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A Comprehensive Survey, Index, and Listing of Community Agency Resources Currently Providing Services to the Residents of Charlevoix and Emmet Counties

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A COMPREHENSIVE SURVEY,
INDEX, AND LISTING OF COMMUNITY AGENCY RESOURCES
CURRENTLY PROVIDING SERVICES TO THE
RESIDENTS OF CHARLEVOIX AND EMMET COUNTIES

by

Ronald L. Moore

A Project Report
Submitted to the
Faculty of The Graduate College
in partial fulfillment
of the
Specialist in Education Degree

Western Michigan University
Kalamazoo, Michigan
December 1973
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I would like to express my appreciation to the members of my advisory committee, Drs. Paul Fuller, Malcolm Robertson, and Donna Henderson. They provided assistance in both the research and the project report that is presented here. I have benefited from their direction, encouragement, constructive criticism, and technical expertise, and I have learned from the knowledge, skills, and insights that they were willing to share. They were especially understanding of the hardships imposed by residing over 250 miles from the University. I had the support of many, when for example, a very little boy seemed to instinctively understand why his daddy couldn't go sliding with him. While my advisory committee had a real and direct effect on this project report, I assume full responsibility for what is written here.

Ronald L. Moore
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Western Michigan University, Ed.S., 1973
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THE PROBLEM AND ITS BACKGROUND

During the time that the topic of this specialists' project was being researched, it became somewhat apparent that many, if not most, metropolitan areas seemed to have available a Directory of Community Agency Resources. In June of 1973 when this project was initiated, there were no recent comprehensive Directories of Community Agency Resources available in either Charlevoix or Emmet Counties. Several "old" directories existed, but they were incomplete, outdated, extremely limited in their scope and depth, or focused on a specific community. Since 1966, when the most recent of the previous directories was published, this area has grown considerably and many new services and resources have come into existence and many present services have expanded their breadth and scope. The survey that was being contemplated was intended to cover both Charlevoix and Emmet Counties. The reasons for this are that this area is served by the Charlevoix-Emmet Intermediate School District which provides ancillary and consultative services for special education to these areas and that these regions are linked geographically, ideologically, philosophically and by several major highways. At the time this survey was initiated, several state agencies had received a directive from their regional offices directing them to initiate a county-wide "central file" of resources and services for their own use, underscoring the need for a directory such as this.

The need for and usefulness of this type of directory cannot be
overemphasized. A comprehensive survey of services currently available in the community could identify areas where present services are more than adequate as well as suggesting some areas where services are non-existent or inadequate, or where unmet needs exist. A directory of this type can provide quick, accurate and easy access to a large body of information which could be of great value to case workers, school counselors, administrators, clergy, health care workers, psychologists, social workers and other professionals in their effort to meet the needs of those that they are pledged to serve. Many varied and effective services are available in Charlevoix and Emmet Counties, but they are of little use if the service personnel and the potential recipients of that service are not aware that the service exists. A directory that identified sources of assistance for an unwed mother would be of real value to a counselor if it suggested agencies and identified appropriate persons to contact. A referral might be appropriate for individual psycho-therapy, legal advice, pre-natal and neo-natal care, pregnancy testing, contraceptives, educational or vocational programs, delivery, financial aid, abortion referral, adoption services, and so on. Such a directory would be even more of a service if it included a description of the nature, type and extent of the services offered and included qualifications, costs if any, and the name, address and telephone number of a representative of the agency who could be contacted to arrange for services or provide more detailed information.
SURVEY OF THE LITERATURE

As mentioned in the first section, most metropolitan areas have a directory of community agency resources of some type. Directories for the communities of Kalamazoo, Lansing, Detroit, the Tri-County Detroit Metropolitan area, and Traverse City were obtained. They provided a great deal of insight and assistance in such matters as what agencies may be included and excluded in the survey and what types of services are available in that type and size community. Actually, it was quite discouraging to note the services that were available in some of these directories which are not available in the Charlevoix-Emmet area, such as, Emergency Shelter Homes, legal aid, neuro-psychiatric care, and housing commissions. In some respects, however, a comparison between Charlevoix and Emmet Counties and other areas throughout the state indicated that this area is extremely fortunate to have some of the resources and services that it has. The school age population in Charlevoix and Emmet Counties, 12,000, have available to them three hospitals, a medical clinic with a staff of more than 50 specialists, a four-bed psychiatric unit, a tuberculosis unit and a mental health clinic to name just a few. In the larger metropolitan areas studied, most of the services were available in the immediate area, whereas in Charlevoix and Emmet Counties many services operate out of a regional office, such as the Vocational Rehabilitation Services office which is located in Traverse City, which is over 50 miles away and long distance by telephone. Also,
many services are available in the Charlevoix and Emmet areas on a one day a week basis because of the large geographic area served by such agencies. Unfortunately, no directories existed or were available for an area comparable to the Charlevoix and Emmet areas to serve as a basis of comparison or to provide a model. A directory of facilities offering residential care for various types of disabilities was obtained during the research as the need for this type of information became very apparent and was not within the scope of this survey. The Department of Social Services in Charlevoix County provided a booklet from their state office that contained many useful suggestions on procedural and methodological points on conducting a survey of community agency resources, what to do with the data once it had been collected, and so on. For example, the booklet contained suggestions of general categories to group the various services in which was very helpful (and would have been even more helpful had it been available at the time the researcher was grappling with that problem). Two directories that had been prepared previously were obtained, but generally these directories were outdated (Circa, 1966-68), incomplete, and limited in their scope in that they focused on one small, metropolitan community within the county. A textbook for a college course dealing with community agency resources expounded the value of and necessity for a knowledge of such resources and services, but offered few helpful suggestions for completing such a survey for a rural, geographically isolated area consisting of many autonomous entities. An area such as Charlevoix or Emmet County has many idiosyncracies. For example, in a large metropolitan area, most
agencies offer a specific, specialized type of service, while in this area, one agency or association may handle several types of highly dissimilar services or provide a service ostensibly unrelated to the name of the agency. The Emmet County Chapter of the American Red Cross operates a program called "Operation Find" which assists the elderly to obtain food stamps. Another example is found with the Charlevoix-Emmet Association for Retarded Children, which operates a sheltered employment program or workshop for mentally and/or physically handicapped adults. In general, the material examined dealing with other surveys provided helpful information on setting up the survey, how to obtain data, sources of information, which services or agencies may be included or excluded. They were an excellent source of information as to what kinds of services are available in other communities, and provided an interesting comparison. Most of the surveys, however, focused on a specific geographic location or a large metropolitan area. The literature contained little information on and few surveys are available dealing with a widely dispersed, geographical region such as Charlevoix and Emmet Counties. And, special problems arise when several small autonomous cities are being included in a single directory. For example, some services are available in one area but not in another, or are provided by one association in Charlevoix County and by another agency in Emmet County. Some agencies, it was discovered, have assimilated the function of an agency that no longer provides that service.
METHODOLOGY

The most important step in conducting a successful survey of community agency resources is to have or to develop a master plan of how this survey is going to be completed. Such a plan should include a timetable and detail how and when the survey will be conducted. The plan should identify how the information will be obtained, what groups will be contacted, what information will be requested, how the information will be compiled and tabulated, what criteria will be used to edit the data, how and when the information will be duplicated and how and to whom it will be distributed. While the need for a "master plan" is obvious, this is a step often overlooked. A master plan eliminates duplications of time, resources, and effort. For example, by determining that the "description of services" that each agency was asked to submit was to be edited by the director of that agency, the need to duplicate any efforts and re-contact an agency was avoided. The master plan must be flexible because as it is confronted by reality, modifications become necessary. A master plan is also useful in helping define the major goals that the survey is intended to achieve and will help translate the long-term goals into smaller, more readily obtainable, short-term goals. It was also found to be highly beneficial, if not necessary, to tie each of the goals to a time limit or time table as the enormity of the task was at times overwhelming and produced a tendency to become apathetic and to succumb to the "manana syndrome" of "oh, I'll do it tomorrow." It is...

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also advisable to conduct the survey as quickly and over as short a period as possible so that the information obtained does not become outdated before the survey is published. This also allows the researcher to plan and schedule his time.

Once the master plan is formulated it may be helpful to share it with "significant others" in the environment. It was found, for example, that the Director of Special Education for the Charlevoix-Emmet Intermediate School District, my major advisor, Dr. Fuller, and even my secretary were able and willing to offer suggestions that in several cases resulted in savings of time, money and effort. For example, the Director of Special Education suggested having the directory printed by the Graphic Arts Department of a local high school and a secretary suggested that the editor of a local newspaper might be able to provide the names and telephone numbers of some agencies or associations that the researcher was not aware of or familiar with. They were often able to see potential problems from a fresh perspective and to make helpful suggestions.

Once the "plan" is formulated, the next step is to define the terminology and the limits. Questions such as what geographic and age groups will be included and what constitutes a resource or service must be answered. For example, Charlevoix and Emmet Counties seem to be comprised of an almost limitless number of service clubs, extension clubs, sportsman clubs, and so on. While these groups provide a service, their service is primarily in the area of vested self-interest or might better be defined as "community service".

While community service is obviously a worthwhile endeavor, these
kinds of associations were excluded from the survey because the service which they provided was not directed towards a specific group, type of problem, or handicap. At this stage of the survey, the topic or title of the project was modified several times. For example, the survey originally focused on the 0-25 age group as outlined by Mandatory Special Education (Public Act 198) but it quickly became apparent that this was unrealistic. Those resources and services appropriate and available to an age group of 0-25 years old were for the most part identical to those that served the general population. Then, too, a therapeutic intervention program designed to help a school age child's personal-social adjustment in most cases will involve his family. It is unrealistic to attempt to help a child and ignore his environment. For example, it is clearly conceivable that a child's social adjustment could be improved by referring the parents for marriage counseling or by referring them to the Michigan Employment Security Commission if the circumstances indicated that this was appropriate.

The next step in the survey of community agency resources was to compile a list of associations, agencies, and resources that were to be included in the survey. The list that was compiled included local services only, as a directory of state agencies and residential placements for various disabilities was available. As the area and population being surveyed was a two-county area, it seemed more expedient to work on one county at a time. The researcher was more familiar with the Emmet County area due to three years of experience in the field of school psychology. Social and professional contacts were
questioned, the telephone directory was examined, previous surveys were studied, the list of agencies supported by the United Community Fund was obtained, and even the editor of a local newspaper was questioned in an effort to obtain as comprehensive a list as possible of all agencies, public and private, associations, and services providing services in Emmet County. Interestingly and ironically, the most valuable sources of information were the associations and agencies that were being contacted. The method used in this survey to obtain the information required from each agency was a personal contact or by telephone. As each agency or resource was contacted, the current list of agencies included in this survey was shared with each agency to determine if the agency was able to add to the list to make it more complete. In many cases, the agencies were not only able to add to the list but took great pleasure in doing so. Many of the agencies and associations have a "working office file" of the other agencies that they refer to and from whom they receive referrals. Interestingly, the researcher obtained the names of some associations and agencies in the Emmet County area that were unfamiliar even after having served that area for over three years.

Once the identity of an agency or resource had been determined, an effort was made to personally contact that agency and obtain the required information. Here the researcher had to adopt the role of "detective" because it was difficult to determine the identity and telephone number of a well informed representative of some associations. In several cases, three or four calls were necessary before the "right" person was reached. For example, the information from
the Parents Without Partners group required several contacts just to determine the name of a present member, and when that member was contacted the request for information was refused and the researcher was referred to the president of the group. Interestingly, inquiries were often met with hesitations ("Now! Who are you and why are you asking me this?") even after the researcher had identified himself and explained the nature and purpose of the inquiry!

The information obtained from each agency included a brief description of the service, who the potential recipients of this service were, cost, if any, the requirements for this service, and the name, address and telephone number of a representative of the agency who could be contacted if more information or services were desired. The data obtained from this phase of the research was then placed on 3x5 cards for alphabetizing, indexing and editing. The cards were attached to a large circular metal ring to be sure that no cards were misplaced or out of order.

Although it may have been more expedient to contact all of the agencies by the use of a mailing list, it was felt to be more beneficial to make a personal contact. The experience of contacting over two hundred agencies and associations proved to be educational in the true sense for several reasons. Many personal acquaintanceships were initiated, and a first hand, working knowledge of community agency resources in this area was obtained. A great deal of insight and knowledge was gained into the social structure and the power structure of the community and into the inner workings of a bureaucracy. The researcher learned first hand the distinction between I-CAPS, II-CAPS,
NEMCA, Medicare, Medicaid, Title I, Title II, Title VI and so on.

Once the data had been obtained, edited, and alphabetized, a decision was made as to what extent the information provided by the agencies would be edited. For example, in some cases an agency stated that they provided a specific service while the researcher's personal experience suggested that this was not the case. It was decided that if an agency stated that they provided a service, then that was the way it would appear in the directory. The reasoning for this was that if enough demand was made for a service or if the present services were inadequate, improvement or at least change might well result. Another problem encountered was that several service clubs actually provided a very specific and useful type of service. For example, the Lions' Club traditionally has a sight conservation program which is a very valuable resource. Due to the intimacy, size and nature of this community, it was pointed out to this researcher that "if you're gonna include some service club, by golly, ya better put in all of the clubs". Since this could affect the community's response to the directory and the extent to which the directory would be used, some concessions were made in this case. The decision was made, however, to list each "type" of club once even though many clubs actually exist in the area. The reasoning was that if someone desired more information they could obtain it by calling the "primary" listing, and that the clubs sponsored similar types of projects.

After this phase of the survey was completed, a similar approach was used with Charlevoix County. In some respects, the research in
Charlevoix County was not as difficult because many of the agencies providing services in Emmet County also provided services in Charlevoix County or at least had a "counterpart" in Charlevoix County. The agencies that had been contacted in Emmet County were very helpful in providing detailed information on who to contact in Charlevoix County. However, as indicated previously, since the researcher was not as intimately familiar with the Charlevoix area, this phase of the research quickly became more difficult. It became apparent that because of a lack of familiarity with Charlevoix County and because of the magnitude of the task of surveying a two-county area, it would be expedient to obtain some assistance. When the purpose and value of this survey was discussed with some agencies, several offers of help were received. The Department of Social Services for Charlevoix County, and especially the director, Mr. Richard Tillen, were very helpful; Mr. Tillen became so interested in the survey that he offered to publish the survey for Charlevoix County and to provide access to his resource file, secretarial help, paper, and the use of a telephone. Without this help the survey would have been nearly impossible.

The next phase of the research was the most difficult. It involved developing meaningful categories in which to place the over 100 listings per county that had been acquired. While the directories from other areas provided some help, the uniqueness of the Charlevoix and Emmet areas made this a difficult task. General categories were developed, such as "mental retardation" and this area was then broken down into diagnostic services, educational and training pro-
grams, employment, and vocational training, supportive services and financial aid. The listings were then placed in the appropriate categories. The most expedient method for doing this, interestingly, was to find a large wall and tape the categorical subject headings on the wall. Each of the cards then was examined and placed in the appropriate categories. The term categories was used because many of the agencies provided services to more than one type of handicap, disability or segment of the population. A "double check" system was employed at this point. As indicated, first each of the cards describing an agency was examined and placed in the appropriate categories and a list was made. Then the process was reversed and each category was examined while all the data cards were carefully scrutinized to see if they fit into the particular category being considered at this time.

The directory was typed, proofread and corrections were made. It was then sent to the print shop of the Vocational Education Division of a local senior high school where over 250 copies were printed. The costs, which ran over $185 for Emmet County alone, were paid for by the Charlevoix-Emmet Intermediate School District and by the Charlevoix Department of Social Services. Both of these agencies felt that the directory was beneficial to the community and were willing to pay the publication costs as a public service and as good public relations (and saved the researcher a considerable amount of money). The directory was printed on "looseleaf" paper for inclusion in a three-ring type of notebook. The reason for this was that as changes or corrections were made in the directory, specific pages could be
reprinted and added to the notebook rather than having the entire
directory reprinted. A copy of the survey was then sent to all con­
tributing agencies. Each agency was asked to contribute the names of
any services or agencies that had been overlooked, to modify their
listing if they wished, to inform me of any errors, and to notify the
publishers if some aspect of their service changed. Both the Inter­
mediate School District and the Department of Social Services estab­
lished a procedure and appointed a staff person responsible for keep­
ing the survey up to date. For example, if the director of an agency
left the agency, or if the type of services rendered by the agency
changed, each agency was asked to send that information to the person
appointed by the Intermediate School District or the Department of
Social Services. This aspect of the project was felt to be crucial
as a directory tends to be outdated quickly as services and contact
people change and as new programs are added. Copies of the directory
were then supplied to all contributing agencies, services, associa­
tions local physicians, ministers, libraries, schools, clinics,
Chambers of Commerce, and so on. Many agencies, such as the Depart­
ment of Social Services, the Intermediate School District and the
Mental Health Clinic, received several copies of the directory.

The section on methodology would hardly be complete without a
section or paragraph entitled "Things I Learned the Hard Way". Such
a list would include the following:

1. The parameters for the project were well defined in
terms of what would be included and what population
would be surveyed. However, the project, in reality,
was too large for one person. A two-county area is unmanageable particularly if the surveyor does not have a first hand acquaintance with one of the areas.

2. Too much time elapsed between the initiation of the survey and the publication date. This resulted in some of the information being outdated at the time of publication and in reality, made the survey more difficult to handle. This type of project would best be completed during one semester when a person could direct his efforts to this project full time.

3. It is suggested that a cut-off date be established. It seemed that the list of agencies and resources became almost endless as each day or each week the researcher learned of some new agency that should perhaps be included in the survey.

4. It is suggested that the local boards that are legally charged with the responsibility for determining needs and providing comprehensive programs for the community, such as the Act 54 Board, be involved in the early stages of the survey. It has been this researcher's experience that these boards are then more open to the suggestions and recommendations that the survey produces.

5. It is more expedient to request the desired information from each agency by letter and have them formulate their response in writing. Although this elim-
inates the opportunity for personal contact, it is more expedient in terms of time and effort.

6. It is advisable to have the publication costs accounted for before the survey is begun.

7. This directory and the survey reflected the biases of the researcher, who approached the task from the perspective of an educator involved in the area of mental health.

If this paper is to be of any lasting value, this section on methodology must not be limited to how to obtain the information and how to publish a directory. In reality, this is only part of an important task that needed to be done. The survey of agencies and the literature suggested many areas where present services are non-existent or inadequate. The section on methodology, then, should indicate how this information was transmitted to those agencies in a position to initiate some changes and meet those needs. Included in the next section is a list of services needed and areas of "abundant service". This information was shared with three boards and commissions at the regional, state and federal level, who are charged with the responsibility of providing comprehensive services to the residents of Charlevoix and Emmet Counties. The researcher sent a letter to each of these agencies asking to appear on their agenda to share the results of the survey with them. Needless to say, some of the boards were not too interested in the survey or willing to consider the suggestions that were made. However, some changes have taken
place. For example, the Board of Directors at a local residential summer camp are currently considering initiating a camping program for handicapped children. Also, the Charlevoix-Emmet area now has available the services of a neurologist who is trained in the administration of an electroencephalograph.
RESULTS

Appendix A contains a copy of "A Directory of Community Agency Resources for Emmet County" and Appendix B contains a copy of the Directory published for Charlevoix County. Over 250 copies of the directory were printed for distribution to appropriate individuals and contributors.

An effort was made to identify those areas where services are "more than adequate" (a phrase suggested by Mr. Richard Tillen, Director of Social Services for Charlevoix County) as well as any areas where present services were non-existent or inadequate. The areas cited below represent the researchers opinion of what constitutes an unmet need, and the criteria for this determination were admittedly subjective. A comparison of services available in Charlevoix and Emmet Counties with services available in other areas suggested many of the items noted below, but equally many areas of unmet needs or areas where services are more than adequate were suggested by years of employment in this area. Also, many of the agencies and associations contacted felt very free to share their opinions with the researcher. Specifically, the Community Coordinated Child Care Committee and the Act 54 Board.

Areas of Unmet Needs

1. There is a need for an agency to coordinate volunteer services and volunteers.

2. There is a need for a central file containing information as to
who has received what kind of help from what agencies. If appropriate people had access to this information, much less duplication of time and effort would result. While provisions need to be made to protect the identity and integrity of the clients, this type of service would be of obvious value.

3. Legal aid or legal assistance is almost non-existent in this area. The court will provide counsel to an individual charged only with a criminal offense.

4. A pronounced gap exists in the continuum of educational programs for the so-called "emotionally impaired" children. Children who do not need residential treatment but who cannot function in a normal classroom setting are denied an adequate program. Currently, these children are placed in Type A programs.

5. There are no provisions for emergency shelter care. No facilities exist for runaway children, children "kicked out" of their homes, the abused, or neglected. While foster homes do exist, they are of little assistance in a crisis or emergency.

6. A need for a sheltered workshop exists in the Emmet County area.

7. Adequate residential facilities do not exist in either Charlevoix or Emmet Counties for mentally ill and mentally handicapped persons returning to their home community from state institutions or for persons attending sheltered employment programs.

8. Dental care for the disadvantaged has been a problem in this area, although the Department of Social Services now has a program. The emphasis, however, is not on "preventive" dentistry.
care for children.

10. Although a special education program exists for physically handi-
capped elementary students, no services or facilities are avail-
able at the junior and senior high level.

11. Vocational education programs for mentally impaired high school
students are currently inadequate. Special education students
are expected to participate in general education vocational
programs.

12. A summer camp experience for handicapped children is currently
available only in the Traverse City area.

13. There are no day-care training programs in either Charlevoix or
Emmet County.

14. Psychiatric care is inadequate for the economically disadvan-
taged. The services of a staff psychiatrist are clearly needed
by the local Mental Health Clinic on at least a part time basis.

15. There are no credit counseling services available.

16. There is a need for a housing commission and for low-cost public
housing.

17. There is a need for a transportation authority. Many services
are available in the area but are inaccessible to someone lacking
transportation.

18. The Intermediate School District is currently developing a pre-
school speech and language clinic which is clearly needed.

19. Many areas in Charlevoix and Emmet Counties are without access
to pre-school programs such as Title I or Head Start.

20. No educational programs are available or designed for unwed
mothers. Pregnant girls who are currently unwilling or unable to attend school have no other options.

21. Abortion referral and abortion counseling services are available but that is the extent of the service in this area.

22. Apprenticeship programs to trade unions are extremely limited.

23. Until very recently, the services of a neurologist were available in Traverse City only.

24. A need exists for a local juvenile detention facility.

Basically, the residents of Charlevoix and Emmet Counties are fortunate in the extent, nature and quality of services that are provided. Many of those services that are not provided locally are available in the surrounding areas or can be provided on a contractual basis. While admittedly, there is a low incidence of many types of disabilities, such as visually impaired children or children needing auditory amplification, and while it is admittedly economically unfeasible to provide many kinds of programs and services, it is this author's feeling that the problems identified above do represent areas of unmet needs or inadequate services.

The following is a list of areas where services are "more than adequate" or "abundant", to use the terminology suggested by Mr. Richard Tillen, Director of Social Services for Charlevoix County.

1. Supportive services to physically handicapped children, including medicine, prosthesis, wheel chairs, braces, hospital beds, and transportation are provided by many agencies.

2. Emmet County, particularly the Petoskey area, has a very exten-
sive program for senior citizens.

3. Medical, diagnostic and treatment services for physically handicapped children seem to be more than adequate.

4. Many agencies have employment programs for handicapped and disadvantaged children.

5. An extensive number of agencies, clubs, and organizations provide emergency relief or aid to families. The Department of Social Services is well-equipped to help these families and is a logical agency to at least coordinate the help that a family gets in an emergency.

6. Many different agencies handle adoptions, providing overlap in the areas of supervision, investigation, and counseling.

7. There appear to be no less than three boards or commissions whose primary purpose is to survey the needs, provide and coordinate programs, and to provide a comprehensive range of services for residents of Charlevoix and Emmet Counties.

There seem to be many agencies that provide similar services or work with similar types of clients. While this may not represent a serious overlap or duplication of services, and the services seem both necessary and adequate, there seems to be a great deal of what could perhaps be called "provincialism" or "fifedom" that is producing a situation where these agencies are not working together and coordinating their efforts. This seems to produce the kind of situation where the director of an agency says, "This is what we do, and this is how we do it" and is unwilling to see that service as part of a continuum.
or part of a total treatment package. In many instances, the lack of cooperation is related to a basic lack of communication.
COMMENTS

This survey, and the directories that were published as a result of this research, have been of benefit to many. First, the directory is of obvious value to the community in general. Hopefully, the directory has brought to the attention of the community those services that are available and will be of great value to the potential recipients and benefactors of that service. Secondly, the survey is of value to those professionals who provide services to the community. The directory is a quick and accurate source of information of what kinds of help are available to what kinds of people. A service is of little value if those in need of it are unaware of its existence or do not know how or where to obtain the service. Thirdly, the survey may result in greater cooperation and coordination between those agencies providing similar kinds of service. Changes have resulted by bringing to the attention of those boards and commissions who are charged with the responsibility of planning and providing comprehensive programs and services, the unmet needs that exist by identifying those areas where services are inadequate or non-existant. This survey and the directories will provide some data for other surveyors as to the nature and extent of services that are available in these northern rural communities for comparison purposes. The survey also may well serve as a "cook book" by providing some specific suggestions for others attempting or contemplating a similar type of survey. This survey has demonstrated the necessity, feasibility, and advis-
ability of completing similar studies in all communities. The survey and particularly the directories, have been greeted by enthusiasm and a spirit of cooperation witnessed by the fact that two separate agencies expressed a willingness to meet the cost of publication (of course, their name is on it as publisher). Fourth, the researcher learned a great deal about the community, its power structure, the bureaucracies that operate in it, and the agencies that provide services. The writer now has first hand knowledge of these services and has met a great many fine people. And, lastly, as an agent of one of those agencies surveyed in the directory, the researcher has discovered that there are many other agencies who provide similar kinds of service to basically the same kinds of clients. This student has learned that we have many problems in common and has learned the value of working together to make this community a better place to live.
APPENDIX A

A DIRECTORY OF
COMMUNITY AGENCY RESOURCES
FOR
EMMET COUNTY
1974

Published By
Char-Em
Intermediate School District
Mercer Boulevard
Charlevoix, Michigan
49720

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F O R W A R D

This directory was prepared and published by the Intermediate School District as a public service. Its purpose is to be a resource providing information regarding health, welfare, and recreational resources to those professionals providing direct services to residents of Emmet County.

Listed in the directory are public and private, non-profit social agencies, associations and organizations which offer direct service to the citizens of this community. The inclusion of an agency does not constitute an endorsement nor does exclusion indicate disapproval of a program or service.

Constant changes in personnel and services make it impossible to maintain a directory that is complete and up-to-date. However, it is hoped that his directory will demonstrate the need for and usefulness of this type of resource. The author wishes to thank the administrative and secretarial personnel at the Intermediate School District for their guidance and assistance as well as the Touchstone staff and the Petoskey Area Mental Health Clinic.
HOW TO USE THIS DIRECTORY

The directory is divided into three sections. The first section is an alphabetical listing of all the resources comprising the directory and the page numbers on which they are to be found.

The second section is a categorial, or subject, index listing all agencies by name only that may provide some type of service for a given type of problem. Examples to be found in the directory include all the agencies providing help to unwed mothers or to mentally impaired.

The last section, then, is a description of the service each agency or organization provides with the name, address or telephone number of someone to contact to arrange for service or to obtain more detailed information.
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Parents Without Partners
Social Security Administration

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Department of Social Services
Extension Office, M.S.U.
Family and Child Care Services
Hapiday Child Center
Head Start Programs
Holy Childhood School
Michigan Children's Aid and Family Services
Montessori Program -- Petoskey St. Francis School

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Alcoholics Anonymous
Boy Scouts (Operation REACH)
Committee for Action for Rural Indians
Lockwood-MacDonald Substance Abuse Program
Northern Michigan Medical Association
Open Line
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Petoskey Area Mental Health Clinic
Poison Control Center
Police/School Liaison Program
Salvation Army
Touchstone, Inc.

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Public Schools

B. CONSUMER EDUCATION, BUDGETING & MANAGEMENT

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Cooperative Extension Office, M.S.U.

C. PRE-SCHOOL PROGRAMS

Cooperative Nurseries
Head Start
Montessori Program, Petoskey

D. SPECIAL EDUCATION

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Gaylord State Home and Training School
(Alpine Center)
Public Schools
Traverse City State Hospital

E. VOCATIONAL EDUCATION AND TRAINING

Bureau of Blind Services
Charlevoix-Emmet Association for Retarded Children
Charlevoix-Emmet Intermediate School District
Public Schools
Veteran's Administration
Vocational Rehabilitation Service

F. SPECIAL PROGRAMS

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Community School Program -- Harbor Springs --
Sewing, Painting, Bridge, Cooking, Taxes
4-H -- Agriculture, Marketing, etc.
Health Department -- Expectant Parents
Northern Michigan Medical Association
Police/School Liaison Program
Red Cross -- Swimming, First Aid
Touchstone, Inc. -- Drug Education
Veteran's Administration
G. FINANCIAL AID, SCHOLARSHIPS

American Association of University Women
American Legion
Lions Club
North Central Michigan College
Northern Michigan Medical Association
Petoskey Business and Professional Women's Club

V. EMERGENCY AID TO FAMILIES (Clothing, Housing, Food)

American Red Cross
Beta Sigma Phi
Chamber of Commerce
Committee for Action for Rural Indians
Department of Social Services
Emergency Ambulance Services
FISH
International Order of Odd Fellows
Kiwanis Club -- Petoskey
Ministerial Association
Salvation Army
Seventh Day Adventist Thrift Shop
Traveler's Aid
Veteran's Counselor

VI. EMPLOYMENT

Bureau of Blind Services
Chamber of Commerce
Charlevoix-Emmet Association for Retarded Children, Sheltered Workshop
Charlevoix-Emmet Intermediate School District,
Vocational Education Special Needs Program
Concentrated Employment Program
Michigan Employment Security Commission
Neighborhood Youth Corp
Public Employment Program
Public School -- Co-op Programs, On-the-job Training
Veterans Administration
Vocational Rehabilitation Service
VII. FAMILY COUNSELING, PLANNING & FAMILY LIVING EDUCATION

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Elliot, Robert, Certified Consulting Psychologist
Family & Child Care Services
March of Dimes (Genetic Counseling, Birth Defects)
Michigan Children's Aid & Family Services
Petoskey Area Mental Health Clinic
Touchstone, Inc.
Traverse City State Hospital

B. FAMILY PLANNING

Council on Adoptable Children
District Health Department #3
Planned Parenthood of Northern Michigan

C. FAMILY LIVING EDUCATION

Cooperative Extension Office, M.S.U.
Public Schools

VIII. HEALTH CARE, MEDICAL PROBLEMS

A. DIAGNOSIS AND/OR TREATMENT

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Bureau of Blind Services
Department of Social Services
District Health Department #3
Epilepsy Center of Michigan
Gaylord State Home and Training School (Alpine Center, for Mentally Retarded only)
Lion's Club -- vision problems
Little Traverse Hospital
Lockwood-MacDonald Hospital
March of Dimes -- Birth Defects
Michigan Crippled Children's Services
Muscular Dystrophy
Social Security Administration (Retired, Disabled, Survival)
Veteran's Affairs
B. SUPPORTIVE SERVICES ONLY -- Provide crutches, braces, bed, wheel chairs, transportation to treatment facilities, help with purchasing medicines, etc.

Ambulances
American Cancer Society
ASSIST
B.P.O.E. Elks of Petoskey
Easter Seal Association
Epilepsy Center of Michigan
International Order of Odd Fellows
Kiwanis Club of Petoskey
Muscular Dystrophy

C. EDUCATIONAL SERVICES ONLY

Michigan Heart Association
Poison Control Center

D. OVERWEIGHT

Take Off Pounds Sensibly (TOPS) Club
Weight Watchers

E. FAMILY PLANNING

District Health Department #3
Planned Parenthood of Northern Michigan

F. BLOOD

American Red Cross

IX. HEALTH CARE, DENTAL PROBLEMS

B.P.O.E. Elks No. 629 of Petoskey
Department of Social Services
District Health Department #3
Kiwanis Club of Petoskey
Veteran's Affairs
X. HOUSING

Chamber of Commerce
Committee for Action for Rural Indians
Department of Social Services
Federal Housing Administration
Housing Bureau, Harbor Springs
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Local Realtors

XI. INFORMATION SERVICES

A. GENERAL COMMUNITY

Chamber of Commerce
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B. SERVICES FOR HANDICAPPED, DISADVANTAGED

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Community Mental Health (Act 54) Board
Community Coordinated Child Care Committee
Council of Social Agencies
North Central Michigan Comprehensive Health Planning Council, Inc.
Top of Michigan Children's Agencies

XII. LAW ENFORCEMENT

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Harbor Springs Police Department
Michigan State Police
Petoskey Police Department
XIII. **LEARNING DISABLED**

Charlevoix-Emmet Intermediate School District  
Dr. Lipski, Psychiatrist  
Michigan Association for Children with Learning Disabilities  
Public Schools  
Robert Elliot, Psychologist

XIV. **LEGAL AID, ADVICE**

American Civil Liberties Union  
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Juvenile Court -- Delinquency, neglect, adoption  
Lawyer Referring Service  
Probate Court

XV. **MARRIAGE COUNSELING**

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Michigan Children's Aid & Family Services  
Petoskey Area Mental Health Clinic  
Traverse City State Hospital, Out-Patient Department

XVI. **MENTAL HEALTH**  

A. **DIAGNOSTIC SERVICES**

Charlevoix-Emmet Intermediate School District  
(0-25 years of age)  
Dr. Lipski, Psychiatrist  
Robert Elliot, Psychologist  
Petoskey Area Mental Health Clinic  
Traverse City State Hospital  
Veteran's Affairs
B. TREATMENT -- SUPPORTIVE SERVICES

Charlevoix-Emmet Intermediate School District
Lockwood-MacDonald Hospital -- Substance Abuse Program
NYPUM (National Youth Project Using Mini-Bikes)
Open Line
Petoskey Area Mental Health Clinic
Recovery, Inc.
Traverse City State Hospital
Veteran's Affairs

C. CRISIS INTERVENTION

Lockwood-MacDonald Hospital
Open Line
Petoskey Area Mental Health Clinic
Touchstone, Inc.
Traverse City State Hospital

D. EDUCATIONAL PROGRAMS, VOCATIONAL TRAINING

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Traverse City State Hospital
Vocational Rehabilitation Service

XVII. MENTAL RETARDATION

A. DIAGNOSTIC TESTING

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Elliot, Robert, Psychologist
Gaylord State Home and Training School (Alpine Center)
Petoskey Area Mental Health Clinic

B. EDUCATIONAL PROGRAMS

Charlevoix-Emmet Intermediate School District -- Trainable Mentally Handicapped
Gaylord State Home -- Residential
Public Schools -- Educable Mentally Handicapped
C. EMPLOYMENT, VOCATIONAL TRAINING

Charlevoix-Emmet Intermediate School District -- Vocational Education Special Needs Program
Michigan Employment Security Commission
Sheltered Workshop -- Charlevoix-Emmet
Association for Retarded Children
Vocational Rehabilitation Service

D. SUPPORTIVE SERVICES

Charlevoix-Emmet Association for Retarded Children
ELKS

F. FINANCIAL AID

Department of Social Services
Social Security Administration
Veteran's Administration

XVIII. MINORITY GROUPS, UNDER-PRIVILEGED

Committee for Action for Rural Indians
Concentrated Employment Program
Holy Childhood School
Indian Community Action Program
Michigan Employment Action Program
Northern Michigan Ottawa Association
Permanent Migrant Service

XIX. PHYSICALLY OR MULTIPLY HANDICAPPED

A. DIAGNOSIS AND/OR TREATMENT

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District Health Department #3
Little Traverse Hospital
Lockwood-MacDonald Hospital
March of Dimes
Michigan Crippled Children's Services
B. EDUCATIONAL PROGRAMS OR VOCATIONAL TRAINING

Charlevoix-Emmet Intermediate School District
Type I Program, Ottawa School, Petoskey
Vocational Rehabilitation Service

C. FINANCIAL AID

Social Security Administration -- Retired, Disabled, Survivor
Department of Social Services
Veteran's Administration
Disabled American Veterans

D. SUPPORTIVE SERVICES -- Counseling, Transportation, Braces, Wheel Chair Information

ASSIST (Transportation)
B.P.O.E. #629 Elks Club
Disabled American Veterans
Easter Seals Association
International Order of Odd Fellows
March of Dimes (Birth Defects)
Muscular Dystrophy

XX. PROTECTION SERVICES (Commitments, Guardianships, Adoptions, Foster Care)

Council on Adoptable Children
Department of Social Services
Family and Child Care Services
Friend of the Court
Juvenile Court
Michigan Children's Aid and Family Services
Probate Court
XXI. PROGRAM COORDINATION AND DEVELOPMENT (Including Survey, Funding)

Community Mental Health (Act 54) Board
Community Coordinated Child Care Committee
Council of Social Agencies
North Central Michigan Comprehensive Health Planning Council
Top of Michigan Children's Agencies

XXII. RECREATION PROGRAMS, LEISURE TIME ACTIVITIES

Boy Scouts
Camp Daggett
City Recreational Programs -- Petoskey, Harbor Springs
Community School Program -- Harbor Springs, Petoskey
Department of Social Services -- Names and addresses of all private camps for children in this area
Girl Scouts
Midshipman Drum & Bugle Corps
NYPUM (National Youth Project Using Mini-bikes)
Touchstone, Inc.

NOTE: See first section for listings of clubs, civic and fraternal organizations.

XXIII. SENIOR CITIZENS

ASSIST (Transportation)
American Red Cross (Assist with Food Stamps)
Beverly Manor
Department of Social Services
Emmet County Medical Care Facility
Friendship Center -- Petoskey
Hughey's Boarding Home
LIFELINE
Masons
Meals on Wheels
Railroad Retirement Board
Social Security Administration
XXIV. SPEECH AND LANGUAGE

Charlevoix-Emmet Intermediate School District
ELKS
Gaylord State Home and Training School (Alpine Center)

XXV. VETERANS OR SERVICEMEN AND THEIR FAMILIES

American Legion
American Red Cross
Disabled American Veterans
Veteran’s Administration
Veteran’s Affairs
Veteran’s Trust Fund

XXVI. UNWED MOTHERS

(Including Abortion Referral; Counseling; Determination of Pregnancy; Educational Program; Financial Aid, Health of Mother, Child, Delivery; Legal Responsibilities; SEE ALSO: Child Care & Protective Services.)

Charlevoix-Emmet Intermediate School District -- Hospitalized/Homebound Program, School Social Worker
Department of Social Services
District Health Department #3
Family and Child Care Services
Friend of the Court
Michigan Children's Aid and Family Services
Ministerial Association
Petoskey Area Mental Health Clinic
Planned Parenthood of Northern Michigan
Probate Court
Salvation Army
School Counselor
Touchstone, Inc.
A COMPREHENSIVE SURVEY & LISTING OF
COMMUNITY AGENCY RESOURCES PROVIDING SERVICES FOR
CHILDREN IN EMMET COUNTY

ACT 54 BOARD
(Northern Michigan Community Mental Health Services Board)

CONTACT PERSON: Harold "Sam" Kauffman
1515 Howard Street
Petoskey, Michigan
Phone Number: 347-7890

The Act 54 Board determines needs for and provides funding for programs on a matching basis from the State of Michigan. The Board provides no direct services, but may act as a referral and information source. Its function is to provide a comprehensive program for the mentally ill and mentally retarded as well as to coordinate existing programs.

ALCOHOLICS ANONYMOUS (A.A.)

CONTACT PERSON: Bruce 347-8474
or
Sandy 347-8540

Alcoholics Anonymous is a voluntary organization which gives help to people with a drinking problem. This organization also sponsors Alcoholics Anonymous for families of those with drinking problems and Ala-Teen for teenagers who live with alcoholics.

ALCOHOL INFORMATION CENTER
316 1/2 East Mitchell, Petoskey
347-3414

The Alcohol Information Center's main purpose is Alcohol Education. Services provided include counseling, referral and information.
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
(AAUW)

CONTACT PERSON: Mrs. Ted Schaub
Phone Number: 347-8041
or: 347-8052

The AAUW may provide interest-free loans to college students. It offers educated women a place to meet and study some subject of mutual interest.

AMERICAN CANCER SOCIETY

CONTACT PERSON: Seberon Litzenberger
300 Park Street, Petoskey
Phone Number: 347-4195

The American Cancer Society can provide funds for medicine or travel to centers where cobalt treatments are given. It provides for dressings, supplies and hospital equipment up to $200 per year.

AMERICAN CIVIL LIBERTIES UNION OF NORTHWESTERN MICHIGAN (ACLU)

CONTACT PERSON: Mr. Dean Robb
415 South Union Street
Traverse City, Michigan
Phone Number: 947-2191

The ACLU may accept cases involving infringement or abuse of civil rights or civil liberties. The ACLU may defend an individual without pay if the client is unable to afford counsel.
AMERICAN LEGION

CONTACT PERSON: Ed Christoof, Commander
1120 Waukazoo, Petoskey
Phone Number: 347-4614

The American Legion is active in youth services; has drum and bugle corps for young people in the area; maintains scholarship funds; and, sends boys to Boys' State.

AMERICAN RED CROSS

CONTACT PERSON: Gardner Carpenter
Phone Number: 347-8175 Business
347-8410 Home

The American Red Cross provides free blood to all residents of the county and serves military families in the area by delivering emergency messages. It provides First Aid and water safety programs locally; runs "Project Find" which assists ages in obtaining food stamps, and has disaster relief fund.

ARTHITIS FOUNDATION

CONTACT PERSON: Richard Smith
Valhalla Resort
986 West Wildwood Harbor Road
Boyne City, Michigan
Phone Number: 582-9616

The Arthritis Foundation conducts a monthly consultation at Little Traverse Hospital to assist doctors and patients. It conducts public information programs and sees patients referred by physicians.
ASSIST

CONTACT PERSON: Mrs. George Duncan
Phone Number: 347-3156
            347-3211 (Friendship Center)

ASSIST provides transportation to handicapped, disabled or elderly persons in need. ASSIST will transport to grocery stores, doctors, offices, etc., and will deliver needed items. They will also provide "visitors" to shut-ins.

BETA SIGMA PHI
(XI Alpha ETA Chapter)

CONTACT PERSON: Mrs. Roger Beckley, President
1005 Spring Street
Petoskey, Michigan
Phone Number: 347-3644

The Beta Sigma Phi organizes the Easter Dress drive for the community and may render extra help for a needy family.

BEVERLY MANOR CONVALESCENT CENTER
1500 Spring Street, Petoskey

CONTACT PERSON: Gere Ablett
Phone Number: 347-8751

The Beverly Manor Convalescent Center provides room and board for elderly or convalescent persons. The Center is a private business but will accept medicare or medicaid patients. There are presently 82 beds with 40 new beds being added.
BEVERLY MANOR CONVALESCENT CENTER AUXILIARY

CONTACT PERSON: Mrs. L. Clink, President
912 Lindell Street
Petoskey, Michigan
Phone Number: 347-3596

The Auxiliary provides services for patients, i.e., play games, write letters, etc. It serves coffee and cookies twice a week.

BIG BROTHERS OF AMERICA

CONTACT PERSON: Lester Atchinson
906 Lindell
Petoskey, Michigan
Phone Number: 347-9876

The Big Brothers program provides a "big brother" for boys (7-17) with no father in the home. Big Brother spends a minimum of one hour a week together in areas of mutual interest.

BOY SCOUTS OF AMERICA

CONTACT PERSON: Mr. Fred Burrows
901 State Street
Petoskey, Michigan
Phone Number: 347-6165

The Boy Scouts of America organization is a club for boys which emphasizes building leadership and citizenship, stressing physical and mental fitness. The organization also runs "Operation Reach", a drug abuse program.
B.P.O.E. ELKS #629 of PETOSKEY

CONTACT PERSON: Dean Winegarden
710 East Lake Street
Petoskey, Michigan
Phone Number: 347-2226

The B.P.O.E. Elks Club renders help to any child in the area with a "special need". The club aids in obtaining dental care, speech therapy, corrective shoes, or obtaining special medication.

BUREAU OF BLIND SERVICES
c/o Dept. of Social Services
Traverse City, Michigan

CONTACT PERSON: Mr. Fred Richmond
Phone Number: 947-2800

The State Agency provides diagnosis, treatment, counseling, mobility training, vocational training or jobs for blind or visually impaired individuals (20/200 corrected vision or less in the better eye, with 20% field).

CAMP DAGGETT
Phone Number: 347-9742

CONTACT PERSON: Bob McCullough, Director
Boyne City, Michigan
Phone Number: 582-9848

Camp Daggett is a non-profit, non-sectarian residential summer camp on Walloon Lake. It has one and two week sessions -- 5 weeks for boys and 5 weeks for girls. The camp is supported by donations and local service clubs. The cost is $35 per week to residents of Charlevoix and Emmet Counties and is open to others at a $55 a week cost. There are no provisions for handicapped children. Some kids are supported by the Department of Social Services or service club scholarships. Boys and girls between the ages of 7 and 14 years of age can attend.
CHAMBER OF COMMERCE
Phone Number: 347-4150

CONTACT PERSON: Andrew Kan
213 Clinton Street
Petoskey, Michigan
Phone Number: 347-3581

The Chamber of Commerce aids families looking for homes to rent; aids persons inquiring about job opportunities; and, provides information about the community.

Harbor Springs CONTACT: Phone Number: 347-4150

CHARLEVOIX-EMMET ASSOCIATION FOR RETARDED CHILDREN

CONTACT PERSON: Jan Raecke, Executive Director
Phone Number: 547-2979

The Association works with parents of mentally handicapped children; it also maintains a sheltered workshop or "work-activity" center for Mentally Retarded and/or physically handicapped persons 16 years of age or older.

CHARLEVOIX-EMMET BAR ASSOCIATION

CONTACT PERSON: Barbara MacKenzie
First National Bank Building
Petoskey, Michigan
Phone Number: 347-3907

The Bar Association is a voluntary organization of local attorneys involved with ethical standards, local and professional problems. The Bar Association holds regular monthly meetings for discussions and lectures.
CHARLEVOIX-EMMET INTERMEDIATE SCHOOL DISTRICT
Mercer Boulevard, Charlevoix, Mich.

CONTACT PERSON: R. Dale Fassett
Director of Special Education
Phone Number: 547-9947

The Intermediate School District provides direct and supportive services to mentally, emotionally, physically impaired, multiply handicapped and learning disabled person age 0 to 25. Consultant services are provided to local school districts and parents. The ISD maintains a resource and materials library for use of local districts and has special programs for multiply handicapped students and provides trainable pre-schoolers, trainable mentally handicapped students and vocational training to mentally impaired students. Services offered include: Vocational Education, Career Development, Psychological Services, School Social Worker Services, Homebound and Hospitalized, Early Childhood Development Specialist, Consultant for Mentally Handicapped, Vocational Rehabilitation Counselor, Consultant for Learning Disabilities, Speech Therapist, Curriculum Resource Consultant, and a Consultant for Deaf and Hard of Hearing.

CHURCH WOMEN UNITED

CONTACT PERSON: Mrs. Stanley McGoon
217 East Lake Street
Petoskey, Michigan
Phone Number: 347-3531

This organization establishes a fund (up to $50 per person) to be used through the schools for needy children. This money can be used to purchase materials, tools, materials to make a dress in school, etc.
CITY RECREATION PROGRAMS

CONTACT PERSON: Clark Ketchum
Phone Number: 347-2779

The City Recreation Programs maintain recreational programs for children (boys and girls) and adults in areas such as basketball, softball, track and field events, swimming instruction and tennis lessons ($5.00 fee). Winter programs include skiing, basketball, ice skating.

COMMITTEE FOR ACTION FOR RURAL INDIANS
(CARI)

CONTACT PERSON: Russell Wood 347-6063
John Lufkins 347-2518
Louise Reznik 347-3983

The committee helps to secure housing for disadvantaged Indians. The committee also helps problems such as educational problems and alcoholism.

COMMUNITY COORDINATED CHILD CARE COMMITTEE
(Four "C's")

CONTACT PERSON: Duane Contois
Phone Number: 1-947-3780 Traverse City

The purpose of the Four "C's" is to coordinate policy, planning and services public and private agencies and individuals concerned with child and family care. The committee, which is supported by the state and is now at the "Steering Committee" stage, works cooperatively with the Act 54 Board to survey the needs and determine the scope of problems inherent in local child care and family services, and to provide a comprehensive plan for comprehensive services for a 10-county area.
COMMUNITY SCHOOL PROGRAM
Harbor Springs Public Schools
327 East Bluff
Harbor Springs, Michigan

CONTACT PERSON: Robert Doan
Phone Number: 526-5385

The Community School Program provides leisure time activities and educational programs for a small fee. The program includes high school completion, athletics and such activities as instruction in music, sewing, bridge, etc., for personal enjoyment.

CONCENTRATED EMPLOYMENT PROGRAM
455 Bay Street
Petoskey, Michigan

CONTACT PERSON: Esther Durkalic
Phone Number: 347-4183

The services offered by the Concentrated Employment Program include orientation and assessment for employment and work experience and vocational training.

Eligibility Requirements:
1. Poverty
2. School drop-out
3. Minority group
4. Handicapped
5. Under 22 or over 45 years of age

Services will discontinue after August 31, 1973.
COOPERATIVE EXTENSION SERVICES, M.S.U.

CONTACT PERSON: Keith Lamkin
Phone Number: 347-3291

The Cooperative Extension Service is an educational branch of Michigan State University. It provides 4-H youth counseling, educational services in agriculture, production, marketing, family living education to residents of county and resource development. It also employs a home economist who maintains educational programs and provides direct assistance to families in areas of family living education, budgeting, etc. The Extension Office and local extension sponsors many clubs which meet regularly and maintain educational programs in areas of family living education, budgeting, sewing, etc.

COOPERATIVE NURSERY

CONTACT PERSON: Traverse City 1-947-2800 (for information on State rules and regulations.
Charlevoix 547-9530 Ms. Leah Green
Petoskey 347-6581 Ms. Calloway
Boyne City 582-7906 Jack & Jill Nursery

East Jordan 536-2651 East Jordan Cooperative Nursery
207 Williams Street

The purpose of the Cooperative Nursery is to maintain, as a community service, on a non-profit basis, a cooperative pre-school nursery.

COUNCIL ON ADOPTABLE CHILDREN

CONTACT PERSON: Mrs. Joyce Hoffman
Petoskey, Michigan
Phone Number: 347-9845

The Council consists of a group of parents and professionals and is not a social agency. Its purpose is to act as liaison and to facilitate communication between parents who have adopted or wish to adopt children and the adoption agencies. It is affiliated with state and national organizations. Membership dues are $7.00.
DISABLED AMERICAN VETERANS

CONTACT PERSON: Don F. Kruseell
Phone Number: 347-6154

This organization provides Christmas baskets for Grandview Nursing Home, a Christmas Party for community kids and has a Children's Home at Otter Lake for delinquents. It also provides counseling and assistance services to disabled veterans.

DISTRICT COURT
County Building, Charlevoix

CONTACT PERSON: Judge Arthur R. Reibel
Phone Number: 547-2812

The District Court hears misdemeanors (minor cases) involving sums less than $100, all traffic cases that come to court, civil cases, small claims (under $300).

EASTER SEALS ASSOCIATION

CONTACT PERSON: Margaret Thompson, President
RFD, Charlevoix, Michigan
Phone Number: 536-7375

or

Ruthe Trulson
Petoskey, Michigan
Phone Number: 347-6957 Home
347-8159 Business

The Association provides supportive services for crippled children and adults. They will provide corrective shoes, beds, braces, crutches, medicine, transportation, etc. There are no income restrictions. The Association also took 200 kids to the Shrine Circus.
ROBERT M. ELLIOT
Certified Consulting Psychologist
1018 Shire Street, Petoskey
Phone Number: 347-2930

Mr. Elliot maintains a private practice of clinical psychology specializing in consultation, psychological testing, counseling and psychotherapy with children, adolescents and adults.

EMERGENCY AMBULANCE SERVICE

CONTACT: Petoskey
Bi-County Mercy Ambulance Service, Inc.
201 West Mitchell Street
Petoskey, Michigan
Phone Number: 347-6065

Harbor Springs - Gillian-Erwin's Ambulance Service
261 East Main Street
Harbor Springs, Michigan
Phone Number: 526-2581

Air Ambulance - Phillips Flying Service
Harbor Springs Airport
Phone Number: 347-8225

EMMET COUNTY MEDICAL CARE FACILITY
Petoskey Road, Harbor Springs

CONTACT PERSON: Kathy Bremmeyr
Phone Number: 526-2161

The Emmet County Medical Care Facility is an 88 bed nursing care facility for elderly patients from Emmet County. It will accept both public and private patients, receives some financial support from county, state and federal governments. Patients must be recommended by their physicians. The program includes physical and occupational therapy and is designed to expedite the return of each patient to the community.
EPILEPSY CENTER OF MICHIGAN

The Epilepsy Center of Michigan is a non-medical service providing information and counseling involving any aspect of epilepsy. The Center has access to diagnostic and treatment center.

COUNSELOR: William D. Smith
210 Beaumont Place
Traverse City, Michigan
Phone Number: 1 - 946-8975

LOCALLY CALL: Ms. Sidney Andrews
1788 Kalamazoo
Petoskey, Michigan
Phone Number: 347-8464

FAMILY AND CHILD CARE SERVICES

CONTACT PERSON: Alice Yankovich
Traverse City, Michigan
Phone Number: 1 - 947-8110

This program provides adoption and child care services and deals with pregnancy counseling and child welfare-related services. It was formally referred to as Catholic Social Services.

CONTACT PERSON: Don Carlson
Gaylord, Michigan
Phone Number: 1 - 517 - 732-5147

Provides marriage and family counseling, and maintains an office at the Petoskey Area Mental Health Clinic.

FISH
Phone Number: 582-7997

CONTACT PERSON: Mrs. Robert McKown
Boyne City, Michigan
Phone Number: 582-9179

FISH maintains 24-hour phone service for anyone needing help on emergency basis, such as child care, transportation, etc.
4-H CLUBS

CONTACT PERSON: Louis Johnson
Phone Number: 347-3291

4-H is a social club for boys and girls of any age. Character development and sportsmanship are emphasized. Typical activities include instruction in sewing, horsemanship, swimming, bowling, tennis, etc.

FRATERNAL ORDER OF EAGLES

CONTACT PERSON: Ernie Warner, President
Phone Number: 347-3005

The Fraternal Order of Eagles contributes toward Cancer Fund, Max Baer Heart Fund, Michigan Disaster Relief Fund, Jimmy Durante Crippled Children's Fund; supports Father Flanders "Home on the Range"; and supports senior citizens.

FRIEND OF THE COURT

CONTACT PERSON: Frank Ferrando
City-County Building
Petoskey, Michigan
Phone Number: 347-2948

This office investigates divorce cases involving children, custody, or support. They may help obtain payments after they have been ordered by court.
FRIENDSHIP CENTER
453 Lake Street, Petoskey

CONTACT PERSON: Thomas Seelye, Director
Phone Number: 347-3211

The Friendship Center is a non-profit Senior citizens activity program operated at no cost (small fee for activities). It is open from 3 to 8 p.m. and is supported by the city of Petoskey Parks and Recreation Department, and the Community Chest. The Center provides card games, pot luck, arts, crafts, sports and athletics, camp outs, etc. The Center also runs Meals on Wheels, Life Line and ASSIST. They will also find employment and housing for senior citizens.

GAYLORD STATE HOME AND TRAINING SCHOOL
(Now called "Alpine Center")
Gaylord, Michigan

CONTACT PERSON: Anton Wedal, Director of Programs
Phone Number: 1-517-732-1741

The Alpine Center is the admitting institution for Charlevoix and Emmet Counties for the mentally retarded. The Alpine Center can provide any service to a mentally handicapped individual that is not available in the home community (via Act 54 Board) or that parents can not afford, such as diagnosis, consultation or treatment.

The Center also provides or has:
1. Diagnostic, Evaluation, and Implementation Team (Social History and Psychological Evaluation).
2. Supervisor of community placements and nursing homes.
3. Residential care for retarded.
4. Short-term admission (for "respite" care) and "community readiness training".
5. Parent training, consultation.
6. Medical diagnostic services such as neurological, auditory and visual testing, and speech therapy.
GIRL SCOUTS OF AMERICA

CONTACT PERSON: Mrs. Robert Elliot
Phone Number: 347-2930 Home
347-4792 Business

The Girl Scouts of America is a club that emphasizes building leadership and citizenship in girls. This club also teaches sportsmanship and emphasizes service.

HAPIDAY CHILD CENTER
622 Kalamazoo Street, Petoskey, Mich.

CONTACT PERSON: Mrs. Robert Elliot
Phone Number: 347-2930 Home
347-4792 Business

The Hapiday Child Center provides a private day care nursery experience for children.

HEAD START PROGRAMS
(Community Action Program)

CONTACT PERSON: Louise Reznik
Emmet County
Phone Number: 347-3983

Head Start is an educational program for pre-school economically and culturally disadvantaged children (ages 4-6). There are income eligibility requirements. The program operates five hours a day and includes a meal. There are Head Start Programs in Alanson, Petoskey and Central Lake.
HEALTH DEPARTMENT, DISTRICT #3

CONTACT PERSON: Mrs. Dorrie Johnson, Supervising Nurse
Phone Number: 347-6014

District Health Department #3 is engaged in immunization programs, family planning, venereal disease treatment and prevention, home health services, child care, and educational programs for expectant parents. The Department is also involved with crippled children, chronic diseases, school health and floride programs in schools.

HOLY CHILDHOOD SCHOOL
Harbor Springs

CONTACT PERSON: Sister M. Leontine
Phone Number: 526-2815

Holy Childhood is a school and residential home for disadvantaged Indian children. It is run by the Catholic Church, Title I and II programs and donations from "friends" and civic organizations. The school program is open to the community and serves 108 children.

HOUSING

CONTACT: Harbor Springs Housing Bureau
145 Zoll
Harbor Springs, Michigan
Phone Number: 526-5431

Petoskey Chamber of Commerce
401 Mitchell
Petoskey, Michigan
Phone Number: 347-4150
HUGHEY'S BOARDING HOME
704 Emmet St., Petoskey

CONTACT: Phone Number: 347-3342

Hughey's Boarding Home is a private home for elderly that has a capacity of 17. No nursing care available, but the home will accept medicare or medicaid patients.

INDIAN COMMUNITY ACTION PROGRAM
(I-CAP)

CONTACT PERSON: Louise Reznik
Phone Number: 347-3983

This program is geared to the reservation Indian and is not active in this area.

JAYCEES

CONTACT PERSON: Ed Angrove
Petoskey
Phone Number: 347-8521

Jaycees assist at Camp Daggett and sponsor Special Olympics for mentally retarded children.
JUVENILE (PROBATE) COURT
County Building, Petoskey
John T. Murphy, Judge

CONTACT PERSON:  Mrs. Ann Angus
Probation Officer
Phone Number:  347-4948

Services:
1. Investigates cases involving delinquency, dependency, neglect or abuse for minors (under 17)
2. Handles adoption
3. Medical care for crippled children
4. Commitments to state institutions (mentally ill, alcoholics, delinquents)
5. Creates and abolishes guardianships for the mentally incompetent
6. Sterilization proceedings
7. Secret marriages
8. Supervises returnees from Training School and probation cases.

KIWANIS CLUB

CONTACT PERSON:  Gordon Kotesky
Phone Number:  347-3845 Business
or:  347-7505 Home

The Kiwanis Club works with the Department of Social Services to provide food, clothing and necessities for needy children. The club helps at Camp Daggett, gives Christmas presents to needy children, assists with medical and dental problems of needy children.

KNIGHTS OF COLUMBUS

CONTACT PERSON:  Gordon Druskie
Phone Number:  347-6001

The Knights of Columbus organization promotes blood banks at Little Traverse Hospital. They donate to Holy Childhood School, Boysville Fund in Michigan and to "Give a Lad a Lift" in Petoskey.
LAW ENFORCEMENT

CONTACT: Emmet County Sheriff's Department 347-2032
Michigan State Police 347-8101
Petoskey Police Department 347-7474
Harbor Springs Police Department 526-2611

Along with the enforcement of criminal and traffic codes, the local law enforcement departments sponsor programs in bicycle safety, maintain a marine patrol, and the Police/School Liaison Program, Snow-mobile Safety and Patrol.

LAWYER REFERRING SERVICE
306 Townsend, Lansing

Phone Toll-Free 1-800-292-7850 for referral to local attorneys.

LIFELINE

CONTACT PERSON: Mrs. James Herman
Phone Number: 347-6728

Lifeline checks on the welfare of elderly people who live alone. They call each day at a pre-determined time. If they receive no response they immediately go to the home of the person called.

LIONS' CLUB

CONTACT PERSON: E.W. Glasscock
Phone Number: 347-3285 Home
or: 347-2223 Business

The Lions' Club supports three scholarships to N.C.M.C. College. They may purchase glasses or pay for eye examinations for needy people. The club sponsors five kids at Camp Daggett and contributes to the camp's support.
JOHN C. LIPSKI, M.D.
PSYCHIATRIST
Burns Clinic Medical Center, Petoskey

CONTACT: Phone Number: 347-7000

Dr. Lipski operates a private practice in psychiatry -- diagnosis, treatment, and consultation. He has experience with children with learning problems related to neurological impairments.

LITTLE TRAVERSE HOSPITAL
West Mitchell Street
Petoskey, Michigan
Phone Number: 347-7373

Little Traverse Hospital has 199 beds and offers services in internal medicine, general, thoracic and cardiac surgery, obstetrics and gynecology, orthopedics, urology, opthalmology, otolaryngology, hemodialysis, psychiatry and audiology. Cost runs approximately $130 per day with financial help through Vocational Rehabilitation, Medicaid, Medicare, and Michigan Crippled Children's. Emergency care is available 24 hours a day, seven days a week and the hospital maintains liaison with the Poison Control Center.

LOCKWOOD-MACDONALD HOSPITAL
MacDonald Drive
Petoskey, Michigan
Phone Number: 347-3985

Lockwood-MacDonald Hospital is a 69-bed general hospital. It has a licensed 4-bed psychiatric unit, a licensed tuberculosis unit, and an alcohol abuse center. The hospital offers 24-hour a day, seven day a week emergency care, has out-patient care, physiotherapy and respiratory therapy, specialists on the staff in the area of internal medicine and general surgery. The services of a neurologist and EKG unit are planned for October 1 of 1973. Costs are estimated at $95 a day.
LOCKWOOD-MACDONALD SUBSTANCE ABUSE PROGRAM

CONTACT PERSON: Dr. Richard Knecht
Phone Number: 347-8872
or: 347-4241
Lockwood-MacDonald Hospital
Phone Number: 347-3985

The Program is located at Lockwood-MacDonald Hospital, and is associated with Alcohol Information Center. The Program offers both residential and out-patient treatment and detoxification for both drug abuse and alcoholism. The Program emphasizes therapy and education for both patient and family. It will handle drug overdose cases. The hospital also has 4 beds for psychiatric patients, with Dr. Lipski as staff psychiatrist.

MARCH OF DIMES

CONTACT PERSON: Clarence "Lucky" Cole
Phone Number: 347-2262
or:
Jerry Featherly
Phone Number: 347-2647

The goal of the March of Dimes is to prevent birth defects. It offers diagnosis and genetic counseling and makes referrals to Birth Defect Clinic in Ann Arbor.

MEAL ON WHEELS

CONTACT PERSON: Rosemary Ternes
Phone Number: 347-8993
or: 347-8003

Meals on Wheels provide one hot meal a day, delivered, to shut-ins for $1.25.
MICHIGAN ASSOCIATION FOR CHILDREN WITH LEARNING DISABILITIES (MACLD)

CONTACT PERSON: Mrs. Eugene Bergmann
Phone Number: 547-6456

MACLD is a parent group that works to assure appropriate school programs for learning disabled kids. It provides information and materials, and sponsors "Bucket Brigade", an organization where volunteer adults work one-to-one with learning disabled kids in elementary schools who need special help.

MICHIGAN CHILDREN'S AID AND FAMILY SERVICES
603 East Lake St., Petoskey

CONTACT PERSON: Robert Hooper
Phone Number: 347-4463

Services:
1. Supervision of foster home area
2. Counseling and planning assistance for unmarried parents
3. Abortion referrals service
4. Investigation of situations involving children requested by other agencies

MICHIGAN CRIPPLED CHILDREN SERVICES
c/o Michigan Department of Health

CONTACT PERSON: Doman Clark
Phone Number: 347-6014

Michigan Crippled Children Services will provide diagnostic services, treatment and supportive services (such as wheel chairs, braces, physiotherapy) to crippled children or to any child with a long term illness or disability. The child must be referred by a physician (through county health nurse, if necessary). Service refers to specialists anywhere in the state, and holds regular clinic days. There are some financial restrictions, but will realistically consider all aspects of a family's situation.
MICHIGAN EMPLOYMENT SECURITY ADMINISTRATION
455 Bay St., Petoskey

CONTACT PERSON: Leo Kelly
Phone Number: 347-2518

Services:
A. 1. Assist individuals in finding jobs, provide diagnostic testing and counseling.
   2. Assist employers in locating workers; develop training programs
   3. Run Manpower Development and Training Program and Youth Opportunity Campaign (summer employment for youth).
   4. Clearance procedures on immigration.
   5. Help employers obtain small business loans.
B. Pay unemployment benefits
C. Indian Affairs
   1. Funds for job training, tuition, and living allowance
   2. Transportation
   3. Housing

MICHIGAN HEART ASSOCIATION

CONTACT PERSON: Mrs. Gardner Carpenter
Phone Number: 347-8410

or

Dr. Phillip Hill
Phone Number: 347-7000

The Michigan Heart Association is a program for education, information to public and in-service training for professionals.
MIDSHIPMAN DRUM & BUGLE CORPS

CONTACT PERSON: John Deitz
Phone Number: 347-7532

The Corps is sponsored by Carl Weaver Post of American Legion and private donations. In membership, the Corps is open to any ages 12 to 21, male or female. Musical skill is not a pre-requisite but very helpful. The Corps furnishes both instruction and the instruments, although members may need to purchase their own shoes.

MINISTERIAL ASSOCIATION

CONTACT PERSON: Rev. Charles Manker
Phone Number: 347-4747 Home
347-2733 Business

Participating pastors of the Ministerial Association serve as chaplains at the Medical Care Facility and Beverly Manor. They may provide or make referrals for cases involving marriage counseling and emergency aid to families, and provide religious counseling.

MONTESSORI PROGRAM
Petoskey St. Francis School

CONTACT PERSON: Susan Melvin, Instructress
Phone Number: 347-7789

The Montessori Program in a day-school program for children 2½ to pre-school or kindergarten age emphasizing intellectual and social development. It is an individualized program and will accept handicapped or disturbed children. Open from 9:00 to 11:30 a.m. weekdays and cost $15.00 per week.
MUSCULAR DYSTROPHY

CONTACT PERSON: Mrs. Joan Benston
Phone Number: 587-9235

This organization provides information to patients and families, and instructs families in ways of caring for patients at home. They will also provide information and transportation to a clinic in Grand Rapids. Braces, Wheelchairs, etc. may be provided by the clinic in Grand Rapids.

NATIONAL YOUTH PROJECT USING MINI-BIKES (NYPUM)

CONTACT PERSONS: James Laffoon or Jack Thomasson
Y.F.C., 619 Waukazoo
Petoskey, Michigan
Phone Number: 347-6563

NYPUM is a program for troubled teenagers between 11 and 13 years of age. It is sponsored by Honda and Youth for Christ. The program combines instructional and recreational aspects with guidance. Youngsters are recommended for the program by juvenile officers; police department and schools. The project is funded by donations and local clubs.

NEIGHBORHOOD YOUTH CORPS

CONTACT PERSON: Cash Southwell
Phone Number: 347-2264

The Neighborhood Youth Corps locates temporary employment for children 14 or older and provides supervision and placement. The Corps works on attitudes and helps kids to gain work experience.
NORTH CENTRAL MICHIGAN COLLEGE
1515 Howard Street
Petoskey, Michigan

CONTACT PERSON: Boyd Baughman, Dean of Students
Phone Number: 347-3973

NCMC is a two-year community college. It has housing available in
the form of men's and women's dorms (84 students each). It has a
575 student body. Tuition is $10.00 per credit hour for residents
of Emmet County; $15.00 per credit for others. Offers programs in:
Liberal Arts, Nursing, Automotive Tech., Advertising-Marketing,
Criminal Justice, Machine Tech., and Inhalation Therapy.

NORTH CENTRAL MICHIGAN COMPREHENSIVE
HEALTH PLANNING COUNCIL, INC.

CONTACT PERSON: Mr. Victor Sztengel
325 East Lake Street
Petoskey, Michigan
Phone Number: 347-7772

The Council is funded by a Federal Government grant and is involved
in comprehensive health planning for an 18 county area. Basically,
the council determines needs, initiates and funds programs in the
areas of mental health, physical health and environmental health
with local funds matched on a 3 to 1 basis with Federal funds.

NORTH EAST MICHIGAN COMMUNITY ACTION
453 E. Lake St., Petoskey

CONTACT PERSON: Louise Reznik
Phone Number: 347-3983

Services:
1. Referral to other agencies
2. Administers Head Start Programs
3. "Clothes Closet" -- no charge
4. Counseling

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NORTHERN MICHIGAN MEDICAL ASSOCIATION

CONTACT PERSON: Dr. Bradford Foster
Phone Number: 347-2947
or: 347-3985

This is a voluntary professional organization of local physicians and is a chapter of the State Medical Society. The purposes are:

1. Sponsor Public Works, such as public lectures on environmental health, scholarships at local college, and drug abuse committee.
2. Professional growth and enrichment involving speakers at monthly meetings on topics of interest.
3. Social function as well as to keep members informed of what the state organization is doing.
4. Professional Ethics Committee which investigates complaints and grievances.

NORTHERN MICHIGAN OTTAWA ASSOCIATION

CONTACT PERSON: Robert Dominic
Phone Number: 347-3415

The main purpose of the Association is to present claims against the Federal Government on behalf of Indians (Ottawa and Chippawa). It promotes the general welfare of Ottawa Indians and maintains records of Ottawa Indians currently living off reservations. The Association has copies of the 1910 Bureau of Indian Affairs Census Records.

ODD FELLOWS, INTERNATIONAL ORDER OF

CONTACT PERSON: Frank McPherson
Phone Number: 526-6029

This organization has a bed, crutches and wheelchair program for needy people. They assist families who have had fire losses. The IOOF has an eye bank program and they donate to the Salvation Army.
OPEN LINE
Phone Number: 347-6081

CONTACT PERSON: Mike Holby
Phone Number: 347-3928

Open Line is a telephone counseling service that is open from 8:00 a.m. to 12:00 p.m. It is staffed by volunteers and run by Touchstone, Inc. Referrals are made to other agencies, if needed, but Open Line is geared to crisis intervention.

OPTIMIST'S CLUB

CONTACT PERSON: James Harris
Phone Number: 347-2260

The Optimist's Club sponsors youth programs, basketball tournament, Little League team and Jr. Bowling team.

PARENTS WITHOUT PARTNERS

CONTACT PERSON: Mrs. Anders
Phone Number: 547-2914 Business
or: 547-2538 Home

Parents without Partners is an international, non-profit parent group for people who have children but because of death, divorce (or never married), do not have a spouse. Its purpose is to provide mutual assistance, problem solving, and social functions for the adults and children.

PERMANENT MIGRANT SERVICE

CONTACT: Traverse City: 1-947-1112

The Permanent Migrant Service provides information on migrants and maintains clinic in Traverse City from 2:00 to 9:00 p.m. on Friday.
**PETOSKEY AREA MENTAL HEALTH CLINIC**

CONTACT PERSON: Mr. Russ Wood  
Phone Number: 347-6063

The Mental Health Clinic provides individual counseling and psychotherapy, marriage counseling, psychometric testing and consultation services. Fees are based on an individual's ability to pay.

**PETOSKEY BUSINESS AND PROFESSIONAL WOMEN'S CLUB**

CONTACT PERSON: Mrs. Lorraine Washburne  
Phone Number: 347-7420

or

Ms. Marguerite Meyer  
Phone Number: 347-2131

This Club sponsors used clothing drive and two scholarships to NCMC. Also work on March of Dimes and Cancer Fund.

**PLANNED PARENTHOOD OF NORTHERN MICHIGAN**

603 E. Lake St., Petoskey  
Phone Number: 347-9692

CONTACT PERSON: Dr. Ron Vanden Brink  
Phone Number: 347-6595 Home  
or: 347-7000 Business

Services:  
1. Pregnancy testing -- no charge and client may remain anonymous  
2. Financial assistance for birth control  
3. Referral agency for abortion and abortion counseling
POISON CONTROL CENTER

CONTACT: Phone Number: 347-7373
(Emergency Room, Little Traverse Hospital)

The Center is open 24 hours a day, with a physician on call. It provides information on all toxic substances, antidotes, symptoms to expect, etc. It is associated with a national organization and has access centers and specialists all over the country.

POLICE/SCHOOL LIAISON PROGRAM

CONTACT PERSONS: Jim Ekdahl or Debbie Willis
Charlevoix-Emmet Intermediate School District
Charlevoix, Michigan
Phone Number: 547-9947

The Police/Liaison Program acts as a resource for local school districts and community groups, assisting in the education of students regarding legal systems and the functions of local government agencies. This resource function includes classroom presentations, curriculum development and coordinating outside resources. The Liaison Officers may also assist local police agencies with investigations involving crimes occurring in the schools.

PUBLIC AND PAROCHIAL SCHOOLS

Most schools provide access to programs in remedial reading, programs for mentally handicapped, learning disabled, emotionally disturbed, and physically handicapped children. The schools also provide counseling services, recreational programs, co-op or on-the-job training, athletic programs, driver's education, and a school nurse. Under the provisions of "Mandatory Special Education" (Public Act 198), local districts must provide for or contract for an appropriate educational program for every handicapped child.

Contact the superintendent's office in local district for more information. Harbor Springs and Petoskey Public Schools maintain a high school completion program and sponsor "enrichment" courses in such activities as welding, real estate, cooking, etc.
PUBLIC EMPLOYMENT PROGRAM
(P.E.P.)

CONTACT PERSON: Norm Boeck, Coordinator
County Building
Charlevoix, Michigan
Phone Number: 547-6661

Service: To provide unemployed or under-employed persons with transitional employment in jobs providing needed public service during times of high employment. May provide related training and manpower services to enable such people to secure employment not covered by enabling legislation.

Works primarily with handicapped persons. The program is federally funded and salaries for employees are reimbursable by P.E.P.

RAILROAD RETIREMENT BOARD

CONTACT:
District Office:
Federal Building
Lyon Street & N. Division Street
Grand Rapids, Michigan
Phone Number: 456-2347

Open Monday through Friday from 8:15 a.m. to 4:45 p.m.

RECOVERY, INC.

CONTACT PERSON: Mrs. Joyce Crieb
Phone Number: 347-9262 Home
or: 347-7000 Business

Recovery is a self-help group for those suffering from neurotic and emotional problems. Associated with national organization.
ROTARY CLUB

CONTACT PERSON: Mr. John Parker
Phone Number: 347-8879 Residence
or: 347-4120 Business

The Rotary Club works with handicapped children. It helps support Camp Daggett and sponsors a Little League Team.

SALVATION ARMY
215 E. Lake St., Petoskey

CONTACT PERSON: Lt. Douglas Rowland
Phone Number: 347-3531

Services:
1. Referral service for alcoholism and unwed mothers
2. Emergency assistance (food, clothing, board and room on temporary basis, bus tickets.)
3. Character building program
4. Thrift shop: 219 East Lake Street - Thursday and Friday only from 10:00 to 3:00 p.m.

Extension Service: Charlevoix Eleanor Carson 547-4218
Boyne City Donald Deamon 582-9144 or 582-9345
East Jordan Bill Drenth 536-7521 or 536-2885

SEVENTH DAY ADVENTIST THRIFT SHOP

CONTACT PERSON: Godwin Bendrat
Phone Number: 347-8349 Residence
or: 347-6651 Business

The Thrift shop provides clothing to needy people. It is coordinated with the Department of Social Services.
SOCIAL SECURITY ADMINISTRATION
#2 Penn Place, Petoskey

CONTACT PERSON: Gordon Sattelmeir
Phone Number: 347-8727

Social Security Administration is a Federal program providing financial assistance for:
1. Retirement
2. Disability
3. Death (survivor's benefits)
4. Operate medicare program

After January 1, 1974, will also provide assistance (aid) for blind, disabled and old age.

SOCIAL SERVICES, DEPARTMENT OF

CONTACT PERSON: Jerry Joneson
200 Division, City-County Building
Petoskey, Michigan
Phone Number: 347-2507

Services: to administer state and county public assistance programs for financial and social services.

Eligibility: 1. Residence
2. Property
3. Income
4. Categorical Eligibility:
   a. Old age assistance - age 65 or over
   b. Aid to the blind - legally blind
   c. Aid to the disabled - disabled one year or more
   d. Aid to dependent children - deprivation
      (1) Absence
          (a) death
          (b) divorce
          (c) separation
          (d) institutionalization
          (e) born out of wedlock
          (f) imprisonment
      (2) Step parent
      (3) Incapacity
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      (f) Summer camps

TAKE OFF POUNDS SENSIBLY
(TOPS)

CONTACT PERSON: Mrs. Esther Hebert
Phone Number: 347-2374

TOPS is a private international organization emphasizing group support and designed to help members lose weight. Members must be on diet prescribed by doctor.

TOP OF MICHIGAN CHILDREN'S AGENCIES
(TOMCA)

CONTACT PERSON: Mr. Richard Bucklin
Charlevoix County
Department of Social Services
Phone Number: 547-6551

TOMCA is composed primarily of groups of professional people who provide direct service to children. Purposes include professional growth and improvement, coordination of services, and social function. TOMCA sponsors an annual conference with inservice training and speakers.
TOUCHSTONE, INC.
438½ E. Lake St., Petoskey

CONTACT PERSON: Mike Holby
Phone Number: 347-3928

The purpose of Touchstone is to help youth help themselves. Emphasizes drug addiction information and treatment.

Services: 1. Training for their staff and people in community in areas of drug education. First Aid, orientation to local organizations.
2. Drug Crisis Center - crisis intervention on a drop-in or telephone basis.
3. Referral service
4. Family workshops - facilitate dialogue
5. Drug Education to public
6. "Alternatives Program" -- Art classes, free rock-folk concerts, etc.
7. Run Open Line

TRAVELER'S AID

CONTACT PERSON: Gardner Carpenter
Phone Number: 347-8175
or: 347-8410
or Fire Dept: 347-2521

Traveler's Aid offers emergency assistance or financial help to travelers stranded away from home. May purchase bus tickets, gasoline, or provide housing or shelter.
The Traverse City State Hospital is the admitting institution for Charlevoix and Emmet Counties for the mentally ill (referrals normally come from local Mental Health Clinics). The Hospital provides the following programs:

1. **Community Psychiatry Service** -- Dr. Ponczek  
   A. Out-patient clinic, providing medication, evaluation, group and individual therapy.  
   B. Crisis Unit -- Dr. Smith  
      Emergency psychiatric care, can involve hospitalization for up to 10 days.  

2. **Adult Intensive Treatment Service** -- Dr. Savellama  
   Short-term (6 weeks maximum) in-patient psychiatric care for adults committed under court order, or voluntary admission.  

3. **Children's Unit** -- Dr. Thill or Dr. Herkner  
   Residential psychiatric care and treatment for children admitted voluntarily or by court order. Unit maintains educational program on grounds at Engstrom School.  

4. **Extended Treatment Service** -- Dr. Nervig  
   Provides long-term residential psychiatric care.  

5. **Geriatric Services**  

6. **Medical, surgical, and neurological small hospital ward**  
   Generally being discontinued in favor of Munson General Hospital.  

7. **Family Care - Community Placement**  
   Serves as half-way house for patients re-entering society and as care facility for chronic patients not needing hospitalization but needing care.  

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**UNITED STATES COAST GUARD**  

**CONTACT:**  
Coast Guard Station Charlevoix  
Phone Number: 547-2541  

The Coast Guard is primarily a search and rescue operation offering assistance in emergencies to both pleasure and commercial boaters. They maintain navigational aids and offer instruction in boating techniques and boating safety.

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VETERANS' ADMINISTRATION
Detroit Regional Office

CONTACT: Phone Number: 1-800-572-9835 (Toll Free)

The Veterans' Administration provides assistance and information on problems or benefits for veterans. Residential programs and diagnosis are available for physically or mentally handicapped and mentally ill, and veterans needing medical care.

VETERANS' AFFAIRS COUNSELOR

CONTACT PERSON: John Lewinski
Veterans' Council Officer
Emmet County Courthouse
Phone Number: 347-8451

Services: 1. Provides information and counseling on Veteran's Affairs benefits such as education, pension, hospitalization, medical and dental care.
2. Emergency assistance
3. Medical Care for aged
4. V.A. home loans
5. Liaison between veterans and V.A. office

VETERANS' TRUST FUND

CONTACT PERSON: Sidney Reinboldt
Phone Number: 539-8697

The Veterans' Trust Fund assists needy veterans on an emergency basis and is limited to $20.00.
VOCATIONAL REHABILITATION SERVICE

CONTACT PERSON: Eugene Plummer
Phone Number: 547-9947 Business
or: 544-6372 Home

The Vocational Rehabilitation Services provides vocational diagnostic assessment, job training, placement and counseling for handicapped (physically-mentally) persons who may be disadvantaged vocationally and can reasonably be expected to profit from help and gain employment.

WEIGHT WATCHERS

CONTACT PERSON: Mrs. Jerry Hickman
Phone Number: 347-4015

Weight Watchers is a franchise program operated out of Traverse City. It meets Thursday in Petoskey, costing $7.00 to join and $2.00 a week. The program is designed to help people lose weight and is comprised of special "Weight Watchers" diet, lectures, discussion, and group support. The program will work with men, women or youth.

WELCOME WAGON

Welcome Wagon introduces people to the community and provides general information concerning businesses, service organizations, clubs, etc.

CONTACT: Charlevoix Mrs. Brady 547-9384
Boyne City Mrs. Parsons 582-6398
East Jordan Ms. Betty Rison 536-2702
Petoskey Ms. Gladys Brown 347-4681
APPENDIX B

DIRECTORY OF
COMMUNITY AGENCY RESOURCES
FOR
CHARLEVOIX COUNTY

With Index
and Cross References

Published by
CHARLEVOIX COUNTY DEPARTMENT OF SOCIAL SERVICES

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Compiled and Edited by:

Ronald Moore  
School Psychologist  
Charlevoix-Emmet  
Intermediate School District  

and  

Paige Allyn  
Charlevoix County  
Department of Social Services  

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Family Counseling
Family & Child Care Services
March of Dimes (Genetic Counseling)
Michigan Children's Aid & Family Services
Petoskey Area Mental Health Clinic
Touchstone
State Hospital

B. PLANNING

Family Planning
Planned Parenthood of Northern Michigan
District Health Department #3
Council on Adoptable Children

C. EDUCATION

Family Living Education
Cooperative Extension Office
Public Schools

VIII. HEALTH CARE, MEDICAL PROBLEMS

A. DIAGNOSIS AND/OR TREATMENT

Alpine Center (Mentally Retarded only)
Arthritis Foundation
Department of Social Services
Epilepsy Center of Michigan
Health Department #3
Kiwanis Club
Lions' Club (Vision)
March of Dimes (Birth Defects)
Michigan Crippled Children Services
Muscular Distrophy
Office of Services to the Blind
Probate Court
Social Security Administration
Veterans' Affairs (Counselor)
B. SUPPORTIVE SERVICES ONLY (Provide Transportation, Medicine, Braces, Crutches, Wheelchairs, Glasses, etc.)

American Cancer Society
Arthritis Foundation
Easter Seals Association
Epilepsy Center of Michigan
Eta Nu Sorority
Kiwanis Club
Lion's Club
Masons
Odd Fellows
Office of Services to the Blind

C. INFORMATION ONLY

Michigan Heart Association
Poison Control Center

D. OVERWEIGHT

T.O.P.S.
Weight Watchers

E. FAMILY PLANNING

Health Department
Planned Parenthood of Northern Michigan

F. BLOOD

American Red Cross

IX. HEALTH CARE, DENTAL

Eta Nu Sorority
Department of Social Services
District Health Department #3
Veterans' Affairs
X. HOUSING

Boyne City Housing Commission
Chamber of Commerce
Committee for Action for Rural Indians
Department of Social Services
Federal Housing Administration
Local Newspapers
Local Realtors

XI. INFORMATION

A. COMMUNITY

Chamber of Commerce
Welcome Wagon

B. SERVICES FOR HANDICAPPED, DISADVANTAGED

Act 54 Board

XII. LEARNING DISABLED

Charlevoix-Emmet Intermediate School District (Consultant)
Michigan Association for Children with Learning Disabilities
Petoskey Area Mental Health Clinic

XIII. LEGAL AID, PROBLEMS

American Civil Liberties Union
Charlevoix-Emmet Bar Association
District Court
Friend of the Court
Lawyer Referring Service
Probate Court (Juvenile)
XIV. MARRIAGE COUNSELING

Family and Child Care Services
Michigan Children's Aid and Family Services
Petoskey Area Mental Health Clinic
Traverse City State Hospital (out-patient)

XV. MENTAL HEALTH

A. DIAGNOSIS

Charlevoix-Emmet Intermediate School District
Petoskey Area Mental Health Clinic
Traverse City State Hospital
Veterans' Affairs

B. TREATMENT - SUPPORTIVE SERVICES

Charlevoix-Emmet Intermediate School District
Child Study Club, Boyne City
Lockwood-MacDonald Hospital
National Youth Project Using Mini-Bikes
Petoskey Area Mental Health Clinic
Recovery, Inc.
Traverse City State Hospital

C. CRISIS INTERVENTION

Charlevoix-Emmet Intermediate School District
Open Line
Petoskey Area Mental Health Clinic
Touchstone
Traverse City State Hospital

D. EDUCATIONAL PROGRAMS

Public Schools
Traverse City State Hospital

E. VOCATIONAL TRAINING

Vocational Rehabilitation Service
XVI. MENTAL RETARDATION

A. DIAGNOSIS - PSYCHOLOGICAL TESTING

Alpine Center (Gaylord State Home)
Charlevoix-Emmet Intermediate School District
Petoskey Area Mental Health Clinic

B. EDUCATION PROGRAMS, TRAINING PROGRAMS

Alpine Center (Gaylord State Home)
Charlevoix-Emmet Intermediate School District
Public Schools

C. EMPLOYMENT, VOCATIONAL TRAINING

Charlevoix-Emmet Association for Retarded Children
Charlevoix-Emmet Intermediate School District
Michigan Employment Security Administration
Vocational Rehabilitation Service

D. SUPPORTIVE SERVICES

Charlevoix-Emmet Association for Retarded Children
Elks

E. FINANCIAL

Department of Social Services
Social Security Administration

XVII. MINORITY GROUPS

CHICO
Committee for Action for Rural Indians
Holy Childhood School
I-CAP - Indian Community Action Program
Michigan Employment Security Commission
Northern Michigan Ottawa Association
Permanent Migrant Service
XVIII. PHYSICALLY OR MULTIPLY HANDICAPPED

A. DIAGNOSIS AND/OR TREATMENT

Arthritis Foundation
District Health Department #3
March of Dimes
Michigan Crippled Children's Services

B. EDUCATIONAL OR VOCATIONAL TRAINING

Charlevoix-Emmet Intermediate School District
Type I Program, Ottawa School, Petoskey

C. FINANCIAL AID

Department of Social Services
Social Security Administration

D. SUPPORTIVE SERVICES (Counseling, wheelchairs, braces, crutches, medication, transportation)

Arthritis Foundation
Disabled American Veterans
Easter Seals Association
March of Dimes
Muscular Dystrophy

XIX. PROTECTIVE SERVICES - Commitments, Guardianships, Adoptions, Foster Care

Department of Social Services
Family & Child Care Services
Friend of the Court
Michigan Children's Aid & Family Services
Michigan Council on Adoptable Children
Probate Court (Juvenile)
XX. LEISURE TIME ACTIVITIES, RECREATION

Boy Scouts
Camp Daggett
City Recreation Department
4-H Clubs
Girl Scouts
NYPUM
Touchstone

NOTE: Department of Social Services has listing of all private camps. See Directory for list of Clubs, Civic and Fraternal Organizations.

XXI. SENIOR CITIZENS

Beverly Manor Convalescent Center
Boyne City Housing Commission
Charlevoix Senior Citizens' Club
Department of Social Services
Friendship Club of Boyne City
Grandvue Medical Care Facility
Hughey's Boarding Home
Masons
Railroad Retirement Board
Social Security Administration

XXII. SPEECH & LANGUAGE

Charlevoix-Emmet Intermediate School District
Elks
Gaylord State Home (Alpine Center)

XXIII. VETERANS, SERVICEMEN

American Legion
American Red Cross
Disabled American Veterans
Veterans' Administration Regional Office
Veterans' Affairs Counselor
XXIV. UNWED MOTHERS

Charlevoix-Emmet Intermediate School District (Homebound Program, School Social Worker)
Council on Adoptable Children
Department of Social Services
District Court
District Health Department #3
Michigan Children's Aid & Family Services
Petoskey Area Mental Health Clinic
Planned Parenthood of Northern Michigan
Probate Court
Salvation Army
School Counselor
Touchstone
ACT 54 BOARD - COMMUNITY MENTAL HEALTH

CONTACT: Harold "Sam" Kaufman
North Central Michigan College
Phone Number: 347-7890

The Act 54 Board determines the need for programs and provides funding on a matching basis with money from the State. It provides no direct services, but may act as a referral and information source. Its function is to provide a comprehensive program for the mentally ill and mentally retarded as well as to coordinate existing programs.

ALCOHOLICS ANONYMOUS

CONTACT: CHARLEVOIX Mrs. Wood 547-2468
Mrs. Custer 547-2351
BOYNE CITY Mr. Jack Taylor 547-6810

Alcoholics Anonymous is a voluntary organization designed to help people cope with a drinking problem. AA also sponsors AL-ANON for families of those with drinking problems and ALA-TEEN for teenagers who live with an alcoholic (582-9196).

ALCOHOL INFORMATION SERVICE
316 1/2 E. Mitchell Street
Petoskey, Michigan
Phone Number: 347-3414

CONTACT: Louise Kane 347-3468

The Alcohol Information Service provides counseling, treatment, referral and education -- information service.
ALPINE CENTER
(formerly Gaylord State Home & Training School)

CONTACT: Tony Wendal (517) 532-1741

The Alpine Center is the admitting institution for mentally retarded which may provide any services to the mentally retarded not available in home community or via Act 54 or that parents cannot afford.

Alpine Center provides:
1. Residential care for retarded
2. Diagnostic Services, psychological
4. Supervise community placement and nursing homes
5. "Respite" care -- short-term admission
6. "Community Readiness" (Behavioral Modification)
7. Parent training and consultation

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
(A.A.U.W.)

CONTACT: Mrs. T. Schaub: 347-8041
or: 347-8052

The A.A.U.W. may provide interest-free loans to college students. It offers educated women a place to meet and study some subject of mutual interest.

AMERICAN CANCER SOCIETY

CONTACT: Mrs. Marc Sorenson
Springwater Beach
Boyne City, Michigan
Phone Number: 582-7653

The American Cancer Society offers:
1. Loan closet for cancer patients (hospital beds, wheelchairs, etc.)
2. Financial Assistance up to $200 per person per year for drugs, transportation, and dressings

The American Cancer Society is funded by the Cancer Crusade.
AMERICAN CIVIL LIBERTIES UNION OF NORTHWESTERN MICHIGAN
(A.C.L.U.)
415 South Union Street
Traverse City, Michigan
Phone Number: 946-2191

CONTACT: Mr. Dean Robb  947-2462

The ACLU intercedes in behalf of individuals involving violations of
civil rights or civil liberties. The client is expected to contribute financially if able.

AMERICAN LEGION

CONTACT: Charlevoix - Hal Forbrig  347-2503

The American Legion is a voluntary organization of veterans of military services. They are active in youth services, maintain scholarship funds, and send boys to Boys' State.

AMERICAN LEGION AUXILIARY

CONTACT: East Jordan - Eva Peterson
Phone Number: 536-2526
*Charlevoix - Robert Wasoski
Marion Center Road
Phone Number: 547-4140

The Auxiliary provides $200 scholarship for needy high school student to attend college; provides Christmas gifts for boys in the hospital; provides Mother's Day hankies for boys in hospital; provides Remembrance Boxes (Christmas) for elderly and participates and helps with Memorial Day activities.

*The Charlevoix Auxiliary does provide some hospital care for its members.
AMERICAN RED CROSS - CHARLEVOIX COUNTY CHAPTER

CONTACT: Jason Snyder, Executive Secretary
Lalonde Road
East Jordan, Michigan
Phone Number: 536-7571

The American Red Cross offers the following services:
1. Service to military families - official world-wide communications between the service man and his family.
2. Safety - conducts classes in first aid and water safety
3. Blood service - Residents and families are covered at no cost. There may be a charge by the hospital for administration of the blood.
4. Disaster - Local chapter funds one to four families; five and up are the responsibility of the Red Cross Division with the help of the chapter.
   One-time help -- not long term assistance.

ARTHRITE FOUNDATION

CONTACT: Richard Smith
Phone Number: 582-9616

The Arthritis Foundation conducts a monthly consultation clinic at Little Traverse Hospital to assist doctors and patients. The Foundation also conducts public education and information programs.

BETA SIGMA PHI SORORITY

CONTACT: Mrs. David Ball
Phone Number: 547-6501 Business
or 547-6816 Home

The Beta Sigma Phi Sorority is a social and service organization for women. They assist needy families at Christmas and donate to special uses and projects.

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BEVERLY MANOR CONVALESCENT CENTER
1500 Spring Street
Petoskey, Michigan

CONTACT: Gere Ablett, Administrator
Phone Number: 347-8751

The Center has a capacity of 82 beds (a 40-bed unit is being added). They will take Medicaid, Medicare, and private patients. A doctor does not necessarily need to recommend the patient.

BIG BROTHERS OF CHARLEVOIX COUNTY

CONTACT: William (Bill) Miller, Executive Director
P.O. Box 192
Charlevoix, Michigan
Phone Number: 547-2725

The program is for boys age 7 - 17 years who have no father in the home. The boys are matched with older men who offer guidance, sports events, and social activities for the boys. Bi-monthly outings are held. There are no dues. Some of the group's outings are paid for by the Big Brothers whose funds come from community funds and organizational fund raising events. Big Brothers are screened before being accepted but any little brother will be accepted.

BOGEMA DRUGS

Boyne City --- Oxygen containers (small)
BOYNE CITY HOUSING COMMISSION
829 South Park Street
Boyne City, Michigan

CONTACT: Mrs. Marg Sorenson
Office Phone Number: 582-6203

The Commission offers low income housing, 24 apartments for senior housing (age 62 or older); 16 homes for low income families. Eligibility is based on property and income levels.

BOY SCOUTS OF AMERICA

CONTACT: Louis Edwards
Phone Number: 547-6630

The Boy Scouts of America is a boys' club emphasizing building leadership and citizenship. It stresses physical and mental fitness. Scouts also run "Operation Reach", a drug abuse program.

BUREAU OF BLIND SERVICES

c/o Dept. of Social Services
Traverse City, Michigan

CONTACT PERSON: Mr. Fred Richmond
Phone Number: 947-2800

The State Agency provides diagnosis, treatment, counseling, mobility training, vocational training or jobs for blind or visually impaired individuals (20/200 corrected vision or less in the better eye, with 20% field).
**CAMP DAGGETT**

CONTACT: Bob McCullough, Director  
Camp Phone Number: 347-9742  
Home Phone Number: 582-9848

Camp Daggett is a non-profit, non-sectarian residential summer camp on Walloon Lake. Boys and girls from 7-14 years of age may attend. Charlevoix County residents' cost is $35 dollars a week per child. The camp is supported by donations and local service clubs, and the Department of Social Services.

**CHAMBER OF COMMERCE**

CONTACT:  
Boyne City - 28 South Lake Street  
Phone Number: 582-6222  
Charlevoix - 408 Bridge Street  
Phone Number: 547-2101  
East Jordan - 202 West Mary Street  
Phone Number: 536-7351

The Chamber of Commerce has information available on the local area and can help individuals locate homes and jobs and provide information regarding churches, industries, service clubs, parks, campgrounds.

**CHARLEVOIX CITY RECREATION DEPARTMENT**

CONTACT: Kurt Kipke  
Phone Number: 547-4272

The recreation department maintains recreational programs for children and adults. Co-ed program runs year around and includes instruction in tennis and swimming, and programs in basketball, softball, etc.
CHARLEVOIX-EMMET ASSOCIATION for RETARDED CHILDREN
SHELTERED WORKSHOP

CONTACT: Mrs. Janice Raecke, Executive Director
Phone Number: 547-2979

Workshop Location: 201 East Garfield
Charlevoix, Michigan

ELIGIBILITY: Anyone who is mentally or physically handicapped and there is no other program available to them. Preferably, individual is to be at least 16 years old. The Association also works with parents of handicapped children in information and supportive role providing information and supplies.

SERVICES: The Sheltered Workshop is known as a work activity center. They work under contract from local industries and they are eligible for workman's compensation benefits. When not under contract, cultural development is stressed, as well as projects developed by the participants at the workshop.

CHARLEVOIX-EMMET BAR ASSOCIATION

CONTACT: Barbara MacKenzie
First National Bank Building
Petoskey, Michigan
Phone Number: 347-3907

The Bar Association is a voluntary association of local attorneys. It holds regular monthly meetings for discussion of professional concerns. It is concerned with ethical standards.
CHARLEVOIX-EMMET INTERMEDIATE SCHOOL DISTRICT
General Offices & Special Services
Mercer Boulevard, Charlevoix, Mich.
Phone Number: 547-9947

CONTACT: James Shepard, Superintendent
R. Dale Fassett, Director of Special Education Personnel

SERVICES: The I.S.D. provides services to handicapped (educationally handicapped) includes mentally, emotionally disturbed and the physically handicapped. Referrals are made through the school system (usually the principal) and parents must sign a release form.

SERVICES AVAILABLE include the following:
1. DIAGNOSTICIANS - School psychologists test children, find problems and problem areas and follow-up on the treatment.
2. CONSULTANTS - Consultants for Learning Disabilities work with children who have learning problems. Also work with the teacher to initiate programs to help the children.
3. RESOURCE CONSULTANT - Finds and develops materials used with the children who have problems, helps the children catch up in their work.
4. CONSULTANT, HOSPITALIZED & HOMEBOUND - Contacts the students' teacher and then goes to student.
5. SOCIAL WORKERS - Assist students in understanding themselves, their own emotions, and aid in adjustment to their environment.
6. SPEECH CORRECTIONISTS - Work with child to correct or improve speech problems.
7. TEACHER-COUNSELOR FOR DEAF & HARD OF HEARING - Helps students with hearing problems.
8. DEVELOPMENTAL NEEDS CONSULTANT - Seeks out multi-handicapped pre-school children and places them in the appropriate program. Helps to develop motor skills. Programs are available in Pellston and Boyne City which are federally funded.
9. DEVELOPMENTAL NEEDS & COUNTY TRAINABLE PROGRAMS - Conway School and Ironton School - Trainable programs usually begin with child of approximately the third grade level. Mainly mentally handicapped.
10. VOCATIONAL REHABILITATION COORDINATORS - Help students both in and out of school -- must be 16 years of age.
11. VOCATIONAL EDUCATION SPECIAL NEEDS CONSULTANT - Provides on-the-job vocational training to mentally impaired students.
12. CAREER DEVELOPMENT CENTER - Mobile Unit which uses computers to select career opportunities.
CHARLEVOIX INDIAN CHILDREN’S OPPORTUNITIES (CHICO)

CONTACT: Lucy Martin
Phone Number: 547-6746

CHICO is aimed at raising funds to provide whatever financial assistance is needed to help keep Indian children in school, to broaden their learning abilities and continue their education beyond high school.

CHARLEVOIX SENIOR CITIZENS’ CLUB

CONTACT: Howard Brum
Phone Number: 547-9581

The Senior Citizens' Club is a voluntary organization with a $1.00 fee per year. The Club holds bi-monthly dinner meetings; may have a card party or speaker. There are occasional activities such as color tour or trips to the theater.

CHARLEVOIX WOMEN’S CLUB

CONTACT: Lucy Martin
Phone Number: 547-6746

The Club sponsors CHICO and helps keep Indian children in school (clothes, special tutoring). Will sponsor and help raise money for any cause if members agree.
CHILD STUDY CLUB

CONTACT: Mrs. Judy Shiotelis
Glenwood Beach
Boyne City, Michigan
Phone Number: 582-7876

SERVICES:
1. Sponsor spelling bee at the elementary school each year
2. Gives shirts to needy boys at Christmas
3. Has speakers for members regarding raising children and problem areas

ELIGIBILITY:
1. Reside within the Boyne City school district
2. Have children

CIVIL DEFENSE

CONTACT: Alice Tunison, Director
County Building
Phone Number: 547-2638

The Civil Defense coordinates emergency groups and the local government, i.e., hospital, Red Cross, police, etc.

COAST GUARD AUXILIARY

CONTACT: Joe Richter, Petoskey
Phone Number: 347-4404
Ron Geer, Charlevoix
Phone Number: 547-9318

The Auxiliary offers instruction in sail and power boating, boating safety, and does complimentary inspections.
COMMITTEE FOR ACTION FOR RURAL INDIANS (CARI)

CONTACT: Russ Wood 347-6063
Louise Reznik 347-3983

CARI helps to secure housing for the disadvantaged Indians and helps with problems involving education and alcoholism.

COMMUNITY COORDINATED CHILD CARE COMMITTEE
(Four "C's")

CONTACT: Duane Contois
Phone Number: 1-947-3780 Traverse City

The purpose of the Four "C's" is to coordinate policy, planning and services among public and private agencies and individuals concerned with child and family care. The committee, which is supported by the state and is now at the "Steering Committee" stage, works cooperatively with the Act 54 Board to survey the needs and determine the scope of problems inherent in local child care and family services, and to provide a comprehensive plan for comprehensive services for a ten-county area.

COOPERATIVE EXTENSION SERVICE
Federal Building, Boyne City
Phone Number: 582-6232

CONTACT: Mr. Ed. Rebman, County Extension Directory

The Cooperative Extension Service provides educational services in the following areas:
1. Agriculture
2. Community Resource Development
3. 4-H Youth Counseling
4. Family Living
5. Marketing
COOPERATIVE NURSERY

CONTACT: Charlevoix 547-9530 Leah Green
Boyne City 582-7960
East Jordan 536-2651

For licensing information contact Mrs. Blythe Weiland, Department of Social Services Regional Office, Traverse City -- 1-947-2800. The purpose of the cooperative nursery is to maintain as a community service, on a non-profit basis, a coop pre-school nursery.

COUNCIL FOR ADOPTABLE CHILDREN (COAC)

CONTACT: Mrs. John Hoffman
1028 Hoffman Street
Petoskey, Michigan
Phone Number: 347-9854

The Council is not a social agency. It is a group of parents and professionals whose object it is to facilitate communication and act as a liaison between parents who have adopted or wish to adopt and adoption agencies. Affiliated with state and national organization. The cost is $7.00 per year.

COUNTY CLERK
Charlevoix County Building

CONTACT: Clarence F. Rabach 547-9272

SERVICES:
1. Has control of all records of divorce, law and criminal cases and oversees the recording of actions on cases before the court.
2. Prepares all ballots and supervises elections.
3. Draws names of prospective jurors.
4. Prepares all gun permits, and issues the permits when approved.
5. Issues certified copies of birth, marriage and death certificates upon request and has charge of naturalization papers and proceedings. (Keeps and preserves the vital statistics of the county forever.

(Continued on next page)
COUNTY CLERK, continued

6. Files all co-partnership certificates, assumed name certificates and corporation records.
7. Files all professional businesses such as doctors, dentists, etc.
8. Handles all tax redemptions.
9. Directs the preparation of all warrants issued and verification before release.
10. Acts as agent of the federal government in the naturalization of citizens and issuance of passports.

DISABLED AMERICAN VETERANS

CONTACT: Don F. Drusell
Phone Number: 347-6154

This organization provides Christmas baskets for Grandview Nursing Home, a Christmas Party for community kids and has a Children’s Home at Otter Lake for delinquents. It also provides counseling and assistance services to disabled veterans.

DISTRICT COURT

CONTACT: Arthur R. Reibel, Judge (Emmet & Charlevoix Counties)
County Building
Phone Number: 547-2912

Hears misdemeanor cases under $100 (i.e., breaking and entering, assault and battery); traffic cases that come to court, criminal cases, civil cases (i.e., someone has been ordered to pay support and they are not doing so); and small claims (under $300).

MAGISTRATE: John Connolly
Traffic tickets and fines
DUTCHMAN'S BAY EXTENSION CLUB

CONTACT: Mrs. Perry Looze  
Phone Number: 536-7065

The Extension Club raises money for a Home Economics Scholarship for a girl in the county.

EASTER SEAL ASSOCIATION

CONTACT: Margaret Thompson  
Phone Number: 536-7375

The Easter Seal Association provides supportive services for crippled children and adults such as braces, wheelchairs, beds, corrective shoes, medicine or transportation. There are no income restrictions. The Association takes kids to the Shrine Circus.

EASTERN STARS

CONTACT: Charlevoix - Mrs. Ronald Geer, Pine Point  
Phone Number: 547-9318  
East Jordan - Mrs. Tisron  
Phone Number: 536-7626

Scholarships - vocation (religious) person must be sponsored by Masons or Eastern Stars. Loans are available.

EPILEPSY CENTER OF MICHIGAN

CONTACT: William D. Smith, Counselor  
210 Beaumont Place  
Traverse City, Michigan  
Phone Number: 946-8975

The Epilepsy Center of Michigan provides non-medical information and counseling service involving any aspect of epilepsy. Also has access to diagnostic and treatment center in Detroit.
EQUALIZATION DEPARTMENT

CONTACT: Joan Blanchard, Director
County Building, Charlevoix
Phone Number: 547-9919

The Equalization Department develops and implements the necessary procedures in order to assure the orderly and equitable survey of assessments to determine true cash or market value of real estate and personal property. They are responsible for the development and maintenance of accurate property descriptions and the discovering, listing and valuation of properties for tax purposes. They do not do private appraisals. The Department equalizes the units within the county; do land value studies and sales studies; have appraisal sheets on most property in the county (i.e., what the property is worth); provides information for realtors; and keeps up to date on splits of property.

ETA NU SORORITY

CONTACT: Mrs. Von Seamon
Hull Road
Boyne City, Michigan
Phone Number: 582-9345

Eta Nu Sorority is a women's service organization. At Christmas time, they provide slack outfits for needy elementary and pre-school children; sometimes also provide blouses for older girls. They help families who are burned out by fires; give credit for groceries or dry goods. The sorority donates money to exchange students going abroad. They can help provide for eye glasses, some dental work, boots, school lunches, etc. for children; and at Thanksgiving, supply canned goods for baskets.
FAMILY AND CHILD CARE SERVICES

CONTACT: Alice Yankoviak
Traverse City, Michigan
Phone Number: 1-947-8110

This program provides adoption and child care services and deals
with pregnancy counseling and child welfare-related services. It was
formally referred to as Catholic Social Services.

CONTACT: Don Carlson
Gaylord, Michigan
Phone Number: 1-517-732-5147

Provides marriage and family counseling, and maintains
an office at the Petoskey Area Mental Health Clinic.

FISH
Phone Number: 582-7997

CONTACT: Mrs. Robert McKown
509 State Street
Boyne City, Michigan
Phone Number: 582-9179

FISH maintains 24-hour phone service for anyone needing help on emer­
gency basis, such as child care, transportation, etc.

4-H CLUBS

CONTACT: Carrie Edson
Phone Number: 582-6310
or 582-6232

4-H is a club for boys and girls of all ages. It emphasizes building
character and sportsmanship. It is a social and educational club.
Activities include instruction in sewing, horsemanship, as well as
swimming, bowling, tennis, etc.
FRIEND OF THE COURT

CONTACT: Howard Otis
County Building
Charlevoix, Michigan
Phone Number: 547-2812

The Friend of the Court is charged with various responsibilities related to the welfare of minor children, collection of support, home visitations and investigations. He makes recommendations to the court regarding custody, visitation, and amount of support ordered based upon the earnings and ability of the parties. He helps to enforce child support payments once it has been ordered.

FRIENDSHIP CLUB

BOYNE CITY CONTACT: Mrs. Behrens
Phone Number: 582-6804

The Friendship Club provides transportation and telephone service and services for the incapacitated.

CHARLEVOIX CONTACT: Mr. Howard Brumm
Phone Number: 547-9581

GIRL SCOUTS

CONTACT: Mrs. Jack Zoulck, East Jordan
Phone Number: 536-2646

Girl Scouts do small things for patients in Grandvue; hold spring clean-ups; and, are willing to undertake a suggested community project if group agrees.
GRANDVUE MEDICAL CARE FACILITY

CONTACT:   Hilda Watkins, Administrator
           Route #2, East Jordan
           Phone Number:  536-2286

Grandvue Medical Care Facility has 73 beds; is a certified medicaid and medicare facility for patients; is a medical care facility; patients cannot be admitted without doctor's referral. There is doctor coverage at all times and a medical director and registered nurse service 24 hours.

HEALTH DEPARTMENT DISTRICT #3
(Antrim, Charlevoix, Emmet, Otsego)

CONTACT:   203 Antrim Street
           Charlevoix, Michigan
           Phone Number:  547-6523

SERVICES:
1. Home Health Service (physical therapy, skilled nursing; available regardless of age or ability to pay)
2. Family Planning
3. Services to handicapped children
4. Tuberculosis Control Program
5. Dental Health
6. School Health Services
7. Expectant Parent Classes
8. Public Health Nursing Orientation for Student Nurses
9. General Status of Public Health Nursing Administration
10. Individual Sewage Disposal
11. Investigate nuisance and their abatement
12. Responsible for providing water supply and sewage disposal systems for all FHA and VA mortgages
HOLY CHILDHOOD SCHOOL

CONTACT: Sister M. Leontine
Holy Childhood School
Harbor Springs, Michigan
Phone Number: 526-2815

Holy Childhood is a school and residential home for disadvantaged Indian children. It is run by the Catholic Church, Bureau of Indian Affairs, and is supported by many "friends".

HUGHEY'S BOARDING HOME

CONTACT: 704 Emmet Street
Petoskey, Michigan
Phone Number: 347-3342

Hughey's Boarding Home is a private home for elderly which can service 17 persons. There is no nursing care available. The Home will accept medicare or medicaid cases.

INDIAN COMMUNITY ACTION PROGRAM
(I-CAP)

CONTACT: Louise Reznick
Phone Number: 347-3983

I-CAP is a program geared to assist reservation Indians. It is not active in this area.

INTERNAL ORDER OF ODD FELLOWS
(I.O.O.F.)

CONTACT: Lawrence Bergmann
Phone Number: 547-9764

I.O.O.F. is a fraternal organization or a lodge for men. Odd Fellows sponsor a softball team, make donations to local causes and have a program where such items as hospital beds, crutches, wheel chairs, etc., to people in need.
JAYCEES

CONTACT: Mel Renaud
Charlevoix, Michigan
Phone Number: 547-2928

Jaycees assist at Camp Daggett and support Special Olympics for handicapped children by selling jelly. They have many community projects.

JORDAN VALLEY LIONS' CLUB

CONTACT: Jack Zoulek
Phone Number: 536-2646
or 536-2662

The Jordan Valley Lions' Club is a men's voluntary service club. It sponsors Seeing Eye Dog program. The club has sight conservation program and supports the eye bank. It may pay for vision exams and corrective lenses.

KAPPA SIGMA SORORITY

CONTACT: Lois McCandless
Phone Number: 547-2819

The Kappa Sigma Sorority will help a particular family with clothes and household items when needed. Referral agency may contact the above named individual and give the pertinent information about the needy family.
KIWANIS CLUB

CONTACT: Raymond Carr
Charlevoix, Michigan
Phone Number: 547-9675

The Kiwanis Club is a voluntary service organization for men.
Program offers: 1. "Youth Foundation" -- work with youth
2. Forney Clement Program -- Clinic in Ann Arbor and Hospital (many free beds) in Grand Rapids for handicapped.

LAWYER REFERRING SERVICE

CONTACT: 396 Townsend
Lansing, Michigan
Phone Number: 1-800-292-7850

Referral service. It recommends qualified local attorneys to people with a specific type of legal problem.

LITTLE TRAVERSE HOSPITAL
West Mitchell Street
Petoskey, Michigan
Phone No: 347-7373

Little Traverse Hospital has 199 beds and offers services in internal medicine, general, thoracic and cardiac surgery, obstetrics and gynecology, orthopedics, urology, ophthalmology, otolaryngology, pediatrics, dermatology, anesthesiology, pathology, radiology, nephrology, hemodialysis, psychiatry and audiology. Cost runs approximately $130 per day with financial help through Vocational Rehabilitation, Medicaid, Medicare, and Michigan Crippled Children's. Emergency care is available 24 hours a day, seven days a week and the hospital maintains liaison with the Poison Control Center.
LOCKWOOD-MacDONALD SUBSTANCE ABUSE PROGRAM

CONTACT: Hospital 347-3985

Located at Lockwood-MacDonald Hospital associated with Alcohol Information Center; offers in-patient and out-patient treatment and detoxification for drug abuse, overdose, and alcoholism. The program emphasizes therapy and education for patient and family. Also, has four beds for psychiatric cases.

MARCH OF DIMES

CONTACT: Jerry Featherly 347-2647
Clarence Cole 347-2262

March of Dimes offers access to genetic counseling. It is also involved in diagnosis and treatment of birth defects. Make referrals to Birth Defects Clinic in Ann Arbor, Michigan.

MICHIGAN ASSOCIATION for CHILDREN with LEARNING DISABILITIES (MACLD)

CONTACT: Ms. Maxine Bergmann
Phone Number: 547-6456

MACLD is a parent group that works to assure appropriate school programs exist for Learning Disabled children. It provides information materials and parent support. MACLD sponsors "Bucket Brigade" -- volunteer adults work one-to-one with Learning Disabled children in school.
MICHIGAN CHILDREN'S AID & FAMILY SERVICES
603 East Lake Street
Petoskey, Michigan

CONTACT: Bob Hooper
Phone Number: 347-4463

SERVICES:
1. Counseling and planning assistance for unmarried mothers
2. Supervision of foster home care
3. Adoption service
4. Investigation of situations involving children at the request of other agencies
5. Counseling (marriage and unwed mothers)

MICHIGAN CRIPPLED CHILDREN SERVICES
Michigan Department of Health
District Health Department #3

CONTACT: Betty Johnecheck
Phone Number: 547-6523

SERVICES:
1. Provides diagnosis, treatment, supportive services (medicine, wheelchairs, transportation, etc.) to crippled children or children with long-term illnesses or disabilities.
2. Holds regular clinic at Little Traverse Hospital
3. Restrictions:
   a) must be referred by physician (via nurses)
   b) financial restrictions
MICHIGAN EMPLOYMENT SECURITY ADMINISTRATION
455 Bay Street
Petoskey, Michigan

CONTACT: Leo Kelley, Branch Manager
Phone Number: 347-2518

CONTACT FOR:
I. Jobs and Training
   1. Job Bank
   2. Assist individuals in finding jobs and assist employers
      by developing training programs, aid in recruiting, and
      identify needs.
   3. Counseling Service
   4. Test for aptitude
   5. Civil Service announcements are made available as well
      as applications.
   6. Manpower development and training program
   7. Youth opportunity campaign -- summer employment oppor-
      tunities for youth.
   8. Help employers obtain small businessmen loans
   9. Clearance on immigration

II. Unemployment Benefits
   1. Pay out unemployment checks

III. Indian Affairs
   1. Funds for job training, living allowances, tuition
   2. Transportation
   3. Housing

MICHIGAN HEART ASSOCIATION

CONTACT: Mrs. Gardner Carpenter
Phone Number: 347-8410
Dr. Phillip Hall
Phone Number: 347-7000

SERVICES:
1. Information, education to public
2. In-service training to professionals

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MINISTERIAL ASSOCIATION

CONTACT: Rev. Gordon Mitchinson
Phone Number: 547-9685
or 547-9122

SERVICES:
1. Referral source
2. Emergency aid to families
3. Religious counseling

MONDAY STUDY CLUB

CONTACT: Mrs. George Beeman
Boyne City, Michigan
Phone Number: 582-7327

SERVICES: The Monday Study Club is a civic organization that helps with Christmas baskets, clothing for needy children, and donate funds for exchange students. They help mainly in the Boyne City area. Group meets 8 months out of the year (not in January, February, July or August).

MONTESSORI PROGRAM
Petoskey St. Francis Church

CONTACT: Susan Melvin
Phone Number: 347-7789

The Montessori Program is a day-school program for pre-school children over 2 1/2 years of age, emphasizing intellectual and social development, explorative learning. The program is totally individualized. Will accept handicapped or disturbed children. Hours are from 9:00 a.m. to 11:30 a.m. weekdays and costs $15 a week.
MUSCULAR DYSTROPHY

CONTACT: Mrs. Jean Bengston
Phone Number: 587-9235 (Mancelona)

SERVICES:
1. Information and assistance to families of patients
2. Referral and transportation to clinic in Grand Rapids
3. Supportive services such as braces, wheelchairs, medicine, etc.

NATIONAL YOUTH PROJECT USING MINI-BIKES (NYPUM)

CONTACT: Jim Laffoon or Jack Thomasson
619 Waukazoo
Petoskey, Michigan
Phone Number: 347-6563

NYPUM is a program for kids 11 to 13 years of age who have been or may become involved with the law. It is sponsored by Honda and Youth for Christ. The program involves guidance, recreation and instruction in mechanical aspects of mini-bikes. Funded by donations and local service clubs.

NEIGHBORHOOD YOUTH CORPS

CONTACT: Jan Dunnett 582-6281

The Neighborhood Youth Corps locates jobs for children age 14 to senior high school. The service includes placement, supervision and work on attitudes.
NORTH CENTRAL MICHIGAN COMPREHENSIVE
HEALTH PLANNING COUNCIL, INC.

CONTACT: Mr. Victor Sztengel
325 East Lake Street
Petoskey, Michigan
Phone Number: 347-7772

The Council is funded by a Federal Government grant and is involved in comprehensive health planning for an 18 county area. Basically, the council determines needs, initiates and funds programs in the areas of mental health, physical health and environmental health with local funds matched on a 3 to 1 basis with Federal funds.

NORTHERN MICHIGAN OTTAWA ASSOCIATION

CONTACT: Mr. Dominic, President
Mrs. Dominic, Vice President
Phone Number: 347-3415

SERVICES:
1. Collection of funds for Ottawa tribes
2. Maintenance of ledger of all Ottawa Indians outside of reservations
3. Custody of 1910 Bureau of Indian Affairs Census records
4. Promotes any area that benefits the off-reservation Ottawa Indian

NORTHERN MICHIGAN PLANNED PARENTHOOD
603 East Lake Street, Petoskey

CONTACT: Volunteer on Duty 347-9692 (9:00 a.m. - 12:00 noon)
Monday thru Friday

SERVICES:
1. Pregnancy test available - client can remain anonymous and there is no charge for the test
2. Take requests for financial help for contraceptives and refer people to the Health Department
3. Abortion counseling
4. Maintain a library (available to college students for papers)
5. Will speak at meetings
6. Talk at maternity wards twice a week
7. Mail information to new engagements listed in papers

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NORTHWESTERN MICHIGAN COMMUNITY ACTION
118 ½ Water Street, Boyne City

CONTACT: Jan Dunnette 582-6281

SERVICES:
1. Referral agency to all other agencies in Michigan
2. Clothing room -- no charge
3. Counseling

OFFICE OF SERVICES TO THE BLIND

CONTACT: Fred Richmond, Counselor
Regional Office #2
2902 Parsons Road
Traverse City, Michigan 49684
Phone Number: 1-616-947-2800

Individuals 16 years of age or older whose eyesight seriously handicaps him in carrying out daily activities are eligible.

SERVICES:
1. Vocational training for visually impaired legally blind adults
2. Limited non-vocational services offered, i.e., rehabilitation teachers providing adjustment training in homes
3. Follow-up after job placement to make sure the rehabilitated worker and his employer are satisfied with one another

OPEN LINE
Phone Number: 347-6081

CONTACT: Mike Holby
Phone Number: 347-3928

Anonymous telephone counseling service operating between 8 a.m. and 12 p.m. Open Line is staffed by volunteers and run by Touchstone organization. So-called "Listening Ear" approach, handles some crisis intervention, makes referrals to other agencies.
PARENTS WITHOUT PARTNERS

CONTACT: Mrs. Anders
Phone Number: 547-2914 Business
or 547-2538 Home

Parents Without Partners is a non-profit, international organization for people who have children but through death, divorce, or never married, have no spouse. Program provides social function for parents and children and provides mutual assistance and help in coping with problems involved.

PERMANENT MIGRANT SERVICE

CONTACT: Traverse City 947-1112

The Service gives information on migrants. The Clinic in Traverse City is open Monday through Friday from 2 p.m. to 9 p.m. Call for appointment.

LOCATION: Corner of Division and Second Streets - Immaculate Conception School

PETOSKEY AREA MENTAL HEALTH CLINIC
(Otsego, Cheboygan, Emmet, Charlevoix)

CONTACT: Russ Woods
603 East Lake Street
Petoskey, Michigan
Phone Number: 347-6063

The Clinic is open Monday through Friday from 8 a.m. to 5 p.m. Payment is based on the client's ability to pay.

SERVICES:
1. Pre-screening and after care services for the state hospital
2. Counseling for all ages
3. Some psychological testing
4. Work with the mentally ill and retarded.
5. Crisis intervention
6. Psychotherapy
7. Marriage Counseling
PETOSKEY BUSINESS & PROFESSIONAL WOMEN'S CLUB

CONTACT: Mrs. Lorraine Washburn
Phone Number: 347-7420

The Club sponsors two scholarships to NCMC.

POISON CONTROL CENTER

CONTACT: Phone Number: 347-7373
(Emergency Room, Little Traverse Hospital)

The Center is open 24 hours a day with physician on call. Will provide information on all toxic substances, antidotes, symptoms to expect, etc. It is associated with the national organization.

POLICE/SCHOOL LIAISON PROGRAM

CONTACT: Jim Ekdahl or Debbie Willis
Charlevoix-Emmet Intermediate School District
Charlevoix, Michigan
Phone Number: 547-9947

The Police/School Liaison Program acts as a resource for local school districts and community groups, assisting in the education of students regarding legal systems and the functions of local government agencies. This resource function includes classroom presentations, curriculum development and coordinating outside resources. The Liaison Officers may also assist local police agencies with investigations involving crimes occurring in the schools.

PRE-SCHOOL PROGRAM, CHARLEVOIX

(Title I, E.S.E.A.)

Pre-school for children 4 or older at the Charlevoix Elementary School. Operates from 9:30 a.m. to 11:30 a.m. and includes lunch. The program is designed for the economically disadvantaged.
PROBATE COURT
County Building, Charlevoix

CONTACT: Judge John T. Murphy
Probation Officer - Betty Litzner
Phone Number: 547-6569

SERVICES:
1. Investigate delinquent, dependent, neglected and abused children
2. Adoption
3. Medical care for crippled and afflicted children
4. Commitment of mentally ill to State Institutions (epileptics, addicts, feeble-minded, wayward minors)
5. Restoration of soundness of mind
6. Create guardianships for the mentally incompetent
7. Sterilization proceedings
8. Secret marriages

PROSECUTING ATTORNEY
547-2638

CONTACT: Harvey C. Varnum
Boyne City - 110 Water Street
Phone Number: 582-6556
Donald Berlage, Assistant
Pine River Building
Phone Number: 547-9961

The Prosecuting Attorney represents the state and county in matters both civil and criminal. He appears for the state or county and prosecutes or defends in all of the courts of the county. All prosecutions, suits, applications, and motions in which the state or county may be a party or interested in prosecution of criminal cases, the prosecuting attorney is required to issue an order for a warrant, then appear for the people in the appropriate court to handle the case as it comes up for court action.
PUBLIC EMPLOYMENT PROGRAM

CONTACT: Norm Boeck - Coordinator
County Building
Phone Number: 547-6661

The Public Employment Program is to "provide unemployed and under-employed persons with transitional employment in jobs providing needed public services during times of high employment, and, wherever feasible, related training and manpower services to enable such persons to move into employment or training not supported under this act". The Program helps the disadvantaged find employment (i.e., handicapped - mental or physical, certain age groups, individuals involved with alcohol or drugs in the past); is federally funded; works with employing agents in the county that use PEP participants; and is reimbursed for salaries with government monies. Michigan Employment Security Commission refers people to the employing agency.

RAILROAD RETIREMENT BOARD

DISTRICT OFFICE: Federal Building
Lyon Street & North Division Avenue
Grand Rapids, Michigan

CONTACT: Phone Number: 616-456-2347

Open Monday through Friday from 8:15 a.m. to 4:45 p.m.

REBECCA'S

CONTACT: Mrs. Holland
East Jordan Michigan
Phone Number: 536-2870

SERVICES:
1. Support State Children's Camp (Big Star Lake)
2. Send delegates to U.N. (some scholarships)
RECOVERY

CONTACT: Virginia Giacomelli
East Jordan, Michigan
Phone Number: 536-2388

Recovery is a self-help, voluntary organization for those suffering from neurotic or emotional problems. The program is associated with the national organization.

REGISTER OF DEEDS & COUNTY ABSTRACTOR

CONTACT: Grover C. Geneit
County Building
Phone Number: 547-2121

SERVICES:
1. Official recording and/or filing office for all legal documents affecting real property.
2. Reception and storage of chattels (Financial Statements). These relate to property mortgages other than real estate or land, i.e., automobiles, furniture, animals, equipment.
3. Records certificates of surveys and indexes same, records all surveys establishing corners, time and date stamping, registration numbers, micro-filming instruments, processing film daily, certifying to name and maintaining a proper index, reception books and abiding by a uniform statutory fee and system set by the legislature.

EAST JORDAN ROTARY CLUB

CONTACT: Bill Mathews
Phone Number: 536-7745

The East Jordan Rotary Club is made up of men from all businesses (41 members). The Club supports youth programs; sponsor of Camp Daggett; supports Boy Scouts; supports International Youth Exchange Program and is active in anything that concerns the community.
SALVATION ARMY
215 East Lake Street
Petoskey, Michigan

CONTACT: Lieutenant Douglas Rowland
Phone Number: 347-3531

SERVICES:
1. Referral service for alcoholics and unwed mothers
2. Emergency assistance (food orders, clothing, heat, gas, automobile gas, room for one or two nights, bus tickets).
3. Missing Persons Bureau (world-wide)
4. Character building activities for children and adults. Anyone can attend. Programs stress fellowship, service, education, and worship. Speakers, recreation, and field trips are part of the activities.
5. Thrift shop - 219 East Lake Street - open Thursday and Friday only, from 10:00 a.m. to 3:00 p.m. If referring someone, agency should call first to alert them of the situation.
6. Salvation Army Service Extension - for communities that do not have regular Salvation Army units.

CHARLEVOIX CONTACT:
Eleanor Carson 547-4218
Fred Willis 547-6662

BOYNE CITY CONTACT:
Donald Seamon 582-9144 Office
582-9345 Home

EAST JORDAN CONTACT:
Bill Drenth 536-7521 Office
536-2885 Home

SEVENTH DAY ADVENTIST CHURCH
326 North Park Street
Boyne City, Michigan

CONTACT:
Pat Sherwood
Phone Number: 582-9685
Mrs. Mable Knapp
Phone Number: 582-6826

SERVICES:
1. Health and Welfare Center, 624 North Park Street, Boyne City. Open Wednesday, 10:00 a.m. to 3:00 p.m. (will open other times if called).
2. Clothing, bedding, furniture, dishes in limited quantities.
SOCIAL SECURITY ADMINISTRATION
#2 Pennsylvania Plaza
Petoskey, Michigan

CONTACT: Gordon L. Sattelmeier, Manager
Phone Number: 347-3727

SERVICES:
1. New claims for monthly social security checks
   a. Retirement checks - age 62 or over
   b. Survivor's checks - any age
   c. Disability checks - any age
2. New claims for Medicare benefits - 65 or over
   a. Hospital - Part A
   b. Medical and doctor bills - Part B
3. Assistance with any changes in the checks (address changes, etc.); questions related to Medicare
4. Issuance of new social security numbers
5. Information talks and films regarding social security upon request
6. After January 1, 1974, will also provide aid to the blind, disabled, and old age which were previously handled by the Department of Social Services.

SOCIAL SERVICES, DEPARTMENT OF

CONTACT: Mr. Richard Tillen, Director
County Building
Charlevoix, Michigan
Phone Number: 547-6551

This agency administers all state and county public assistance programs in Charlevoix County, such as children services, adult services, health services, old age assistance, general assistance (direct relief), aid to dependent children, aid to the disabled, aid to the blind, medical assistance, food stamps, foster care, adoption service, Grandvue Medical Care Facility. Specific services offered to physically and mentally handicapped are as follows: financial and medical aid; casework services through counseling, supervision, guidance and foster home placement; and consultative services on general problems. There are no charges for these services.

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SWAN SUES EXTENSION

CONTACT: Mrs. Louise Hart
East Jordan, Michigan
Phone Number: 536-2392

The Extension is willing to help on a suggested project if all members agree.

TAKE OFF POUNDS SENSIBLY (TOPS)

CONTACT: Mrs. Esther Herbert
Phone Number: 347-2374

TOPS is an international, voluntary organization, designed to help members lose weight. It emphasizes group support; member must be on diet prescribed by doctor.

THOSE IN NEED (T.I.N.)

CONTACT: Mrs. Mansen
Phone Number: 547-2509

The following procedure should be followed to obtain clothing for a needy family:
1. Referral agent should contact, by phone, the contact person, and give the name of the family and information about the clothing needed.
2. TIN will then attempt to locate the articles needed.
3. When the articles have been collected, the family will be contacted through TIN to set up a convenient time to deliver the articles to the family.
4. Each time clothing is needed, a new referral will have to be made to the contact person whether or not the family has been helped in the past.
TOO FEW EXTENSION OF BAY SHORE

CONTACT:  Mrs. Whitbeck
           Phone Number:  347-9422

The Extension is a voluntary service club for women. It is associated with county cooperation extension office. Service and education functions, learn sewing, homemaking, etc. Provide Thanksgiving baskets and Christmas gifts to needy families.

TOUCHSTONE, INC.
Drug Addiction Information & Treatment Center
438½ East Lake Street
Petoskey, Michigan

CONTACT:  Mike Holby or Mark Haegner
           Phone Number:  347-3928

The purpose of Touchstone, Inc., is aimed at helping youth help themselves. The services offered are:

1. Training for those interested in joining Touchstone in empathetic skills, drug education, first aid, organization skills, and orientation to local service. Training is also offered to staff of drug abuse centers and "Hot Lines" in the area, teachers, counselors, and other community-minded people.

2. Drug crisis center - Crisis Intervention on a drop-in or telephone basis.

3. Referral Service - To aid those in need of professional services to locate those services with a minimum of time and red tape.

4. Family Workshops - To help communication by acting as a conversational catalyst between parents and their children.

5. Drug Education - Through various media to disseminate drug abuse materials to benefit community groups.

6. Newsletter--"Stonepoem" to offer information of what is going on in the community not normally included in daily newspaper.

7. Alternatives - Art classes, free rock-folk concerts, youth-for-hire.

8. Open Line - Creative Listening - 347-6081

HOURS:  3:00 p.m. to 11:00 p.m. Monday through Thursday
         6:00 p.m. to 12:00 p.m. Friday through Saturday
         After 1:00 p.m. to 7:00 or 8:00 p.m. Sunday
TRAVELER'S AID

CONTACT: Gardner Carpenter
Phone Number: 347-8175
or 347-8410
or Fire Dept 347-2521

Traveler's Aid offers emergency assistance or financial help to travelers stranded away from home. May purchase bus tickets, gasoline, or provide housing or shelter.

TRTAVERSE CITY STATE HOSPITAL

CONTACT: P.O. Box C
Traverse City, Michigan
Phone Number: 616-947-5550

SERVICES - OUT-PATIENT:
1. Diagnosis and treatment of anyone 13 years or older or recommendations to the referring source.
2. Aftercare for patients who are discharged, on convalescent status, or family care.
3. Consultation with other agencies

SERVICES - IN-PATIENT:
1. Securing diagnostic material for physicians
2. Treatment of patients under the direction of psychiatrist
3. Securing boarding homes for family care patients
4. Work placements of patients
5. Assisting at court hearings
6. Volunteer programs
TREASURER - ELECTIVE

CONTACT: Anna H. Potter
County Building
Charlevoix, Michigan
Phone Number: 547-2111

City Treasurers: Boyne City 582-6597 Lake Street
Charlevoix 547-2271 210 State Street
East Jordan 536-7561 201 Main Street

SERVICES:
1. Sell plat books
2. Conducts the annual tax sale real estate delinquent three or more years
3. Certification of warranty deeds
4. Handles the complete program of dog licenses
5. Inventories safety deposit boxes for deceased persons
6. Prepares and mails tax delinquent notices in connection with the tax sales
7. Issues tax histories and searches as required by organization, individuals, etc.

UNITED STATES COAST GUARD

CONTACT: Coast Guard Station Charlevoix
Phone Number: 547-2541

The Coast Guard is primarily a search and rescue operation offering assistance in emergencies to both pleasure and commercial boaters. They maintain navigational aids and offer instruction in boating techniques and boating safety.

UNITED STATES DEPARTMENT OF AGRICULTURE (U.S.D.A.)

Boyne City, Michigan
VETERANS' AFFAIRS

CONTACT: Robert J. Wasoski, Counselor
County Building
Charlevoix, Michigan
Phone Number: 547-9365
(Mon. & Thurs. - 10 a.m. - 3 p.m.)
If no answer: 547-4140 Home

SERVICES:
1. Veterans' trust fund (state program); help for one time emergency assistance only (i.e., food order)
2. County emergency relief fund
3. Veteran or widow county burial $300
4. V.A. benefits: education, hospitalization, pension
5. Medical care facility for aged veterans, Grand Rapids, Michigan
6. On-the-job training programs
7. Information regarding V.A. home loans
8. Dental care for recently discharged veterans (1 year)
9. Can help pay for diagnostic work, i.e., for cancer, for veterans or families on occasion

VETERANS' ADMINISTRATION

CONTACT: Detroit V.A. Regional Office
Phone Number: 1-800-572-9835

Provides assistance and information on problems and benefits for veterans.
VOCATIONAL REHABILITATION SERVICES
DEPARTMENT OF EDUCATION

CONTACT:
Gerald E. Marek, Counselor (Adults)
Norman Dill, Counselor (School age special education students)

Phone Number: 616-947-6460
Address: Vocational Rehabilitation Service
211 Beaumont Place
Traverse City, Michigan 49684

SERVICES:
1. Counseling and guidance
2. Medical examination and psychological testing to determine extent or disability
3. Medical services to remove or reduce disability
4. Physical aids - artificial limb, braces, etc.
5. Job training - college, vocational school, rehabilitation facility, etc.
6. Equipment and licenses - need after completion of training

Persons eligible for service must have:
1. Physical or mental disability
2. The disability must interfere with a person's ability to obtain or hold a job
3. There must be an expectation that upon completion of the services the individual will have a reasonable change of being employable.

WEIGHT WATCHERS

CONTACT: Mrs. Jerry Hickman
Phone Number: 347-4015

Weight Watchers is a franchise program run by Traverse City people. The group meets weekly in Petoskey, and will accept men, women or youth. The cost is $7.00 to enroll, $2.00 a week to participate. The program is designed to help people lose weight; consists of special "Weight Watchers" diet, group lectures and support.
Welcome Wagon welcomes people to the community and provides general information concerning businesses, directions and organizations.
BIBLIOGRAPHY


