ 200.00
ERIC GENSLER Total	\$ 200.00
HAGAN LAW OFFICES PLC Total	\$ 200.00
TCTA Total	\$ 200.00
TRAVERSE AREA PEDIATRIC A Total	\$ 200.00
VERN BOWLING Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
WILLIAMS & BAY PUMPING SE Total	\$ 200.00
SUZANNE BORSOS Total	\$ 198.83
KAREN ZENNER Total	\$ 197.86
LARRY O SAWALLICH Total	\$ 197.50
ASHLEY JUSTICE Total	\$ 196.20
KRISTAN A NEWHOUSE Total	\$ 195.00
PINE REST CHRISTIAN MENTA Total	\$ 195.00
SIMPLE CREDIT, INC. Total	\$ 195.00
OAKWOOD VETERINARY HOSPIT Total	\$ 194.75
CYNERGYCOMM.NET INC Total	\$ 191.74
COMPLETE AUTO GLASS Total	\$ 191.08
STOUTENBURG ENTERPRISE LA Total	\$ 189.53
ANNETTE F LEECK Total	\$ 189.00
PEZZETTI,VERMETTEN&POPOVI Total	\$ 188.50
LINNEA RACHEL DELAHANTY Total	\$ 187.59
RICHFIELD TRAILER SUPPLY Total	\$ 186.43
SMITH MEDICAL PARTNERS Total	\$ 186.32
ROBERT B MEYER Total	\$ 185.41
BLOXSOM ROOFING & SIDING Total	\$ 185.00
CDM MOBILE SHREDDING LLC Total	\$ 185.00
RON & JANET RAMOIE Total	\$ 184.60
ANKLE & FOOT ASSOCIATES Total	\$ 183.69
HEATHER R BLANTON-DYKSTRA Total	\$ 182.00
UNITED PARCEL SERVICE Total	\$ 181.13
MEIJER, INC. Total	\$ 177.04

Payee Name	Amount
PHARMPAK, INC. Total	\$ 176.35
THE COPY SHOP Total	\$ 176.02
MIKE PETRUCCI Total	\$ 176.00
MICH PROBATE & JUVENILE R Total	\$ 175.00
ALICIA THAYER Total	\$ 174.40
BOYS & GIRLS CLUB Total	\$ 172.27
DEBORAH STERNAMAN Total	\$ 170.32
SUPERFLEET MASTERCARD PRO Total	\$ 169.89
ACE HARDWARE Total	\$ 169.61
CHEMICAL BANK Total	\$ 169.00
RON CLOUS Total	\$ 167.86
GRANT'S STUMP REMOVAL SER Total	\$ 167.00
DANIEL J DINGMAN Total	\$ 165.66
ALICIA MASON Total	\$ 164.88
SHERISE SHIVELY Total	\$ 163.15
STACY LIN HOWE Total	\$ 161.34
CYNTHIA ANN KOTT Total	\$ 161.01
JIM OR MARCIA SERVIS Total	\$ 160.00
SOS ANALYTICAL Total	\$ 160.00
MARJORIE RICH Total	\$ 158.78
AIRGAS Total	\$ 157.47
MCCARDEL CULLIGAN WATER C Total	\$ 154.50
LATITUDE SUBROGATION SERV Total	\$ 152.66
TARGET INFORMATION Total	\$ 150.92
HAGERTY INSURANCE Total	\$ 150.00
KERRI LYNN DEMOULPIED Total	\$ 150.00
MARJORIE SPENCE Total	\$ 150.00
MICHIGAN DIRECTORS OF SER Total	\$ 150.00
SVEC INVESTMENTS Total	\$ 150.00
JILL L. CASE Total	\$ 148.08
JENNY ROBLES Total	\$ 145.19
KATHLEEN A GEST Total	\$ 145.00
MICHIGAN UNIFORMS AND APP Total	\$ 144.70
NORTHWOODS PRINTERS/OFFIC Total	\$ 143.88
JENNY LYNN GRIST Total	\$ 143.67
ZIMMERMAN LONG, PLLC Total	\$ 143.00
OPTUM Total	\$ 142.60
LESLIE ANNE SNELLER Total	\$ 140.39
CRIME VICTIMS SERVICES CO Total	\$ 140.00
QDOBA MEXICAN GRILL Total	\$ 140.00
NORTHWEST LOCK INC Total	\$ 136.00
MARY URYASZ Total	\$ 135.44
SERGEI SHUMASTER Total	\$ 135.00
STEPHEN SEND Total	\$ 132.50
EMILY RICE Total	\$ 130.26
ECONOLOGGE Total	\$ 129.74

Payee Name	Amount
PATRICIA A FRIEDLI Total	\$ 129.68
ANIXTER INC Total	\$ 126.97
KRISTINE ERICKSON Total	\$ 126.23
ISAIAH WUNSCH Total	\$ 125.00
MICHIGAN ASSOCIATION OF C Total	\$ 125.00
MICHIGAN DNR Total	\$ 125.00
OLESON'S FOOD STORE Total	\$ 125.00
STERICYCLE INC Total	\$ 124.63
JAMES TOPASH Total	\$ 123.17
TRANSUNION RISK AND ALTER Total	\$ 120.15
ACCREDITATION, AUDIT & RI Total	\$ 120.00
MID MICHIGAN COMMUNITY CO Total	\$ 120.00
PERFECT FENCE CO. Total	\$ 120.00
LASER PRINTER TECHNOLOGIE Total	\$ 117.90
EDWARD & LINDA HORN Total	\$ 117.53
WRS GROUP,LTD. Total	\$ 116.00
STAPLES Total	\$ 115.81
APPLIED IMAGING Total	\$ 115.74
MCGOUGH'S INC Total	\$ 115.00
MARK WEBER Total	\$ 112.50
EJ USA, INC Total	\$ 111.68
KAITLYN THOMAS Total	\$ 111.07
TIFFANY SKOWRONSKI INTERP Total	\$ 110.97
MAGILL & RUMSEY, PC Total	\$ 110.50
AMICAL Total	\$ 110.00
BAY AREA PET HOSPITAL Total	\$ 110.00
MICHIGAN MUNICIPAL LEAGUE Total	\$ 110.00
WARD EATON TOW, INC. Total	\$ 110.00
WALMART Total	\$ 109.00
TRAVERSE REPRODUCTION & S Total	\$ 108.42
ROSIE & RAYMOND DUELL Total	\$ 107.51
COLLIERS PEST CONTROL Total	\$ 105.00
MEIJER, INC Total	\$ 105.00
KATY LYNN CORE Total	\$ 103.78
CYNTHIA GREEN Total	\$ 103.01
MARY WENGER-TOWNSEND Total	\$ 102.48
ERICCA HOVIE Total	\$ 102.23
LINDSAY KING Total	\$ 100.98
TBAISD Total	\$ 100.20
AAA MICHIGAN Total	\$ 100.00
AIR SERVICES, INC. Total	\$ 100.00
ALEXANDER BRAJAK Total	\$ 100.00
CHRIS DOYAL Total	\$ 100.00
CRIME VICTIM'S COMPENSATI Total	\$ 100.00
DAVID G GRUNST Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00

Payee Name	Amount
GALLAGHER BASSETT SERVICE Total	\$ 100.00
HAWTHORNE VINEYARDS Total	\$ 100.00
MANCINO'S PIZZA Total	\$ 100.00
MEA - TC CAPSA Total	\$ 100.00
MERRILL LYNCH Total	\$ 100.00
MICHAEL J SULLIVAN & ASSO Total	\$ 100.00
PROFILE Total	\$ 100.00
RICHARD COOPER Total	\$ 100.00
ROSE M BELLES Total	\$ 100.00
SARAH CARLSON Total	\$ 100.00
KATHY M PAHL Total	\$ 98.45
BURDCO INC Total	\$ 97.50
CAROL LYNN-LUTTON ROSE Total	\$ 95.52
GRAND TRAVERSE METRO EMER Total	\$ 95.00
PADGETT BUSINESS SERVICES Total	\$ 95.00
SAMARITAS Total	\$ 95.00
RENT A CENTER RETAIL SERV Total	\$ 94.81
GRAND TRAVERSE DIESEL Total	\$ 94.01
BRENDA MILLER-GOKEY Total	\$ 93.00
DOUGLAS ANSTEY Total	\$ 92.00
CHERRY BEND ANIMAL HOSPIT Total	\$ 91.50
MICHELLE K. CORBY Total	\$ 90.31
JOEL BREMER Total	\$ 90.00
THE HOME DEPOT CRC Total	\$ 89.86
MOORE MEDICAL, LLC Total	\$ 89.39
BLUE SKY RENTALS Total	\$ 87.50
SHIRLEY BOWMAN Total	\$ 87.50
PATRICK PREVO Total	\$ 87.21
KRIS RANDALL Total	\$ 85.47
28TH CIRCUIT COURT Total	\$ 85.00
HASTINGS MUTUAL INSURANCE Total	\$ 85.00
JAMES BAKER Total	\$ 84.24
CORY WILLIAM STEPHENS Total	\$ 84.00
ANIMAL MEDICAL CENTER Total	\$ 83.75
PATTI BAKER Total	\$ 83.61
ANNAMARIE DITURI Total	\$ 82.84
CLARKE-EVERETT DOG & CAT Total	\$ 82.25
EAST BAY ANIMAL HOSPITAL Total	\$ 81.75
AMY LEIVA Total	\$ 80.66
CANDLEWOOD SUITES Total	\$ 80.25
CANTEEN SERVICES OF N MI Total	\$ 80.21
GRAND BAY MARINE Total	\$ 80.00
OLD TOWN PSYCHOLOGICAL SE Total	\$ 80.00
MICHAEL TROMBLEY Total	\$ 79.69
FERGUSON'S LAWN EQUIPMENT Total	\$ 78.12
COREY THIEL Total	\$ 78.00

Payee Name	Amount
GREGG BIRD Total	\$ 78.00
JORDAN QUERY Total	\$ 78.00
MITCHELL HOFFMAN Total	\$ 78.00
POSTMASTER Total	\$ 78.00
THE FLOWER STATION Total	\$ 77.73
KEVIN CONRADY Total	\$ 77.50
WILLIAM ROUSH Total	\$ 77.44
B & B PRINTING Total	\$ 77.00
FORREST NELSON JR Total	\$ 76.30
BAY WEST ANIMAL CLINIC Total	\$ 75.50
ROSE ANN, DAVIS Total	\$ 75.05
DAWN DUNHAM Total	\$ 75.00
JEFF PANEK Total	\$ 75.00
KENMAR COMPANY Total	\$ 75.00
KIRBY TAYLOR Total	\$ 75.00
KOHL'S Total	\$ 75.00
MARK ARGIR Total	\$ 75.00
MARK PETERS Total	\$ 75.00
MR & MRS DON HESS Total	\$ 75.00
NW MICH COMM AGENCY Total	\$ 75.00
OMINEX ENERGY INC Total	\$ 75.00
STATE FARM INSURANCE CO. Total	\$ 75.00
SUZANNE MARIE HEUFT Total	\$ 75.00
TC RENTALS Total	\$ 75.00
TRAVERSE CITY GLASS COMPA Total	\$ 75.00
LONG LAKE MARINA Total	\$ 73.47
PETER FORTON Total	\$ 73.47
E&J SUPPLY, INC. Total	\$ 72.99
NORTH PEAK BREWING COMPAN Total	\$ 72.71
MARCIE MONTGOMERY Total	\$ 72.16
CARRIE SORENSEN Total	\$ 72.00
CHRIS BARSHEFF Total	\$ 72.00
CHRISTOPHER J. HALLECK Total	\$ 72.00
ANSWER UNITED Total	\$ 71.93
JOHN B WOLF SR Total	\$ 71.69
CATHERINE STAUBER Total	\$ 70.31
ANGELIQUE COTRIGHT Total	\$ 70.00
ELIZABETH A WHELAN Total	\$ 70.00
JOEL R. CASLER Total	\$ 70.00
KAREN G. GOODRICH Total	\$ 70.00
LINDA A WITT Total	\$ 70.00
SAM'S CLUB Total	\$ 69.00
STATE FARM Total	\$ 67.50
THAT'S A PIZZA Total	\$ 67.38
DIANA BROUSSARD Total	\$ 67.00
CATHERINE YORK Total	\$ 66.74

Payee Name	Amount
BRICKYARD TOWING Total	\$ 66.50
TC TOWING & RECOVERY Total	\$ 66.50
PRESTON TAYLOR Total	\$ 66.00
BILL MARSH AUTO GROUP Total	\$ 65.83
JEROME PEPLINSKI Total	\$ 65.67
TAMARA AUSLAND Total	\$ 65.40
MICHAEL H LAMBLE Total	\$ 65.00
REBECCA PERREAULT Total	\$ 65.00
RANDALL KAASTRA Total	\$ 64.60
VISTAPRINT NETHERLANDS BV Total	\$ 64.11
WILLIAMS CHEVROLET Total	\$ 63.40
STANDARD ELECTRIC COMPANY Total	\$ 63.00
DAVE SKRZYPCZAK Total	\$ 62.50
PEPSI BOTTLING GROUP Total	\$ 62.50
GRETCHEN OSIM Total	\$ 62.47
GRETCHEN ROSE Total	\$ 62.46
ACE BUYERS Total	\$ 61.97
BENJAMIN PAUL MARTINEZ Total	\$ 61.00
CIERRA FRANCES-ZORA HILL Total	\$ 61.00
J COLE TRANSPORTATION Total	\$ 60.00
SCOTT HOWARD Total	\$ 58.97
MICHIGAN STATE DISBURSEME Total	\$ 58.89
AMANDA STEELE Total	\$ 58.86
SILVER LAKE ELEMENTARY SC Total	\$ 58.65
CATHERINE FAIRFIELD Total	\$ 58.50
CORRINA ULRICH Total	\$ 58.18
DAYS INN Total	\$ 58.02
MENARDS Total	\$ 57.00
NORTHWEST COMM ACTION AGE Total	\$ 56.38
ARK ELECTRIC Total	\$ 55.00
BEN WESTON Total	\$ 55.00
KEVIN JAMES EARL Total	\$ 55.00
LONG LAKE ANIMAL HOSPITAL Total	\$ 53.25
TRACIE MULLEN Total	\$ 52.88
EVELYN LIVINGSTON Total	\$ 52.57
STAPLES BUSINESS ADVANTAG Total	\$ 52.17
POTTERS FINE PASTRIES Total	\$ 51.15
FRONTIER COMMUNICATIONS Total	\$ 50.05
ALLSTATE INSURANCE COMPAN Total	\$ 50.00
COLLEEN VANKLOMPENBERG Total	\$ 50.00
DANTE NARTOLOMEO Total	\$ 50.00
EDIE EKINS DEVENEAU Total	\$ 50.00
FRIEND OF THE COURT Total	\$ 50.00
GAUTHIERS ARCHERY Total	\$ 50.00
GOURDIE-FRASER, INC Total	\$ 50.00
JOSEPH GEROVAC Total	\$ 50.00

Payee Name	Amount
JULIE WHITE Total	\$ 50.00
KIM MILWARD Total	\$ 50.00
LESTER & PRICILLA THORNBURGH Total	\$ 50.00
MARINA SILKOVSKYY Total	\$ 50.00
MARK SMITH Total	\$ 50.00
MICHIGAN MUNICIPAL LIABILITY Total	\$ 50.00
NEIKO LEE SOPER Total	\$ 50.00
NORTHERN GARAGE DOORS Total	\$ 50.00
REX FULLER Total	\$ 50.00
SARAH CAVENDISH Total	\$ 50.00
SOCIAL SECURITY ADMINISTRATION Total	\$ 50.00
TC MILLWORKS Total	\$ 50.00
THE MAPLE CLINIC, INC Total	\$ 50.00
THOMAS SLATER Total	\$ 50.00
UNIVERSAL UNDERWRITERS INC Total	\$ 50.00
DAVID GREGORY SEMAN Total	\$ 48.00
BENJAMIN SLEDER Total	\$ 47.97
WEST MICHIGAN STAMP & SEA Total	\$ 46.57
ALAN CARROLL MCALLISTER Total	\$ 46.20
DORIAN & SANDRA DOBIAS Total	\$ 45.53
CHRISTOPHER ROBERTS Total	\$ 45.24
MICHIGAN STATE UNIVERSITY Total	\$ 45.00
CHERRY CAPITAL MOBILE PET Total	\$ 44.50
MICHIGAN DEPARTMENT OF STATE Total	\$ 44.00
VERA LYNNE LOVETTE Total	\$ 43.75
MICHAEL & KATHLEEN SHEEHAN Total	\$ 43.63
MARVIN PETER NORDEEN Total	\$ 43.49
PURE WATER WORKS Total	\$ 43.00
AMERICAN COPPER & BRASS LTD Total	\$ 42.45
KEITH RHODES Total	\$ 42.13
BENJAMIN SHERWIN Total	\$ 42.00
MARTHA THORELL Total	\$ 41.97
SARA NICKERSON Total	\$ 41.00
GERALD KRAJENKE Total	\$ 40.00
JUNIORS DISCOUNT TIRE Total	\$ 40.00
CINDY CODDINGTON Total	\$ 39.29
ERIC DAVIS Total	\$ 39.25
VICTOR WALTER Total	\$ 39.25
CHRISTOPHER FORSYTH Total	\$ 39.02
KODY KLEINRICHTER Total	\$ 38.15
WAYNE COUNTY SHERIFF Total	\$ 37.62
EASTERN ELEMENTARY SCHOOL Total	\$ 37.50
NORTHWESTERN BANK Total	\$ 37.50
ACTION INDUSTRIAL SUPPLY Total	\$ 36.97
TIMOTHY KEATON Total	\$ 36.58
GRAND TRAVERSE RESORT Total	\$ 36.52



Payee Name	Amount
DAWNETTE MARIE WESSELL Total	\$ 36.08
WAYNE BUCK Total	\$ 36.00
CDW GOVERNMENT,INC. Total	\$ 35.94
MICRO DIRECT, INC Total	\$ 35.71
NATIONAL ASSOCIATION OF S Total	\$ 35.00
JEFFERY RICHARD Total	\$ 34.97
RON BECKER Total	\$ 34.97
MARION BOEHME Total	\$ 34.52
JAIME CROEL Total	\$ 34.44
BENJAMIN WEBER Total	\$ 34.00
SCOTT FLASKA Total	\$ 33.90
JOSEPH LAUB Total	\$ 33.34
JARED ALLEN KOZERA Total	\$ 33.33
KEN ENGELKING Total	\$ 33.33
CMP DISTRIBUTORS Total	\$ 33.00
DAWN MARIE RECTOR Total	\$ 33.00
JAMES & JANICE GAC Total	\$ 32.99
BRANDON LEE HUBBELL Total	\$ 32.86
ALLEN SUPPLY Total	\$ 32.40
NAOMI CYNTHIA CALL Total	\$ 32.00
ALICE VANDERBREG Total	\$ 30.69
DAVID ROMZEK Total	\$ 30.69
JASON MILLER Total	\$ 30.69
NORMA FERRY Total	\$ 30.69
FRED & HELEN DEVENEAU Total	\$ 30.00
JOSEPH WILLIAM NELSON Total	\$ 30.00
NATHAN RITTER Total	\$ 30.00
NECIA BUGAI Total	\$ 30.00
NORTHWOOD PAINT & SUPPLY Total	\$ 29.50
THE CONCRETE SERVICE, INC Total	\$ 29.34
ROBERT KRINOCK Total	\$ 28.55
VELMA COOK Total	\$ 28.50
RODETTA HARRAND Total	\$ 27.90
SAMANTHA L STOCKING Total	\$ 27.50
AMANDA MAAS Total	\$ 27.48
LEE A STORCH Total	\$ 27.25
DEBRA A MIKOWSKI Total	\$ 26.16
RENTALS UNLIMITED Total	\$ 26.00
GARY MAZUREK Total	\$ 25.88
COMPANION ANIMAL HOSPITAL Total	\$ 25.50
PATRICIA YEOMANS Total	\$ 25.34
YOUNG SUPPLY COMPANY Total	\$ 25.15
ASHLEY ANN ARVON Total	\$ 25.00
ELIZABETH FRITZ Total	\$ 25.00
FARMERS PRIDE Total	\$ 25.00
FIFE LAKE TRUE VALUE HARD Total	\$ 25.00



Payee Name	Amount
GANDER MOUNTAIN Total	\$ 25.00
JACOB WILTSE Total	\$ 25.00
JAMES WEMIGWANS Total	\$ 25.00
JANELLA SCHNEPT Total	\$ 25.00
JASON ANTHONY BENBOW Total	\$ 25.00
JESSICA BRIAN Total	\$ 25.00
KINGSLEY SCHOOL SYSTEM Total	\$ 25.00
LANDON FOSTER Total	\$ 25.00
MONTE EUGENE CAREW Total	\$ 25.00
SHAWNA BROWN Total	\$ 25.00
SUZANNE MARIE RINCKEY Total	\$ 25.00
TERI QUINN Total	\$ 24.90
JASON HAMILTON Total	\$ 24.00
TAMIKA UNIQUE ERICKSON Total	\$ 24.00
HOME DEPOT CREDIT SERVICE Total	\$ 23.76
CYNTHIA KIENLEN Total	\$ 23.46
ANDREW THORNE Total	\$ 23.19
KRISTIN MARIE GOETHALS Total	\$ 22.50
LEIF OLSON Total	\$ 22.50
LINDSAY ELIZABETH PEASLEE Total	\$ 22.50
TERRY ADAM JOHN Total	\$ 22.50
JOSHUA KNISS Total	\$ 22.34
CATHIE LEE MORRISON Total	\$ 21.25
JOHN P HILL Total	\$ 21.25
JANICE MERRIMAN Total	\$ 21.06
MARIANNE POSLER Total	\$ 21.06
DONNA GERHARD Total	\$ 21.02
WASH-N-GO CARWASH Total	\$ 21.00
JAIR CRUZ Total	\$ 20.53
MONNI RAPHAEL Total	\$ 20.53
SAMSON RAPHAEL Total	\$ 20.53
DINAH ROSE DOUCETTE Total	\$ 20.50
GARY ROBERT CHURCH Total	\$ 20.50
MICHAEL EDWARD MCMASTER Total	\$ 20.50
DONALD GEORGE CONWAY Total	\$ 20.00
KARRIE JEAN SCHELL Total	\$ 20.00
LEROY DWAYNE DANKS Total	\$ 20.00
MELISSA SLICK Total	\$ 20.00
RACHEL MARIE STARR Total	\$ 20.00
ROBERT EDWARD JARACZ Total	\$ 20.00
SCHMUCKAL OIL CO Total	\$ 20.00
STEPHANIE DENISE HUFF Total	\$ 20.00
MARTHA HAMELIN Total	\$ 19.99
CRUSTED CREATIONS Total	\$ 19.86
NORTHERN MICHIGAN VETERIN Total	\$ 19.75
ANGELA RENE GALLA Total	\$ 19.50

<b>Payee Name</b>	<b>Amount</b>
JULIE THERESE OHEARN-COX Total	\$ 19.50
COCA-COLA Total	\$ 19.41
BARBARA LAUTNER Total	\$ 19.00
DAVID PIERCE WILLIAMS Total	\$ 19.00
ALL ANIMAL VETERINARY CEN Total	\$ 18.75
DAWN STACEY PEPLINSKI Total	\$ 18.75
KENNETH GIELDA Total	\$ 18.75
SARA OCHS Total	\$ 18.75
STERLING RENE GODDARD Total	\$ 18.75
STEVE DULUDE Total	\$ 18.75
MARSHA JOHNSON Total	\$ 18.66
BRUCE EDWARD DREVES Total	\$ 18.50
CAROLYN MARIE BOALS Total	\$ 18.50
ERIN ELIZABETH PORATH Total	\$ 18.50
MICHELLE NOBACH Total	\$ 18.25
MISCHA LYNN CONSOLINO Total	\$ 18.00
RENEE CENCER Total	\$ 18.00
JONATHON BROWN Total	\$ 17.87
DEANNE RICHTER Total	\$ 17.85
BENJAMIN DAVID NEWHOUSE Total	\$ 17.50
GREGORY EVAN SEAMAN Total	\$ 17.50
PATRICK S KOLODY Total	\$ 17.50
RYAN CHRISTOPHER POHL Total	\$ 17.50
BETH ANN CRAGG Total	\$ 17.25
ALYSSA HAIRE Total	\$ 17.00
ANDREW ZELINSKI Total	\$ 17.00
JASON WALTER HOLT Total	\$ 17.00
VICKI SCHLUETER Total	\$ 16.78
CHERYL LYNN MILLER Total	\$ 16.75
ELNA LESSARD Total	\$ 16.75
SKYLAH MARIE LUNDWALL Total	\$ 16.60
THOMAS BUSS Total	\$ 16.51
AMANDA ANN DEBRUYN Total	\$ 16.50
AMANDA STOCK Total	\$ 16.50
JOLENE KAY DUNHAM Total	\$ 16.50
PATRICIA ANN BRAUN Total	\$ 16.50
ADAM CHRISTOPHER DURECKI Total	\$ 16.25
CARL STACHNIK Total	\$ 16.25
TERESA JACOBS Total	\$ 16.25
ROSEMARY CAROLE WOLF Total	\$ 16.00
SUSAN D BIANCHI Total	\$ 16.00
KOORSEN FIRE & SECURITY, Total	\$ 15.95
BROOKS BUNBURY Total	\$ 15.71
TIMOTHY ZYWICKI Total	\$ 15.71
BRYCE POTTER HUNDLEY Total	\$ 15.50
KIMBERLY RENE HOLMES Total	\$ 15.50

Payee Name	Amount
NICHOLAS TORNEY Total	\$ 15.50
PAUL BANDROWSKI Total	\$ 15.50
SADIE JEAN REARICK Total	\$ 15.50
ELECTION SYSTEMS & SOFTWA Total	\$ 15.47
RONALD & KAREN SEBRIGHT Total	\$ 15.33
TRI-GAS DISTRIBUTING CO. Total	\$ 15.09
AARON DORIOT Total	\$ 15.00
GILBERTS SERVICE OIL CO Total	\$ 15.00
HEATHER LOUISE DALY Total	\$ 15.00
HELEN DEVENEAU Total	\$ 15.00
JOHN DOUGLAS MULL Total	\$ 15.00
MML Total	\$ 15.00
ROBERT PANTER Total	\$ 15.00
TRAVERSE CITY POLICE DEPA Total	\$ 15.00
WOLVERINE MUTUAL INSURANC Total	\$ 15.00
JULIE YOFFY Total	\$ 14.64
JOE FIELDS Total	\$ 14.47
BRIDGET THUENTE Total	\$ 13.98
DENISE SCHMUCKAL Total	\$ 13.91
CARI LYNN NOGA Total	\$ 13.75
CATHERINE ALISE ROBERTS Total	\$ 13.75
CHRIS BALLARD #726978 Total	\$ 12.50
GREGORY FREDERICKSON Total	\$ 12.50
TC INSULATING COMPANY Total	\$ 12.50
CHRISTOPHER OOSSE Total	\$ 12.00
JAMES KOHLER Total	\$ 12.00
JOHN MCPEAKE Total	\$ 12.00
MATTHEW BUTLER Total	\$ 11.64
EMILY G FINE Total	\$ 11.50
ASHLEY INSANA Total	\$ 10.86
LINGUISTICA INTERNATIONAL Total	\$ 10.26
JACQUELINE SOUTHBY Total	\$ 10.00
JANET WILLIAM RYTKONEN Total	\$ 10.00
KRISTINA MATTIS Total	\$ 10.00
MBANK Total	\$ 10.00
STEPHINE DEEREN Total	\$ 10.00
VINTAGE DU JOUR Total	\$ 10.00
KATELYNN E BROWN Total	\$ 8.99
THE CAMERA SHOP Total	\$ 7.41
HABITAT FOR HUMANITY Total	\$ 7.01
CARRIE DIETZ Total	\$ 7.00
CHRIS/JULIE BALLOU Total	\$ 7.00
CYNTHIA ANN SMITH Total	\$ 7.00
DESIREE ROWE Total	\$ 7.00
KATHY BASSETT Total	\$ 7.00
KEVAN NEWMAN Total	\$ 7.00

Payee Name	Amount
ROBERT LEWIS Total	\$ 7.00
FIRST ADVANTAGE BACKGROUN Total	\$ 6.64
RICHARD AND SHELDENE SMIT Total	\$ 6.50
SHELLEY LYNN FISH Total	\$ 6.00
VICTORIA SECRET Total	\$ 6.00
KRISTYN DRURY Total	\$ 5.98
JOSEPH VANANTWERP Total	\$ 5.00
RICHARD K STINER Total	\$ 5.00
WILMA LAUTNER Total	\$ 5.00
TRAVERSE CITY GOLF & COUN Total	\$ 2.80
USAA FEDERAL SAVINGS BANK Total	\$ 2.80
MEDLER ELECTRIC COMPANY Total	\$ 2.73
DENNIS TURNIPSEED Total	\$ 2.50
PLAY IT AGAIN SPORTS Total	\$ 2.15
JOHN WICKSALL Total	\$ 1.72
JOHN RYAN HILL Total	\$ (21.25)
DONNA JEAN BURNAM Total	\$ (60.00)
NEIL & JACLYN LEMCOOL Total	\$ (68.64)
HAMPTON INN - GAYLORD Total	\$ (157.50)
Grand Total	\$ 5,689,222.21

RESOLUTION

**XX-2018**

**Finance Department – May, 2018 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed claims and payroll disbursements for the month of May, 2018 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached claims and payroll disbursements for the month of May, 2018, are hereby approved. (See file for attachments.)

APPROVED: June 20, 2018





# Grand Traverse County

## 2017–2018 ANNUAL REPORT

[msue.msu.edu](http://msue.msu.edu)



FROM THE DISTRICT COORDINATOR:

Over the past year, Michigan State University (MSU) Extension partnered with Grand Traverse County to continue strengthening youth, families, businesses and communities. Your MSU Extension staff members, grounded in local relationships, serve by bringing the university’s research and resources to provide outreach and education in the areas Grand Traverse County residents need it most.



In this report, we’re excited to share about the people and programs that are improving the lives of Grand Traverse County residents in many ways, including helping grow Michigan’s agriculture economy, encouraging sustainable use of our natural resources, controlling health care costs by giving individuals the information they need to manage chronic illness and preparing tomorrow’s leaders. From an in-person workshop to online education, MSU Extension professionals work every day to provide the most current information when people need it to ensure their success – in the workplace, at home and in the community.

We’re passionate about serving Grand Traverse County and are looking forward to a new year of serving. Thank you for your continued support of MSU Extension and for partnering with us to make a difference.

Jennifer Berkey  
*Jennifer Berkey*  
District 3 Coordinator

MEASURING IMPACT:

CONNECTING WITH RESIDENTS

4-H: Developing Youth & Communities .....	3,195
Keeping People Healthy .....	4,410
Supporting Agriculture & Agribusiness .....	1,253
Fostering Strong Communities & Businesses, and Enhancing Our Natural Assets .....	446
<b>TOTAL PARTICIPANTS IN GRAND TRAVERSE .....</b>	<b>9,304</b>

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[msue.msu.edu/county/info/grand\\_traverse](http://msue.msu.edu/county/info/grand_traverse)

STAFF HOUSED IN GRAND TRAVERSE:

- John Amrhein**  
Govt. & Public Policy Educator
- Mark Breederland**  
Michigan Sea Grant Educator
- Sarah Eichberger**  
Disease Prevention & Mgmt. Educator
- Duke Elsner**  
Small Fruit & Consumer Horticulture Educator
- Karin Stevens**  
4-H Program Coordinator
- Michelle Smith**  
Nutrition Program Instructor
- Jane Rapin**  
Nutrition Program Instructor
- Jenny McKellar**  
Office Manager
- Veronica Mork**  
Office Specialist





# DEVELOPING YOUTH AND COMMUNITIES

When you support MSU Extension 4-H programs, youth participants learn life skills that prepare them for the workforce – especially for highly sought after jobs in science, technology, engineering and mathematics (STEM). Extension programs help children develop early literacy skills that support school readiness. They learn leadership and decision-making skills in 4-H that increase their likelihood of becoming civically active.



## 4-Her's give back to the community!

- Community service is an important aspect of 4-H. This year our 4-H members, leaders and families spent a Saturday in April picking up garbage, leaves, twigs, branches and other debris at the Traverse City State Park beach. It was great to help beautify one of our wonderful parks open to residents and visitors alike.
- Our 4-H members, leaders and families also donated ready-made food items and personal care products to food pantries at TBAISD and Traverse City High School.
- Two 4-H clubs organized a “Cloverbud Fun Day” for children ages 5-9 in our community so they could learn about 4-H animal projects with horses, goats, rabbits and planted a biodegradable seed project. It was a fun day and many children were excited about participating in 4-H.
- In July our Grand Traverse County 4-H Leader's Assn. sponsored a 4-H Water Safety Event held at Acme Bayside Park. It was open to the community, visitors and 4-H members. Participants included the American Red Cross, Grand Traverse Metro Fire, Grand Traverse County Sheriff's Office, DNR, Safe Kids, and the US Coast Guard. A few of our 4-H clubs and volunteers provided games, food, and other fun activities. The US Coast Guard provided a fly-over and water safety demonstration. We had a great turn out and everyone who attended felt it was an important event for our community.



## 4-H youth experience awesome hands-on learning!



- 35 youth and 5 adults attended 4-H Exploration Days at Michigan State University in June to experience college life – making friends, taking classes, living in the dorms. One youth said it “gave them more confidence in being independent and going to college.”
- 4-H offered science learning over the past year in new venues! We introduced youth in Kingsley, through their summer lunch program, to fun science activities including water and bug science.





## Developing Youth and Communities, continued



- We also taught science with 28 students through the TEACH Homeschool program weekly on Mondays. Some of the programming included chemistry, engineering, Newton's law of motion, bugs, earth science and other fun hands-on learning!
- "Show Me the Money" 4-H Retreat was open to teens 11-19 and provided a simulation on money management. Youth had to make decisions on personal wants and needs by visiting different vendors to purchase a home, car, childcare, etc. all while staying within their monthly budget. They had chances to experiment, make decisions and mistakes and deal with the consequences in a realistic but safe environment. Youth said this experience was fun but somewhat difficult. They had more respect for all the money management responsibilities their parents had to juggle!

## Animal Science Learning Through 4-H Projects

- We provided an opportunity for youth to learn about swine health, nutrition and digestive system through a swine dissection. 65 4-H youth were able to get hand-on learning as they touched, explored and asked questions about a swine's health and internal organs. It was an awesome experience for many students!
- Grand Traverse and Leelanau County 4-H and the Northwestern Michigan 4-H Livestock Council held monthly hands-on learning experiences for youth in species specific learning as well as general education on positive sportsmanship, financial management, animal health and nutrition, marketing an animal, and problem solving. All valuable life skills for their future!



## Northwestern Michigan Fair 4-H Auction:



- 406 local 4-H youth (ages 9-18) participated in the auction for 2017.



- Gross sales from the auction totaled \$654,430



- 1,100 local 4-H youth registered and participated in the 4-H Livestock Council program in 2017.



- Animals Donated to Local Food Pantries/Charities: 18 Swine, 1 Steer. Live weight of animals donated totaled 5,762 pounds.

# KEEPING PEOPLE HEALTHY & ENSURING SAFE FOOD

When you support MSU Extension, you help participants learn safe food handling practices, increase their physical activity and improve the quality of their diets. Extension programming also helps decrease incidents of violence and bullying. Encouraging these healthy behaviors helps reduce food and health care costs by helping prevent chronic health conditions and providing safe environments throughout a person's life span.

## Fostering Health through Nutrition and Physical Activity

### Our Challenge

Obesity has important consequences on our nation's health and economy. It is linked to a number of chronic diseases including coronary heart disease, stroke, diabetes, and some cancers. Among adults, the medical costs associated with obesity are estimated at 147 billion dollars. According to The State of Obesity: Better Policies for a Healthier America released in 2017, Michigan has the 10th highest adult obesity rate in the nation. Michigan's adult obesity rate is currently 32.5 percent, up from 22.1 percent in 2000 and from 13.2 percent in 1990.

### Healthier Lives through Nutrition Education

Michigan State University Extension supports individual and community level, or public health approaches, to prevent obesity. Through the United States Department of Agriculture Supplemental Nutrition Assistance Program Education (SNAP-Ed), we provide exemplary nutrition and physical activity education for limited resource participants where they eat, learn, live, work, play, and shop. Program and outreach efforts aim to increase the likelihood that limited resource youth, adults and seniors can make healthy food choices within a limited budget and choose physically active lifestyles consistent with the Dietary Guidelines for Americans.

For youth and adults who took part in series-based classes, increases were reported in areas of behavior.

There have been notable successes as a result of our direct education in the community. Program Instructor Michelle Smith draws from evidence-based curricula to reinforce healthy eating and physical activity promotion among youth, adults and seniors throughout Grand Traverse County. One noteworthy success has been a recent partnership with Munson Community Health Center to provide

### Nutrition Education Participants:



640  
Adults  
  
2,477  
Youth

**\$1 = \$10**



**EVERY \$1 SPENT ON NUTRITION EDUCATION SAVES  
AS MUCH AS \$10 IN LONG-TERM HEALTH CARE COSTS.**

### ADULT BEHAVIOR CHANGE



24 % more physically active



33 % eat more vegetables



78% improved nutrition  
practices



### YOUTH BEHAVIOR CHANGE



38% more physically active



45% improved food safety  
practices



82% made healthier food choices





## Keeping People Healthy, continued

education to recipients of the Fruit and Veggie Prescription Program. The Fruit and Veggie Prescription Program participants engage in regular nutrition education and cooking demonstrations at the farmers market on the grounds of the Grand Traverse Commons and then receive market coupons to purchase produce from market vendors.

"Since coming to this program, I have lost weight and my blood pressure is much better."

~ Fruit and Veggie Prescription Program Participant

"It is nice to see patients acquire coupons to be used on local produce. MSU Extension is able to help with educating patients on ways to prepare their fruits and vegetables and how these foods can help improve their health and ultimately their life."

- Nutrition Instructor Michelle Smith

### Making the healthy choice easier - Supporting Changes to the Policies, Systems, and Environment

MSU Extension works to create a culture of health and wellness by providing coaching at the organization level. We provide technical assistance in assessing the environment, including policies and the physical space, creating an action plan, and implementing the action plan to work towards best practices related to nutrition and physical activity.

The school environment has shown to be a ripe opportunity to make meaningful impact. As the places where children spend much of their time and often eat at least half of their calories, schools are a primary driver in young people's knowledge of, attitudes about, and access to food.

Through the implementation of Smarter Lunchrooms assessment, MSU Extension partners with school stakeholders to identify free or low-cost solutions that nudge students to voluntarily select the healthiest food in the lunchroom. Caitlin Lorenc supports Blair Elementary in the Smarter Lunchroom process. The Blair team has made great progress towards enhancing the health of their school cafeteria environment. Some examples include:

- Addition of student artwork and a "healthy activities quilt" created by 5th grade students
- Purchase of an attractive menu board
- Created and conducted a school-wide cafeteria survey about favorite and least favorite fruits and vegetables they wanted to try

The student team presented their efforts to the Traverse City Area Public Schools (TCAPS) Food Service Director, Blair Elementary kitchen staff, and TCAPS nutrition educator.



**691**

Grand Traverse adults and youth reached through policy, systems, and environmental change strategies



**8,685**

Value of grant funds and resources to Grand Traverse County Schools through Smarter Lunchrooms and Fuel Up to Play 60



Blair Elementary School received a Silver Wellness Award for excellence in creating a culture of wellness in their school. L-R: Sam Walter, teacher and School Wellness Team member; Caitlin Lorenc, MSU Extension; Larry Inman, 104th District Representative

## Keeping People Healthy, continued

Due to a partnership with the United Dairy Industry of Michigan, MSU Extension facilitates **Fuel Up to Play 60**. This initiative is an in-school nutrition and physical activity program launched by National Dairy Council and NFL, in collaboration with the USDA, to help encourage today's youth to lead healthier lives. MSU Extension staff engaged students and teachers at Blair Elementary and have been working to assess and identify areas within the school to enhance nutrition and promote physical activity.



### Connecting kids to healthy food in schools – FoodCorps service

MSU Extension serves as one of six FoodCorps service sites in Michigan. FoodCorps is a national organization working to connect kids to healthy food in school, so they can lead healthier lives and reach their full potential. Through this program, MSU Extension staff member Sarah Eichberger provides leadership and support to a FoodCorps service member. Service members support Farm to School strategies through delivery of hands-on nutrition and food systems education in classrooms, support healthy school meal, and work with the whole school community to support a school wide culture of health. Throughout the last year MSU Extension's FoodCorps service member Sarah Perez-Sanz has served Traverse Heights Elementary school. From September 1, 2017 – early April, Sarah has taught 27 engaging, hands-on lessons to 60 student in 3 classrooms and exposed all school students and staff to 7 cafeteria taste tests. MSU Extension Grand Traverse County continues to rely on the strong partnership with school staff to ensure successful and meaningful FoodCorps service.

“This lesson gave our students an opportunity to share. A few students have never shared in front of a class – I was so impressed!”  
- 5th grade Teacher Traverse Heights Elementary

“I ate the whole thing!” - Traverse Height Elementary student after trying beets during a cafeteria taste test.



### Workplace

Healthy employees are proven to be happier and more productive. MSU Extension health and nutrition staff work with employers to create a culture of health and wellness within the workplace. To have the most profound impact on individual health behavior is to make the healthy choice the default or easy choice in all environments. Focusing on healthier worksite environments as opposed to only one time programs is recognized as best practice. The Designing Healthy Environments at works (DHEW) assessment and process is considered a policy, systems and environmental (PSE) change strategy. PSE is used to improve the health of the workforce through long-lasting, sustainable change. Beginning this spring, MSU Extension staff are facilitating the healthy worksite process with a small team of Grand Traverse County employees identified and interested in working to enhance wellness.







## Keeping People Healthy, continued

### Childcare

MSU Extension provides childcare providers with health and wellness education and environmental coaching. Whether it's a family-care home-based or center-based provider, MSU Extension nutrition programs help incorporate the best practices for feeding children and creating place that support healthy living.

### Partners

Local partnerships are critical to the success of our work. Relationships with BrickWays, Grand Traverse County Commission on Aging, Forest Area Public Schools, Traverse City and Kingsley Area Public Schools, Shape Up North, Grand Traverse Bay YMCA, and Traverse City High School are some of the many partners that help support and host our effort to reach Grand Traverse individuals and families.

## Reducing anger, bullying and stress

### Stress Less with Mindfulness

Mindfulness means paying attention to the present moment without judgement. Research has shown that practicing mindfulness is effective in reducing stress-related symptoms such as worry, depression and physical tension, and may be helpful in managing chronic conditions such as cardiac disease and diabetes.

By offering teens, adults, and seniors alternative ways of relating to everyday life experiences, including thoughts, emotions, physical sensations and events, Stress Less with Mindfulness teaches and encourages the use of mindfulness self-care skills to help one feel better and enjoy life more.

In 2017, Patty Roth, Social Emotional Educator collaborated with the Traverse Bay Area ISD to offer two Stress Less with Mindfulness Series. From January to March, 50 students from the Life Skills Center participated in weekly Stress Less classes held weekly at the Traverse Bay Area Credit Union. The Life Skills Center serves students age 16-26 with moderate to severe cognitive impairments, emotional impairments or autism. The students in this class often work with outside agencies to gain skills that will assist them with independent living. Simultaneously, 15 teachers from the Life Skills participated in their own the Stress Less with Mindfulness series to gain new self-care skills as well as techniques to incorporate into their classrooms. At the conclusion of the year, a final Mindfulness presentation was conducted with the TBAISD for 65 adult participants. As a result of the trainings in 2017, participants showed improvement on these key outcomes:

- 98% can identify three mindfulness tools to help them manage stress
- 95% are more positive about dealing with stress in their lives by using mindful tools
- 96% now use mindful breathing to calm themselves in the face of stress
- 93% practice mindful movement as a way of calming the mind and body
- 96% describe how a mindfulness perspective can change reactions to daily stressors

## Keeping People Healthy, continued

**RELAX: Alternatives to Anger** is an educational program that actively engages participants to gain knowledge and skills to constructively deal with anger. The core concepts include recognizing anger signals, empathizing, listening, accepting that others' anger is not about you, and letting go of the past in order to maintain a present perspective. Participants learn to better manage their anger and stress at home, in the workplace and in school. In 2017 the RELAX Alternatives to Anger for Parents and Caregivers was presented to 18 parents at a Traverse City elementary school "Parents Go To School" event.

Participants left with improved knowledge or new skills designed to promote social and emotional well-being with others in their lives and immediate social environments. As a result of the RELAX program:

- 64% reduced their frequency in yelling and screaming
- 64% now work hard to be calm and talk things through
- 63% talk things through until they reach a solution

### Early Childhood Development

Northwest Michigan is focusing a lot of professional development on the area of infants and toddlers and Grand Traverse County is no different. In 2017, providers attended presentations on Developing Early Literacy Skills, Understanding a Toddler's World, and Mathematics for Infants and Toddlers. Over 45 providers attended these 3 sessions. The first 1,000 days of a child's life are the most important to their development. From conception to age three, the brain is actively making the connections, both positive and negative, that a child will use for the rest of their lives. During this period of time a child's brain can form 1,000 neural connections every second. A child who is read to, talked to, sung to, played with, is not only happier but will have better cognitive capacity and a more productive life. Through high quality trainings provided to area providers and parents we are ensuring that our youngest members of society are developing a strong foundation of learning when they enter a formal education setting. In addition, through a partnership with Detroit Public TV, MSU Extension was able to provide a 6 hour training (3 two hour sessions) at the Grand Traverse Library to 9 parents on the importance of having their young children ready for school. This hands on training provided families with useful tools and activities to use at home with their children.







# SUPPORTING AGRICULTURE & AGRIBUSINESS

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When you support MSU Extension, you help participants learn profitable and efficient business and production practices.

## Supporting Fruit Production

MSU Extension hosted the 2018 Northwest Michigan Orchard and Vineyard Show on January 16-17 at the Grand Traverse Resort. This meeting is an annual collaborative effort among the Grand Traverse Fruit Growers' Council, Parallel 45, the Cherry Marketing Institute, and MSU Extension and AgBioResearch. The 2018 show drew in more than 300 attendees from across the state and country. Tree fruit, grape, and saskatoon educational sessions provided key information to address recent challenges experienced by fruit producers in our region.

Recent years have been particularly challenging for cherry growers with the introduction of spotted wing drosophila, and the show provided growers with practical orchard management strategies to help minimize production risks posed by this pest. The grape session welcomed two out-of-state guest speakers, Dr. Stephan Sommer and Dr. Joe Fiola with expertise in fermentation and production methods to improve qualities of red wine – these speakers shared their knowledge to help grape and wine producers enhance Michigan wines. Lastly, attracting and maintaining an adequate agricultural workforce in the northwest region has also been a concern. A joint session to explore opportunities for agricultural labor in northwest Michigan featured input from growers and contractors that had first-hand experience with H2A and contract labor programs.

### Tree Fruits

Tree fruit integrated pest management (IPM) works toward optimizing economic and environmental sustainability for orchard growers. The seminar series, “IPM Updates,” led by MSU Extension Educator Emily Pochubay provided tree fruit producers and crop consultants in northwestern lower Michigan with timely pest and disease information related to fruit production during the 2017 growing season. Seven, two-hour long meetings were held in Grand Traverse County in 2017 and these meetings reached 167 tree fruit growers. Fruit Educators also hosted 135 participants at the bi-annual Tree Fruit IPM School in Traverse City that attracted growers from across the county.

### Wine Grapes

In August of 2017 Extension hired a new, full-time Viticulture Extension Educator for the Grand Traverse region, Thomas Todaro. Duke Elsner has since been able to direct a greater portion of his time to working with growers of other small fruits, primarily saskatoon berries, raspberries and strawberries. Todaro and Elsner collaborated on the Wine Grape Vineyard Establishment Conference held at the Northwest Michigan Horticultural Research Center in February.

## Supporting Food and Agriculture, continued

### Saskatoon Berries

Duke Elsner coordinated the establishment of a new block of saskatoons at the Northwest Michigan Horticultural Research Center in 2017. Part of this planting is a variety trial to help determine the best varieties for northern Michigan. Over 500 plants of two varieties were also established to serve as a site for testing cultural practices and pesticide efficacy trials. Pesticide recommendations for Michigan Saskatoon growers were added to the 2018 edition of the Michigan Fruit Management Guide, Extension Bulletin E154.

### Native Pollinator & Monarch Butterfly Conservation

Duke Elsner was part of a team of MSU Extension Educators who planned and hosted a conference titled “Protecting Pollinators in Urban Landscapes” which was held on October 9-11, 2017 at the Park Place Hotel in Traverse City. This meeting attracted 142 participants from the United States, Canada, France and Nigeria. Duke spoke on the role of butterflies and moths in the urban landscape, presented a poster on the nectar plants used by Michigan butterflies, and pointed out area highlights during a bus tour that followed the meeting.

Duke continued his programming on the conservation of native pollinators and the monarch butterfly in 2017. He gave eight presentations on native bees, monarchs, and other Michigan butterflies to various groups and organizations in the county. As a member of a Michigan Department of Natural Resources committee, he worked toward the completion of a monarch butterfly conservation plan for the entire state, which should be completed in 2018.

### Home Horticulture

2017 was a landmark year for the Consumer Horticulture Program in Grand Traverse County. Through volunteer outreach, Extension Master Gardeners share science-based gardening knowledge and engages citizens and empowers communities in environmentally responsible gardening practices, improving food security, improving community, and developing youth through gardening.

This past year, Master Gardeners volunteered for more than 2,200 hours on various projects in Grand Traverse County valued at over \$53,000. The bulk of the hours were in projects benefiting the community like environmental stewardship, youth gardening, community beautification and food, security and hunger support. In Grand Traverse County there are 17 designated Master Gardener projects that are maintained by 61 active Master Gardener volunteers.

### Grand Traverse Plant & Pest Diagnostic Services

Although county residents are always welcome to call or visit the office for assistance with horticultural issues, the office held plant health diagnostic clinics every



This past year,  
**Master Gardeners**  
volunteered more than  
 **2,200 hours**  
on various projects in  
Grand Traverse County  
valued at over  
**\$53,000.**





## Supporting Food and Agriculture, continued

Wednesday, June through September of 2017. Residents were welcomed to bring in samples of plants, insects, diseases and other problems; MSU Extension staff, county employees and Master Gardener volunteers provided the expertise to diagnose problems and provide management recommendations. In 2017, over 250 Grand Traverse County residents had their plant or household pest problems addressed during our free clinics.

Other Consumer Horticulture programming and services available for residents of Grand Traverse County include:

- Gardening Hotline
- Gardening in Michigan website
- Ask an Expert system
- Smart Gardening programming
- Soil tests for home gardens, yards and landscape plants



Grand Traverse County currently boasts more hop acreage than any other county in Michigan.

## Supporting Hops Production

Tremendous growth in the craft beer sector over the past few years has resulted in increasing demand for hops. Hops provide aroma, as well as bitterness to offset the sweetness of malt. In 2017, craft beer volume increased by 5% while overall beer volume declined by 1.2%. In the U.S., craft beer represents 12.7% of overall volume and 23% of overall retail dollar sales. In recent years, hop producers across the U.S. have increased acreage. Michigan is currently ranked 4th in hop acreage after Washington, Idaho, and Oregon. Northwest Michigan's Grand Traverse, Leelanau, and Benzie Counties collectively boast more acres of hops than anywhere else in the state. Northwest Michigan producers have invested tens of millions of dollars in hopyard, harvest, and processing infrastructure over the last several years.

MSU Extension Educator Rob Sirrine gave a presentation on the state of Michigan hops at Frankfort Beer Week.



Jason Warren of MI LOCAL HOPS discussed hop pelletizing for MDARD representatives.



MSU Extension provides valuable education on hop production throughout the state of Michigan and 2017 was no exception. MSU Extension Educators, Dr. Rob Sirrine and Dr. Dean Baas presented on the State of Michigan Hops and Barley at Frankfort Beer Week in October 2017. Dr. Sirrine also presented on "Craft Beer and Hop Production" to the Kiwanis Club in Traverse City, and at Grow Benzie with Brian Confer, Head Brewer at Stormcloud Brewing Company in Frankfort, MI.

MSU Extension also helped coordinate a tour of MI LOCAL hops in Williamsburg, MI for the Michigan Department of Agriculture and Rural Development and the Michigan Agriculture Commission.

In summer 2017, MSU and the Michigan Brewers Guild held their 10th annual summer hop field day and tour. While the 2016 tour was held on farms in Benzie County, the 2017 tour featured several

## Supporting Food and Agriculture, continued

Leelanau County farms as well as a visit to Hop Lot in Suttons Bay. Potential hop producers and others interested in hops learned directly from current producers as well as MSU Extension experts.

In March of 2018, MSU held its annual Great Lakes Hop & Barley Conference in Kalamazoo, MI. The conference features hop, barley, and craft beer experts from around the world, and generally attracts 200-300 participants annually from multiple states and countries.

MSU Extension has taken a leadership role across the North Central and North East U.S. by providing valuable research and outreach to current and prospective growers on best practices for planting, harvesting, and pest management. In 2017, MSU Extension organized on-farm audits with members of the Hop Quality Group, a national organization dedicated to improving hop quality for the craft beer industry. The Hop Quality Group and MSU Extension toured multiple hop harvest and processing facilities offering recommendations to improve quality.

### Assistance to support beginning farmers across MI

The MSU Product Center Food-Ag-Bio assists county residents in developing products and businesses in the areas of food, agriculture, natural resources and the bio economy. The MSU Extension Educator has special training as an innovation counselor to deliver these services. Business counseling is conducted on a one-on-one basis and may take place at the MSU Extension office or the client's home or business location. The assistance provided is tailored to meet the needs of the client and may include things like developing a business plan, navigating the regulatory maze, accessing the supply chain or seeking funding options. The Educator also assists clients in accessing specialized services they may need that are offered through Michigan State University like feasibility studies, nutritional labeling and packaging assistance.

One hundred thirteen counseling sessions took place in Grand Traverse County to assist 28 entrepreneurs. Businesses represented included food processors, wineries, and value-added agriculture producers. Three producers received MDARD Value-Added Producer Grants. Several businesses participated in the Product Center's Making It In Michigan Trade Show where they showcased their products to retail buyers. Businesses reported \$2.5 million in new sales and \$899,000 of new investment. Sixteen new jobs were created and thirteen jobs were retained.

### 2017-18 MSU Product Center Impacts in Grand Traverse County:



113 Counseling  
Sessions



Increased Annual  
Sales: \$2,500,000



16 New Jobs  
Created



Value of Increased  
Investment: \$899,000



MSU Extension  
Senior Educator Erin  
Lizotte discusses  
pest management  
options during the  
10th annual summer  
hop tour.





# FOSTERING STRONG COMMUNITIES

When you support MSU Extension, participants learn how to implement best practices in good governance that keeps communities solvent, productive and engaged; learn effective conflict management skills that help leaders and residents work collaboratively on complex issues; and engage youth leaders in decision-making. In the personal finance area, MSU Extension helps youth and adults alike learn the skills they need to increase their savings, manage their spending avoid predatory lending and reduce mortgage defaults. All of these outcomes help lower the cost of governmental services and lead to personal and community stability, strong neighborhoods and safe communities.

**Northern Michigan Counties Association**, organized by MSU Extension, county commissioners from 34 counties in northern lower Michigan meet 8 times per year to share information and learn from the experiences of others.

**Building Strong Sovereign Nations** is a leadership building program developed by MSU Extension in cooperation with leaders of Tribal Nations in Michigan and delivered annually in conjunction with the United Tribes of Michigan fall meeting. The program is open to leaders from all Tribal Nations in Michigan and is also available to leadership and staff of individual tribes. Onsite workshops are also available.

**Open Meetings Act/Freedom of Information Act (OMA/FOIA) Workshops** were presented by MSU Extension for local government leaders in 2017.

The **Stronger Economies Together (SET)** program is a national initiative collaborating with USDA and local partners in Manistee, Benzie, Grand Traverse and Kalkaska, to help identify and develop business sectors that hold the highest growth potential in an effort to help create, attract, and retain jobs.

**Pension and OPEB Legislation Breakout Session** at the 2018 MAC Legislative Conference to update commissioners about the Michigan Department of Treasury analysis, funding levels that trigger additional action by local units and the waiver request process created in last year's legislation.

The **Get Engaged** local government leadership program was piloted in Grand Traverse County in 2017 with approximately 30 participants.

A **Real Colors** workshop was offered for Grand Traverse County employees during January's staff in-service day. Real Colors is a dynamic workshop experience providing participants with the skills to better understand their own personalities and build appreciation and acceptance of each unique temperament.

MSU Extension also facilitated a joint Board of Commissioners and Parks and Recreation Board meeting and assisted Grand Traverse County with strategic planning.



## Supporting Food and Agriculture, continued

### Enhancing & protecting our Great Lakes coastal resources

#### Sea Grant Extension

MSU Extension's Greening Michigan Institute supports efforts to carry out Sea Grant programs throughout Grand Traverse County and the rest of Michigan. Michigan Sea Grant Extension helps apply research, conducts educational activities and is connected to more than 40 coastal counties. Extension Educators provide technology transfer by interpreting scientific knowledge for decision-makers, public officials, community leaders, businesses and industries.

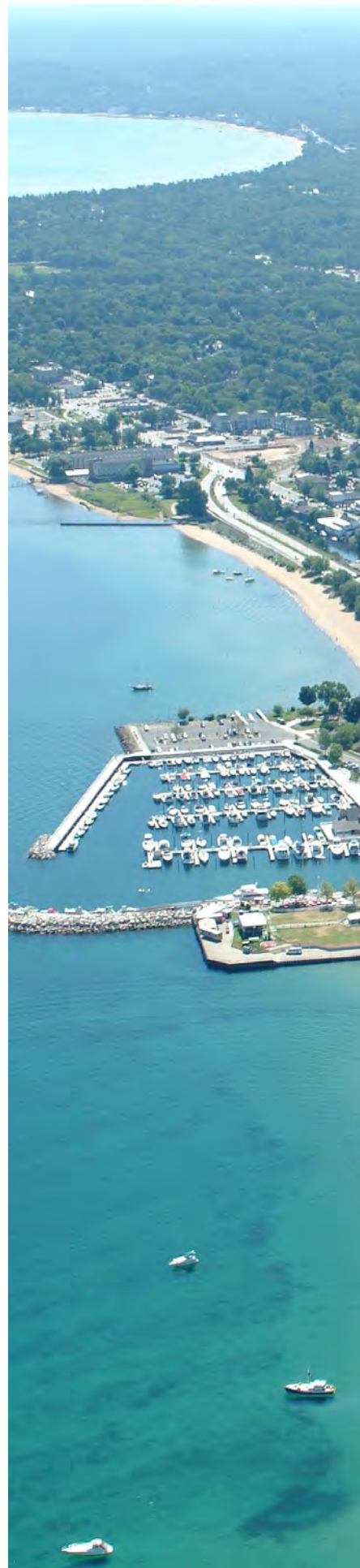
Michigan Sea Grant Extension provides targeted support focusing on marinas and other businesses, restoring coastal habitats and related industries, such as commercial and recreational fishing. In partnership with state and federal agencies, Extension Educators are responsive and proactive in addressing local, regional and national issues relevant to Michigan.

#### Outreach Topics and Programs:

- Healthy Coastal Ecosystems
- Sustainable Fisheries and Aquaculture
- Resilient Communities and Economies
- Environmental Literacy and Workforce Development
- Coastal Hazards – Dangerous Currents



Sea Grant Educators are working with the Grand Traverse County Health Department's Water Safety Network on drowning prevention issues, particularly in Lake Michigan. Also, Sea Grant has been active with the Freshwater Roundtable and co-hosted the 10th annual Freshwater Summit in October, 2017. Over 160 people attended and learned about waves caused by storms in the Great Lakes (meteorological tsunamis), the FishPass project in the Boardman River at Union Street Dam, fishery changes to Lake Michigan, and water level updates among other topics.





## MSU Extension Staff Serving Grand Traverse County:

<b>Name</b>	<b>Role</b>	<b>Phone</b>	<b>Email</b>
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Mark Breederland	Coastal Communities Development	231-922-4628	breederl@msu.edu
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James DeDecker	Specialty Field Crops	989-734-2168	dedecke5@msu.edu
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Bonnie Zoia	Tourism	989-345-0692	zoia@msu.edu

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.



## Action Request

Meeting Date:	June 20, 2018		
Department:	Community Corrections	Submitted By:	Sherise Shively
Contact E-Mail:	sshively	Contact Telephone:	231-922-4559
Agenda Item Title:	Community Corrections 2019 Annual Grant Application to MDOC/OCC		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

To present the 2019 Annual MDOC/OCC Grant Application for Plans and Services for Community Corrections in the amount of \$264,256.00.

This amount is consistent with the 2018 Grant and no significant changes are expected.

### Suggested Motion:

Approve submission of the 2019 Annual Plans and Services Grant Application to the Department of Corrections officer of Community Corrections in the amount of 264,256.00 to provide services to Antrim, Grand Traverse and Leelanau.

### 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:

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

### Attachments:

Attachment Titles:

FY 2019 Part One, 2019 Application Budget Section, Grand Traverse 2019 resolution

# MICHIGAN DEPARTMENT OF CORRECTIONS

## Reentry Administration

*"Committed to Protect, Dedicated to Success"*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2019

CCAB Name: 13<sup>th</sup> Circuit

Application Type: Annual/Full

Email the application to:

1. [MDOC-OCC@michigan.gov](mailto:MDOC-OCC@michigan.gov)
2. Grant Coordinator

**DUE DATE: May 1, 2018**



## SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION

**Name of CCAB:** 13<sup>th</sup> Circuit Court

**Federal I.D. Number:** 38-6004852

### A: General Contact Information:

	Contact Person (Manager)	Manager's Direct Supervisor	CCAB Chairperson	Fiscal Agent
<b>Name:</b>	Sherise Shively	Carol Stocking	Tristan Chamberlain	Grand Traverse County
<b>Title:</b>	Manger	Court Administrator	Prosecutor	Finance Department
<b>Address:</b>	280 Washington Street	280 Washington Street	8527 E. Government Center Dr., Suite 202	400 Boardman Ave
<b>City:</b>	Traverse City	Traverse City	Suttons Bay	Traverse City
<b>State:</b>	MI	MI	MI	MI
<b>Zip:</b>	49684	49684	49682	49684
<b>Phone:</b>	231-922-4559	231-922-4502	231-256-9872	231-922-4680
<b>Fax:</b>	231-922-6889	231-922-6889	231-256-0133	231-922-4636
<b>Email:</b>	sshively@grandtraverse.org	cstocking@grandtraverse.org	tchamberlain@co.leelanau.mi.us	dbott@grandtraverse.org

Type of Community Corrections Board: Regional Advisory Board

Counties/Cities Participating in the CCAB: Antrim, Grand Traverse, Leelanau

Date application was approved by the local CCAB: April 24, 2018

Date application was approved by county board(s) of commissioners and/or city council: Antrim- May 10, Grand Traverse May 2, Leelanau May 8, 2018

Date application was submitted to OCC: April 30, 2018

### B: CCAB Membership

Representing:	Name	Email
County Sheriff:	Antrim- Dan Bean, Grand Traverse- Tom Bensley, Leelanau- Mike Borkovich	sheriff@antrimcounty.org, TBensley@gtsheriff.org, mborkovich@co.leelanau.mi.us
Chief of Police:	Jeff O'Brien	jobrien@traversecitymi.gov
Circuit Court Judge:	Thomas Power	tpower@grandtraverse.org
District Court Judge:	Michael Stepka	mstepka@grandtraverse.org
Probate Court Judge:	Melanie Stanton	mstanton@grandtraverse.org
County Commissioner(s):	Antim- Ed Boettcher Grand Traverse- Sonny Wheelock Leelanau- Deb Rushton	eboettcher@antrimcounty.org, sonny@wheelockandsons.com, drushton@co.leelanau.mi.us
Service Area (Up to 3):	Michael Gillespie	my_name_is_80@yahoo.com
County Prosecutor:	Tristan Chamberlain	tchamberlain@co.leelanau.mi.us
Criminal Defense:	Janet Mistele	JMistele@MisteleLaw.com
Business Community:	Vacant	
Communications Media:	Pat Livingston	plivingston@upnorthlive.com
Circuit/District Probation:	Tom Chapman	chapmant@michigan.gov
General Public:	Mary Wayne	mwayne44@hotmail.com
City Councilperson:	N/A	
Workforce Development:	Vacant	

Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? Yes, at April 24, 2018 meeting



## SECTION II: ANALYSIS & STRATEGIC PLAN

### Introduction and Instructions for Strategic Plan:

**Strategic Issues, Goals, and Priorities** have been established by the Office of Community Corrections in accordance with Public Act 511 and Key Performance Indicators. CCABs will be required to establish **Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals** and **Priorities**.

Strategic Issues are identified as **Felony Dispositions, Recidivism** and **Local Priorities**.

OCC will provide the CCABs with relevant data to complete the application. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals** and **Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

### Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal** and **Priority** as outlined on the following pages and complete an analysis of your county's prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate from 32% to 25%
2. Reduce the Group 2 Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuations," or "modifications," or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For example, the objective of "Reduce PV rate from 32% to 25%" may have the following strategies:

1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets probation violators. (New, FY 2017)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

2. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including \_\_\_\_\_.



## A: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

### Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties' prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

**Goal:** Reduce demand for prison resources and related budgetary requirements.

**Priority:** Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

*Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.*

### A-1: Using OMNI Felony Disposition data supplied by OCC for the previous two fiscal years:

1. Are felony dispositions increasing, decreasing, or stable? Decreasing
2. Describe changes within SGL categories. Report rates with detailed explanation:

#### Overall PCR for the region:

2016: 45% 157 prison disp out of 349

2017: 44% 129 prison disp out of 291

\*\*\*\*While it doesn't appear to show a significant percentage reduction- the overall sentences to prison for the region dropped by 28 and overall sentences dropped by 58. This is the first significant reduction in our region in years. This data also does not figure in the OWI3rd and Felony Drug Court offenders. There were 46 OWI 3rds and 14 Drug Court participants who participate via funding provided from DDJR and the Intensive Supervision Program. With those accounted for, the PCR would be 36%. \*\*\*\*\*

#### Antrim:

2016 Group 1: 54% 12 prison disp out of 22

2017 Group 1: 81% 9 prison disp out of 11

#### Overall PCR:

2016: 43% 25 prison out of 57

2017: 47% 18 prison out of 38

Group 2: 37% 13 prison disp out of 35

Group 2: 33% 9 prison disp out of 27

#### Grand Traverse:

2016 Group 1: 39% 25 prison out of 63

2017 Group 1: 57% 56 prison out of 98

#### Overall PCR:

2016: 44% 117 prison out of 264

2017: 44% 98 prison out of 220

Group 2: 46% 92 prison out of 201

Group 2: 34% 42 prison out of 122



**Leelanau:**

**2016 Group 1: 66% 4 prison out of 6**

**2017 Group 1: 41% 5 prison out of 12**

**Overall PCR:**

**2016: 53% 15 prison out of 28**

**2017: 39% 13 prison out of 33**

**Group 2: 50% 11 prison out of 22**

**Group 2: 38% 8 Prison out of 21**

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **A new Judge was appointed at the end of 2016 and he supports all of our programs and services as well as the sitting Chief Judge. They welcome any new opportunities for offenders. Our Pre Trial program has shown success as this population were never supervised in the past and with supervision now, they have significantly less violations and more are being shown to be supervisable in the community. Our Drug Court and Sobriety Court programs directly divert felons from possible prison sentences.**
4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **Program utilization will be monitored on a constant basis by manager. If any underutilization of programs occur, staff will take steps to increase participation as well as encourage DOC staff to utilize our programs. If goals are not being met, CCAB Manager will discuss with CCAB what steps they want to take to address any problems. Also manager will meet with Judges, DOC Supervisor and Prosecutor to address changes/needs to encourage our alternative options to prison. Manager also contacts grant coordinator often about program objectives and utilization. Manager has always worked closely with the OCC staff in Lansing to address any changes needed.**

**A-2: Felony Analysis Key Objectives and Strategies**

**NOTE:**

- Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by **at least** one strategy (step, action, policy, and program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis above.
- Keep in mind that all programs for which you are requesting funding are considered **strategies**. Be sure to clearly identify them as strategies.

1. Objective #1 is intended to impact the overall prison commitment rate – please state the Objective: **Reduce the overall PCR to 40% or lower**

Programs in support of Objective #1 (number and separate strategies by using carriage return [enter]):

1. Gatekeeper- Each offender after arrest will be given a Praxis screening and if appropriate a substance abuse assessment as part of Gatekeeper (Continuation)
2. Pre-Trial Services- Offenders will be monitored for drug/alcohol usage, AA/NA attendance and placed in residential services as needed. (Continuation)
2. CBCM- Once an offender has been sentenced and served their required minimum, they are placed in jail alternative options and monitored through CBCM. (Continuation)
3. PRS/DDJR- Every eligible offender will be placed in residential treatment. (Continuation)
4. MRT/ TREM- After completion of PRS or DDJR, jail alternative clients will be sent through MRT/TREM group counseling. Target PV offenders not in jail--will be referred by their agent to MRT/TREM in lieu of a formal PV, avoiding a new sentence. (Continuation for MRT, NEW for TREM)
5. While in the Pre-Trial phase, determine which offender is eligible to participate in Sobriety Court & Drug court, work with prosecutor, Judge and staff to monitor offenders pre and post sentencing. Send to PRS/DDJR/MRT/TREM as appropriate.
6. Drug Court- Targeting Group 2 Straddle Cell drug/property crime offenders, who are addicted. Will be placed in a delayed sentence and if successful will be allowed to plea to a misdemeanor. Thus a true prison diversion. (Continuation)



2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective: **Maintain the Group 2 PCR of 35 or lower%**

Programs in support of Objective #2:

1. Gatekeeper- Each offender after arrest will be given a Praxis screening and if appropriate a substance abuse assessment as part of Gatekeeper
2. Pre-Trial Services- Offenders will be monitored for drug/alcohol usage, AA/NA attendance and placed in residential services as needed.
  2. CBCM- Once an offender has been sentenced and served their required minimum, they are placed in jail alternative options and monitored through CBCM.
3. PRS/DDJR- Every eligible offender will be placed in residential treatment.
4. MRT/ TREM- After completion of PRS or DDJR, jail alternative clients will be sent through MRT/TREM group counseling. Target PV offenders not in jail--will be referred by their agent to MRT/TREM in lieu of a formal PV, avoiding a new sentence.
5. While in the Pre-Trial phase, determine which offender is eligible to participate in Sobriety Court & Drug court, work with prosecutor, Judge and staff to monitor offenders pre and post sentencing. Send to PRS/DDJR/MRT/TREM as appropriate.
6. Drug Court- Targeting Group 2 Straddle Cell drug/property crime offenders, who are addicted. Will be placed in a delayed sentence and if successful will be allowed to plea to a misdemeanor. Thus a true prison diversion.

## B: Recidivism Analysis

The updated Public Act 511 mandates that CCABs "Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison." As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

The State Board has defined recidivism as "Probation Violations, either technical or new sentence, resulting in prison," and has identified Probation Violators as being indicative of performance in this area:

- i. Probation Violators with a new felony conviction resulting in a prison sentence
- ii. Technical Probation Violators resulting in a prison sentence

Based on OMNI Report 3, please use the following table to report the number of Probation Violators that resulted in a prison disposition for each listed category. Regional CCABs should list the Probation Violation Data for each County separately and provide a total, regional rate at the end of each row.

### B-1: Using OMNI Felony Disposition data supplied by OCC for:

Previous Fiscal Year Recidivism Rates							Totals for Region:
County Name	Antrim	Grand Traverse	Leelanau				
Probation Violation - New Sentence to Prison							
Total	2	9	0				11
Probation Violation – Technical to Prison							
Total	1	9	1				11

### B-2: Using OMNI Felony Disposition data supplied by OCC for the previous fiscal years:

1. Are Probation Violations increasing, decreasing, or stable? Decreasing
2. Describe changes within the Probation Violation data for the previous two fiscal years. Report rates with detailed explanation:  
Antrim: 2016 PVNS 4, PVT 3--2017 PVNS 2 PVT 1- Overall 4 less prison sentences for violators



Grand Traverse: 2016 PVNS 12, PVT 10--2017 PVNS 9 PVT 9- Overall 4 less prison sentences for violators

Leelanau: 2016 PVNS 2, PVT 4--2017 PVNS 0 PVT 1- Overall 5 less prison sentences for violators

**\*\*Overall for the region there were 13 less Probation violation prison sentences. This is the first reduction in many years.**

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **Our region like most is heavily invested in tackling the opiate crisis. Manager is a member of several commissions, coalitions and committees in all three counties working on policies to target this problem. Grand Traverse County is initiating a Criminal Justice Policy Council that Manager will participate in. We will be looking at the processes and procedures in the county in regards to jail practices, policing and court response and procedures.**  
There have been several changes in CCAB staff members which has been a challenge training them all and this has led to errors in data entry in COMPAS, which have been resolved, however COMPAS itself continues to provide challenges as data is not always accurate.  
**COMPAS Case manager had significant errors that manager resolved in regards to data/participants being reported correctly. She worked with Northpointe Staff to try and resolve the issue.**
4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **I will discuss with my CCAB what steps they would like to take. Work with my grant coordinator, Judges and local MDOC staff.**

### B-3: Recidivism Key Objectives and Strategies

#### NOTE:

- Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by **at least** one strategy (step, action, policy, and program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis above. Keep in mind that all programs for which you are requesting funding are considered **strategies**. Be sure to clearly identify them as strategies.

1. Objective #1 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: **Maintain the prison commitment of PVNS at or below 11% of all prison dispositions, excluding dispositions with prisoner status.**

Programs in support of Objective #1:

**Pre-Trial, MRT, TREM - Increase referrals from DOC agents to MRT/TREM and PRS. Meet a minimum of monthly with DOC staff and Judges to remind and encourage them to refer offenders to CCAB staff in lieu of a formal probation violation. Also, if an offender is before a Judge for a formal violation, instead of sentencing an offender to jail or prison, encourage Judges to order MRT or PRS.**

**While under Pre Trial supervision- violators can be recommended by staff to the prosecutors for participating in Drug Court. Drug Court can be offered to those already on felony probation who are arrested for a new felony drug related crime. Thus resulting in a diversion from a possible prison sentence.**

2. Objective #2 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective: **Maintain the prison commitment of PVT at or below 12% of all prison dispositions, excluding dispositions with prisoner status.**

Programs in support of Objective #2:

**Pre-Trial Services, MRT/TREM. Target offenders right from arrest during the pre-trial phase, place them in treatment up to and including PRS, make recommendations to Prosecutor about offenders ability to be supervised in the community. Supervise offenders very closely while in the pre-trial phase to ensure compliance to bond condition and if violations occur, address them immediately in hopes of any further violations occurring.**

**Drug Court- Once offenders have successfully completed this program, they will have been given a very long sober period, employment, intensive substance abuse counseling, and healthy lifestyle tools. This will directly reduce residivism.**



### C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales as identified within the COMPAS Criminogenic Needs and Risk Profile provided by OCC or as presented by your local needs data. Additionally, present both the local and OCC strategies that will impact the identified needs scales: **Needs for all three counties were averaged together to compile the top three due to the low numbers of offender data in Antrim (3) and Leelanau(1).**

#### 1. Substance Abuse:

**LOCAL STRATEGIES:** Clients are assessed by NMRE our local PIHP for any SUD levels. Clients are placed in the appropriate treatment recommended. Our local PRS facility is used for almost all male offenders. If they complete Residential Treatment they then step down to the PRS facility and participate in outpatient treatment

**OCC FUNDED PROGRAMS:** I24 CBCM, I25 Gatekeeper, F23 Pretrial, D23 Intensive Supervision/Drug Court, DDJR Funding.

Gatekeeper identifies which programs offenders are eligible for, Pre trial, offenders can be sent to residential treatment or PRS during this phase with the recommendation of Pre Trial Officer to the court- case is paused until treatment is completed. D23 Drug Court, those with a drug problem participate in this intensive supervision program addressing all their needs. DDJR- Manager screens all OWI 3<sup>rd</sup> offenders participating in Sobriety Court for eligibility of PRS, MRT, CBCM and supervises offenders while in those programs.

**2. Non- Compliance History:** **OCC FUNDED STRATEGIES:** MRT and TREM- These programs are targeted to change the thinking patterns as well as the trauma's involved in criminal behavior.

**3. Criminal Involvement:** **OCC FUNDED STRATEGIES:** MRT- Targets the cognitive thinking patterns of offenders.

**NON OCC FUNDED PROGRAMS:** Our counties fund treatment for Theft related convictions, Domestic Violence & Other violent behaviors. Offenders are placed in whichever program correlates to their needs.

2. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **N/A- already addressed earlier in the grant**
3. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **I will discuss with my CCAB what steps they would like to take. Work with my grant coordinator, Judges and local MDOC staff.**

### D: Local Vocational/Educational Initiatives

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Include both local and OCC funded initiatives. **We have no OCC funded programs in this area. Our local Michigan Works program is well run and offers many programs and assistance to offenders to help them obtain employment. CCAB staff also works very closely with their CBCM participants to help them obtain employment. They assist with resumes, job applications, interview techniques and can also provide transportation to job interviews as needed. Goodwill Industries of Northern Michigan also has a new Work Skills training program. Offenders are referred for training and once complete Goodwill will place them in a paid position.**

### E: Local Initiatives to Address Persons with Substance Use Disorder(s)

Please explain in detail what initiatives are in place to address offender substance abuse needs. Include both local and OCC funded programs. **CCAB Manager is a participant in coalitions in both Grand Traverse and Leelanau Counties which are targeting the Opioid epidemic. Manager also participates with several local agencies to develop programs and policies which are geared to creating a "Systems Map" of treatment and resources available in our local 5 county region. Our Drug Court was created in response to the Grand Traverse Drug Free Coalition. CCAB staff are always updated with programs and treatment facilities available in our area and throughout the state. In Grand Traverse County there are numerous agencies, therapists and programs available for offenders to receive the care they need. This county serves Antrim and Leelanau for those needs. Our CCAB has never requested funds for Substance Abuse because we have such valuable resources available to us.**



## F: Other Local Initiatives

1. Present any local priorities such as development of criminal justice coordinating councils, Specialty Courts, public education, etc., which have not been identified in the above sections, but have an impact on the performance indicators: Our Drug Court was created in response to the recommendations from the Grand Traverse Drug Free Coalition and has been well supported and recieved by Judges, Prosecutors, Defense Attorneys and offenders. The Grand Traverse County Board of Commissioners has instructed staff to begin the CJCC that they recommended a few years ago. Manager will participate.
2. Please explain how the Comprehensive Plan, in coordination with the above Local Initiatives, will impact the State Board Priorities, and ultimately offender success: The Comprehensive Plan provides us the opportunity to administer our local initiatives as well as arrange opportunities for offenders to participate in local initiatives. We are fortunate to have a fairly "rich" area in treatment options, public interest and support. The Comprehensive Plan enables us to fill the programs that aren't provided in the community and mush of that work is done by staff who are funded by the Grant. Each of the programs we have, directly target the state board priorities of reducing prison commitments and violations. Our Judges support the programs we have and know that these services cannot be provided anywhere else in our legal system. We have developed a good system using MDOC resources as well as local initiaves to create individualized plans for each of our participants. Those plans target the direct needs of each person and address their addictions, criminal thinking/activites, education needs and life skills, thus creating a situation where they can be successful.

## G: Jail Data Analysis:

- Using JPIS or local snapshot data, please provide information pertaining to the number of offenders on record as well as the ADP % of housed inmates for each of the categories below.
- Please fill out each answer for this section completely, with the correct information. Applications with incomplete data may be rejected.

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization						
County	Antrim	Grand Traverse	Leelanau			
General Information						
RDC (Rated Design Capacity)	56	168	72			
Utilization as % of RDC	48	100	35-50			
Number of off-line beds	0	0	0			
Felon Population						
Sentenced Felons	5	38	3			
Unsentenced Felons	6	34	5			
Misdemeanant Population						
Sentenced Misdemeanants	9	67	7			
Unsentenced Misdemeanants	12	33	1			
1. Does your county have a written county jail population management plan per PA 139 of 2007? Yes						
2. In the previous year, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? No. If YES, explain how this was carried out:						
3. In the previous FY, how many times did the county declare an official (in writing) jail overcrowding state of emergency (over						



100% of RDC for 7 consecutive days) per Public Act 140 of 2007?	<b>Antrim 0, Grand Traverse 0, Leelanau 0</b>
4. Does your jail submit JPIS data? No If not, please provide a rationale for not submitting JPIS data:	<b>Antrim: JMS software will not run JPIS, Grand Traverse: This county will work with CC manager and Michele Kalisz to begin submitting data, their system is now compatible. Leelanau: JMS cannot compile compliant reports. (Manager plans to work with Grant Coordinator to get Antrim and Leelanau on a compatible program to submit data before the end of this FY).</b>
5. What vendor or jail management software is used to report jail utilization?	<b>Antrim: OSSI/Superion Reports Grand Traverse: Tyler Tech, New World Leelanau: ID Networks</b>

**G-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)**

1. This application uses	Local Snapshot Data
2. Are bookings up, down, or stable?	Stable
3. Describe changes in ADP or AvLOS for the population groups reported above:	<b>Antrim: Down from 2016, slightly up from 2017, Grand Traverse: Many for Felony arrest than past years, Leelanau: On average is stable, but based on boarded inmates in facility this changes, but local inmates remain stable.</b>
4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.:	<b>N/A</b>
<b>G-2: Describe policies and practices that influence jail population:</b>	
1. Does the jail have a bed allocation plan?	Yes
2. Does the jail accept boarders from other counties? Yes/If YES, what is the daily rate charged for a boarder?	<b>Antrim: No, Grand Traverse: Yes, \$40 per day, Leelanau: Yes, \$30-35 per day.</b>
3. Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? No If YES, report number of boarders and the % of the RDC for all boarders.	
4. Does the jail accept MDOC or Federal boarders under contract? Yes If YES, what is the daily rate charged for MDOC and/or Federal boarders?	<b>Antrim: No, Grand Traverse: MDOC Detainers only, \$35 per day, Leelanau: \$35 per day.</b>
5. What was the revenue from boarders for the previous year?	<b>Antrim: \$0, Grand Traverse: \$6323, Leelanau: \$188,315.00.</b>
6. Provide additional analysis you feel is necessary to explain your jail utilization:	<b>N/A</b>



## Summary of Program Services

For:

### 13th Circuit

[illegible]

RESOLUTION

**XX-2018**

**2019 Annual Grant Application & Acceptance MDOC/OCC**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and received a request from Community Corrections to approve submission, acceptance and appropriation of the Community Corrections Grant Application for FY 2019; and,

WHEREAS, grant funding in the amount of \$264,256 is being requested for 2019 with no significant changes from last year's grant; and,

WHEREAS, each year the application requires approval from the Grand Traverse County Board of Commissioners to continue funding for the next fiscal year; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve submission of the Community Corrections FY2019 Grant Application in the amount of \$264,256, as presented.

BE IT FURTHER RESOLVED THAT, upon distribution of funding by the Michigan Department of Corrections, this Board approves acceptance and appropriation and authorizes the County Administrator or Board Chair to sign the necessary documents to effectuate this action.

APPROVED: June 20, 2018



## Action Request

Meeting Date:	June 20, 2018		
Department:	Health	Submitted By:	W. Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	2017 Grand Traverse County Medical Examiner Annual Report presentation		
Estimated Time:	10 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

Dr. Joyce deJong, Chief Medical Examiner, will be presenting highlights from the 2017 annual report for Grand Traverse County.

### Suggested Motion:

### Financial Information:

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

N/A

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
<b>Administration:</b> <input type="checkbox"/> Recommended <input checked="" type="checkbox"/> Not Recommended		
Date: _____		
Miscellaneous: _____		

### Attachments:

Attachment Titles:

2017 Medical Examiner Annual Report

## Action Request



Meeting Date:	6/20/2018		
Department:	Health Department	Submitted By:	Wendy Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Mitchell & McCormick, Inc. dba Harris Public Health Solutions electronic health record Annual License, Maintenance and Support Agreement		
Estimated Time:	0	Laptop Presentation:	
	(in minutes)		

### Summary of Request:

Renewal of license, maintenance and support agreement between Grand Traverse County Health Department (GTCHD) and Mitchell & McCormick, Inc. dba Harris Public Health Solutions. The purpose of this agreement is for Mitchell & McCormick to provide Visual HealthNet, which is an electronic health record and practice management system. Visual HealthNet is a fully-developed and integrated solution built specifically for public health departments. The agreement is for the period from July 1, 2018 through June 30, 2019. The total cost of this agreement is \$23,394. The cost has increased by \$2,057 compared to 2017-2018, which is due to increased cost in software maintenance support of \$635, third party drug interaction module of \$222 and adding two additional provider licenses for \$1,200. The total cost is broken down into software and maintenance support for \$13,326, Third Party Drug Interaction Suite maintenance and support of \$4,668, e-prescribing license for six (6) providers at \$600 per prescriber for a total of \$3,600 and third party annual maintenance for twenty-five (25) licenses at \$1,800.

The following programs utilize the Mitchell & McCormick electronic health record in the clinic settings: Immunizations, Family Planning, and both Adolescent Health clinic sites. The electronic health record is a digital version of a client's medical record for services provided through these health department clinics, including medical history information, administrative clinical data such as client demographics, clinician progress notes, documentation of client problems, medications, vital signs, immunizations, laboratory data. The electronic health record automates access to information, streamlines and standardizes the clinician's workflow for efficiency, and supports care delivery. The electronic health record use in our clinical settings allows for support of evidence-based practice implementation, quality management, outcomes reporting, timely response to records requests, and compliance with State program required documentation elements. Point-of-care entry into the electronic health record eliminates transcription errors, reduces the risk of medical errors by improving the accuracy and clarity of our medical record, reduces duplication of tests, delays in treatment, and increases the opportunity for well-informed clients to make better care decisions by access to real-time accurate health information. The Mitchell & McCormick product allows for considerable customization to meet clinician practice standards as well as billing/payer requirements, and allows for the integration of other systems, including e-prescribing, immunization registries, and claims processing.

### Suggested Motion:

Approve the renewal agreement between the Grand Traverse County Health Department and Mitchell & McCormick, Inc. dba Harris Public Health Solutions for electronic health record software license, maintenance and support for the period of July 1, 2018 through June 30, 2019 for a total cost of \$23,394.

### Financial Information:

Total Cost:	\$23,394.00	General Fund Cost:	\$0.00	Included in budget:	Yes
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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:	
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Miscellaneous:

<b>Attachments:</b>					
<u>Attachment Titles:</u>	Harris Public Health Solutions License, Maintenance and Support Agreement; Attachement A Business Associate Agreement				
(revised 9-2016)					

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**Harris Public Health Solutions  
License, Maintenance and Support Agreement**

This License, Maintenance and Support Agreement (the “Agreement”) is made this 1st day of July 2018 by and between Grand Traverse County Health Department, Grand Traverse, Michigan, (“Customer”) and Mitchell & McCormick, Inc. dba Harris Public Health Solutions, with offices at 2165 West Park Court, Suite G Stone Mountain, Georgia 30087, (“Harris”).

In consideration of the mutual promises contained herein subject to the terms and conditions set forth below, the Harris hereby agrees to provide software maintenance and support services to the Customer related to the operation of the Visual HealthNet System (the “Software”).

**A. SUPPORT SERVICES TO BE PROVIDED BY HARRIS.**

1. Harris will provide unlimited access to toll free telephone support to Customer technical personnel during the term of this Agreement. Such telephone support to be provided Monday through Friday (8:00 a.m. - 5:00 p.m. Eastern Time), excluding Harris holidays. Harris US Holidays are: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve Day and Christmas Day. Telephone support will include answers to technical and procedural questions about the Software, but will not include work that cannot be handled by a service representative via telephone conversation. Additional services are available under the support agreement.
  - a. Specifically included in telephone support services:
    - i) Assistance with remedial problem resolution
    - ii) Provide one point-of-entry for all issues with the Software for enhanced tracking of problem reporting, response, ownership and resolution.
  - b. Assistance with Software functionality for purchased modules:
    - i) Database issues
    - ii) Set-up issues
    - iii) Financial system issues
    - iv) Billing
    - v) Reporting
  - c. Customer shall have access to Harris-scheduled web-based training on a first come first served basis at no additional charge.
2. Harris will provide, in addition to services in paragraph 1 above, Extended Hours Critical and Emergency Incident Coverage Monday-Friday, excluding Harris holidays:
  - a. Provided from 5 pm EST/EDT to 8 pm EST/EDT via cell-phone and remote connection if needed.

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- b. A Critical Incident is defined as a problem that is causing widespread delays in the completion or performance of Software functions. It requires the immediate attention of a support engineer.
      - c. An Emergency Incident is defined as a problem that is preventing normal operation of the Software. It requires immediate and constant attention of a support engineer and appropriate software specialists.
  3. Harris will provide Named Holiday Extended Hours Critical and Emergency Incident Coverage: Coverage is provided on these Harris business holidays via cell-phone and remote connection if needed:
    - a. The day after Thanksgiving (Friday) from 9am-3pm EST/EDT
    - b. The additional State of Georgia Holiday during the Christmas Break from 9am-3pm EST/EDT.

Note: Please refer to Harris support website portal for specific holiday coverage dates.
  4. Harris will also provide additional support services at the following rates for such services:

Hardware Technician	\$125.00 per hour
Training (Stone Mtn. Facility)	\$100.00 per day per person
Systems Analysis/Design	\$225.00 per hour
System Programming/Customization	\$225.00 per hour
Training (Customer Site)	\$2,250.00 per day
Systems Engineer (Customer Site)	\$2,250.00 per day
Programmer On-Site (Customer Site)	\$2,500.00 per day
Weekend/Holiday On-Site (Customer Site)	\$5,000 per day
  5. Harris will maintain the Software to keep it in compliance with changing state and federal requirements. Maintenance includes changes in billing formats, immunization protocols, and other changes to existing functionality. Maintenance does not include compliance with requirements of special grants that the Customer may obtain, nor, new functionality, such as support for new types of programs and services the Customer may initiate. Software Support does include assistance from our support staff in finding ways to satisfy new requirements within existing Software functionality.
  6. Harris will also provide the following Software Updates and Enhancements under this Agreement:
    - a. Harris Software updates (“Enhancements”) to purchased software modules; and
    - b. Harris Software patches (bug fixes, defects) to purchased software modules; and
    - c. Harris Software version updates (new releases) to purchased software modules.
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## **B. OBLIGATIONS OF CUSTOMER**

1. Upon Harris' request, Customer shall provide Harris with remote access to the server containing the Software. A work order number will be created and/or approved. This VPN connection will be available to Harris support personnel from 8am to 5pm Eastern Time Monday Through Friday for normal support hours. After hours support may be granted on a case by case basis and for use with upgrades. Harris will provide a list of authorized support personnel and is responsible for notifying Customer's IT Help Desk within 10 business days if support personnel should leave employment with Harris.
2. Customer shall provide Harris with administrator-level ("Root") privileges to the application server for support purposes.
3. Customer shall provide Harris support personnel with Root level privileges using the following protocols and connections to/from Harris offices and the server running the Software: FTP, SSH, Secure FTP, VNC, HTTP, HTTPS and other services or protocols Harris may deem necessary to provide services under this Agreement.
4. Customer shall provide Harris support personnel internet access while on-site at Customer's premises.
5. Customer is responsible for maintaining its own data files and; performing regular (both daily and full weekly) system back-ups of its data. Harris shall have no liability for any loss of Customer data.
6. In the event Customer requires the use of a proprietary software product as a Customer standard (e.g. VPN Client) for software support, it will provide at no cost to Harris said software with licenses for Harris support personnel as necessary. Harris will work with Customer in other mutually agreeable VPN solutions in the event Harris hardware and network are not compatible with the Customer's standard. The Harris preferred VPN standards include Cisco, SonicWALL and Microsoft VPN. In the event the Customer's VPN standard is not one of Harris' preferred standards, Customer will support the Non-Standard VPN Software.
7. Customer acknowledges and understands that certain third party software products from IBM Corporation, Four Js Corporation, and others ("Third Party Software") are used in the Software. Customer further understands that Third Party Software is not owned by an end-user, but rather licensed to the end-user by the copyright owner through an End-User License Agreement ("EULA"). The EULA contains the terms and conditions for using the Third Party Software. Third Party Software publishers maintain ownership of the Third Party Software, and control the right to duplicate and distribute it. Customer's license to use Harris Software does not supersede these Third Party Software EULAs.
8. Customer acknowledges that the following Third Party Software used in the Harris Software is licensed to Customer pursuant to a EULA:
  - a. Four Js Corporation Genero Runtime, 25 License



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9. Customer agrees that Harris shall not be liable or responsible for unauthorized use, unlicensed use, or software piracy of the Third Party Software used as listed in paragraph 8 above by Customer. Customer agrees that should said use on a per concurrent or per processor basis of the Third Party Software exceed the above licensed amounts, Customer will contact Harris within 5 business days and purchase enough licenses to cover the daily use of Third Party Software. Customer shall indemnify and hold Harris harmless from and against any and all claims, actions, liabilities or expenses (including attorney fees) arising out of or related to unlicensed or unauthorized use of the Third Party Software (including without limitation the Content and EULA of Third Party companies) by Customer.

## **C. GENERAL TERMS**

1. The software and related materials shall at all times remain the property of the Harris subject to the provisions of this Agreement. Customer understands that Harris created software and associated documentation are licensed, not sold.
  2. This Agreement and any of the licenses, documentation, or program(s) may not be assigned, sub-licensed, sold, mortgaged, or pledged without prior written permission from Harris.
  3. From time to time, Harris may declare the Software, certain versions of the Software, certain computer systems or certain operating systems as no longer supported. Harris will provide Customer with a full ninety (90) days written notice prior to their intent to withdraw said support or maintenance under this Agreement and will provide Customer with a pro-rated refund of any maintenance and support fees paid in advance for the remaining time Customer will not be able to use Software.
  4. The Customer shall be allowed at any time, to pay in advance, without penalty, all or any portion of the amount of the contract price.
  5. The Information Resources Manager (IRM) of the Customer, or his or her designee, shall be the single formal contact point for reporting problems, requesting program changes or modifications, and conducting general discussions with the Harris. The IRM will notify the Harris of his or her designee. The Customer shall not be responsible for any cost incurred as a result of any contact with the Harris by anyone other than the IRM or his/her designee.
  6. Notwithstanding any other provisions of the Agreement, the parties agree and understand that the fees due Harris under this Agreement are payable by the Customer from appropriations, grants and monies from the State or other entities. In the event sufficient appropriations, grants and monies are not made to the Customer to pay the fees due hereunder for any fiscal year, this Agreement, and the license granted hereunder, shall terminate without further obligation of the Customer. In such event, the Customer's Finance Department shall certify to the Harris, the fact that sufficient funds have not been made available to the Customer to meet the obligations of the Agreement, and such written certification shall be conclusive and binding upon the parties.
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7. If any term or provision of this Agreement shall be found to be illegal or unenforceable, notwithstanding any such illegality or unenforceability, the remainder of the Agreement shall remain in full force and effect and such term or provision shall be deemed to be deleted and severable from the Agreement.
  8. The Customer shall cooperate with the Harris in every reasonable way to facilitate the prosecution of any action or proceeding against any third party for unauthorized use of the software or source code, which is in any way in connection with or related to the license granted pursuant to this Agreement.
  9. The Customer shall not disclose the Software or source code to any third party for any reason whatsoever without the prior express written permission of Harris.
  10. In the event of any disclosure of the Software or source code, the Customer shall advise Harris of the time and nature of the disclosure within ten (10) days of such disclosure.
  11. Scope of Use. Customer may not make derivative works based on the Software, copy or distribute copies of the Software, relicense the Software or use or permit the use of the Software for third-party training, commercial time-sharing, rental or service bureau use or to otherwise provide services to others (other than Customer's own clients). The Software may not be provided to, used on or accessed through a public computer for the purpose of a "shareware" distribution process. Customer may not modify, translate, reverse engineer, decompile, recompile, disassemble, decrypt, or extract the Software. CUSTOMER MAY NOT USE THE SOFTWARE TO INFRINGE ANY PARTY'S COPYRIGHTED OR PROPRIETARY MATERIAL. The Software is licensed as a single product; its component parts may not be separated by Customer.
  12. Optional hardware maintenance consists of repair or replacement of maintenance covered equipment defined in Section D, within 72 hours of notification, and repair or replacement of servers within 24 hours. This includes on-site visits when necessary. Otherwise, items are shipped overnight UPS.
  13. Hardware maintenance coverage does not include damage due to lightning, flood, fire, natural disaster etc. or damage from abuse by users.
  14. Server Operating System support consists of assistance in maintaining day-to-day operations, such as system administration, configuration of peripherals, and reconfiguring the server when necessary.
  15. The termination date of this agreement is June 30, 2019, unless extended by the mutual agreement of both parties.
  16. Notices under this Agreement shall be in writing, addressed to the party at its last-provided address, and shall be deemed given when delivered personally, or by e-mail (with confirmation of receipt) and conventional mail (registered or certified, postage prepaid with return receipt requested).
  17. ORAL MODIFICATION. This written Agreement is the final expression of the Agreement between the parties. This Agreement may not be contradicted by evidence of any alleged oral agreement. Any Amendment to this Agreement shall be in writing and signed by both parties.
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18. QUALITY SERVICE MONITORING. Harris may listen to and/or record telephone conversations between Customer and Harris' associates for training purposes or to evaluate the quality of Harris' customer service.
  19. PUBLICITY. Customer authorizes Harris to identify Customer as a client, and to use Customer's name in any of Harris advertising copy, promotional material or press releases.
  20. Notwithstanding that some portion of the Software (and the content) may be used by diagnosing and treating professionals in their practice, Customer and its diagnosing and treating professionals are solely responsible for making all diagnosis and treatment decisions regarding patients under their care. Harris shall not be liable or responsible for clinical decisions made using the Software or content whether in original or modified form. Customer shall indemnify and hold Harris harmless from and against any and all claims, actions, liabilities or expenses (including attorney fees) arising out of or related to the clinical use of the Software (including without limitation the content) by Customer and its diagnosing and treating professionals and all diagnostic and treatment decisions made by them.
  21. In the event Harris supplies Customer with third-party products, whether hardware, software, or supplies of any other kind or nature, Harris makes NO WARRANTY WHATSOEVER regarding such third-party products and Customers shall rely solely on the manufacturer's warranty and Customer's sole remedy shall be against such manufacturer. Harris shall not be obligated to resort to litigation to enforce any such Third Party Warranty unless Customer shall pay all expenses in connection therewith, including, without limitation, all attorneys' fees. Harris shall exercise reasonable care in its selection of any such third party products.
  22. Customer has the right to cancel this Agreement with a full sixty (60) days written notice to Harris, provided Customer has no outstanding balance. Notices must be submitted as Notice of Termination specifying the nature, extent, and effective date of termination on letterhead, sent certified mail, return receipt requested and mailed to Harris's office. Before sending a written cancellation notice of this Agreement, Customer should contact Harris to receive a statement of all outstanding sums due Harris. A check for all current and past due amounts should be submitted with the written notice of cancellation. Cancellations will be effective the 1st of the month following a full sixty (60) days. As an example, Harris receives a notice of cancellation on October 20th; the cancellation will be effective on January 1st. Support fees do apply until this final cancellation date. Any services performed post cancellation will be at Harris's then list rate and on a COD/PrePaid basis. Customer has the right to a refund of any prepaid support and maintenance from the cancellation effective date; refund does not include any third party software support and maintenance. Harris will return any prepaid maintenance and support fees within 30 days from effective cancellation date.
  23. Harris shall not be deemed to be in default of any provision hereof or be liable for any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, labor disputes, civil or military authority, civil disturbance, or other cause beyond its reasonable control.
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24. Harris, at its option, may terminate this Agreement or any Software license upon written notice to Customer if Customer neglects or fails to perform or observe any term or obligation under this Agreement and fails to remedy such neglect or failure for a period of thirty (30) days after Harris's written notice to Customer thereof.
  25. Harris's aggregate liability under or in connection with this Agreement shall not exceed the actual amount paid to Harris during the term of this Agreement. Harris shall not be liable for the costs of procurement of substitute software or other products or services. Harris shall not be responsible for user error, including, but not limited to, erroneous data input, misuse of the system, and incorrect interpretation of data or missing data.
  26. Harris shall provide at no additional charge to Customer two (2) named users of VHN Exchange, which enables Customer to electronically exchange clinical documents with other healthcare providers via DIRECT Messaging. VHN Exchange is available only in VHN Version 14 and higher. Additional users of VHN Exchange are available as defined under Financial Terms.
  27. BUSINESS ASSOCIATE AGREEMENT. Business Associate Agreement between the Harris and the Customer with respect to protected health information under the provisions of HIPAA is attached hereto as Attachment A and incorporated herein by reference.
  28. GOVERNING LAW. This Agreement shall be construed and enforced according to the laws of the State of Michigan. The parties agree that jurisdiction and venue in any dispute regarding this Agreement shall be in the State Courts of the State of Michigan.
  29. INDEPENDENT CONTRACTOR. Harris is an independent contractor. Customer is a municipal corporation. Harris' employees and agents performing services hereunder shall not be employees of the Customer, nor shall the Customer be responsible in any way for Harris' employees. Harris shall be responsible for its employees' and agents' fringe benefits, compensation, payment of all applicable federal and state taxes, including withholding taxes, and for providing workers' compensation and unemployment insurance as required by law. Harris and Customer shall each maintain sole and exclusive contact and supervision over the services performed by their respective employees and agents.
  30. ANTI-DISCRIMINATION. The parties shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. As permitted by the Constitution, the parties may utilize bona fide qualifications based on sex that are reasonably necessary to the normal operation of public employment, public education, or public contracting. The parties may suspend compliance with § 26 where such action must be taken to establish or maintain eligibility for any federal program, if ineligibility would result in a loss of federal funds to the parties.
  31. In compliance with paragraph 30, the Harris shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or handicap that
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- is unrelated to the individual's ability to perform the duties of a particular job or position. Harris further agrees that every subcontract, if any, entered into for the performance of this Agreement will contain a binding provision for nondiscrimination in employment, the failure to include or violation of which shall be a material breach of this Agreement.
32. Harris shall promptly notify the Customer of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Harris.
33. The Customer, in its discretion, may consider any illegal discrimination described above as a breach of this Contract and may terminate or cancel this Contract immediately with notice.
34. **INSURANCE.** Harris agrees to procure and maintain liability insurance coverage sufficient to cover any losses, in any event no less than \$1,000,000 in aggregate. Harris will provide a current certificate of insurance evidencing this coverage prior to the Customer's execution of this Agreement, if requested by Customer.
35. **DRUG USE POLICY.** Use of illegal drugs, alcohol or controlled substances on Customer premises is strictly prohibited. Working on this project or any matter covered under this Agreement while under the influence of drugs or alcohol is strictly prohibited and will be grounds for removal of the offending Harris employee.
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**D. FINANCIAL TERMS**

**SOFTWARE MAINTENANCE AND SUPPORT**

The Harris will provide maintenance and support services to the Visual HealthNet System during the period of this Agreement. The Agreement is contingent upon the Customer's payment of software maintenance fee payable within thirty (30) days of receipt of invoice.

Visual HealthNet/Web Maintenance & Support \$13,326.00

**REQUIRED**

**HARRIS Third Party Drug Interaction Suite Maintenance & Support**

Harris will provide maintenance and support services to the First DataBank Drug Interaction Suite during the period of this Agreement. The Agreement is contingent upon the Customer's annual payment of Support/Maintenance fee of \$4,668.00, payable within thirty (30) days of receipt of invoice.

Includes:

- First DataBank Drug/Drug Interaction Base Suite
- First DataBank Drug/Allergy Interaction Suite
- First DataBank Drug/Disease Interaction Suite
- First DataBank Drug/Therapeutic Overdose Suite

**HARRIS Third Party Drug Interaction Spanish Monograph Suite Maintenance & Support (Optional)**

<b><u>Accept</u></b>	<b><u>Decline</u></b>
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*Please initial Accept or Decline for the First DataBank Spanish Monograph Suite Annual Maintenance.*

The Harris will provide maintenance and support services to the First DataBank Drug Interaction Spanish Monograph Suite during the period of this Agreement. The Agreement is contingent upon the Customer's annual payment of Support/Maintenance fee of \$4,668.00, payable within thirty (30) days of receipt of invoice.

**EMDEON Batch Transactions**

The normal \$2,500 Initial Enrollment Fee and Annual \$1,000 clearinghouse fee was waived for the period of this maintenance contract. The Agreement is contingent upon the Customer's monthly payment of the per-transaction charges of:

TRANSACTIONS:

HIPAA Code 835 Payment/Advice (ERA)

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HIPAA Code 837 Professional, Institutional and Dental Claims HIPAA Code 270/271  
Eligibility Benefit Inquiry and Response NCPDP Version D.O Pharmacy Transaction

**TRANSACTION COSTS PER MONTH**

1 - 250	\$55.00
251 - 1,000	\$125.00
1,001 - 2,200	\$375.00
2,201 - 3,400	\$650.00
3,401 - 5,000	\$975.00
5,001 - 7,000	\$1,450.00
7,001 - 9,000	\$1,750.00
9,001 - 10,000	\$1,950.00

Transactions will be invoiced per costs stated above on a monthly billing cycle and are payable within thirty (30) days of receipt of invoice. These charges are subject to change as EMDEON revises its fee schedule.

**VHN Exchange Additional Users**

Additional users of VHN Exchange DIRECT Messaging are available as follows:

3 Additional users	\$59.95 per month
8 Additional Users	\$144.95 per month
18 Additional Users	\$289.95 per month
Each 10 Additional	\$149.95 per month

**VHN Analytics – Basic (Dashboards and Ad Hoc Reporting)**

**Accept / Number of Users (Please List User Name)**

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**Decline**

*Please initial and list name of users for Accept or initial for Decline.*

Subscription \$1800 per named user

**VHN/WEB ePrescribing (OPTIONAL)**

**Accept / Number of Prescribers (Please List Number)**

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**Decline**

*Please initial and number of Prescribers for Accept or initial for Decline.*

**1<sup>st</sup> Year Cost**

Includes Setup, Installation and Testing

**Number of Prescribers:**

1 -	\$1,250.00
	Includes 1 Customer (Database)
	Setup and installation per Prescriber
2-10 -	\$1,000.00 Per Prescriber

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Includes 1 Customer (Database)  
Setup and installation per Prescriber  
11+ - \$750.00 per Prescriber  
Includes 1 Customer (Database)  
Setup and installation per Prescriber

**Year 2+ (Renewal)**

Number of Prescribers:

1 - \$675.00  
2-10 - \$600.00 Per Prescriber  
11+ - \$550.00 Per Prescriber

**Additional Setup, Installation and Testing:**

\$200.00 Per Prescriber per Customer (Database) after the First One

**FIRST LINE HARDWARE SUPPORT (OPTIONAL)**

**Production Server: Accept Decline**

**Secondary Server (Backup, Training, Etc.): Accept Decline**

**HL7 Server: Accept Decline**

*Please initial Accept or Decline for First Line Hardware Support.*

The Harris will provide toll-free telephone support for the configuration and on-going day to day operation of the server hardware system for the Mitchell & McCormick Visual HealthNet System server. This maintenance includes remote assistance via a VPN connection. This service is to provide remote diagnosis of hardware problems and hardware issues related to the Mitchell & McCormick Visual HealthNet System server. Any hardware replacements are covered under the Server's Manufacturer warranty. Additional charges may apply if configuration changes are needed due to client staff reconfiguration resulting in configuration errors. This Agreement is contingent upon the Customer's annual payment of hardware maintenance fee of \$ 2,400.00 for First Line Hardware support on Production Server, payable within thirty days of receipt of invoice. First Line Hardware annual support fee for Secondary Server or HL7 Server is \$2,400 per server.

**SERVER OPERATING SYSTEM SUPPORT (Optional)**

**Production Server: Accept Decline**

**Secondary Server (Backup, Training, Etc.): Accept Decline**

**HL7 Server: Accept Decline**

*Please initial Accept or Decline for Server Operating System Support*

The Harris will provide toll-free telephone support for the configuration and on-going day to day operation of the server operating system for the Mitchell & McCormick Visual HealthNet System server. This maintenance includes remote assistance via a VPN connection. Additional charges may apply if configuration changes are needed due to client staff reconfiguration resulting in configuration errors. This support does not include server operating system software upgrades. This Agreement is contingent upon the Customer's

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annual payment. The fee of \$7,500.00 per server annually is payable within thirty days of receipt of invoice.

Mitchell & McCormick will provide a listing to Customer of essential files for backup and purposes of a server/file restoration in the event of a disaster or minor event, as requested by Customer. Harris will also provide support during restoring of the server or files.

**VHN DATA EXPORT TO HARRIS DATA CENTER (Optional)**

**Accept** **Decline**

***Please initial Accept or Decline***

This option will be located in Harris's data center.

This solution should not take the place of IT department's daily backup of data. Harris will provide adequate data storage for all VHN data. Data will be exported nightly to server in Harris's data center at EOB Monday to Friday. This option is to be view as an offsite backup of Customer's data. The intent of this backup is for it to only to be used in the event that locally stored data backup is not accessible. Customer will need to provide Harris a minimum of 5Mbps upload circuit for transfer of files. If Customer agrees to the above Harris will have 24 hours to make available VHN data to Customer. Harris will have 30 days to implement this process from time Customer accepts these terms and Harris is notified of this. **ANNUAL COST: \$7,200.00**

**ONSITE VHN COLD BACKUP SERVER (Optional)**

**Accept** **Decline**

***Please initial Accept or Decline***

This option will be a locally stored solution within health departments IT Infrastructure. This solution should not take the place of your IT department's daily backup of data. This solution will require that your organization provides a server that meets or exceeds specification of existing VHN live server. Data will be exported nightly to this server at EOB. This option will make organization fully operational in the event of a VHN primary server failure within your server room. Harris would be required to provide a minimum level of services once contacted to promote this server to primary status. Harris will have 30 days to implement this option once Hardware has been allocated and is deemed operational by both parties involved. **ANNUAL COST: \$4,800.00**

**VHN HOSTED BACKUP SERVER**

**Accept** **Decline**

***Please initial Accept or Decline***

This option will be a hosted VHN solution. This solution should not take the place of IT department's daily backup of data. Harris will provide a server in Harris's data center. Data will be exported nightly to server in data center at EOB Monday to Friday. This option is intended to provide Customer limited access to their data and the VHN application so that

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they can provide emergency services during a disaster. The intent of this backup is for it to only to be used in the event of a disaster that has been declared by your organization. This process will require interaction from organizations IT department and outside vendors. Customer will need to provide Harris a minimum of 5M bps upload circuit. Harris will ensure that the VHN instance in Harris's data center will be operational within four (4) hours of notification by Customer of a declaration of a disaster. If this option is selected, Harris and Customer will need to put a project plan together to address aforementioned items. Harris will need a maximum of 60 days to accomplish this service once notified by Customer that this option has been selected. **ANNUAL COST: \$12,000.00**

**ACTIVATION OF THREE DATA RECORD OPTIONS ABOVE (Optional)**

**Accept** **Decline**

*Please initial Accept or Decline*

Activation of all three Data Record options listed may be bundled and provided by Harris.  
**ANNUAL COST: \$19,000.00**

**FTP VISUAL HEALTH/NET DATA ONSITE.**

**Accept** **Decline**

*Please initial Accept or Decline*

Customer will be responsible for providing M&M access to a storage device with adequate capacity to hold all VHN data. M&M will schedule for each night, Monday through Friday, a service that will transfer via ftp or sftp the VHN data to the provided device. M&M shall not be liable for the security of or the maintenance of this device. If the storage device becomes inaccessible to M&M, it shall be the customer's responsibility to resolve such loss of access. If data is needed from this device, it shall be the responsibility of the customer to make this device available to M&M and work in good faith and with reasonable effort to recover VHN data stored on the device. NO CHARGE

**THIRD PARTY ANNUAL MAINTENANCE  
REQUIRED**

This Agreement is contingent upon the Customer's annual payment of:

1. \$1,800.00, 25 License, Four Js Genero Runtime License Maintenance/Support,  
@ \$72.00 per License.

**Optional**

**Accept** **Decline**

*Please initial Accept or Decline for IBM Informix Annual Maintenance.*

2. No IBM Informix License Maintenance/Support



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These annual fees are payable within thirty days of receipt of invoice. This maintenance covers all upgrades and version upgrades to the above third party products. Customer is aware that these third party licenses are licensed per server, and without maintenance, a hardware or operating system change will result in third party software upgrade licenses needing to be purchased. Customer is also aware that these Third Party annual maintenance fees are subject to change by Third Party Vendors used in the Mitchell & McCormick Visual HealthNet software solution.

**Additional On-Site Discounted Training Package for End-users (Optional)**

<b><u>Accept</u></b>	<b><u>Decline</u></b>
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*Please initial Accept or Decline for Discounted Training Package:*

Harris will provide a 12-day discounted on-site training package. Customer acknowledges that the training package is a discounted rate of Harris normal training rates of \$1,800.00 per day per Harris staff person.

**Training Package is as follows:**

**\$19,800**

- Four - 3 day packages of onsite training (one trip).

The above rates include Harris travel expenses. Customer will contact Harris to schedule training days 45 days before the training. Discounted training days must be used by the end of this contract period and cannot be carried over from contract year to contract year. Unused training days are not refundable and may not be applied for other goods and services.

**Web Based Training (Optional)**

<b><u>Accept</u></b>	<b><u>Decline</u></b>
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*Please initial Accept or Decline for Web Based Training:*

Web Based Training will be provided for **Entry Level Clerical Front Office** (central registry), **Clerical Back Office** (patient billing screen) and **Basic Clinical** on a monthly schedule. These web based trainings are geared toward new users of the VHN System. Clerical sessions will be 2 hours in duration and Clinical sessions will be 4 hours in duration. Attendees will be provided handouts for reference and will have the opportunity for questions at the end of each session. As new classes become available, pre-purchased seats can be utilized on comparable sessions.

**Seats below must be utilized by the expiration date of this agreement. If not utilized by the end of the agreement date, seats will be forfeited.**

Clerical Session (2 hour)	\$65.00 per seat	_____	# of seats
Clinical Session (4 hour)	\$130.00 per seat	_____	# of seats

Ad Hoc on-demand pricing: (sign up as needed)

Clerical session (2 hour)	\$75.00 per seat
Clinical session (4 hour)	\$150.00 per seat

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IN WITNESS HEREOF, Customer AND Harris have hereunto signed or executed this Agreement in full acceptance, knowledge, and understanding of the conditions set forth herein.

**FOR CUSTOMER:**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

Grand Traverse County Health Department  
(ORGANIZATION)

**FOR HARRIS:**

\_\_\_\_\_  
(SIGNATURE)

Mark Bennett  
(NAME)

Executive Vice-President  
(TITLE)

\_\_\_\_\_  
(DATE)

Mitchell & McCormick, Inc.  
(ORGANIZATION)

## **ATTACHMENT A**

### **Business Associate Agreement**

This Business Associate Agreement and Addendum to Visual HealthNet Software Maintenance and Support Agreement (“Addendum”) supplements and is made a part of the Software License, Maintenance and Support Agreement (“Underlying Agreement”) by and between Harris Public Health Solutions Inc. (Contractor) and Customer. The Underlying Agreement establishes the terms of the relationship between Contractor and Customer.

**WHEREAS**, Contractor and Customer are parties to the Visual HealthNet Software Maintenance and Support Agreement pursuant to which Contractor provides Visual HealthNet software maintenance and support to Customer and, in connection with the provision of those services, Customer may disclose to Contractor certain Protected Health Information (“PHI,”) and Electronic Protected Health Information (“ePHI”) as defined in 45 C.F.R. §160.103 that is subject to protection under the Health Insurance Portability and Accountability Act of 1996 as amended by the Health Information Technology for Economic and Clinical Health Act (“HITECH Act”) set forth in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (collectively “HIPAA”);

**WHEREAS**, Customer is a “Covered Entity” as that term is defined in the HIPAA implementing regulations, 45 C.F.R. Part 160 and Part 164 (the “HIPAA Regulations”);

**WHEREAS**, Contractor, as a recipient of PHI from the Customer, is a “Business Associate” as that term is defined in the HIPAA Regulations;

**WHEREAS**, pursuant to the HIPAA Regulations, all Business Associates of Covered Entities must agree in writing to certain mandatory provisions regarding the use and disclosure of PHI and ePHI; and

**WHEREAS**, this Addendum enables the Parties to comply with the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, Subparts A and E, as amended (the “Privacy Rule”), the Standards for Security of ePHI at 45 C.F.R. Part 160 and Part 164, Subparts A and C, as amended (the “Security Standards”), and the requirements surrounding the Breach of Unsecured Protected Health Information as set forth in 45 C.F.R. Part 164, Subpart C.

**NOW, THEREFORE** in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Definitions. Unless otherwise provided in this Addendum, capitalized terms have the same meanings as set forth in the HIPAA Regulations.
2. Scope of Use and Disclosure by Contractor of Protected Health Information.
  - A. Contractor shall be permitted to Use and disclose PHI and ePHI that is disclosed to it by Customer as necessary to perform its obligations under the Underlying Agreement.
  - B. Unless otherwise limited herein, in addition to any other Uses and/or Disclosures permitted or authorized by this Addendum or Required by Law, Contractor may:

- (i) Make use of the PHI in its possession for its proper management and administration and to fulfill any legal responsibilities of Contractor;
- (ii) Disclose the PHI in its possession to a third party for the purpose of Contractor's proper management and administration or to fulfill any legal responsibilities of Contractor; provided, however, that the Disclosures are Required by Law or Contractor has received from the third party written assurances that (i) the information will be held confidentially and used or further disclosed only as Required by Law or for the purposes for which it was disclosed to the third party; and (ii) the third party will notify the Contractor of any instances of which it becomes aware in which the confidentiality of the information has been breached;
- (iii) Aggregate the PHI with that of other Customers for the purpose of providing the Customer with data analyses relating to the Health Care Operations of the Customer. Contractor may not Disclose the PHI of one Customer to another Customer without the written authorization of the Customer involved; and
- (iv) De-identify any and all PHI created or received by Contractor under this Addendum; provided that the de-identification conforms to the requirements of the Privacy Rule.

3. Obligations of Contractor. In connection with its Use and Disclosure of PHI, Contractor agrees that it will:

- A. Use or further Disclose PHI only as permitted or required by this Addendum or as Required by Law.
- B. Use reasonable and appropriate safeguards to prevent Use or Disclosure of PHI other than as provided for by this Addendum. Without limiting the foregoing, Contractor shall implement administrative, physical, and technical safeguards consistent with 45 C.F.R. §§ 164.308, 164.310 and 164.312 that reasonably and appropriately protect the confidentiality, integrity, and availability of the ePHI that it receives, creates, transmits, or maintains on behalf of Customer, and adopt, maintain, and update written policies and proceedings consistent with the requirements of 45 C.F.R. §164.316 with respect to such safeguards.
- C. To the extent practicable, mitigate any harmful effect that is known to Contractor of a Use or Disclosure of PHI by Contractor in violation of this Addendum.
- D. Report to Customer 1) any access, acquisition, use or disclosure of PHI not provided for by this Addendum or 2) a Security Incident that has resulted in the inappropriate use or disclosure of ePHI (a "Successful Security Incident") of which Contractor becomes aware, has occurred ("Initial Notification"), or otherwise notify Customer as promptly as possible under the circumstances that a Security Incident has occurred that does not fall within the definition of Successful Security Incident.
- E. In addition to the Initial Notification and in accordance with the requirements of 45 C.F.R. § 164.410, provide the following information to Customer following the discovery of a Breach of Unsecured PHI, to the extent the information is available:

- (i) the identification of each individual whose Unsecured PHI has been, or is reasonably believed by Contractor to have been, accessed, acquired, used, or disclosed during the Breach (or, if such identities are unknown at that time, the classes of such individuals);
- (ii) the date of discovery of the Breach of Unsecured PHI;
- (iii) a general description of the nature of the incident; and
- (iv) any other available information that Customer is required to include in its notification to the individual under 45 C.F.R. § 164.404(c).

If such information is not available at the time Contractor is required by this Section to notify Customer, Contractor will provide such information to Customer promptly as it becomes available. A Breach will be considered as discovered by Contractor as of the first day on which such breach is known to Contractor or, by exercising reasonable diligence, would have been known to Contractor. Contractor will be deemed to have knowledge of a breach if the breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of Contractor.

- F. Require agents, including subcontractors to whom Contractor provides PHI on behalf of Customer to agree to the same restrictions and conditions set forth in the business associate provisions of the HIPAA Regulations that apply through this Addendum to Contractor with respect to such information although the precise wording of the conditions may differ from those of this Addendum.
- G. Make available its internal practices, books and records relating to the use and disclosure of PHI to the Secretary of HHS for purposes of determining the parties' compliance with the Privacy Rule.
- H. At the written request of Customer, and if the PHI in Contractor's possession constitutes a Designated Record Set, make available to Customer the information necessary for Customer to make an accounting of Disclosures of PHI about an Individual as required by, and in the timeframes specified in, the Privacy Rule.
- I. At the written request of Customer, and if the PHI in Contractor's possession constitutes the sole copy of a Designated Record Set, make available to the Customer PHI necessary for Customer to respond to individuals' requests for access to PHI about them within the time frames specified in the Privacy Rule.
- J. At the written request of Customer, make available to the Customer PHI for amendment and incorporate any amendments to the PHI in accordance with the Privacy Rule. Contractor will perform the actions required by this Section I within the time frames specified in the Privacy Rule.
- K. Document such disclosures of PHI and information related to such disclosures as would be required for Customer to respond to a request by an Individual for an accounting of



disclosures of PHI in accordance with the Privacy Rule.

4. Obligations of Customer. The Customer agrees that it:

- A. Will not disclose to Contractor more PHI than the Minimum Necessary required to enable Contractor to carry out the services for which it is contracted to provide Customer, and only when such disclosure is required and will limit Contractor's access to Customer's ePHI to only such PHI as is needed to carry out Contractor's activities required to support the Agreement and this Addendum. The term Minimum Necessary is construed in accordance with the requirements in Section 13405 (b) of the HITECH Act, or as otherwise specified in the HIPAA Regulations.
- B. Have in place appropriate privacy and security safeguards to prevent the unauthorized use and disclosure of PHI and will use appropriate administrative, technical, and physical safeguards consistent with 45 C.F.R. §§ 164.308, 164.310 and 164.312 to protect the confidentiality, integrity, and availability of ePHI it receives from or transmits to Contractor; will adopt, maintain, and update written policies and procedures consistent with the requirements of 45 C.F.R. § 164.316 with respect to such safeguards; and will impose appropriate sanctions against applicable employees, as appropriate, in the event such employee uses or discloses PHI in violation of the provisions of this Addendum.
- C. Has included, and will include in the Customer's Notice of Privacy Practices required by the Privacy Rule, that the Customer may disclose PHI for Health Care Operations purposes.
- D. Notify Contractor in writing of any limitations in its notice of privacy practices in accordance with 45 C.F.R. § 164.520, to the extent that such limitation may affect Contractor's use or disclosure of PHI.
- E. Has obtained, and will obtain from Individuals, consents, authorizations and other permissions necessary or required by laws applicable to the Customer for Contractor and the Customer to fulfill their obligations under the Underlying Agreement.
- F. Will promptly notify Contractor in writing of any restrictions on the Use and Disclosure of PHI about Individuals that Customer has agreed to that may affect Contractor's ability to perform its obligations under the Underlying Agreement or this Addendum.
- G. Will promptly notify Contractor in writing of any change in, or revocation of, permission by an Individual to Use or Disclose PHI, if such change or revocation may affect Contractor's ability to perform its obligations under the Underlying Agreement or this Addendum.
- H. Will not request Contractor to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Customer.

5. Remuneration. Contractor shall not receive remuneration, directly or indirectly, in exchange for

PHI; provided, however, that this prohibition shall not affect payment to Contractor by Customer pursuant to the Underlying Agreement.

6. Termination.

A. Termination for Breach.

(i) Upon providing written notice either party may terminate this Addendum if it determines that the other party has breached a material term of this Addendum and has failed to cure the breach within thirty (30) days following the written notice of such breach.

B. Automatic Termination. This Addendum will automatically terminate upon the termination or expiration of the Underlying Agreement.

C. Effect of Termination.

(i) Termination of this Addendum will result in termination of the Underlying Agreement.

(ii) Upon termination of this Addendum or the Underlying Agreement, Contractor will return or destroy all PHI received from Customer or created or received by Contractor on behalf of the Customer that Contractor still maintains and retain no copies of such PHI; provided that if such return or destruction is not feasible, Contractor will extend the protections of this Addendum to the PHI and limit further Uses and Disclosures to those purposes that make the return or destruction of the information infeasible.

7. Amendment. Contractor and the Customer agree to take such action as is necessary to amend this Addendum from time to time as is necessary for the Customer to comply with the requirements of the Privacy Rule.

8. Survival. The obligations of Contractor under section 6.C. (ii) of this Addendum shall survive any termination of this Addendum.

9. No Third Party Beneficiaries. Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer any rights, remedies, obligations or liabilities whatsoever upon any person other than the parties and their respective successors or assigns.

10. Effective Date. This Addendum shall be effective on ~~January 1, 2018~~ July 1, 2017.

WHEREFORE, the undersigned, duly authorized representatives of the parties have executed this Addendum dates below.

MITCHELL & MCCORMICK, INC.

By: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: MARK BENNETT

Title: \_\_\_\_\_

Title: EXECUTIVE VICE PRESIDENT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION

**XX-2018**

**Health Dept. Mitchell & McCormick dba Harris Public Health Solutions**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed request from the Health Officer to renewal the license Maintenance and support agreement between the county and Mitchell & McCormick Inc. dba Harris Public Health Services; and,

WHEREAS, This agreement provides Visual Health Net which is an electronic health record and practice management system for the period July 1, 2018 through June 30, 2019, for a total cost of \$23,394; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approves the renewal agreement with Mitchell & McCormick, Inc. dba Harris Public Health Solutions for electronic health record software license, maintenance and support for the period of July 1, 2018 through June 30, 2019 for a total cost of \$23,394.

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

APPROVED: June 20, 2018



## Action Request

Meeting Date:	June 20, 2018		
Department:	Health	Submitted By:	W. Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Grand Traverse County Health Department Quality Improvement Policy		
Estimated Time:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

As part of the 2018 Health Department accreditation, the Powers and Duties Quality Improvement Supplement Minimum Program Requirements 2.2 requires engaging local governing entity to establish Quality Improvement policies and direction for implementation. The Health Department has an establish Performance Management/Quality Improvement team, a Quality Improvement Policy and a Quality Improvement Plan. This request is for the Board of Commissioners to approve the Quality Improvement policy as presented.

The Quality Improvement Plan embraces the day to day quality assurance activities conducted throughout the various programs, the strategic plan and priorities of the Health Department and the monthly performance management scorecard with metrics for measuring activities. The scorecard has been utilized since 2013 and provides performance measures that align with program requirements from state and federal grants, site reviews and Michigan accreditation measures. Key goals for 2018 include completing a performance management self assessment, drafting a quality improvement reporting tool, developing a baseline quality improvement survey for all health department staff and developing a list of performance measures with targets and time frame for measurements.

### Suggested Motion:

Approve the Health Department's Quality Improvement policy.

### Financial Information:

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

N/A

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

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

### Attachments:

Attachment Titles:

GTCHD Quality Improvement Policy





## GRAND TRAVERSE COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH  
2600 LaFranier Road, Suite A  
Traverse City, MI 49686  
231-995-6111

ENVIRONMENTAL HEALTH  
2650 LaFranier Road  
Traverse City, MI 49686  
231-995-6051

ADMINISTRATION &  
MEDICAL EXAMINER  
2600 LaFranier Road, Suite A  
Traverse City, MI 49686  
231-995-6100

EMERGENCY MANAGEMENT &  
PUBLIC HEALTH PREPAREDNESS  
2600 LaFranier Road, Suite A  
Traverse City, MI 49686  
231-995-6100

[www.gtchd.org](http://www.gtchd.org)

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### GRAND TRAVERSE COUNTY HEALTH DEPARTMENT Quality Improvement Policy

#### **Purpose:**

To promote a culture of quality within the Grand Traverse County Health Department (GTCHD) that includes an organization-wide philosophy of continuous quality improvement in programs, service delivery, and population health outcomes.

#### **Policy Statement:**

GTCHD will objectively, systemically, and continuously assess, assure, monitor, evaluate, and improve the quality of processes, activities, programs, and services provided. This requires establishing agency-wide and/or specific program goals, objectives and measures (performance indicators), and includes training staff in Quality Improvement methods and tools.

#### **Procedure:**

1. A Quality Improvement plan will be developed and implemented, with progress monitored and reported.
2. Members of GTCHD Leadership and Management teams, as well as key Staff Positions will serve on the Performance Management Team and will be responsible for overseeing the Quality Improvement process including but not limited to:
  - a. Members and roles of Quality Improvement teams involved in Quality Improvement processes
  - b. Methods to select Quality Improvement projects, monitor progress, determine outcomes, evaluate the process, and report results
  - c. Goals, objectives, and timelines for conducting Quality Improvement activities
  - d. Methods for training new and existing staff in Quality Improvement methods
  - e. Empowering staff to suggest Quality Improvement projects to the Performance Management Team and conduct Quality Improvement projects within their division
  - f. Link Quality Improvement to Performance Management, Strategic Planning, and the Community Health Improvement Plan

## Definitions

Performance Management System: A fully functioning Performance Management System that is completely integrated into health department daily practice at all levels includes:

- 1) Setting organizational objectives across all levels of the health department,
- 2) Identifying indicators to measure progress toward achieving objectives on a regular basis,
- 3) Identifying responsibility for monitoring progress and reporting, and
- 4) Identifying areas where achieving objectives requires focused quality improvement processes (PHAB Acronyms and Glossary of Terms. 2013).

Plan-Do-Check/Study-Act: A four-stage problem solving model for improving a process or carrying out change. It is based on the scientific method of hypothesize, experiment, evaluate. There are nine steps within the four stages:

Plan:	Getting Started Assemble the Team
Do:	Examine the Current Approach Identify Potential Solutions Develop an Improvement Theory Test the Theory
Check/Study:	Check/Study the Results
Act:	Standardize the Improvement or Develop a New Theory Establish Future Plans

Quality: In public health terms, quality is the degree to which policies, programs, services, and research for the population increase desired health outcomes and conditions in which the population can be healthy (Public Health Quality Forum, US Department of Health and Human Services).

Quality Improvement: Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community (PHAB Acronyms and Glossary of Terms. 2013).

RESOLUTION

**XX-2018**

**Grand Traverse County Health Department Quality Improvement Policy**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed request from the Health Officer to approve the Health Department's Quality Improvement Policy; and,

WHEREAS, As part of the 2018 accreditation process, the Powers and Duties Quality Improvement Supplement Minimum Program Requirements 2.2 requires engaging local governing entity to establish Quality Improvement policies and direction for implementation; and,

WHEREAS the Health Department established a Performance Management/Quality improvement team, a policy and a plan and requests approval.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approves the Quality Improvement Policy presented for the GTC Health Department.

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

June 20, 2018



## Action Request

Meeting Date:	June 20, 2018		
Department:	Health	Submitted By:	W. Hirschenberg
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Harm Reduction Resolution (presented by Dr. Michael Collins)		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

Harm reduction includes policies, programs and practices that aim to keep people safe and minimize death, disease, and injury from high risk behaviour, especially psychoactive substance use. Harm reduction recognizes that the high risk behavior may continue despite the risks.

Harm reduction involves a range of support services and strategies to enhance the knowledge, skills, resources, and supports for individuals, families and communities to be safer and healthier.

A range of services is available to prevent harm from substance use. Research shows harm reduction activities can:

- \*Reduce hepatitis and HIV    \*Reduce overdose deaths and other deaths among people who use substances.
- \*Reduce injection substance use in public places, and reduce the number of used needles in public.
- \*Reduce the sharing of needles and other substance use equipment.

Dr. Michael Collins, Medical Director for GT County Health Dept. and a representative from Addition Treatment Services will present on the benefits of allowing harm reduction services in the county. A resolution has been drafted that authorizes the Health Department, and agents working on behalf of the Health Department, specifically Harm Reduction Michigan including the dispensing/exchanging of syringes, for the purpose of preventing the transmission of infectious agents.

### Suggested Motion:

Request is for the Board of Commissioners to pass the resolution allowing Harm Reduction and Syringe Service Programs in Grand Traverse County, which then exempts the agents providing the service from state paraphernalia laws that make dispensing or possession of the syringes illegal. MCL 333.7456 of the Michigan Public Health Code specifically allows Health Boards to provide these authorizations.

### Financial Information:

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

n/a

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

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

### Attachments:

Attachment Titles:

Harm Reduction Resolution; SEP Factsheet Jan2010

Harm Reduction Resolution

(to be distributed under separate cover)



## Public Safety, Law Enforcement, and Syringe Exchange

Numerous scientific studies demonstrate that syringe exchange programs (SEPs) can play an important role in reducing HIV and viral hepatitis infection and advancing public safety, including the safety of law enforcement officials. For 21 years, federal law prohibited the use of federal funds for SEPs. Since the ban was lifted in 2009, several state and local health authorities have begun to seek and use federal funds for SEPs as part of a broader approach to preventing HIV infections.

### Background

More than 1.1 million people are living with HIV in the U.S., according to estimates from the Centers for Disease Control and Prevention (CDC). Injection drug users (IDUs) account for approximately 19 percent of all infections (209,000 cases) and 12 percent of all new HIV infections in 2006.<sup>1</sup> When implemented as part of a comprehensive HIV/AIDS prevention strategy, SEPs are an effective public health approach to reducing the spread of HIV/AIDS and other blood-borne diseases in communities across the U.S.<sup>2,3,4</sup> Research shows that SEPs promote public health and safety by taking syringes off the streets and protecting law enforcement personnel from needle stick injuries, which can result in the transmission of diseases such as HIV/AIDS and hepatitis C. These programs also importantly link IDUs to substance abuse treatment programs and serve as an entry point into other health services, including HIV and STD testing and entry into care and treatment programs.<sup>5</sup>

Studies have also established that SEPs do not increase crime or drug use and provide a gateway to drug treatment and HIV prevention services.<sup>6</sup>

### SEPs Protect Law Enforcement Personnel from Needle Stick Injuries

*"In the cities that have adopted needle exchange programs, there is a dramatic reduction in needle sticks to firefighters who crawl on their hands and knees through smoke filled rooms to search for victims."*

—Charles Aughenbaugh, Jr., President,  
New Jersey Deputy Fire Chiefs Association,  
Retired Deputy Fire Chief, March 2011

- A study of police officers in Rhode Island found that nearly 30 percent had been stuck by a needle at one point in their careers, with more than 27 percent experiencing two or more needle stick injuries.<sup>7</sup>
- A 2009 study in *Harm Reduction Journal* found that SEPs reduce needle stick injuries among police officers and help lower the number of contaminated syringes in communities.<sup>8,9</sup>
- A study of Connecticut police officers found that needle stick injuries were reduced by two-thirds after implementing SEPs.<sup>10</sup>

### SEPs Promote Public Health and Safety by Taking Syringes off the Streets

*"SEPs take dirty needles off the streets and increase the safety of our police officers. Indeed, these programs have decreased needle stick injuries to police by 66 percent."*

—Bob Scott, former Captain,  
Sheriff's Office, Macon County,  
N.C., February 2011

- SEPs reduce the circulation of contaminated syringes among IDUs, educating and informing participants about the safe disposal of used syringes.<sup>11, 12</sup>
- In many states, SEPs actively encourage participants to return as many used syringes as possible.<sup>13</sup> As a result, the majority of syringes distributed by SEPs are returned.<sup>14</sup> A Baltimore study demonstrated that SEPs helped to reduce the number of improperly discarded syringes by almost 50 percent.<sup>15</sup>
- Studies demonstrate that the availability of SEPs in communities results in increased safe disposal of used syringes. For instance, in Portland, Oregon, the number of improperly discarded syringes dropped by almost two-thirds after the implementation of a SEP.<sup>16</sup> In 2000, approximately 3.5 million syringes were recovered in San Francisco and safely disposed of as infectious waste.<sup>17</sup>

## SEPs Do Not Increase Crime or Drug Use

*“Based upon the literature that’s been presented to me, SEPs do not appear to increase crime and/or drug abuse but rather greatly enhance officer and public safety.”*

—Cpl/Deputy Sheriff D. A. Jackson,  
Background Investigator, Guilford  
County Sheriff’s Office, Greensboro, N.C.,  
March 2011

- SEPs do not encourage the initiation of drug use nor do they increase the frequency of drug use among current users,<sup>18</sup> according to an assessment by the Institute of Medicine.
- The presence of SEPs in communities does not expand drug-related networks or increase crime rates.<sup>19</sup> On the contrary, research has found that neighborhoods in Baltimore with SEPs experienced an 11 percent decrease in break-ins and burglaries, whereas areas of the city without SEPs experienced an 8 percent increase in crime.<sup>20</sup> Another study conducted in Baltimore demonstrated that the number of arrests did not increase after the establishment of SEPs.<sup>21</sup>
- One study found that SEP participants are five times more likely to enter a drug treatment program than non-participants.<sup>22</sup>
- Researchers monitoring drug treatment program participants found a majority were capable of reducing or ceasing dangerous drug habits.<sup>23</sup>

## Conclusion

SEPs are a cornerstone of prevention efforts to protect the health and safety of police officers, fire fighters, other civil servants, and the public by helping to reduce the transmission of blood-borne diseases, including HIV/AIDS and hepatitis C. They are also a critical component of a comprehensive approach to preventing HIV infection, as highlighted in the U.S. National HIV/AIDS Strategy.<sup>24</sup> Since the implementation of SEPs in the late 1980s, new HIV infections among IDUs have declined overall by 80 percent.<sup>25</sup> Effectively addressing injection drug use and HIV/AIDS requires a coordinated partnership between health providers, law enforcement, and communities.

## About Syringe Exchange Programs

*“SSPs [syringe services programs] are widely considered to be an effective way of reducing HIV transmission among individuals who inject illicit drugs and there is ample evidence that SSPs also promote entry and retention into treatment.”*

—U.S. Surgeon General  
Dr. Regina Benjamin,  
*Federal Register*, February 2011

IDUs represent a significant percentage of new HIV infections and nearly 20 percent of all persons living with HIV in the U.S. SEPs are one important component of a comprehensive HIV prevention effort for IDUs that includes education on risk reduction, HIV testing, referral to drug addiction treatment, and referral to other medical and social services, which in turn increase the effectiveness of SEPs and overall HIV/AIDS strategies.<sup>26</sup>

SEPs provide a safe and accessible method for IDUs to exchange used syringes for sterile ones, lowering the risk of HIV transmission and increasing public safety.<sup>27</sup> Similar to hospitals and other healthcare settings, SEPs collect used syringes in special puncture-proof containers. These containers are safely disposed of according to special hazardous waste disposal procedures. There are currently approximately 211 exchange programs operating one or more exchange sites in 32 states, the District of Columbia, the Commonwealth of Puerto Rico, and the Indian Nations.<sup>28</sup> For more information and a summary of SEP research, please visit, [www.samhsa.gov/ssp](http://www.samhsa.gov/ssp).

## Law Enforcement Speaks Out on SEPs

*“Needle exchange programs have been proven to reduce the transmission of blood-borne diseases. A number of studies conducted in the U.S. have shown needle exchange programs do not increase drug use. I understand that research has shown these programs, when implemented in the context of a comprehensive program that offers other services such as referral to counseling, healthcare, drug treatment, HIV/AIDS prevention, counseling and testing, are effective at connecting addicted users to drug treatment.”*

—Gil Kerlikowske, Director of the White House Office of National Drug Control Policy and former Seattle Police Chief, responding to a written question during his confirmation process, April 2009

*“SEPs are good in that they help reduce risk for police officers when they go out on calls. I personally do not believe that SEPs increase drug use but make officers safer. These programs are important to our communities.”*

—Cynthia Sullivan, Victim Assistance Coordinator, Police Department, Winston-Salem, N.C., March 2011

*“Syringe exchange has helped to improve working conditions for law enforcement agencies and reduce rates of HIV and hepatitis infection.”*

—Ronald E. Hampton, Executive Director, National Black Police Association, Inc., July 2009

*“While substance abuse prevention and treatment remain vital, it is also essential that the health consequences of injection drug use be mitigated by needle exchange programs.”*

—Al Lamberti, Sheriff, Broward County, Fl., August 2009

*“If you look at the police business as maintaining a society free of crime and disorder, I think the needle exchange program actually helps us do that...It’s helping us keep our officers safer.”*

—Captain Andrew Smith, Los Angeles Police Department

*“In Portland, syringe exchange has helped protect law enforcement and first responders from injuries caused by syringes during body searches or rescue operations. We are particularly impressed that our local syringe exchanges have built a network of support for families and that they have provided a bridge to addiction treatment. Portland’s syringe exchanges have not been a problem for us and indeed have helped to remove some of the burden of working with this difficult population.”*

—Rosanne M. Sizer, Chief of Police, Portland, Oregon, July 2009

*“I would like to go on record totally and enthusiastically supporting the adoption of a lawfully administered needle exchange program, whereby used or dirty needles are turned in or exchanged for clean sterile needles.”*

—Robert Schwartz, Deputy Chief of Police, Atlantic City, N.J., September 2004

*“Throwing an infected syringe into the gutter, out of fear of prosecution for possession of a trace of substance, is bad for public health and safety. Stopping the arrest of drug users for possessing a used needle is a common sense way to protect public health and safety.”*

—Richard Gottfried, N.Y. Assemblyman, August 2010

*This fact sheet is based on information from amfAR, The Foundation for AIDS Research, the Centers for Disease Control and Prevention, the Institute of Medicine, the Harm Reduction Coalition, North American Syringe Exchange Network, the Law*

*Enforcement Training Institute, Prevention Point Philadelphia, and from The Risks of the Job—Protecting Law Enforcement from Needle Stick Injury, a publication of the California AIDS Clearinghouse.*

## References

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4. Marx MA, Crape B, Brookmeyer RS, Junge B, Latkin C, Vlahov D, Strathdee SA. Trends in crime and the introduction of a needle exchange program. *American Journal of Public Health*. 2000;90(12):1933-6.
5. Strathdee, et al. Facilitating entry into drug treatment among injection drug users referred from a needle exchange program. *Drug and Alcohol Dependence*. 2006;83:225-232.
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7. Lorentz J, Hill J, Samini B. Occupational needle stick injuries in a metropolitan police force. *American Journal of Preventive Medicine*. 2000;18:146-150.
8. McCampbell SW, Rubin PN. A needle exchange program: What's in it for police? *Police Executive Research Forum*. 2000;14(10).
9. Davis CS, Beletsky L. Bundling occupational safety with harm reduction information as a feasible method for improving police receptiveness to syringe access programs: Evidence from three U.S. cities. *Harm Reduction Journal*. 2009;6:16.
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amfAR, The Foundation  
for AIDS Research  
[www.amfar.org](http://www.amfar.org)

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# Action Request Form

Meeting Date:	6/20/2018		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	<a href="mailto:mmays@grandtraverse.org">mmays@grandtraverse.org</a>	Contract Telephone:	231.922.4787
Agenda Item Title:	Renewal of Onix agreement for Google Apps and Vault		
Estimated Time:		Laptop Presentation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Summary of Request:

- In 2011, the County replaced an on-site mail server with Google Apps and Vault and has subsequently renewed the service on an annual basis.
- Google Cloud service is provided through Google Cloud premier partner (Onix Networking Corporation) which requires an annual services agreement.
- The County currently holds licenses for services to County, City, and East Bay Township users.
- Funding for the service is provided by the departments and agencies utilizing licenses and services.
- The term of the agreement is one year from July 8, 2018 to July 7, 2019.

## Suggested Motion:

Approval of an agreement with Onix Networking Corporation to renew Google Apps and Vault services at a cost of \$47,795.00 and to authorize the Board Chair to sign the necessary documents to effectuate this action.

## Financial Information:

Total Costs: \$47,795.00	General Fund Cost: No	Included in budget:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not included in budget, recommended funding sources:			

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

Review:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Miscellaneous:		
Attachments:		
Attachment Titles:		

(revised 9-2016)



RESOLUTION

**XX-2018**

**Renewal of Onix for Google Apps & Vault**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 20, 2018, and reviewed request to renewal the agreement with Onix Networking Corporation which provides Google Apps & Vault services at a cost of \$47,795.00; and,

WHEREAS, This agreement was introduced in 2011 to replace the county's on site mail server and has been renewed on an annual basis; and,

WHEREAS, the County currently holds licenses for services to County, City and East Bay Township users and funding for the service is provided by the departments and agencies utilizing the services; and,

WHEREAS, the term of the agreement is one year, July 8, 2018 through July 7, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approves the renewal agreement with Onix Networking Corporation for Google Apps and Vault services at a cost of \$47,795.00 for the period July 8, 2018 through July 7, 2019.

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

APPROVED: June 20, 2018



ONIX NETWORKING CORPORATION  
Enterprise Group  
18519 Detroit Ave. • Lakewood, OH 44107  
(800) 664-9638 • Fax (216) 529-3020 • [www.onixnet.com](http://www.onixnet.com)



<b>Date:</b>
10/4/2017
<b>Contact:</b>
Ming Mays
<b>Email:</b>
<a href="mailto:mmays@grandtraverse.org">mmays@grandtraverse.org</a>
<b>Phone:</b>
(231) 922-4787
<b>Company Name:</b>
Grand Traverse County
<b>Address:</b>
400 Boardman Avenue Traverse City, MI 49684

**G Suite  
Solution Proposal**

<b>Quote No:</b>	
LA10042017 - 02	
<b>Onix Contact:</b>	
<b>Name:</b>	LaVia Allen
<b>Email:</b>	<a href="mailto:laviala@onixnet.com">laviala@onixnet.com</a>
<b>Phone:</b>	(216) 529-3058
<b>Account Manager:</b>	Brian Mansell
<b>Email:</b>	<a href="mailto:brian@onixnet.com">brian@onixnet.com</a>
<b>Phone:</b>	216-529-3035

<b>Google Apps Domain:</b>
<a href="http://grandtraverse.org">grandtraverse.org</a>

Price Quotation - G Suite				
Product Sku	Description	Price	Quantity	Extended Price
GAPPS-PREM-1USER-12MO	2017 Renewal: G Suite 12 month license/support term; 1 seat; Term Dates: 7/8/2018 - 7/7/2019	\$47.50	790	\$37,525.00
GAPPS-VAULT-1USER-12MO	2017 Renewal: Google Apps Vault 12 month license/support term; 1 seat; Term Dates: 7/8/2018 - 7/7/2019	\$13.00	790	\$10,270.00
	**Budgetary Quote for the 2018 - 2019 year; pricing subject to change by the expiration date if there are any add-on orders**			
Total				\$47,795.00

This quote expires in 30 days

<b>Address Purchase Orders to:</b>		<b>Company Information:</b>
Onix Networking Corp. 18519 Detroit Ave. Lakewood, OH 44107 (800) 664-9638	EFT: ABA (routing #) 041200555, Acct # 5746000202 DFAS: WInS (Web Invoicing System) GSA Finance Electronic Invoicing System	<a href="http://www.onixnet.com">Onix Networking Corp.</a> 18519 Detroit Ave. Lakewood, OH 44107 <a href="http://www.onixnet.com">www.onixnet.com</a>  Cage Code: 0ZZJ6 D&B Number: 80-7896121 Federal ID Number: 34-1729033  <b>Status: Small Business</b>
All prices are in US Dollars. Payment terms are Net 30 days from receipt of product and/or beginning of maintenance or support. The quote does not include sales taxes. If sales taxes are applicable to this order, they will be included on the invoice.  This quotation, and any resulting sale or contract, is subject to and incorporates by reference the License Agreement for Google Apps for Work via Reseller Agreement: <a href="https://www.google.com/apps/intl/en/terms/reseller_premier_terms.html">https://www.google.com/apps/intl/en/terms/reseller_premier_terms.html</a> The Terms govern customer's access to and use of these services and products and shall not be superseded by any terms contained in a purchase order or any other agreement, unless agreed to and signed by both parties.  Submission of an order to Onix Networking Corp. by returning this quote with signature and by submitting an order to Onix Networking Corp. by any other means, including a purchase order, constitutes a non-cancelable purchase.		

**Onix Networking - Confidential Information**

By signing this quote, I acknowledge that I am authorized to execute this order on behalf of customer and have carefully read, understand and fully agree to the terms and conditions.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

**TO:** Board of Commissioners

**FROM:** Nate Alger, County Administrator  
Dean Bott, Finance Director

*DB* *NA*

**FOR MEETING DATE:** June 20, 2018

**SUBJECT:** Corrective Action Plan for OPEB/Retiree Health Plan

### **SUMMARY OF ITEM TO BE PRESENTED:**

Public Act 202 of 2017 requires us to be at least 40% funded in our OPEB/Retiree Health Plan. When we report for 2017 we will be in an "underfunded status". Based on the current actuarial valuation we have an OPEB liability of \$2,717,998 as of December 31, 2017. In order to be 40% funded we would need to have approximately \$1,088,000 with MERS in our RHFV fund.

Funds in MERS RHFV – Market value as of June 14, 2018	\$262,000
2018 Budgeted payment	300,000
Use of Defined Contribution forfeited contributions	289,000
Additional appropriation	249,000
Total	\$1,100,000

It would be our recommendation to use the forfeited contributions that are available and make an additional appropriation of \$538,000 to fund the MERS RHFV at 40% or \$1,100,000. This will allow us to report that we are funded at 40% when we submit our corrective action plan to the State as part of PA 202 of 2017 reporting requirements.

The additional appropriation of \$249,000 noted above would be covered by budgeting additional tax revenues that will be received for 2018. The defined contribution forfeiture amounts would be budgeted as reimbursement revenues to cover the balance of the \$538,000 appropriation.

### **RECOMMENDATION:**

Discussion