

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, July 17, 2019 @ 8:00 a.m.

Governmental Center, 2nd Floor Commission Chambers

400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. **OPENING CEREMONIES, EXERCISES, OR INVOCATION (Hundley)**
(If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.)
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 July 3, 2019 (Regular Meeting).....3
4. **FIRST PUBLIC COMMENT**

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provisions 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, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. 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.

| | | |
|-----|--|-----|
| a. | Receive: | |
| 1) | Grand Traverse Community Collaborative minutes of 6-27-19 | 7 |
| 2) | Northwest Michigan Community Action Agency minutes of 5-16-19 | 9 |
| 3) | Grand Traverse Conservation District June 2019 Report | 13 |
| 4) | Grand Traverse County Road Commission Monthly Report..... | 25 |
| 5) | Northern Michigan Regional Entity- Substance Use Disorder Oversight Meeting minutes of 5-6-19 | 26 |
| 6) | Expenditures > \$5000 Report (June 8 –July 8, 2019) | 32 |
| b. | Approvals: | |
| 1) | 2019 Hauler Licenses..... | 33 |
| 2) | FY2019 Budget Amendments | 35 |
| 3) | June 2019 Claims Approval | 38 |
| 4) | Child & Adolescent Health Center – Mental Health Expansion Funding Agreement–Kingsley Middle School and TC West High School | 60 |
| 5) | Additional Policy Updates | 71 |
| c. | Action: | |
| 7. | SPECIAL ORDERS OF BUSINESS: | |
| 8. | ITEMS REMOVED FROM CONSENT CALENDAR | |
| 9. | DEPARTMENTAL ITEMS: | |
| a. | ADMINISTRATION AND FINANCE: | |
| 1) | Amended Fund Balance Policy | 91 |
| 2) | Deficit Elimination Plans..... | 99 |
| A. | Building Authority | 102 |
| B. | Drain Commission..... | 104 |
| b. | MSU Extension: | |
| 1) | Annual Report Presentation | 106 |
| 10. | UNFINISHED BUSINESS: | |
| a. | Northern Lakes Community Mental Health Appointment | 122 |
| 11. | NEW BUSINESS: | |
| a. | 2020 Census (Clous) | |
| b. | Proposed Board Rule (Coffia) | 123 |
| 12. | SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.) | |
| 13. | COMMISSIONER/DEPARTMENT REPORTS: | |
| 14. | NOTICES: July 24 – Study Session (Airport) MAC Annual Conference – August 18-20 @ GT Resort (early registration by July 19 th) | |
| 15. | CLOSED SESSION: | |
| 16. | ADJOURNMENT | |

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
July 3, 2019

Chairman Hentschel called the meeting to order at 8:01 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Chairman Hentschel, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Gordie LaPointe, Ron Clous, Addison Wheelock, Jr., Brad Jewett, Bryce Hundley, Betsy Coffia (8:06 a.m.) and Rob Hentschel

APPROVAL OF MINUTES

Minutes of June 19, 2019 Regular Meeting

Moved by Wheelock, seconded by Jewett to approve the minutes listed above. Motion carried.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

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

Commissioner Coffia arrived at 8:06 a.m.

CONSENT CALENDAR

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www.grandtraverse.org

A. RECEIVE AND FILE

1. Airport Governance Advisory Committee meeting of April 30, 2019
2. Airport Governance Advisory Committee meeting of May 28, 2019
3. Airport Commission Regular meeting of May 28, 2019

B. APPROVALS

- 1. Resolution 92-2019
Area Agency on Aging
FY 2020-2022 Multi Year Plan
 - a) Area Agency on Aging Annual Report – Removed from calendar
- 2. Resolution 93-2019
Sheriff’s Office
Property Room Surplus
- 3. FY2019 Budget Amendments – Removed from calendar
- 4. Resolution 94-2019
Boards and Committees
Appointments and Board Term Changes
- 5. Resolution 95-2019
Jail
Cornerstone Detention Products Service and Supply Group
Security Electronics System

ACTION ON THE CONSENT CALENDAR

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

| | | |
|-------|----------|-------------|
| B-1-a | Page 113 | By LaPointe |
| B-3 | Page 118 | By LaPointe |

Moved by Jewett, seconded by Clous to approve the Consent Calendar minus items B-1-a and B-3.

Roll Call Vote: Yes 7

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR

B-1-a Area Agency on Aging Annual Report

Cindy Kienlen, Commission on Aging Director, answered Commissioners’ questions.

Moved by LaPointe, seconded by Jewett to approve the Area Agency on Agency Annual Report. Motion carried.

B-3 FY2019 Budget Amendments

Dean Bott, Finance Director answered Commissioners’ questions.

Resolution 96-2019
Finance Department
FY2019 Budget Amendments

Moved by LaPointe, seconded by Hundley to approve Resolution 96-2019. Motion carried.

DEPARTMENT ACTION ITEMS

a. Sheriff’s Office

- 1) Community Police Officer Contract with Green Lake Township
Tom Bensley, Sheriff, explained request and answered Commissioners’ questions.

Resolution 97-2019
Sheriff’s Office
Green Lake Township
Community Police Officer

Moved by Wheelock, seconded by Clous to approve Resolution 97-2019.
Motion carried.

b. Administration and Finance

- 1) Boardman River Flood Plain Mapping
Dean Bott, Finance Director, explained request.

Resolution 98-2019
Boardman River Dams
AECOM
Update FEMA Flood Insurance Maps and
Conduct Flood Insurance Study

Moved by Wheelock, seconded by Clous to approve Resolution 98-2019. Motion carried.

UNFINISHED BUSINESS

a. Human Resources

- 1) Policies and Procedures
Donna Kinsey, Human Resource Director, explained the updated policies and answered Commissioners’ questions.

Commissioner Coffia offered a friendly amendment to the resolution to include the number of free sessions allowed to each employee in the Employee Assistance Program Policy.

Commissioners discussed various other minor changes to some of the policies. Mrs. Kinsey will make the changes and bring those policies back to the board for approval.

Bonnie Scheele, County Clerk

Rob Hentschel, Chairman

APPROVED: _____ _____
 (Date) (Initials)



COLLABORATIVE MEETING
Thursday, June 27, 2019 – 8:30 – 10:00 a.m.
MIWORKS! Dave Adams Conference Room
1209 S. Garfield Ave., Traverse City

Present: Lisa Anderson, Catholic Human Services UpNorth Prevention; Gina Aranki, Child & Family Services; Joe Bagby, DHHS; Kerry Baughman, NMCAA; Sara Berghoef, Father Fred Foundation; Chip Cieslinski, Catholic Human Services; Kathleen English, Habitat for Humanity; Carrie Field, Health Department of NW MI; Jen Kerns, NW MI Health Services, Inc.; Karl Kovacs, Northern Lakes CMH; Laura Laisure, GT County Health Department; Emmy Lucas, GT County Health Department; Teresa Lutke, Traverse Bay Area Childrens' Advocacy Center; Christi Nowak, Andrew Page, YMCA; Lady Palmer, NW MI Health Services, Inc.; Jessica Parent, GT County Commission on Aging; Rachel Pomeroy, Benzie/Leelanau Health Department; Munson; Marjie Rich, Generations Ahead; Becky Rogan, Conflict Resolution Services; Tara Rybicki, Munson; Diane Stier, Benzie/Leelanau Health Department; Alan VanderPaas, BATA; Sharon Vreeland, GTCC; Derek Waugaman, Substance Free Coalition of Northwest MI; Susi Worden, Munson

Presentation – MiThrive, and the results of the Community Health Needs Assessment (CHNA) – Carrie Field, Health Department of NW MI & Christi Nowak, Munson Healthcare:

Problem being solved: Making a measurable impact in the areas of mental health/substance use and basic needs of living.

- Collaboration across 31 counties, including surveys of the general public and healthcare providers. Part of the Community Health Innovation Region (CHIR)
- Looking for social determinants of health/root causes of physical ailments, rather than specific illness and death rates, that can be addressed with the biggest impact and including more community voice – an improved model for the public health agencies involved.
 - Top priorities: substance use and mental health, and basic needs of living
 - We have fewer primary healthcare providers and more people without health insurance than the state average in many area counties.
 - Three of our five counties have teens reporting 2 or more ACES at rates of 40% or more
 - Nationwide themes of social isolation, harassment and distrust; residents reported wanting more connectedness
 - Desire to improve collaboration across multiple sectors to improve community conditions, and empowering more residents and community stakeholders to participate in community decision-making.
 - Healthcare providers reported a strong lack of mental health and substance use resources. Those in the room confirmed that perception, noting that there are substance use treatment deserts (particularly for medically assisted treatment), a significant lack of mental health providers for adolescents in our region, and health insurance availability and plan terms have an impact.
 - Concerns about basic needs of living are higher in the GT region than in the overall 31 county study area.
- **Next Steps:**
 - Create strategic plan involving all community sectors to improve community health.
 - **July 16, full day:** Traverse City – setting goals and metrics meeting
 - Opportunities to engage include MiThrive Steering Committee (31 county area; monthly meetings), Circle of Champions (connect project to new partners), Circle of Information and Awareness (sign up to be kept in the loop)
 - Contact: MiThrive coordinator Carrie Field – cfield@nwhealth.org
 - Please share any additional data you have about specific populations you serve!
- **Discussion:**

- Concerns with lack of data displayed about aging populations living alone in five county area. The study used national and state-level data that collected in standardized ways that may not be as rich as local data. There may be county- and city-specific data that can be incorporated moving forward.
- Births to Medicaid populations account for approximately 50% of all births, indicating high rates of birth into poverty. What can we do reduce the number of children born into challenging circumstances?
- All of the youth in the Generations Ahead teen parenting program have ACE scores of 4 or more.
- Could MiThrive apply influence to regional school systems to participate in the biennial MiPhy surveys of youth in grades 7, 9 and 11?

GTCC Business & Networking (9:35 – 10:00)

- **Habitat for Humanity:** still looking for applicants for a renovated 2 bed/1 bath home in Lake Leelanau. Application available on website www.habitatgr.org or by calling Kathleen English at 231-941-4663.
- **Families Against Narcotics:** July 11, 6:30 p.m., F&M Park, cookout!
- **Catholic Human Services:** Michigan State Police is putting together an “In Plain Sight” trailer set up like a child’s bedroom. Parents can tour it to learn what different drug paraphernalia looks like that they might not readily identify. Chip would like to bring it to an upcoming meeting for interested folks to tour.
- **BATA:** has launched some additional service improvements in Leelanau County. If clients need support getting to medical appointments, they are collaborating with various other agencies to assist. Call and ask for Alan if you’d like to discuss a presentation for your agency or how they can partner to help your clients.
- **2-1-1:** Notices were just sent out about the upcoming MPSC hearing regarding the change of call center from Muskegon to Grand Rapids. Comments are appreciated; hearing notice attached.

Adjourn – 10:00 a.m.

NO MEETINGS IN JULY OR AUGUST

September 26 – TBD

**October 24 ANNUAL MEETING – Erin Frisch, MDHHS Chief Deputy
Director for Opportunity**

December 5 – Systems and Supports for Aging Populations

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – May 16, 2019

PRESENT:

Ed Boettcher
Art Jeannot
Tom Kelley
Tonya Schroka
Bob Draves
Larry Levengood
Rev. Gerald Cook
Izzy Lyman (remote)
Mary Klein
Dr. Leigh Ngirarsaol
Sam Getsinger
Tony Ansorge
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Ralph Stephan
Jennifer Smith
Judy Nichols
Gillian Gines

ABSENT:

Louis Fantini (E)
Lindsey Walker
Brenda DeKuiper (E)
Debbie Bishop (E)
Carol Smith (E)
Marc Milburn (E)
Tom Olmsted

The meeting was called to order at 12:30 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Judy Nichols, supported by Tom Kelley, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the April 18, 2019 meeting of the Board of Directors were presented for Board action.

Motion by Mary Klein, supported by Bob Draves, that the minutes of the April 18, 2019 Board of Directors meeting be approved as presented. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The May Policy Council report was presented by Tonya Schroka, Policy Council Representative to the NMCAA Board of Directors.

Motion by Pam Niebrzydowski, supported by Peachy Rentenbach, that the May Policy Council Report be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for April 2019, bank credit card statements for April 2019, and the status of Agency Program Operations. NMCAA received a Review by the USDA May 7-10. This is a tri-annual review of Child and Adult Care Food Programs. No findings or corrective actions. May 28th there will be a monitoring by the Salvation Army for funds received by Homeless Prevention for emergency housing. June 4th and 5th will be a site visit from the Office of Head Start Program Specialist representing both Offices of Head Start grants. The Head Start Self-Assessment process will take place on July 18th. Any Board members interested in participating, should contact Kerry or Shannon Phelps (sphelps@nmcaa.net). Functional Zero celebration in Cadillac on May 13th. Kalkaska Fire-Resource Fair on May 7th for families displaced by the Kalkaska Woods Apartment fire. The Youth Homeless Demonstration Project article featured in the Northern Express. Cadillac Office participated in a Safety and Emergency Plan Training. Petoskey and Traverse City Offices to follow. Tri-Partite Board changes effective for July 1, 2019 will require a quorum to be 51% of the seated members of the Board.

Motion by Art Jeannot, supported by Grace Ronkaitis, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

HOUSING COMMITTEE REPORT

Tony Ansonge, Chairperson of the Housing Committee, announced that the Housing Committee met earlier today. Kris Brady, Community Services Director, updated the committee on current funding and projects that might be considered in the future. Going forward the committee will provide recommendations to the Board when approval is needed to take action on a project.

Motion by Jeff Miller, supported by Tom Kelley, that the Housing Committee report be accepted as presented. Motion carried.

PERSONNEL COMMITTEE REPORT

Mary Klein, Chairperson of the Personnel Committee, reported that the Personnel Committee met earlier today. The Committee reviewed the results of the Employee Survey that was completed last fall and the turnover rates for 2018. The Personnel Committee recommends that the Board accept the changes to the NMCAA Personnel Policies as presented.

Motion by Art Jeannot, supported by Pam Niebrzydowski, that the NMCAA Personnel Policies changes be accepted as presented. Motion carried.

Head Start funding has provided for a 1.77% COLA for 2019. This is a permanent increase of 1.77% in wages for all employees. The fringe benefit package will also be increased for all eligible employees. The Personnel Committee recommends these increases be extended agency wide for all employees.

Motion by Larry Levengood, supported by Peachy Rentenbach, that the 1.77% COLA be accepted as presented. Motion carried.

BCN Health Insurance has submitted an overall decrease of 3.77% for NCMAA's health insurance plans effective with the new plan year which starts on August 1, 2019. NMCAA will be moving to a new dental insurance provider called Axa. Premiums will be slightly lower and the waiting period eliminated for the more comprehensive plan. The vision provider, VSP, did not increase rates and locked in the current premiums for four years. All in all very good news as employees will spend less on premiums and able to take home more pay.

SENIOR INVESTMENT COMMITTEE REPORT

Jerry Cook announced that the Senior Nutrition Investment Committee met earlier today with Kevin Kelly. The value of the fund on January 31, 2019 was \$270,526.40. The fund has a value of \$282,241.35 as of April 30, 2019. The year-to-date return is +9.33%. There are no changes recommended at this time.

Motion by Judy Nichols, supported by Jeff Miller, that the Senior Investment Committee report be approved as presented. Motion carried.

FISCAL POLICY AND PROCEDURES UPDATES

Dan Dewey, Controller, reviewed the 2019 recommended changes to the NMCAA Financial Policies and Procedures. Changes include additional information for in-kind contributions, strengthen the process of establishing a new vendor, additional detail for out-of-area travel, and changing the name of the payroll provider.

Motion by Tom Kelley, supported by Bob Draves, that the Fiscal Policy and Procedures updates be approved as presented. Motion carried.

HEAD START TRANSPORTATION WAIVER

Shannon Phelps, Director of Child & Family Development, presented the Head Start Transportation Waiver Request. This request is made of the board each year and applies only to children enrolled in the Head Start program. This waiver creates the flexibility needed to work collaboratively with school districts and public transit authorities to maximize the transportation options offered to families and control costs. The Head Start Transportation Waiver allows for the waiver of child safety restraint systems and bus monitors.

Motion by Sam Getsinger, supported by Tony Anson to accept the Head Start Transportation Waiver for FY 19-20 as presented. Motion carried.

MSHDA HOMEBUYER EDUCATION PROGRAM (HEP) GRANT

Karen Emerson, Financial Management Services Manager, presented the Michigan State Housing Development Authority (MSHDA) Homeownership Education Program. This request is for July 2019 – June 2020 and for the amount of \$40,000. The funds will provide a variety of housing education and coaching services in the 10 county service area.

Motion by Tom Kelley, supported by Pam Niebrzydowski, to approve the MSHDA Homebuyer Education Program Grant. Motion carried.

Fifth third Bank will no longer provide services for the Individual Development Account (IDA) clients. The accounts will be transferred to Chemical Bank.

Motion by Jeff Miller, supported by Judy Nichols, to approve moving the Individual Development Accounts (IDA) to Chemical Bank. Motion carried.

VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROGRAM REVIEW

Meg Havenga, Tax Program Coordinator, reviewed the results of the 2019 NMCAA Tax filing Season. A total of 3150 tax returns were completed which exceeded the goal of 2975. Myfreetaxes.com had 360 returns completed for credit to NMCAA. There were 473 veterans served. This was accomplished with 22 VITA certified Tax Preparers and 8 certified Support/Intake staff.

OTHER BUSINESS

- May 2, 2019 was Michigan Community Action Day in Lansing.
- Meetings with Michele Hoitenga (102nd District) and Daire Rendon (103rd District) to discuss EHS Expansion grants in their counties. Both are interested in follow-up meetings as this grant is implemented. Both identified lack of affordable child care as an issue priority in their communities.
- Meals on Wheels; \$15,000 donation from a source who wished to remain anonymous.

BOARD COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 2:05 P.M.

Next meeting will be: Thursday, June 20 2019 at 12:30 PM.

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary

Grand Traverse Conservation District
June 2019 Report

CONSERVATION TEAM

OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area

Administration

- Prepared for and held a Brown Bridge Advisory Committee annual potluck meeting at Brown Bridge Quiet Area.
- A Brown's Bridge Ribbon Cutting ceremony that included several project partners and donors was held prior to the annual potluck. Many of the guests that attended the ribbon cutting stayed for the potluck.

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Cleaned, swept, and re-stocked outhouses on a weekly basis.
- Coordinated the grading of the Buck's trailhead and the canoe landing parking area.
- Mowed sections of trail and trailheads, as needed.

Grants

- Continued to work on the US Fish & Wildlife Service, GT Band, and other project partners on the Phase-II Wood project for the river at Brown Bridge. The Environmental Quality Incentive Program (EQIP) funding was obligated, in full (approx. \$80,000) by the Grand Traverse Band for this project.

Other

- Spoke with several trail users regarding the new bridge and how nice it is to navigate around the Quiet Area.
- Revised the "Trail Guide" to reflect changes in the parkland (i.e. new trails, boardwalks, bridges, etc)
- Distributed a report by Steve Paxton,

OWNER/PARKLAND: Garfield Township – Various

Administration

- At the request of Garfield Township staff, met with representatives from a construction company on Kids Creek Trib-AA regarding their request for a 15' setback variance. No issue with the variance but expressed concerns with the location of the lower most stormwater basin and the potential for stormwater to flow onto neighboring property. We discussed possible solutions which they will present to township staff.
- Met with Township planners and maintenance personnel Bill Mouser to review parkland assets and capital improvement needs

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash



- Mowed and pruned along earthen trail sections as needed at all Garfield parks
- Chain-sawed numerous large fallen trees obstructing the trails, including a major blowdown of multiple trees blocking Garfield trail head entry
- Wrapped up Silver Lake Recreation Area tree plantings by spreading mulch and filling in auger holes
- Assessed trail connector to construct on north side of Silver Lake Rec Area

Other

- Contacted the Township Planner and subsequently responded to a fisherman who was interested in fishing the small pond north of the former YMCA building at the Boardman Valley Nature Preserve. Township staff indicated the pond is publicly owned so no special permission is required.
- Met and corresponded with new property owners, Tim Rice and Nick Walton, of an adjacent parcel next to the Commons Natural Area off Silver lake Rd. to determine means to discourage user access on private property.
- Created and installed temporary signage to deter user access on private property in the NW corner of the Commons. Assessed alternate route possibilities.
- Revised the “Trail Guide” to reflect changes at parks (i.e. new trails, boardwalks, bridges, etc)

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Contacted and hired a surveyor to mark the property line between the NER and the house adjacent to the Nature Center building.
- Met with County Administration, County Environmental Health-Soil erosion staff, AECOM (Engineers), CRA (Dam Removal Project Managers), GT Band, USACE, and dam removal contractors regarding a type of soil erosion netting that was used on steep slopes where several snakes had been found dead. After a group discussion it was decided to remove the netting in the specific area where most of the snakes were found.
- Corresponded with NER Advisory Committee members to determine a recommendation for the name of the new landing upstream of Robbins Bridge at the Cass Road crossing.

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Removed the above-mentioned erosion control netting.
- Removed dangerous tree hanging over the trail between Lone Pine and the Oleson Bridge trailheads.
- Cleared hazardous trees along river corridor blocking passage
- Cleaned and re-stocked the Beitner Landing outhouse on a weekly basis
- Continued construction of the new Boardman River Trail section (north of Robbin’s bridge).



- Responded to a call from Environmental Health Soil Erosion Inspector Erik Carpenter regarding some minor upper bank erosion at one of the two high bank erosion sites that were restored last year. It was determined that the erosion was not severe and the sediment was not going to reach the River.

Grants

- Met with Chris Kushman from TART along with a prospective contractor to connect the Boardman River Trail from under Robbin's (Cass Road) Bridge south to the construction access road that runs along the west side of the River. Funding will be provided through a grant from TART and a private donor. The access road will serve as a recreation trail while also allowing for river and bottomlands maintenance.
- Planted ~1500 milkweed plugs on the Boardman bottomlands that were awarded through the Monarch Watch grant program.

Other

- Installed a platform and associated fencing to allow trail users a view of the Sabin dam removal site while directing them away from the fragile bottomlands until the vegetation has a chance to become fully established.
- Installed temporary signage at several locations stating that the river is now open to the public to canoe/kayak. Also installed signage indicating an optional "Portage Area" and route for those not wanting to attempt the new Sabin rapids.
- Led a work event with 33 TC Christian students to plant over \$1,000 worth of native plugs donated for bottomlands restoration through the AuSable Institute.
- Revised the "Trail Guide" to reflect changes in the parkland (i.e. new trails, boardwalks, bridges, etc).
- Met with DJ Shook of NRCS/GTB to assess spring 2019 Riparian Forest Buffer seedlings that were installed through Environmental Quality Incentives Program funds.
- Met with Wild Ones group to lead a discussion on dam removal activities.
- Installed ~200 live willow stakes (cuttings) within the Boardman bottomlands to help protect and restore a sensitive tributary creek.

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended the monthly Rec Authority Board meeting and provided updates
- Prepared draft agenda for the monthly Hickory Meadows Advisory Committee (HMCA) meeting
- Met and corresponded with City Engineer Tim Lodge and City Parks and Rec Superintendent Derek Melville to discuss storm water drainage concerns and trail maintenance needs between the Hickories
- Processed bills & invoices
- Prepared monthly report

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Repaired crush gravel trail as necessary
- Mowed and pruned trails as necessary
- Downloaded trail counter data monthly
- Collected user survey data as necessary
- Controlled invasive garlic mustard by hand pulling measures
- Contracted invasive species control efforts with Wildlife and Wetland Solutions along TC Light and Power utility corridor and other priority locations in vicinity of pond and open areas
- Installed a new fence post along property boundary
- Monitored newly installed tree and shrub plantings along buffer
- Monitored storm water drainage during and after rain events
- Changed seasonal signage at trailhead info stations

Grants

- Assisted Matt Cowall to report upon the DTE Energy Tree Grant awarded for the buffer planting

Other

- Constructed new trail route with YouthWorks from the M-72 trailhead to East Meadow to develop a 'loop' option on the north side of the park
- Coordinated with Derek Melville on watering options for the buffer. The City donated gator bags to place around recently planted trees.
- Posted informational signage along buffer identifying species planted
- Revised the "Trail Guide" to reflect changes in the parkland (i.e. new trails, boardwalks, bridges, etc)

OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods**Routine Monitoring and Maintenance**

- Performed routine trailhead/parking lot inspections and picked up trash
- Mowed sections of trail and trailhead entrances
- Chainsawed down numerous trees that had fallen across trails

Grants

- Inspected the oil well sites that were restored through the MDNR Wildlife Habitat grant program.

Other

- Communicated with (informal) volunteer steward Rob Fasal regarding a campfire that took place near the Wadsworth Trailhead. All garbage has been cleaned up and the Sheriff's department has been notified.
 - Revised the "Trail Guide" to reflect changes in the parkland (i.e. new trails, boardwalks, bridges, etc)
-

BOARDMAN RIVER STEWARDSHIP

- Prepared for and set up a booth at the Adams Fly Festival in Kingsley.
 - Attended Brown Bag Lunch Reunion gathering honoring those that helped start the Grand Traverse Bay Water.
 - Removed downed trees blocking river for safe navigation at three locations.
 - Met with riverfront property owner re: recommendation on how to restore his eroding riverbank.
 - Met with representative from The River regarding when the closed section of river might be open and paddling the Keystone Rapids section.
 - Attended Boardman River Dam Removal Implementation Team meetings and Sabin Dam removal progress meetings.
 - Job Site Services, dam removal contractors, reported over 20,600 hours of work on the project without any injuries.
 - Gave the 2019 Leadership Grand Traverse Class a dam removal and river restoration presentation and then lead them on a hike down to the former Sabin dam area.
 - Attended an open house for the Lower Boardman Project.
 - Participated in a Grand Traverse Bay Watershed Protection Plan update meeting. The Watershed Center GT Bay is updating the Plan and is looking for partner input.
 - Met with Adams Chapter Trout Unlimited board member regarding an Embrace-A-Stream grant for the proposed abandonment and restoration of the North Branch Sand Trap off Guernsey Lake Road.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 1,215
946

Program Participants this month: 945

Drop ins this month: 270

Nature Center Visitation this year: 4,228

Nature Center Visitation June 2018:

Program Participants June 2018: 625

Drop-in June 2018: 321

Nature Center Visitation since 2008: 89,850

Program Participation & Program Planning:

- **Started the 2019 Nature Day Camp Season serving 406 camper days in the first two weeks of camp (the month of June). This is a 25% increase over the first two weeks in 2018.**



- Registration for Nature Day Camp continues to surge with every week on a waiting list. Six summer staff members were trained over two-weeks to comply with State of Michigan safety standards.
- Served 332 students through our NEST fieldtrip program in the month of June.
- Over 900 students were served through our fieldtrip program in the spring of 2019.
- Over 75 students were served through our public education programs including our NEW dad and me date night program and nature birthday parties.
- Over 2000 organic interactions through social media.
- Appeared on 9&10 news to promote our public programming and the use of the Nature Center for the public.
- Started a partnership with Great Start to Quality to provide nature-based early childhood training to area providers.

FORESTRY ASSISTANCE PROGRAM (FAP)

On-Site Visits:

Grand Traverse County

1. Robbins, 54 acs., Garfield Twp.
2. Radtke, 200 acs., Green Lake Twp.
3. Reeber, 5 acs., Long Lake Twp.
4. Rupp, 1 ac., East Bay Twp.
5. Gone, 1 ac., Garfield Twp.
6. Panckto, 1 ac., East Bay Twp.
7. Neatawana Ass., 7 acs., Peninsula Twp.
8. Bonner, 396 acs., Long Lake Twp.
9. Brostrom, 5 acs., Long Lake Twp.
10. Maple Bay, 1 ac., Acme Twp.

Leelanau County

1. Rixey, 20 acs., Suttons Bay Twp.
2. Frederick, 60 acs., Cleveland Twp.
3. Myles Kimmerly, 60 acs., Kasson Twp.
4. Dorando, 50 acs., Leelanau Twp.
5. Russell, 12 acs., Elmwood Twp.
6. Everett/Zonderman, 28 acs., SB Twp.
7. Bardenhagen, 30 ac., Leland Twp.
8. Boss, 10 acs., Leland Twp.
9. Fischer, 12 acs., Centerville Twp.
10. Kasson Twp., 3 acs., Kasson Twp.
11. Hoban, 1 ac. Crystal Lake Twp.



12. Lake Ann Camp, 1 ac., Almira Twp.

13. Norman, 30 acs., Benzonia Twp.

Benzie County

1. Crystal Mt. Resort, 1,288 acs., Weldon Twp.

2. Cooper, 5 acs., Almira Twp.

3. Bober, 42 acs., Joyfield Twp.

4. Frankfort Schools, 20 acs., Benzonia Twp.

5. Collins, 1 ac., Benzonia Twp.

6. Sunblade, 30 acs., Benzonia Twp.

Written Forest Management Recommendations: 4 **QFP Verifications:** 1 **MAEAP/FWH Verifications:** 1

FAP Referrals to Private Sector: 10 **FAP Referrals to Public Sector:** 2

In-office Contacts: 39 landowners
foresters

Follow-up Contacts: 51 landowners/qualified
foresters

FAP Promotion/Program Development:

1. Met with Koffi
2. Tree planting at Bahle Park
3. Meeting with Al Whitehouse re: Crystal Lake Twp. harvest
4. Met with Benzonia Garden Club re: tree id
5. Manned Senior Expo Booth in Suttons Bay
6. Presented to Leelanau Highlands Ass. Re: oak wilt (15 members)
7. Forests for Fish presentation at Leelanau Clean Water Symposium (100 in attendance)
8. Forestry presentation at Nuts for Nature (27 youth, 1 adult)
9. Monthly FAP Conf. Call
10. GOREC Forestry Hike (30 participants)
11. Forestry table at Suttons Bay Library Reading Program kick-off event (30 youth)
12. Quarterly MDARD review with Jim P.

MICHIGAN PRODUCE SAFETY

ORGANIZATIONAL

- MCD Native Plant Sale & Preparation
- Finished Shed Clean-up

PRODUCE SAFETY AND FSMA

- Total farm visits: 5, Follow-up visits: 1
- 4 PSRA; 0 OFRR
- Total completed PSRA Certificates to date: 2
- Farm Referrals by County to Date:

| | |
|----------------|----|
| Manistee | 3 |
| Benzie | 2 |
| Grand Traverse | 4 |
| Leelanau | 12 |
| Antrim | 3 |

- Total farm contacts: 207
- Increased farm & PSP contacts
- Completed farm summaries for all farm site visits
- Attended Benzie IPM Update, shared Produce Safety information
- Shadowed Victoria Toney, Produce Safety Technician on PSRA visit
- Alchemy Academy: The Keys to Building an Effective Environmental Monitoring Program Webinar
- Water Testing Requirements for labs under FSMA PSR follow ups
- Meeting with Scott Hughey to discuss NRCS/EQUIP, and applicability to growers covered by PSR
- Produce Safety Plan development for FSMA/PSR and GAP overlap
- Michigan On-Farm Produce Safety Presentation development
- Follow up with farm contacts and referrals
- Attended various MSU Extension IPM Updates in relevant counties
- Submission of On Farm Produce Safety Brochure for review by MDARD
- Coordination with Michigan On Farm Produce Safety team for scheduling On Farm Readiness Reviews
- Revised Certification process for growers completing PSRA program with Produce Safety Technicians

Important Past & Upcoming Events in 2019 (all locations are Michigan unless otherwise noted, this is not the extensive list for year):

- *Northern Michigan Small Farm Conference 1/24/19-1/25/19*
 - *Outreach and education*
- *Kalamazoo OFRR Training 2/12/19-2/13/19*
- *Tree Planting Workshop 2/21/19*
- *Reisters Winter Growers Meeting Traverse City 2/28/19*
- *Water Wells and Water Fundamentals Training E. Lansing 3/1/2019*
- *Hops and Barley Conference Traverse City 3/2/19*
- *MCD Watershed Meeting 3/6/19*
- *PSA Training Fremont 3/14/19*



- *PSA Training Traverse City 3/15/19*
- *MCD Seed Swap and Annual Meeting 3/16/19*
- *CHARLESTON, SC PSA Train-the-trainer required for Produce Safety Techs 3/20/19-3/23/19*
- *Cornell Online GAP Course required for Produce Safety Techs 4/3/19 (3-week course)*
- *Benzie-Manistee Horticultural Society presents Looking Beneath the Canopy 4/10/19*
- *MCD Tree Sale week of 4/15, sale dates 4/19-4/20*
- *Food Safety Plan Writing Workshop hosting with Mary McGraw 4/26/19*
- *HAMMOND, LA OFRR required training for Produce Safety Techs 4/30/19-5/2/19*
- *Produce Safety Focus Group PSR Worker Training 5/6/19- cancelled*
- *MSU Extension IPM Updates GT, Leelanau, Antrim and Benzie Bi-weekly 5/7/19-6/26/19*
- *NCR FSMA Annual Conference 6/9/19-6/11/19*
- *PSRA Shadowing Victoria Toney 6/12/19*
- *MCD Native Plant Sale 6/14/19*
- *PSA Recap and OFRR Kickoff Meeting Mackinaw City 6/21/19*
- *OFF June 27th and 28th*
- *OFRR Season June-October*
- *OFF July 5th*
- *P45 V&W Biodynamic Farming & Composting in the Vineyard 7/12/19 (tentative)*
- *OFF July 20th - July 29th*
- *Soil Health Field Day, Lott Seed Potato Farm 7/25/19 (cannot attend but will provide materials)*
- *Michigan Agriculture and Environmental Education Workshop for Educators Novi 8/5/19*
- *MCD Household Hazardous Waste Collection 8/17/19*
- *NWMHRC 40th Anniversary Celebration 8/23/19*
- *Presenting on Produce Safety with Grow Benzie 9/20/19*

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 5 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)

Risk Assessments Completed: 0 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)

Farms Verified: 2

Updates:

- 6/3-6/4: Michigan Association of Conservation Districts Summer Conference
- 6/7: Benzie-Manistee County Farm Bureau Board Meeting
- 6/14: Forest, Wetland, Habitat *A*Syst Training
- 6/17: Nuts 4 Nature Field Day
- 6/19: Antrim and Grand Traverse Integrated Pest Management Meetings



- 6/19: Food and Farming Network Business Meeting
- 6/20: Grand Traverse Local Emergency Planning Committee Meeting
- 6/20: Quarterly Review with Regional Coordinator of Conservation Programs
- 6/20: Leelanau County Verification
- 6/20: Household Hazardous Waste Event
- 6/23: MAEAP Phase 1 Booth at Bill's Farm Market
- 6/24: MAEAP Public Messaging Brain Storming Session
- 6/25: Grand Traverse County Verification
- 6/25: Agrichemical Container Recycling Collection
- 6/25: Leelanau and Benzie Integrated Pest Management Meetings (Phase 1s)
- 6/25: Presentation for Inland Seas Field Course for Science Educators
- 6/26: Antrim and Grand Traverse Integrated Pest Management Meetings (Phase 1s)

Current Projects:

- Working with:
 - 11 Farms in Antrim
 - 19 Farms in Grand Traverse
 - 20 Farms in Leelanau
 - 9 Farms in Benzie
- Promoting 2019 Cost share opportunities to growers in our four-county service area.
- Collaborating with NRCS to get NRCS EQIP applications funded.
- Working towards completing 2019 reverifications
- Serving on Freshwater Roundtable to plan 2019 Freshwater Summit.
- Researching options for pesticide/fertilizer cardboard recycling.
- Planning large equipment/tractor tire recycling event.
- Partnering with Oryana to put MAEAP public messaging in store highlighting farm providers that are MAEAP verified.
- Maintaining 2019 Agrichemical Container Recycling Program.
- Planning award ceremony for regional MAEAP farms that have been committed to the program for many years at the Hort Station Anniversary Party.

Upcoming Events:

- 7/2: Grand Traverse County Verification
- 7/8: MAEAP Technician/Verifier Consistency Training
- 7/10-7/11: NRCS Pest Management Track 2 Part 2 Course
- 7/12: Freshwater Roundtable Meeting
- 7/12: P45 First Friday
- 7/22: Northwest Michigan County Farm Bureau Board Meeting
- 7/25-7/26: Crop*A*Syst Training

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**Public Inquiry Responses: 48****Active Contacts: 340****Passive Contacts: 36,543****Acres Surveyed: 348.25****Sites Surveyed: 87****Acres Treated: 113.5****Sites Treated: 75****Volunteer Hours: 8****Volunteers: 4****Acres Restored: 0****Sites Restored: 0****Meetings/Presentations:**

- 6/3 - Hosted GT ID training; 27 attendees
- 6/6 - Hosted Michigan Invasive Species Coalition (MISC) Strategic Plan meeting
- 6/7 - Presented on ISN at Leadership Grand Traverse; 25 attendees
- 6/8 - Presented *Habitat Matters* at Protecting Our Lakes & Shorelines (POLs) speaker series; 40 attendees
- 6/10 - Presented *Habitat Matters* to TC Humanists; 30 attendees
- 6/13 - Conducted ISN Steering Committee meeting
- 6/18 - Chaired Michigan Invasive Species Coalition meeting (Lansing); 10 attendees
- 6/25 - Hosted T20 species prioritization meeting

Treatments, Restoration, and Surveys:

- 6/7 - Hosted GT Japanese barberry Trade-Up day; 16 participants, 54 plants
- **Early Detection Response:** hogweed report site visit (1 site, 3 acres); negative :)
- Pulled swallow-wort: 0.5 acres, 1 site
- Sprayed swallow-wort: 0.5 acres, 3 sites
- Conducted landowner site visits: 1 acres, 2 sites, 8 contacts
- Conducted knotweed site visits: 4 sites, 7.5 acres
- Conducted Phragmites site visits: 1 site, 5 acres
- Pulled garlic mustard: 12 sites, 70.5 acres
- Treated knotweed: 66 sites, 19 acres
- Controlled other invasives: 2 sites, 13 acres

Other Accomplishments:

- June 1-7: Play Clean Go Awareness Week!
- Worked on knotweed permissions/updates; 15 direct contacts
- Facebook reach: 13,298
- Website reach: 6,620
- Instagram reach: 1,631
- May 2019 eNews: 511 opens

Upcoming Events:

- AIS Awareness Week July 1-7
- Additional ISN events scheduled: www.habitatmatters.org/eventsworkbees

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| Acronyms and Abbreviations |
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|--------|--|
| AECOM | Boardman River Dams Project Engineers |
| BBAC | Brown Bridge Advisory Committee |
| BRNC | Boardman River Nature Center |
| CRA | Conservation Resource Alliance |
| DDA | Downtown Development Authority |
| DNR | Department of Natural Resources |
| ECR | East Creek Reserve |
| EPA | Environmental Protection Agency |
| EQIP | Environmental Quality Incentive Program |
| GBB | Go Beyond Beauty |
| GIS | Geographic Information System |
| GLRI | Great Lakes Restoration Initiative |
| GM | Garlic mustard |
| GTCD | Grand Traverse Conservation District |
| HMAC | Hickory Meadows Advisory Committee |
| ISN | Invasive Species Network |
| JB | Japanese barberry |
| MACD | Michigan Association of Conservation Districts |
| MAEAP | Michigan Agriculture Environmental Assurance Program |
| MDARD | Michigan Department of Agriculture & Rural Development |
| MISC | Michigan Invasive Species Coalition |
| MNLA | Michigan Nursery & Landscape Association |
| NER | Natural Education Reserve |
| NMC | Northwestern Michigan College |
| NRCS | Natural Resources Conservation Service |
| NWMFFN | Northwest Michigan Food and Farming Network |
| NWISN | Northwest Michigan Invasive Species Network |
| OB | Oriental Bittersweet |
| USFWS | United State Fish & Wildlife Service |
| SEEDS | 501(c)3 nonprofit organization |
| SFP | Safe Food Program |
| Tx | Treatment |



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

TO: Chair – Board of Commissioners
FROM: Brad Kluczynski, Manager
DATE: July 8, 2019
SUBJECT: **REPORT FOR THE JULY 17, 2019 MEETING
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**
cc: Board of County Road Commissioners

A GTCRC representative will be available to provide more detailed responses on the following items.

1. **East-West Corridor Consultant** – The Board began preliminary discussions on the consultant's proposed solutions. Staff was directed to prepare a draft "mix-of-fixes" approach for short, medium and long-term solutions to east-west traffic. Once staff has completed its first plan, the Board will schedule a work session.
2. **Bush Road** - To date, staff has not received a response for two options offered regarding future maintenance of both the private and public portions of Bush Road.
3. **Traffic Signal Optimization** - The Board selected OHM's traffic signal optimization and chose to optimize all existing traffic signals, and not just South Airport Road signals. Five additional "Gridsmart" sensors were purchased to aid in monitoring traffic flow.
4. **MDOT Road Safety Audits (RSA)** - A contract was approved with MDOT to conduct a road safety audit at Garfield and Potter/Hoch Roads. MDOT is conducting an RSA for its intersection of US-31/Five Mile Road. The RSAs are performed by independent experts unfamiliar with the location. These fresh set of eyes will then present recommendations for improvements. Having an RSA at a location offers "added points" when safety grants are submitted to implement the solutions. We are awaiting the RSA recommendations.
5. **MDOT State Maintenance Contract** - The Board approve selecting a cost-to-audit overhead rate, rather than a fixed overhead rate, for our state maintenance contract. We anticipate a more accurate reimbursement of our actual expenses.
6. **Small Projects** - Staff worked with Peninsula Township to provide early road maintenance through a quasi-special assessment district. Landowners concurred on the work to be done and determined their own method of cost allocation/collection. Funds were collected and provided to the township. By working with the township, GTCRC used their "matching fund" policy to participate in the work. Interested agencies/parties are welcome to call our office for more details.
7. **MDOT Turnback Roads** - MDOT and GTCRC are in discussions about the "turnback" of M-137 (Green Lake Township) and M-37 (Peninsula Township) from state road status to county road status. The Board is favorable and will reconsider the turnback offers during 2020.

**NORTHERN MICHIGAN REGIONAL ENTITY
SUBSTANCE USE DISORDER OVERSIGHT MEETING
10:00AM, MAY 6, 2019
GAYLORD CONFERENCE ROOM**

| | |
|-------------------------------|---|
| MEMBERS IN ATTENDANCE: | Carolyn Brummund (Alcona), Brenda Fournier (Alpena), Melissa Zelenak (Antrim), Linda Farrell (Benzie), Robert Draves (Charlevoix), John Wallace (Cheboygan), Sherry Powers (Crawford), Chuck Welch (Grand Traverse), Jay O’Farrell (Iosco), Richard Schmidt (Manistee), Dean Vivian (Missaukee), Roger Frye (Montmorency), Ron Quackenbush (Ogemaw), Larry Wilson (Oscoda), Duane Switalski (Otsego), Terry Larson (Presque Isle), Tim Muckenthaler (Roscommon), Gary Taylor (Wexford) |
| MEMBERS ABSENT: | Gwenne Allgaier (Leelanau), Terry Newton (Emmet) |
| STAFF IN ATTENDANCE: | Eric Kurtz, Sara Sircely, Deanna Yockey, Carol Balousek |
| PUBLIC IN ATTENDANCE: | Dr. Barbara Barnes, Chip Cieslinski, Dr. Lyn Conlon, Ken Kauffman, Diane Pelts, Trp. David Prichard, Misty Smith, Sharon Vreeland |

CALL TO ORDER

Let the record show that Mr. Frye called the meeting to order at 10:00am.

ROLL CALL

Let the record show that Gwenne Allgaier was absent with notice for the meeting on this date; Melissa Zelenak attended the meeting by phone; Terry Newton was unable to attend the meeting by phone due to unforeseen technical difficulties. All other SUD Oversight Board Members were in attendance.

PLEDGE OF ALLEGIANCE

Let the record show that the Pledge of Allegiance was recited as a group.

APPROVAL OF PAST MINUTES

The previous March minutes were included in the meeting materials sent on April 30th in draft form. Two typos were noted which will be corrected.

MOTION MADE BY CAROLYN BRUMMUND TO APPROVE THE MINUTES OF THE NORTHERN MICHIGAN REGIONAL ENTITY SUBSTANCE USE DISORDER OVERSIGHT BOARD FOR MARCH 4, 2019 AS CORRECTED; SECOND BY MELISSA ZELENAK. MOTION CARRIED.

APPROVAL OF AGENDA

Let the record show that no additions or changes were proposed to the agenda for the meeting on this date; two items under “PA2 Funds Use Requests” were moved to earlier on the Agenda.

MOTION MADE BY CHUCK WELCH TO APPROVE THE AGENDA FOR THE MAY 6, 2019 MEETING OF THE NORTHERN MICHIGAN REGIONAL ENTITY SUBSTANCE USE DISORDER OVERSIGHT BOARD; SECOND BY RICHARD SCHMIDT. MOTION CARRIED.

CORRESPONDENCE

Email correspondence received from Terry Newton announcing scholarship opportunities for the Michigan Association of Alcoholism and Drug Abuse Counselors Spring Conference on May 10th.

ACKNOWLEDGEMENT OF CONFLICT OF INTEREST

Let the record show that Mr. Frye called for any conflicts of interest to the meeting agenda items; none were indicated.

INFORMATIONAL REQUESTS

Admissions

The admissions report though February 28, 2019 was included in the meeting materials. The data showed that males make up most of the individuals served at 61.22%, outpatient is the highest level of treatment at 57%, and alcohol is the most prevalent primary substance at 54.74% (opiates second at 18.32%).

Level of Service Report

It was noted that this report was brought back by request of the SUD Oversight Board in March. This item was included in the meeting materials, though a revised report was sent on May 3rd pursuant to feedback from Dean Vivian. The report showed dollar amounts for services by level of care and provider.

Linda Farrell asked where the number of admissions are found; Sara Sircely responded that the numbers are found on the "Admissions" report (previous Agenda item). It was noted that the number of admissions by provider was not supplied.

Rev. Wallace asked whether the problem at Sunrise Centre had improved; Eric Kurtz acknowledged that it has. NMRE will continue to monitor.

Finance

February 2019 Financial Report

The monthly Financial Report for February 2019 was included in the meeting materials.

- SUD Revenue was reported as \$5,788,968, total expenses were reported as \$6,038,476 for a net deficit of \$249,508.
- Total PA2 funds were reported as \$5,056,480 less a \$120,811 redirect to cover block grant, for a total ending balance of \$4,935,669.

Ron Quackenbush asked whether the projects approved in March were included in the liquor tax amounts. Deanna Yockey responded that they would be included only if the payments were released for to the provider agency.

PA2 Project Lists

The liquor tax project list by county was included in the meeting materials for informational purposes.

RECOMMENDATION ITEMS

Regional PA2 Initiatives – Allocation of Funds

Mr. Kurtz led a discussion prompted during the last Operations Committee (comprised of the NMRE CEO and the five Member CMHSP CEOs) meeting on April 23rd. Some overlap of efforts taken by the CMHSPs and efforts implemented with liquor tax funds was identified and discussed. The CMHSP Board CEOs requested that they be copied on correspondence related to liquor tax use in the counties they represent. The decision was made to include the CMHSP CEOs on the SUD Oversight Board packet mailing.

One concern raised by the CMHSP CEOs was brought before the NMRE Board in April. Historically all-region requests were divided equally by the 21 counties. A request was made to use per capita population as a means of dividing the costs. The NMRE Board returned the matter to the SUD Oversight Board for

discussion and recommendation. Mr. Vivian voiced that he is in favor of appropriating based on county census. Ms. Brummund suggested a 50% County Population/50% County State Equalized Value (SEV) allocation to not overburden more populous counties. Melissa Zelenak supported that idea. Terry Larson proposed factoring in the proportion of liquor tax revenue generated from the counties. After discussion it was determined that NMRE staff will develop a comparison of various ways to split the cost and share it with the SUD Oversight Board prior to the July meeting. Mr. Welch requested obtaining information about how this is handled from other PIHPs which Mr. Kurtz agreed to do. Mr. Kurtz provided some history regarding the formation of the NMRE and the role of the Operations Committee.

PA2 Funds Use Requests

1) CADCA Training Part 2 – All 21 Counties

Ms. Sircely reported that a training held last year on the Community Anti-Drug Coalitions of America, and evidence-based process (CADCA Model) used to form community coalitions. The initial training was held in FY18; the request made on this date is for Part 2, at a total 21-county cost of \$9,680. NMRE Prevention Coordinator Christie Pudvan, added that only those counties that send participants to the training will be billed. She added that she utilized information supplied by CADCA to create the budget amounts. One individual will be brought in to train up to 40 people. Clarification was made that the \$100 meal budget includes all present for the training; the \$200 hotel budget was used as an estimate. Mr. Vivian asked how much the Phase 1 training cost. Ms. Sircely responded the total cost was reported as \$8,001. Ms. Zelenak asked whether SUD Oversight Board members may attend, to which Ms. Sircely responded that they may.

MOTION MADE BY MELISSA ZELENAK TO APPROVE A REGIONAL LIQUOR TAX REQUEST IN THE AMOUNT NOT TO EXCEED NINE THOUSAND SIX HUNDRED EIGHTY DOLLARS (\$9,680.00) TO CONDUCT A TRAINING ON THE COMMUNITY-ANTI-DRUG COALITIONS OF AMERICA COMMUNITY PREVENTION COALITION MODEL; SECOND BY GARY TAYLOR. MOTION CARRIED.

2) MiPHY Incentives – All 21 Counties

Ms. Sircely reported that County Prevention Specialists have struggled to increase participation in the Michigan Profile for Healthy Youth (MiPHY) survey process. The survey is used to determine areas to target with prevention initiatives. Ms. Sircely distributed Survey Information from the 2017/2018 school year, which showed participation from 23 school districts. Clarification was made that 7th, 9th, and 11th graders are surveyed every other year. It was noted that some schools participated but were not published due to low numbers. A request for the guidelines for publishing was made and will be sent. SUD Board Members requested a list of school districts that didn't accept the invitation; this information will be obtained. The requested funding would be for the 2019/2020 school year.

MOTION MADE BY RON QUACKENBUSH TO TABLE THE DISCUSSION OF THE REGIONAL LIQUOR TAX REQUEST TO IMPROVE PARTICIPATION IN THE MICHIGAN PROFILE FOR HEALTHY USE SURVEY PENDING FURTHER INFORMATION; SECOND BY CHUCK WELCH.

Discussion: Richard Schmidt stressed the need to know what how much funding each county received in the 2017/2018 school year and what school districts participated.

Voting took place on Mr. Quackenbush's motion. MOTION CARRIED.

3) Hidden in Plain Sight (Amend) – Alcona, Alpena, Oscoda, Montmorency, Presque Isle

A request to amend a prior approved liquor tax request was received from Catholic Human Services. "Hidden in Plain Site" takes a trailer and mocks it up as a teen bedroom to alert parents and the community of suspicious and unsuspected drug use paraphernalia. The request was not for additional

funds but to alter the way the remaining \$3,350 will be spent. Split evenly, the amount requested would be \$670 per county. Bob Draves asked if there will be an opportunity to view the trailer; Ms. Sircely responded that it will circulate throughout the stated counties.

MOTION MADE BY BRENDA FOURNIER TO APPROVE THE REQUEST BY CATHOLIC HUMAN SERVICES FOR ALCONA, ALPENA, OSCODA, MONTMORENCY, AND PRESQUE ISLE COUNTY LIQUOR TAX FUNDS IN THE AMOUNT OF THREE THOUSAND THREE HUNDRED FIFTY DOLLARS (\$3,350.00) FOR THE HIDDEN IN PLAIN SIGHT PROJECT; SECOND BY CAROLYN BRUMMUND. MOTION CARRIED.

- 4) Hidden in Plain Sight (Additional) – Benzie, Grand Traverse, Leelanau, Manistee, Wexford
A request was received from Catholic Human Services in the amount of \$10,485 for a second “Hidden in Plain Sight” project in additional counties to better cover the large geographical region. This project includes the “Hidden in Plain Sight” trailer as well as providing prevention material for the project and for the substance use goggles. Split evenly, the amount requested would be \$2,097.00 per county. Clarification was made that if the \$1000 licensing and insurance fee is not needed, it will be pulled out of the total amount.

MOTION MADE BY CHUCK WELCH TO APPROVE THE REQUEST BY CATHOLIC HUMAN SERVICES FOR BENZIE, GRAND TRAVERSE, LEELANAU, MANISTEE, AND WEXFORD COUNTY LIQUOR TAX FUNDS IN THE TOTAL AMOUNT OF TEN THOUSAND FOUR HUNDRED EIGHTY-FIVE DOLLARS (\$10,485.00) TO IMPLEMENT THE HIDDEN IN PLAIN SIGHT PROJECT; SECOND BY RON QUACKENBUSH. MOTION CARRIED.

- 5) Medication Assisted Treatment Clinic (Continuation) – Benzie, Manistee
A request for \$7,581.00 Benzie County and \$25,493.00 Manistee County liquor tax funds was received from Centra Wellness Network to continue to provide Medication Assisted Treatment (MAT) clinic services.

MOTION MADE BY RICHARD SCHMIDT TO APPROVE THE LIQUOR TAX REQUEST BY CENTRA WELLNESS NETWORK FOR SEVEN THOUSAND FIVE HUNDRED EIGHTY-ONE DOLLARS (\$7,581.00) FROM BENZIE COUNTY AND TWENTY-FIVE THOUSAND FOUR HUNDRED NINETY-THREE DOLLARS (\$25,493.00) FROM MANISTEE COUNTY TO CONTINUE THE PROVISION OF MEDICATION ASSISTED TREATMENT CLINIC SERVICES; SECOND BY JAY O’FARRELL.

Discussion: Mr. Vivian questioned the discrepancy between the cost of RN and Medical Assistant (PA) noted on the Benzie County budget and the cost for the same on the Manistee County budget. Mr. Kurtz responded it may have to do with the county census or the required staff credentials. A discussion took place regarding approving the fringe benefit packages submitted on liquor tax requests (varies from 10% to 53% on various liquor tax request budgets.) Mr. Draves requested that this discussion be placed on the July SUD Oversight Board meeting schedule, which will be done.

Voting took place on Mr. Schmidt’s motion. MOTION CARRIED.

- 6) Media Campaign – Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau
A request for liquor tax funds was received from the Substance-Free Coalition of Northwest Michigan in the amount of \$150,000 to be split by the counties of Antrim, Benzie, Grand Traverse, Kalkaska, and Leelanau for a General public awareness campaign about prescription and illegal opiates. Ms. Sircely noted that measurable targets provided.

MOTION MADE BY MELISSA ZELENAK TO APPROVE THE REQUEST BY THE SUBSTANCE-FREE COALITION OF NORTHWEST MICHIGAN FOR ANTRIM, BENZIE, GRAND TRAVERSE, KALKASKA, AND LEELANAU COUNTY LIQUOR TAX FUNDS IN THE TOTAL AMOUNT OF ONE HUNDRED FIFTY

THOUSAND DOLLARS (\$150,000.00) TO IMPLEMENT A GENERAL PUBLIC EDUCATIONAL AWARENESS CAMPAIGN; SECOND BY CHUCK WELCH. MOTION CARRIED.

7) Jail Services – All 21 Counties

A liquor tax request was submitted to fund substance use disorder services in the region’s jails. Specifics would be unique to each county. The implementation of State Opioid Response (SOR) grant projects identified the need for jail services throughout the region. A top priority of the project would be to ensure individuals are connected to services upon release. Mr. Larson voiced that each county has its own jail (other than Oscoda) and many are over capacity. He asked how this would be handled financially and for follow-up if/when individuals are transferred. Ms. Sircely responded that, for follow-up, the case management piece would play a role to get the individual connected in the community in which he/she is released. Mr. Kurtz clarified that, rather than an “all 21 counties” request, this is really for “all counties interested,” with no funds requested from the remaining counties. He added that various counties have expressed this need, though movement forward is still in the preliminary stages.

Jay O’Farrell turned the floor over to Diane Pelts, AuSable Valley CMH CEO, who spoke about this issue. She emphasized the need for good communication between the NMRE, the SUD Oversight Board, and the CMHSPs to avoid duplication of efforts. AuSable Valley staff was unaware of this request and was finishing an application for submission to hire someone to be placed in the jail to do exactly this. Funds must be used in the best way possible to affect positive outcomes. It was noted that some CMHSPs have utilized a jail liaison with considerable success.

MOTION MADE BY JAY O’FARRELL TO TABLE FURTHER DISCUSSION OF THE LIQUOR TAX REQUEST FOR JAIL SERVICES IN THE TWENTY-ONE COUNTY REGION UNTIL THE NEXT NORTHERN MICHIGAN REGIONAL ENTITY SUBSTANCE USE DISORDER OVERSIGHT MEETING ON JULY 1, 2019; SECOND BY DUANE SWITALSKI. MOTION CARRIED.

8) Project ASSERT/SBIRT – Alpena, Charlevoix, Grand Traverse, Otsego, Wexford

A liquor tax request was submitted to expand the project currently underway in Emmet and Ogemaw Counties to Alpena, Charlevoix, Grand Traverse, Otsego, and Wexford Counties. Project ASSERT is a program that places Peer Recovery Coaches in regional emergency departments to work with individuals with substance use issues using the Screening – Brief Intervention – Referral to Treatment (SBIRT) model. This project began with funding from State Targeted Response (STR) grants; the funding requested will be used to expand the project to the stated counties.

MOTION MADE BY GARY TAYLOR TO APPROVE THE USE OF LIQUOR TAX DOLLARS FROM ALPENA, CHARLEVOIX, GRAND TRAVERSE, OTSEGO COUNTIES IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00) PER COUNTY TO EXPAND PROJECT ASSERT TO THE STATED COUNTIES; SECOND BY; SECOND BY CHUCK WELCH. MOTION CARRIED.

9) Recovery Residences – Charlevoix, Grand Traverse

A liquor tax request was submitted to provide room and board payment to individuals in Recovery Residences in Charlevoix and Grand Traverse Counties. Funding was previously attained from the State Opioid Response (SOR) grants. It was noted that the requested funding was based on every bed being filled at 100% capacity.

MOTION MADE BY CHUCK WELCH TO APPROVE THE USE OF CHARLEVOIX COUNTY LIQUOR TAX FUNDS IN THE AMOUNT OF ONE HUNDRED TWENTY-TWO THOUSAND SIX HUNDRED FORTY DOLLARS (\$122,640.00) AND GRAND TRAVERSE COUNTY LIQUOR TAX FUNDS IN THE AMOUNT OF

TWO HUNDRED SIXTY-TWO THOUSAND EIGHT HUNDRED DOLLARS (\$262,800.00) FOR ROOM AND BOARD FEES IN RECOVERY RESIDENCES; SECOND BY BRENDA FOURNIER. MOTION CARRIED.

10) Wellspring Healthcare Foundation – Grand Traverse, Wexford, Missaukee

A request was received from Wellspring Healthcare Foundation (WHF) for \$174,310 Grand Traverse County liquor tax funds, \$34,845 Missaukee County liquor tax funds, and \$60,225 Wexford County liquor tax funds to promote the WHF by: 1) hiring a full time Administrative Coordinator for two years (2019-2021); 2) hiring a part-time Nurse practitioner to develop and sustain physical health services for individuals and families receiving services from Well-Spring Psychiatry. Dr. Lyn Conlon and Dr. Barbara Barnes were in attendance to provide an overview of their program and ask.

Mr. Kurtz explained the prescriptive nature of PA2 funds. It was noted that the WHF is a very beneficial project but does not align with liquor tax use requirements. The NMRE would like to look more deeply into this program and determine whether there is a way help.

MOTION MADE BY TERRY LARSON TO DENY THE LIQUOR TAX REQUEST FROM THE WELLSRING HEALTHCARE FOUNDATION BUT TO CHARGE THE NMRE TO WORK WITH WELLSRING STAFF TO IDENTIFY WAYS IN WHICH IT CAN PROVIDE SUPPORT; SECOND BY BOB DRAVES. MOTION CARRIED.

PRESENTATION

NMRE Substance Use Disorder Grants

Ms. Sircely prepared a presentation and update on the many substance use disorder grants obtained by the NMRE. A handout was distributed to SUD Oversight Board Members, but the presentation did not take place in the essence of time. This will be rescheduled for the July meeting.

PUBLIC COMMENT

Let the record show that Mr. Frye called for any public comment during the meeting on this date; none were made.

NEXT MEETING

The next meeting of the Northern Michigan Regional Substance Use Disorder Oversight Board meeting is scheduled for 10:00AM on July 1st in the NMRE Board Room in Gaylord.

MOTION MADE BY JAY O'FARRELL TO ADJOURN THE MEETING OF THE NORTHERN MICHIGAN REGIONAL ENTITY SUBSTANCE USE DISORDER OVERSIGHT BOARD FOR MAY 6, 2019; SECOND BY RICHARD SCHMIDT. MOTION CARRIED.

ADJOURN

Let the record show that Mr. Frye adjourned the meeting at 12:07pm.



Action Request

| | | | |
|--------------------|----------------------------------|----------------------|---|
| Meeting Date: | July 17, 2019 | | |
| Department: | Administration | Submitted By: | Nate Alger |
| Contact E-Mail: | nalger@grandtraverse.org | Contact Telephone: | 922-4780 |
| Agenda Item Title: | Expenditure Report | | |
| Estimated Time: | 0 <small>(in minutes)</small> | Laptop Presentation: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Summary of Request:

Following is a list of purchases \$5,000 and over that have been issued since last month's report.

Expenditures Over \$5,000
June 8 to July 8, 2019

| Purchase Order # | Department | Company Name | Description | Cost | Date |
|------------------|----------------------|---------------------------------|-----------------------|-------------|---------|
| 9396 | Health | Mitchell & McCormick | Software | \$24,293.00 | 6/20/19 |
| 9397 | COA | Ferguson's Lawn Equipment | Lawn mower | \$5,519.00 | 6/28/19 |
| 9398 | IT | Dell Financial Services | Computers | \$95,556.00 | 7/1/19 |
| 9399 | IT | Onix Networking Corporation | Google Suite/Apps | \$54,969.00 | 7/1/19 |
| 9400 | Environmental Health | Graphic Sciences, Inc. | Scan archived records | \$8,374.59 | 7/1/19 |
| 9401 | Health | Merck & Co., Inc. | Vaccines | \$13,417.16 | 7/8/19 |
| 9402 | Health | Glaxosmithkline Pharmaceuticals | Vaccines | \$14,105.60 | 7/8/19 |

Suggested Motion:

Financial Information:

| | | | | |
|-------------|--|--------------------|--|--|
| Total Cost: | | General Fund Cost: | | Included in budget: <input type="radio"/> Yes <input type="radio"/> No |
|-------------|--|--------------------|--|--|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|-----------|------|
| Finance Director | | |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

Action Request



| | | | |
|--------------------|----------------------------------|----------------------|---|
| Meeting Date: | July 17, 2019 | | |
| Department: | Resource Recovery | Submitted By: | David Schaffer |
| Contact E-Mail: | dschaffer@grandtraverse.org | Contact Telephone: | 231.995-6075 |
| Agenda Item Title: | 2019 Hauler Licenses | | |
| Estimated Time: | 0 <small>(in minutes)</small> | Laptop Presentation: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Summary of Request:

Staff has received and reviewed the following applications for 2019 hauler licenses:

Special Solid Waste Applications Received:
SEEDS

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

Suggested Motion:

Approve 2019 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Financial Information:

| | | | |
|-------------|--------------------|---------------------|---|
| Total Cost: | General Fund Cost: | Included in budget: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-------------|--------------------|---------------------|---|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|-----------|------|
| Finance Director | | |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Resource Recovery – 2019 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 17, 2019 and reviewed requests to approve the Hauler Licenses for 2019 as follows:

Special Solid Waste Hauler: SEEDS

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

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2019 as identified above.

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: July 17, 2019



Action Request

| | | | |
|--------------------|---|----------------------|---|
| Meeting Date: | July 17, 2019 | | |
| Department: | Finance | Submitted By: | Dean Bott |
| Contact E-Mail: | dbott@grandtraverse.org | Contact Telephone: | 922-4680 |
| Agenda Item Title: | FY2019 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 FY2019 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2019 budget as presented.

Suggested Motion:

Approve FY2019 budget amendments as presented.

Financial Information:

| | | |
|-----------------|------------------------|---|
| Total Cost: n/a | General Fund Cost: n/a | Included in budget: <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-----------------|------------------------|---|

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 | 7/9/2019 |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2019

RESOLUTION

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 17, 2019, and reviewed budget amendments for Fiscal Year 2019 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 FY2019 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2019 budget are hereby approved.
(See file for attachments.)

APPROVED: July 17, 2019



**GRAND TRAVERSE COUNTY
Budget Amendment Request**

Department: Sheriff - County Patrol

Submitted by: Dean Bott

Budget Number: 27372

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 |
|--|-----------------------------------|----------------|--------------|------------------|
| | | 101-314-582.00 | Local Grants | 10,000.00 |
| | | | | <u>10,000.00</u> |

| <input checked="" type="checkbox"/> Increase | <input type="checkbox"/> Decrease | Account Number | Account Name | Amount |
|--|-----------------------------------|----------------|-----------------------|------------------|
| | | 101-314-977.00 | Machinery & Equipment | 10,000.00 |
| | | | | <u>10,000.00</u> |

Summary:
Budget Oleson Foundation grant received for the purchase of the new K-9

Signature: Dean Bott

Date: 7/9/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 7/9/2019

Board of Commissioner Meeting Approval Date: 7/17/2019



Action Request

| | | | |
|--------------------|---|----------------------|---|
| Meeting Date: | July 17, 2019 | | |
| Department: | Finance | Submitted By: | Dean Bott |
| Contact E-Mail: | dbott@grandtraverse.org | Contact Telephone: | 922-4680 |
| Agenda Item Title: | June 2019 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 June 2019 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 June 2019.

Financial Information:

| | | | | |
|-------------|----------------|--------------------|---------------------|---|
| Total Cost: | \$8,472,911.51 | General Fund Cost: | Included in budget: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
|-------------|----------------|--------------------|---------------------|---|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|-----------|----------|
| Finance Director | Dean Bott | 7/9/2019 |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
June 2019 Claims Summary

RESOLUTION

XX-2019

**Finance Department
June 2019 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 17, 2019, and reviewed claims and payroll disbursements for the month of June 2019 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 DISBURSEMENT FOR THE MONTH OF June 2019 are hereby approved. (See file for attachments.)

APPROVED: July 17, 2019

JUNE 2019 CLAIMS

| <u>TYPE</u> | <u>DATE</u> | <u>AMOUNT</u> |
|---|-------------|-------------------------------------|
| CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL | | |
| CLAIMS AND ACCOUNTS | 6/11/2019 | 2,220,888.24 |
| CLAIMS AND ACCOUNTS | 6/25/2019 | 539,651.92 |
| TOTAL CLAIMS AND ACCOUNTS | | <u>2,760,540.16</u> |
| IMMEDIATE PAYMENTS | 6/5/2019 | 302,656.52 |
| IMMEDIATE PAYMENTS | 6/5/2019 | 2,385.93 |
| IMMEDIATE PAYMENTS | 6/7/2019 | 4,737.29 |
| IMMEDIATE PAYMENTS | 6/12/2019 | 76,540.37 |
| IMMEDIATE PAYMENTS | 6/12/2019 | 822.86 |
| IMMEDIATE PAYMENTS | 6/13/2019 | 2,208.77 |
| IMMEDIATE PAYMENTS | 6/14/2019 | 813,774.38 |
| IMMEDIATE PAYMENTS | 6/18/2019 | 25,618.08 |
| IMMEDIATE PAYMENTS | 6/19/2019 | 85,750.31 |
| IMMEDIATE PAYMENTS | 6/19/2019 | 725.00 |
| IMMEDIATE PAYMENTS | 6/20/2019 | 74,248.16 |
| IMMEDIATE PAYMENTS | 6/24/2019 | 2,236.45 |
| IMMEDIATE PAYMENTS | 6/26/2019 | 915,965.51 |
| IMMEDIATE PAYMENTS | 6/27/2019 | 1,312.79 |
| IMMEDIATE PAYMENTS | 6/28/2019 | 34,711.54 |
| TOTAL IMMEDIATE PAYMENTS | | <u>2,343,693.96</u> |
| TOTAL CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS | | <u><u>5,104,234.12</u></u> |
| CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS | | |
| Health Department Claims: | | |
| HEALTH | 6/11/2019 | 68,345.79 |
| HEALTH | 6/25/2019 | 482,809.32 |
| TOTAL HEALTH DEPARTMENT CLAIMS | | <u>551,155.11</u> |
| Department of Public Works Check Runs Approved by Board of Public Works: | | |
| DPW Check Runs | 6/9/2019 | 13,913.34 |
| DPW Check Runs | 6/14/2019 | 606,801.96 |
| DPW Check Runs | 6/20/2019 | 11,245.18 |
| DPW Check Runs | 6/26/2019 | 14,107.57 |
| TOTAL DPW CHECK RUNS | | <u>646,068.05</u> |
| Pending Claims: | | <u>4,200.00</u> |
| TOTAL RECONCILING ITEMS | | <u>1,201,423.16</u> |
| Total Claims, Immediate & Reconciling | | 6,305,657.28 ✓ |
| Monthly Check Distribution Summary | | 6,305,657.28 |
| Difference | | <u>0.00</u> |
| PAYROLL | | |
| PAYROLL | 6/14/2019 | 953,070.97 |
| PAYROLL | 6/28/2019 | 910,158.04 |
| BENEFITS | 6/28/2019 | 304,025.22 |
| TOTAL PAYROLL | | <u><u>2,167,254.23</u></u> ✓ |
| FOR BOARD APPROVAL: | | A |
| TOTAL CLAIMS, IMMEDIATE, RECONCILING & PAYROLL | | <u><u>8,472,911.51</u></u> ✓ |

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
JUNE 2019**

| Payee Name | Amount |
|---------------------------------|-----------------|
| GRAND TRAVERSE COUNTY Total | \$ 2,800,340.13 |
| CHEMICAL BANK TC Total | \$ 500,000.00 |
| GARFIELD CHARTER TOWNSHIP Total | \$ 448,097.67 |
| TRAVERSE CITY TREASURER Total | \$ 338,169.98 |
| PRIORITY HEALTH Total | \$ 317,497.01 |
| MBANK Total | \$ 230,000.00 |
| EAST BAY CHARTER TOWNSHIP Total | \$ 174,976.81 |
| STATE OF MICHIGAN Total | \$ 77,972.62 |
| DELL FINANCIAL SERVICES L Total | \$ 76,619.85 |
| ACME TOWNSHIP Total | \$ 74,218.61 |
| WELLPATH LLC Total | \$ 50,279.17 |
| MICHIGAN MUNICIPAL RISK M Total | \$ 50,000.00 |
| PENINSULA TOWNSHIP Total | \$ 46,764.45 |
| DELTA DENTAL Total | \$ 42,571.55 |
| HOPE NETWORK BEHAVIORAL H Total | \$ 38,673.66 |
| PORCELAIN PATROL SERVICE Total | \$ 37,524.81 |
| ELMWOOD TOWNSHIP Total | \$ 37,414.43 |
| CH2M HILL INC. Total | \$ 33,445.78 |
| CONSUMERS ENERGY Total | \$ 28,816.17 |
| SCHMUCKAL OIL CO Total | \$ 28,603.02 |
| TRAVERSE CITY LIGHT & POW Total | \$ 26,895.80 |
| FIFTH THIRD BANK Total | \$ 25,618.08 |
| WMU HOMER STRYKER MD SCHO Total | \$ 24,784.00 |
| TOTAL COURT SERVICES OF M Total | \$ 23,513.19 |
| SQS INC Total | \$ 22,680.71 |
| MUTUAL OF OMAHA INSURANCE Total | \$ 20,240.60 |
| MICHIGAN DEPT OF HEALTH/H Total | \$ 19,000.00 |
| MITCHELL & MCCORMICK, INC Total | \$ 18,894.67 |
| WOLVERINE HUMAN SERVICES Total | \$ 16,986.76 |
| STT INC. Total | \$ 15,552.79 |
| ATT MOBILITY Total | \$ 14,911.09 |
| ARAMARK Total | \$ 14,655.12 |
| GUARDIAN MEDICAL MONITORI Total | \$ 14,568.40 |
| CENTER FOR AUTOMOTIVE RES Total | \$ 13,000.00 |
| VREDEVELD HAEFNER LLC Total | \$ 13,000.00 |
| MAPLE RIVER DIRECT MAIL L Total | \$ 12,237.08 |
| CDW-G Total | \$ 11,734.20 |
| MERCK & CO., INC. Total | \$ 11,147.81 |
| GOVERNMENTJOBS.COM INC Total | \$ 10,914.75 |
| DTE ENERGY Total | \$ 10,077.35 |
| GLAXOSMITHKLINE PHARMACEU Total | \$ 10,006.11 |
| DILIGENT CORP Total | \$ 9,850.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| CITY OF TRAVERSE CITY Total | \$ 9,199.02 |
| HEXAGON INVESTMENTS LLC Total | \$ 9,000.00 |
| VARIPRO BENEFIT ADMINISTR Total | \$ 8,885.86 |
| TAD & MEAGHAN THOMPSON Total | \$ 8,875.00 |
| LEELANAU COUNTY Total | \$ 8,806.23 |
| GRAFF, GRAFF & HELVESTON Total | \$ 8,726.05 |
| CDW GOVERNMENT,INC. Total | \$ 8,494.86 |
| ENGINEERED PROTECTION SYS Total | \$ 7,928.74 |
| ENTERPRISE FM TRUST Total | \$ 7,839.43 |
| GRAND HOTEL Total | \$ 7,650.00 |
| DOUGLAS & SHARI CHOUINARD Total | \$ 7,367.51 |
| MICHAEL SCHMERL Total | \$ 7,350.00 |
| BAY AREA TRANSPORTATION A Total | \$ 7,121.00 |
| LARK LAWN & GARDEN INC. Total | \$ 6,850.00 |
| LINCOLN NATIONAL LIFE INS Total | \$ 6,532.73 |
| TRAVERSE CITY AREA PUBLIC Total | \$ 6,394.65 |
| OFFICE DEPOT,INC Total | \$ 6,186.32 |
| FAHEY SCHULTZ BURZYCH RHO Total | \$ 6,127.20 |
| DAVID J CLARK Total | \$ 6,030.00 |
| SOUTHTOWN PROPERTY MANAGE Total | \$ 5,759.93 |
| SHAWN WORDEN Total | \$ 5,350.00 |
| AT&T GLOBAL SERVICES Total | \$ 5,296.22 |
| CH2M HILL ENGINEERS, INC Total | \$ 5,189.00 |
| JAMEL J. ANDERSON Total | \$ 5,035.83 |
| KANE & ASSOCIATES, PLC Total | \$ 4,755.00 |
| CALHOUN COUNTY Total | \$ 4,650.00 |
| MOTOROLA, INC. Total | \$ 4,621.88 |
| THOMSON REUTERS - WEST Total | \$ 4,598.15 |
| REANN R GORTON Total | \$ 4,520.00 |
| LAW OFFICE OF MATTIAS JOH Total | \$ 4,494.00 |
| MGT OF AMERICA CONSULTING Total | \$ 4,450.00 |
| TELE-RAD, INC. Total | \$ 4,332.40 |
| LAKEPORT INVESTMENTS LLC Total | \$ 4,113.25 |
| MICHAEL P COLLINS Total | \$ 4,090.62 |
| MATTHEW CONNOLLY Total | \$ 3,765.00 |
| FOX GRAND TRAVERSE Total | \$ 3,586.39 |
| CHERRYLAND ELECTRIC Total | \$ 3,535.08 |
| TITLE CHECK LLC Total | \$ 3,531.76 |
| BERG WELL DRILLING Total | \$ 3,500.00 |
| CYNTHIA ANN CONLON Total | \$ 3,290.00 |
| GOURDIE-FRASER, INC Total | \$ 3,283.75 |
| VERICOR, LLC Total | \$ 3,280.58 |
| ELMER'S CRANE & DOZER Total | \$ 3,220.00 |
| VINCENT J MALONEY Total | \$ 3,182.50 |
| HON LARRY NELSON Total | \$ 3,172.72 |
| VERIZON WIRELESS Total | \$ 3,150.48 |

| Payee Name | Amount |
|---|---------------|
| DOUGLAS A KING Total | \$ 3,150.00 |
| JANET M MISTELE Total | \$ 3,117.50 |
| MAGNET FORENSICS Total | \$ 2,999.00 |
| ALLEN SUPPLY Total | \$ 2,958.32 |
| CIRCUIT COURT RECORDS Total | \$ 2,942.00 |
| PHILIP A SETTLES Total | \$ 2,860.00 |
| BRETT C BAIRD Total | \$ 2,823.50 |
| LAKESIDE FOR CHILDREN Total | \$ 2,750.00 |
| NICHOLS Total | \$ 2,706.51 |
| TRAVERSE CITY FLEET REPAI Total | \$ 2,696.61 |
| CLIFF'S AUTOMOTIVE REPAIR Total | \$ 2,676.28 |
| PAUL HUBBELL Total | \$ 2,635.00 |
| ROBERT HENTSCHEL Total | \$ 2,625.00 |
| CHERRYLAND HUMANE SOCIETY Total | \$ 2,522.63 |
| BOWERS HARBOR YACHT CLUB Total | \$ 2,500.00 |
| UNITED STATES POSTAL SERV Total | \$ 2,500.00 |
| COHL, STOKER & TOSKEY PC Total | \$ 2,390.27 |
| JASON A RAZAVI . Total | \$ 2,380.00 |
| KYLE B TREVAS Total | \$ 2,300.00 |
| GALLOUP Total | \$ 2,268.00 |
| MARIE WALKER, PLLC Total | \$ 2,262.46 |
| NEXUS FAMILY SERVICES INC Total | \$ 2,190.00 |
| EAST BAY LEGAL Total | \$ 2,140.00 |
| NEW DIRECTION TESTING Total | \$ 2,130.00 |
| RECOLLECT SYSTEMS INC. Total | \$ 2,092.00 |
| D/LT. MISTY LONG-BIRGY Total | \$ 2,085.93 |
| NORTHERN OFFICE EQUIPMENT Total | \$ 2,025.41 |
| THOMAS J SEGER Total | \$ 2,010.00 |
| WOLVERINE BUILDING GROUP Total | \$ 2,000.00 |
| PRIORITY HEALTHCARE DISTR Total | \$ 1,995.00 |
| FIDELITY SECURITY LIFE IN Total | \$ 1,982.14 |
| CONFLICT RESOLUTION SERVI Total | \$ 1,950.00 |
| TOP LINE ELECTRIC LLC Total | \$ 1,934.67 |
| CHARTER COMMUNICATIONS Total | \$ 1,852.27 |
| ROSCOMMON COUNTY Total | \$ 1,848.00 |
| TRAVERSE AREA SUPPORT SER Total | \$ 1,848.00 |
| AMERICAN WASTE Total | \$ 1,836.00 |
| H.M. DAY SIGNS Total | \$ 1,646.00 |
| NYE UNIFORM CO., INC Total | \$ 1,640.00 |
| GMCC INC Total | \$ 1,622.00 |
| AXON ENTERPRISE, INC. Total | \$ 1,611.00 |
| YORK RISK SERVICES GROUP, Total | \$ 1,607.78 |
| SET SEG INSURANCE Total | \$ 1,598.00 |
| BURDCO INC Total | \$ 1,550.00 |
| MARTINSON FUNERAL HOME Total | \$ 1,500.00 |
| REYNOLDS-JONKHOFF FUNERAL Total | \$ 1,500.00 |

| Payee Name | Amount |
|--|---------------|
| TRAVERSE BODY & PAINT CEN Total | \$ 1,499.76 |
| FAMILY COURT RECORDS Total | \$ 1,489.75 |
| GREAT LAKES BUSINESS SYST Total | \$ 1,450.55 |
| ADDICTION TREATMENT SERVI Total | \$ 1,450.00 |
| JOSEPH G MOLLIKA Total | \$ 1,402.00 |
| CHERRY CAPITAL CAB, LLC Total | \$ 1,395.00 |
| OLSON, BZDOK & HOWARD PC Total | \$ 1,374.45 |
| ZIMMERMAN LONG, PLLC Total | \$ 1,352.00 |
| C.C. POWER LLC Total | \$ 1,350.00 |
| MILLARD DEAN ELDRED Total | \$ 1,350.00 |
| UIS SCADA, INC. Total | \$ 1,340.00 |
| TRAVERSE CITY RECORD EAGL Total | \$ 1,323.08 |
| SOS ANALYTICAL Total | \$ 1,275.00 |
| OAK HALL INDUSTRIES Total | \$ 1,254.57 |
| COVELL FUNERAL HOMES, INC Total | \$ 1,250.00 |
| JANE BURNSIDE Total | \$ 1,242.73 |
| PARAGARD DIRECT Total | \$ 1,235.00 |
| PAUL T. JARBOE PLC Total | \$ 1,235.00 |
| DAVID G GRUNST Total | \$ 1,185.00 |
| JENTEES CUSTOM SCREEN PRI Total | \$ 1,176.05 |
| LESLEY'S LANDSCAPING Total | \$ 1,170.00 |
| MADISON ELECTRIC Total | \$ 1,165.53 |
| MICHAEL HOROWITZ Total | \$ 1,130.00 |
| PREMIER SAFETY Total | \$ 1,092.15 |
| CHANNING BETE CO, INC Total | \$ 1,077.51 |
| JOHNSON OUTDOORS Total | \$ 1,075.00 |
| JOHN D ROACH JR Total | \$ 1,070.35 |
| BETHANY CHRISTIAN SERVICE Total | \$ 1,068.88 |
| PITNEY BOWES Total | \$ 1,033.35 |
| REMBRANDT CONSTRUCTION Total | \$ 1,000.00 |
| SHERISE SHIVELY Total | \$ 998.79 |
| CHIEF SUPPLY CORPORATION Total | \$ 997.74 |
| CINTAS CORP #729 Total | \$ 978.67 |
| MARK A RISK Total | \$ 950.00 |
| MIDCOURSE CORRECTION CHAL Total | \$ 950.00 |
| WHITEWATER TOWNSHIP Total | \$ 923.43 |
| ROBERT A MICKEVICIUS Total | \$ 900.00 |
| MUNSON MEDICAL CENTER Total | \$ 887.88 |
| BIS DIGITAL Total | \$ 870.00 |
| PROASSURANCE Total | \$ 867.00 |
| SECURITY SANITATION,INC. Total | \$ 854.52 |
| SANOFI PASTEUR, INC. Total | \$ 851.30 |
| MICHIGAN RURAL WATER ASSN Total | \$ 850.00 |
| SMART START MICHIGAN Total | \$ 829.50 |
| BRAKE & ALIGNMENT PLUS AU Total | \$ 829.05 |
| MANSFIELD LAND USE CONSUL Total | \$ 820.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| SUMMIT COMPANIES Total | \$ 817.09 |
| CDM MOBILE SHREDDING LLC Total | \$ 796.00 |
| ANALYTICAL TECHNOLOGY INC Total | \$ 785.91 |
| JASON ANTHONY BENBOW Total | \$ 785.50 |
| HEADSETS.COM, INC Total | \$ 782.06 |
| GRAND TRAVERSE INDUSTRIES Total | \$ 778.25 |
| NORTHERN MICHIGAN SUPPLY Total | \$ 769.43 |
| BRANDY HANSEN Total | \$ 750.00 |
| KELLI J. CLAXTON Total | \$ 750.00 |
| CHRISTOPHER THOLEN Total | \$ 748.62 |
| HEIDI SCHEPPE Total | \$ 724.82 |
| AMD GLOBAL TELEMEDICINE, Total | \$ 700.00 |
| GORDON LAPOINTE Total | \$ 700.00 |
| BRAD JEWETT Total | \$ 697.51 |
| PAUL ROBERT JOHNSON Total | \$ 681.47 |
| SPARTAN DISTRIBUTORS Total | \$ 671.90 |
| ERIN WHITNEY Total | \$ 645.19 |
| ELITE FABRICARE Total | \$ 640.55 |
| SHERWIN-WILLIAMS Total | \$ 635.57 |
| MML Total | \$ 625.00 |
| LANGUAGE LINE SERVICES Total | \$ 610.99 |
| CENTRAL LAKE ARMOR EXPRES Total | \$ 608.02 |
| BILL MARSH AUTO GROUP Total | \$ 600.34 |
| JOHN MANN Total | \$ 600.00 |
| ORBIS PARTNERS INC. Total | \$ 600.00 |
| SCHMUCKAL OIL Total | \$ 600.00 |
| STEPHEN & JANICE DONKERS Total | \$ 600.00 |
| WENDY S HIRSCHENBERGER Total | \$ 596.34 |
| MICHIGAN TRUCK ACCESSORIE Total | \$ 592.46 |
| RAM PLUMBING SERVICE & DR Total | \$ 589.45 |
| A BROOKS DARLING Total | \$ 585.00 |
| REDWOOD TOXICOLOGY LABORA Total | \$ 569.31 |
| NORTHWESTERN MICHIGAN COL Total | \$ 560.00 |
| ASD HEALTHCARE Total | \$ 559.50 |
| SOS LEARNING LAB LLC Total | \$ 550.00 |
| BRAMER AUTO Total | \$ 540.90 |
| FERGUSON'S LAWN EQUIPMENT Total | \$ 531.34 |
| KIESLER POLICE SUPPLY, IN Total | \$ 529.38 |
| LOGAN ANDREW MOHRING Total | \$ 527.00 |
| INTEGRITY BUSINESS SOLUTI Total | \$ 525.39 |
| LA PROFESSIONAL CLEANING Total | \$ 520.00 |
| PAK-RITE MICHIGAN, LTD Total | \$ 512.04 |
| WOMEN'S RESOURCE CENTER Total | \$ 510.00 |
| SHI INTERNATIONAL Total | \$ 505.00 |
| CYNERGYCOMM.NET INC Total | \$ 504.12 |
| BRETT DANIEL NELUND Total | \$ 500.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| CALLYO Total | \$ 500.00 |
| CORNERSTONE AFFORDABLE HO Total | \$ 500.00 |
| DANIEL POMEROY Total | \$ 500.00 |
| EETKO BUILDERS Total | \$ 500.00 |
| GOLDEN RULE CONSTRUCTION Total | \$ 500.00 |
| JULIA LILLEY Total | \$ 500.00 |
| KAREN HAUSWIRTH Total | \$ 500.00 |
| SCOTT NORRIS Total | \$ 500.00 |
| SHANE KYLM Total | \$ 500.00 |
| SIMON ALHIN Total | \$ 500.00 |
| E&J SUPPLY, INC. Total | \$ 496.28 |
| WILLIAMS CHEVROLET Total | \$ 496.25 |
| PRIME TIME NEWS & OBSERVE Total | \$ 495.00 |
| WILLIAMS & BAY PUMPING SE Total | \$ 495.00 |
| WALMART COMMUNITY CARD Total | \$ 494.60 |
| BEATRIZ CRUZ Total | \$ 489.67 |
| MARGARET DRURY Total | \$ 486.08 |
| SAULT TRIBE YOUTH FACILIT Total | \$ 480.00 |
| KENDALL ELECTRIC INC Total | \$ 473.56 |
| MCKESSON MEDICAL SURGICAL Total | \$ 472.73 |
| TWIN BAY GLASS, INC. Total | \$ 466.32 |
| BEVERLY A MORRISON Total | \$ 458.00 |
| USA BLUE BOOK Total | \$ 451.62 |
| JOY VALLEY COUNSELING AND Total | \$ 450.00 |
| RICHARD M PAJTAS Total | \$ 449.14 |
| TC RENTALS Total | \$ 440.00 |
| NORTHWOODS PRINTERS/OFFIC Total | \$ 425.09 |
| LEXISNEXIS RISK DATA MANA Total | \$ 422.31 |
| WEST MARINE PRO Total | \$ 421.42 |
| TRAVERSE BAY MARINE INC. Total | \$ 420.00 |
| MICHAEL ROOF Total | \$ 413.55 |
| R&S NORTHEAST LLC Total | \$ 410.56 |
| JULIE DUBAY Total | \$ 410.06 |
| MITTEN OUTDOORS, LLC Total | \$ 410.00 |
| SIGNPLICITY Total | \$ 409.28 |
| BILL MARSH AUTO RENTALS Total | \$ 401.94 |
| SCHMIDT REALTOR Total | \$ 400.00 |
| DAISY JANE Total | \$ 397.00 |
| PRECISION DYNAMICS CORPOR Total | \$ 396.66 |
| PEZZETTI,VERMETTEN&POPOVI Total | \$ 396.50 |
| PRO IMAGE DESIGN Total | \$ 386.90 |
| CUTTIN IT CLOSE OUTDOOR Total | \$ 380.00 |
| MATTHEW N HAGEN Total | \$ 378.33 |
| DARRELL JACKSON Total | \$ 374.00 |
| MARSHALL & SWIFT Total | \$ 364.95 |
| PERFECT FENCE CO. Total | \$ 360.00 |

| Payee Name | Amount |
|---|---------------|
| METCOM Total | \$ 358.44 |
| SPRINGFIELD INC Total | \$ 352.00 |
| SITONE LANDSCAPE SUPPLY Total | \$ 347.66 |
| JOHN ULRICH PHD Total | \$ 345.00 |
| WALMART Total | \$ 336.04 |
| CENTRE STREET CAFE Total | \$ 334.00 |
| MICHIGAN PUBLIC HEALTH IN Total | \$ 330.00 |
| LAND INFORMATION ACCESS A Total | \$ 326.00 |
| FLIGHT PATH CREATIVE LLC Total | \$ 325.00 |
| KIDS CREEK FAMILY COUNSEL Total | \$ 320.00 |
| THE MAPLE CLINIC, INC Total | \$ 320.00 |
| LUCAS CLARK Total | \$ 307.61 |
| SALLY VANVLECK Total | \$ 304.50 |
| AMERIGAS Total | \$ 302.35 |
| STACEY TRUESDELL Total | \$ 300.65 |
| DEWEESE HARDWARE Total | \$ 300.02 |
| ADMIRAL PETROLEUM CO Total | \$ 300.00 |
| CATHOLIC HUMAN SERVICES Total | \$ 300.00 |
| CRIME VICTIMS SERVICES CO Total | \$ 300.00 |
| FINAL TOUCH CLEANING SERV Total | \$ 300.00 |
| HERTLER & ASSOCIATES INC Total | \$ 300.00 |
| HOGARTH'S PEST CONTROL CO Total | \$ 300.00 |
| JIM ESTEP Total | \$ 300.00 |
| JOANNA P WOLF Total | \$ 300.00 |
| KONRAD MOLTER Total | \$ 300.00 |
| MAGGIE COLE Total | \$ 300.00 |
| MICH ASSOC DIST COURT PRO Total | \$ 300.00 |
| RAYMELL L ENGLISH Total | \$ 300.00 |
| THE HARTFORD INSURANCE Total | \$ 300.00 |
| THE CAMERA SHOP Total | \$ 299.99 |
| POTTERS FINE PASTRIES Total | \$ 299.15 |
| NANCY ICKES Total | \$ 294.23 |
| STANDARD ELECTRIC COMPANY Total | \$ 294.00 |
| ALIMED, INC Total | \$ 292.96 |
| MICHIGAN PIPE & VALVE Total | \$ 292.30 |
| ART'S AUTO & TRUCK PARTS Total | \$ 288.44 |
| MARY WENGER-TOWNSEND Total | \$ 288.00 |
| LASER PRINTER TECHNOLOGIE Total | \$ 285.75 |
| GOVCONNECTION INC Total | \$ 285.06 |
| HABITEC SECURITY, INC. Total | \$ 282.00 |
| EUROTROL Total | \$ 279.88 |
| ANDREW WAITE Total | \$ 279.16 |
| BADGER METER, INC. Total | \$ 275.16 |
| GOSLING CZUBAK ENGINEERIN Total | \$ 275.00 |
| AFP SPECIALTIES, INC. Total | \$ 275.00 |
| US BANK EQUIPMENT FINANCE Total | \$ 272.59 |

| Payee Name | Amount |
|---|---------------|
| NORTHWEST LOCK INC Total | \$ 271.00 |
| AUTUMN AMORMINO Total | \$ 261.58 |
| JENNY ROBLES Total | \$ 260.19 |
| DEAN BOTT Total | \$ 252.00 |
| LISA PHILO Total | \$ 249.92 |
| RHONDA YANSKA Total | \$ 249.17 |
| BRITTANY B SAMPLE Total | \$ 248.53 |
| MOTION INDUSTRIES Total | \$ 247.10 |
| D & W AUTO Total | \$ 246.59 |
| ARTS AUTO & TRUCK Total | \$ 245.19 |
| RONALD CLOUS Total | \$ 245.00 |
| LONG LAKE MARINA Total | \$ 243.90 |
| KAREN COPELAND Total | \$ 241.28 |
| SUZANNE BORSOS Total | \$ 239.77 |
| APPLIED IMAGING Total | \$ 239.52 |
| ALLEN R SHUFFLEBOARD CO, Total | \$ 235.33 |
| GRAND TRAVERSE WOMAN, LLC Total | \$ 235.00 |
| RON & JANET RAMOIE Total | \$ 230.75 |
| D & W MECHANICAL Total | \$ 230.05 |
| CENTURYLINK Total | \$ 225.94 |
| BENZIE HIGH SCHOOL Total | \$ 225.00 |
| SAUL MINEROFF ELECTRONICS Total | \$ 225.00 |
| NICOLE L HEIGES Total | \$ 223.82 |
| CLARISSA FASEL Total | \$ 221.21 |
| LANCE WILLIAM GALLAGHER Total | \$ 215.88 |
| HANOVER INSURANCE COMPANY Total | \$ 215.38 |
| BROOKE EMERY Total | \$ 214.80 |
| MICHAEL LAHEY Total | \$ 210.55 |
| MELISSA ZENNER Total | \$ 209.96 |
| PATRICIA A FRIEDLI Total | \$ 205.52 |
| BOBBIE LYNN SHERMAN Total | \$ 204.70 |
| SARAH R LORIGAN Total | \$ 204.40 |
| MARY URYASZ Total | \$ 204.16 |
| GRAND TRAVERSE VETERINARY Total | \$ 203.30 |
| GAMESTOP Total | \$ 200.00 |
| GERALD KRAJENKE Total | \$ 200.00 |
| MATTHEW HOLLIDAY Total | \$ 200.00 |
| PRESIDIO NETWORKED SOLUTI Total | \$ 200.00 |
| SCHMELTZER LAW PLLC Total | \$ 200.00 |
| WILLIAM & MARY POLLARD Total | \$ 200.00 |
| PRINT SOURCE Total | \$ 199.00 |
| HEMOCUE AMERICA / RADIOME Total | \$ 198.00 |
| KAREN ZENNER Total | \$ 196.79 |
| SCUBA NORTH Total | \$ 196.00 |
| INSPECTORATE AMERICA CORP Total | \$ 194.31 |
| DEBRA JEAN DOBBYN Total | \$ 193.92 |

| Payee Name | Amount |
|--|---------------|
| MATTHEW ROBERT MANSFIELD Total | \$ 192.92 |
| JEFFREY WALLACE Total | \$ 191.00 |
| OAKWOOD VETERINARY HOSPIT Total | \$ 190.50 |
| NORTHERN A-1 KALKASKA Total | \$ 190.00 |
| ETNA SUPPLY COMPANY Total | \$ 188.76 |
| TRANSUNION RISK AND ALTER Total | \$ 186.56 |
| ALICIA MARIE CLASSENS Total | \$ 186.33 |
| JOANNE KELLY Total | \$ 184.02 |
| ELYSE Y MCELDERRY Total | \$ 180.15 |
| GRAND TRAVERSE BAY YMCA Total | \$ 180.00 |
| AMANDA STEELE Total | \$ 179.31 |
| JERRY ALAN BEATTY Total | \$ 177.84 |
| AQUATIC SOURCE Total | \$ 177.27 |
| BRENDA VOIGHT Total | \$ 176.38 |
| JENNY LYNN GRIST Total | \$ 176.37 |
| GRAND TRAVERSE MOBILE COM Total | \$ 175.05 |
| SARA M DEMAN Total | \$ 172.67 |
| CYNTHIA ANN KOTT Total | \$ 171.45 |
| MEGHAN L SCHUUR Total | \$ 171.07 |
| ALCOTEC PENSION FUND Total | \$ 171.06 |
| TRAVERSE REPRODUCTION & S Total | \$ 169.34 |
| COURTNEY JURICA Total | \$ 169.31 |
| MISSAUKEE WILDERNESS YOUT Total | \$ 168.00 |
| BROOKSIDE VETERINARY HOSP Total | \$ 167.61 |
| IMAGE360 Total | \$ 167.36 |
| ASHLEY JUSTICE Total | \$ 167.04 |
| MELISSA ZIELINSKI Total | \$ 166.13 |
| DEBORAH STERNAMAN Total | \$ 164.26 |
| ANIMAL TRAPS AND SUPPLIES Total | \$ 160.00 |
| TOBY'S INSTRUMENT SHOP Total | \$ 159.00 |
| ULINE Total | \$ 158.60 |
| WRIGHT EXPRESS FLEET SERV Total | \$ 155.97 |
| JULIE DODSON Total | \$ 155.96 |
| ANYTIME TOWING SERVICES, Total | \$ 153.00 |
| ROBERT D ROBBINS Total | \$ 151.00 |
| ALLSTATE INSURANCE COMPAN Total | \$ 150.00 |
| CORDELIA SWEETLAND Total | \$ 150.00 |
| MICHIGAN DEPARTMENT OF HE Total | \$ 150.00 |
| MICHIGAN JUDGES ASSOCIATI Total | \$ 150.00 |
| PATRICIA A PECKHAM Total | \$ 150.00 |
| STONEHOUSE BREAD Total | \$ 150.00 |
| DANBROOK ADAMS RAYMOND PL Total | \$ 148.00 |
| HEATHER PINEDA Total | \$ 147.09 |
| TRAVERSE CITY HIGH SCHOOL Total | \$ 145.00 |
| THE COPY SHOP Total | \$ 143.80 |
| CARE TRAK INTERNATIONAL I Total | \$ 143.58 |

| Payee Name | Amount |
|---------------------------------|---------------|
| 7-ELEVEN INC Total | \$ 142.74 |
| BLAIR SELF STORAGE Total | \$ 140.00 |
| DEBORAH KIJORA Total | \$ 140.00 |
| ALICIA THAYER Total | \$ 139.37 |
| JOHNSTONE SUPPLY - #234 Total | \$ 138.69 |
| DASH MEDICAL GLOVES INC Total | \$ 133.80 |
| TOM FLITTON Total | \$ 133.00 |
| BOYNE COUNTRY HOMES Total | \$ 132.50 |
| DEBRA ROE Total | \$ 132.00 |
| LINDA LOU STECK Total | \$ 132.00 |
| AUSTIN J SAXTON Total | \$ 131.00 |
| TRACY PARDO Total | \$ 131.00 |
| STERICYCLE INC Total | \$ 130.86 |
| CHRISTOPHER DAILEY Total | \$ 129.51 |
| MCCARDEL CULLIGAN WATER C Total | \$ 128.50 |
| OPTUM Total | \$ 127.65 |
| PETER FORTON Total | \$ 126.90 |
| LYNNE STOCKWELL Total | \$ 126.81 |
| BRANDON & ERIN ROBBINS Total | \$ 125.00 |
| DIANA MACK Total | \$ 125.00 |
| HAHN NGUYEN Total | \$ 125.00 |
| JAMES M LINDSAY Total | \$ 125.00 |
| MICHELLE K. CORBY Total | \$ 125.00 |
| BAY AREA PET HOSPITAL Total | \$ 124.50 |
| TRAVERSE BAY AREA CREDIT Total | \$ 123.85 |
| LESLIE ANNE SNELLER Total | \$ 122.60 |
| JACOB ALLEN BECKWITH Total | \$ 120.00 |
| QDOBA MEXICAN GRILL Total | \$ 120.00 |
| PEOPLE MAGAZINE Total | \$ 118.26 |
| HOSPITAL NETWORK HEALTHCA Total | \$ 118.00 |
| MARCIE MONTGOMERY Total | \$ 117.51 |
| ADVANCED TURF SOLUTIONS Total | \$ 117.50 |
| BAY SUPPLY & MARKETING, I Total | \$ 116.00 |
| RICHFIELD TRAILER SUPPLY Total | \$ 115.58 |
| SPRING HILL SUITES EAST L Total | \$ 115.56 |
| PREMIER OUTDOORS Total | \$ 115.00 |
| STACY LIN HOWE Total | \$ 114.97 |
| JENNIFER OVERTON Total | \$ 113.10 |
| JESSICA PARENT Total | \$ 110.20 |
| YOUNG SUPPLY COMPANY Total | \$ 110.00 |
| TRACIE MULLEN Total | \$ 109.52 |
| DAVID M AKERS Total | \$ 109.00 |
| CARSON J ALTONEN Total | \$ 108.00 |
| LUKE MCMANUS Total | \$ 107.00 |
| ORKIN PEST CONTROL Total | \$ 106.30 |
| GLOBAL PROTECTION CORP. Total | \$ 106.00 |

| <u>Payee Name</u> | <u>Amount</u> |
|---------------------------------|---------------|
| RON CLOUS Total | \$ 105.56 |
| ROBIN RATCLIFFE Total | \$ 102.08 |
| MEDLER ELECTRIC COMPANY Total | \$ 100.89 |
| BENJAMIN D NEUMANN Total | \$ 100.80 |
| ANGELA HARRIS Total | \$ 100.00 |
| AUTO OWNERS INSURANCE Total | \$ 100.00 |
| COLLEEN S DOW TRUST Total | \$ 100.00 |
| DAVID LYLE MOORE Total | \$ 100.00 |
| DIANA S HOLCOMBE Total | \$ 100.00 |
| ENCOMPASS INSURANCE Total | \$ 100.00 |
| FERGUSONS FIREPLACE & STO Total | \$ 100.00 |
| HASTINGS MUTUAL INSURANCE Total | \$ 100.00 |
| HAWTHORNE VINEYARDS Total | \$ 100.00 |
| JOSHUA JOHN SMITH Total | \$ 100.00 |
| KARA KECSKEMETY Total | \$ 100.00 |
| KENT GRAY & BROOKE BORGES Total | \$ 100.00 |
| LAKEVIEW COUNSELING PC Total | \$ 100.00 |
| LATITUDE SUBROGATION SERV Total | \$ 100.00 |
| MICHAEL CHRIS STORMS Total | \$ 100.00 |
| MICHIGAN STATE POLICE - B Total | \$ 100.00 |
| ORADEE KOUMLIENE Total | \$ 100.00 |
| ROBERT GODZIEBIEWSKI Total | \$ 100.00 |
| ROY C. NICHOLS Total | \$ 100.00 |
| TARGET STORES Total | \$ 100.00 |
| TARA AYLSWORTH Total | \$ 99.41 |
| ANDREA COOPER Total | \$ 99.20 |
| NORTHWOOD ANIMAL HOSPITAL Total | \$ 98.00 |
| TINA L BRADEN Total | \$ 96.06 |
| EMILY RICE Total | \$ 94.77 |
| BAY WEST ANIMAL CLINIC Total | \$ 94.75 |
| ACE WELDING & MACHINE, IN Total | \$ 94.00 |
| STAPLES BUSINESS ADVANTAG Total | \$ 93.78 |
| CYNTHIA GREEN Total | \$ 92.22 |
| KATHLEEN A GEST Total | \$ 90.00 |
| PARK PLACE HOTEL Total | \$ 89.25 |
| THE VAULT Total | \$ 88.86 |
| HOLLIE DEWALT Total | \$ 88.00 |
| TRAVERSE CITY PRINT & COP Total | \$ 88.00 |
| ANIMAL MEDICAL CENTER Total | \$ 86.75 |
| MI DEPT OF CORRECTIONS Total | \$ 85.10 |
| KEVIN CONRADY Total | \$ 85.00 |
| MEIJER, INC Total | \$ 85.00 |
| STATE FARM Total | \$ 85.00 |
| LANA PAYNE Total | \$ 84.33 |
| CATHERINE STAUBER Total | \$ 83.46 |
| MARTHA THORELL Total | \$ 82.36 |

| Payee Name | Amount |
|---------------------------------|---------------|
| ASHLEY ANN ARVON Total | \$ 81.00 |
| KYLE ATTWOOD Total | \$ 76.36 |
| CYNTHIA KIENLEN Total | \$ 75.98 |
| ACE HARDWARE Total | \$ 75.43 |
| AMERICAN CANCER SOCIETY Total | \$ 75.00 |
| BRANDON HENDGES Total | \$ 75.00 |
| KENNETH GIELDA Total | \$ 75.00 |
| CLARKE-EVERETT DOG & CAT Total | \$ 74.00 |
| SHARAYAH RENEE KLER Total | \$ 73.20 |
| EAST BAY ANIMAL HOSPITAL Total | \$ 71.00 |
| ARIANA SPAFFORD Total | \$ 70.20 |
| LIFELOC TECHNOLOGIES INC Total | \$ 70.00 |
| MICHAEL HORNACEK Total | \$ 70.00 |
| SUSAN BOWEN Total | \$ 70.00 |
| THE LUMBER SHED Total | \$ 69.00 |
| LAURA SHUMATE Total | \$ 68.75 |
| JESSICA MEISTER Total | \$ 68.40 |
| MICHAEL SHEA Total | \$ 68.00 |
| ROBERT K. WOODS Total | \$ 67.50 |
| SHELBY FOX Total | \$ 67.50 |
| WATKINS PHARMACY & SURGIC Total | \$ 67.25 |
| NICHOLAS ALLEN BEATON Total | \$ 66.24 |
| PROFILE Total | \$ 65.00 |
| LAURA LOUISE GRAY Total | \$ 62.50 |
| PATTI BAKER Total | \$ 62.17 |
| DOUGLAS ANSTEY Total | \$ 62.00 |
| GREGORY S MCMANEMY Total | \$ 62.00 |
| JON MORGAN Total | \$ 62.00 |
| STEVEN JOHN BIGELOW Total | \$ 61.60 |
| ANN DRESSELL Total | \$ 61.56 |
| WEST SHORE PUBLICATIONS, Total | \$ 61.20 |
| AC PAW Total | \$ 60.00 |
| NELS WILLIAM CARLSON Total | \$ 60.00 |
| SECURITY AUTO GLASS Total | \$ 60.00 |
| SIMPLE CREDIT, INC. Total | \$ 60.00 |
| CHERRY CAPITAL MOBILE PET Total | \$ 59.75 |
| MARVIN PETER NORDEEN Total | \$ 59.00 |
| ACTION INDUSTRIAL SUPPLY Total | \$ 58.49 |
| LISA ANNE KING Total | \$ 57.54 |
| LONG LAKE ANIMAL HOSPITAL Total | \$ 57.25 |
| RODETTA HARRAND Total | \$ 56.84 |
| 86TH DISTRICT COURT Total | \$ 56.00 |
| MICHIGAN DEPARTMENT OF ST Total | \$ 56.00 |
| SIRCHIE FINGER PRINT Total | \$ 56.00 |
| ANSWER UNITED Total | \$ 55.44 |
| ACCIDENT FUND Total | \$ 55.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| DOUGLAS DIXON Total | \$ 55.00 |
| EDWARD & LINDA HORN Total | \$ 55.00 |
| J COLE TRANSPORTATION Total | \$ 55.00 |
| JACQUELINE DESIREE WILSON Total | \$ 54.46 |
| BRUCE WAYNE WHIPPLE Total | \$ 53.48 |
| FARM BUREAU INSURANCE GRO Total | \$ 52.50 |
| TIMOTHY LEE SHANNON II Total | \$ 52.50 |
| SARA LYNN MILLER Total | \$ 51.74 |
| FRONTIER COMMUNICATIONS Total | \$ 51.68 |
| KYLE LOUIS SMITH Total | \$ 51.45 |
| BATTERIES PLUS Total | \$ 50.90 |
| 4FRONT CREDIT UNION Total | \$ 50.00 |
| ALICIA COLES Total | \$ 50.00 |
| BONNIE JEAN WATTELET Total | \$ 50.00 |
| BOYS & GIRLS CLUB Total | \$ 50.00 |
| BRIAN CHARLES SCHUCK Total | \$ 50.00 |
| BRIAN MCALLISTER Total | \$ 50.00 |
| CHUCK HILL Total | \$ 50.00 |
| DEPARTMENT OF HEALTH & HU Total | \$ 50.00 |
| DEPT OF HUMAN SERVICES Total | \$ 50.00 |
| FAMILY FARE Total | \$ 50.00 |
| FRIEND OF THE COURT Total | \$ 50.00 |
| GALLAGHER BASSETT SERVICE Total | \$ 50.00 |
| HAGERTY INSURANCE Total | \$ 50.00 |
| JACK CAPEHART Total | \$ 50.00 |
| JAMES JOHN POSEY Total | \$ 50.00 |
| JOSEPH RUTHKOWSKI Total | \$ 50.00 |
| JUDY E GILL Total | \$ 50.00 |
| JULIE WHITE Total | \$ 50.00 |
| JULIUS FREELAND Total | \$ 50.00 |
| MARJORIE SPENCE Total | \$ 50.00 |
| MARK SMITH Total | \$ 50.00 |
| NICHOLAS FERGUSON Total | \$ 50.00 |
| NICHOLAS OLDS Total | \$ 50.00 |
| OSTERMAN JEWELERS Total | \$ 50.00 |
| RENT A CENTER RETAIL SERV Total | \$ 50.00 |
| RICHARD K STINER Total | \$ 50.00 |
| RICHARD MICHAEL BECK, MD Total | \$ 50.00 |
| SCOTT HOWARD Total | \$ 50.00 |
| SHERI ANN OSBORNE Total | \$ 50.00 |
| SOCIAL SECURITY ADMINISTR Total | \$ 50.00 |
| STEVE KORODY Total | \$ 50.00 |
| SUBROGATION DEPARTMENT Total | \$ 50.00 |
| SVEC INVESTMENTS Total | \$ 50.00 |
| UNIVERSAL UNDERWRITERS IN Total | \$ 50.00 |
| WARES AUTO SALES Total | \$ 50.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| WEST MICHIGAN C.U. Total | \$ 50.00 |
| JUSTIN CHARLES FOX Total | \$ 48.00 |
| KATRINA GIRARDIN Total | \$ 46.87 |
| COMPANION ANIMAL HOSPITAL Total | \$ 46.00 |
| JODY KAY HARMESON Total | \$ 45.88 |
| GT RUBBER SUPPLY, INC. Total | \$ 45.60 |
| DARYL WALTON Total | \$ 45.30 |
| JUNIORS DISCOUNT TIRE Total | \$ 45.00 |
| MICHIGAN ENVIRONMENTAL HE Total | \$ 45.00 |
| STEVEN L ROUSH Total | \$ 45.00 |
| DAVID ALLEN TAYLOR Total | \$ 44.72 |
| SONDRA WITKOSKE Total | \$ 44.60 |
| MARK ALLEN REYNOLDS Total | \$ 44.50 |
| ELIZABETH ANN STEPHENS Total | \$ 43.56 |
| AMANDA LYNN OPDYKE Total | \$ 43.00 |
| JOHN STEVEN KENNEDY Total | \$ 42.98 |
| JOHN LESLIE FABER Total | \$ 42.40 |
| SALLY ANN KANTZ Total | \$ 42.40 |
| ADAM DAVID SLANEC Total | \$ 42.00 |
| VALEDA SUE SHELDER Total | \$ 41.24 |
| THERESA MARIE BROWN Total | \$ 40.08 |
| DUSTIN OR KERRI COLLIER Total | \$ 40.00 |
| KELLY JOE LOOZE Total | \$ 39.50 |
| ADAM STRICKER Total | \$ 39.00 |
| HEATHER R BLANTON-DYKSTRA Total | \$ 39.00 |
| MATTHEW BECK DRISCOLL Total | \$ 38.92 |
| FRANK FREDERICK CUSENZA Total | \$ 37.76 |
| JAMES RICHARD JAQUISH Total | \$ 37.76 |
| PEGGY J. HAINES Total | \$ 37.14 |
| JODY BARTON Total | \$ 37.00 |
| JOHN B WOLF SR Total | \$ 37.00 |
| ADAM STEVEN ESCHECK Total | \$ 36.60 |
| BARRY CRABTREE Total | \$ 36.60 |
| CATHERINE FISHER Total | \$ 36.60 |
| JACK JASON MORROW Total | \$ 36.60 |
| WENDY KAY DOWNEY Total | \$ 36.60 |
| VICTOR WILLIAM DINSMOORE Total | \$ 36.56 |
| JOSHUA ZACHARIAH KING Total | \$ 36.00 |
| RAUL HERNANDEZ-REYES Total | \$ 36.00 |
| BRENDA ANN KERRIDGE Total | \$ 35.44 |
| DEL SOKOLSKI Total | \$ 35.44 |
| DENEEN CHERYL OSBURN Total | \$ 35.44 |
| GRANDVIEW PARTNERS LLC Total | \$ 35.13 |
| KAREN BELANGER Total | \$ 35.00 |
| WILLIAM COX Total | \$ 35.00 |
| JOHN ALPHON LYMAN Total | \$ 34.86 |

| Payee Name | Amount |
|---------------------------------|---------------|
| CARA CHAMPION GRUBER Total | \$ 34.28 |
| JUSTIN CURTISS PATTERSON Total | \$ 34.28 |
| MARK JOSEPH REICHA Total | \$ 34.28 |
| TIMOTHY CLARK BRANT Total | \$ 34.28 |
| BLUE BOOK LAW ENFORCEMENT Total | \$ 33.95 |
| JOSEPH DEAGOSTINO Total | \$ 33.70 |
| SARAH LUCERO Total | \$ 33.40 |
| LINDSAY KING Total | \$ 33.06 |
| WASH-N-GO CARWASH Total | \$ 33.00 |
| ANTHONY EDWARD GOGGIN Total | \$ 32.54 |
| BRADLEY DEAN WIERDA Total | \$ 32.54 |
| BRIAN DAVID POSTMA Total | \$ 32.54 |
| DERREL CALVIN KENT Total | \$ 32.54 |
| MARGARET JEAN RUSSELL Total | \$ 31.96 |
| SUELY MUNIZ SIMS Total | \$ 31.96 |
| WILLIAM FRANCIS MARSH Total | \$ 31.96 |
| JERRY ROBERT FASHBAUGH Total | \$ 31.38 |
| DORIZ ESTER CURRY Total | \$ 30.80 |
| ELLEN MARIE SHANOSKI Total | \$ 30.80 |
| ROSE ALINE MARINELLO Total | \$ 30.80 |
| ROBERT LEE ALVARADO Total | \$ 30.25 |
| BRIAN SPRINGSTEAD Total | \$ 30.00 |
| BYTE PRODUCTIONS LLC Total | \$ 30.00 |
| DAKOTA KELLY Total | \$ 30.00 |
| GRAND TRAVERSE RUGBY CLUB Total | \$ 30.00 |
| JANET MCGEE Total | \$ 30.00 |
| JESSICA JAYNES Total | \$ 30.00 |
| MARION STOLLENWERK Total | \$ 30.00 |
| MEMBERS CREDIT UNION Total | \$ 30.00 |
| PAUL RIVARD Total | \$ 30.00 |
| RANDALL JOHNSON Total | \$ 30.00 |
| SHANE A MARQUETTE Total | \$ 30.00 |
| STEVE & DAWN JENKINS Total | \$ 30.00 |
| TAMMY JOHNSON Total | \$ 30.00 |
| EDWARD FRANK PETRICK Total | \$ 29.64 |
| ROBERT WILLIAM VIERACKER Total | \$ 29.64 |
| AMY JO KEENE Total | \$ 29.06 |
| ABLAISIA MONIQUE LOWE Total | \$ 28.48 |
| DULCE ARACELY KIESSEL Total | \$ 28.48 |
| JACQUELINE ANN BAKER Total | \$ 28.48 |
| KYLE DAVID WARNER Total | \$ 28.48 |
| LAWRENCE DANIEL KAECHLE Total | \$ 28.48 |
| JAMES WEMIGWANS Total | \$ 28.00 |
| DANIEL WAGNER Total | \$ 27.50 |
| HELEN KNAPP Total | \$ 27.32 |
| ALLISON JEAN RICKMAN Total | \$ 26.74 |

| Payee Name | Amount |
|--|---------------|
| LUKAS ALAN KROLIKOWSKI Total | \$ 26.74 |
| TRAVIS LEE GOINS Total | \$ 26.74 |
| ARLENE KAY HINDS Total | \$ 26.16 |
| LISA MARIE LAMONT Total | \$ 26.16 |
| ALISHA T MOCERE Total | \$ 26.00 |
| PEGGY JEAN KOPMEYER Total | \$ 25.58 |
| GERRY BROWN Total | \$ 25.50 |
| BRADLEY ANDERSON Total | \$ 25.00 |
| BRANDY LEE ABRAMCZYK Total | \$ 25.00 |
| DAVE BRAYTON Total | \$ 25.00 |
| EMILY LARKIN Total | \$ 25.00 |
| EVELYN LIVINGSTON Total | \$ 25.00 |
| FRANK RENO Total | \$ 25.00 |
| FREDERICK SWAFFER Total | \$ 25.00 |
| JULIE PERRY-TURNER Total | \$ 25.00 |
| KELLIE ANN WILSON Total | \$ 25.00 |
| KRISTY DENNY Total | \$ 25.00 |
| MARINA SILKOVSKYY Total | \$ 25.00 |
| MARK WEBER Total | \$ 25.00 |
| MENARDS Total | \$ 25.00 |
| MERRILL LYNCH Total | \$ 25.00 |
| NORTHERN MICHIGAN LAW ENF Total | \$ 25.00 |
| PAUL APPOLD Total | \$ 25.00 |
| ROBERT PANTER Total | \$ 25.00 |
| TJ MAXX Total | \$ 25.00 |
| ZACHARY RYAN EGERER Total | \$ 25.00 |
| TRAVERSE THE MAGAZINE Total | \$ 24.95 |
| STAPLES Total | \$ 24.87 |
| CARRIER GREAT LAKES Total | \$ 24.70 |
| DEBRA A MIKOWSKI Total | \$ 24.36 |
| SUZANNE MARIE HEUFT Total | \$ 23.56 |
| KIMBERLY LYNN STINER Total | \$ 23.50 |
| MCHC PHARMACY Total | \$ 23.24 |
| DEBORAH DEERING Total | \$ 23.00 |
| DYLAN EHLERT Total | \$ 23.00 |
| TINA C BELANGER Total | \$ 22.50 |
| WEST MICHIGAN STAMP & SEA Total | \$ 22.35 |
| MEGAN LEONE Total | \$ 22.00 |
| DIANE SCRIVO Total | \$ 21.99 |
| DEVIN BLUE Total | \$ 21.72 |
| SEAN MICHAEL BURNHAM Total | \$ 21.50 |
| EMILIE FINKELBERG Total | \$ 21.25 |
| KAYLIE MARYANN BURLEY Total | \$ 21.25 |
| LARRY LASKIEWICZ Total | \$ 21.25 |
| THOMAS JAY FRIESWYK Total | \$ 21.25 |
| MICHAEL & KATHLEEN SHEEAN Total | \$ 21.00 |

| Payee Name | Amount |
|---------------------------------|---------------|
| REBEKAH SUE HARRIGAN Total | \$ 21.00 |
| CHRISTOPHER WILLIAM MAGIE Total | \$ 20.75 |
| THERESE R GRABOWSKI Total | \$ 20.50 |
| ANDREW DONLEY HUNT Total | \$ 20.25 |
| ANN BIXBY Total | \$ 20.00 |
| KRISTOFFER VANZEE Total | \$ 20.00 |
| MATTHEW MICHAEL GRANDPRE Total | \$ 20.00 |
| RICHARD ERIC MILLER Total | \$ 20.00 |
| TERRENCE LEE PICKARD Total | \$ 20.00 |
| NICHOLAS OLARY Total | \$ 19.91 |
| HOME DEPOT CREDIT SERVICE Total | \$ 19.76 |
| MARY KATHERINE PREVOST Total | \$ 19.75 |
| TAYLOR JADE LIZENBY Total | \$ 19.00 |
| ANGELA MARIA MATTSON Total | \$ 18.80 |
| DAVID JAY SPRINKLE Total | \$ 18.75 |
| DONNA LEE OLENDORF Total | \$ 18.75 |
| CONSTANCE LOU HERNDEN Total | \$ 18.00 |
| DAVID ROBERT FISHER Total | \$ 18.00 |
| KIRK MICHAEL DAY Total | \$ 18.00 |
| BONNIE SCHEELE Total | \$ 17.98 |
| NICHOLE LYNN DILLOWAY Total | \$ 17.75 |
| CHRISTOPHER ANTHONY BOWMA Total | \$ 17.50 |
| JEREMY CANNON Total | \$ 17.50 |
| STEVEN KURKEWICZ Total | \$ 17.50 |
| LISA JOHNSTON Total | \$ 17.40 |
| PATRICIA HELEN THOMAS Total | \$ 17.25 |
| DEBRA JACOBS MOORE Total | \$ 17.00 |
| EMILY LYNCH Total | \$ 17.00 |
| MICHAEL NATHAN HURD Total | \$ 17.00 |
| MICHAEL TULL Total | \$ 17.00 |
| STATE FARM INSURANCE CO. Total | \$ 16.60 |
| JESSICA HALL Total | \$ 16.50 |
| MARK DELWOOD COLLIER Total | \$ 16.50 |
| MARY ANN SMITH Total | \$ 16.50 |
| ELIZABETH ANN DELBUONO Total | \$ 16.25 |
| STEVEN EARLE BILLIAU Total | \$ 16.25 |
| TONY JOSEPH LOOMIS Total | \$ 16.25 |
| KATHRYN A NIXON Total | \$ 16.06 |
| CAROLYN GREEN Total | \$ 16.00 |
| HOLLY CHRISTINA LOWER Total | \$ 16.00 |
| NICHOLE LYNN HURD Total | \$ 16.00 |
| HENRY TENBRINK Total | \$ 15.87 |
| MARTIN BALL Total | \$ 15.75 |
| ASHLEY FOSTER Total | \$ 15.50 |
| BRIAN RAY SIMERSON Total | \$ 15.50 |
| CARLA-JANE TCRUZ ROSIER Total | \$ 15.50 |

| Payee Name | Amount |
|---------------------------------|---------------|
| MILES THOMAS BARNES Total | \$ 15.50 |
| NATHAN WINKLER Total | \$ 15.50 |
| JANENE FRANCES SILVERMAN Total | \$ 15.25 |
| DENNIS CHAPPEL Total | \$ 15.00 |
| GILBERTS SERVICE OIL CO Total | \$ 15.00 |
| JAYME WEBER Total | \$ 15.00 |
| MARISSA COLE Total | \$ 15.00 |
| MARK FRANKLIN Total | \$ 15.00 |
| RICH CONLEY Total | \$ 15.00 |
| VERA LYNNE LOVETTE Total | \$ 15.00 |
| ZWICKER & ASSOCIATES PC Total | \$ 15.00 |
| LEAH DALZELL Total | \$ 14.25 |
| TRI-GAS DISTRIBUTING CO. Total | \$ 14.15 |
| NORTHERN BUILDING SUPPLY Total | \$ 14.07 |
| GRAND TRAVERSE DIESEL Total | \$ 13.54 |
| BROWNELLS INC Total | \$ 13.51 |
| CHEMICAL BANK MIDLAND Total | \$ 12.50 |
| HUNTINGTON NATIONAL BANK Total | \$ 12.50 |
| KIM MILWARD Total | \$ 12.50 |
| KINNEY'S COMPLETE AUTO Total | \$ 12.50 |
| MEIJER, INC. Total | \$ 12.50 |
| SHIRLEY ZERAFA Total | \$ 12.30 |
| SUZANNE BARSHEFF Total | \$ 12.04 |
| KIMBERLY WICKER Total | \$ 12.00 |
| MARC REECE Total | \$ 12.00 |
| MARY M SCHWETTMANN Total | \$ 12.00 |
| TC ALLIANCE RUGBY Total | \$ 11.00 |
| JOHN DUDLEY HALLOWAY Total | \$ 10.75 |
| PURE WATER WORKS Total | \$ 10.50 |
| MICHELL KERBY Total | \$ 10.00 |
| ARTHUR NICKERSON Total | \$ 8.46 |
| CAREY WILLS Total | \$ 8.00 |
| JOSEPH HARVEY VANDERBOSCH Total | \$ 8.00 |
| KEVIN FORD MALONE Total | \$ 8.00 |
| PETER NANSEN DIMERCURIO Total | \$ 8.00 |
| SUSAN KAY BOWERS Total | \$ 8.00 |
| WILSON BROTT Total | \$ 8.00 |
| SHANTELE MAI GERKIN Total | \$ 7.50 |
| HEATHER FASHBAUGH Total | \$ 7.00 |
| AMBER ELIZABETH JACOBS Total | \$ 6.60 |
| DANIEL FRANCIS MCCORMICK Total | \$ 6.40 |
| ERIN KATHLEEN ONEILL Total | \$ 6.40 |
| ACE BUYERS Total | \$ 6.25 |
| GARY WALES Total | \$ 6.25 |
| ANNA M WEESE Total | \$ 6.00 |
| TERRILEE HAZEL Total | \$ 6.00 |

| Payee Name | Amount |
|---------------------------------|--------------------------|
| MISTY WRIGHT Total | \$ 5.00 |
| JACOB WILTSE Total | \$ 2.40 |
| THE HABERDASHERY Total | \$ 1.66 |
| VINTAGE DU JOUR Total | \$ 1.66 |
| ANDREW CHADWICK Total | \$ - |
| ANDREW MCCARTNEY Total | \$ - |
| BRIAN WIGHT Total | \$ - |
| BRUCE J. FINNERTY Total | \$ - |
| BRYCE ANDREW HERKNER Total | \$ - |
| CHARLES ARTHUR FARRIS JR Total | \$ - |
| ELECTRONIC MONITORING SYS Total | \$ - |
| GRAND TRAVERSE BAND OF Total | \$ - |
| KEVYN AND RENA IRVING Total | \$ - |
| KIM CASSADY Total | \$ - |
| LAWYERS WEEKLY INC Total | \$ - |
| MICHAEL LOGAN CONNOLLY Total | \$ - |
| TENTED EVENTS Total | \$ - |
| JONATHAN HASKINS Total | \$ (26.20) |
| PEGGY ANN CRITCHFIELD Total | \$ (47.50) |
| FRED MIELKE Total | \$ (50.15) |
| AUDREY D VAN ALST Total | \$ (55.60) |
| MPARKS Total | \$ (85.00) |
| ICE QUBE, INC Total | \$ (184.61) |
| Grand Total | \$ 6,305,657.28 ✓ |



Action Request

| | | | |
|--------------------|--|----------------------|----------------------|
| Meeting Date: | 7/17/2019 | | |
| Department: | Health Department | Submitted By: | Wendy Hirschenberger |
| Contact E-Mail: | whirsch@gtchd.org | Contact Telephone: | (231) 995-6100 |
| Agenda Item Title: | Child and Adolescent Health Center - Mental Health Expansion Funding Agreement - Kingsley Middle School and Traverse City West High School | | |
| Estimated Time: | 0 <small>(in minutes)</small> | Laptop Presentation: | No |

Summary of Request:

A new grant agreement with Michigan Primary Care Association (MPCA) for two (2) mental health expansion sites. One at Kingsley Middle School and the other at Traverse City West High School. The MPCA contract is effective June 1, 2019 (retroactive) through September 30, 2020. The amount of the agreement is \$100,000 for each site, for a total of \$200,000. The funds are to provide a 1.0 FTE master level behavioral health counselor at each site to provide mental health services. Mental health in our youth population is a significant public health concern. The latest data from 2017 shows that in adolescents and young adults suicide is the 2nd leading cause of death in the State of Michigan. The Michigan Profile for Healthy Youth (MiPHY), an online student health survey offered by the Michigan Department of Education and Health and Human Services to support local and regional needs assessment provides student results on health risk behaviors in grades 7, 9, and 11. Local MiPHY data from Grand Traverse County indicates that 26% of area high school students have considered suicide in the past year and 11% have made a serious attempt that require medical intervention in the last year. In addition, the MiPHY data indicates that 43% of our high school students reported having depressive symptoms over the last 12 months. Kingsley Area Schools has experienced three adolescents who lost their battle with mental health over the last year. Our adolescent health clinic, K-Town Youth Health Center, in Kingsley completes a risk assessment on all users of the clinic. Over the last year, almost half of the youth showed mental health risk factors. Also, given the population of Traverse City West High School of approximately 1650 students, this data suggests that nearly 700 students would be at risk for depression, 422 students have considered suicide, and 179 made a serious attempt in the last 12 months. This grant is a step in providing access in a safe and familiar setting to address this growing public health concern in the schools and community.

Suggested Motion:

Approve the mental health expansion grant agreement with Michigan Primary Care Association in the amount of \$200,000 to provide mental health services in Kingsley Middle School and Traverse City West High School for the fiscal year of June 1, 2019 through September 30, 2020 and approve the addition of two (2) 1.0 full-time equivalent mental health providers to the Health Department's staffing plan.

Financial Information:

| | | | | | |
|-------------|--------------|--------------------|--------|---------------------|----|
| Total Cost: | \$200,000.00 | General Fund Cost: | \$0.00 | Included in budget: | No |
|-------------|--------------|--------------------|--------|---------------------|----|

If not included in budget, recommended funding source:

New mental health funding grant agreement with Michigan Primary Care Association (MPCA).

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

| Reviews: | Signature | Date |
|--------------------------|-----------|------|
| Finance Director | | |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended _____ Date: _____

Miscellaneous:

Attachments:

Attachment Titles: Grant Agreement between Michigan Primary Care Association and Grand Traverse County Health Department for Kingsley Middle School and Traverse City West High School Mental Health Expansion Funding.

RESOLUTION

XX-2019

Health Department

**Child and Adolescent Health Center – Mental Health Expansion Funding
Agreement – Kingsley Middle School and TC West High School**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 17, 2019 and reviewed request from the Health Officer to approve the mental health expansion grant agreement with Michigan Primary Care Association (MPCA) to provide mental health services in Kingsley Middle School and Traverse City West High School; and,

WHEREAS, the Michigan Profile for Healthy Youth survey data from Grand Traverse County indicates that 26% of area high school students have considered suicide in the past and 11% have made a serious attempt that required medical intervention in the last year; and,

WHEREAS, This grant contract is for two (2) mental health expansion sites in the amount of \$100,000 for each site for the period June 1, 2019 through September 30, 2020, to provide mental health services; and,

WHEREAS, The grant would require the addition of two (2) FTE mental health providers to the Health Department's staffing plan.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve grant contract agreement with Michigan Primary Care Association (MPCA) to provide mental health services in Kingsley Middle School and Traverse City West High School in the amount of \$200,000 for the period June 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED THAT, two (2) 1.0 full-time equivalent mental health providers be added to the Health Department's staffing plan to provide this service.

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: July 17, 2019

GRANT AGREEMENT BETWEEN

MICHIGAN PRIMARY CARE ASSOCIATION

7215 Westshire Drive
Lansing, MI 48917
Fed I.D. Number
Hereinafter referred to as "MPCA"

And

Grand Traverse County HD

2600 LaFranier Road--Suite A
Traverse City, MI 49686

Fed I.D. Number: 38-6004852
Hereinafter referred to as the "Contractor"

For

West Senior High, Kingsley Area Middle School

Part 1

1. **Period of Agreement:** This agreement shall commence of June 1, 2019 and continue through September 30, 2020. This agreement is in full force and effect for the period specified.
2. **Program Budget and Agreement Amount**

A. **Agreement Amount**

The total amount of this agreement is **\$200000**. Michigan Primary Care Association (MPCA) under the terms of this agreement will provide funding not to exceed **\$200000**. MPCA will provide quarterly payments no later than September 15, 2019, January 15, 2020, May 15, 2020 and September 15, 2020. Deviations in the quarterly payment may occur and are attributed to fluctuations in Health Plan enrollment. All centers will receive their entire allocation by September 15, 2020. If a signed contract is not returned to MPCA prior to the first quarterly payment, MPCA will issue a payment within two weeks following the receipt of a signed grant agreement and budget approval from the Michigan Department of Health and Human Services (hereinafter referred to as the "Department"). This grant agreement is designated as a sub recipient relationship.

B. **Equipment Purchases and Title**

Any contractor equipment purchases supported in whole or in part through this agreement must be listed in the supporting Equipment Inventory Schedule. Equipment means tangible, non-expendable, personal property having useful life of more than one (1) year and an acquisition cost of \$5,000 and shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the

Department's proportionate interest in such equipment supports such retention or transfer of title.

C. Deviation Allowance

A deviation allowance modifying an established budget category by \$10,000 or 15%, whichever is greater, is permissible without prior written approval of the Department. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this agreement, must be made in writing and executed by all parties to this agreement before the modifications can be implemented. This deviation allowance does not authorize new categories; subcontracts, equipment items or positions not show in the attached Program Budget Summary and supporting detail schedules.

3. Special Provisions

This agreement is conditionally approved subject to and contingent upon the availability of funds. MPCA will not assume any responsibility or liability for costs incurred by the Contractor prior to the signing of this agreement.

4. Purpose

The purpose of this agreement is to provide funds to the Contractor to enable them to provide outreach services to Medicaid-eligible children, adolescent and families.

5. Statement of Work

The Contractor agrees to undertake, perform and complete the minimum program requirements described in *Attachment A*, which is part of this agreement through reference. The Contractor must immediately notify the Department in writing if they are unable to meet any of the requirements outlined in Attachment A. The Contractor agrees to follow the annual work plan that was submitted and approved by the Department for implementation in Fiscal Year 19. **Any significant modifications made to the approved work plan, including staffing changes, must be submitted to the Department for approval within 30 days of the planned modification. CAHC's must notify CAHC Agency Consultant at MDHHS in writing within 10 days for any mental health provider absence.**

6. Financial Requirements

The financial requirements shall be followed as described in Part II of this agreement.

7. General Provisions

The Contractor agrees to comply with the General Provisions outlined in Part II, which is part of this agreement through reference.

8. Contractor's Financial Contact for the Agreement:

The person acting for the Contractor on the financial reporting for this agreement is:

Name Title

Email Address Phone number

9. Special Conditions

MPCA and/or MDHHS will not assume any responsibility or liability for costs incurred by the Contractor prior to the signing of this agreement.

10. Special Certification

The individual or officer signing this agreement certifies by his/her signature that he/she is authorized to sign on behalf of the responsible governing board, official, or contractor

Signature Section:

FOR THE CONTRACTOR:

Name/Position Title

Signature Date

FOR MICHIGAN PRIMARY CARE ASSOCIATION:

Name/Position Title

Signature Date

**Part II
General Provisions**

I. Responsibilities – Contractor

The contractor in accordance with the general purposes and objectives of this agreement will:

A. Publication Rights:

1. Where activities supported by this agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor may copyright such but shall acknowledge that the Department reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
2. Any copyrighted materials or modifications bearing acknowledgment of the Michigan Department of Education and the Michigan Department of Health and Human Services' name must be approved by the Department prior to reproduction and use of such materials.
3. The Contractor shall give recognition to the Michigan Department of Health and Human Services and Michigan Department of Education in any and all publications, papers, and presentations arising from the program and service contract herein; the Departments will do likewise.
4. The Contractor must notify the Michigan Department of Education and Michigan Department of Health and Human Services 30 days before applying to register a copyright with the US Copyright Office. The Contractor must submit an annual report for all copyrighted materials developed by the Contractor through activities supported by this agreement and must submit a final invention statement and certification within 90 days of the end of the agreement period.

B. Budget –

The Michigan Department of Health and Human Services must approve the budget before MPCA is authorized to reimburse the Contractor. The Program Budget Summary and Program Budget -- Cost Detail that has been submitted by the Contractor and approved by the Michigan Department of Health and Human Services is on file with MDHHS. **Indirect is not an allowable expense with this funding.**

C. Fee Collection

Make reasonable efforts to collect 1st and 3rd party fees, where applicable.

D. Program Operation

Provide the necessary administrative, professional, and technical staff for operation of the program.

E. Reporting

Utilize all report forms and reporting formats required by the Department at the effective date of this agreement, and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter.

F. Fiscal Record Maintenance/Retention

Maintain adequate fiscal records and files including source documentation to support all expenditures made under the terms of this agreement, as required. The Contractor must assure that all terms of the agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained for a period of not less than seven (7) years after the close of the fiscal year or until litigation and audit findings have been resolved.

G. Program Record Maintenance/Retention

Maintain adequate program records and files, including source documentation to support program activities and all expenditures made under the terms of this agreement, as required. Assure that all terms of the agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained for a period of not less than three (3) years after the close of the fiscal year or until litigation and audit findings have been resolved. *Note: this excludes fiscal reports (see section G) and medical records. Medical records shall be retained according to sponsoring agency policy.*

H. Reporting Requirements

Adhere to all reporting requirements as outlined by the Michigan Department of Health and Human Services in *Attachment D*. Child and Adolescent Health Centers must report funding period data reports, which are to be submitted via the online Clinical Reporting Tool (CRT) or other mechanism until the CRT is available. Year-end report guidance is also included in *Attachment D*.

I. Human Subjects

Submit all research involving human subjects, which is conducted in programs sponsored by the Department, or in programs which receive funding from or through the State of Michigan, to the Department's Institutional Review Board for approval prior to the initiation of the research.

I. Confidentiality

Assure that medical services provided to and information contained in medical records of persons served under this agreement, or other such recorded information required to be held confidential by federal or state law, rule or regulation, in connection with the provision of services or other activity under this agreement shall be privileged communication, shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, which does not directly or indirectly identify particular individuals.

II. Responsibilities of Michigan Primary Care Association

MPCA in accordance with the general purposes and objectives of this agreement will:

A. Reimbursement

Provide quarterly payments as outlined in 2-A of this agreement and in accordance with the terms and conditions of this agreement based upon appropriate reports, records, and documentation maintained by the Contractor.

B. Report Forms

Provide any financial and reporting forms required by the Medicaid Health Plans or Michigan Departments of Health and Human Services and Education.

III. Assurances

The following assurances are hereby given to the Department:

A. Compliance with Applicable Laws –

The Contractor will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement.

B. Anti-Lobbying Act

The Contractor will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq, and Section 503 of the Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 104-208). Further, the Contractor shall require that the language of this assurance be included in the award documents of all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

C. Non-Discrimination –

In the performance of any contract or purchase order resulting herefrom, the contractor agrees not to discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, sexual orientation, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting herefrom will contain a provision as herein specified binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach thereof may be regarded as a material breach of the contract or purchase order.

D. Health Insurance Portability and Accountability Act

To the extent that this act is pertinent to the services that the Contractor provides under this agreement, the Contractor assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

1. The Contractor must not share any protected health data and information provided by MPCA, Medicaid Health Plans or the Department that falls within HIPAA requirements except to a subcontractor as appropriate under this agreement.
2. The Contractor must require the subcontractor not to share any protected health data and information from MPCA, Medicaid Health Plans or the Department that falls under HIPAA requirements in the terms and conditions of this subcontract.
3. The Contractor must only use the protected health data and information for the purposes of this agreement.
4. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Contractor's employees.
5. The contractor must have a policy and procedure to report to MPCA and the Department unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Part II, Section V. Termination.
7. In accordance with HIPAA requirements, the Contractor is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from MPCA, the Department, or any other source.

IV. Financial Requirements

A. Reimbursement Method

The contractor will be reimbursed in accordance with the performance reimbursement method as follows:

A reimbursement method by which contractors are reimbursed based upon the understanding that a certain level of performance (measured by outputs) must be met in order to receive full reimbursement of costs (net of program income and other earmarked sources) up to the contracted amount of base state funding. If performance falls short of the expectation by a factor greater than the allowed minimum performance percentage, the maximum allocation will be reduced equivalent to actual performance in

relation to the minimum performance. Final reports of Actual Outputs must be received no later than 30 days after the end of the agreement, along with the Financial Status Report (FSR).

B. Financial Status/Expenditure Report

Financial Status Reports (FSRs) or expenditure reports shall be prepared and submitted on a four month basis via the online reporting system.

The first FSR submitted should cover the period of June 1, 2019 to September 30, 2019. FSRs must reflect total actual program expenditures, regardless of the source of funds. The FSR Form is for tracking of expenditures, not for reimbursement for expenses. Failure to meet financial reporting responsibilities as identified in this agreement may result in withholding future payments. The FSR form can be found on the online reporting system.

C. Unobligated Funds

Any unobligated balance of funds held by the Contractor at the end of the agreement period will be returned to MPCA or treated in accordance with instructions provided by the Department. **There is no approved carryover with this funding.**

D. Termination

This agreement may be terminated by either party providing thirty (30) days written notice to the other party stating the reason(s) for termination and effective date of termination. It may also be terminated with thirty (30) days written notice upon failure of either party to carry out the terms of this agreement.

E. Severability

If any provision of this agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this agreement.

F. Amendments

Any changes to this agreement will be valid only if made in writing and accepted by all parties of this agreement. Any change proposed by the Contractor, which would affect the funding of any project, in whole or in part of the agreement, must be submitted in writing to the Department for approval immediately upon determining the need for such change.

G. Liability

All liability to third parties, loss, or damage as a result of claims, demands, costs or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of Michigan Primary Care Association, the Medicaid Health Plans, or the Michigan Department of Health and Human Services.

H. Subrecipient Monitoring

Per Federal guidelines, subrecipient monitoring will be conducted for this grant. This includes financial risk assessments as well as potential onsite fiscal reviews.

Action Request



| | | | |
|--------------------|---------------------------|----------------------|---|
| Meeting Date: | July 3, 2019 | | |
| Department: | Human Resources | Submitted By: | Donna Kinsey |
| Contact E-Mail: | dkinsey@grandtraverse.org | Contact Telephone: | 231-922-4577 |
| Agenda Item Title: | Additional Policy Updates | | |
| Estimated Time: | | Laptop Presentation: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Summary of Request:

As per the board meeting on July 3, 2019 it was agreed that some additional information would be added to the EAP policy and some more clarification and detailed information would be added to the Anti-Harassment Policy. Those changes are in yellow and red on the attached policies.

Additional changes have also been made to the following policies for clarification/corrections:
 Health Insurance; Hours of Work; Introduction to Employment; Paid Time Off; and Salary Basis for Exempt Employees Policies.

Suggested Motion:

Approve the updated language for the EAP Policy and Anti-Harassment Policy as well as the Health Insurance; Hours of Work; Introduction to Employment; Paid Time Off; and Salary Basis for Exempt Employees Policies. (attached).

Financial Information:

| | | | | | |
|-------------|--|--------------------|--|---------------------|---|
| Total Cost: | | General Fund Cost: | | Included in budget: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-------------|--|--------------------|--|---------------------|---|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|-----------|------|
| Finance Director | | |
| Human Resources Director | | |
| Civil Counsel | | |

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Update of County Policies and Procedures

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 17, 2019, and reviewed request to approve the County Policies as updated and presented by the Director of Human Resources; and,

WHEREAS, the following policies were updated to include additional information, and or provide clarification/correction to previously approved policies:

Employee Assistance Program (EAP) Policy
Anti-Harassment Policy
Health Insurance Policy,
Hours of Work Policy,
Introduction to Employment Policy,
Paid Time Off Policy,
Salary Basis for Exempt Employees Policy; and,

WHEREAS, many county policies had not been updated to comply with new laws and regulations resulting in outdated, inefficient and non-compliant policies; and,

WHEREAS, policies are living documents that should grow and adapt with changes and this review ensures that our policies are current, consistent and effective; and,

WHEREAS, as a general rule, every human resources policy should be reviewed every one to three years and this will be our goal going forward.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves the updated policies and procedures as identified above.

APPROVED: July 17, 2019



Employee Assistance Program Policy

PURPOSE

Grand Traverse County will provide confidential and voluntary assistance through its Employee Assistance Program (EAP) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, work concerns, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. For the welfare of employees as well as for effective business operations, Grand Traverse County encourages its employees to take advantage of this valuable benefit.

POLICY & PROCEDURE

Grand Traverse County recognizes that all employees are individuals and occasionally have unique personal problems which sometimes affect their job performance. These problems may be related to marriage, family, finances, stress, alcohol or drugs. In most cases these conditions can be effectively treated and controlled. Therefore, the County has established the Employee Assistance Program which will provide employees with an opportunity to seek assistance with difficulties which may be affecting their job performance, and which will provide supervisors with an additional resource in dealing with employee problems.

While the County encourages employees and their family members who think they may have a problem which is affecting their lives at home or at work to seek treatment, the primary concern as an employer is limited to problems which affect the employee's attendance and performance on the job. Although an employee's involvement with this program will not be the basis for any disciplinary action, the program is not intended to replace normal performance appraisals or disciplinary procedures.

Confidentiality

All contact between an employee and the EAP is held strictly confidential. In cases where an employee's continued employment is contingent on calling the EAP, the EAP counselor will only verify whether the employee has contacted the EAP and, if ongoing treatment is necessary, that the employee is following through on the treatment. Information given to the EAP counselor may be released to Grand Traverse County only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Participation in the program will not excuse continued poor job performance. Failure to attend a recommended program will not be grounds for discipline in the face of a completely satisfactory job performance.

EAP Services

- Unlimited telephone access to EAP professionals 24 hours a day, seven days a week
- Telephone referral
- Services for employees and eligible dependents
- Robust network of licensed mental health professionals
- Three face to face sessions with a counselor per household per year

- Legal assistance and financial services
- Online will preparation
- Legal library and online forms
- Telephonic financial consultation

EAP Services are currently provided by Mutual of Omaha. Contact EAP at 1-800 316-2796 or visit them at mutualofomaha.com/eap.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 7/3/2019



Anti-Harassment Policy

PURPOSE

Grand Traverse County is committed to fostering an environment that is welcoming and free from all forms of discrimination and harassment based on race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status regarding public assistance, veteran or military status or any other legally protected status. A harassment-free environment is one in which conduct is based on respect for others and which does not in any way exploit power and/or status differences, such as those that exist between (but not limited to) colleagues, employees and those seeking employment. It also includes conduct based on respect in peer-to-peer relationships.

POLICY & PROCEDURE

Grand Traverse County strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the County should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Grand Traverse County will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Grand Traverse County will seek to prevent, correct and discipline behavior that violates this policy.

All County employees including elected officials, regardless of their positions, and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

Prohibited Conduct under This Policy

Grand Traverse County, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Grand Traverse County's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Grand Traverse County prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Grand Traverse County.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Grand Traverse County's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Grand Traverse County strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Grand Traverse County enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources Director or the County Administrator. Because of potential issues regarding quid pro quo harassment, Grand Traverse County has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to Grand Traverse County, the County will review the situation with human resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the Human Resources Director and the County Administrator will decide which party will be moved. That decision will be based on which move will be least disruptive to the County as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the

parties involved during the investigation, and the Human Resources Director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

Grand Traverse County has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The County will treat all aspects of the procedure confidentially to the extent reasonably possible. The investigation will commence immediately and will conclude within 30 days of receipt of the complaint, unless extenuating circumstances exist. If the investigation cannot be completed within 30 days, the investigator will notify the complainant in writing of the reasons for the delay.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing to the Human Resources Director. In the case that the concern is with the Human Resources Director the complaint should go to Civil Counsel. The Human Resources Director or Civil Counsel may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Human Resources Director or Civil Counsel will dictate the verbal complaint. If the complaint is made to Civil Counsel, the investigation will be conducted by the same procedure as if the Human Resources Director were the investigating party.
2. The investigation shall be conducted as expeditiously as possible after the complaint is made. Confidentiality will be observed to the extent possible.
3. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the Human Resources Director will notify the County's Administrator and review the complaint with the County's legal counsel. In case of the complaint being against the County Administrator the Human Resources Director would notify the County Commissioners. In such a situation the Board of County Commissioners would then be responsible for designating the individual or group of individuals who will investigate the allegation.
4. The Human Resources Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
5. All persons who are known to have knowledge regarding the complaint will be interviewed, including the person against whom the complaint has been made.
6. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
7. During the investigation, the Human Resources Director, who may be together with Civil Counsel and the Deputy County Administrator, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
8. Upon conclusion of an investigation, the Human Resources Director or Civil Counsel conducting the investigation will submit a written report of his or her findings to the County Administrator, Department Head and, in the case of an elected official, to the full Board of Commissioners. If it is determined that a violation of this policy has occurred, the Human Resources Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a) The severity, frequency and pervasiveness of the conduct;
 - b) Prior complaints made by the complainant;
 - c) Prior complaints made against the respondent; and
 - d) The quality of the evidence (e.g., firsthand knowledge, credible corroboration).

- e) If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Human Resources Director may recommend appropriate preventive action.
9. The County Administrator will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the Human Resources Director and other management staff as appropriate, and decide what action, if any, will be taken.
10. Once a final decision is made by the County Administrator, the Human Resources Director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Annual Report

The Human Resources Director shall provide annually to the County Board of Commissioners a written report on the number of substantiated claims of harassment filed, separated by the different forms of complaints including information on the number of claims pending and the departments in which claims have been filed. The reports shall not include names or other identifying information regarding the parties or the alleged harassers.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Personnel Policy 4/92, Amended 7/99, 7/2019



Health Insurance Policy

PURPOSE

The purpose is to explain to Grand Traverse County employees what qualifies them for the County's Health insurance and for our employees to have a better understanding of the type of insurance offered. Health insurance can reimburse the insured for expenses incurred from illness or injury, or pay the care provider directly.

POLICY & PROCEDURE

Regular full-time employees are eligible on the first of the month following thirty days of employment for coverage under the County's group health insurance plan. Regular part-time employees who elect to do so may be covered, with the County covering the pro-rated amount based on the number of hours the employee is regularly scheduled to work, and the employee reimbursing the County through payroll deduction for the remainder.

Employees are obligated to pay any applicable premium share whether actively at work or on an approved leave. Failure to make the required premium share payment in a timely manner will result in loss of coverage. The County offers a High Deductible Health Plan and Health Savings Account (HSA). These plans often have lower premiums and higher maximum-out-of-pocket amounts than other health plans. Employees may end up paying more for the medical care they receive while saving on premium costs. When the County provides HSA funds, employees who elect the County's Health Insurance will receive a prorated amount of HSA funding, based on number of hours the employee is regularly scheduled to work, and based upon months of service in the respective year of that benefit.

Employees whose spouses are also employed by Grand Traverse County will not be double covered under the health program. They may each select their own coverage when more than one plan is offered if they wish, and dependents will be covered under the employee whose birthdate comes first in the year unless otherwise agreed to by both employees. The Employer reserves the right to combine or separate contracts of family members under the group insurance in order to reduce costs, where it does not reduce the benefits to which each employee is entitled.

Regular Employees who are eligible for the County's health plan, and who have other medical coverage not including the marketplace, shall have the option of receiving an annual payment in lieu of such coverage in the amount of two thousand dollars (\$2,000) on a pro-rated basis based upon FTE status and months of service, subject to carrier regulations and applicable law. This payment shall be made on the first pay date in December. Payment is pro-rated for individuals who leave employment or drop coverage mid-year. Employees may choose between the payment and coverage in the County's Plan during the annual open enrollment period. This selection cannot be rescinded unless the employee loses their other group coverage.

The benefits provided under the Grand Traverse County Health Program shall be primary and coordinate benefits with automobile insurance per Priority Healthcare Plan Documents.

Coordination of Benefits

Coordination of Benefits (COB) is the system used to determine how benefits are paid when you are covered by more than one health plan. The primary plan is responsible for paying the full benefit amount allowed by the plan. The secondary plan is responsible for paying all or part of the benefit not covered by the primary plan as long as the benefit is covered by the secondary plan. The secondary plan adjust the amount of benefits paid so that the total benefits available to the Member for the particular service will not exceed the total Allowed Amount for that service. The total paid by both plans may provide payment up to, but not exceeding the Allowed Amount, which may result in Member liability even after the secondary plan's payment.

Benefits will coordinate with Automobile insurance required by law to be purchased and not provided under a group plan, but only to the extent that automobile insurance law requires coverage of medical benefits. Most automobile insurance in Michigan is written on a "coordinated" basis in which the health plan must assume primary responsibility for covered benefits. Some automobile insurance is written on a "full medical" basis, which assumes the automobile insurance carrier is the primary payer.

Non-Contract Employees who retire from County employment after January 1, 2000, and who are hired or transferred into the Non-Contract Hourly or Exempt groups prior to January 1, 2009, may elect to be covered under the County's early retirees' group coverage up to age 65, or Medicare eligible, by reimbursing the County for the applicable premium amount. This benefit is for the retiree only. Retirees may cover eligible spouses and dependents by reimbursing the County the full amount of the premium for those individuals. Retirees may opt in for this benefit anytime during their eligibility but only at the time of open enrollment. Effective January 1, 2016, the County will contribute up to one-hundred (\$100) dollars per month per retiree.

At age 65, eligible retirees and their spouses may remain under the County's Medicare group plan by reimbursing the County the full amount of the premium.

Covered spouses of retirees who are enrolled in the group health plan, and whose coverage under the County's Health Plan terminates due to death, shall be allowed to remain on the County's group health plan by continuing to reimburse the County for the full premium amount until their death, or until they become covered by another group health plan. This benefit is closed to new entrants as of December 31, 2014.

In accordance with the Affordable Care Act, Grand Traverse County has identified the following periods for the purposes of identifying a full-time employee:

- Measurement Period: January 1 – October 31
- Administrative Period: November 1 – December 31
- Stability Period: January 1 – December 31

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.



Hours of Work Policy

PURPOSE

The purpose is for Grand Traverse County to determine daily and weekly work schedules based on each department's operational needs. Such schedules may be changed at any time at the discretion of Grand Traverse County to address varying conditions. All employees are expected to work their scheduled hours.

POLICY & PROCEDURE

Normal Work Week

The normal work week for hourly employees shall be 37.5 or 40 hours, beginning with the start of the employee's first shift on or after 11:00 p.m. Sunday, except as otherwise provided by departmental regulations approved by the Human Resources Director. The basic office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday with a one hour lunch period to be scheduled by the department head. The department head may vary these basic office hours to fit the needs of the individual department.

Employees are permitted two fifteen-minute work breaks, one in the first part of the shift and one in the second part of the shift, per day, which are to be taken at a time to allow for the continuous and effective operation of the department. Work breaks are not accumulative and may not be combined with the lunch period or quitting time.

Flexible Scheduling

Employees may make a request for flexible working hours or job sharing to their supervisor or department head. Such scheduling shall require the department head's approval, and must be in keeping with good customer service and the smooth operation of the department. Flexible scheduling will not be approved if it causes the payment of overtime under the Fair Labor Standards Act.

Overtime Work

The employees of the County are expected to give a full day's performance and that the work of the County will be so organized that overtime work is seldom necessary, except under unusual circumstances to meet peak loads or critical deadlines. If requested to work overtime, an employee will be expected to do so unless he or she is excused for good cause. Only the County Administrator or individual department heads have the authority to approve overtime. For those employees who are eligible for compensation (pay or compensatory time) under the Fair Labor Standards Act, this approval must be received in advance of working the overtime.

Call-In Time

An employee called to work at a time other than his/her scheduled work shift should refer to their contract. When an hourly employee takes a phone call outside their scheduled work shift they shall be paid for 1/10 of their hourly rate if the call lasts less than six minutes. If the call lasts longer than six minutes they will be paid for the length of the call. An hourly employee who is scheduled to be on-call will not qualify for additional paid time for taking phone calls while they are on-call.

Entering Hours Worked

The following policy has been established to conform to the legal requirements set forth by the Wage and Hour Administration. These should be incorporated with any existing regulations established by various departments. Employees are required to utilize their department's method of entering time.

Employees who are required to utilize an electronic time keeping system will punch in at their assigned start time and must punch out when going off duty. No one may punch in or out for another person. In the event of an error in recording or punching in your time, your supervisor should be notified immediately. All clock times are rounded to the nearest 1/10th of an hour, or every six (6) minutes.

At the end of each pay period, you should verify your hours worked (and not worked), have your managing supervisor sign/approve the time worked more than your scheduled hours, and turn it in to your supervisor or designee for processing. As timekeeping records are part of the County's documentation regarding numerous workplace practices, individuals who attempt to falsify, alter data or subjugate the system will be subject to disciplinary action up to and including termination.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Personnel Policy 4/92, Amended 2/07, 7/2019



Introduction to Employment Policy

PURPOSE

This policy has been prepared to acquaint you with the different personnel policies, procedures, and fringe benefit programs covering the employees of Grand Traverse County. Nothing contained in this policy is intended to limit the right of the County Board of Commissioners to direct the County affairs, including the direction of all employees, or to exercise any authority given to them under the law, including, but not limited to, the right to create departments, abolish departments, merge departments, to add to or subtract from the jobs, or to change the duties and content of various jobs.

POLICY

It is the intention of the Board of Commissioners that Grand Traverse County, as a growing organization, be a good employer with progressive personnel policies and working conditions. The County expects to attain maximum staff productivity by fully utilizing the skills, abilities and efforts of both supervisory and non-supervisory employees. Employees are expected to conduct themselves as responsible business people engaged in an effort of great importance to the people of the area, and to focus their efforts and interests on the realization of the County's mission, the County Board's vision, and their department's strategic plan.

Each employee is expected to avail himself/herself fully of opportunities to become better informed about the County's business, to keep up with developments in his/her field of work, to make constructive suggestions for increased productivity, to seek self-improvement in all areas of their work assignments, and to perform their assignments as part of an effective working group in accordance with established standards. They are also expected to bring their problems and suggestions to their supervisor's attention promptly so that disrupting conditions can be corrected promptly rather than be allowed to become of a greater magnitude of concern.

Employment with us is considered "at will" permitting either party to end the relationship at either party's own discretion with or without cause or notice. No one other than the Board of Commissioners has any authority to enter into an agreement for employment for a specified period of time or to make any agreement which is contrary to this statement. Any such agreement with the Board must be in writing or it shall not be binding.

Employees who are placed into jobs which require a license (including driver's license), certification or registration are expected to maintain such license, certification or registration, and are required to notify the Human Resources department in writing immediately upon loss of such license, certification or registration. It is the employee's responsibility to keep current on all certifications required by their job. Failure to do so may result in the employee's termination of employment.

The policies on the intranet apply to all full-time and part-time personnel in all departments, offices, and positions in the county service, including employees of elected officials, except Family Court. However, members of the County Board of Commissioners and elected County department heads, including the Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Drain Commissioner, Surveyor, and Judges of the Circuit, Probate, and District Courts are not covered by these policies.

The personnel policies and the system for administering them are reviewed and revised periodically. Employee ideas and comments are encouraged in the form of written suggestions to the Director of Human Resources, who shall advise administration of all suggestions, and recommend appropriate action. After review, the Human Resources Director may recommend an amendment to the Board of Commissioners for approval. The Human Resources Department shall make every reasonable attempt to provide each employee notice of the amendment through the employee newsletter or by providing them a copy of the amendment.

Paydays

The County provides a biweekly pay period (usually 26 pays per year*) that ends at midnight every other Sunday. Pay days occur every other Friday for both hourly and salaried employees. Employees hired after January 1, 2001, are encouraged to have their pay electronically transferred to their financial institution(s). Only one transfer per institution and two separate institution transfers may be made. Arrangements must be made with the institution for transfers to multiple accounts.

Medical Examination

The County requires a pre-employment drug screening and may require a medical examination by a doctor designated as County Physician at any time during the employment whenever the County believes such examination is mandated by business necessity.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

*Note: There may be 27 pays in a given year.

Approved Policy 1/2014, Amended 7/2019



Paid Time off Policy

PURPOSE

Grand Traverse County recognizes that a good balance between work and life is important. That is why employees are provided with annual vacation time and personal days to use in any way they choose. Employees are also eligible for company-paid holidays each year.

This policy describes details of paid time off, including eligibility, hours, vacation accrual, taking time off, and carrying over time. Grand Traverse County complies with all applicable state and local requirements regarding sick leave, including, but not limited to, Michigan's Paid Medical Leave Act. Vacation days are not earned during any unpaid leave in excess of 30 days.

POLICY & PROCEDURE

Bereavement Leave

Each regular full-time employee of the County shall be allowed bereavement leave, not to be deducted from any other leave time, for a death in the immediate family providing he or she attends the funeral. Such leave may be granted from the day of death through the date of the funeral, not to exceed three days. For the purpose of this section an immediate family member shall be deemed to be the current spouse, children, brother, sister, parent, parent-in-law, grandparents, grandchildren, or a member of the employee's immediate household. Additional leave may be granted without pay or charged to personal or vacation leave.

Time off shall also be granted for the death of current sister/brother-in-law, step mother/father, step sister/brother, step children, with time off charged against any accumulated leave time. For out of state funerals employees shall be permitted to take up to two additional days leave of absence without pay or, at the option of the employee, to use accumulated leave time. Time off for bereavement leave will not count as hours worked for the purpose of overtime.

Holidays

The County recognizes the following paid holidays for all regular full-time and regular part-time (on a pro-rated basis) non-contract employees:

| | | |
|------------------|------------------|------------------------|
| New Year's Day | Independence Day | Day after Thanksgiving |
| President's Day | Labor Day | Christmas Eve Day |
| Good Friday | Veteran's Day | Christmas Day |
| Memorial Day | Thanksgiving Day | New Year's Eve Day |
| Floating Holiday | | |

When a holiday falls on Sunday, the following day shall be the recognized holiday. When a holiday falls on Saturday, the preceding day shall be the recognized holiday.

If one of the above holidays falls during a period when an employee is on authorized paid leave, the holiday shall be counted as a holiday off and shall not be deducted from the employee's leave accumulation.

To be eligible for holiday pay an employee must have worked in full their regularly scheduled straight time work day prior to the holiday and the regularly scheduled straight time work day subsequent to the holiday (or be on authorized paid leave).

Regular employees covered under FLSA who are scheduled and required to work on a paid holiday shall receive holiday pay plus his/her regular day's pay for a day worked. When called in to work on a paid holiday the employee shall receive time and one half plus holiday pay for hours worked.

The Floating Holiday shall be credited to the employee as of January 1st, in the first pay period of the calendar year. Employees who are hired on or after October 1st shall not be granted the floating holiday. Such holidays shall not accrue from year to year, or be paid out for any reason.

Jury Duty/Subpoena

Leave with full pay may be authorized in order that employees may serve required jury duty or testify pursuant to a subpoena, provided that such leave is reported in advance to the department head, that the duty falls during their regular work schedule, and that court fees (less mileage) obtained as a witness or juror are turned over to the County Treasurer. Employees are expected to return to work after being excused from service.

Personal Leave

Each regular full-time employee and regular part-time employee (on a pro-rated basis) shall be granted eight (8) days of personal leave each year. New hires shall receive an initial pro-rated amount of leave upon completion of ninety days of continuous employment with Grand Traverse County.

This leave may be used for the employee's personal health needs, a family member's health needs, for purposes arising out of domestic violence or sexual assault, or during closure of the employee's primary worksite by order of a public official due to a public health emergency. Twenty-four hours' notice and prior approval by the supervisor is required for general absences, and at least one hour's notice prior to the beginning of the shift is required for illness, unless the employee can show in writing why prior notification was impossible. Time must be used in ½ hour increments. When the absence is for sickness (regardless of which, if any, leave bank is charged), the employer reserves the right to request a doctor's certification. Claim for payment must be submitted on a form provided by the Employer.

Any balance left, up to a maximum of five days (pro-rated for part-time employees), following the last full pay period paid in November shall be paid at the employee's prevailing hourly rate in a separate check on the first pay date in December. **New hires who have not completed ninety days of continuous employment prior to the first pay date in December will not qualify for this pay out; however, they will receive their full number of days at the completion of their ninety days of employment.**

Employees who leave employment mid-year shall be paid for any balance, up to a maximum of five days (pro-rated for part-time employees), on their final paycheck.

Those employees who are hired prior to December 1, 1988, and who selected Plan A on the "Employee Election of Sick Conversion/Payment Plan" prior to November 30, 1988, shall have the balance of the eight days each year converted to their frozen Sick Leave Bank, up to a maximum of 120 days.

Vacation Leave

Each regular full-time and regular part-time (on a prorated basis) employee shall earn vacation leave credit according to the following schedule. Employees accrue vacation leave during their first six months of employment; however it cannot be taken until completing six months.

| Years of Service | Days per Year | Hours Accrued Bi-weekly * | |
|---------------------|---------------|---------------------------|------------|
| | | (75 hours) | (80 hours) |
| Less than 3 | 10 | 2.884 | 3.076 |
| 3 but less than 5 | 12 | 3.461 | 3.692 |
| 5 but less than 10 | 15 | 4.326 | 4.615 |
| 10 but less than 15 | 17 | 4.9 | 5.23 |
| 15 but less than 25 | 20 | 5.769 | 6.153 |
| 25 or more | 25 | 7.211 | 7.692 |

Vacation leave will be credited biweekly to the employee's "bank" up to a maximum carry-over of 20 days on the employee's service date.

Department heads shall determine the suitable time at which vacation may be taken, considering both the efficiency of the operation of the department concerned and the wishes of the employee.

Vacation leave taken may not exceed the total amount of vacation leave accrued as of that date. Employees leaving the County in good standing shall be compensated for vacation leave accrued to the date of separation within the limits set forth above. This will be paid on the employee's final paycheck. The County retains the discretion to deny vacation payout in the case of involuntary termination.

Leave benefits may differ for employees who are members of recognized unions, organizations, or associations.

*Amounts may vary slightly due to system rounding.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources. This policy is in no way affiliated with Michigan Mandatory Paid Sick Leave (Public Act 369).

Approved Policy 4/92, Amended 7/99, 9/01, 7/02, 1/14, 7/2019



Salary Basis for Exempt Employees

PURPOSE

Employees who meet the definition for exemption from the Fair Labor Standards Act, and who have been identified by the County as exempt (or not covered) are paid on a salary basis.

POLICY & PROCEDURE

Employee annual salary (as determined by your grade and step on the appropriate pay scale) is divided by the number of pay dates in the calendar year (usually 26). This gives you the gross amount for each paycheck. Because of division and rounding, this may not give you a final total income as stated on the pay scale. We do not adjust the final check as it is usually pennies, and it is expected that over time it will average out. **An employee's annual salary is paid out during the calendar year, with no carryover to the following year.**

Mid-year step increases (if any) will go into effect on the pay date following the anniversary date. We do not prorate the step based upon the actual anniversary date.

If you leave employment in the middle of the year, your final salary check will be calculated by taking your annual salary prorated based on your final day at work. Your last salary paycheck will be the difference between this amount and the amount you have already been paid during the year.

Your maximum allowed unused vacation and personal hours will be paid out **on your final salary check.**

New employees will have their salary for the year prorated based on their hire date. The first paycheck will be adjusted so that the remaining paychecks can run through each payroll based on the normal 1/26 of annual salary. The first paycheck could be larger or smaller than the normal paycheck.

Your paycheck is not based on a defined pay period; however, you will be included in the time-reporting process during each pay period, which we will continue to use for reporting exceptions to the salary and use of leave time.

Because there **is accountability** to the taxpayer, salaried employees are expected to put in a full work week. Flexible time scheduling is acceptable when it does not interfere with the effective accomplishment of the work and when acceptable to your supervisor.

Compensatory time is not recorded for exempt employees; however, the county recognizes that employees need to maintain a balance between their work life and personal life. While it is not expected that salaried employees will track lunch hours worked or small amounts of time coming in early or staying late, when you do put in a sizeable block of time we hope that you can find an acceptable balance for taking time off.

You should notify your manager, director, or the County Administrator if you are out of the office for a significant amount of time during normal business hours.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 8/97 Amended 8/04, 7/2019

Action Request



| | | | |
|--------------------|-----------------------------------|----------------------|---|
| Meeting Date: | July 17, 2019 | | |
| Department: | Administration | Submitted By: | Alger/Bott |
| Contact E-Mail: | | Contact Telephone: | |
| Agenda Item Title: | Amended Fund Balance Policy | | |
| Estimated Time: | 10 <small>(in minutes)</small> | Laptop Presentation: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Summary of Request:

The Government Finance Officers Association recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for financial management and budgetary purposes. Our current fund balance policy establishes a fifteen percent (15%) fund balance as was determined by resolution 136-2016. The current unassigned fund balance is \$11,088,302 or 28% of the 2019 general fund budget of 39 million dollars.

The appropriate level of fund balance is not a scientific determination. Many factors determine the appropriate level of fund balance for any given entity. Factors such as the certainty of its revenues and the volatility of its expenditures; access to cash flow; perceived exposure to significant one-time outlays; the potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds; the potential impact on the entity ' s bond ratings and the corresponding increased cost of borrowed funds among others.

We have attached a proposed fund balance policy as well as the existing fund balance policy. The proposed policy attempts to direct not only the maintenance of the 25% fund balance but also how to manage funds in excess of 25% and how to replenish funds if the fund balance drops below the 25% level.

Suggested Motion:

Move to approve the adoption of the amended Fund Balance Policy that establishes a 25% fund balance requirement and provides direction how to manage funds in excess of 25% and how to replenish funds if the fund balance drops below the 25% level.

Financial Information:

| | | | | | |
|-------------|--|--------------------|--|---------------------|---|
| Total Cost: | | General Fund Cost: | | Included in budget: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-------------|--|--------------------|--|---------------------|---|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|-----------|------|
| Finance Director | | |
| Human Resources Director | | |
| Civil Counsel | | |

| | | | |
|------------------------|---|-------|---------------|
| Administration: | <input checked="" type="checkbox"/> Recommended | Date: | July 11, 2019 |
|------------------------|---|-------|---------------|

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Fund Balance Policy

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 17, 2019 and reviewed the updated Fund Balance Policy; and,

WHEREAS, GASB 54 requires certain actions by the governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide for a back-up for revenue short-falls, it is recommended best practice that governments establish a minimum level of unrestricted fund balance in their general fund, along with policies related to use and replenishment of fund balance.

WHEREAS, Grand Traverse County (the “County”) adopted an unreserved Fund Balance Policy in 2016 incorporating these principles by requiring a minimum fund balance of 15% of budget General Fund expenditures. In 2019, the BOC amended this policy to increase the minimum fund balance from 15% to 25%. The following policy expands upon this minimum requirement in order to ensure compliance with GASB 54 and best practice.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the revised Fund Balance Policy attached hereto and hereby made part of this resolution.

APPROVED: July 17, 2019



Fund Balance Policy

BACKGROUND INFORMATION

In 2009, The Governmental Accounting Standards Board (“GASB”) adopted GASB statement GASB 54 (referred herein as “GASB 54”), which requires certain actions by the municipal governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide for a back-up for revenue short-falls, it is recommended best practice that governments establish a minimum level of unrestricted fund balance in their general fund, along with policies related to use and replenishment of fund balance.

The Grand Traverse County Board of Commissioners (the “BOC”) adopted an unreserved Fund Balance Policy in 2016 incorporating these principles by requiring a minimum fund balance of 15% of budgeted General Fund expenditures. In 2019, the BOC amended this policy to increase the minimum fund balance from 15% to 25 %. The following policy expands upon this minimum requirement in order to ensure compliance with GASB 54 and best practice.

PURPOSE

The BOC believes that sound financial management principles require that sufficient funds be retained by the County to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergent nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the County by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the County.

In addition, this policy addresses the County's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

DEFINITIONS

Fund Balance – The fund balance of a governmental fund is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and non-spendable. Under GASB 54, these are broken up into five categories:

- 1) Non-spendable fund balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

- 2) Restricted fund balance –Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) Committed fund balance- Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) Assigned fund balance –Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) Unassigned Fund Balance- the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Budget Stabilization Fund- A fund established to set aside surplus revenue for times of unexpected revenue shortfall or budget deficit.

POLICY

Minimum Unrestricted Fund Balance - General Fund

The fund balance of the County’s General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities that maximize benefits to taxpayers or minimize the costs of providing services. The County’s basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

It is the goal of the BOC to maintain an unrestricted fund balance in the general fund equal to 25% of expenditures. The use of fund balance is appropriate due to an unanticipated shortfall in revenues or unexpected increase in expenditures that would otherwise significantly impact the County’s ability to provide ongoing services to its taxpayers while the emergent event is addressed. Best practice is to limit use of fund balance to one-time expenditures to avoid creating a structural deficit.

If unrestricted fund balance falls below the goal or has a deficiency, the BOC will adopt a plan at the meeting time that the next annual operating budget is adopted setting aside an annual amount each year for a period not to exceed three years in order to restore the designated reserve balance.

Committed Fund Balance

The BOC Board of Commissioners is the County’s highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution that

is approved by a majority of the elected and serving the County Commissioners at a regular or special BOC meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it) spending will occur in the following order: restricted, committed, assigned, and unassigned.

Management of funds in excess of fund balance

At the second BOC meeting subsequent to the receipt of the audit, the County Administrator will present the audit to the County Commissioners to include a description of the County's Fund Balance. Any annual increase of the fund balance that results in an increase in the unrestricted balance over the established 25% minimum will be allocated in the following manner:

- 50% of the amount over 25% of the unrestricted fund balance will be applied to Grand Traverse County's unfunded pension obligation payment for the subsequent year as is described in the Pension Payment Policy adopted April 17, 2019.
- 25% of the amount over 25% of the unrestricted fund balance will be transferred to the Capitol Improvement Fund.
- 25% of the amount over 25% of the unrestricted fund balance will be transferred to the Budget Stabilization Fund.

Changes in the percentages of allocation may only be made by Board of Commissioner's resolution.

Approved: Fund Balance Policy 7/17/19

RESOLUTION

136-2016

Fund Balance Policy

WHEREAS, The Grand Traverse Board of Commissioners met in regular session on December 21, 2016, and reviewed the updated Fund Balance Policy; and,

WHEREAS, GASB 54 requires certain actions by the governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide for a back-up for revenue short-falls, it is recommended best practice that governments establish a minimum level of unrestricted fund balance in their general fund, along with policies related to use and replenishment of fund balance.

WHEREAS, Grand Traverse County (the "County") adopted an unreserved Fund Balance Policy in 2013 incorporating this principle by requiring a minimum fund balance of 15% of budgeted General Fund expenditures. The following policy expands upon this minimum requirement in order to ensure compliance with GASB 54 and best practice.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, Grand Traverse County approve the revised Fund Balance Policy attached hereto and hereby made part of this resolution.

APPROVED: December 21, 2016

GRAND TRAVERSE COUNTY
~~- PROPOSED -~~
GENERAL FUND
FUND BALANCE POLICY

Background

GASB 54 requires certain actions by the governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide for a back-up for revenue shortfalls, it is recommended best practice that governments establish a minimum level of unrestricted fund balance in their general fund, along with policies related to use and replenishment of fund balance.

Grand Traverse County (the "County") adopted an unreserved Fund Balance Policy in 2013 incorporating this principle by requiring a minimum fund balance of 15% of budgeted General Fund expenditures. The following policy expands upon this minimum requirement in order to ensure compliance with GASB 54 and best practice.

Purpose

The County believes that sound financial management principles require that sufficient funds be retained by the County to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the County by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the County.

In addition, this policy addresses the County's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) **Nonspendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- 2) **Restricted fund balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) **Committed fund balance** – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) **Assigned fund balance** – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the

GRAND TRAVERSE COUNTY
- ~~PROPOSED~~ -
GENERAL FUND
FUND BALANCE POLICY

amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Policies

Minimum Unrestricted Fund Balance - General Fund

The fund balance of the County's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The County's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

It is the goal of the County to achieve and maintain an unrestricted fund balance in the general fund equal to 15% of expenditures. The use of fund balance is appropriate due to an unanticipated shortfall in revenues or unexpected increase in expenditures that would otherwise significantly impact the County's ability to provide ongoing services to its taxpayers while the emergent event is addressed. Best practice is to limit use of fund balance to one-time expenditures, to avoid creating a structural deficit.

If unassigned fund balance falls below the goal or has a deficiency, the County will adopt a plan at the time that the next annual operating budget is adopted setting aside an annual amount each year for a period not to exceed three years in order to restore the designated reserve balance.

Committed Fund Balance

The Board of Commissioners is the County's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board of Commissioners at the Board meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The Board of Commissioners has authorized the County Administrator as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order – restricted, committed, assigned, and unassigned.

Action Request



| | | | |
|--------------------|--|----------------------|---|
| Meeting Date: | 7/17/2019 | | |
| Department: | Finance | Submitted By: | Dean Bott |
| Contact E-Mail: | dbott@grandtraverse.org | Contact Telephone: | (231) 922-4680 |
| Agenda Item Title: | Deficit Elimination Plans | | |
| Estimated Time: | 5 minutes <small>(in minutes)</small> | Laptop Presentation: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Summary of Request:

Based on the 2018 Audit filed with the State we have received the attached letter regarding funds that ended 2018 with a deficit fund balance. A deficit fund balance is reported in the Building Authority LaFranier Debt Fund and the Drain Commission Statement of Net Position reports a negative unrestricted net position. To address these deficits we need to provide the State with a Deficit Elimination Plan that shows how these deficits will be eliminated. I have prepared the proposed plans to address these deficits. The Building Authority LaFranier Debt Fund deficit is due to paying off bonds early to realize budget savings in the General Fund from the elimination of the interest on the bonds. This deficit is fully eliminated in 2020 as indicated on the attached summary. The Drain Commission negative unrestricted net position results from the work that has been done on the Cass Road Drain, Duck Lake Drain, Old Mission Drain, and the Silver Lake Lake Level Drain. This negative position will be eliminated with the collection of special assessment revenues associated with these projects.

Suggested Motion:

Review and discussion of the deficit elimination plans.

Financial Information:

| | | | | | |
|-------------|--------|--------------------|--------|---------------------|---|
| Total Cost: | \$0.00 | General Fund Cost: | \$0.00 | Included in budget: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-------------|--------|--------------------|--------|---------------------|---|

If not included in budget, recommended funding source:

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

| Reviews: | Signature | Date |
|--------------------------|---|-----------|
| Finance Director | Dean Bott | 21-May-19 |
| Human Resources Director | | c |
| Civil Counsel | | |
| Administration: | <input type="checkbox"/> Recommended Date: | |
| <u>Miscellaneous:</u> | | |

Attachments:

Attachment Titles:



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

July 2, 2019

**Notice of Intent To
Withhold State Payments**

Municipality Code: 280000
APR Form ID Number: 64113
Report ID Number: 91916

Sent Via Email

Chief Administrative Officer
Grand Traverse County
phaefner@vh-cpas.com

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2018. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

| <u>FUND NAME</u> | <u>AMOUNT</u> |
|---|-------------------|
| Building Authority - LaFraanier Pavilions | -\$490,000.00 |
| Motor pool | No Plan Necessary |
| Drain Commission | No Plan Necessary |
| | -\$94,066.00 |

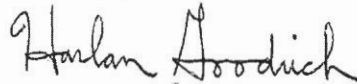
If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be

actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," please upload a deficit elimination plan for all funds listed above and a certified resolution online at [Michigan Department of Treasury/online report](#) within 30 days from the date of this letter. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions, contact the Municipal Finance Section at (517) 335-7469 or email questions to Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive style with a large initial "H".

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division

RESOLUTION

XX-2019

Deficit Elimination Plan (Building Authority)

WHEREAS, Grand Traverse County reported deficits in one or more funds in the audit report submitted to the Michigan Department of Treasury for the fiscal year ending 2018; and,

WHEREAS, Public Act 140 of 1971, Section 21(2), requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County adopts the following Deficit Elimination Plan for the Building Authority:

| Building Authority LaFranier | 2019 | 2020 |
|---|-----------------|-----------------|
| Unassigned Fund Deficit | \$ (490,000.00) | \$ (250,000.00) |
| Transfer In - Lease Payment | \$ 240,000.00 | \$ 250,000.00 |
| Unassigned Fund Deficit | \$(250,000.00) | \$ - |

BE IT FURTHER RESOLVED THAT, the Board of Commissioners directs the Finance Department to submit the Deficit Elimination Plan (Building Authority) to the Michigan Department of Treasury for certification.

APPROVED: July 17, 2019

| | | | Grand Traverse County | |
|--|--|--|---------------------------------|----------------|
| | | | Deficit Elimination Plan | |
| | | | 2019 | 2020 |
| Drain Commission - Component Unit | | | | |
| Unrestricted Net Position | | | \$ (94,066.00) | \$ (94,066.00) |
| Special Assessment Revenue | | | \$0.00 | \$94,066.00 |
| Unrestricted Net Position | | | \$ (94,066.00) | \$0.00 |

RESOLUTION

XX-2019

Deficit Elimination Plan (Drain Commission)

WHEREAS, Grand Traverse County reported deficits in one or more funds in the audit report submitted to the Michigan Department of Treasury for the fiscal year ending 2018; and,

WHEREAS, Public Act 140 of 1971, Section 21(2), requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County adopts the following Deficit Elimination Plan for the Drain Commission:

| Drain Commission – Component Unit | 2019 | 2020 |
|--|----------------|----------------|
| Unrestricted Net Position | \$ (94,066.00) | \$ (94,066.00) |
| Special Assessment Revenue | \$ 0.00 | \$ 94,066.00 |
| Unrestricted Net Position | \$ (94,066.00) | \$ 0.00 |

BE IT FURTHER RESOLVED THAT, the Board of Commissioners directs the Finance Department to submit the Deficit Elimination Plan (Drain Commission) to the Michigan Department of Treasury for certification.

APPROVED: July 17, 2019



Grand Traverse County 2018–2019 ANNUAL REPORT

msue.msu.edu



FROM THE DISTRICT DIRECTOR:

I'm delighted to share the results of another successful year of partnership between Grand Traverse County and Michigan State University (MSU) Extension. Because of your continued support, we've been able to make a difference in the lives of youth, families, businesses and communities.



MSU Extension offers a broad range of research-based educational services to county residents. Over this past year, we've empowered families and individuals to live healthier lives, supported new and local businesses, created opportunities for youth leadership development and career exploration, helped farmers with business management and mental health, and much more. Our staff live and work alongside county residents, are rooted in community relationships and are responsive to community needs.

This year, we've also welcomed Grand Traverse County residents into our online community: we've offered online educational courses, answered questions on topics ranging from gardening to food safety, raised program awareness through social media and provided a library of research-based resources they've browsed on our website.

Our partnership with you makes this all possible. On behalf of the MSU Extension team serving Grand Traverse County, thank you for another great year. We look forward to your continued support and hope you'll be able to join us during one of our upcoming programs.

Jennifer Berkey



District 3 Director

CONTACT US:

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Traverse City, MI 49684

Phone: 231-922-4620

msue.grandtraverse@county.msu.edu
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
Health & Nutrition Supervising 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

MEASURING IMPACT:

CONNECTING WITH RESIDENTS

| | |
|---|-------|
| 4-H: Developing Youth & Communities | 2,107 |
| Keeping People Healthy | 4,424 |
| Supporting Agriculture & Agribusiness..... | 1,185 |
| Fostering Strong Communities & Businesses, and Enhancing Our Natural Assets..... | 388 |

TOTAL PARTICIPANTS IN GRAND TRAVERSE 8,104



MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Dr. Jeff Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

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.



Growth in 1st Generation 4-Her's!

- This year our focus has been to increase the number of 1st generation youth who participate in our programs. We offered three new programs over the course of the year that introduced 100 new youth to 4-H. Clubs offered included four Introduction to Babysitting 4-H clubs and two science learning clubs. Through these efforts, we worked with youth at Mill Creek, Willow Hill, East and West Middle schools and a local homeschool group. Programming in science included chemistry, engineering, garden science and the babysitting club's focus was child development, safety and marketing their business.
- We offered a very popular “Cloverbud Fun Day” for children ages 5-9 in our community in May. This event is an excellent avenue for us to introduce young children and families to 4-H animal projects with horses, goats and rabbits. A few of our 4-H clubs and members put on this event with more than 15 families visiting.
- Grand Traverse 4-H secured funding to hire an AmeriCorps Service member to provide Science, Technology, Engineering, Arts and Mathematics (STEAM) learning opportunities in our community. The goal is to have this volunteer member serve underserved populations in Grand Traverse County with a goal of growth in STEAM learning to youth ages 5-19. Current programs include science learning with Fife Lake Elementary school and garden science with Cherry Knoll Elementary school for a total of 85 new youth in 4-H.



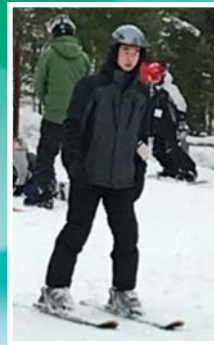
Over 2,000
4-H Participants



4-H youth experience awesome 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





Developing Youth and Communities, continued

said this experience was fun but somewhat difficult. They had more respect for the money management responsibilities their parents had to juggle!

- Over 40 teens and adults from Grand Traverse County attended 4-H Exploration Days at Michigan State University in June to experience college life – making friends, taking classes, living in the dorms and navigating their way around campus. One youth said it gave them “more confidence in being independent and going to college.”
- Cultural exchanges give youth and adults a better perspective on culture – similarities and differences, a gratefulness for their country, family and culture and helps them grow in empathy and seeing different perspectives. In 2018, families in Grand Traverse County 4-H expanded their worldview by hosting international exchange students. Youth from Belize, Japan and Korea visited our area for either a yearlong or a month long learning experience. One family hosted Jumpei from Japan for the year. He was active in soccer and while here, wanted to learn how to downhill ski. We were able to put him into the 4-H Learn to Ski Program and he became very skilled on the slopes!

Animal Science Learning Through 4-H Projects

- The Northwestern Michigan 4-H Livestock Council, Grand Traverse and Leelanau County 4-H held monthly, hands-on learning experiences for youth in species specific topics as well as general education on subjects like youth safety at the fair, animal safety, awesome record bookkeeping and “Finding Your Path” for success. All valuable life skills for their future!
- We also provided two separate opportunities for youth to learn about swine and cattle health, nutrition and digestive systems through hands-on dissection. Cattle youth participating: 44; Swine youth participating: 89. These 4-H youth were able to get hands-on learning as they touched, explored and asked questions about both cattle and swine health and internal digestive systems. It was an awesome experience for many students!

Northwestern Michigan Fair 4-H Auction:



- 360 local 4-H youth (ages 9-18) participated in the auction for 2018.



- Gross sales from the auction totaled \$642,097



- 1,100 local 4-H youth registered and participated in the 4-H Livestock Council program in 2018.



- Animals donated to local food pantries/charities: 18 Swine, 4 lambs, 1 goat. Live weight of animals donated totaled 5,184 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

MSU Extension supports individual and community level, or public health approaches, to prevent obesity. Through the USDA 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.

One noteworthy example of success has been our continued and growing partnership with Munson Healthcare in coordinating the **Fruit and Vegetable Prescription Program**. The program works closely with local clinics and nonprofits to build systematic support for healthy behavior changes in patients with chronic disease. The program creates stronger partnerships between healthcare providers, patients and their local food sector. Through this program, participants receive vouchers to purchase fruits and vegetables at a local farmers market. MSU Extension Community Nutrition Instructors provide the educational component of the program at the Sara Hardy Farmers Market. We received excellent feedback and positive evaluation results from participants and we are excited to continue this win-win partnership this summer at Sara Hardy, The Commons, and a site in Benzie County.



Fruit and Veggie Prescription Program Participant Results:

- 96% learned new ways to incorporate more fruit and vegetables into meals and snacks
- 94% plan to try a new kind of fruit or vegetable that is in season at the market

"Before coming to the nutrition education classes, I never cooked and would eat out a lot. Now I cook at least 3 nights and eat leftovers the remaining nights. I'm much more confident with my cooking skills and preparing vegetables."

Keeping People Healthy, continued

There have been many other notable successes because of our direct education in the community. Community Nutrition Instructor Michelle Smith uses evidence-based curricula to reinforce healthy eating and physical activity promotion among limited resource youth, adults and seniors throughout Grand Traverse County. One of several partners includes the Traverse Bay Area ISD Life Skills Center – a site that serves students with moderate to severe cognitive or emotional impairments. Michelle brought foundations of healthy eating to life through a hands-on six-week lesson series and shares an experience from one of the classes:



“During one of the classes, our emphasis was on the benefits of eating a healthy breakfast and the class participated in making breakfast burritos. I wanted to have everyone in the class learn how to crack an egg. I used a picture guide of the steps and then demonstrated it with everyone watching at the kitchen counter. Class participants took turns cracking an egg into a bowl with everyone else cheering them on. Not one eggshell made it into that bowl of eggs and this was not a small class. Each participant took his or her time and after very little guidance, each egg was cracked and ready to be whisked. We emphasized that cooking can sometimes get messy and all we need to do is clean up, but no need that day. Adults had a smile on their face and we were all proud. It was great knowing that this was another skill they now have to continue living a life more healthy and independently.”

Making the Healthy Choice Easier - Supporting Changes to Policies, Systems, and Environment (PSE)

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.

In 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 the National Dairy Council and the 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 and Westwoods Elementary Schools.



This year marked the second year of Blair Elementary School’s participation in Fuel Up to Play 60. By partnering with MSU Extension to help implement this program, Blair has received \$5,514 in grant funding and students have been more apt to brainstorm

**Grant funds to
Grand Traverse County
Schools through
Smarter Lunchrooms
& Fuel Up to Play 60:
\$8,435**

Keeping People Healthy, continued

and lead several new healthy lifestyle initiatives. In Spring 2018, the cafeteria received a makeover which entailed repainting the space to the school colors, bright pictures were affixed to the milk coolers to help encourage students to choose milk, multicolored serving utensils for the salad bar to make choosing fruits and vegetables more fun, as well as a food processor to help make smoothies, dips, and other enjoyable food creations! Student leaders also decided to participate in taste tests and worked with food service to help safely create and serve items for their peers to try. To help encourage students to be more active, this grant assisted the school in adding a gaga ball arena and outdoor volleyball system to the playground.

In Spring 2018, Blair Elementary was also recognized at the State Capitol for their hard work in helping to make their school a healthier place for their students. Blair received a Silver School Wellness Award and attended a ceremony in Lansing. The School Wellness Award recognizes schools who are making significant policy and environmental improvements to their environment related to healthy eating, physical activity, and tobacco-free lifestyles. They were even presented the award by Larry Inman, Representative of the 104th District.

This year was the first year for Westwoods Elementary School to participate in Fuel Up to Play 60. Using student leadership, food service, and adult coaches, the group moved forward with making environmental improvements to the cafeteria with the goal of increasing school meal participation and helping to promote healthy foods such as dairy, whole grains, and fruits and vegetables. Through Fuel Up to Play 60 and with assistance by MSU Extension, Westwoods received \$2,921 in grant funding to help make these changes. New additions to the cafeteria entailed a restaurant inspired painted awning above the serving line, an eye-catching illuminated menu board, a gorgeous dairy cow photo for the milk cooler, new serving equipment on the salad bar, and whimsical window clings to decorate the salad bar. The student team also noticed that their peers were not quite as active during recess and as a result of their observations, various small equipment was purchased to help encourage students to be more active. Now at recess, students have more options for movement, including an outdoor volleyball net, new soccer goals, more tetherballs, footballs, volleyballs, basketballs, and kick balls.

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. 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 Erin Baumann has served Traverse Heights Elementary School. From September 1, 2018 through early March, Erin has taught over 69 hours of



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

hands-on lessons to 203 students in 10 classrooms and exposed all school students and staff to 6 cafeteria taste tests. In addition, Erin provides key community outreach to support the sustainability of the Traverse Heights greenhouse.

“Providing a service to Traverse City’s most vulnerable population of students is demanding, and this partnership has improved the climate and culture of our building. Nutrition plays a critical role in the proper development of a child’s physical, mental and social growth. We believe the continued partnership between MSU Extension FoodCorps and Traverse Heights plays a vital role in educating the whole child and the whole family.” – Ryan Schrock, Principal Traverse Heights Elementary School

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.



Focusing on healthier worksite environments as opposed to only one-time programs is recognized as best practice. Beginning in the spring of 2018, MSU Extension Health & Nutrition Supervising Educator Sarah Eichberger facilitated a healthy worksite process with a small team of dedicated Grand Traverse County employees. Through this process, the County wellness team has made significant improvements in enhancing the health of County systems and environments. In addition, with guidance from MSU Extension, they wrote Grand Traverse County’s first comprehensive wellness policy.

Social Emotional Health

Promoting health and wellbeing includes understanding important connections between physical, mental, social and emotional health. Social and emotional health encompasses forming and maintaining satisfying and healthy relationships, taking another’s perspective, resolving interpersonal conflict, feeling capable and whole, expressing emotions, navigating stress, having supportive relationships, and having a positive sense of self. As is true for all aspects of human development, social and emotional health must be addressed across multiple levels, including the personal, interpersonal, institutional and cultural levels.

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 people of all ages alternative ways of relating to 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.

Keeping People Healthy, continued

In 2018, Social Emotional Educator Patty Roth collaborated with the Traverse Bay Area ISD to offer 5 Stress Less with Mindfulness Series. Over 100 students from the Life Skills Center participated in Stress Less classes. 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, 12 teachers from the Life Skills participated in their own Stress Less with Mindfulness classes to practice mindfulness and support and learn new skills to support their own self-care efforts as well as incorporate into their classrooms.

At the conclusion of the school year, a final presentation of Mindfulness was conducted with the TBAISD for 65 students and staff as they set off into their summer. Prior to the sometimes stressful holidays, Patty was invited back to teach a self-care workshop for 52 students and staff to refresh their skills in managing stress through mindfulness.

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 2018, three RELAX series were conducted in Grand Traverse County.

Two classes held weekly March through May were taught to 36 TBAISD Life Skills students and their teachers. A series was also conducted at Long Lake Elementary School and had eight teacher participants. 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.

Weathering the Storm in Agriculture: How to Cultivate a Productive Mindset

Numerous factors may cause stress for farmers. Many farmers face financial problems, price and marketing uncertainty, farm transfer issues, production challenges and more. Farmers and their families may struggle with stress, anxiety, depression, burn out, indecision or suicidal thoughts. This workshop was designed to help participants understand the signs and symptoms of chronic stress and includes resources about how to handle stress for a more productive mindset on the farm.

In 2018, 85 fruit producers learned to:

- Identify stress signs and symptoms.
- Practice three everyday strategies for managing stress
- Find out where to go for additional help and resources
- Make an action plan for managing stress



Mindfulness Training Participant Outcomes:

- 95% are more positive about dealing with stress in their lives by using mindful tools
- 99% now use mindful breathing to calm themselves in the face of stress

As a result of the RELAX program:

- 92% now work hard to be calm and talk things through
- 81% can now identify their anger triggers

SUPPORTING AGRICULTURE & AGRIBUSINESS

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

The 2018 O&V Show reduced risk and improved efficiency in vineyards and wineries with approximate annual total crop values of **\$2.4M** and wine values of **\$18M**.

Supporting Fruit Production

The 2018 Northwest Michigan Orchard and Vineyard Show attracted 305 participants over the course of the two-day educational program held at the Grand Traverse Resort in Acme, Michigan. This meeting was a collaborative effort among the Grand Traverse Fruit Growers' Council, Parallel 45, the Cherry Marketing Institute, and MSU Extension and AgBioResearch. The 2018 show provided producers with the latest in fruit-related research and extension including research updates for tart cherries, sweet cherries, apples, wine grapes, and berry crops that addressed production and marketing. Topics included spotted wing drosophila (SWD) monitoring and management strategies, opportunities for fresh market sweet cherries, trends on cherry imports, worker protection standards, farm transition, labor, fire blight, plant growth regulators, pollination, and emerging pests. The show was a great success and attendees provided many positive comments and feedback. Each year the show is supported by many local, statewide, and national sponsors. This program was coordinated and hosted by Emily Pochubay, Nikki Rothwell, Erwin "Duke" Elsner, and Thomas Todaro. These educators also provided presentations in their respective areas of expertise.

Wine Grapes

Over 120 grape and wine producers, both locally and across the state, attended the Orchard and Vineyard Show to hear the most recent information from a mix of in- and out-of-state researchers on techniques to improve wine quality, expand vineyards with new cultivars, disease management considerations, improve fruit quality and reduce insect damage, and guidance towards sustainable practices.

Of these wine grape attendees, 105 filled out assessments and represented approximately 1,300-1,500 acres of *Vitis vinifera* grapes which has an estimated annual crop value of \$5 million, and wine value of \$37 million in the Northwest region. A post-event survey revealed 80% of attendees have used the information to manage insects, 82% improved yield, 73% minimized crop damage, and 85% used the information to make post-harvest management decisions, i.e., fermentation and enological decisions.

Tree Fruits

Tree fruit integrated pest management works toward optimizing economic and environmental sustainability for orchard growers. The seminar series, "2018 IPM Updates," was coordinated and hosted by MSU Extension educator, Emily Pochubay, and provided tree fruit producers and crop consultants in northwestern lower Michigan with timely pest and disease information related to fruit production during the 2018 growing season. Eight of the 32 seminars held during the 2018 growing season

Supporting Food and Agriculture, continued

were held in Grand Traverse county. Each seminar was a two-hour session in which educational information such as factsheets, articles, presentations, and quizzes were presented by Emily Pochubay and invited speakers. Over the course of this program, Pochubay hosted 454 participants comprised primarily of NW MI fruit growers and local crop consultants. A post-series survey polled 48 participants who represented approximately 1,576 acres of apples and 7,413 acres of cherries in NW MI. All participants reported that attending IPM Updates improved their knowledge of practices that helped them to reduce production risks.

Saskatoon Berries

Duke Elsner continued to work on the establishment of a planting of “Novel Berries” at the Northwest Michigan Horticultural Research Center in 2018. This project now includes six varieties of Saskatoon berries, nine varieties of haskaps, four varieties of goji berries, and two varieties of aronia berries. Pesticide recommendations for Michigan Saskatoon growers were updated for the annual edition of the Michigan Fruit Management Guide, Extension Bulletin E154.

Native Pollinator & Monarch Butterfly Conservation

Duke Elsner provided educational programming on native bees, butterflies and other insects several times during 2018. Audiences included garden clubs, conservation organizations, and elementary schools. A Pollinator Health meeting was held in April, bringing together representatives from public and private organizations, agriculture and the general public to discuss pollination-related issues in the Grand Traverse region. Duke also wrote a “Pollinator Outlook” for the Grand Traverse Business Journal annual outlook that was published by the Record Eagle in November.

Home Horticulture

2018 was another landmark year for the Consumer Horticulture Program in Grand Traverse County. Through volunteer outreach, Extension Master Gardeners shared science-based gardening knowledge, engaged citizens and empowered 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 3,500 hours on various projects in Grand Traverse County valued at over \$86,000. The bulk of these hours were spent on projects benefiting the community like environmental stewardship, therapy gardens, community beautification, youth gardening, and growing food for donation to local food banks. The remaining hours were spent sustaining the program with volunteer management and recruitment and/or supporting MSU Extension in its mission to bring the University’s resources closer to our local residents.



This past year,
Master Gardeners
volunteered more than
 **3,500 hours**
on various projects in
Grand Traverse County
valued at over
\$86,000.



Supporting Food and Agriculture, continued

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 Wednesday, June through September of 2018. 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 2018, 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 online system
- Smart Gardening programming
- Soil tests for home gardens, yards and landscape plants



“The brewing landscape is shifting, yet small and independent breweries continue to find market success. Brewers are finding ways to differentiate themselves in a competitive market, become pillars of communities, and embrace new experiences and occasions to connect with beer lovers.”

~ Julia Herz, Craft Beer Program Director of the Brewers Association

Supporting Hop Production

Although the exponential growth in the craft beer sector has tapered off in the last year or two, the number of U.S. breweries surpassed 7,000 in 2018. In the past year, craft beer volume increased by 5% while overall beer volume declined. Michigan is currently ranked 4th in both number of breweries and acres of hops in production. Hops provide aroma, as well as bitterness to offset the sweetness of malt. In spite of a challenging market for some public hop cultivars that are in oversupply nationally, 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 provides valuable education on hop production throughout the state of Michigan and beyond, and 2018 was no exception. MSU Extension Educators, Dr. Rob Sirrine and Erin Lizotte gave many presentations throughout Michigan including The Great Lakes Hop and Barley Conference, Hop Growers of Michigan Field Day, Elk Rapids Garden Club, and multiple presentations as part of the MSU Hop Webinar Series. MSU Extension coordinated tours of MI LOCAL hops and Green Heron Hops in Grand Traverse County, and Empire Hops, Cedar Hop Farm, and Michigan Hop Alliance in Leelanau County for researchers, prospective growers, professors, and the Brewers Association Small Grower Representative. They also hosted the annual Great Lakes Hop Working Group (GLHWG) meeting in Traverse City, MI. The GLHWG is a multi-state collaborative developed and coordinated by MSU that seeks to develop priorities for hop research and education and collectively work to address those needs.



Supporting Food and Agriculture, continued

In 2018, MSU Extension organized on-farm audits with members of the Hop Quality Group, a national non-profit 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.

In March of 2019, MSU held its annual Great Lakes Hop & Barley Conference at the newly renovated Park Place Hotel and Conference Center in Traverse City, MI. The conference features hop, barley, and craft beer experts from around the world, and generally attracts 200+ participants annually from multiple states and countries. At the conference, Mark and Mary White of Green Heron Hops in Grand Traverse County were awarded 3rd place in the annual Chinook Cup, where hops from around Michigan are judged based upon Appearance/Color, Aroma and Brewing Values. MSU collaborated with MI LOCAL Hops of Williamsburg, MI and Great Lakes Malting Company of Traverse City to offer very well attended post-conference educational tours.

MSU Educators continue to secure federal and state funding for on-farm research in Grand Traverse County. Dr. Rob Serrine and Erin Lizotte are currently primary investigators on a multi-state USDA-funded grant with Washington State University scientists that seeks to Develop and deliver IPM strategies to the rapidly expanding U.S. hop industry.

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 innovation counselor has special training to deliver these services to local residents. 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 innovation counselor also assists clients in accessing specialized services they may need that are offered through Michigan State University like feasibility studies, food processing, nutritional labeling and packaging assistance.

Businesses assisted in Grand Traverse County included food processors, wineries, a café, nursery, and value-added agriculture producers. Seven county businesses participated in the Product Center's Making It In Michigan Trade Show held in Lansing where they showcased their products to retail buyers and made connections that will lead to increased sales in the coming year.



263 Counseling Sessions



New Sales:
\$2,639,000



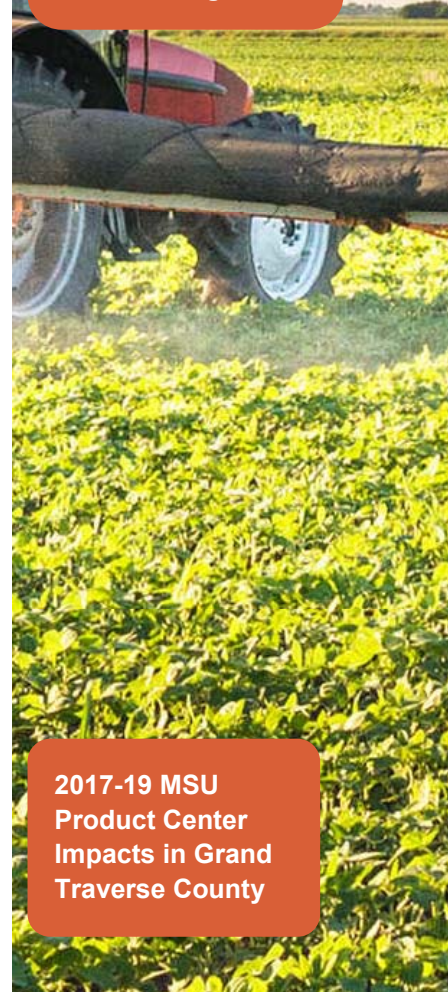
30 New Jobs Created



New Investments:
\$944,000



Members of the Great Lakes Hop Working Group tour MI LOCAL Hops in Williamsburg, MI.



2017-19 MSU Product Center Impacts in Grand Traverse County



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.

New Commissioner School is a program designed especially for newly elected county commissioners and also attended by experienced commissioners as a refresher. The program is held following commissioner elections in even numbered years, and was well attended by Grand Traverse County Commissioners in 2018.

Northern Michigan Counties Association is a group of county commissioners from about 35 northern lower peninsula counties that meets 8 times each year to learn about topics that are relevant to county government and to share information between the counties. Grand Traverse was represented at several of the 2018 programs.

The Grand Traverse County Board of Commissioners asked MSU Extension to facilitate a discussion with township leaders to talk about changes the county had made in planning functions and future needs for **planning and economic development**.

Two **townships** in Grand Traverse County held a total of 4 workshops with Extension Educators to learn more about **improving their meetings** and working together to govern better.

The MSU Extension **statewide ballot issues** education program held a Traverse City location for a statewide interactive presentation about the 2018 proposals.

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.

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.

FishPass project at Union Street Dam: FishPass will be the capstone of a 20 year restoration project on the Boardman River, Traverse City, Michigan, re-connecting the Boardman River with Lake Michigan. The mission of FishPass is to provide up- and down-stream passage of desirable fishes while simultaneously blocking and /or removing undesirable fishes. FishPass will replace the deteriorating Union Street Dam in downtown Traverse City, Michigan with an improved barrier featuring a fish-sorting channel and a nature-like river channel. Michigan Sea Grant is an active member of the Education Committee for FishPass, seeking public input into ecosystem education issues with invasive species and general fisheries. In July, 2018, a two-night workshop was held to engage the angling community and identify key issues. In general, the angling community is supportive of FishPass and many clarifying issues were identified and considered. Sea Grant personnel have also provided input into conceptual design signage to engage audiences in the research and outreach activities at the project. The period of 2019-2021 is expected to be a key construction and initial educational programming outreach timeframe.

11th Annual Freshwater Summit: Over 150 people attended the Freshwater Summit. Key topics discussed were Great Lake Level Fluctuations by Dr. Drew Gronewold of the National Oceanic and Atmospheric Administration - Great Lakes Environmental Research Laboratory, and Coastal Riparian Legal Framework by Dr. Dick Norton of the University of Michigan. Sea Grant Educators presented on Coastal Community Tools for Small Harbors.



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Chris Cramer <ccramer@grandtraverse.org>

Agenda item: NLCMH Appointment

1 message

Robert Hentschel <rhentschel@grandtraverse.org>
To: Chris Cramer <ccramer@grandtraverse.org>

Fri, Jul 12, 2019 at 1:08 PM

Chris,
Please add the Northern Lakes CMH board appointment to the agenda.

I spoke with Dr. Dan Lathrop and by the definition given in statute he is eligible to represent Grand Traverse County under the consumer designation. He has been the recipient of a like service offered by a different organization years ago, which qualifies him to do this. He has already been recommended by the appointment ad hoc committee as well.

Thank you,
Rob Hentschel

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...

advertise that the report is available from the Office of the County Clerk in the Traverse City Record Eagle or other well-established newspaper in the County.

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

9. OFFICIALS NOT TO BENEFIT

9.1 Conflicts of Interest, County Commissioners

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

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

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

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

10. ORIENTATION

10.1 Within 45 days of taking office, each County Commissioner, elected or appointed, shall attend an Orientation that includes, but is not limited to, a presentation on the Open Meetings Act, Freedom of Information Act, as well as a Sexual Harassment training. This Orientation shall be a posted, public meeting.

The presentations shall be given in an in person classroom setting by the administration and/or civil counsel, with the exception of the Sexual Harassment training, which shall be presented by the Human Resources Director.

Within 90 days of taking office their first term, all county commissioners shall be provided with a copy of the sexual harassment policy by Human Resources, and shall sign an acknowledgement that they have read the sexual harassment policy and will comply with its provisions. This acknowledgement shall be filed with the Human Resources Director.

10. MOTIONS, RESOLUTIONS AND ORDINANCES

10.1 Method of Making Motions.