



## REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2017

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The following reports for the 4th quarter of 2017 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

- Assisted the Veterans Offices in coordinating financial procedures and processing expenditures through Soldiers Relief and Veteran Transportation Services.
  - Prepared submission to Board of Commissioners for RFQ for Veterans Services Coordinator and Amendment to Agreement for Soldiers Relief Coordinator. Both were approved by the Board of Commissioners.
  - Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the Fourth Quarter including multiple responses that required many hours and voluminous records from various Bay County offices and departments, including Prosecutor's files, 911 audio recordings and Environmental Health Division files.
  - Continued to work with Corporation Counsel on pending and potential litigation with MMRMA and processed multiple claims for automobile accidents involving County vehicles and property damage claims.
  - With input from various departments, completed renewal documents for 2018 with MMRMA. Received Coverage Document Proposal from MMRMA for 2018 and submitted to Board of Commissioners for approval and signature by the Board Chair. Received Bay County's Net Asset Distribution of approximately \$192,000 upon renewal.
  - Processed Notary Bonds with MMRMA for Bay County employees requesting renewal or processing as Notary Public.
  - Coordinated County Fleet Vehicle maintenance and schedule.
  - Resolved constituent concerns on various departmental issues and prepared correspondence in response to complaints and inquiries.
  - Met with key County staff and Commissioners on current issues involving Bay County government and constituent complaints or requests.
  - Regular discussions and coordination with Animal Control Manager and staff on current issues and during transitional phase into Best Practices at Bay County Animal Control.
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- Continued to meet with Bay County Animal Strategic Planning Committee and its members and experts. Distributed Plan Document to public and Board of Commissioners. Submitted suggested changes to Bay County Animal Control Ordinance to Corporation Counsel for review and preparation of Ordinance revisions in accordance with statutory requirements.
- With the coordination of BCTV Planning Committee, continued to develop sponsorship agreements, fees and programming ideas and promotion. Received 2018 schedule of events.
- In addition to regular Board of Commissioners Committee & Board meetings, Nick Paige filmed many events for BCTV over this quarter, including Community events, Pet of the Week at Bay County Animal Control, Bay County Historical Society presentations, Bay County Mosquito Control informational videos and others.
- Attended Michigan Public Risk Managers Association (MIPRIMA) planning meeting and performed responsibilities as Secretary of the organization. Also, submitted my resignation as Secretary of the organization.
- Represented MIPRIMA and attended Fall Education Conference at Plymouth Inn of St. John's.
- Attended Wellness-sponsored Lunch & Learn segments and participation in Wellness-Sponsored events.
- Assisted the County Executive in scheduling, preparing correspondence and speech presentations.
- Participated in interviews for various position vacancies within Bay County.
- Welcomed Rebecca Grzegorzczuk as Administrative Assistant to the County Executive.

### Animal Control

- The Shelter took in 231 cats and 186 dogs and 8 other animals for a total of 425 animals.
- Owners claimed 8 cats and 56 dogs.
- We adopted out 153 cats, 94 dogs, and 8 others were adopted.
- There were 12 cats and 28 dogs were euthanized per owner's request.
- There were 13 cats and 8 dogs euthanized due to aggressive behavior or illness.
- Field Activity: Officers went out on 749 calls, this quarter, which include the following:
  - 45 Animal bites
  - 45 Investigations of cruelty
  - 155 Loose and Aggressive
  - 44 Barking

- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, Bay3 TV, etc. We are still working with other shelters that are willing to pull animals when the shelter is filling up or take an animal that needs more care than we are able to provide.
- We were involved in the Empty the Shelter Day with Bissel Pet Foundation on October 14, 2017. We adopted out 38 cats and 12 dogs that day. Bissel Pet Foundation paid our bill at All About Animals Rescue to have the animals sterilized and rabies vaccinated for the event.
- We have applied for a 2018 Department Of Agriculture Grant so that we would be able to have Kelley Bollen, a well renown Certified Behavior Consultant and Shelter Behavior Specialist to come to Bay County and hold a two day seminar regarding all areas of Animal Behavior and Shelter Behavior. If we are able to receive this grant we will be able to hold a two day seminar in our county and invite all Animal Controls and Animals Shelters surrounding the Bay County area to come to this lecture.
- Officer Olivia Shields and clerk Jo Bollman were able to go to a lecture that Kelley Bollen was lecturing in Bloomfield Township, October 5<sup>th</sup> and 6<sup>th</sup> courtesy of Pet Fund Alliance.
- Jo Bollman went to the 2017 Great Lakes Animal Welfare Conference which was held October 23<sup>rd</sup> and 24<sup>th</sup> in Battle Creek MI. Jo learned about new techniques and ideas that are being used nationwide by other municipal and private animal shelters. Jo won a scholarship to be able to go to this conference and she was awarded another scholarship to be able to go to the 2018 Great Lakes Animal Welfare Conference too.
- We are taking cats by appointment only now. If we are full we do have a waiting list and will take names, phone numbers, and the amount of cats they are bringing in. Doing the intake of cats this way has helped with cutting down on the cats getting sick from overcrowding and we are no longer putting cats down due to no space available. The average time a cat maybe in the shelter waiting to be adopted can take up to three months, especially the adult cats.
- We are now working with All About Animals Rescue, in Warren MI, with having the dogs and cats at the shelter sterilized and rabies vaccinated before they are adopted out. Cost to adopt a cat is now \$68.00. That cost includes sterilization, rabies vaccination, distemper vaccination, and the license for the cat. For a dog the cost will now be \$108.00. That cost will include the sterilization, rabies vaccination, distemper vaccination, bordetella vaccination, and license for the dog.
- We are getting ready to work once again with the BAISD Veterinary Technician Program and Dr. Carol Musselman. As the program has done in previous years they will sterilize twenty adoptable animals from the shelter.
- Both Bay Animal Hospital and Bangor Veterinary Clinic each sponsor one dog and one cat each month. That sponsorship covers sterilizing and vaccinating the animals.

- Our support group Furfest Rockin' The Rescues has been a big help at the shelter with volunteers daily and helping with events.

### Soldiers/Sailors Program

- During this Quarter we served 59 Veterans with 1 or more of the following services. Services were denied to 18 individuals because of either; type of discharger, incomplete application or income exceeded program requirements.
- We provided 50 single use bus passes and 1 multi punch pass to Vets. This has showed a reduction in gas cards provided. The reduction in food cards is not known but may be contributed to food baskets/cards given out for the Holidays.

SERVICES	EXPENSES
Gas Cards	225.00
Food Cards	400.00
Bay City Utilities	2435.68
Consumers	976.05
Other (City of Pinc. Water, City of Essexville water, new propane tank & fuel, & new furnance).	4228.95
Rent/Mortgage	1284.00
Car Repair	751.42
Bus Passes	45.00
<b>TOTAL</b>	<b>\$10,346.10</b>

### Veteran Van Program

Honor Guard Members that took part in military funerals this quarter:

- 10-23-2017 St. Valentine Church, Beaver MI 14 members  
*Total \$75.00*
  - 10-28-2017 1<sup>5t</sup> Baptist Church, Auburn MI 17 members  
*Total \$85.00*
  - 11-22-2017 Auburn Methodist Church, Auburn MI 16 members  
*Total \$85.00*
  - 11-02-2017 Sacred Heart Church, Kawkawlin MI 16 members  
*Total \$80.00*
- Grand total is \$325.00**

- Currently there are 26 Honor Guard Members.

## DEPARTMENT OF AGING (See Attached)

### CENTRAL DISPATCH 9-1-1

1. 9-1-1 answered: 6,661 Emergency calls in the month of October; 5,166 Emergency calls in the month of November; and 6,052 Emergency calls in the month of December. In total, Central Dispatch has answered 75,653 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 one employees in the training program. The trainee is scheduled to complete the training program in the second quarter of 2018.

3. Completed a project to move from copper telephone lines to digital telephony for Bay County 9-1-1 Central Dispatch non-emergency lines. The projected is expected to save Bay County 9-1-1 approximately \$800-\$1200 per month.
4. A total of 8,009 Bay County residents have signed up for Smart911. 310 residents have signed up in the 4<sup>th</sup> quarter of 2017. 163 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 35 Smart911 texting sessions.
5. In conjunction with the other members of the Great Lakes Bay 9-1-1 Consortium, Bay County selected INdigital and PFN as our text-to-911 provider. Our aim is implement text-to-911 by the 4<sup>th</sup> quarter of 2018.
6. 9-1-1 in conjunction with Emergency Management and Bay County Fire Chief's MABAS Division have undertaken a complete radio template and radio procedure redesign. The project focuses on increased safety and increased interoperability. The anticipated completion is 3<sup>rd</sup> quarter 2018.

The group identified 800 MHz radio trainers and the trainers attended a MPSCS radio train the trainer refresher training. The team then met and developed a training curriculum. The curriculum is focused on the use of simplex talkgroups on the fire ground and the new APX radios.

7. Deployed the Smart911 Kiosk to each Bay County Library in the month of November.



# Bay County Department on Aging

## Services for Seniors - 4Q17

Home Delivered Meals  
**35,285**

Congregate (Activity Center) Meals  
**9,903**

Commodities Boxes Delivered  
**518**

Do you know what services the Department on Aging offers to the Bay County Residents 60+ who are home-bound? We offer Home Delivered Meals, Personal Care Services and Homemaking Services. There are 5 Case Managers that do home visits to complete paperwork and set up services.

Do you know that the Department on Aging offers Activity Centers in several locations throughout Bay County that provide opportunities to have a nutritious meal, experience fellowship, and participate in a variety of activities. We also can assist with transportation to any one of the Activity Centers.

The Bay County Department on Aging is dedicated to providing continued opportunities for the community's older adults by maintaining independence, offering social activities, and enhancing their lives through delivery of quality services in a cost-effective manner.

Elder Abuse Cases Served  
**11**

Special Event Eligible Meals  
**1,333**

Transportation (# of rides)  
**299**

Volunteer (Hours)  
**1526**

Caregiver (Hours) : **158**

Case Coordination (Hours): **1,519**

Homemaking (Hours)  
**2,065**

Personal Care (Hours)  
**320**

### Health & Wellness Classes

Blood Pressure Clinics - Low Vision Support Group - Various Sites Exercise Classes - Line Dancing - Wii Bowling League - Shuffleboard - Osteoporosis Strength Classes - Aging Well: Chair Yoga - Cornhole Toss - Matter of Balance Class - Indoor Walking Program - Grief Support Group-Cardio Drumming - Belly Dancing-Diabetics Education-Managing Diabetes During the Holidays-Arthritis Exercise

### Special Events

Fall BBQ - Bay City Players Event - 3 - Movie/Lunch Series at Wirt Library In Service Program Holiday Stress Management

### Dining Center Activities

Musical Entertainment - Jolly Hammer & Strings, Piano Man, Arlen Willett, Recyclables, Western Select Choir, Over The Hill Gang, Gift Wrapping Class, Board Games, Book Club, Pampering for the Holidays, Ukulele Demo, Learn to Knit, Halloween Celebrations, Spa Hand Scrub Class, Christmas Celebrations, Overview Alzheimer & Other Dementias, Acrylic Painting Class, Who Should You Trust Program, Christmas Auction, Holiday Card Class, Knitting Class, Casino Trip, Euchre, Smear, Cribbage, Pinochle, Card Games, Security Awareness, The Importance of Hearing Well, Birthday & Anniversaries, Bingo, Tin Can Snowman Class, What's Up With the Weather Presentation, Thanksgiving Celebrations, File for Life Program, Fresh Flower Arrangement Class, Tips on Preventing Falls, Medicare What You Need to Know, Cup Cake Decorating

8. Developed a cost sharing program with our partners in the first responder community for the purchase of mobile and portable 800 MHz radios.

### CORPORATION COUNSEL

- Reviewed contracts for or provided legal opinions to:
  - Administrative Services
  - Animal Control
  - Board of Commissioners
  - Buildings and Grounds
  - Central Dispatch 9-1-1
  - Circuit Court
  - County Executive
  - Criminal Defense
  - Department on Aging
  - Drain Commissioner
  - Environmental Affairs & Community Development
  - Finance
  - GIS
  - Housing Rehabilitation
  - Health Department
  - Information Systems Division
  - Juvenile Home
  - Personnel and Employee Relations
  - Prosecutor
  - Purchasing
  - Recreation and Facilities
  - Register of Deeds
  - Retirement Board
  - Sheriff
  - Treasurer
  - Transportation
- Responded to more complex FOIA requests and/or Appeals
- Attended Commission Board meetings
- Attended Retirement Board meetings
- Attended VEBA Board meetings
- Attended Division Managers and Department Directors meeting
- Participated in FY 2018 Budget Discussions
- Attended IT User Group meeting
- Attended meetings regarding Center Ridge Arms
- Attended Wage Study RFP meeting
- Received and Reviewed complaint in Neal J. Papin v. Bay County litigation matter
- Reviewed billings, correspondence and pleadings in Lee v. Miller et, al. litigation matter
- Prepared briefs and pleadings in Young v. Bay County Prosecutor et, al litigation matter
- Prepared briefs and pleadings in Greenhoe v. Bay County and Young v. Bay County litigation matters (Circuit Court)
- Prepared briefs and pleadings in Abdella v. Bay County litigation matters (District Court)

- Managed and reviewed attorney correspondence and filings in Hammond v. Bay County litigation matters
- Reviewed attorney correspondence in Groulx v. Bay County litigation matters
- Reviewed attorney correspondence, filings and billings in C Burch v. Bay County DHHS and D. Burch v. Bay County DHHS Appeals
- Provided legal opinions and guidance on employee/personnel issues
- Reviewed Custodian Bank Transition for Retirement Board
- Reviewed Funding of new VEBA for Retirement Board
- Attended Michigan Public Employer Labor Relations Association Training Conference
- Received, reviewed and responded to various subpoenas (Sheriff's Office – 2)

## CRIMINAL DEFENSE

### Employees

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

### Case Appointment Numbers for October 2017

- Felony Matters: 22 assignments
- Circuit Court Violation of Probation Matters: 8 assignments
- Misdemeanor Matters: 27 assignments – This number covers cases that are assigned to Judge Janer and Judge Klida.
- Traffic Matters: 8 assignments
- **Total Assignments: 65**

*\*Assignments include new clients and current clients that have new charges*

### Case Appointment Numbers for November 2017

- Felony Matters: 16 assignments
- Circuit Court Violation of Probation Matters: 3 assignments
- Misdemeanor Matters: 36 assignments – This number covers cases that are assigned to Judge Janer and Judge Klida.
- Traffic Matters: 15 assignments
- **Total Assignments: 70**

*\*Assignments include new clients and current clients that have new charges*

### Case Appointment Numbers for December 2017

- These numbers are not yet available, however, it is anticipated that they would run along the same lines as October and November.

*\*Assignments include new clients and current clients that have new charges*

### MIDC Compliance Plan

- Revision request was received from MIDC.
- Meetings were held to discuss the requested revisions to the plan.
- Updated the MIDC plan for submission.

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### Next Quarter

- Continued Training
- MIDC Compliance plan revision

## ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

### Director's Report

The following are highlights during the 2017 fourth quarter for the director of the Environmental Affairs & Community Development Department.

- **Lake Huron Citizens Fishery Advisory Committee**  
Attended the Lake Huron Citizens Fishery Advisory Committee Meeting in Clare, Michigan to better ensure Bay County's interests in the fishing industry are represented. The Lake Huron Citizens Fishery Advisory Committee is authorized through the Department of Natural Resources to improve and maintain commercial, charter and recreational fishery resources of Lake Huron through better communication and partnerships. The October meeting focused on a discussion about the importance of Lake Huron's Chinook Salmon to local economies.
- **Bay Area...On the Go!**  
The Director assisted in coordination of educational elements for the Bay Area Chamber of Commerce "Bay Area . . . On the Go!" event on October 2017. This event was held at the Double Tree in Bay City and focused on skilled trade jobs and labor jobs requiring specific training and certification. Provided information on skilled job opportunities in the environmental and water/wastewater utility sectors.
- **Michigan Phragmites Presentation**  
As an invited participant, the Director presented an overview of the Bay County Phragmites project to the joint meeting of the Michigan Aquatic Invasive Species and Michigan Terrestrial Invasive Species Core Teams, comprised of management and regulatory staff from the departments of Agriculture and Rural Development, Environmental Quality, Natural Resources and Transportation. The presentation focused on the accomplishments of the MISGP grants to address Phragmites along with the restoration of Inner Saginaw Bay Coastal Ecosystems and the work being done in Bay County for restoration improvement. The immediate impacts to increased waterfront property values were discussed and participants report valuation increases are starting to be measured statewide.
- **Bay Area Chamber of Commerce (BACC) Leadership Bay County Session Speaker**  
Was a guest speaker at the Bay Area Chamber of Commerce October 2017 Leadership Bay County Session to present on the natural resource investments and resulting improvements and on-going efforts that continue to transform our community from our historic environmentally degraded legacy to an attractive waterfront community that is experiencing broad environmental restoration and the accompanying economic benefits that result. Leadership Bay County participants are selected from a diverse pool of employers and community organization and are recognized as up and coming community leaders. Leadership Bay County appeals to people of diverse backgrounds who have an interest in the future of our community. The nine-

month curriculum is designed to help participants better understand our community by reviewing its history and possibilities for our future.

- **Bay County Agribusiness Council**  
Continue to participate on the Bay County Agribusiness Council hosted through the Chamber of Commerce, Michigan Sugar and Farm Bureau. The group is involved with efforts and projects to support local agriculture and its related industries and educate on the substantial impact Ag has on the Bay County economy. The Council works to support and promote locally produced foods, mechanical and farm equipment, the County Fair and the establishment of Bay City Market.
- **Saginaw Bay Coastal Initiative (SBCI)**  
Facilitate 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. The past quarter monthly meetings have been focused exclusively on implementation of the Regional Shoreline Phragmites Grant. SBCI works to develop solutions to environmental issues that adversely affect our local economy. Current work is to prepare for biomass reduction (cutting) of dead Phragmites stalks over winter in areas previously treated.
- **Friends of Bay City State Recreation Area (BCSRA)**  
Continued to assist in the coordination of efforts between the County, DNR and the local neighborhood in finding an adequate compromise for the sudden proposal by DNR to increase the area and extent of hunting in the BCSRA. The community stakeholder Action Plan was completed during the quarter that will extend a driveable access way and parking to the beach and shoreline and include restrooms. The parks name change was officially approved and adopted by the Natural Resource Commission, as the Bay City State Park. Continue to participate in smaller subcommittees in support of Beach Wellness, invasive species control, new beachfront amenities (Mobi-mat, fire pit/rings, etc) and removal of the deed restriction preventing recreational use of the beachfront.
- **Saginaw Bay WIN Water Task Group**  
Serve as grant project proposal reviewer and 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 every quarter.
- **EPA - DOW Community Advisory Group (CAG)**  
Serve as advocate for the Saginaw River and Saginaw Bay (Bay County) portion of the EPA – Dow Chemical Superfund cleanup of the Tittabawassee River, Saginaw River and Saginaw Bay. CAG meets during the quarter to discuss issues related to the progress of the Superfund cleanup and review/provide input on technical aspects of the work. These meetings are open to the public and are mostly held on the third Monday of every other month. The group was established to represent the interests of the community and to share information and make recommendations to U.S. Environmental Protection Agency on the cleanup of the rivers and bay.

- Partnership for the Saginaw Bay:**  
 Serve on the Board of the Partnership for the Saginaw Bay, the official Public Advisory Council for the Saginaw River- Saginaw Bay Area of Concern (AOC) program. As Vice Chair, the Director helps lead meetings for actions to restore the historic impairments and 'de-list' area as a historic impaired community. The priority 2017 has been the Beneficial Use Impairment of Beach Closings and restoration criteria have been identified. Works in conjunction with guidance from the US EPA and direct participation from a representative from the Michigan Department of Environmental Quality Office of the Great Lakes (OGL which is moving to be housed under the Department of Natural Resources in 2018).
- Roadmap To the Future Steering Committee:**  
 Participation on the Roadmap To the Future Steering Committee, Sense of Place and Robust and Diverse Economy Impact Teams. Led by Bay Area Community Foundation and the Bay Area Chamber of Commerce, the Steering Committee developed a road map for enhanced community growth and promotion to support economic prosperity in Bay County, Michigan. This "Road Map" was conducted to fulfill a recommendation first identified in the 2004 Bay County Community Economic Strategy (Whitaker Study). The goal of this group is to identify projects and efforts the countywide community can pursue to promote our county and attract new people and investments while improving the economic vitality of the area. Implementation of the Road Map works to support those existing agencies or organizations that are responsible for these projects and efforts, such as beach wellness, and waterfront improvements. Continued use of the social media site Gateway Bay City showcases the best of life throughout Bay County, currently at over 4,000 viewers.

### Geographic Information Systems (GIS)

- 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.
- Monitoring and Updating 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, Bay Metropolitan Transportation Authority, Drain Office, Board of Commissioners, Aging, Equalization, Environmental Affairs & Community Development, 9-1-1, Emergency Management, Register of Deeds, Bay County Road Commission, East Michigan Council of Governments, Health Dept., Mosquito Control, Gypsy Moth, Bangor Township, Frankenlust Township, Beaver Township, and Williams Township.
- Attended Department/Division Head Meetings.
- Attended MiCAMP Board Meetings.
- Attended IT User Group Meeting.
- Continue to update Transportation projects layer and imported them into Fetch layer.
- Directed intern on continuation to work on Pinconning Park map and load to website.
- One intern returned to help with GIS task for the rest of the year and will work on Mosquito

- control maps and digitizing data.
- Working on updating maps for Mosquito Control and implementing an upgraded reporting and tracking system.
- Working on a map reporting system for Mosquito Control spraying and Gypsy Moth application for the public.
- Working with Bay County Road Commission on creating a rating and funding plan for the Bay County non-motorized network.
- Attended Regional GIS Meeting in Midland to discuss LiDAR and potential options for new aerial photography in 2020.
- Researching ArcGIS pro and benefits of switching to this service.
- Coordinate with Personnel on posting vacant Transportation Planner/GIS Technician position.
- Review candidates for vacant position and develop interview questions.
- Conduct interviews for vacant position.
- Coordinate with ISD on upgrading GIS software countywide.

## Gypsy Moth Program

- **Gypsy Moth**  
October through December, Gypsy Moth Suppression Program staff focused on conducting Gypsy Moth Egg Mass Surveys. Approximately 450 of the annually surveyed sites were visited and evaluated. A few sites showed increasing gypsy moth populations however none had enough egg masses to indicate that the population had grown to a level which would cause defoliation next spring. In most areas of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. No areas appear to need treatment in the spring of 2018.

Other areas within the state that have a long history of continued high gypsy moth populations have seen a slight increase in the number of egg masses. This may be in part due to the small number of acres were treated in 2017. The Program Coordinator attended the Annual Gypsy Moth Conference and learned that the national “Slow the Spread” program is having good success in the southern states where the leading edge of the gypsy moth population continues receding back into generally infested areas. The northern states are not seeing as much success so Wisconsin and Minnesota will be changing their strategies to better address the gypsy moth with their limited funds. The USDA reported that they have not found any new Asian Long-horned Beetle infestations so that population appears to be contained for the time being.

- **Emerald Ash Borer**  
Evaluation of all the ash trees on publicly held lands in Bay County was completed in the beginning of the fourth quarter of 2017. Treatment of up to 700 ash trees is scheduled for spring of 2018. A bid package for a 4 year contract is being developed. Tree value and benefit calculators estimate that for every \$1 spent on maintaining street trees, the trees produce about \$5.82 in benefits each year, a good return on this investment.

Program staff also attended several web seminars on the effects of emerald ash borers on the forest community and how municipalities continue to deal with this invasive pest. December 1<sup>st</sup> a new Quarantine map was published showing that the range of EAB has expanded into South Carolina, Georgia and Louisiana in 2017.

- **Michigan Green Schools**

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

### Mosquito Control

- Received Board approval to apply for a 2018 DEQ Scrap Tire Cleanup Grant for up to \$8,000 to hold two tire drives next summer. Award results expected by spring 2018.
- Submitted a Non-Domestic Sewer User survey for the City of Bay City as an EPA regulatory requirement identifying discharge by all non-domestic water users detailing our vehicle wash water rinsing, testing, and releasing process
- Submitted annual application for Permit to Use State Land to Bay City State Recreation Area for permission to trap and treat at Bay City State Recreation Area in 2018. Light trap data at BCSRA for 2017 was also submitted.
- Started the control material bid process in conjunction with Midland and Tuscola Counties for purchasing 2018 insecticides. Chemical bids will be opened January 17, 2018.
- NPDES Annual Report for Large Entities submitted and approved via MiWaters website as required under NPDES permit. Yearly application fee also filed.
- Updated Pesticide Discharge Management Plan (PDMP) as required annually under the NPDES permit
- Compiled 2017 Bay County Mosquito Control Annual Report
- Hosted the 7F Training Session sponsored by Michigan Mosquito Control Association, educating and training approximately 100 pesticide applicators on sound mosquito control application principles based on Integrated Mosquito Management. Mosquito Control staff presented both classroom-style presentations and hands-on demonstrations to attendees from across the state.
- Moved forward with GIS mapping improvements with the help of the GIS Department and GIS interns. This includes creating layers of routes, habitats, and disease occurrence in ArcMap to be continuously updated into the future.
- With the help of the GIS Department, an interactive map has been created for the Mosquito Control website to allow residents to view when their property was last treated by Mosquito Control. This will be made available beginning in the summer of 2018.
- The 4 county-wide mosquito control programs met with MDARD in regards to updated policy and procedural changes for mosquito control applicators in 2018.

- Attended regular Bay County/Bay City GIS Workgroup meetings
- Completed all vehicle and equipment repairs from the 2017 season.

## Transportation Planning Division

- 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.
- Coordinated discussions with MDOT, BCRC, Bay City, and EMCOG on traffic count collection.
- Continued working with EMCOG on Regional Transit Mobility
- Continued working with MDOT on Safety, Pavement, and Bridge Condition Performance Measures and targets.
- Continued discussions with Bay City, the Bay County Road Commission and MDOT on potentially extending M-15 north of Center Avenue along Trumbull Street and Wilder Road to I-75 in Monitor Twp.
- Attended Riverwalk/Railtrail Committee meetings.
- Completed BCATS Quarterly reports and billings as required.
- Working with Bay City on possible transfer of Independence and Liberty bridge to a private company and other possible solutions to fix those bridges.
- Met with MATS, EMCOG, and MDOT to discuss issues with the TIP Amendment process.
- Attended JobNet Technical Committee Meetings in Lansing.
- Attended Metropolitan Planning Team Meetings for implementing performance based programming of projects.
- Coordinated MTPA-Transportation Performance Measures Subcommittee
- Work with MTPA – Transportation Performance Measures Subcommittee to develop language for TIP and LRP documents for FHWA compliance.
- Held discussions with Bay City and MDOT on the privatizing of Independence and Liberty bridges.
- Attended Rural Task Force 7B Meeting at the Bay County Road Commission
- Working with Riverwalk/Rail trail group on developing an asset management plan for the trail using PASER data collection method.
- Continued to work with EMCOG and MDOT on updating the regional non-motorized plan.
- Working on developing a maintenance plan for the Bay County Non-motorized network and working with Bay County Road Commission on conducting PASER rating of the trails.
- Analyzed and submitted PASER Rating data for Bay County, Bay City, and Essexville
- Working with the Road Commission and Bay City on a more streamlined process of collecting and reporting road counts
- Coordinate with Personnel on posting vacant Transportation Planner/GIS Technician position.
- Review candidates for vacant position and develop interview questions.

- Conduct interviews for vacant position.
- Met with FHWA and had discussions with MATS and SMATS regarding urbanized area and planning area overlap between MATS and SMATS.
- Discussions with BCATS Policy Committee Members on concerns of possible merger with MATS and SMATS.

### EQUALIZATION

- Apportionment Report presented to the County Board of Commissioners, to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations, and finally submitted to the State Tax Commission.
- Finalized sales studies and appraisal studies and reviewed with local unit assessor for the 2018 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2018 equalization studies for 2018 starting bases for all classifications in all units.)
- Compiled and updated parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculated and verified millage rates, prepared and submitted pertinent reports, verified tax bill due dates and messages, compiled that data and submitted for tax bill printing.
- Winter tax bills sent for Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning.
- Emailed / mailed digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Mailed Personal Property Statements.
- Appraised properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Continued to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, updated property ownership information.
- Assigned new parcel numbers for split or combined properties, wrote legal descriptions and updated the Equalization Maps as well as the GIS parcel layer.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.

- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepared computerized tax bill data for township officials and assisted them in uploading that data and printing necessary billing reports and documents.
- Input December Board of Review information into the assessing and taxing database.
- Input new sales, and reviewed and updated older sales in our database. Currently have 118,000 sales & transfer document references for public and Department use.
- Updated website for Property Tax Query and equalization reports on the Department web pages.

## FINANCE

### Accounting/Budget

- Staff attended the annual 2018 GAAP (Governmental Generally Accepted Accounting Principles) update webinar on November 2, 2017.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2017, were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.
- Attended various webinars on trends in local government and current financial issues, along with Tyler Cashing and Munetrix.
- Met several times with the Health Department to discuss the operations of the Health Fund revenue and expenditures.
- Worked on the conversion of Retirements custodian bank from Northern Trust to Comerica Bank.
- Participated in the new Countywide phone system implementation with the IT Department
- Attended the Tri-County Meeting at Midland County.
- Worked with the Executive's office to complete the requirements for the County Incentive Program which enables Bay County to be eligible for state revenue sharing during the next fiscal year.
- Coordinated several meetings regarding 2018 Budget. Prepared the final 2018 Budget for the Bay County Board of Commissioners which they adopted December 19, 2017.
- Prepared and distributed the 2018 Adopted Budget.

- Met regarding Housing Department, 911 – Central Dispatch and Health Department budgets.
- Met with payroll staff regarding changes in 2018 benefit rates applicable to the 2018 Budget.

## Housing Rehabilitation

- Continued day to day oversight of the program.
- Answered various questions and supplied documentation to program participants.
- Met with Corporation Counsel and Finance Staff to discuss future projects and concerns.

## Information Systems Division

- Configured and installed new phones for the County wide phone system.
- Completed 716 work orders and projects
- Worked with ImageSoft to complete an upgrade to OnBase 17.
- Upgraded core system software.
- Replaced PCs and laptops in various departments.
- Worked with vendors to complete system upgrades for various departments, including new versions of software.
- Worked with various departments on completing end of the year budget requests.

## Purchasing

### Bids Awarded:

- Equalization Tax Bill Printing

### Bids in Process:

- Parking Lot Rental
- Credit Card Merchant Services

### Bids Released:

- Cost Allocation Plan

### 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.
- Awarded and emergency purchase for the replacement of the parking lot at Center Ridge Arms.
- Assisted Departments and Board of Commissioners in researching items for the 2018 budget requests.
- Conducted quarterly business reviews with key vendors.
- Began year end close out process:
  - Issued remaining purchase orders for 2017

- Ran reports for departments listing open purchase orders
- Compiled open PO's into an Excel spreadsheet to track closures and transfers

## HEALTH

### Administration

Since 2013, the Bay County Health Department Administration has implemented a Strategic Plan to provide a framework for future growth and direction. Key staff from the Health Department was assembled to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The new BCHD Strategic Plan builds upon previous work from 2013-2015 and has eight overarching goals:

1. BCHD will create an environment that values and respects all customers and employees.
2. BCHD will promote our programs and services in the community.
3. BCHD will provide responsible fiscal management for its programs and services.
4. BCHD will utilize the latest technology to reach a broader audience.
5. BCHD will assure a competent public health workforce.
6. BCHD will create a welcoming environment conducive to meeting client needs.
7. BCHD will seek opportunities to expand programs and services.
8. BCHD will broaden and strengthen partnerships with community organizations.

The FAB TEAM is working on a detailed plan that encompasses current efforts to modernize programs and physical environments and determine metrics to measure success.

Key accomplishments during this period include:

1. The Bay Community Health Clinic has moved into year three of a cooperative clinic project with Saginaw Valley State University. The clinic continues to focus on persons with multiple chronic conditions, who are uninsured/underinsured, especially veterans and persons with behavioral health issues. With subsequent grants funded to expand services, the Health Department is working with the University and Bay Arenac Behavioral Health expanding primary care services for residents who receive treatment for mental health at BABH. With the assistance of, Christine Chesny, several changes have been made to ensure the efficient operations of the clinic beyond the expiration of grant funding. BCHC hosted an open house to the community on October 19.
2. The Health Department has attested to demonstrate Meaningful Use requirements including, but not limited to patient portals, HL7 interfaces with State Databases, HEDIS reporting requirements and patient notification beginning for a 90 day period, starting October 1 and ending on December 31. If the attestation is approved by the Michigan Department of Community Health, the Health Department will be eligible for additional meaningful use funds in 2018.
3. In December, the Health Department also successfully completed a Security Risk Assessment undertaken with Altarum/MPHI to determine if progress has been made on security and privacy matters within the Health Department facility and through the use of its network systems and electronic health record.
4. 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.

5. The Environmental Health Division submitted a grant application to the Michigan Department of Environmental Quality to expand the interface with the Fetch GIS program to provide spatial analysis and drafts of septic and water supply systems for parcels located in Bay County.
6. A three stage renovation that will address security and privacy concerns at the health department facility began in August of 2017. WIC offices have been built and most of its staff has moved into its new offices as of September 21. A new expanded public conference room and Environmental Health staff offices have also been completed. Additionally, three enclosed intake rooms and offices for home visiting staff have been completed by the end of the calendar year. In the first quarter of 2018, a secured front desk/office area will be constructed as well as renovated intake areas in the immunization clinic area.
7. The Board of Commissioners has approved contracts with My Community Dental Centers to expand into Bay County, where dental services for Medicaid eligible residents are limited. MCDC plans to open, at no expense to county tax payers, a six seat dental facility in 2018.
8. The Health Officer was part of a working group assembled by Judge Harry Gill to create a voluntary Vivitrol (Naltrexone) program for offenders in the Bay County Jail that are opioid and/or alcohol dependent. If successfully implemented the program will be a partnership with the Bay County Courts, Bay County Sheriff, Department of Corrections, Bay Arenac Behavioral Health Authority, MidState Health Network, Recovery Pathways and the Health Department.
9. The Health Officer was invited to, and has committed to be a member of the Great Lakes Bay Health and Economic Initiative. The Initiative is a collaborative venture between the Great Lakes Bay Regional Alliance and the Michigan Health Improvement Alliance. It has assembled a team of more than 30 local leaders in health and business to examine the confluence of health outcomes and economic growth as healthcare represents 20% of the local economic activity and met on October 5<sup>th</sup> and on November 5<sup>th</sup>. The Health Officer is the lone representative for public health in the four county area of focus (Bay, Saginaw, Midland and Isabella Counties.) Subsequently, the Health Officer has been invited to participate in a “peer learning” site visit of members of the Health & Economic Initiative that will be held in Atlanta, Georgia in February 2018.
10. Note of Commendation – Amy Yakich, the Accounts Receivable Clerk in the Fiscal Division is commended for her efforts to fully credential Health Department providers for Medicare. What is typically a three to six month process was cut to nearly four weeks by the diligent work performed by Ms. Yakich.

**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 Improvement Alliance (MIHIA) – General Board Meeting (November)
- Michigan Health Improvement Alliance – Population Health Working Group (Monthly)
- Bi-weekly meetings with SVSU regarding the University Clinic
- Saginaw Bay Partnership - Beach Closings Task Force
- Bay County Roadmap – Health Meeting
- Great Lakes Bay Regional Health & Economic Initiative (October & November)
- Pinconning Rotary Presentation (October)
- MiHIA Bridging for Health Site Visit (November)
- World AIDS Day Event @ BCHD (December)
- Bay County Health Department Security Risk Assessment w/Altarum (December)
- Michigan HIV Local Grant and Partner Notification Meeting –Okemos (July)
- Washington School Health Clinic Meetings – Bay City
- Opioid Priority Work Group – MiHIA (October, November)
- Regional Health Officer Meeting (November)

### 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. CSHCS staff help children with special needs and their families to navigate the medical, health insurance and educational world. These services promote optimal functioning for the child and family.
- The program is funded for two FTE nurses and one 0.5 FTE clerical, however during this quarter due to BCHD nursing staff shortage, only one FTE nurse worked in the program. The second nurse will transfer into the program on Jan 8, 2018 and CSHCs program will be at full staffing.
- CSHCS staff participated in a monthly MDHHS CSHCS conference call.
- During this quarter the following billable services were provided with an approximate income of **\$ 7,185**
  - 3 Level I Plan of Care face to face visits with the PHN
  - 2 Level I Plan of Care by telephone with PHN
  - 75 Level II care coordination activities, combined efforts of PHN and clerical staff
  - 22 Case management visits by the PHN

### Communicable Disease (CD) Division

- **The CD nurse investigated 216 reportable disease cases this quarter, of which 175 were laboratory confirmed.** These confirmed cases include:
  - 2 Salmonellosis; 5 Influenza; 1 Streptococcus pneumoniae, Inv; 2 Legionellosis; 2 Strep Throat;

- 8 Animal bites; 4 Varicella; 2 H-Influenzae Disease Inv.; 1 West Nile virus; 2 Hepatitis C –acute; 15 Hepatitis C- chronic and the Chlamydia, Gonorrhea cases referenced under Health Screening
- The CD nurse has one client on homebased Daily Observation Therapy (DOT) five days a week for TB meningitis and another client receiving weekly DOT for latent TB.
- **The 19 Probable Cases reported and investigated but not laboratory confirmed include:**  
1 Gastro-intestinal illness; 1 Pertussis; 2 Hepatitis B-chronic; 1 Hepatitis C-acute and 14 Hepatitis C-chronic
- An additional **22 Cases were reported** that the CD nurse investigated and were later found **not to be a case.**
- In addition **726 cases of flu like illness and 404 cases of gastro-intestinal illness** were reported as aggregate data. These cases are not individually investigated, but rather reviewed for surveillance to identify patterns of infection.
- The CD division along with the Environmental Health Division worked with the Bay County Medical Care Facility regarding a BCMCF resident dx with Legionnaire’s Disease.

### Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 112 Chlamydia, 21 Gonorrhea.
- The STI and Family Planning Clinic are in the process of combining services into one clinic. As a result, the STI Clinic was closed during this quarter to update the electronic medical record, ECW-10, and merge operation with the Family Planning Clinic. Clients who called for STI services were offered an appointment with the Family Planning Clinic for STI care. If they did not want this they were referred to another resource for STI services. The Clinic is on track to completely integrate Family Planning and STI in January 2018.
- **New this quarter:** Several nurses and laboratory personal were trained to provide Rapid HIV testing using the Alere Method. This rapid HIV test can give results within 20-30 minutes and capture an HIV infection as early as 14 days after exposure.
- On December 1, 2017 the BCHD recognized World AIDS Day by offering FREE HIV testing on a walk in basis. This was done in cooperation with Sacred Heart Rehabilitation.
- Number of clients tested for STIs this quarter: **7, 5** males of which **4** were court ordered & **2** females.
- Number of clients tested for HIV this quarter: **7, 5** males of which **4** were court ordered & **2** females. **All** HIV results were negative.
- 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

**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.

<b>Hearing</b>	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	104	95	1	0	15	1
School age K-12:	0	0	0	0	0	0
<b>Totals</b>	<b>104</b>	<b>95</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>1</b>

<b>Vision</b>	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	100	84	1	0	20	5
School age K-12:	5277	3763	352	109	447	40
<b>Totals</b>	<b>5377</b>	<b>3847</b>	<b>353</b>	<b>109</b>	<b>467</b>	<b>45</b>

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

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

**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 & LHD Quarterly 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
- Quarterly BCHD FAB TEAM Strategic Planning Meetings
- Monthly BCHD Management Team Meetings

**Emergency Preparedness**

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

**October**

- Participated in Region 3 HCC’s Community Mental Health Emergency Preparedness Training & Tabletop Exercise
- Attended Bay County IT User Group Meeting
- Attended MI Public Safety Broadband Forum

**November**

- Called into MDHHS Hepatitis A Virus statewide teleconferences (2)
- Attended Bay County Department Directors/Division Managers Meeting
- Conducted training on audio/visual equipment in new conference room

**December**

- Called into MDHHS Hepatitis A Virus statewide teleconference
- Mandatory MDHHS DEPR and LHD Conference Call

**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 & Liz)
- 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 (Liz & Tracy)
- Monthly MIHIA DPP Lifestyle Coaches Conference Call Meetings (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)
- Quarterly BCHD FAB TEAM Strategic Planning Meetings (Tracy & Liz)
- Monthly Communications Workgroup Meetings (Tracy & 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)
- Monthly Suicide Coalition Meetings (Tracy)
- Bi-Monthly HSCC General Member Meetings (Tracy)
- Bi-Monthly HSCC Steering Committee Meetings (Tracy)

**October**

- Attended Michigan Premier Public Health Conference (Tracy)
- BCHD Outreach at Johnson's Pumpkin Farm's Kids Health & Safety Day Event (Tracy)
- Regional Community Health Assessment Conference Call (Tracy)
- Met with Prescription for Health Clients a total of 9 times (Tracy)
- Attended Fall Family Event Meeting (Tracy)
- Attended Opiate Conference at DoubleTree Hotel (Tracy)
- Attended the 'Resiliency: The Biology of Stress and Science of Hope' Presentation at CMU College of Medicine (Tracy)
- BCHD & ESF Outreach at Bay County Project Connect (Tracy & Liz)
- Attended Heroin Symposium at Western High School (Tracy & Liz)
- Attended Early Childhood Services Providers Meeting at BAISD (Tracy)
- BCHD & ESF Outreach at Spooktacular Family Event held at Community Center (Tracy & Liz)
- ESF Outreach at Midland Mom to Mom Sale event (Liz)
- Monthly New Year New You Meeting for Bay County Employees (Liz)
- ESF Outreach at Mindtrekkers event at Delta University (Liz)
- Assisted BCSRA with LLBE education session (Liz)

- ESF Outreach at Midland Trunk or Treat event (Liz)
- Distributed a total of 562 ESF brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses in Bay, Midland, and Saginaw Counties (Liz)

## November

- Monthly New Year New You Program for Bay County Employees (Tracy & Liz)
- Met with Prescription for Health Clients a total of 11 times (Liz & Tracy)
- BCHD World AIDS Day Planning Meetings (Tracy)
- HSCC Report Card Meeting (Tracy)
- MIHIA Health Scorecard Planning Conference Call (Tracy)
- MotherBaby Café Presentation (Tracy)
- Present information on programs at Physician Staff Meeting (Tracy)
- Weekly LHD PIO Hepatitis A Response Coordination Conference Calls (Tracy)
- Attended World AIDS Day Vigil (Tracy & Liz)
- 'Finding Purpose' presentation at Center Ridge Arms- motivational/seeking happiness discussion (Liz)
- Distributed a total of 2,805 ESF brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

## December

- Final New Year New You Program Meeting for Bay County Employees (Tracy & Liz)
- Assisted with BCHD World AIDS Day Event (Tracy)
- Attended MDARD Media Training (Tracy)
- HSCC Report Card Meetings (Tracy)
- Attended Adverse Childhood Experiences (ACE's) Building Resiliency Meeting (Tracy)
- Met with Prescription for Health Clients a total of 15 times (Liz)
- Distributed a total of 2,550 ESF brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

## WIC Breastfeeding Peer Counselor Activities

### 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

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

PHEP = Public Health Emergency Preparedness  
 SOP = Standard Operating Procedure  
 EAP = Environmental Protection Agency  
 SBCA = Saginaw Bay Cooperative Agreement  
 BCSRA = Bay City State Recreation Area  
 CHA = Community Health Assessment  
 CHIP = Community Health Improvement Plan  
 PIO = Public Information Officer  
 ARRA = American Recovery & Reinvestment Act  
 BHC = Building Healthy Communities  
 DEPR = Division of Emergency Preparedness and Response  
 MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division  
 FAB TEAM = Forever Achieving Better - Together Everyone Achieving More

MOHC = MI Oral Health Coalition  
 MISNS = Michigan Strategic National Stockpile  
 MOHC = Michigan Oral Health Coalition  
 BFPC = Breastfeeding Peer Counselor  
 BCPN = Bay County Prevention Network  
 NRC = Neighborhood Resource Center  
 NKFM = National Kidney Foundation of Michigan  
 DPP = Diabetes Prevention Program  
 MiHIA = Michigan Health Improvement Association  
 DPP = Diabetes Prevention Program  
 MDHHS = Michigan Department of Health & Human Services

### Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	166	Parcels Evaluated	38
Mobile, Vending, & STFU Inspections	1	On-Site Sewage Disposal & Tank Permits Issued	12
Temp. Food Est. Inspections	7	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	47	Failed System Evaluations Conducted	4
Plans Received for Review	1	Sewage Complaints Investigated	2
Plans Approved	1	Well Permits Issued	12
Consumer Complaints Investigated	7	Abandoned Wells Plugged	9
Food borne Illness Complaints Investigated	3	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	3

### Cremation Permits Processed

October	62
November	70
December	73

### Lead Program

- Healthy Homes and Lead Poisoning Surveillance System (HHL PSS) is 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. HHL PSS 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. 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.
- Lead Nurse Kelly Dore, RN, BSN and Nursing Services Manager Kathy Janer RN, BSN, are in process of developing Policies and Procedures for the Childhood Lead program at BCHD.
- **New this quarter:** The MDHHS awarded BCHD grant funds on 10-1-17 to represent the State of Michigan Prosperity Region 5 to provide Childhood Lead Poisoning Prevention Program (CLPPP)

Outreach and Education in Region 5. Duties were realigned to have the PHN recently hired to fill a vacancy in MIHP work in this program under the supervision of the Nursing Services Manager.

- **6** children are currently opened to case management for EBLL greater than 5 micrograms per deciliter,
- **1** child was opened to case management and **0** closed during this quarter
- **30** phone or mail contacts to parents were completed during this quarter along with
- **10** calls to medical provider for follow up on a child's EBLL and
- **2** call to MDHHS lead office for follow up
- **2** billable Medicaid Nursing Case Management visits were done this past quarter.

### Maternal Child Division

The Nursing Services Manager and is responsible for Management of the:

- Maternal Infant Health Program,
- Children's Special Health Care Services Program
- Hearing and Vision Program
- Communicable Diseases Program
- Sexually Transmitted Infections/HIV/AIDS Program
- Family Planning Clinic/Program
- Childhood Lead Nurse Case Management Program
- Childhood Lead Education & Outreach Program
- Other duties include TB case management coordination with Dr. Herrick the Medical Director.
- Immunization Clinic Nurse consultant

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
- FAB TEAM Meeting
- Monthly State EBLL teleconference

### Maternal Infant Health Department (MIHP)

The MIHP program received **86** maternal and infant referrals this quarter from which **5** maternal and **10** infant were enrolled. A total of **105 billable visits** were completed. MIHP is a voluntary program for pregnant women and infants with Medicaid. Current staffing includes one FT RN and one FT LMSW with PT clerical support.

MIHP professional staff participated in the following trainings, meetings & clinics in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting.

Jennifer Don LMSW participates in the additional following monthly meetings:

- Bay County Self Sufficiency Task Force Meetings
- Bay Arenac Diaper Bank meeting for Community groups

- BCHD FAB TEAM meeting
- Great Start Collaborative Home Visiting Hub meetings

Kelly Dore, RN, BSN is also the Lead Nurse for Bay County.

**Immunizations**

VACCINE	COUNT
Dtap	19
Dtap/IPV	41
MMR	19
IPV	20
Td	0
Tdap	118
Varicella	14
Dtap/Hep. B/IPV	29
PPSV 23	5
Meningococcal MCV4	118
Zoster	7
Hep. B. Peds	6
Hep. B. Adult	19
MMRV	44
Rabies	0
DT	0
MenB.	4
<b>TOTAL</b>	<b>1211</b>

**Family Planning**

<b>Number of Unduplicated Persons Receiving Services in Family Planning Clinic</b>
236
<b>Number of Encounters in Family Planning Clinic</b>
273

Health screening (STI) and Family Planning Clinic are working to merge services in the FP Clinic. Part of this plan which began this quarter includes converting office space into an additional clinic room to facilitate clinic flow efficiency and improve customer services.

**Laboratory**

<b>Number of In-House tests: Clinical Services</b>	300 est.	<b>Number of Other (Outgoing) Tests: Clinical Services</b>	75 est.	<b>Number of Tests: Water/Non Clinical</b>	200 est.	<b>TOTAL TESTS</b>	575
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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
October	3	85	82	47	29	96	121	0	156	619
November	2	26	93	59	53	83	124	0	144	683
December	3	99	88	42	17	74	117	0	109	549

**Lead Tests Billed**

October	48
November	68
December	59

**HOUSING**

**Housing Director Activities**

- Current occupancy is at 98%, HUD High Performer status.
- 13 applicants currently on our wait list, pending 2 move-ins.
- Completed new Maintenance Wage Rate Determination, HUD Form 52158.
- Attended 2 E-learning events through HUD for Bed Bug Awareness and the new HUD smoking requirements for all HUD properties.
- Capital Improvement, New parking lot completed.
- Environmental Review completed for 2018-2019.
- Vanguard Fire yearly test of fire alarm and sprinkler system, system passed.
- Budget completed.
- REAC (Real Estate Assessment Center) assessment of building completed.
- Implemented a “snow removal” policy for residents to help staff safely remove snow and clear the parking lot when inclement weather arrives.
- Held one informal review for applicants who were denied residency.
- Held a building inspection for bed bugs, no reports.
- 73 Resident complaints/meetings, all resolved. 4 Lease violations issued.
- Updated building vehicle database. Had all disabled vehicles removed from property.
- Updated all fair housing signs.
- Weekly staff meetings.

- Entering into a Memorandum of Understanding with MHT Housing to partner and renovate Center Ridge Arms.
- HAI Insurance renewal completed.

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

- Completed annual recertification's for 23 resident.
- Completed 2 move-in inspections.
- Completed move-in orientation and lease paperwork for 2 new residents.
- Met with several residents to discuss tenant concerns.
- Completed annual UPCS inspections for 23 apartment units with maintenance staff.

### **Maintenance Activities**

- Numerous work orders completed in both common areas and apartment units.
- Routine maintenance and janitorial duties completed.
- Painted all refuse rooms.
- Generators serviced.
- Plowing/salting done as needed.
- Attended 1 safety meeting.
- Completed unit turnaround maintenance for 6 apartments within required 30 day period.
- Completed 23 apartment inspections for recertification.
- Rooftop fans received all new belts.
- Maintained boiler operation.
- Removed all chipping paint in Center, South and East stairwells.
- Had windows (2) in lobby replaced due to fogging.
- Lawn sprinkler system blown out by Kokaly for winter protection.
- Built all new air conditioner vent covers for all building units (9).
- Escorted REAC inspector throughout building during inspection.

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

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 71 residents each month.
- Primary job is to act as liaison from staff to the residents.
- 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)
- Food Stamps
- Fuel/Utility Assistance
- Vocational Rehabilitation Services
- Legal Assistance
- Researching other Entitlement Programs for next quarter
- Coordinated 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:
- Assistance with Personal/Family Needs:
- Update calendar in front of office, if needed, with new activities not posted yet.
- Post Flyers on our Community Board in the Lobby (keep this board up-to-date).
- Put on Meetings, Clinics and informative sessions for life events.
- Work with Great Lakes PACE Program.
- Created a PACE trip to Saginaw for Residents interested in PACE program (free lunch, travel and presentation).
- Working with director to bring in Project Fresh for the residents.
- Self Defense Safety Tips Clinic with actual demonstrations
- Resident Christmas party, dinner and secret Santa was a success

### 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.
- The facility experienced 10 restraints in the last quarter and 12 seclusions. There was an assault on staff that resulted in no injuries. In incidents mentioned above there were no injuries to residents.
- 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.
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- There was one State investigation that resulted in no violations.
- The Health Department provided immunization clinics for residents on 10/5, 11/2 and 12/1.
- Healthy Kids Dental provided dental services for numerous residents on 11/2.

- The Director completed quarterly reports for the 2016 Justice Assistance Grant.
- The Director submitted reports to School Nutrition Program for reimbursement of \$7,209.67 this quarter.
- The Juvenile Home billed \$58,950 for 393 days of out for county residents.
- Average daily population was 13 for this quarter.
- Employees received training on Safe Crisis Management and computer software regarding resident files.
- The Director attended quarterly meetings for Tri-Cap and Michigan Juvenile Detention Association.
- Director participated in MDE online training required to continue the school nutrition program.
- Director met with Information Systems to discuss the new phone system.

### Community Corrections

- Vivitrol Initiative has begun as of Nov 1 and all injections will be administered by Recovery Pathways. COMPAS assessments are being implemented into the Drug Court process to assess for risk and need. Dept was asked to provide information on county jail expenses/time utilization for Executives lawsuit initiative.

#### **Program Numbers (10/1/17 – 1/12/18)**

<b>Program Name</b>	<b>Number of New Enrollees</b>	<b>Jail Days Saved</b>
Pretrial Services	156	9367
Outpatient Treatment	37	804
Cognitive Change	8	151
Opiate Specific	9	840
Education/Employability	9	106

- These 5 programs combined have saved the county over \$758,111 for the quarter by supervising offenders in the community with treatment. These programs assist with jail overcrowding and bed space utilization as well.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 15% or below, this is the new goal for 2018. Bay Co again, has met the goal for 2017, our PCR is 16.1%. This was a decrease of 19 fewer prison dispositions and 61 fewer felony dispositions. 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 Team meetings, CBT Training and TRICAP Board Meetings. The Manager also hosts the quarterly CCAB meetings with Community Corrections board members.

## **MSU EXTENSION**

### **Michael Krauch, Interim District 9 Coordinator**

Diane Smith, formerly District 9 coordinator, has returned to her role as an innovation counselor for the MSU Product Center, a part of the Greening Michigan Institute. She started this role on December 1, 2017. Diane is excited about the opportunity to once again work with new and growing entrepreneurs as they help fuel Michigan's economy. We appreciate Diane's work as District Coordinator and look forward to working with her in her innovation counselor role.

On December 1, 2017, Mike Krauch was appointed Interim District 9 Coordinator. District 9 includes Bay, Midland, Saginaw, Shiawassee and Genesee counties. Mike has been a member of MSU Extension's administrative leadership team since 2013 and currently serves as District Coordinator in MSU Extension District 5 (Mason, Lake, Newaygo, Oceana and Muskegon counties). Mike will provide leadership in District 9 until a successful search has concluded for a permanent District 9 District Coordinator. Prior to joining Extension, Mike practiced real estate and bankruptcy law in the State of Illinois. He is licensed to practice in the State of Illinois and federal district courts in Illinois and the Western District of Michigan. Mike is also a member of the Ludington, MI City Council representing the city's 4<sup>th</sup> ward and is a commissioner on the West Michigan Shoreline Regional Development Commission.

Mike is excited about this opportunity to assist MSU Extension and Bay County in this interim leadership role and looks forward to working with the staff in Bay County and District 9 to make sure we continue to meet Michigan State University Extension's mission for the residents we serve.

### **Support Staff**

MSU Extension is pleased to welcome Jessica Doran to our team! Jessica started with MSU Extension in December and will be supporting our local staff and helping the public who come to our office with inquiries about plat books, soil sample testing, bulletins, and much more. Please join us in welcoming Jessica to the Bay County MSU Extension office.

### **4-H Program Coordination**

MSU Extension is also pleased to welcome Holly Julian as the Bay County 4-H Program Coordinator. Although Holly had been working as the 4-H Tech Wizards Program Coordinator since spring of 2016, her role changed this summer when she became the 4-H Program Coordinator.

Since taking this role, Holly has been busy updating the Bay County 4-H Program, completing local needs assessments for changes and improvements, and creating new opportunities for youth and volunteers to become further engaged in the local program. For example, Holly has re-opened the Horse Council to help better educate youth and leaders and provide better resources for our Horse clubs involved in Bay County. She has received very positive feedback from local horse enthusiasts and huge 4-H support as well. 4-H volunteer leaders have also been provided leader updates which provide resources and guides to our 4-H Clubs to help them navigate and succeed in running a 4-H Club.

Bay County 4-H also had a successful Special Interest Club (“SPIN Club”) which was focused on Floral Design. Our 4-H volunteer helped youth navigate the business of a Flower Shop. She taught youth about budgeting, purchasing supplies and arranging flowers. She is going to continue the SPIN club in the spring to help youth prepare for gardening and planting season in hopes that youth will take projects to the Bay County Fair this summer. In January Holly will be holding her first Expansion and Review committee. This committee will discuss how 4-H can better engage the community and to provide education and training to help members better understand what the 4-H youth development program has to offer. Lastly, the Bay County Shooting Stars Archery Club will be beginning Saturday, January 13<sup>th</sup> at the Bay City Bowman’s Club in Kawkawlin. Under the guidance of three trained and skilled archery instructors, youth develop skills such as personal safety, self-responsibility, teamwork, and communication while learning how to shoot archery. About 50 4-H youth participate in the program and it has grown every year since it began.

Additionally, Holly is coordinating the 4-H Tech Wizards Program, while this part time-position remains open. Tech Wizards is a STEM (Science, Technology, Engineering and Math) based youth mentoring program. The Bay County 4-H Tech Wizards program has been a huge success this year. Mentees and mentors had so much fun this quarter as they experimented with household kitchen ingredients to make a fizzy dip (similar to the Pop Rocks candy). They also used Skittles with water to make rainbows and to see the effects water had on the candy. A favorite activity was getting their hands dirty while creating Slime and Oobleck and recording the difference between the two oozes. Then they rocketed into to space where the 4-H Tech Wizards got to explore outer space and the effects craters have when they hit Earth. Participants created their own craters and have them hit our make-up of Earth’s surface of flour and cocoa powder. To finish out the year, 4-H Tech Wizards got to be jewelry makers for one day by creating beads out of shattered marbles. Mentors heated the shattered marble to 500\* F for 20 minutes and then submerged it into ice cold water which would make the inside of the marble shatter leaving the outside still smooth. Mentors helped participants fasten on materials to make necklaces to give to a guardian as a holiday gift.

### **Children and Youth Program (4-H)**

Jodi and Holly continue their partnership with Hampton Elementary School where they provide math and science programming throughout the school year. They also partner with several elementary schools in the Bay City Public School District providing science and literacy family engagement programs. Jodi has used this local model to teach other MSU Extension staff statewide about the best practices for this delivery model. Michigan has been very successful in creating new partnership and creating awareness of our programming because of this delivery model. Jodi also presented at the National Association of Extension Family and Consumer Sciences conference in Omaha, NE this fall to teach extension professionals nationally how to best use this model. Jodi and a team of her colleagues completed the first phase of implementing an AmeriCorps program at MSU Extension. In December, a grant request was submitted to the Michigan Community Service Commission where it was recommended for funding. The request will be further reviewed by the Corporation for National and Community Service with recommendations for funding to be delivered mid-May of 2018.

Jodi is represents Michigan on a National 4-H Cloverbuds (5-8 year old youth participants) Task Force. This group is looking nationally at this age group and how best to fit their needs with programming, current research trends around school readiness, brain-based learning, positive youth development, etc., and how volunteers best work with this age group. Jodi continues to lend support statewide to the

4-H SPIN Club delivery model and what impacts national trends in engaging youth and volunteers in the 4-H program can have.

### **SNAP-Ed Nutrition Education**

Karen Parker held “Healthy Harvest” classes this fall at Center Ridge Arms and the Salvation Army Women's group. “Healthy Harvest” is a curriculum focusing on preparing recipes from fresh local foods, as well as the importance of "eating our colors." Youth nutrition series took place in November and December at Bangor North Preschool, Linwood GSRP, Pinconning GSRP classrooms and State Street Academy. The youth at Salvation Army are enjoying nutrition relay races on Tuesday evenings. Upcoming for February, March and April are several Health and Safety fairs.

### **SNAP-Ed Nutrition Education**

Jessica has continued her partnership with MIWORKS Bay County this grant year. She has already held three separate adult classes and just started her fourth. Each week participants discuss healthy food options and ways to sneak a few more vegetable into their diets. We also discuss fats, healthier beverage options and sodium intake. Jessica is also partnering with the Bay County Head Start program. She currently has six different preschool classrooms where we try new foods and talk about germs, food safety and the importance of trying new healthy foods. Jessica will also partner with Bay City Public Schools and Bangor Schools as well.

## **PERSONNEL & EMPLOYEE RELATIONS**

### **Personnel/Payroll/Retirement**

- Participated in the interviews for the Executive Assistant vacancy wherein Rebecca Grzegorzczk was hired in mid-November.
- Assisted the Equalization Department in the interview process for the vacancies in their department with the retirement of Bill Deaton and the promotion of Michael Neese. The testing process for the Appraisal Aide/Mapping Description Technician position is still ongoing.
- The Wage Study RFP bid opening took place in October and the process has continued. Many hours were spent reviewing the proposals submitted by various companies. This process is still ongoing, but we are hopeful the bid will be awarded within the next month.
- Staff met with a representative from Davenport University where Davenport pitched a partnership with Bay County employees and their dependents.
- Job vacancies were posted and filled within the following departments: Equalization, Environmental Affairs/Community Development, Sheriff Department, Department on Aging, Health Department, County Executive, Central Dispatch, Friend of the Court, Animal Control, Civic Arena and Circuit Court.
- Bay County participated in the United Way campaign during the 4<sup>th</sup> quarter of 2017.
- Personnel staff collected toys for the Toys for Tots collection/drive.
- Meeting times and locations were scheduled and distributed to employees on behalf of Ken Kelbel from Nationwide. Ken is onsite and available to meet Bay County employees on a quarterly basis in order to help employees supplement their retirement benefit.
- The retirement custodial bank was changed over to Comerica with an effective date of January 1, 2018. Substantial amount of time was spent by the Retirement Coordinator/Accountant to ensure proper and timely payments to retirees.
- With the minimum wage increase, new wage scales were inputted into MUNIS by the Payroll Clerk.

- Worked with Finance to develop fringe rates for the 2018 budget.
- Various accounting duties were performed associated with the grant year end.

### Health/Life Insurance

- Open enrollment was held for Bay County employees for health insurance coverage, AFLAC, voluntary life insurance and Flexible spending. Necessary changes were entered into MUNIS for 2018.

### Training/Education

- The Personnel Director developed an easy to use guide regarding the Family Medical Leave act and distributed such to the department directors at their meeting in December.

### Health/Life Insurance

- Educated employees/retirees on benefits and ways to save
- Coordinated Open Enrollment packets and mailings
- Held Flex Administrators Open Enrollment meetings
- Held Aflac Open Enrollment meetings
- Made necessary changes to health insurance, flexible spending, retirement, self-insurance and life insurance rates in MUNIS for 2018.

### Wellness Center (through November)

- Satisfaction Rating is 97%
- YTD there has been 72 new appointments with an additional 1,671 return appointments.
- Most frequent visit type was for acute illness and nurse visit.
- Referrals to Gastroenterology, Neurology, Rheumatologist were the most common in October & November.
- Disease management has been provided most frequently for Tobacco Cessation, Obesity, and Hypertension.

### Training/Education

- Attended VSHRM in October, November and December
- Webinar on ACA reporting, Health Promotion Legal Updates
- Back to Basics last session in the series
- Attended a conference with the Michigan Wellness Council in November
- Presented on the Wellness Center for the Board of Commissioners in November
- Educated the employees on the benefits, offerings and Holiday hours of the Wellness Center

### Wellness

- Email newsletters sent out on various topics each Monday - Your Health Matters, Wednesday - Wellness Wednesday, and Friday - Fun Fact Friday
- Potty Postings were hung throughout the restrooms in the Bay County Building, Civic Arena and Pinconning Park.
- Lunch & Learn in October hosted by Kelly Quiroga with BCBS and held in the Personnel Conference Room, 20 attended.
- Lunch & Learn in October hosted by Carol Campbell with Aflac on Aflac benefits and held in the Personnel Conference Room, 13 attended.

- Hosted a Meet & Greet at Washington Lanes in October, roughly 60 people attended.
- Lunch & Learn in November hosted by Emily Adler from Total Family Healthcare on Preventing Diabetes, held in the Personnel Conference Room, 18 attended.
- Promoted Bay County Farmers Market and the City Market activities.
- Sam's Club was onsite to offer free vision screenings, November 1, 2017, 24 people attended. .
- Extended reimbursement to employees and retirees for the Christmas Run/Walk.
- Promoted use of onsite fitness equipment, Bay County Community Center fitness room and fitness classes, as well as Delta College Fitness & Recreation Center.
- Step Challenge #4 took place 9/11-11/19, 55 employees participated
- Win-By-Losing began 9/11/17; 15 employees are participated and we finished 3rd for our division.
- YMCA extended a discount to Bay County employees beginning 9/10/17, 47 employees took advantage of the discount.

### 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

There were a total of 235 new cases opened during this quarter. The breakdown is listed below:

#### Assigned Criminal Matters

- Mr. Mannikko was assigned 49 new felony files.
- There were 110 new misdemeanor files assigned to; Mr. Hetherington: 96 and Mr. Mannikko: 14.
- Mr. Mannikko was assigned 22 new felony violation of probation files.
- There were 19 new misdemeanor violation of probation files assigned to; Mr. Hetherington: 16 and Mr. Mannikko: 3.

#### Assigned probate matters

Ms. Fitzgerald was assigned 24 new delinquent files and 11 new neglect files.

### Achievements

- Bruce Mannikko, Aaron Hetherington and Maureen Fitzgerald all attended the CDAM Fall conference in November, 2017 completing continuing legal education requirements.
- Maureen Fitzgerald was nominated by the Prosecutor's Office and received the 2017 Super Hero Award from the CAN Counsel which was presented to her at the Saginaw Spirit Super Hero Game. The CAN Counsel is the Children's Advocacy Network Counsel. She received this award for her contribution and service in fighting for the rights of children.

### Budget-Cost savings

- The Public Defender's Office implemented the conversion from Ms. Fitzgerald used her privately

owned vehicle to use of the Bay county fleet vehicle for mandated Guardian/Attorney home visits in family court avoiding the higher POV mileage reimbursement rates.

## **RECREATION & FACILITIES**

During the 4th 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:

- Continued to work on computer software needs for the Civic Arena, Community Center and Buildings & Grounds division resulting in approval to purchase software – Rec Pro and Dude Solutions.
- Met with Buildings & Grounds staff individually, held team building activities, and implemented a few changes to better the department based on feedback from the process. Scheduled purchasing training as an example.
- Met with City and Softball officials to set into motion an updated contract.
- Continued progress was made with Buildings & Grounds and Health Department staff on the major remodeling/construction project at the Health Department.
- Started exploring options for expansion at Pinconning Park.
- Continued procedure updates for the Golf Course.
- Continued with coverage for the mailroom and finding a permanent solution.
- Worked on planning capital projects as approved by the Board for 2018.

### **Buildings and Grounds**

- Health Dept.'s construction project is continuing - County Staff has completed 3 of 4 Phases, including but not limited to: building offices, installing cable & wires, carpet, duct work, moving offices, paint, trim and more.
- Staff installed/repaired additional items at several Adult Foster Homes: light fixtures & ballasts replaced; cabinets repaired; faucets fixed; new vanity tops & back-splash; doors replaced; plumbing issues fixed; replaced window cranks; ceramic tiles fixed; necessary painting; mold cleaned in basements; roof repairs and miscellaneous repairs.
- Staff collects unused office materials, furniture, vehicles and miscellaneous surplus and it's taken to 1Bid.US for auction, with revenue sent to County for items sold.
- Staff moves Emergency Command Trailer for several city events and Delta University.

- County Staff set up new cooling & heating units in Command Trailer for 911 Back-up Center.
- Staff repaired chimney, bathtub drain, toilet, replaced ceiling tiles and screen door at County owned home located at Fairgrounds (Sue Majeske).
- Staff replaced Jail boiler switch over to new ignition module.
- Staff ran and installed new video visit lines in Jail.
- Staff installed new sump/oil pump in elevator pit at Jail.
- Staff upgraded all EXIT signs to LED lighting at Animal Control.
- Staff repaired several furnace units at Mosquito Control.
- Staff removed lines on Golf Course parking lot.
- Juvenile Home - Staff repairs boiler water pumps, generator repairs, regulates A/C units, replaced leaking faucets, other plumbing issues & sprayed for flying ants.
- Staff installed new roof at Golf Course and re-installed Hampton Rd. entrance sign.
- Staff serviced
- Staff updated fire extinguishers in Squad cars, Jail, Juvenile Home & Golf Course.
- Staff is maintaining snow removal at 10 Treasurer's foreclosed properties.
- Staff continues to maintain/repair vehicles for Health Dept., ISD, Parks & Rec., Veterans Van, Juvenile Home van and Buildings & Grounds trucks, plows & equipment.
- Staff repaired Zamboni for Civic Arena.
- Staff replaced/installed new heaters & smoke detectors in all cabins at Pinconning Park.

### **Civic Arena**

- Fall Adult League had 18 adult league teams totaling 175 players
- High School hockey started for both the Bay City Wolves and Bay Area Thunder
- Public Skating brought in 2,851 skaters. 1,821 of these skaters rented skates
- Drop-In hockey brought in 306 skaters

Stick & Puck brought in 651 skaters

We purchased a brand new Blade Master skate sharpener. Sold our old skate sharpener at 1bid.us. We sharpened 629 pairs of skates for the 4<sup>th</sup> quarter and totaled 1,858 sharpening for the year.

- Bay County Blizzard have 9 teams this year with 124 players. This is up from 79 players last year.
- Holiday skate on December 22, 2017 brought in 118 skaters
- New Year's Eve Lock-In had 50 kids

## Community Center

### The Fitness Center

October	607 clients	117 County Employees	10 - Day pass
November	580 clients	148 County Employees	46 - Day pass
December	502 clients	150 County Employees	12 - Day pass

\*There were repeat users through the month. The numbers reflect total of users through the center each month. Daily numbers varied.

### Fitness Programs

FitFun	44 participants	34 pay clients	10 Bay County employees
YogaFit (am)	16 participants	13 pay clients	3 Bay County employees
YogaFit (pm)	22 participants	7 pay clients	15 Bay County employees
Fit in 30	13 participants	7 pay clients	6 Bay County employees
Chair Yoga	54 participants	43 participants	
Open Volleyball	147 participants	Tuesday a.m.	
Badminton	161 participants	Thursday a.m.	
Pickle ball	914 participants	Mon- Fri am/pm	
Youth	79 participants	Mon – Fri pm	

\*Number of participants who signed up/paid for programs. Daily numbers would vary.

Men's Fall Basketball league 12 teams (9/25/17 -11/21/17)

Church League Basketball 4 teams (12/1/17- 3/3/18)

## Rentals

- Fall/ winter hours resumed in September for the Community Center.
- The small gym was rented for a wrestling fundraiser in honor of Cassidy Christie, an 11 year old little girl who passed away from a brain tumor. They were able to raise \$2,300 that will help a family of a child battling cancer. The event was attended by 150 people.
- Project Connect was October 18, 2017, 10am – 1pm. 40 county wide agencies set up tables to give information to residents of Bay County who need assistance. A free lunch was served and free coats were given away. There were about 700 people who attended.

## Fairgrounds

- **Canteen:** Department on Aging using for meals three days per week.

- **Horse Stalls:** Three renters this quarter.
- **Merchants Building:** I worked Buildings & Grounds staff to store a variety of items (cars, boats, trailers, etc). Storage fee is \$200 from October 15, 2017 – May 1, 2018.
- We currently have 33 items in storage, and have 10 on a waiting list.

### Department on Aging

- **Osteo Class :** October – December, Room 124 Mon/ Wed for 8 weeks.
- **Chair Yoga:** Collaboration with Recreation/ Beth Trahan and Dept. of Aging (Debbie Keyes) Usage of the small gym (Tuesday) and Room 124 (Thursday) October – December.
- **Christmas Luncheon:** Small Gym, December 21
- **Shuffleboard:** Small Gym, (Thursday pm) (October – December)

### Golf Course

- Golf Course closed on Friday October 27<sup>th</sup>.
- Due to weather a Tough Hole Tournament scheduled for early October was cancelled.