



REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2016

The following reports for the 4th quarter of 2016 are presented to the County Executive:

ADMINISTRATIVE SERVICES

Provides timely and effective communication with departments, divisions, elected officials and the citizens of Bay County is the goal of Administrative Services.

With that as a focus, key areas include responding to and facilitating requests for information (FOIA Coordination), research and resolution of complaints, risk management coordination and written correspondence from the County Executive.

Specifically for the Fourth Quarter:

- Assisted the Veterans Offices in coordinating financial procedures and processing expenditures through Soldier's Relief and Veteran Transportation Services. Helped in Veteran vehicle repairs and maintenance needs.
- Met with representatives of the Veterans Council to discuss procedures to provide stipend to Honor Guard and volunteer drivers.
- As a result of the above request, met with Finance staff in order to develop procedure that follows acceptable guidelines and practices.
- Finalized on-line form for kiosk on 2nd floor for Soldier's Relief Commission.
- Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the fourth quarter including multiple responses that required extensive hours and records from various Bay County offices and departments.
- Continued to work with Corporation Counsel on pending and potential litigation, distribution of agreements and electronic storage of agreements on CherryLan and departments involved.
- Resolved constituent concerns on various departmental issues and drafting correspondence in response to complaints and inquiries.

- Regular discussions and coordination with Animal Control Manager and staff on current issues and upcoming events.
- Met with Chairperson of the Michigan Pet Fund in exploring best practices of Bay County Animal Control.
- Attended monthly Bay County TV (BCTV) meeting with planning committee. With committee, continued to develop sponsorship agreements, fees and programming ideas and promotion.
- Worked with staff to purchase equipment for the broadcasters, BCTV banners and uniforms.
- Assisted staff in preparation of monthly County Executive newsletter.
- Met with staff to assist in transition of County administration.
- Attended Michigan Public Risk Managers Association (MIPRIMA) planning meeting and accepted position as Secretary of MIPRIMA for 2017.
- Prepared renewal documents for 2017 MMRMA coverage with coordination of other County departments as it relates to inventory, County fleet records, etc.
- Received coverage overview for MMRMA and submitted to the Ways & Means Committee for consideration for renewal for 2017.
- Worked with Michigan Blood on schedule for 2017 Bay County Employee blood drive.

Animal Control

The Shelter took in 348 cats, 177 dogs and 4 others for a total of 529.

- Owners claimed 8 cats and 54 dogs.
- There were 82 dogs, 174 cats, and 1 pig adopted this quarter
- Euthanized per owner's request were 38 cats and 28 dogs
- Due to aggressive behavior or illness there were 156 cats and 21 dogs euthanized

Field Activity: Officers responded to 1,015 calls, which include the following:

- 61 Animal bites
- 86 Possible cruelty calls
- 200 Loose and Aggressive
- 51 Barking

- This quarter we have not had to euthanize any animals due to overcrowding.
- We have seen some very aggressive dogs brought to the shelter due to the fact that the owners could not control them, or the dog attacked and/or bit someone. These aggressive dogs were euthanized after the appropriate quarantine time was completed.
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, and veterinarians' offices. Shelter Angels distribute flyers at various local events, which help with getting animals adopted.
- We were a participant of the Bissel Foundation's "Empty the Shelter" event held on October 22, 2016. There were 33 cats and 14 dogs adopted to new homes. Due to much positive feedback we are planning to participate again in the spring and fall this year also.
- Shelter Angels has done an excellent job with the adoption of cats and kittens from the shelter. They have adopted approximately 50 cats through PetSmart in Saginaw and 30 kittens through Passion for Paws in Freeland.
- We are still working with shelters and rescue groups all over Michigan. In our effort to continue to get adoptable animals adopted we have added two more groups to our contacts; Ann Arbor Cat Clinic and Humane Society of Huron Valley, both of them are state certified shelters as well.
- On February 15, 2017 the sterilization surgeries at BAISD with Dr. Musselman and her class will begin. There will be 2 surgeries a week with a total of 20 adopted shelter animals being sterilized through the school program.

Veterans ~ Soldiers & Sailors Relief Program

Listed below is the itemized list of funds that were given to our Veterans. We were able to help 66 veterans with services of one or more below.

SERVICES	EXPENSES
Food	\$5,050
Gas	\$1,225
Utilities	\$2,769.69
Tools/School	\$1,510
Rental/House Ins.	\$2,901.71
Total	\$13,456.40

CENTRAL DISPATCH 9-1-1

1. 9-1-1 answered: Emergency calls in the month of October 6,704; Emergency calls in the month of November 5,687; and Emergency calls in the month of December 5,599. In total, Central Dispatch has answered 82,897 Emergency calls for 2016.
2. Conducted numerous Critical Testing sessions as well as several 9-1-1 “Sit-Alongs” as part of the hiring and recruitment process. This is part of our revamped employee recruitment program that we began in the last quarter of 2015.
3. On December 31st, trainee, James Christensen, completed the 9-1-1 training program. James is scheduled to begin as a Dispatcher in the New Year. Beginning January 4th two more trainees are entering the program.
4. The vendor, Avalon, was selected for the Bay County 9-1-1 server project. The network upgrades will enhance 9-1-1 resiliency and survivability. The new network configuration is made possible in part due to the development of our regional Emergency Services IP Network (ESINet). The project implementation should occur first quarter 2017.

The NG9-1-1 phone system services Bay County 9-1-1, Midland County 9-1-1, Huron County 9-1-1, Sanilac County 9-1-1, Iosco County 9-1-1 and Tuscola County 9-1-1. This collaborative effort increases capabilities and increases network redundancies; while at the same time reducing costs.

5. Bay County 9-1-1 and McLaren Bay Region Hospital are collaborating on two projects. The first is McLaren’s Heart Cath team utilization of the Bay Alerts system to enhance their team’s notifications. The second collaboration is McLaren partnering with 9-1-1 to promote Smart911.
6. A total of 6,682 Bay County residents have signed up for Smart911. 225 residents have signed up in the 3rd quarter of 2016. 322 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 72 Smart911 texting sessions. One of our 9-1-1 teams utilized the Smart911 text feature to communicate with a caller that would not have been possible on a phone call. For this action, the Team is receiving a Smart Save award from Smart911 and a pizza party.
7. Bay County 9-1-1 began to visit 9-1-1 centers around the state who have already implemented text to 9-1-1. Bay County 9-1-1 plans to implement text to 9-1-1 as part of

the 9-1-1 consortium in the New Year. The expectation is to go live with text to 9-1-1 in the 4th quarter 2017.

Emergency Management

1. Chaired 2 LPT and 1 LEPC meetings.
2. Participated in several meetings with the workgroup tasked with implementing the new county phone system.
3. Programmed and deployed 800Mhz radios at the Bay County Road Commission, to replace the old VHF system. The BCRC is now fully interoperable with the rest of the county's emergency communications system.
4. Participated in 3 Region wide 800Mhz radio tests.
5. Held Michigan Critical Incident Management Software training for 7 EOC staff members.
6. Presented Smart911 information to the Pinconning/Standish Rotary club.
7. Held Sara 302 Site planning training for 3 fire fighters tasked with planning. The training focused on the integration of the new Tier II Manager software.
8. Attended a meeting of the Bay-Arenac ISD Criminal Justice Curriculum Advisory Committee.
9. Presented information regarding Emergency Management to the Bay County Fire Officers training group.

CORPORATION COUNSEL

Reviewed contracts for and/or provided legal opinions to:

- County Clerk
- Community Corrections
- Central Dispatch
- Health Department
- Division on Aging
- Environmental Services/Affairs
- Personnel and Employee Relations
- Board of Commissioners
- County Executive
- Animal Control
- Prosecutor
- District Court
- Circuit Court
- Office of Criminal Defense
- Administrative Services
- Register of Deeds
- Building and Grounds
- Recreation and Facilities
- Sheriff
- Equalization Department

- Finance
- Retirement Board
- ISD
- Treasurer
- Land Bank

- Responded to more complex FOIA requests and/or Appeals
- Provided legal opinions and guidance on employee issues
- Participated in employee interviews
- Participated in revamping/creation of employee job descriptions/point rankings
- Maintained contact with court, Treasurer, in relation to participation in the Treasurer foreclosure hearings
- Participated in the RFP process
- Reviewed and assisted in amending purchasing policy
- Retained counsel and coordinated between counsel, Board and County Executive and outside municipalities for Monitor DDA
- Prepared Briefs and related pleadings and attended oral argument and court hearings on Holsapple FOIA litigation matter (Circuit Court)
- Attended meetings regarding reorganization of the Public Defender/Criminal Defense Department
- Assisted in drafting and/or reviewed pleadings in Lee vs. Shore et al lawsuit
- Received and reviewed pleadings in Walraven vs. County lawsuit
- Received and reviewed pleadings in Gillis vs. County lawsuit
- Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (circuit court case)
- Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (court of appeals case)
- Managed and reviewed attorney correspondence, filings and billings in Payne vs. Bay County et al (Federal Court case)
- Managed and reviewed attorney correspondence and filings in Joseph Groulx vs. Bay County (Circuit Court Case)
- Responded to various subpoenas
- Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (circuit court case)
- Managed and reviewed attorneys correspondence, filings and billings in District Court restitution bankruptcy matter
- Attended Institute of Continuing Legal Education 40 hour civil mediator training
- Managed and responded to Disability Retirement Appeals and participated in yearly review process
- Received and responded to Michigan Department of Civil Rights Complaints regarding CRA; settled matters
- Received and responded to EEOC claims filed re: sheriff deputy

- Receipt and review workers' compensation disability matters
- Participated in employee grievance matters and drafted applicable settlement agreements
- Participated in external agency audit process/investigation and internal review of departmental billings
- Assisted with collective bargaining sessions/collective bargaining agreements/contract preparation
- Attended Board of Commissioners Meetings
- Attended Retirement Board Meetings
- Attended VEBA Board Meetings
- Attended Quadrant Meetings
- Attended Division Managers and Department Heads Meetings
- Attended semi-annual Investment Manager Review – Special Retirement Board Meeting

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report (L. Ogar)

- **Saginaw Bay Coastal Initiative (SBCI)**
Continue to facilitate the monthly SBCI Meetings that take place on the third Thursday of the month in the Personnel Conference Room located on the 3rd floor of the Bay County Building from 1:00 p.m. to 3:00 p.m.
- **Reconnecting to the Bay: Outdoor to the Shore Grant**
Worked with the Bay Area Chamber of Commerce for their Community Foundation Grant Proposal for Reconnecting to the Bay: Outdoor to the Shore Grant. The project goal is to provide a welcoming, attractive scenic bay-front viewing location with a boardwalk, resting benches, thoughtful art sculpture, accessed by universally accessible trails, to draw people outdoors, by walking, driving, riding, or rolling to come to this inspirational spot on the shore. The boardwalk will reach from the edge of the lawn at the Day Use area, across the coastal wetlands and end with a viewing deck at the foredune near the beach. The viewing deck will have a sitting area with benches, and two cast iron telescopes for spotting freighters or other distant features. This is what people and visitors want to see: The Saginaw Bay, the birds, the waterfront shoreline, tomorrow's horizon in the far off distance. Being outdoors with the wind, waves, clouds or stars providing inspiration and solitude. The viewing boardwalk will create this outdoor destination - where currently none exists. It will draw people from our community and beyond to come Outdoor to the Shore. Over 130 miles of shoreline along Saginaw Bay has absolutely no reception area, no beachfront viewing site, and building this Outdoor to the Shore project will change that.
- **Friends of Bay City State Recreation Area (BCSRA)**
Continue to participate and attend the Friends of BCSRA Meetings that took place in October, November, and December.

- **BCSRA Disc Golf**
Met with the DNR at the Bay City State Recreation Area (BCSRA) to discuss the new Disc Golf plans. Bay County purchased two wetlands properties through the NOAA grant for the DNR wetlands value in trade or mitigation credits towards more beach access.
- **Saginaw Bay WIN Water Task Group**
Continue to participate and attend the Saginaw Bay Watershed Initiative Network (WIN) Water Task Group Meeting that took place in October and December.
- **DOW CAP Meeting**
Continue to participate in the Dow Community Advisory Panel (CAP). The mission of the Dow CAP is to actively promote a mutually beneficial relationship between the communities surrounding the Dow facility and the company through ongoing interaction, supporting shared goals and dedication to identifying and resolving issues of concern.
- **Agri-Business Council Meeting**
Participated in the Agri-Business Council Meetings that took place in October and November.
- **Bay County Land Bank Authority**
Attended the Bay County Land Bank Authority held meetings that took place in October, November, and December.
- **BACC Agribusiness Meeting**
Attended the Bay Area Chamber of Commerce Agribusiness Meetings in October and November.
- **Partnership for the Saginaw Bay**
Attended the Partnership for the Saginaw Bay meetings that took place in October, November, and December. Also participated on the Partnership Beach Closing Task Group meetings that took place before the full group meetings.
- **Roadmap To the Future Steering Committee**
Participated on the Roadmap To the Future Steering Committee. Under the guidance of the Bay Area Community Foundation and the Bay Area Chamber of Commerce, a taskforce developed a road map for community growth in Bay County, Michigan. . The goal of this group is to identify the direction Bay County could pursue to attract and retain residents while growing the economic vitality of the area. All aspects of growth must include all cities, townships, school districts, business owners, educational institutions, non-profit organizations, and philanthropy.

- **Saginaw Bay CISMA Steering Committee**

Participated on the Saginaw Bay Cooperative Invasive Species Management Area (CISMA) Steering Committee in October, November, and December. The Saginaw Bay CISMA exists to create and support collaborative weed management among federal and state agencies, municipalities, tribes, nonprofits, community organizations and private landowners within 17 counties in the Saginaw Bay Watershed. Partners show their support of the SB-CWMA by signing a non-binding Memorandum of Understanding (MOU) stating that they will work together as a team to manage invasive species on a watershed-wide basis. Invasive plants extend across multiple ownerships and travel over the landscape. For this reason, collaboration and partnerships are essential for effective management. In addition, partnerships can access new sources of funding and increase implementation efficiency. This plan is intended to provide guidance to local government on methods for utilizing available resources and capital on the noxious weed problem regardless of political boundaries. The SB- CWMA promotes weed education and outreach, weed inventory and prevention, and weed control activities. The Saginaw Bay Cooperative Weed Management Area covers Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Iosco, Isabella, Lapeer, Livingston, Midland, Oakland, Saginaw, Sanilac, Shiawassee and Tuscola Counties
- **Third Street & Johnson Market**

Working on business assistance, renewable energy generation to reduce high demand costs, and food marketing with the owners of the Third Street & Johnson Market.
- **Baseline Environmental Assessment**

Worked to get Baseline Environmental Assessment information for Mark Walkowiak's local company Mark Seven Machine, Inc. so they could move into a new building.
- **Community Transportation Impacts Estimates**

Worked with the City of Bay City Manager who headed up a community team to gather early input to MDOT on the looming impacts from the Lafayette Bridge closure. MDOT is proposing to close the Lafayette Bridge for 2 years beginning in 202. The City Manager wanted to be able to provide MDOT with an overview assessment of the estimated impacts to local business, emergency response, school transport, public transport, etc.
- **Phragmites Drone Videos**

Used Dropbox to share Phragmites Drone footage of the three sites that had Phragmites treatment in order to show the "before and after" effects of treatment.
- **CAG Recommendations Response Proposal**

As a part of the Community Advisory Group (CAG) we have been working on the Draft document for the Saginaw-Tittabawassee Rivers Contamination Response Proposal. The

EPA requested public comments on the proposed cleanup plan for Segment 4 and 5 of the Tittabawassee River. The CAG reviewed and developed comments on the proposed plan for Segments 4 and 5. The CAG received a TAP grant for technical assistance and entered into a professional services contract for an independent review of the proposed cleanup plan by Environmental Stewardship Concepts (ESC). A CAG subcommittee, which included Laura Ogar, formed to prepare comments which were submitted to the full CAG for their review and acceptance.

- **Survey on Wetland Mitigation**

The Michigan Municipal Wetlands Alliance (MMWA) is a nonprofit formed with board members from the Michigan Association of Drain Commissioners (MACDC), the County Road Association of Michigan (CRA), the Michigan Townships Association, the Michigan Municipal League (MML) and the Michigan Association of Counties (MAC). MMWA's purpose is to assist member groups with identifying a more affordable way to achieve regulatory compliance on wetlands. The MMWA worked with the Department of Natural Resources (DNR) and Environmental Quality (DEQ) to construct wetland mitigation banks on DNR property, with bank credits available to municipal and government entities only. The partnership of MMWA and DNR was to make more wetland mitigation credits available across Michigan, and allow MMWA members to purchase mitigation credits at significant savings from rates charged on privately marketed mitigation credits. MMWA mitigation credits were only available to governmental entities, not to private property owners. As a part of this process, a survey on Wetland Mitigation was created.

- **Saginaw Bay WIN Fish Spawning Reef in the Saginaw Bay Grant**

The historic rock reef complex of the inner Saginaw Bay provided critical spawning habitat for many native fish species for both the spring (walleye, smallmouth bass) and fall (Lake Whitefish, cisco, lake trout) spawning seasons. Over time, this important habitat complex was filled in and buried due to erosion and sedimentation, brought about by land-use changes including the timber harvest and land use conversion to agriculture. The loss of this important fish habitat resulted in the decline of bay spawning fish species and these adverse impacts have been well documented since the 1960's. The Loss of Fish and Wildlife Habitat was listed as a Beneficial Use Impairment (BUI) and contributed to Saginaw River and Bay being designated as an Area of Concern (AOC) by the governments of Canada and the US. Bay County has been active in the restoration of the Saginaw River and Bay AOC is recognized as part of the reef restoration team for local stakeholder outreach and education. The WIN grant funds are being administered through the Environmental Affairs and Community Development Department and contribute to the required local match for project to be administered through the Michigan Department of Environmental Quality (DEQ) Remediation and Redevelopment Division.

Geographic Information Systems (GIS) (J. Anderson)

- Continued maintenance on 9-1-1 GIS data and CAD Map.
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online.
- Continue to work with Drain Office on getting USGS LiDAR processed
- Held monthly meetings with the City of Bay City and Bay County Road Commission about sharing data, shared web mapping site, and syncing data standards.
- Updated the Bay Area GIS Viewer data and discussed future updates with Amalgam, Bay City, BCRC, and Bay County Department of Water & Sewer.
- Working on creating a Fetch viewer application for First Responders with Central Dispatch and Emergency Management.
- Continued update of GIS data to 9-1-1 Intrado software.
- Misc. GIS Projects and GIS tech support for: Transportation Planning, City of Auburn, Garfield Township, Hampton Township, Bay Metropolitan Transportation Authority, Drain Office, Board of Commissioners, Equalization, Environmental Affairs & Community Development, 9-1-1, Emergency Management, Register of Deeds, Bay County Road Commission, Buildings & Grounds, Clerk's Office, East Michigan Council of Governments, County Executive, MSU Extension, Health Dept., Mosquito Control, Gypsy Moth, and various public GIS requests.
- Worked with Saginaw, Midland, and Gratiot Counties on Environmental Health GIS application.
- Attended Department/Division Head Meetings.
- Attended MiCAMP Board Meetings.
- Attended IT User Group Meeting.
- Continued coordinating with the Register of Deeds office on linking GIS to recorded documents.
- Update New Trails and imported them into Fetch layer.
- Researched a Non-motorized tracking app for use in collecting ridership information on Bay county trails.
- Worked on updating the Bay Metro Transit route map.
- Worked on projects for upcoming interns for the 1st quarter of 2017.
- Created interactive trail maps for River/Walk rail trail and Great Lakes Bay Regional Trail.
- Attended ESRI Training Workshop in Midland.
- Attended meetings and made contact with local schools to participate in the GRACE Program.

Gypsy Moth Program (A. Wallace)

- The Gypsy Moth Program Millage was approved by the voter by a 75.47% margin. The 0.1 mil millage was approved for 6 years, 2016 to 2021.
- Mid- October through December, Gypsy Moth Suppression Program staff focused on conducting Gypsy Moth Egg Mass Surveys. Approximately 450 of the annually surveyed sites were visited and evaluated. No sites showed increasing gypsy moth populations as expected from summer surveillance. The city and parts Williams and Monitor Township

will be surveyed after the beginning of the New Year. In most areas of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. No areas appear to need treatment in the spring of 2017.

- Other areas within the state that have a long history of continued high gypsy moth populations have seen a slight increase in the number of egg masses. This may be in part due to the small number of acres were treated in 2016. The Program Coordinator attended the Annual Gypsy Moth Conference and learned that the national “Slow the Spread” program is having good success in the southern states where the leading edge of the gypsy moth population continues receding back into generally infested areas. The northern states are not seeing as much success so Wisconsin and Minnesota will be changing their strategies to better address the gypsy moth with their limited funds. The USDA reported that they have not found any new Asian Long-horned Beetle infestations so that population appears to be contained for the time being.

- **Emerald Ash Borer**

Evaluation of all the ash trees on publicly held lands in Bay County was completed in the beginning of the fourth quarter of 2016. Treatment of up to 2400 ash trees is scheduled for spring of 2017 with a contract that is in place with Bay Landscaping. Tree value and benefit calculators estimate that for every \$1 spent on maintaining street trees, the trees produce about \$5.82 in benefits each year, a good return on this investment.

Program staff also attended several web seminars on the effects of emerald ash borers on the forest community and how municipalities continue to deal with this invasive pest. December 1st a new Quarantine map was published showing that the range of EAB has expanded into Delaware, Nebraska and Texas in 2016.

- **Michigan Green Schools**

Program staff also participated in educational programs at the Bay-Arenac ISD to help promote the Michigan Green Schools Initiative and general environmental stewardship.

Mosquito Control (T. Putt & Staff)

- As many of you know, the biggest change to BCMC in the fourth quarter was the retirement of our long-time Director, Tom Putt, who officially retired on October 21, 2016.
- Another 8-year millage was approved on November 8, 2016. This was the first time in 28 years that we asked Bay County residents for a millage increase – from 0.45 to 0.55 mills. The millage passed with an approval of 84%!
- It’s once again time to both look back at our fourth quarter accomplishments and think about the upcoming year. The mosquito season wrapped up on September 27 when we finished the last of our clean-up. Since then we’ve been busy compiling data for the

annual report, processing invoices, correspondence, cleaning, taking inventories, ordering supplies, helping organize the 7F Training Session, conducting equipment and vehicle repairs, making database and map updates, and preparing for the 2017 season. The 2016 Annual Report was completed in early December and will be presented to the Mid-Michigan Technical Advisory Committee in March 2017. It will soon be available for viewing at our website www.baycounty-mi.gov/MosquitoControl under the “Resources-Reports, Brochures, Flyers” link. More recently, we have been putting together the 2017 Program Plan that will also be linked to the website.

- Staff took part in the MMCA’s 7F Training Session in October, giving several presentations to the attendees. At this, our eighth annual training session, there seems to be continued interest in having recertification seminars in the future. Not only are we providing a needed service, but our own staff benefits by attending and qualifying for recertification credits.
- The 2017 chemical order was compiled and bid specifications sent to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland on January 18 and vendors will be notified.
- The MDEQ’s NPDES annual report was filed in late-November, which was the fourth year we were required to submit a report for compliance. In December we mailed a “2017 Application/Permit to Use State Land” to the Bay City State Recreation Area. The 2016 New Jersey Light Trap summary data (for the trap maintained at the park) was mailed concurrently. We expect to hear that treatment of the park property will continue for 2017. We also filed paperwork with MDEQ for a 2016-17 Scrap Tire grant.
- We look forward to meeting with colleagues and hearing presentations at the upcoming MMCA Conference February 1-2 in Port Huron. In the next few months we’ll be working on hiring a new Director, MMCA annual meeting plans, hiring of new seasonal staff, and continuing our mission of mosquito education

Transportation Planning Division (J. Anderson)

- Held various BCATS Technical and Policy Committee meetings
- Amendments to BCATS 14-17 TIP as required.
- Attended monthly MTPA meetings in Lansing.
- Attended Great Lakes Bay Regional Trail meeting.
- Attended Regional Prosperity Initiative Strategic Team Meetings
- Regular updates to the BCATS website.
- Continued coordination with MDOT, BCRC, DNR, and Environmental Affairs & Community Development on a non-motorized project at BCSRA.
- Attended various Roadsoft Training classes/webinars
- Completed recording 2016 traffic counts

- Completed review of GLBR Model – Capacity deficiencies
- Coordinated review and approval of FY 2017-2020 TIP document with MDOT and FHWA
- Continued drafting chapters for the 2045 Long Range Plan: Chapter 1, 2, 3, 4, 5, 6, 7, and 8 are in the review phase
- Approved the Modeling and Socio-Economic Chapters of the 2045 Long Range Plan
- Continued working with EMCOG on Regional Transit Mobility
- Met with the Midland & Saginaw MPOs to discuss regional issues.
- Reviewed and commented on FHWA/FTA Notice of Proposed Rulemaking for MPO Coordination and Planning Area Reform
- Reviewed Final Rule on Highway Safety Performance Measures
- Continued discussions with Bay City, the Bay County Road Commission and MDOT on potentially extending M-15 north of Center Avenue along Trumbull Street and Wilder Road to I-75 in Monitor Twp.
- Continued review of new state and federal transportation bills.
- Attended FHWA Webinar on Safety performance and MPO coordination rule
- Attended Riverwalk/Railtrail Committee meetings.
- Completed BCATS Quarterly reports and billings as required.
- Attend meetings on Lafayette Bridge Replacement project.
- Attended MDOT Regional Traffic Safety Plan Meeting.
- Met with MATS, EMCOG, and MDOT to discuss issues with the TIP Amendment process.
- Attended FHWA Asset Management Webinar.
- Working on creating more visual graphics for the 2045 LRP.
- Created maps and captured images for the 2045 LRP.
- Completed 2016 Annual Report for BCATS.
- Completed and advertised 2016 Annual List of Obligated Projects in the BCATS area.

EQUALIZATION

- Apportionment Report presented to the County Board of Commissioners, to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations, and finally submitted to the State Tax Commission.
- Finalized sales studies and appraisal studies and reviewed with local unit assessor for the 2017 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2017 equalization studies for 2017 starting bases for all classifications in all units.)
- Compiled and updated parcel Principle Residence Exemption statuses and Special Assessment billing information.

- Calculated and verified millage rates, prepared and submitted pertinent reports, verified tax bill due dates and messages, compiled that data and submitted for tax bill printing.
- Winter tax bills sent for Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning.
- Emailed / mailed digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Mailed Personal Property Statements.
- Appraised properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Continued to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, updated property ownership information.
- Assigned new parcel numbers for split or combined properties, wrote legal descriptions and updated the Equalization Maps as well as the GIS parcel layer.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepared computerized tax bill data for township officials and assisted them in uploading that data and printing necessary billing reports and documents.
- Input December Board of Review information into the assessing and taxing database.
- Input new sales, and reviewed and updated older sales in our database. Currently have 111,400 sales & transfer document references for public and Department use.
- Updated website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting/Budget

- Meetings ensued between Finance administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the bond issues and the transfer of debt from the City of Bay City to Bay County.
- Staff attended the annual 2017 GAAP (Governmental Generally Accepted Accounting Principles) update webinar on November 3, 2016.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2016, were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.
- Attended various webinars on trends in local government and current financial issues.
- Met several times with the Courts regarding the operations of the Child Care Fund Funds.
- Worked with the Executive's office to complete the requirements for the County Incentive Program which enables Bay County to be eligible for state revenue sharing during the next fiscal year.
- Met with Recreation & Facilities, Buildings & Grounds and Division on Aging Administrators to set up a new way to allocate utilities cost at the Community Center.
- Coordinated several meetings regarding 2017 Budget. Prepared the final 2017 Budget for the Bay County Board of Commissioners which they adopted December 21, 2016.
- Prepared and distributed the 2017 Adopted Budget.
- Met regarding Housing Department, Department of Water & Sewer and Health Department budgets.
- Met with payroll staff regarding changes in 2017 benefit rates applicable to the 2017 Budget.
- Participated in all Union negotiations with the HR Department and Corporation Counsel. All unions ratified their new 3 year agreements.
- Participated in a Division on Aging Region VII Audit and internal investigation as to grant billings/allocations.

Housing Rehabilitation

- Attended Board Meetings at Bay Area Housing.
- Continued day to day oversight of the program.
- Answered various questions and supplied documentation to program participants.

Purchasing

Bids Awarded:

- 9-1-1 Server & Storage Replacement

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared and entered journal entries for credit card allocation
- Assisted various departments and vendors with purchasing questions/bid preparations
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Met to discuss the review/replacement of the telephone system (ongoing); began transition to new phone carriers. Selected new phone equipment manufacturer.
- Attended the meeting of the IT Users group.
- Finalized Travel Policy revisions.
- Revised procedures for travel and purchasing processes.
- Issued last PO's of 2016 and began year end process
- Participated in the following trainings:
 - ❖ PIO Training regarding Mi-CIMS reporting system

Information Systems Division

- 678 work orders were completed in the fourth quarter, 98 open projects and 68 work orders
- Build of the Enterprise Content Management, OnBase software for District Court continued as meetings were held between District Court, ISD and ImageSoft.
- Meetings were held on the new VOIP Phone System project. A new telephone service provider was chosen to replace AT&T.
- Outside locations such as Civic Arena, Community Center and Juvenile Home were switched from AT&T to use Charter Business Phone service.
- ISD worked with Probate Court's Juvenile Division on creating OnBase document types and work flow.

HEALTH

Administration

The Bay County Health Department Administration has implemented a Strategic Plan to provide a framework for future growth and direction. A dozen key staff from the Health Department were chosen by management to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The BCHD

Strategic Plan has three main goals:

1. The Health Department will increase the community's knowledge of Programs & Services provided by October 2015.
2. The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
3. The Health Department will establish a workforce development plan by October 2015.
 - ❖ BCHD continues to revise its Orientation Operations Manual.
 - ❖ BCHD has implemented a series of client satisfaction surveys for analysis.

Key accomplishments during this period include:

1. The Health Department in cooperation with Saginaw Valley State University has started its third full year of operation with the University Clinic. The clinic focuses on persons with multiple chronic conditions, who are uninsured/underinsured, especially veterans and persons with behavioral health issues. The number of clients receiving services at the clinic has steadily increased and the Health Department is working with the University and Bay Arenac Behavioral Health on additional potential funding to expand primary care services for residents who receive treatment for mental health at BABH. The Health Department has contracted with Health Management Associates to review and further develop billing so that it lessens its dependence on the County General Fund to subsidize operations.
2. The Health Officer continues to work with area leaders on its Community Health Advisory Committee (in conjunction with the Bay County Roadmap) to oversee the community health assessment process and further develop the Bay County Community Health Improvement Plan. The plan should be completed in the winter of 2017.
3. The Health Department with assistance from MiCEITA/Altarum, has begun to obtain Meaningful Use Incentives via funding through the Affordable Care Act that was provided to the State of Michigan. So far, approximately \$42,500 has been received. In addition the Health Department performed a Security Assessment at no extra charge which is a savings of approximately \$30,000 - \$50,000 to the county. The Health Department is also implementing new electronic health record software and will go live in the first quarter of 2017.

Meetings/Trainings attended by Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings

- Quarterly Bay Health Plan Board Meeting
- Michigan Premiere Public Health Conference – October
- Michigan Health Information Alliance – General Board Meeting (December)
- Michigan Health Information Alliance – Population Health Working Group (October, December)
- Weekly meetings with SVSU regarding the University Clinic
- Tri Cities (Midland, Bay, Saginaw, Gratiot counties) Health Officer Forum – Monthly
- United Way Community Impact Committee
- Saginaw Bay Coastal Initiative
- Saginaw Bay Partnership - Beach Closings Task Force

Children’s Special Health Care Services (CSHCS)

- CSHCS provides supplemental insurance benefits and services of a registered nurse to children who have a qualifying medical diagnosis. A child is invited to enroll whether they have private insurance or a Medicaid Health Plan.
- The BCHD CSHCS program employs two 40 hours a week registered nurses and one 20 hours a week CSHCS Representative. The CSHCS staff works closely with families of children who have special needs, helping them navigate the medical, health insurance and educational world of their special needs child. Their services promote optimal functioning for the child and family.
- For the past three years the BCHD received mini-grant funding for a CSHCS Parent Liaison to provide outreach on the benefits of the CSHCS program to enrollees and for public awareness. Unfortunately the BCHD did not receive a mini grant from MDHHS to continue the CSHCS parent liaison position into 2017. We plan to reapply again next year.
- The CSHCS program at the state level transitioned over to a new electronic medical record program to communicate with local health departments and to a new electronic billing program in 2016. Our CSHCS staff has learned these new programs and has become aware of another new electronic CSHCS program coming our way in 2017. Technology has provided a consistent learning curve in this department.
- SVSU RN students precept with the RN in the CSHCS program during Fall and Winter semester
- During this quarter the following billable services were provided with an approximate income of
- \$15,401.00

97 Level II care coordination activities, combined efforts of RN and clerical staff
 9 Level I Plan of Care visits with the nurse

69 Case management visits by the RN

Communicable Disease (CD) Division

- **The CD nurse investigated 123 reportable disease cases** this quarter, of which **62 were laboratory confirmed**. These confirmed cases include:
 - 10 animal bite; 3 Salmonellosis; 2 Aseptic Meningitis: 2 Campylobacter; 1 Cryptosporidiosis; 6 Influenza; 2 Varicella 1 Streptococcus pneumoniae, Inv; 1 VZ Infection, unspecified; 1Hepatitis C Chronic and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- **The Probable Cases reported and investigated but not laboratory confirmed include:** 1Hepatitis C chronic. An additional **16 Cases were reported** that the CD nurse investigated and were later found **not to be a case** and the nurse continues to work on **44 active cases** reported this month which are not completed.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 32 Chlamydia, 4 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: **38** of which **3** were court ordered, **20** males & **18** females.
- Number of clients tested for HIV this quarter: **21** of which **3** were court ordered. **All** results were negative, 12 males, and 9 females.
- Mary Jo Braman, RN, BSN, the CD/HIV/STI nurse she participates in the following on a quarterly basis:
 - ❖ Foodborne Illness Qtrly meeting at BCHD
 - ❖ East Central Infection Control mtg; St. Mary’s Hospital, Saginaw

and attended:

10-25-16	Immunization Conference
11-30-16	ELC Meeting, Lansing, MI
12-6-16	Immunization Webinar at BCHD

Hearing and Vision Program

The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools and keep busy following up on previous referrals.

Hearing	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	11	9	2	0	0	2
School age K-12:	25	24	0	0	1	0
Totals	36	33	2	0	1	2

Vision	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	11	9	2	0	0	2
School age K-12:	5298	4213	466	116	348	61
Totals	5309	4222	468	116	348	63

* Unable to complete screen/ pending rescreens/absent for screening

** Medical follow up from previous quarters counted as they come in

Division on Aging

- The Aging Well Chair Yoga class continues in collaboration with the Community Center and Beth Trahan. There were 90 participants in October with 141 eligible meals, 77 participants in November with 115 eligible meals, and 76 participants in December with 91 eligible meals.
- A new nutrition series, Nutrition for Graceful Aging, was offered Wednesdays in October, with 14 participants and serving 54 eligible meals.
- There were two Dinner Theatre events held in conjunction with Bay City Players and Bay Metro Transit. SPAMALOT was held October 6 with 148 eligible meals, and The Jungle Book was held December 1 with 133 eligible meals.
- Medicare Part D Help Sessions were provided to 97 clients.
- The Fall Osteoporosis Strength Exercise class was held October 16 through December 1 with 98 participants and serving 486 eligible meals.
- The Movie/Lunch Series continues to be a popular event with 52 participants in October, 49 participants in November, and 72 participants in December.
- At the November general election, voters approved an increase from .50 mills to .55 mills for the senior citizens millage.
- The Movie/Lunch Series continues to be a popular event with 52 participants in October, 49 participants in November, and 72 participants in December.
- An In-Service Program for volunteers, caregivers, and seniors was held November 30 at Riverside. Financial Edge Credit Union Director of Compliance Pam Swope presented the program “Protecting Your Financial Security in Retirement” with 17 participants.
- Case Managers delivered Holiday Baskets to current clients in need.
- Division on Aging volunteers provided a total of 1,011 hours this quarter.

- Dining Center volunteers provided a total of 1,091 hours this quarter.
- The Commodities program delivered 119 boxes of commodities in October, 120 boxes in November, 114 boxes in December, and 117 quarterly boxes in December, for a total of 470 for the quarter.
- Division on Aging served 1,385 eligible meals (1,443 total meals) at special events from October through December.
- Transportation requests were 119 in October, 132 in November, and 114 in December, for a total of 365 for the quarter.
- From October 1 through December 31, Division on Aging has served:
 - ❖ 9,030 congregate meals
 - ❖ 31,550 home delivered meals
 - and provided:
 - ❖ 136 caregiver hours
 - ❖ 2,132 homemaker hours
 - ❖ 331 personal care hours
 - ❖ 1,323 case coordination hours
- Health and Wellness classes offered:
 - ❖ Blood Pressure Clinics
 - ❖ Low Vision Support Group
 - ❖ Commit to Be Fit
 - ❖ Line Dancing
 - ❖ Wii Bowling League
 - ❖ Shuffleboard
 - ❖ Osteoporosis Strength Training Classes
 - ❖ Aging Well – Chair Yoga with Beth Trahan
 - ❖ Low-Impact Exercise with Milissa
 - ❖ Cornhole Toss
 - ❖ Nutrition for Graceful Aging Series
- Dining Center Activities:
 - ❖ Acrylic Painting classes
 - ❖ Jolly Hammers and Strings at Williams (October and December)
 - ❖ The Recyclables from Bay City Players at Williams
 - ❖ “Medicare – What You Need to Know” by Jae W. Oh, CLU, ChFC, at Riverside
 - ❖ “Healing the World One Flute at a Time” by John Sarantos at the Canteen
 - ❖ Halloween Parties

- ❖ Dynamite Dave presents Johnny Cash at Hampton P.M.
 - ❖ Music by Linda Lee at Williams (November and December)
 - ❖ Fresh Fall Arrangement Class at Riverside
 - ❖ Thanksgiving Dinners
 - ❖ Music by Ron Mieske at Williams
 - ❖ “The Importance of Hearing Well” by Lynn Shawl from Miracle Ear at Riverside
 - ❖ Holiday Parties
 - ❖ Western High School Choir at Williams
 - ❖ Holiday Cookie Decorating at Kawkawlin
- Special Events:
 - ❖ SPAMALOT Dinner Theatre at Bay City Players
 - ❖ Movie/Lunch Series at Wirt Library each month
 - ❖ In-Service Program – “Protecting Your Financial Security in Retirement,” Pam Swope, Financial Edge Credit Union Director of Compliance
 - ❖ The Jungle Book Dinner Theatre at Bay City Players
 - ❖ Annual Holiday Party with auction

Emergency Preparedness & Health Education (EP&HE) Division

On-going Meetings/Trainings attended by Division Manager over the quarter:

- Monthly Region 3 HCC Advisory Committee Meetings
- Monthly Region 3 HCC Planning Board Meetings
- Monthly Region 3 EPC Meetings
- MDHHS DEPR Monthly EPC Conference Calls
- Bi-monthly LEPC Meetings
- Quarterly 800 MHz radio drills for MDHHS DEPR
- Monthly 800 MHz radio drills for Region 3 HCC
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- Monthly BCHD FAB TEAM Strategic Planning Meetings
- Monthly BCHD Management Team Meetings

Emergency Preparedness

(Unless otherwise indicated, the following activities are reported for Melissa, the Division Manager):

October

- MI-CIMS Refresher Training at EOC
- Conducted ‘SNS Alternate Mode of Dispensing Throughput Exercise’ utilizing employee flu clinic
- Assisted with presentation and training of Region 3 Volunteer Reception Center Plan (along with other Region 3 EPC’s) for the annual Region 3 Volunteer Conference in Midland
- MDHHS Zika Conference Call

- Presented Emergency Preparedness & Health Education information to SVSU Nursing Students
- Attended Bay County LPT Meeting
- BCHD Foodborne Illness Outbreak Team Meeting (Melissa & Tracy)

November

- MDHHS Zika Conference Call
- Region 3 Volunteer Reception Center Plan Training and Exercise After Action Meeting
- MDHHS Hep A Strawberry Recall Conference Calls
- Worked on and Submitted MCM/SNS Plan to MDHHS DEPR (Melissa & Tracy)

December

- MDHHS Zika Conference Call
- Attended Bay County IT User Group Meeting
- Attended Bay County LPT Meeting

Health Education

On-Going Meetings/Trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- WIC Staff Meetings (Tracy)
- Monthly Bay County Prevention Network (BCPN) Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy & Liz)
- Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes (Tracy)
- Monthly MPHHC Planning Conference Calls (Tracy)
- Monthly MALPH BHS Forum Teleconferences (Tracy)
- Monthly Prescription Drug Meetings (Tracy)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- MiHIA Conference Call Meetings regarding DPP (Liz & Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDHHS and EPA (Melissa & Liz)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Tracy)
- Monthly BCHD FAB TEAM Strategic Planning Meetings (Tracy & Liz)
- Monthly Communications Workgroup Meetings (Tracy & Liz)
- Monthly R.E.S.P.E.C.T. Workgroup Meetings (Liz)
- Monthly Youth and Family Connect Meetings (Tracy)
- Population Health Team Meetings (Tracy)

October

- Bay County Relay for Life Kick-Off Planning Meeting for 2017 Relay for Life (Liz)
- BCHD Outreach at Bay County Project Connect Event (Liz & Tracy)

- BCHD Outreach at Center Ridge Arms Community Resource Fair (Liz)
- Presented ESF information to SVSU nursing students (Liz)
- Cold vs. Flu Presentation for YMCA Daycare Staff (Liz)
- Facilitated (2) Monthly Post-Core DPP classes for Dow Corning Auburn Site (Liz)
- Distributed a total of 517 ESF brochures to area physician's offices, and 400 Wild Game brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)
- CHA/CHIP Planning Meetings (Tracy)
- Accountable Communities for Health Sustainability Strategies and Opportunities Webinar (Tracy)
- BCHD Outreach at Johnson's Pumpkin Farm's Health and Safety Fair (Tracy & Intern)
- Attended Michigan Premiere Public Health Conference (Tracy)
- Facilitated Monthly Post-Core DPP classes for Dow Corning Bay City Uptown Site (Tracy)

November

- Met with Pinconning Camp Fish Tales Director regarding scheduling a future BCHD/ESF presentation involvement (Liz)
- ESF Outreach at Midland County Project Housing Connect Event (Liz)
- Handwashing & Household Cleaning Presentation at Center Ridge Arms (Liz)
- Handwashing & Hygiene Presentation to Christa McAulliffe Middle School students with emotional impairments (Liz)
- Attended Bay County Prevention Network Meeting (Liz)
- Distributed 3,600 ESF brochures to BCSRA in preparation for the 2017 school-based ESF lessons
- Facilitated Monthly Post-Core DPP class for Dow Corning Auburn Site (Liz)
- Distributed 575 ESF brochures to area physician's offices, and 100 ESF brochures, 258 Wild Game brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)
- Family Field Day Planning Meeting (Tracy)
- Community Health Excellence Award Conference Call (Tracy)

December

- Met with Bay City YMCA to discuss planning a future DPP Class (Liz & Tracy)
- Handwashing and Glo Germ Presentation to Cub Scouts (Liz)
- Distributed 975 ESF brochures to area physician's offices, and 700 ESF brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)
- Public Health PIO & Social Media Presentation at a SVSU Health Sciences Class (Tracy)
- Project HOPE Planning Meeting (Tracy)
- Conducted MCM Quarterly Call Down Drill (Tracy)
- Maternal Child Health Funding Assessment Kickoff Webinar (Tracy)

WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

October

- 35 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 2 Classes with 5 participants total
- Infant Feeding Choices Class – 1 Class with 10 participants total

November

- 28 Client Contacts
- Breastfeeding Basics Class – 2 Classes with 6 participants total
- Infant Feeding Choices Class – 1 Class with 8 Participants total
- Breastfeeding Webinar

December

- 21 Client Contacts
- Breastfeeding Class - 1 Class with 7 participants
- Infant Feeding Choices Class –1 Class with 1 participant

Acronyms

- EPC = Emergency Preparedness Coordinator
- CDC = Centers for Disease Control and Prevention
- EMC = Emergency Management Coordinator
- SNS = Strategic National Stockpile
- ARC = American Red Cross
- HST = Homeland Security Team Meeting
- LEPC = Local Emergency Planning Team
- TEPW = Training & Exercise Planning Workshop
- EAP = Emergency Action Plan
- EOC = Emergency Operations Center
- GIS = Geographic Information Systems
- HCC = Healthcare Coalition
- HSPB = Homeland Security Planning Board
- ICS = Incident Command System
- JIC = Joint Information Center
- LPT = Local Planning Team
- MIHAN = Michigan Health Alert Network
- PHEP = Public Health Emergency Preparedness
- SOP = Standard Operating Procedure
- EAP = Environmental Protection Agency
- SBCA = Saginaw Bay Cooperative Agreement
- BCSRA = Bay City State Recreation Area
- CHA = Community Health Assessment
- CHIP = Community Health Improvement Plan
- PIO = Public Information Officer
- ARRA = American Recovery & Reinvestment Act
- BHC = Building Healthy Communities
- DEPR = Division of Emergency Preparedness and Response
- MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division
- FAB TEAM = Forever Achieving Better - Together Everyone Achieving More
- GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators
- HSEEP = Homeland Security Exercise and Evaluation Program
- MEMS = Modular Emergency Medical System
- NEHC = Neighborhood Emergency Help Center
- MPPHCP = Michigan Premier Public Health Conference Planning
- BRFSS = Behavioral Risk Factor Survey Statistics
- MALPH = Michigan Association for Local Public Health
- BHS = Behavioral Health Sciences
- NNPHI = National Network of Public Health Institutes
- COPPHI = Community of Practice for Public Health Improvement
- QI = Quality Improvement
- MI = Michigan
- HPHB = Healthy People Healthy Bay Coalition
- ESF = Eat Safe Fish
- FWCC = First Ward Community Center
- MOHC = MI Oral Health Coalition
- MISNS = Michigan Strategic National Stockpile
- MOHC = Michigan Oral Health Coalition
- BFPC = Breastfeeding Peer Counselor
- BCPN = Bay County Prevention Network
- NRC = Neighborhood Resource Center
- NKFM = National Kidney Foundation of Michigan
- DPP = Diabetes Prevention Program
- MiHIA = Michigan Health Improvement Association
- DPP = Diabetes Prevention Program
- MDHHS = Michigan Department of Health & Human Services

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	171	Parcels Evaluated	25
Mobile, Vending, & STFU Inspections	4	On-Site Sewage Disposal & Tank Permits Issued	25
Temp. Food Est. Inspections	4	Alternative/Engineered	0

		Sewage Systems Approved	
Follow Up Inspections	32	Failed System Evaluations Conducted	17
Plans Received for Review	0	Sewage Complaints Investigated	2
Plans Approved	0	Well Permits Issued	13
Consumer Complaints Investigated	13	Abandoned Wells Plugged	14
Food borne Illness Complaints Investigated	0	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	N/A

Cremation Permits Processed

January	53
February	63
March	54

Lead Program

- The transition to **MDHHS** “Healthy Homes and Lead Poisoning Surveillance System” (HHLPSS) has been completed and is now the state wide site for the reporting of blood lead levels for all children in Michigan. It assists the local health department (LHD) by identifying children in their jurisdiction who have an elevated blood lead level (EBLL) and require PHN and or Environmental Health follow up. HHLPSS will also track homes where a child has been diagnosed with an EBLL. Kelly Dore, RN, BSN coordinates the program.
- New to BCHD, MDHHS has allotted each LHD funding to initiate case management on all children in their jurisdiction who have a blood lead level (BLL) of 5mg/dk or greater beginning on January 1, 2017. In the past the lead nurse, Kelly Dore, RN, BSN, completed case management on children with a BLL of 10mg/dl or greater. The lowering of the BLL threshold will greatly increase the number of children eligible for a nurse case management visit. These visits are reimbursed by Medicaid. Visits to children with private insurance are not billable and will be provided as a service and the cost absorbed into the lead funding.
- Kathy Janer RN, BSN, manages the Childhood Lead Poisoning Program and policy will need to be developed to support this enhanced program.
 - 1 child is currently opened to case management for EBLL greater than 10 micrograms per deciliter,
 - 0 children were opened to case management and 1 was closed during this quarter
 - 2 phone or mail contacts to parents were completed during this quarter along with
 - 1 call to medical provider for follow up on a child’s EBLL.
 - 0 call to MDHHS lead office for follow up

Maternal Child Division

The Public Health Nurse Manager is responsible for Management of the:

- Maternal Infant Health Program,

- Children's Special Health Care Services,
- Hearing and Vision,
- Communicable Diseases/Sexually Transmitted Infections,
- Immunization Clinic scheduling primarily, budget overseen by Health Officer
- Family Planning Clinic.
- Supervision of the two Region 7 on Aging Agency workers who provide services in the Health Department
- Other duties include TB case management coordination with Dr. Herrick the Medical Director. Currently the Health Department provides case management for two case of Latent TB.

Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:

- Monthly MIHP and Health Department Staff and Management meetings
- Monthly MDHHS Nurse Administrator Forum (NAF) Meeting by teleconference
- Monthly MDHHS CSHCS Nurse Conference calls
- Monthly Great Start Collaborative meeting at BAISD
- Food borne illness meeting with Environmental Health and Emergency Preparedness staff
- FAB TEAM meetings with BCHD staff and consultant
- Every other month Provider's Café (Bay County Community Providers Network Meeting)

10-27-16 Thumb Area MIHP Coordinator's Mtg, Frankenmuth, MI

11-17-16 Meeting at SVSU to discuss care and treatment of foreign exchange students on campus

12-06-16 Immunization Update training, BCHD

12-12/13-16 MDHHS Certification review of MIHP

Maternal Infant Health Department (MIHP)

- The MIHP program received **79** maternal and infant referrals this quarter from which **7** maternal and **8** infants were enrolled. A total of **250 billable visits** were completed by Jennifer Don LMSW and Kelly Dore, RN, BSN and Emily Nelson RN. SVSU RN Students precept with the RN or MLSW in the MIHP program during the fall and winter semesters.
- In December MIHP received a two day Recertification Review from MDHHS, a process that occurs every 18 months. We are awaiting results of our review. All MIHP professional staff participated in the following trainings, meetings& clinics in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting.

- Jennifer Don LMSW participates in the additional following monthly meetings:
 - ❖ Bay County Self Sufficiency Task Force Meetings
 - ❖ Bay Arenac Diaper Bank meeting for Community groups
 - ❖ BCHD FAB TEAM meeting

- Kelly Dore, RN, BSN is also the Lead Nurse for Bay County and provides back up for the Communicable Disease division and is a member of the Breastfeeding Coalition sponsored through WIC.

- Emily Nelson, RN, provides back up in CD and attends Safe Journey meetings on behalf of the BCHD.

Immunizations

VACCINE	COUNT
TB Test	31
Hep. A. Adult	14
Hep. A. Peds	100
Hep. A./Hep. B	0
Hib	43
HPV	122
Flu	488
PCV 13	54
Rotavirus	16
Dtap	34
Dtap/IPV	39
MMR	32
IPV	13
Td	3
Tdap	149
Varicella	52
Dtap/Hep. B/IPV	34
PPSV 23	3
Meningococcal MCV4	162
Zoster	5
Hep. B. Peds	7
Hep. B. Adult	22
MMRV	45
Rabies	0
DT	0
TOTAL	1468

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
251
Number of Encounters in Family Planning Clinic
290

- Tammy Hill, RN, MSN, PHD, FNP-BC received her Doctorate in Nursing from SVSU in December 2016.
- Congratulations Tammy! She works in the Family Planning Clinic one day a week. The nurse works 4 days a week providing Family Planning education and refilling contraceptives.
- SVSU RN Students precept with the RN in Family Planning program during the Fall and Winter semester

Laboratory

Number of In-House Tests: Clinical Services	359	Number of Other (Outgoing) Tests: Clinical Services	164	Number of Tests: Water/Non-Clinical	365	TOTAL TESTS	888
--	-----	--	-----	--	-----	--------------------	-----

WIC - Women, Infants and Children Program
Bay County Health Department and Pinconning Clinic

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
October	2	127	122	46	26	71	133	0	160	687
November	3	105	108	42	39	75	157	0	137	666
December	3	109	96	59	39	94	135	0	92	627

Lead Tests Billed

October	58
November	53
December	33

HOUSING

Housing Director Activities

- Attended NAHRO National Conference In New Orleans, LA October 12-15, 2016
- Attended Quarterly BC/BS Community Advisory Committee Meeting
- Attended Board of Commissioner and Various Board Committee Meetings
- Co-Chaired Monthly Elder Abuse Coordinated Community Response Meetings
- Met with several residents to discuss tenant concerns
- Met with corporation counsel on several occasions to discuss tenant matters and policy changes

Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 24 resident
- Completed 3 move-in inspections
- Completed move-in orientation and lease paperwork for 3 new residents
- Met with several residents to discuss tenant concerns
- Completed annual UPCS inspections for 24 apartment units with maintenance staff

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 3 apartments
- Completed annual UPCS inspections for 24 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Repaired several washers, dryers and refrigerators
- Generators were serviced
- Re-built circulation pump for Boiler #2
- Repaired drywall, and re-painted resident unit
- Completed painting in elevator room

Resident Services Activities (Housing Director and Admissions & Occupancy Specialist)

- Distributed food commodity boxes from Mid-Michigan Community action agency to 71 residents on 4 separate occasions.
- Coordinated resident monthly birthday party's
- Coordinated with local human service agencies to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health, Bay County Department of Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency.
- Coordinated many different presentations from local agencies

JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget changes thus far for the fiscal year and has maintained continued programming.
- Completed 3 training sessions to cover all full time and part time staff dealing with various policy and procedure.

- Employees received MDE Civil Rights training.
- Employees received training on new radios.
- Director and Administrative Supervisor completed CPR/First Aid/AED training to six (6) employees.
- Residents participated in ongoing education program provided by the Bay Arenac Intermediate School District.
- A representative from the Neighborhood Resource Center provided weekly Life Skills classes for residents.
- Director attended Michigan Juvenile Detention Association and TriCap board meetings this past quarter.
- Hired a 2nd Shift Supervisor; Director and Administrative Supervisor provided training.
- Director participated in Contract Negotiations for USW Full Time and USW Part Time.
- Health Department implemented Immunization clinic the 1st Thursday of each month for residents.
- Director provided tour for SVSU nursing students.
- All staff received TB testing per State licensing rules.
- Director completed online, phone interview and on site review of School Nutrition Program.
- A new central control system for the boiler was installed.
- There were three (3) resident restraints in this quarter resulting in no harm to residents or staff.
- There were 4 residents who required transport to the Emergency Room. No resident was admitted to the hospital. No transport to ER was in result of resident restraint.

Report Name: 26 Intakes Withi-20170113-155415

Filter:

Date Admitted between '10/1/2016' and '12/31/2016'

County	Count
BAY	45
HURON	4
HURON DHS	4
IOSCO	1
ISABELLA	2
OGEMAW	2
PRESQUE ISLE	3
TUSCOLA	12
Total	73

Report Name: Executive Report-20170113-161211

Filter:

Date In Detention (Search Only) between '10/1/2016' and '12/31/2016'

County	Billing Days
BAY	458
HURON	49
HURON DHS	14
IOSCO	28
ISABELLA	24
OGEMAW	39
PRESQUE ISLE	6
ROSCOMMON	2
TUSCOLA	232
Total	852
ADP	9.23

Community Corrections

- All programs, with the exception of DDJR met the 80% utilization mark for FY2016. The new GED and Opiate Specific programs have begun and accumulating in participants. Feedback from both programs has been positive and there has been 1 graduate from both programs thus far. There has also been positive response from the probation department on upgrading the drug testing strips. The End of the Year report was submitted to MDOC before the deadline. After review, MDOC instructed to do a separate analysis on our jail population as there were some disparities with the JPIS (Jail Population Information Systems) report.

Program Numbers (10/1/16 - 12/31/16)

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	290	5189

Outpatient Treatment	36	670
Cognitive Change Program	11	88
Zero Tolerance - Drug Testing	10	551
Inpatient Treatment	22	288

- These programs combined have saved the county \$1,500,000 for the fiscal year by supervising offenders in the community with treatment. These programs also assist with jail overcrowding and bed space utilization.
- The Community Corrections Manager oversees the Sheriff Work Program. This program is utilized mainly during the summer months for community events.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 16.5% or below, this is the new goal for 2017. (awaiting the PCR for 2016, numbers have not been released yet) The PCR for FY 2015 was 17.8%, which was reduced from 20.9% for FY 2014. Bay Co continues to keep the prison commitments low by utilizing the treatment programs funded through PA511.
- Throughout this quarter, the Manager has attended Drug Treatment Court Admissions meetings, meetings with drug testing staff, monthly meetings with Circuit Court Probation staff. The Manager also hosted the bi-monthly CCAB meetings with Community Corrections stakeholders. The Mental Health in Jail project is still being worked on to find solutions for our jail population.

MSU EXTENSION

Agriculture and Agribusiness, Food Business Counseling, Frank Cublo

- As a statewide Educator for the MSU Extension Agriculture and Agribusiness Institute, Frank assists clients on a variety of needs. Clients assisted this quarter in Bay County included 4 walk in appointments, mostly typical home lawn and garden questions. One was a young man who wanted to know how to attract and retain ducks that are migrating north and south.
- MSU Product Center Counselor work included a Bay City resident who makes popcorn at the Bad Axe incubator to spec out a kitchen in the Bay County area.

4-H Life Skills and Capacity Building Programming, Jodi Schulz

- MacGregor Elementary School: At the afterschool family enrichment Program called Successful Parents = Successful Students, Jodi helped provide parents with some hands-on resources, tools, ideas, information, or techniques that they could easily replicate at home related to help their child to be a more successful student. Topics that parents could learn about included nutrition, physical activity, math, science, mindfulness, and literacy. Overall, 81 parents and youth were present and the event was a great success.

- Other School Programs: Jodi is preparing to provide education at the following programs: MacGregor Elementary School's science family enrichment night; Kolb Elementary School's 2nd grade family enrichment day; MacGregor Elementary Schools literacy family enrichment night
- 4-H Club Trainings: Jodi will be providing education for volunteer and staff trainings on delegation and succession planning, teamwork, and how to create 4-H SPIN Clubs.
- Bay County Juvenile - Why Try Curriculum: This program involves presentations and discussions with the youth about making decisions and accounting for the consequences that follow. Since not all consequences are negative, Jodi has taught the kids how to celebrate those decisions where the outcome was positive. Likewise when the outcome of decisions has not been what the youth hoped for, she has worked with them to build resiliency around those decisions and identify ways to make different decisions.
- Handy Middle School: Jodi continues her relationship with the 21st Century after school program at Handy Middle School.

4-H Programming, Jodi Wrzesinski

- Bay County 4-H Council Pancake Breakfast Fundraiser: Held on November 6, 2016, at Kawkawlin Township Hall, the event was a success and will be used for scholarships for youth to attend educational programs and events.
- MacGregor Elementary Family Enrichment Events: The October event focused on Careers while the November event focused on Successful Parents = Successful Students School. The upcoming Family Enrichment nights will focus on Science. Jodi worked with Julie Thelen to create 225 family science kits for the families that attend the January Science Night. The evening will include 15 hands-on experiments for families to enjoy.
- Club Development: Bay County 4-H will have 2 new clubs beginning in the New Year. Jodi Wrzesinski has been working with 2 new volunteers to start a sewing club and a 4-H Band. These clubs will begin in February 2017.
- Family Fun Night: The Bay County 4-H Council will be hosting this event in February.

4-H Tech Wizards Program, Holly Julian

- New Mentors: Brenda Scramlin of Copoco Community Credit Union will become a Mentor. The company will allow other employees to sign up to be mentors based on the success of this first mentor.
- Washington Elementary: The 4-H Tech Wizards at this site have been focusing their meetings on Career Pathways. The first few months were focused on becoming a professional athlete, for many of the mentees aspire to become one. They will be

focusing on STEAM based professions in the next quarter.

- Field Trip: Mentees and mentors went to a Detroit Lions football game. There the mentees got to see what it takes to be a professional athlete as well as develop a stronger relationship with their mentors.
- MacGregor Elementary: Two different Parent/Student events were participated in to promote the Tech Wizards program. Youth were very excited to know that 4-H Tech Wizards were coming to their school and they couldn't wait to sign-up and be a part of it. A new mentor was also recruited as a result of these events.

Supplemental Nutrition Assistance Program (SNAP-Ed), Ann Arnold

- Preschool Classrooms: Food safety education focusing on hand washing was conducted with a total of 35 students.
- Early Head Start Program: Twelve parents participated in the Eating on a Budget program.
- Great Start Parents Coalition: The educational programs Think Your Drink and Eating on a Budget with Crockpot Meals was delivered to 12 parents and 24 children. They all stated they would make the water at home and all were able to get a full cup of the vegetable crock pot soup with a lot asking for seconds.
- Bay County Project Connect Program: As part of the local program, 250 participants received a lesson on Think Your Drink where they each sampled infused water with fruit or vegetables. Almost all that sampled stated that they liked it and would try this at home.
- Bay County Head Start classrooms: In January, a lesson nutritional series will begin with at least 10 classrooms with 17 students in each classroom.

Health and Nutrition Education, Jessica Foss

- Hampton Elementary: Show Me Nutrition was taught and each child was able to receive a Myplate that they could take home and put their food on to make sure they were eating from all food groups.
- MIWORKS: The Eat Healthy Be Active series was taught. The nutrition program taught participants skills needed to make healthy eating and regular physical activity a part of their lifestyle. This program consisted of six lessons, each lasting approximately one hour.

- Handy Middle School: Jessica taught Cooking Matters for teens and parents. The participants made a healthy meal and learned basic cooking techniques, food safety and why it is important to eat healthfully. After each class, participants were able to take the groceries home and make the meal at home.

Health and Nutrition Education, SNAP-Ed, Karen Parker

- Youth: Nutrition series were held in each Pre-K in the *Pinconning* and *Bay City* area totaling 89 youth. After a meeting with Mike Vieau, Superintendent of Pinconning Schools, a health fair for the high school students and their parents is being planning and coordinating to take place in March 2017.
- Adults: Monthly nutrition presentations were delivered to SNAP-Ed eligible adults and seniors at Good Samaritan Rescue Mission, Pineview Apartments, and Garfield Manor. Participation included 24 adults for a one time presentation and 10 adults attended a series.

PERSONNEL & EMPLOYEE RELATIONS

Employee Relations and Personnel

- Contract negotiations were wrapped up and tentative agreements were met with all bargaining units.
- Jobs were posted for the following department/divisions: Center Ridge Arms, Division on Aging, Mosquito Control, Criminal Defense, Corporation Counsel, Sheriff Department, Health Department (Lab, University Clinic, Clinical Services, Environmental Health), Probate Court, Civic Arena, Juvenile Home, Building and Grounds and Central Dispatch.
- Completed the EEOP bi-annual utilization report.
- Reclassification requests were evaluated and discussed with union representatives

Payroll/Benefits

- Educated employees through mail, email and meetings on benefit changes.
- Coordinated open enrollment meetings for Health, Flexible Spending, and Nationwide Roth plans. The Hartford and AFLAC for active employees.
- Made necessary changes to health insurance, flexible spending, retirement, self-insurance and life insurance rates in MUNIS for 2017.

Wellness Center and Wellness Initiatives

- Year-to-date there has been 268 contracts who have visited the Wellness Center through December 2016. There are currently 387 Contract Holders (Employees and Pre-65 Retirees) who can utilize the Wellness Center; including spouses and dependents, there are a total of 993 lives. 69% of the eligible employees/retirees have visited the Wellness Center, which is 3% increase from 2015.
- Year-to-date 93 new appointments, with an additional 1,608 return appointments.

- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals year-to-date have been for Physical Therapy, Chiropractic and ENT.
- Hosted a Lunch & Learn on Ergonomics in October, Essential Oils in November, and Nationwide in December.
- Sam's Club was onsite November 9, 2016 to offer free vision screenings and offer discounts for memberships.
- Educated employees on the benefits, offerings and holiday hours of the Wellness Center.
- Educated employees on the free fitness areas, fitness classes and use of Delta College Fitness Center.
- Step Challenge was extended to Bay County employees to participate on a volunteer basis. There were 47 employees who participated, 40 of which met the step goal.
- Met with MSUE to discuss meal preparation classes.
- Purchased exercise ball chairs for employees to use on a checkout basis.
- Purchased mini cardio cycles for employees to use on a checkout basis.
- Purchased educational materials for employees break rooms and lunch & learn.

Community Involvement

- Jeanie Deckert is on the Member Connections Committee for VSHRM. She is also the Treasurer of the Business Professional Woman's group and a Board Member of the Ogemaw County Economic Development Corporation.
- Attended the SHRM prep class for the SHRM CP certification.

PUBLIC DEFENDER

- **No Report Submitted.**

RECREATION & FACILITIES

During the 4th quarter of 2016, the Recreation and Facilities Department provided day-to-day supervision to the Buildings & Grounds Department and the Recreation Department.

Additionally, the department worked on various tasks including but not limited to:

- Worked on and submitted a Grant for improvements at the Community Center.
- Met with Finance, DOA & Community Center staff in regards to utility costs at the Community Center.
- Attended a Michigan Critical Incident Management System Training class offered by Emergency Manager, Ryan Manz.
- Attended the annual Bay Area Chamber luncheon meeting at the Doubletree.
- Met with court & buildings grounds staff to discuss new department office addition.
- Conducted interviews for Civic Arena Manager position.

- Met with Rick Pabalis to fill in as Interim Director while on leave.
- Met with the new Recreation Supervisor/Golf Course Manager, Dan Neering to discuss Golf Course budget, and his role at the Civic Arena.
- Awarded the grant for a viewing scope at Pinconning Park on behalf of the Bay Area Community Foundation.
- Reviewed cash handling procedures with Recreation staff.
- Met with new softball league president to discuss contract, roles and expectations on softball fields.
- Attended the IT User Group meeting.
- Continued to send out a monthly Recreation Newsletter to over 1,200 email addresses.
- Community Center investigation regarding a basketball league member and current county employee.
- Met with Civic Arena staff to go over budget and energy efficiency concerns.
- Met with Pinconning Park staff to review day to day operations.
- Met with Golf Course Manager to review daily operations and address any concerns.
- Assisted Gibson Township official on sources for materials.
- Worked with RTH on cameras and monitor quotes and upgrades.

Buildings and Grounds

- Staff installed/replaced additional items at several AFH: light fixtures & ballasts replaced; kitchen trim repaired; doors replaced; plumbing issues fixed & other repairs as needed.
- Staff moved Emergency Command Trailer for several events, including Delta College.
- Staff spread stone & planted daylilies at Golf Course landscape.
- Staff constructed & installed 9 lockers at the Community Center locker rooms.
- Staff installed carpet in Community Center Manager's office.
- Staff removed floating docks at Pinconning Park for winter.
- Staff installed kitchen fire suppression system in Jail.
- Staff repaired hallway cameras in Jail area.
- Staff repainted, carpeted and moved desk in Court Officer's room in Jail.
- Staff ran poly com/electric to Attorney Room 2nd floor in Jail.
- Staff fabricated & installed drawer in Jail Intake, along with new electrical wiring ran.
- Juvenile Home - continual repairs on boilers pumps, generator repairs, replaced boiler water pump, replaced leaking faucets & other plumbing issues - by County staff.
- Juvenile Home contracted with Commercial Control Systems for temperature controls.
- Staff rebuilt showers at Juvenile Home.
- Staff diligently installed ceiling tiles throughout facility offices.

- Staff seal coated duct work in large gymnasium at Community Center.
- Staff assisted with sandblasting & painting of pillars at the Farmers Market.
- Staff constructed steel pedestals for Farmers Market.
- Staff re-installed multiple ceiling tiles on 7th floor areas.
- Staff continues to maintain/repair vehicles for Health Dept., Parks & Rec., Veterans Van and Buildings & Grounds.
- Painters continue to keep up with numerous projects at hand. Latest being the repairing of walls & ceilings at the Bay Valley AFH.
- Staff has been involved in the Circuit Court Probation & Criminal Defense project, including but not limited to, removal of walls to allow staff to build 3 separate office spaces, 2 for Circuit Court Probation & 1 for Criminal Defense with a small reception area. Rerouting lights, heating & cooling registers, electrical & fire suppression installations. This project is half completed at quarter end.

Community Center

The Fitness Center:

October	494 clients	119 County Employees	Day pass - 8
November	386 clients	111 County Employees	Day pass - 45
December	447clients	104 County Employees	Day pass - 39

Fitness classes:

FitFun	35 participants	35 pay clients	5 Bay County employees
YogaFit (a.m.)	12 participants	12 pay clients	2 Bay County employees
Fit in 30	6 participants	6 pay clients	2 Bay County employees
Chair Yoga	58 clients	Tuesdays (small gym)	
	47 Clients	Thursdays 47 (Room 124)	
Open Volleyball	35 October	38 November	60 December
Open Badminton	49 October	54 November	52 December
Pickleball	282 October	316 November	326 December
Youth Sports	117 November	150 December	
Volleyball youth camp	10 players		

Rentals:

- We had every Saturday and Sunday booked with at least two of our four spaces rented for showers, and meetings.
- We have had two Knocherrball birthday parties.
- We have two youth basketball teams renting the gym afternoons during the week.
- The batting cage has been rented several times in December.
- One youth volleyball team is renting the gym 1x per week.

Division on Aging: They use the small gym for Shuffleboard (Thursdays)
We added Corn Hole toss on Tuesday afternoon.

Men's Basketball Fall league: Large gym/ 9 teams (September, October, November)
November began the winter season. They use both gyms M/Th.
Small gym Tues.

Volleyball League: League began in November. They use the gym Tuesday and Friday nights.

Canteen:

Division on Aging uses this area as a meal site, conducts Matter of Balance class.

Horse Stalls: Same 3 renters.

Merchants Building: Storage of boats, etc. for our six month storage unit beginning October 15 through May 1. Cost: \$200 per unit.