



## REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2017

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The following reports for the 1st quarter of 2017 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

Providing 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 assistance to the County Executive.

Specifically for the First Quarter:

- Coordinated with key staff and Board of Commissioners in welcoming Jim Barcia as Bay County Executive and assisted in transition of Act 139 departments which included some office moves and updating files, office supplies and forms.
- Assisted the Veterans Offices in coordinating financial procedures and processing expenditures through Soldier's Relief and Veteran Transportation Services.
- Assisted in Veteran vehicle repairs and maintenance needs, including working with Bay County Purchasing to include potential veteran transportation needs in RFQ submitted by Bay Metro.
- Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the First Quarter including multiple responses that required extensive hours and records from various Bay County offices and departments.
- Began FOIA training for Legal Coordinator.
- Continued to work with Corporation Counsel on pending and potential litigation with MMRMA.
- Processed Notary Bonds with MMRMA for Bay County employees requesting renewal or processing as Notary Public.
- Resolved constituent concerns on various departmental issues and drafting correspondence in response to complaints and inquiries.

- Met with key County staff on issues involving Bay County government.
- Regular discussions and coordination with Animal Control Manager and staff on current issues and upcoming events.
- Worked with Chairperson of the Michigan Pet Fund in setting up first meeting of Bay County Animal Control Advisory Committee which was held on March 15<sup>th</sup>. This group was organized to explore 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.
- With BCTV staff, worked with Board of Commissioners and Bay County Finance to prepare budget adjustments and fee & sponsorship structure for BCTV.
- Worked with BCTV staff to identify and purchase new equipment for BCTV.
- Attended Michigan Public Risk Managers Association (MIPRIMA) planning meeting and Spring Conference as Secretary of MIPRIMA for 2017.
- Attended MMRMA Spring educational conference in Lansing with Assistant Corporation Counsel.
- Attended Wellness-sponsored Lunch & Learn segments and participation in Wellness-Sponsored events.
- Coordinated Bay County Employee Blood Drive in January, 2017.

## Animal Control

- The shelter took in cats, dogs and other animals for a total of 405 animals
- Owners claimed 3 cats and 70 dogs
- We adopted 105 cats and 59 dogs
- We euthanized per owner request 29 cats and 40 dogs
- Animals that were euthanized due to aggressive or illness 42 cats 12 dogs

**Field Activity:** This quarter officers responded to the following calls:

- Animal Bites - 61
  - Possible cruelty calls - 84
  - Loose and/or aggressive dogs - 191
  - Barking - 28
- Bay County Animal Control has not had to euthanize any animals due to overcrowding.

- We are still promoting our adoptable animals on various websites including Facebook, Petfinder.com, and Veterinarians’ offices.
- We are nearing the end of the program with BAISD, Dr Musselman and her Vet Science Class. When the program is finished twenty shelter animals that were adopted will be vaccinated and sterilized only costing new owners the adoption fee.
- Animal Control had its first meeting last month with Bay County Animal Control Strategic Plan Working Committee. Humane Society of Bay County, Shelter Angels, Michigan Shelter Animals, Pet Fund Alliance, and Bay County Director of Administrative Services Debra Russell, are working together to help improve adoptions rates at the shelter. Although cat adoption rates have improved, the hopes are that this committee will bring even more ideas to further escalate cat adoptions.
- Shelter Angels is having success by pulling adoptable shelter cats, vaccinating, sterilizing, FIV testing, and leukemia testing then transporting these cats to Petsmart for adoption. Some cats have been lucky enough to be adopted from Petsmart quickly, one as fast as six minutes.
- Four Animals per month are being sponsored by local vets. Two animals sponsored by Bay Animal Hospital and two animals by Bangor Vet. The sponsorships include vaccinations and sterilization costing the new owner only adoption fees.

**Veterans ~ Soldiers & Sailors Relief Program**

Listed below is the itemized list of funds that were given to our Veterans. We were able to help 52 veterans with services of one or more below.

SERVICES	EXPENSES
Food	\$2400.00
Gas	\$900.00
Utilities	\$2677.38
Car Repairs	\$738.99
Rent	\$1896.35
<b>Total</b>	<b>\$8612.72</b>

**CENTRAL DISPATCH 9-1-1**

1. 9-1-1 answered: Emergency calls in the month of January 5,538; Emergency calls in the month of February 5,156; and Emergency calls in the month of March 6,265. In total, Central Dispatch has answered 16,939 Emergency calls for 2017.
2. Conducted numerous Critical Testing sessions, several 9-1-1 “Sit-Alongs” and numerous interviews 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.

9-1-1 currently has two employees in different stages of training program. One of the trainees is scheduled to complete their training in early May. The second trainee is expected to complete training late August or early September.

3. The 9-1-1 network equipment upgrades were completed at the end of the 1<sup>st</sup> quarter. The upgrades enhance 9-1-1 resiliency and survivability. The new network equipment configuration allows Bay County 9-1-1 to replicate, in real time, data to a secure offsite location. This ensures survivability should 9-1-1 need to operate at our backup location.

9-1-1 completed the AirFiber network connection to our Backup location. The Air Fiber connection increases our network bandwidth by 1000%. This project was completed at the same time as our network equipment upgrade.

4. Bay County 9-1-1 completed the Smart911 Kiosk and is ready to deploy it at McLaren Bay Regional Hospital. 9-1-1 has also partnered with local EMS agencies. EMS will hand out Smart911 fliers and encourage their customers to sign up for Smart911.
5. A total of 6,929 Bay County residents have signed up for Smart911. 409 residents have signed up in the 1<sup>st</sup> quarter of 2017. 286 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 63 Smart911 texting sessions.
6. Bay County 9-1-1 continues 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 Great Lakes Bay consortium. The Great Lakes Bay Consortium has a webinar to view one final text to 9-1-1 platform. This will take place early in the 2<sup>nd</sup> quarter 2017.

The expectation is to go live with text to 9-1-1 in the 4<sup>th</sup> quarter 2017.

### Emergency Management

1. Chaired 1 LPT and 2 LEPC meetings.
2. Participated in 3 Region wide 800Mhz radio tests.
3. Held Michigan Critical Incident Management Software training for 7 EOC staff members.
4. Presented Smart911 information to approximately 100 employees at DHHS.
5. Attended Threat and Hazard Identification and Risk Assessment training in Lansing.
6. Participated in several planning sessions for the District 3 Emergency Management Association Public Officials Conference which was held March 31<sup>st</sup>.
7. Co-instructed at a meeting for the Region 3 Incident Management Team regarding Planning for Special Events.
8. Held mail room safety training for several new mail room clerks at the county building.

9. Assisted the National Weather Service in the re-certification of Lapeer County as a Storm-ready county.
10. Participated in several planning sessions to update the Region 3 Homeland Security Planning Board's strategic plan.
11. Held a Training and Exercise Planning Workshop to plot out Bay County's exercise schedule for the next 3 years.
12. Co-presented to the VSHRM association on the topic of the importance of a Fatal Force Encounter policy and training system for staff members.

## CRIMINAL DEFENSE

### Employee Hires

- Valerie Lieber, Legal Assistant/Secretary
- Kiel Chamberlain, Criminal Defense Attorney
- Andrea LaBean, Director

### Training

- Both attorney's attended CDAM conference March 17-18 2017
- Kiel Chamberlain attended an additional full day of training at CDAM on March 16, 2017
- Valerie Lieber attended training with IT regarding our new software Concourse
- Valerie Lieber also attended training with finance regarding billing practices

### Construction of Offices

- Front desk installed
- Concourse was installed and training was completed by IT

### Tentative Case Appointment Numbers for February 2017

- New Felony Matters: 21 (maximum number of cases allowed within a month) This number does not reflect Violation of Probation cases that were appointed or cases that were appointed due to the office already having said Defendant on another matter.
- Misdemeanors: 60 - This number covers cases that are assigned to Judge Janer, Judge Klida, and Magistrate Doner.

### Community Involvement

- Andrea LaBean, Department head, is on the Board of Tri-Cap. A board meeting is held every other month and a retreat was held in March 2017. The retreat focused on finding additional ways to decrease the use of prisons and jails and utilize other avenues such as community service, therapy, substance abuse classes, and employment training.
- Andrea LaBean also participated in Pro Bono legal services for the VA in January. This clinic allowed veterans to ask legal questions and get resources that are available in the community to assist with their legal needs.

*Next Quarter*

- Further Breakdown of Client Assignments to Office
- Continued Training

**CORPORATION COUNSEL**

- Reviewed contracts for or provided legal opinions to:
  - Administrative Services
  - Animal Control
  - Board of Commissioners
  - Buildings and Grounds
  - Central Dispatch
  - Circuit Court
  - Clerk
  - County Executive
  - Department on Aging
  - Environmental Affairs & Community Development
  - Finance
  - GIS
  - Health Department
  - Information Systems Division
  - Juvenile Home
  - Land Bank
  - Personnel and Employee Relations
  - Prosecutor
  - Purchasing
  - Recreation and Facilities
  - Register of Deeds
  - Retirement Board
  - Sheriff

- Researched and provided guidance on issues related to the pension fund
- Responded to more complex FOIA requests and/or Appeals
- Attended Commission Board Meetings
- Attended Retirement Board Meetings
- Attended VEBA Board Meetings
- Provided legal opinions and guidance on employee/personnel issues
- Attended ISD meeting to discuss OnBase software for contract management
- Drafted Motion to Strike Plaintiffs' Complaint - Kelmm vs. Bay County, et al
- Attended Motions to Dismiss and to Strike Complaint - Klemm vs. Bay County, et al
- Drafted Appeal Brief - Glaza vs. Bay County, et al
- Receipt and Review of various pleadings in County Clerk vs. County Board/Executive suit
- Attended Risk Management Workshop (MMRMA)
- Received, reviewed and responded to various subpoenas (Sheriff's Office - 6, Central Dispatch - 1, Personnel & Employee Relations - 1)
- Drafted Pleadings and participated in Treasurer foreclosure hearings
- Attended Freedom of Information Act Workshop (MMRMA)

- Revised and updated Corporation Counsel Procedure for Submission of Agreements and Matter Request Form
- Coordinated with legal counsel in federal matter - Lee vs. Bay County, et al
- Attended meetings surrounding and participated in review of federal grants for investigations, review and compliance (Department on Aging and Environmental Affairs Department)
- Participated in Purchase Order, Accounts Payable and Travel Trainings

## 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 3<sup>rd</sup> floor of the Bay County Building from 1:00 p.m. to 3:00 p.m. During the past year, the monthly meetings have been used as a working group forum focused exclusively on implementation of the Regional Shoreline Phragmites Grant. SBCI develops solutions to environmental issues that adversely affect our local economy. Current work is to prepare for biomass reduction of dead Phragmites stalks over winter.
- **Friends of Bay City State Recreation Area (BCSRA):** Serve to assist in the coordination of efforts between the County, DNR and the non-profit Friends group enhances implementation of Bay County shoreline and economic enhancement priorities. Currently the emphasis is on increasing access to the Saginaw Bay such as the Boardwalk and supporting Beach Wellness through assistance in planning efforts, aerial photos, new beach activities, etc. Continue to participate in smaller subcommittees and attend the Friends of BCSRA Meetings that took place in January, and February.
- **Saginaw Bay WIN Water Task Group:** Participate in the review and development of sustainable projects for economic, environmental and social benefits within the Saginaw Bay Watershed through Saginaw Bay Watershed Initiative Network (WIN) Water Task Group Meetings in January and February. Serve as grant project proposal reviewer.
- **DOW Community Advisory Panel (CAP):** 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.
- **### Bay County:** Attended the Bay County Land Bank Authority held meetings that took place in January, February, and March.
- **BACC Agribusiness Council:** Participate as founding member of the Bay County Agribusiness Council working with co-Chairs from the Bay Area Chamber of Commerce and Michigan Sugar to inform and promote the economic value and impact of agriculture on the Bay County economy. Current focus is in actively distributing Council video, "Maximum Yield". Meetings in January and March.

- **Partnership for the Saginaw Bay:** Serve on the Board of the Partnership for the Saginaw Bay, the official Public Advisory Council for the Area of Concern program, help lead and participate in meetings that took place in January, February, and March for continued action on the priority Beneficial Use Impairment of Beach Closings. Also participated on the Partnership's Beach Closing Task Group meetings, under the direction of the Michigan Department of Environmental Quality office of the Great Lakes which is assisting the Public Advisory Council in work to restore and de-list the Saginaw Bay and Saginaw River from the Area of Concern designation. Developing suitable and appropriate restoration criteria for Beach Closings is the focus of this year's effort.
- **Roadmap To the Future Steering Committee:** Participate on the Roadmap To the Future Steering Committee, Sense of Place and Robust and Diverse Economy Impact Teams. Under the Bay Area Community Foundation and the Bay Area Chamber of Commerce, the Steering Committee developed a road map for enhanced community growth in Bay County, Michigan. The goal of this group is to identify future elements or direction the Bay Countywide community can pursue to attract and retain residents while growing the economic vitality of the area, and supporting those existing agencies or organizations that are responsible for these elements. Continue to inform the social media site Gateway Bay City showcasing highlights of life in the community. All aspects of community growth recognizes and provides for inclusion of all cities, townships, school districts, business owners, educational institutions, non-profit organizations, and philanthropy in Bay County.
- **Saginaw Bay CISMA Steering Committee:** Participated on the Saginaw Bay Cooperative Invasive Species Management Area (CISMA) Steering Committee. 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. 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
- **CAG Retreat:** Attended the Community Advisory Group (CAG) retreat in January. The Saginaw-Tittabawassee Rivers Contamination Community Advisory Group is composed of a broad cross-section of representatives from Bay, Midland and Saginaw counties. It serves as the focal point for the exchange of information between residents and EPA, the state regulatory agencies, potentially responsible party (Dow Chemical) and other federal agencies involved in site cleanup of dioxin and other related compounds released in the Tittabawassee and Saginaw Rivers and the Saginaw Bay.
- **Tourism Economic Development Master Planning Meeting:** Participated in the Tourism Economic Development Master Planning meeting in January hosted by the Bay County Convention and Visitors Bureau to enhance tourism amenities. There was discussion about the readiness of waterfront tourist attractions and opportunities in Bay County, our Great Lakes Bay Region as well as the areas that could use improvement from a tourism perspective.

- **State of the Community Luncheon:** Assisted in the planning of the Bay Area Chamber of Commerce State of the Community Luncheon held at the Bay Valley Resort featuring Jim Barcia, Bay County Executive presenting the state of the county, and Rick Finn, City of Bay City Manager presenting the state of the city.
- **Chamber Annual Meeting:** Attended the March Bay Area Chamber of Commerce Annual Meeting held at the Bay City DoubleTree Hotel where the Chamber revealed their future 'vision' of shoreline improvements along the Bay City State Recreation Area shoreline.
- **Farm Bureau Legislative Breakfast:** Attended the Farm Bureau Legislative Breakfast held at Krzysiak's House. The breakfast meeting gave county, district and state elected officials the opportunity to inform BCFB members about what is happening with agriculture-related issues and policies. Provided an update about trends showing decreasing nutrient loading in the water quality of Saginaw Bay, (and less muck on the shoreline) with nutrients typically associated with agricultural activities, possibly due to increased best management practices.
- **Bay Area CAP Luncheon:** Helped promote and facilitate the Bay Area CAP Luncheon held at Vino's in Bay City with Rich Wells, DOW Vice President and site leader for Michigan. This luncheon brings together a variety of local leaders to hear about the Dow Chemical merger and planned corporate activities.
- **Youth Leadership Bay County:** Served as a mentor for the Youth Leadership class in Bay County that adopted the Bay City State Recreation Area shoreline as their preferred improvement project. The Youth Leadership Program consists of leadership skills training, as well as community-focused sessions exploring topics like local government, the arts, history, business and law enforcement. The goal is to prepare students to be the future leaders of our community.
- **MRC Regional Recycling Outreach Meeting:** Attended the first Michigan Recycling Coalition Bay Area/Thumb Regional Recycling Outreach Meeting in January. This meeting was an effort to collaborate regionally and for the MRC to better understand how they can serve local needs towards increasing recycling rates as well as provide information of what's going on state wide. This region includes: Bay County (Bay City) Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola counties.
- **Old Bay City Waterworks Building Tour:** Participated in the March tour of the old Bay City Waterworks building in Bangor Township. Business and government leaders hope to attract a private developer to transform the old Bay City Water Works building near the Bay City State Park and Recreation Area into a multi-use retail and restaurant space in an effort to spur tourism and increase the region's overall quality of life.

#### **Geographic Information Systems (GIS) (J. Anderson & M. McBain)**

- 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, Kawkawlin Township, Fraser Township, City of Pinconning, Williams Township, Beaver Township, Portsmouth Township, Merritt Township, Mt. Forest Township, Frankenlust 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, Bay City Public Schools, Health Dept., Mosquito Control, Gypsy Moth, Bay Future, 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.
- Update New Trails and imported them into Fetch layer.
- Worked on updating the Bay Metro Transit route map.
- Worked and helped on projects for interns.
- Created interactive trail maps for River/Walk rail trail and Great Lakes Bay Regional Trail.
- Working on updating maps for Mosquito Control and implementing an upgraded reporting and tracking system.
- Attended meetings and made contact with local schools to participate in the GRACE Program.

#### Gypsy Moth Program (A. Wallace)

- **Michigan Green Schools Initiative**  
Area schools were kept abreast of updates to the Michigan Green Schools Initiative. Auburn Area Catholic School, Bay-Arenac ISD Career Center, John Glenn High School and State Street Academy submitted qualifying applications for recognition as Michigan Green Schools . The three returning schools, Auburn Area Catholic School, Bay - Arenac ISD Career Center and John Glenn High School submitted 20 or more points that meet the requirements to earn the highest recognition of Evergreen Level Michigan Green Schools. State Street Academy qualified with a total of 17 points to achieve the Emerald Level Michigan Green Schools designation for 2016-17, the first year they submitted an application. All fur Schools will be honored by the Bay County Board of Commissioners at their April 11, 2017 meeting.
- **Gypsy Moth Suppression Program:** Surveying to determine the size and health of the gypsy moth populations throughout Bay County was completed early in January. Staff found that gypsy moth populations are at very low levels even in areas where treatment was done in the spring of 2016. The lack of egg masses in the 2016

treatment areas is a good indicator that those populations were effectively control by the treatment. In addition, no areas anywhere in the County had populations near the 300 or more egg masses per acre to qualified for treatment so no spraying to control gypsy moths will be done in 2017. One gypsy moth egg mass was collected for winter mortality study and it has yet to begin hatching after 10 days at 70F.

- **Emerald Ash Borer (EAB) Treatment Project:** Maps and the data base of the ash trees on public lands throughout Bay County was updated with information from fall 2016 evaluations. Late in March staff began marking ash trees to that will be treated in 2017. All ash trees included in our data base on west side of Bay County, west of the Saginaw River have been marked. Trees are marked with a yellow dot to help the applicator identify which trees are to be treated this spring. This is also done to determine if any additional trees have ben lost over the winter. When the list of trees is given to the applicator, the list is as up to date as possible. The contract for 2017 Treatment of ash trees to Control for Emerald Ash Borer was a part of the Request for Proposals issued in 2016 so the Contract for 2017's EAB Treatment is Project is already in place. Bay Landscaping Inc of Essexville, MI will do be treating up to 2,500 ash trees later this spring.

- **Educational Programs**

Staff members attended live and web based training programs about further developments in the EAB invasion into other areas; new invasive species such as the Hemlock Woolly Adelgid and Ambrosia bark beetles that attacks Hemlock and other trees. The coordinator also attended the Michigan Mosquito Control Association Conference to learn about changes to the new National Pesticide Discharge Elimination Permit being published in 2017, the new Managed Pollinator Protection Plan and other pest control related issues. Programs about the Gypsy Moth, EAB and other none native invasive species were also presented to the Bay Arenac Career Center Career Center.

**Mosquito Control (R.Brandt & Staff)**

- Staffing changes started off 2017 with Rebecca Brandt being named Manager, Kristy Brandt moving from Seasonal Supervisor to Full-time Supervisor, and the hiring of Seasonal Supervisor Kendall Misiak.
- Hiring of 32 seasonal staff was approved; 70% of last year's staff have reapplied this year, a higher than normal return rate. Interviews for new seasonal staff have been conducted and will be filled in the next few weeks.
- Bids were opened in January for 2017 control materials, with minimal increases from 2016. All purchases were approved and ordered with expected delivery by April.
- The approved millage increase afforded the purchase of 7 new trucks, 2 new foggers, and a droplet measurement machine for fogger calibration. All products have been received, with the exception of new trucks which should be arriving by early May.
- Two tire drives have been scheduled: June 3 at Bay County Mosquito Control, and August 5 at Fraser Township Hall. We received notice that Mosquito Control was

awarded a \$6,000 DEQ Scrap Tire Clean-Up Grant for 2017.

- Mosquito Control and the Bay City Public Schools met to establish an educational program for 1<sup>st</sup> graders on the mosquito life cycle to meet STEM benchmarks, with classroom presentations to begin in 2018.
- Two meetings have been held with GIS and the 4 county-wide mosquito control programs to discuss the potential of GIS technology in future mosquito control operations.
- Meetings with Bay C TV have been held to update our televised public outreach programs. Mosquito Control used Facebook as a means for outreach for the first time to announce the start of spring mosquito surveillance. Items of interest to residents will continue to be posted throughout the summer.
- Full-time staff attended the Michigan Mosquito Control Association annual conference in February, and viewed educational webinars from the CDC and American Mosquito Control Association.
- Updates to our seasonal employee training program, citizen databases, maps, and equipment are all being made in preparation for the upcoming season.
- Mosquito larvae were first noted on March 9 in flooded woodlots. Monitoring will continue weekly to observe larval development. With cooler temperatures and drier than average woodlots, aerial treatment will likely occur in mid-April.
- Arrangements have been confirmed to conduct fixed wing aerial treatment locally at James Clements Airport in Bay City for the first time. Fixed wing operations had been conducted from Midland Barstow Airport for the past 25 years.
- Mosquito Control hosted the Mid-Michigan Technical Advisory Committee meeting on March 1. The Comprehensive Community Outreach Program Plan was approved by MDARD, the Permit to Use State Land for the Bay City State Recreation Area has been approved, and the DEQ NPDES permit application process has been completed.

### **Transportation Planning Division (J. Anderson)**

- Held various BCATS Technical and Policy Committee meetings.
- Amendments to BCATS 17-20 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.
- Attended PASER Training in Saginaw and webinar course.
- Coordinated review of 2045 MTP long range document with MDOT and FHWA
- Continued drafting, reviewing, and adoption of the 2045 Metropolitan Transportation Plan (Long Range Plan).
- Held Open House for the 2045 Metropolitan Transportation Plan
- Continued working with EMCOG on Regional Transit Mobility
- Met with the Midland & Saginaw MPOs to discuss regional issues.
- Reviewed Final Rule on Highway Safety Performance Measures and other Performance Measures.
- Began process of gathering and analyzing Safety Performance Measures and targets.
- Attended Great Lakes Bay Region Transportation Summit at SVSU.
- Continued review of new state and federal transportation bills.
- Attended FHWA Webinar on Safety performance
- 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.
- Attended training on MDOT Billing workflow and software
- Created maps and captured images for the 2045 LRP.
- Met with MDOT, FHWA, and BMTA for FY 2018 Pre-UWP Meeting.
- Completed and advertised 2016 Annual List of Obligated Projects in the BCATS area.
- Attended small MPO phone meetings
- Attended workgroups on JobNET MDOT new reporting systems for transportation projects.

## EQUALIZATION

- Finalized Sales Studies and Appraisal Studies and published the tentative equalization ratios in the newspaper.
- Met with State Tax Commission District Representative as to our yearly sales/appraisal studies. His recommendation is to use ours versus their limited studies.
- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.
- Assigned new parcel numbers on split or combined properties, write those descriptions and update the Equalization Maps, as well as the GIS parcel layer.
- Assisting in updating GIS parcel layer for new parcels and parcel corrections.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.

- Assisted local assessors in developing their state required land value maps.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Redrafted problem portions of the Equalization maps.
- Worked with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Added new reports & removed old reports from the Equalization web pages on the internet.
- Prepared the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.
- Reviewed older sales in our database and update them to show corrected information. Currently have 112,800 document references for public and Department use.

## FINANCE

### Accounting/Budget

- Meetings ensued between Finance, the Bay County Treasurer and 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 and assets from the City of Bay City to Bay County. DW&S new water plant construction estimated to be completed in 2017.
- Staff attended the State of the Community Luncheon and a luncheon related to State of Current Affairs for Bay County and Bay City.
- Staff attended the MGFOA Spring 2017 seminar in Lansing.
- Staff attended a 2017 Governmental GAAP Update (webinar) on January 30, 2017.
- Staff attended webinar on sub recipient or contractor.
- Finance/Budget working with Corporation Counsel and Jury Counsel on local cost sharing meeting on Public Defender.
- Met with individuals from Soldiers and Sailors and Bay County Administration regarding their budget and the year ended December 31, 2016.
- Four hundred and forty one (441) 1099'S were issued for the year ending 2016, totaling \$9,758,882, which is a 20% increase over 2015.

- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Health Department, Probate Court, Historical Society and MSU Extension.
- Finance/Budget/Purchasing working on Grant Compliance.
- Preparing for the 2016 audit.
- Finance and Budget Department worked with Administration and Bay TV for Budget Adjustment and developed a new fee schedule.
- Finance/Budget participated in Interviews for the vacant Staff Accountant position.

#### 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.

#### Information Systems Division

- In quarter one of 2017, 966 work orders were closed.
- ISD worked with the vendor for Central Dispatch to implement new servers.
- ISD installed and tested a long range wireless connection to the Bangor Backup Center which will provide connectivity to the County building.
- Staff members participated in meetings about the new County VOIP phone system.
- Additional meeting for departments of the County were done to begin implementing and building OnBase to replace the existing document management system.
- Planning and projects were laid out for 2017.

#### Purchasing

##### Bids Awarded:

- Bay County Golf Course Golf Carts

##### Bids Released:

- Bay County Retirement Board Custodial Bank

##### 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
- Monitoring transition to new phone carrier.
- Met with vendors concerning cooperative purchasing programs
- Provided training on the following:
  - Travel Policy revisions
  - Competitive Bid Procedures
  - Purchasing changes due to new Federal Guidelines

- Closed remaining PO's of 2016 and compiled final list of goods or services not received yet purchased in 2016
- Participated in the following trainings:
  - Webinar: Evolving Rules for Federal Purchasing - What you need to know
  - Webinar: Subrecipient or Contractor? Making Correct Case-by-Case Decisions

## 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 has implemented new electronic health record software and will go live in May of 2017. The Health Department with assistance from MiCEITA/Altarum, continues 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. The new software is able to fully integrate all clinical areas within the Health Department and meets Meaningful Use requirements including, but not limited to patient portals, HL7 interfaces with State Databases, HEDIS reporting requirements and patient notification.

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 Health Information Alliance - General Board Meeting (March)
- Michigan Health Information Alliance - Population Health Working Group (January, February)
- Weekly meetings with SVSU regarding the University Clinic
- United Way Community Impact Committee
- Saginaw Bay Partnership - Beach Closings Task Force
- Bay County Roadmap - Health Meeting (January, February)
- Bay County Public Health Advisory/Community Assessment Committee (February)
- Meeting with the Bay City Housing and Community Development Departments regarding assistance with Blight/Nuisance Enforcement and Lead abatement activities.

#### 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. CSHCS staff work 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.
- Over the past six month, CSHCS at the state level transitioned over to a new electronic medical record and billing programs to communicate with the local health department. Technology has provided a consistent learning curve in this department.
- SVSU RN students precept with the RNs in the CSHCS program during Fall and Winter semester.
- During this quarter the following billable services were provided with an approximate income of \$13,707.00.
  - 18 Level II care coordination activities, combined efforts of RN and clerical staff
  - 20 Level I Plan of Care visits with the nurse
  - 68 Case management visits by the RN

#### Communicable Disease (CD) Division

- The CD nurse investigated **599 reportable disease** cases this quarter, of which **561 were laboratory confirmed**. These confirmed cases include:

- 1 Campylobacter; 1 Norovirus; 524 Influenza; 1 Meningitis-Aseptic; 1 Streptococcus pneumoniae, Inv;
- 3 Streptococcal Dis. Inv. Grp A; 23 Animal bites; 1 Mycobacterium-other; 1 H. Influenza Disease-Inv;
- 1 Pertussis; 6 Hepatitis C- chronic and the Chlamydia, Gonorrhea and Syphilis cases referenced under Health Screening
- **The 16 Probable Cases reported and investigated but not laboratory confirmed include:**
- 4 Meningitis-Aseptic; 1 Coccidioidomycosis; 2 Animal bites; 1 Mumps; and 8 Hepatitis C-chronic.
- An additional **22 Cases were reported** that the CD nurse investigated and were later found **not to be a case** and the nurse continues to work on **18 active cases** reported this quarter which are not completed.
- As a result of the increased case load in CD, an additional 16 hours of nursing support was added to CD division, utilizing the two nurses from the MIHP.

#### Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 58 Chlamydia, 12 Gonorrhea and 1 Syphilis-Early latent.
- Number of clients tested for STIs in our clinic this quarter: **36**, none were court ordered, **24** males & **12** females.
- Number of clients tested for HIV this quarter: **10**, none were court ordered. **All** results were negative, **6** males & **4** females

Mary Jo Braman, RN, BSN, the CD/HIV/STI nurse participates in the following on a quarterly basis:

- Foodborne Illness Qtrly meeting at BCHD
- East Central MI Infection Control Employee Health Council, St. Mary's Hospital, Saginaw

In addition she participated in the following:

02-02-17 Norovirus Teleconference  
 02-03-17 Drug Susceptible TB guidelines  
 02-24-17 CPR for professionals  
 03-07-17 One Health Webinar  
 03-17-17 Mycobacteriology-Labs, tests, results and clinical implications webinar  
 03-20-17 World TB Day 2017 Conference - MDHHS, Lansing  
 03-23-17 Improving Quality of Service offered to LGBT Older Adults- webinar  
 03-31-17 Epidemiology Conference

#### 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:	87	79	4	0	4	0
School age K-12:	47	3558	81	62	88	71
<b>Totals</b>	<b>4034</b>	<b>3637</b>	<b>85</b>	<b>62</b>	<b>92</b>	<b>71</b>

Vision	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	87	74	8	1	5	0
School age K-12:	0	0	0	0	0	131
<b>Totals</b>	<b>87</b>	<b>74</b>	<b>8</b>	<b>1</b>	<b>5</b>	<b>131</b>

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

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

### Division on Aging

See page 43.

### 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):

#### January

- Presented Emergency Preparedness & Health Education information to SVSU Nursing Students
- BCHD Foodborne Illness Outbreak Team Meeting (Melissa & Tracy)
- Participated in MI-Volunteer Registry's Autumn Charge VII Exercise

#### February

- Participated in Norovirus Conference Call with area schools
- Attended Bay County LPT Meeting
- Region 3 Volunteer Reception Center Plan Workgroup Meeting
- Attended Bay County Initial Exercise Planning Meeting

- Presented Emergency Preparedness & Health Education information to SVSU Nursing Students
- Worked on and Submitted CERC Plan to MDHHS DEPR (Melissa & Tracy)

### March

- SBCA Face-to-Face Partners Meeting with MDHHS and EPA representatives (Melissa & Liz)
- Guest Lecture Presentation to SVSU Health Communications Class (Melissa & Tracy)
- Attended Updated Bay County Travel Policy Training

### 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 (Liz)
- Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes (Tracy)
- Monthly MPHHC Planning Conference Calls (Tracy)
- Monthly MALPH BHS Forum Teleconferences (Tracy)
- Monthly Project HOPE (Heroin & Opioid Prevention and Education) Meetings (Tracy)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- MiHIA DPP Lifestyle Coaches Conference Call Meetings regarding (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)
- Monthly MIHIA Population Health Team Meetings (Tracy)
- Monthly Great Start Collaborative Executive and Committee Team Meetings (Tracy)

### January

- Attended GSC Parent Coalition Meeting (Tracy)
- MCH Assessment Planning Meeting (Tracy)
- MI Public Health Excellence Awards Conference Call (Tracy)
- CHA and Youth Family Connect (YFC) Planning Meeting (Tracy)
- Attended Human Trafficking Workshop (Tracy)
- Attended Community Trials Workshop (Tracy)
- 'SafeTalk' Training (Tracy)
- New Year New You Informational Session (Tracy & Liz)
- Presented ESF information to SVSU nursing students (Liz)
- Facilitated (5) Monthly Post-Core & Make-Up DPP classes for Dow Corning Auburn Site (Liz)
- Bullying presentation to residents of Center Ridge Arms - addressed signs of adult bullying and how to react, allowing for a safe living environment (Liz)

- Increased physician outreach of ESF Advisory in Saginaw, Bay, & Midland counties by mailing physicians and offering to present on ESF at staff meetings (Liz)
- Distributed a total of 1,548 ESF brochures to area physician's offices, and 8 Wild Game brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)

**February**

- Survivors of Suicide Community Input Meeting (Tracy)
- Prescription for Health Meeting (Tracy)
- Community Health Excellence Committee Meeting (Tracy)
- MIHIA Triple AIM Conference Call (Tracy)
- BCHD Outreach at Family Field Day Event (Tracy & Liz)
- Bay County New Year New You Weekly Program (Tracy & Liz)
- Attended and Completed ICS 300 Course (Liz)
- ESF Grant Outreach at BSCRA Winter Festival Event (Liz)
- Distributed a total of 421 ESF brochures to area physician's offices, and 115 Wild Game brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)

**March**

- Diabetes PATH Leader Update Training (Tracy & Liz)
- CHA/CHIP Planning & Advisory Meetings (Tracy)
- Screening, Brief Intervention, and Referral to Treatment (SBIRT) Training (Tracy)
- Presentation to Great Lakes Bay Leadership Alliance (Tracy)
- Bay County New Year New You Weekly Program (Tracy & Liz)
- Assisted BCSRA staff with LLBE presentation at 2 local elementary schools (Liz)
- Discussed and distributed STD materials to 6-12 graders at Pinconning Schools Health Fair (Liz)
- ESF Outreach at Saginaw Medical Society Health Fair (Liz)
- Attended Bangor Township cancer cluster meeting with BCHD Health Officer. Discussed 4 steps to determining if there's a cancer cluster in Bangor Township (Liz & Tracy)
- Distributed a total of 3,882 ESF brochures to area physician's offices, and 250 Wild Game brochures (plus additional educational ESF materials) to various businesses in Bay, Midland, and Saginaw Counties (Liz)

**WIC Breastfeeding Peer Counselor Activities (TRACY)**

Monthly BFPC Meetings with WIC Coordinator

**January**

- 23 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 1 Class with 7 participants total
- Infant Feeding Choices Class - 1 Class with 5 participants total

**February**

- 21 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 1 Class with 2 participants total
- Infant Feeding Choices Class - 1 Class with 8 Participants total
- Breastfeeding Coalition Meeting

**March**

- 17 Client Contacts (either face to face or by phone)

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  
 EPA = 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

Bay 3 TV Videos/Presentations

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	N/A	Parcels Evaluated	17
Mobile, Vending, & STFU Inspections	N/A	On-Site Sewage Disposal & Tank Permits Issued	11
Temp. Food Est. Inspections	N/A	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	N/A	Failed System Evaluations Conducted	3
Plans Received for Review	N/A	Sewage Complaints Investigated	0
Plans Approved	N/A	Well Permits Issued	9
Consumer Complaints Investigated	N/A	Abandoned Wells Plugged	4
Food borne illness Complaints Investigated	N/A	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	N/A

Cremation Permits Processed

January	72
February	54
March	66

Lead Program

- The transition to MDHHS “Healthy Homes and Lead Poisoning Surveillance System” (HHLPS) 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. HHLPS will also track homes where a child has been diagnosed with an EBLL. Kelly Dore, RN, BSN coordinates the program.

- Beginning January 1, 2017, MDHHS initiated EBLL nursing case management home visits for all children with Medicaid health insurance who have a blood lead level (BLL) of 5mg/dl or greater. 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 increase the number of children eligible for a EBLL nurse case management visit. These visits are reimbursed by Medicaid. Visits to children with private insurance are not billable but will be provided as a service and the cost absorbed into the Medicaid reimbursed visits.
- 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

1 phone or mail contacts to parents were completed during this quarter along with

0 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.
- 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)
- Several state teleconference to train on the new EBLL program

- Several meetings with administrative and MCH staff to plan tobacco cessation media plan for pregnant women
- Several meetings with BAISD and community leaders to coordinate a Home Visiting (HV) Hub for Bay County that promotes HV support services for women and children.

- 01-19-17 Thumb Area MIHP Coordinator’s Mtg, Frankenmuth, MI
- 02-02-17 Norovirus conference call with local school districts
- 02-24-17 Basic Life Support for nurses, CPR/AED recertification
- 03-20-17 Key Habits of Resilient People Conference, Saginaw, MI
- 03-20-17 Great Start Collaborative parent meeting regarding HV hub, BAISD evening meeting
- 03-24-17 Home Visitors Personal Safety Training, MSP, Officer Burch on site training

**Maternal Infant Health Department (MIHP)**

- The MIHP program received **112** maternal and infant referrals this quarter from which **11** maternal and **12** infants were enrolled. A total of **203 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 Winter semester.
- 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.
- 03-24-17 Home Visitor Personal Safety training, MSP Trooper Burch, BCHD

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.

- 02-24-17 Basic Life Support for nurses, CPR/AED recertification

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

- 02-24-17 Basic Life Support for nurses, CPR/AED recertification

**Immunizations**

SVSU RN Students precept with the RN in the Immunization program during the Fall and Winter semesters.

VACCINE	COUNT
TB Test	27
Hep. A. Adult	13

Hep. A. Peds	72
Hep. A./Hep. B	0
Hib	41
HPV	79
Flu	145
PCV 13	42
Rotavirus	18
Dtap	26
Dtap/IPV	26
MMR	26
IPV	23
Td	3
Tdap	79
Varicella	31
Dtap/Hep. B/IPV	30
PPSV 23	4
Meningococcal MCV4	78
Zoster	8
Hep. B. Peds	5
Hep. B. Adult	19
MMRV	33
Rabies	0
DT	0
<b>TOTAL</b>	<b>828</b>

**Family Planning**

<b>Number of Unduplicated Persons Receiving Services in Family Planning Clinic</b>
277
<b>Number of Encounters in Family Planning Clinic</b>
338

- 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.
- Both the RN and NP in the clinic provide learning opportunities for RN and NP students.

**Laboratory**

<b>Number of In-House tests: Clinical Services</b>	336	<b>Number of Other (Outgoing) Tests: Clinical Services</b>	156	<b>Number of Tests: Water/Non-Clinical</b>	417	<b>TOTAL TESTS</b>	909
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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
January	1	109	78	45	48	93	154	0	160	688
February	2	116	79	48	46	67	123	0	127	608
March	1	134	65	38	50	104	116	0	143	651

**Lead Tests Billed**

January	56
February	55
March	59

**HOUSING**

**Housing Director Activities**

- Appointed as Housing Director February 15<sup>th</sup>, 2017.
- Established an open line of communication with residents and hold regular meetings with those having concerns.
- Met and secured housings Capital Fund Obligation for 2015 which prevented a penalty of our future funds being cut and current funds being frozen.
- Updated SAM registration to enable us access to Grant money.
- Prepared with Fee Accountant everything needed for the April 20<sup>th</sup> audit.
- Attend weekly teleconference meetings with HUD Director of Michigan, Doug Gordon.
- Attended several meetings on learning Bay County's:
  - Budget
  - Purchasing procedures
  - Travel
  - Procurement via HUD
- Currently revising and updating the Housing Departments Lease Policy and Guideline handbook with Jonelle. This will be put in front of the Board of Commissioners for

approval.

- Currently organizing and preparing to begin capital improvements to our building (all of which will be put in front of the Bay County Board of Commissioners). Some of the items will be subject to change.
  - Parking Lot
  - Showers
  - Windows
  - Alarm System
  - Tuck Point and Sealing of the building
- CRA is Hampton Townships tallest building. I am currently setting up meetings with area fire departments (Hampton, Portsmouth and Essexville) to begin training in our facility monthly. Also to have them put on safety presentations and acquaint first responders with our resident's so they know we have an active working relationship with them. This also helps responders know this building inside and out in the event of an issue. (Will be put in front of the Board of Commissioners for approval before anything is done)
- Hired, with the cooperation of Buildings and Grounds, a new maintenance assistant Dwayne 'Dudly' Krueger whom transferred in from downtown Monday, March 27<sup>th</sup>.
- Established a daily work log for Dwayne and Jeremy to make sure we stay up on and ahead of custodial and maintenance issues.
- In the process of working on a ZERO TOLERANCE mission statement for the residents to live free of bullying, harassment and discrimination. (This will be put in front of the Board of Commissioners and executive leadership for approval.)
- Establishing complete transparency with Bay County as a whole via e-mails, memos and phone calls. (Open line of communication). This is a work in progress, however an immediate goal.
- Sending out weekly and monthly communications regarding what I am doing as director, and what is going on in the building that affects the resident's daily lives.
- Hosted our first "Coffee Hour" meet and greet for residents with Executive Jim Barcia, Commissioner Mike Lutz and myself. (Will be a reoccurring event).
- Addressed immediate problems areas within CRA with Jeremy and have begun working on those issues.
  - Gazebo/Decking repairs have begun to replace rotting boards and foundation.

- Front lobby doors have been repaired due to resident concerns over security of building. (No cost to county).
- Domestic hot water system has been repaired.
- Due to safety concerns of Jeremy, the zero turn riding lawnmower has been completely overhauled, fixed and returned for use.
  
- With the approval from Finance and Purchasing we have established a new account with PPG Paints to use in our building. This will save us over \$400 a year on items needed for “turning” apartments over and the quality is exceptional.
  
- Attended the newly established resident pot lucks.
  
- Purchased new vacuum to replace old unit that didn’t work.
  
- Re-established a resident newsletter which is put out by the residents, for the residents.
  
- Re-established event agenda for residents with our Resident Services Coordinator. (Bingo returns on April 20<sup>th</sup>, will be overseen by Joy Bishop).
  
- Currently waiting on 3 quotes to have Cable and Wi-Fi installed into our community room, free of charge for the residents to use. Due to Federal Procurement Procedures that I must follow I needed HUD’s approval for this, which we did receive. I have also contacted Frances in this matter and she approves.
  
- Current occupancy is at 100%.

### **Admissions and Occupancy Specialist Activities**

- Completed annual recertification’s for 24 residents
- 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 5 apartments.
- Repaired domestic hot water system.
- Completed 24 apartment inspections for recertification.
- Completed quarterly maintenance on air handlers and roof top exhaust units.
- Repaired several washers, dryers and refrigerators.

- Generators serviced.
- Repaired main lobby doors to lock again when closed (\$6000.00 saving).
- Community room floors stripped and polished.
- Community room painted.
- Started gazebo and decking repairs.
- Outside garage cleaned and organized.
- Thorough cleaning of refuse chute throughout entire building.
- New list of custodial tasks that the director request be done every day.
  - Public restroom
  - Lobby trash, dust and general upkeep
  - Refuse room cleaned daily
  - Laundry rooms cleaned daily
  - Visual checks on all lighting fixtures to ensure they are all working properly

#### **Resident Services Activities (Housing Director and Admissions and Occupancy Specialist)**

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 71 residents from January to March.
- Coordinated with local human services 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 Health and Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency. Information on Entitlement Programs:
  - Medicare/Medicaid
  - SSA/SSI/SSDI (Social Security Benefits)
  - TANF (Temporary Aid for Needy Families)
  - Food Stamps
  - Food Commodities (free basic food)
  - Fuel/Utility Assistance
  - Vocational Rehabilitation Services
  - Legal Assistance
  - Researching other Entitlement Programs for next quarter
- Coordinated many different presentations, medical clinics and programs to enhance and educate the residents at Center Ridge Arms on their mental, physical and daily living activities and coping skills utilizing local agencies. Personal Development Training:
  - Chair exercise class
  - Hearing Aid Clinic
  - Foot Clinic every 2 months maintenance check up's (Northeastern Foot Clinic, Dr. Baughman)
  - Educational BINGO (Neighborhood Home Care Services)
  - Assertiveness Training
  - Interpersonal Communication

- Conflict Resolution/Bullying/Problem Solving/Managing Difficult Behaviors
  - Nutritional Planning on a Budget (Michigan State Extension)
  - Eating Healthy and Being Active (6 week training session and demo's with MSU Extension)
  - Self-Help Support Groups
  - Dealing With Stress . . . How To Survive It
  - Depression, Anxiety, Grief Education
  - Dementia Training and Dealing With Individuals with Dementia
  - Other Personal Development Training programs will be coming next quarter
- Assistance with Personal/Family Needs:
    - Adaptive Equipment (wheelchairs, walkers, Amigos, etc.)
    - Helping Residents thru the DHHS Department with caregivers and other needs
    - Credit Counseling
    - Budgeting/Money Management
    - Catholic Family Services (helping Residents with a Payee/Guardianship Services)
    - Drug Awareness/Prevention
    - Domestic/Resident Violence and Abuse
    - Health Screening (Vital Clinic every Tuesday, 1-2 p.m.)
    - Wellness Programs to Keep Residents Healthy and Active (aware of their Quality of Life and how to keep the quality going and in the right direction)
- Recreational/Fun Activities brought back by the new director with no cost to Bay County.
    - BINGO twice a week starting end of April
    - Holiday Dinners and Parties
    - Fat Tuesday (Paczki's and Coffee)
    - Donuts and Coffee (sometimes during the month)
    - Pot Luck Dinner 2<sup>nd</sup> Thursday of each month
    - Trips Planned from May thru December, 2017
      - Casino - Standish
      - Frankenmuth - (River Place Shops) Lunch at Bavarian Inn
      - Princess Wenonah
      - Bronners in Frankenmuth
      - Johnson's Pumpkin Farm
      - Christmas Light Tour
- Meet with residents regarding personal, emotional, family problems, other residents making problems, etc. on a daily basis. Also, meet with some residents in their apartments whom are needing to talk or needing help in some manner.
  - Helping on the Newsletter.
  - Update calendar in front of office, if needed, with new activities not posted yet.
  - Order and control one resident's supply of colostomy bags.

### JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts thus far for the fiscal year and has maintained continued programming.
- One part time employee hired due to part time unit.
- One full time retirement and one part time retirement.
- One part time employee transferred to another department.
- Two part time employees terminated due to finding full time employment elsewhere.
- Approve to post for 1 full time position and 4 part time positions.
- New staff completed Safe Crisis Management Training and current staff participated in a refresher training in SCM.
- There were a total of seven resident seclusions. Three of the seven residents were placed in a physical restraint and two of the three residents were placed in mechanical restraints. There were no injuries to resident or staff during these restraints.
- Residents participated in ongoing education program provided by the Bay Arenac Intermediate School District.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes.
- Director attended Michigan Juvenile Detention Association and TriCap board meetings this past quarter.
- Director attended training on the 22<sup>nd</sup> and the 29<sup>th</sup> for food service directors.
- Interviews for 2<sup>nd</sup> Shift Supervisor.
- Director participated in meetings with the Personnel Director and USW Full Time regarding proposed uniforms.
- The Health Department provided immunization clinics for residents on 1/5, 2/2 and 3/2
- Healthy Kids Dental provided dental services to 9 residents on site

- The Director completed quarterly reports for the 2016 Justice Assistance Grant
- Director reported on a Resource Management Review with MDE regarding school nutrition program. No findings.
- Director received findings for the School Nutrition Program Administrative review conducted in 12/16. Minimal findings with corrective action plan completed and accepted.
- School Nutrition Program reimbursement of \$5,310.84 for the quarter.
- The Juvenile Home experienced 379 days of out of county residents to bill for \$56.850.
- Average daily population was 11.55 for this quarter.

**Community Corrections**

- All programs, with the exception of DDJR and Zero Tolerance met the 50% utilization mark for midyear. Due to overwhelming support and utilization for the Opiate Specific Program, all funds were expended within 4 months of the programs opening. The State has allocated another \$60,000 for the program, which will be available as soon as updated grant has been signed by Board of Commissioners. Grant for FY2018 is being completed currently and due May 1 to MDOC. Manager is looking at new programming, such as Women’s Trauma Focused and Domestic Violence. The CCAB is looking to replace at least 2 vacancies before end of year.

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

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	205	8940
Outpatient Treatment	63	1039
Cognitive Change	15	1350
Opiate Specific	11	525
Education/Employability	21	342

- Just these 5 programs combined have saved the county \$820,547 thus far for the fiscal year by supervising offenders in the community with treatment. These programs along with all 511 programs assist with jail overcrowding and bed space utilization.
- 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. Bay Co again has met the goal, our PCR is 16.1%. 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, monthly meetings with Circuit Court Probation, Tricap Board Meetings and Round Table Discussions, Pretrial Reform Meeting and Grant Information meeting. The Manager also hosted the bi-monthly CCAB meetings with Community Corrections board members. The Mental Health in Jail project is still being worked on to find solutions for our jail population.

## **MSU EXTENSION**

### **Sea Grant Programming, Katy Hintzen**

Since starting January 30, 2017, Kip has been connecting with local projects and partners as noted below:

- Saginaw Bay Reef Project - Sea Grant will assist with education and outreach for organizations that want to restore reef habitat and Sea Grant.
- Runoff Risk Advisory Tool - Sea Grant is working with organizations to create a tool to assist farmers in reducing runoff risk when applying manure, fertilizer or pesticides.
- Coast Storm Project - Sea Grant is working the East Michigan Council of Governments (EMCOG) and other partners to educate municipalities throughout the Saginaw Bay Watershed to be prepared for coastal storms.
- Saginaw Bay Invasive Species Summer Camp - Sea Grant is working with the Bay City State Recreation Area and other partners to host a camp this summer for 15 high school students focusing on invasive species management.
- Educational Article - Kip wrote an educational article regarding flowering rush, which is an invasive plant spreading in the Saginaw Bay Watershed - see [http://msue.anr.msu.edu/news/national\\_invasive\\_species\\_awareness\\_week\\_flowering\\_rush\\_msg17\\_cronk17](http://msue.anr.msu.edu/news/national_invasive_species_awareness_week_flowering_rush_msg17_cronk17)

### **4-H Life Skills and Capacity Building Programming, (Federal/State Funded) - Jodi Schulz**

- Hampton and MacGregor Family Engagement Events: Jodi and other staff held two family engagement events at Hampton. Each event focused on STEAM - science, technology, engineering, arts and math. In addition, the event gave parents tips and tools for supporting their child's in-school learning while they worked with them at home. At MacGregor, 4-H staff continue to work with administrators to hold family engagement nights that include science and literacy. Upcoming family events at MacGregor will include an Earth Day celebration.
- Science Expo: MSU Extension 4-H staff facilitated a science expo for Kolb 2<sup>nd</sup> graders where over 100 youth experienced science with their hands.
- Handy Middle School: Jodi continues to provide leadership to the 4-H programming efforts at Handy Middle School's 21<sup>st</sup> Century Afterschool program that focuses on lessons and hands on projects in six-week segments. In the last quarter, they

completed a program called *Be The Best You* that focused on skills that youth may currently have or need to develop further in order to be the best person they can be. The second program was on earth science where they focused on water conservation and completed a rain-barrel painting project. The earth science lessons also involved discovering how animals help the environment and the importance of plants in the environment.

#### 4-H Programming, (County Funded) - Jodi Wrzesinski

In addition to managing the 4-H traditional program, Jodi has overseen the Tech Wizards program. Below are excerpts from the Bay City Public Schools Spotlight about the program.

- Washington Second Grade Parent Day: Washington 2nd Grade teachers Ms. DuRussel, Ms. Kern, and Ms. Mullen, teamed up with MSU Extension to provide a parent involvement science activity. Students invited a guest to come and learn about Earth's major landforms and bodies of water. The students and their guests created clay models of the landforms and received two landform books to take home. Parents and students enjoyed a day of learning together.



- Washington Tech Wizards - Continue Learning about Biology: 4-H Tech Wizards got to dissect sheep hearts. Here they got to learn with their mentors about which valves pump blood to the heart and which valves pump blood throughout the whole body. The mentors and mentees all had such a great time and learned so much about how a heart works.



**4-H Tech Wizards Program, (.5 County Funded & .5 Federally Funded) Holly Julian**

In the past few months, Holly has been working closely with her Mentors and youth in the 4-H Tech Wizards program as noted below:

- Airplane Design: 4-H Tech Wizards mentors and youth tested unique designs for airplanes before building the Delta Dart, a rubber band powered Flying Model. The excitement and sense of accomplishment the youth portrayed once they saw their Delta Dart fly in the gymnasium was amazing to see.
- Veterinary Science: For two months, the 4-H Tech Wizards focused on Veterinary Science. Youth were first introduced to owl pellet dissection to see all the bones from the animals that an owl had eaten. The owl pellet science experiment came with a skeleton key where the youth could lay out all the bones on this sheet to show which bones they were. They found many skulls with teeth intact, tibias and fibulas, vertebrates, and many other bones.
- Holly then introduced the 4-H Tech Wizards to dissecting a cow eye. Before they were able to actually do any dissecting, they had to learn about the cow eye and all its functions as well as safety procedures for the dissection. The youth were very responsible and followed all the safety instructions that Holly had given during her presentation.
- The last dissection will be a sheep hearts. The 4-H Tech Wizards will learn about how a heart functions and how the heart pumps blood throughout our whole bodies. The youth will be able to see how the valves work and see which way the blood flows through the heart before the actual dissection.

**Supplemental Nutrition Assistance Program (SNAP-Ed), (Federal/State Funded),  
Ann Arnold**

- Bay County Family Fun Fair Program: On March 4<sup>th</sup>, Ann participated in the Bay County CANN Council Family Fun Health Fair. She delivered one time presentations to 69 parents called Think Your Drink, provided handouts with healthy eating tip, and offered healthy protein snacks.
  - Bay County Head Start classrooms: In January and February, Ann held Show Me Nutrition lessons with The Head Start preschool programs in Bay County. These consisted of 6 nutrition lessons with each of the 13 classrooms who had 17 children in each class. Students learned about the importance of washing hands before eating meals and the benefits of eating nutritional foods. Each lesson introduced them to a new fruit or vegetable. At the end of the series, each child received a child size MY PLATE from USDA and a small thermos bag from MSUE that said Fuel Up with Fruits and Vegetables.
- Health and Nutrition Education (Federal Grant Funded), Jessica Foss**
- MIWORKS and Handy Middle School: Jessica taught Eat Healthy Be Active and Cooking Matters for parents and adults. Since October, she has taught 214 lessons in 140 sessions with low income adults in Bay County.

- Handy Middle School: Show Me Nutrition was taught to two cognitively impaired classrooms. In addition, a six week Cooking Matters for Teens was taught where students were able to learn basic cooking skills with Healthy Recipes.
- Hampton Elementary, Macgregor Elementary, Washington Elementary and McAlear Sawden Elementary: Jessica taught 70 lessons in 53 sessions of Show Me Nutrition, a 6-8 week nutrition series for students.
- Macgregor Elementary & Washington Elementary: Through a partnership with Bay County 4-H, Jessica taught students and their parents about germs and making healthy beverage choices as part of the Science night at each school.

### Health and Nutrition Education (Federal Grant Funded), SNAP-Ed, Karen Parker

- Youth: Karen and Ann Arnold provided quick nutrition education to 600+ students at the *Pinconning Schools Health and Safety Fair*.
- Adults: Monthly nutrition presentations were delivered to SNAP-Ed eligible adults and seniors at *Good Samaritan Rescue Mission*. During the monthly commodity distribution for seniors, Karen went to the *Pinconning* location and made lentil vegetable soup for the participants to try. They were surprised how tasty and economical the soup was. At *Garfield Manor, Maplewood Manor* and *Center Ridge Arms*, a nutrition series for seniors was held and well attended.

## PERSONNEL & EMPLOYEE RELATIONS

### Personnel and Payroll:

- Personnel and Payroll staff spent a considerable amount of time in January processing personnel changes with retirements/new appointments of Elected Officials, including the County Executive, Sheriff, Prosecuting Attorney and County Commissioners.
- Vacancies were filled in many departments throughout the County, including 2 new department heads hired: Zachary Brunett at Housing and Roseann George with the Department of Aging.
- In accordance with the new labor agreements, pay raises were processed effective December 26, 2016. All of the pay scales were updated by the Payroll Staff.
- Additionally, Payroll/Benefits/Retirement spent much time working on mandatory year end reporting.
- W2s were processed and distributed by the January 21, 2017 deadline.
- Nationwide representative Ken Kelbel spent several days in Bay County meeting with employees that were interested in tucking away their pay increases. In addition to the pre-tax deferred compensation contributions, employees are now able to contribute to an after tax Roth IRA through Nationwide with the help of Ken.

- Tiffany Jerry was busy working on internal investigations that involved several departments.
- Tiffany also spent much time evaluating and processing reclassification requests received from BCAMPS and USW unit employees.
- The summer seasonal hiring frenzy is just beginning and personnel staff will be busy processing drug tests, background checks and paperwork for the Golf Course and Mosquito Control.
- The personnel department has submitted an application for electronic access with the State of Michigan driving records. We will be notified if any of our registered drivers have infractions on their record. This was upon recommendation of MMRMA.
- Federal and state mandated posters were updated in all of the county-owned buildings throughout the county since January.
- Now that all of the labor agreements have been settled, we are hammering out the language of each agreement and getting those agreements signed, printed and distributed.
- Staff attended the State of Community luncheon at the Double Tree.
- Staff attended training provided by finance department staff on bid and travel requests.
- Tiffany Jerry attended the MPELRA quarterly meeting.
- Tiffany has been preparing for an upcoming arbitration.
- Tiffany has prepared educational materials for department and division heads regarding ADA law, EEOC and the process for requesting to post for vacant positions and employment offers.

#### **Health/Life Insurance:**

- Medicare Advantage informational meetings took place in January for the Medicare retirees
- Medicare Advantage transition 3/1/17 took place without any major setbacks
- ACA compliance forms were mailed to all necessary employees
- Transitioned to The Hartford for Life Insurance

#### **Wellness Center (through February):**

- Positive feedback on the new provider Stacey Kowaleski
- Satisfaction Rating is 97%
- January had 167 appointments (5 new, 162 return) and February 207 appointments (11 new, 195 return).
- February 2017 had 207 appointments which is the 3rd highest month since the contract began in 2014.

- Most frequent visit type in January was for acute illness. February was acute illness and wellness care.
- Referrals year to date have been to Orthopedic, Gastroenterology, Dermatology, etc..
- Disease management has been provided most frequently for Hypertension and Hyperlipidemia.

#### **Training/Education:**

- Attended VSHRM in February, which Ryan Manz & Chris Izworski from Bay County Central Dispatch presented on Active Shooter training.
- Webinar on Health Promotions & Wellness

#### **Wellness:**

- Email newsletters were sent out on various topics each Monday - Your Health Matters, Wednesday - Wellness Wednesday, and Friday - Fun Fact Friday
- Checked out exercise ball chairs and mini cardio cycles to employees throughout all departments.
- Lunch & Learn in February hosted by American Heart Association and held in the Personnel Conference Room: 14 attended.
- Potty Postings were hung throughout the restrooms in the Bay County building.
- Lunch & Learn in March hosted by Cambridge on Reading Food Labels and held at the Alice & Jack Wirt Library: 30 attended.
- Extended reimbursement to employees and retirees for the Freeze Your Fanny Run/Walk in January: 3 participated.
- Step Challenge took place 1/2/17-3/12/17: 56 employees participated.
- Extended reimbursement to employees and retirees for the St. Patrick's Day Run/Walk in March: 37 participated.
- Win-By-Losing began 2/27 and will conclude 4/24; Bay County is currently in 2nd place.
- Biggest Loser challenge began 2/15/17, there are 18 participants, final weigh-in is 4/26/17. Currently the group has lost a total of 138.
- Step Challenge #2 began on 3/27 and will end 6/4/17; currently there are 67 participants

#### **Community Involvement:**

- Volunteer member on the Member Connections Committee for Valley Society for Human Resource Management
- Treasurer for the West Branch Business & Professionals Woman's Group

#### **PUBLIC DEFENDER**

- No Report Submitted.

#### **RECREATION & FACILITIES**

During the 1<sup>st</sup> quarter of 2017, 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:

During the Director's leave, the Interim Recreation & Facilities Director worked on the

following projects:

- Met with new County Executive, Jim Barcia to brief him on daily operations of the department.
- Visited Recreation facilities weekly to handle or address any issues that arose.
- Completed an investigation which resulted in suspension from the Community Center of a basketball league member.
- Getting the carpet laid at the Community Center
- Ordered the Viewing Scope for Pinconning Park
- Delivered detailed information to divisions regarding their 2017 approved budget.
- Developed a plan to install new cameras at the Community Center, Civic Arena, Rec Barn, and 4<sup>th</sup> floor of the County Building.
- Gathered information regarding permitting at Pinconning Park
- Worked on a customer disagreement with Sk8Bay at the Civic Arena.
- Facilitated the adjustment to the gates at Cody Estey Road at Pinconning Park
- Assisted with the RFP and purchase of the Golf Carts at the Golf Course
- Assisted in coordinating the Munters on-site Training
- Submitted request to hire for our 2017 summer help.
- Worked on mailroom coverage needed during the 4<sup>th</sup> quarter to ensure no delays in processing the county mail.
- Resolved phone issues that affected several departments within the county building.
- The Department Director returned to work on March 7, 2017. She worked on the following projects since her return in the 1<sup>st</sup> quarter:
- Met with new County Executive, Jim Barcia to brief him on daily operations of the department and discuss financials of the facilities
- Met with all staff for updates
- Worked extensively with the Recreation Manager to install new software at receive training at the Bay County Golf Course to be operational by opening day.
- Met with City Officials and the Softball Association about the upcoming season
- Met with City and County officials regarding the Water Main Project at the Community Center and Riverside.

#### Buildings and Grounds

- Staff installed/repared additional items at several Adult Foster Homes: light fixtures & ballasts replaced; kitchen trim repaired and new vanity tops & back-splash constructed; doors replaced; plumbing issues fixed; necessary painting & other repairs as needed.
- Staff moved Emergency Command Trailer for several events, including Delta College.
- Staff ran necessary wiring for T.V.'s, Conference room & Meeting room in Sheriff's area.
- Staff painted base boards, updated rooms, patched drywall & added new counter with wood backing in Sheriff's office, Under-Sheriff & Secretary's offices.

- Staff installed carpet in Command Office.
- Staff installed Jail Intake flooring, counter tops & trimmed doors.
- Staff installed new lock sets in various offices at Court Facility.
- Staff continued with salting & snow removal for all facilities.
- Staff repaired cat cages at Animal Control.
- Juvenile Home - continual repairs on boilers pumps, generator repairs, replaced boiler water pump, replaced leaking faucets & other plumbing issues - by County staff.
- Juvenile Home pulled new network cables and telephone wires.
- Staff renovated restrooms at Golf Course.
- Staff constructed furniture & offices for several departments (Health, DOA, Courts).
- Staff engraved several new name plates of various offices.
- Staff replumbed boiler at Civic Arena.
- Staff installed six (6) monitors and ran new circuits at 911-Central Dispatch.
- Staff re-installed multiple ceiling tiles on 7<sup>th</sup> 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 have 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, door & glass installation electrical & fire suppression installations. This project is complete.

**Civic Arena**

- New Years Eve Lock-In had a record 104 kids
- Youth house hockey program had 9 teams
- Youth travel hockey had 5 teams
- USHL Tri-City Icehawks played out of our rink
- Home of the Bay City Wolves and Bay Area Thunder high school hockey teams
- Adult League had 18 teams
- Hosted our annual January Freeze Tournament
- Hosted 2 Puck O The Irish Tournaments
- Hosted Midget A State Championships
- Hosted a high school figure skating competition
- Hosted a 2006 birth year travel hockey showcase this quarter.

**Community Center**

**The Fitness Center:**

January	807 clients	235 County Employees
February	842 clients	183 County Employees
March	850 clients	188 County Employees

**Fitness classes:**

	<b>January - March session/ Class sign up</b>		
FitFun	35 participants	29 pay clients	6 Bay County employees

YogaFit (am)	12 participants	12 pay clients	2 Bay County employees
YogaFit (pm)	24 participants	15 pay clients	9 Bay County employees
Fit in 30	6 participants	6 pay clients	2 Bay County employees
Cardio Drumming (am)		10 participants	
Cardio Drumming (pm)		15 participants	
Chair Yoga		62 clients	Tuesdays (small gym)
		43 clients	Thursdays (Room 124)

Recreation Activities	January	February	March
Open Gym/Day Pass	96	102	56
Open Volleyball	76	51	56
Open Badmiton	49	38	53
Pickleball	333	300	346
Youth Sports	222	300	264

**Events:**

- On Saturday, February 25<sup>th</sup> Bay County Recreation co -sponsored a Family fun/Field Day event at the Bay County Community Center with many community entities. Bay County Recreation, Sacred Heart, Neighborhood Resource Center, McLaren, Boys and Girls Club, MPA, Bay Area Behavioral Health, Bay County Health Department, and Bay Area ISD. We had a total of 79 participants, including 18 families. Children ages 5 -14 were encouraged to participate.
- We had breakout sessions that included: Reading food labels, brain teasers, cardio drumming, family games and vendor tables set up with giveaways. This is an ongoing event for one year. There will be 4 sessions throughout the year. Families who attend all the sessions will be in a drawing for a family week-end at the Frankenmuth Water Park. The payment for the week-end is provided by Neighborhood Resource Center. Lunch was provided by the Bay City Public Schools.

**Rentals:**

- We had every Saturday and Sunday booked with at least two of our four spaces rented for showers, and meetings.
- We have two youth basketball teams renting the gym afternoons during the week.
- The batting cage had been rented by Southwest Little League both in February and March.
- Three teams from little league rented the gym various days of the week throughout January, February and March.
- One youth volleyball team is renting the gym weekly.
- Bay Area Soccer Association held practices in the large gym every Sunday January - March.

**KNOCKERBALL:** Three knockerball birthday parties.  
 McLaren team building with Knockerballs.

**Division on Aging:** They use the small gym for Shuffleboard (Thursdays)  
Corn Hole toss on Tuesday afternoon.  
Room 124 for Osteo - Arthritis class Monday/ Wednesday.

**Men's Basketball League:** Large gym/ 9 teams (November through March) Winter season.  
They use both gyms M/Th. Small gym Tues.

**Church League:** Used the large gym on Saturday mornings. They had 7 teams in the league.

**Volleyball League:** League season runs from November- March. They use the gym Tuesday and Friday nights, 250 participants.

**Canteen:** Division on Aging uses this area as a meal site, conducts Matter of Balance class.  
No rentals this period.

**Horse Stalls:** Same 3 renters.

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

## Golf Course

- Went live with new software program ForeUP
- Replaced toilets in Pro Shop
- New countertops throughout the Pro Shop
- Pro Shop has completely been painted inside
- New Point of Sale terminal added in Pro Shop
- Updated men's bathroom and is ADA compliant
- 20 new golf carts purchased from Midwest Golf & Turf
- Prepared the Course for the opening of the season.