



## REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2018

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The following reports for the 1st quarter of 2018 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

- Helped finalize the RFQ process for the Veterans Services Coordinator in preparation for the bidding process to begin.
- Worked with MMRMA and various departments regarding automobile and property damage claims.
- Attended Michigan Public Risk Managers Association (MIPRIMA) quarterly meeting in which a variety of Risk Management topics were discussed with guest speakers.
- Assisted the County Executive and Corporation Council in preparing the State of The Community presentation.
- Participated in the interview process for a vacancy within Bay County.
- Attended a training session held by the Michigan Municipality Risk Management Authority (MMRMA).
- Assisted the Veterans Offices in coordinating financial processing expenditures through & Sailors Relief and Veteran Transportation Services.
- Worked with various County offices in processing Freedom of Information Act (FOIA) responses for the First Quarter. Many responses required several hours of work as they were sizeable in nature and required receiving records from 911 Dispatch, the Sheriff and Health Departments, as well as Animal Control.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Prepared and submitted a request to the Bay County Board of Commissioners to repair / replace flooring at the Bay County Animal Control facility.
- Assisted in communication between the Animal Control and Prosecuting Attorney offices to help increase prosecution of animal abuse cases.
- Toured various County facilities including 911 Dispatch, and the Juvenile Facility.

- Met and discussed various Soldiers / Sailors Relief concerns with staff.
- Participated in a meeting with MMRMA to review coverage and policy information.
- Imported and automated the FOIA Cost Itemization Form for efficiency and accuracy of that document.

## Animal Control

The Shelter took in 189 cats and 160 dogs and 21 other animals for a total of 369 animals.

- Owners claimed 6 cats and 48 dogs.
- We adopted out 75 cats, 33 dogs, and 21 others were adopted.
- 29 cats and 40 dogs were euthanized per owner's request.
- 21 cats and 9 dogs euthanized due to aggressive behavior or illness.
- 32 dogs, 62 cats, and 18 others animals were transferred to other shelters and rescues

Field Activity: Officers went out on 529 calls, this quarter, which include the following:

- 50 Animal Bites
- 86 Investigations of Cruelty, Neglect, or Abandonment
- 151 Loose and Aggressive
- 38 Barking
  
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, Youtube, Instagram, Twitter, 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 will be participating with the Bissell Pet Foundation Empty The Shelter Program on May 5, 2018. On that day all animals that are sterilized, rabies vaccinated, & microchipped will be up for adoption for free. The Bissell Pet Foundation compensates all shelters who participate in the program by covering the cost to have all animals sterilized, rabies vaccinated, & microchipped for the event. This will be the fourth Empty The Shelter Event we have participated in. Bissell Foundation has announced that they will be providing the Adoption Boxes again this year which will have bowls, pet cleaning supplies, toys, leashes, collars, and many other items. These boxes will be provided to each person who adopts a cat or dog that day.
  
- We are now over half way through our yearly program with the BAISD & Dr. Musselman. Dr. Musselman sterilizes twenty cats and dogs that are from the shelter. Her Veterinarian Technicians help prep the animals for surgery and then observe Dr. Musselman and the professional Veterinarian Technician perform the surgery. This is our tenth year with the program. In those ten years two hundred shelter animals have been sterilized thanks to this program

- Furfest Rockin' The Rescues is a new support group for the shelter and has been a big help with socializing cats so that they can be adopted. They have helped promote shelter animals for adoption and have started their own outreach program to help animal owners who may need help with providing food for their pets when funds are low. Furfest not only helps the shelter but they have done fundraisers for the Bay County Humane Society too.

## DEPARTMENT OF AGING (See Attached)

### CENTRAL DISPATCH 9-1-1

1. 9-1-1 answered: 5,466 Emergency calls in the month of January; 4,890 Emergency calls in the month of February; and 5,115 Emergency calls in the month of March. In total, Central Dispatch has answered 15,4710 Emergency calls for 2018.
2. 9-1-1 had two employees in the training program during the first quarter of 2018. Currently, one trainee is scheduled to complete the training program in the second quarter of 2018. The other trainee separated from 9-1-1.
3. Completed a project upgrading the 9-1-1 Computer Aided Dispatch (CAD) from 10.12 CAD to 17.1 . The upgrade is the culmination of more than a year of planning. The upgrade provides 9-1-1 staff with several software enhancements and a more stable CAD software platform.
4. A total of 8,344 Bay County residents have signed up for Smart911. 344 residents have signed up in the 4<sup>th</sup> quarter of 2017. 137 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 58 Smart911 texting sessions.
5. Bay County 9-1-1 installed a 6<sup>th</sup> dispatch position. The position replaces an old wooden desk that served as a sixth position in prior years. The installation occurred concurrently with a reorientation of existing dispatch furniture. The furniture move and addition will increase dispatch communication effectiveness.

During this project 9-1-1 dispatched from the backup center. This was a good opportunity to test backup center operations.

6. The Great Lakes Bay 9-1-1 Consortium, met to discuss our plans for Text-to-911. Our aim is implement text-to-911 by the 4<sup>th</sup> quarter of 2018.
7. 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.

Services  
Jan. - March  
2018

# Bay County Department on Aging Services for Seniors - 1Q18

New Elder  
Abuse Cases  
Served  
**5**

Special  
Event  
Eligible  
Meals  
**1,135**

Home  
Delivered  
Meals  
**39,106**

Congregate  
(Activity Center)  
Meals  
**8,561**

Commodities  
Boxes  
Delivered  
**541**

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.

Transportation (# of rides) <b>284</b>	Caregiver (Hours) : <b>107</b>	
Volunteer (Hours) <b>1799</b>	Case Coordination (Hours): <b>1,423</b>	
	Homemaking (Hours) <b>1,773</b>	Personal Care (Hours) <b>443</b>

## 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 - Chair Dancing- Diabetics Education--Arthritis Exercise

## Special Events

Inservice- POA vs. Guardianship, Super Foods, 3-Movie/Lunch Series, BC Players - Calendar Girls & On Golden Pond, Nutrition Class, VITA Program

## Dining Center Activities

Musical Entertainment - Jolly Hammer & Strings, Piano Man, Arlyn Willett, Over The Hill Gang, Board Games, Book Club, Develop My Senior Self Seminar (6) classes, Seniors Safe at Home Program, Learn to Knit, Valentine, St. Pat's Celebrations, Wellness Cooking Classes, Casino Trip, Bingo, Movin & Grovin Class, Acrylic Painting Class, Greeting Card Making Class, Advanced Directive Session, Medicare Update, Euchre, Smear, Cribbage, Pinochle, Card Games, Fire Safety Tips, Planning Meals on a Budget, Birthday & Anniversaries, Slip & Fall Prevention, Movie and Popcorn Days

The radio serial numbers and flashcodes have been submitted to the Michigan Public Safety Communications System (MPSCS) for creation of radio codeplugs. Once the MPSCS completes and send Bay 9-1-1 the radio codeplugs, Bay County 9-1-1 and Bay County emergency Mgmt will program radios and train responders in radio use.

8. Attended a Motorola kick-off meeting to discuss the timeline and implementation of the new 800 MHz radio 9-1-1 consoles. The project is expected to begin in the second quarter of 2018 and completed by years' end.

### CORPORATION COUNSEL

- Reviewed contracts for or provided legal opinions to:
  - Administrative Services
  - Board of Commissioners
  - Buildings and Grounds
  - Central Dispatch 9-1-1
  - County Executive
  - Department on Aging
  - Drain Commissioner
  - Environmental Affairs & Community Development
  - Finance
  - GIS
  - Housing Rehabilitation
  - Health Department
  - Information Systems Division
  - Juvenile Home
  - Land Bank
  - Personnel and Employee Relations
  - Probate/Juvenile Court
  - Prosecutor
  - Purchasing
  - Recreation and Facilities
  - Register of Deeds
  - Retirement Board
  - Sheriff
  - Treasurer
  - Transportation
- Assisted with more complex FOIA requests and/or Appeals
- Attended Commission Board meetings
- Attended Retirement Board meetings
- Attended meeting regarding Bay County Land Bank agreement
- Attended VEBA Board meetings
- Attended Division Managers and Department Directors meeting
- Attended meetings/interviews regarding Department of Aging DOJ investigation
- Attended State of the County
- Assisted with State of the County address preparation
- Presented at BCERS Trustee Education Seminar

- Participated in MMRMA orientation meeting with Tim McClorey
- Participated in FY 2019 budget discussions
- Attended meetings and reviewed attorney correspondence in Neal J. Papin v. Bay County litigation matter
- Prepared briefs and pleadings and attended hearings in Greenhoe v. Bay County and Young v. Bay County litigation matters (Circuit Court)
- Prepared briefs and pleadings and attended hearings 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
- Attended Michigan Public Employer Labor Relations Association Training Conference
- Received, reviewed and responded to various subpoenas (Central Dispatch - 1, Health Department - 3, Sheriff's Office - 3, DOJ - 1, IRS - 1)
- Engaged township to provide K-9 officer
- Met with Finance Department regarding grant forms
- Participated in employee misconduct investigation and interviews
- Attended Tax Foreclosure Hearings and drafted pleadings and correspondence related to hearings
- Reviewed and approved Opioid Litigation Pleadings
- Attended multi-government meeting regarding Bridge issues

## CRIMINAL DEFENSE

### Employees

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

### Case Appointment Numbers for JANUARY 2018

- Felony Matters: 20 assignments
- Circuit Court Violation of Probation Matters: 5 assignments
- Misdemeanor Matters: 76 assignments.
- **Total Assignments: 101**  
*\*Assignments include new clients and current clients that have new charges*

### Case Appointment Numbers for FEBRUARY 2018

- Felony Matters: 13 assignments
- Circuit Court Violation of Probation Matters: 4 assignments
- Misdemeanor Matters: 39 assignments
- **Total Assignments: 56**  
*\*Assignments include new clients and current clients that have new charges*

### MIDC Compliance Plan

- Revisions were submitted to the state

- Plan was approved by Commission

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#### Next Quarter

- Continued Training
- Further Breakdown of Client Assignments to Office

## ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

### Director's Report

- **Saginaw Bay Coastal Initiative (SBCI):** Continue to facilitate the monthly SBCI Meetings that take place on the third Thursday of the month in the Personnel Conference Room located on the 3<sup>rd</sup> floor of the Bay County Building from 1:00 p.m. to 3:00 p.m. The monthly meetings have been used as a working group forum focused on the Regional Shoreline Phragmites Grant. SBCI develops solutions to environmental issues that adversely affect our local economy. Current work is to prepare for biomass reduction of dead Phragmites stalks over winter.
- **Friends of Bay City State Recreation Area (BCSRA):** Serve to assist in the coordination of efforts between the County, DNR and the non-profit Friends group enhances implementation of Bay County shoreline and economic enhancement priorities. Currently the emphasis is on increasing access to the Saginaw Bay such as the Boardwalk and supporting Beach Wellness through assistance in planning efforts, aerial photos, new beach activities, etc.
- **Saginaw Bay WIN Water Task Group:** Participate in the review and development of sustainable projects for economic, environmental and social benefits within the Saginaw Bay Watershed through Saginaw Bay Watershed Initiative Network (WIN) Water Task Group Meetings. Serve as grant project proposal reviewer.
- **DOW Community Advisory Panel (CAP):** Continue to participate in the Dow Community Advisory Panel (CAP). The mission of the Dow CAP is to actively promote a mutually beneficial relationship between the communities surrounding the Dow facility and the company through ongoing interaction, supporting shared goals and dedication to identifying and resolving issues of concern.
- **BACC Agribusiness Council:** Participate as founding member of the Bay County Agribusiness Council working with co-Chairs from the Bay Area Chamber of Commerce and Michigan Sugar to inform and promote the economic value and impact of agriculture on the Bay County economy.
- **Partnership for the Saginaw Bay:** Serve on the Board of the Partnership for the Saginaw Bay, the official Public Advisory Council for the Area of Concern program, help lead and participate in monthly meetings.
- **Roadmap to the Future Steering Committee:** Participate on the Roadmap To the Future Steering Committee, Sense of Place and Robust and Diverse Economy Impact Teams. Under the Bay Area Community Foundation and the Bay Area Chamber of Commerce, the Steering Committee developed a road map for enhanced community

growth in Bay County, Michigan. The goal of this group is to identify future elements or direction the Bay Countywide community can pursue to attract and retain residents while growing the economic vitality of the area, and supporting those existing agencies or organizations that are responsible for these elements. Continue to inform the social media site Gateway Bay City showcasing highlights of life in the community. All aspects of community growth recognizes and provides for inclusion of all cities, townships, school districts, business owners, educational institutions, non-profit organizations, and philanthropy in Bay County.

- **State of the Community Luncheon:** Attended the Bay Area Chamber of Commerce State of the Community Luncheon held at the DoubleTree Hotel Bay County Executive presenting the state of the county, and Dana Muscott, City of Bay City Manager presenting the state of the city.

### Geographic Information Systems (GIS)

- Continued maintenance on 9-1-1 GIS data and CAD Map.
- Continued update of the Fetch GIS Mobile Application for First Responders.
- 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 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, Equalization, Environmental Affairs & Community Development, 9-1-1, Emergency Management, Register of Deeds, Bay County Road Commission, East Michigan Council of Governments, Environmental Health, Mosquito Control, Gypsy Moth, Bangor Township, Frankenlust Township, Beaver Township, and Williams Township.
- Processed various GIS data requests from Beaver Township, Drain Office, Bay County Road Commission, Saginaw County, and Michigan State University.
- 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 digitizing Mosquito Control data.
- Assisted intern on project of lost tax value on publicly owned lands.
- 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.
- 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.
- Coordinated with ISD on upgrading GIS software countywide.
- Coordinated with 9-1-1 and ISD on CAD software upgrade.
- Attended LUCA Webinar Training by the U.S. Census for the LUCA 2020 Review.

### Gypsy Moth Program

- Emerald Ash Borer (EAB) Treatment Project: The bid package, IFB 012018, was issued on February 9, 2018, resulting in six bids being submitted. Three bids were initially accepted as complete with all paperwork provided while three were deemed incomplete and rejected due to lack of paperwork. Complete analysis of Robert Kinnucan Tree Expert proposal indicated that their bid was the best value for Bay County and its ash trees. Their price quote of \$175,560 for the four years of treatment was far lower than the other two accepted bids. Their references gave high praise saying that this firm is reliable, easy to work with, and competent. Therefore, the Bay County Board of Commissioners was advised to award Robert Kinnucan Tree Experts the four (4) year contract to treat publicly owned ash trees in Bay County as outlined in IFB 012018.
- Gypsy Moth Suppression: During the First Quarter of 2018 the Gypsy Moth Suppression area of the program was quiet since no treatments will be needed to control the Gypsy Moth population in the spring. The Gypsy Moth population continues to be stable at a very low level that is not likely to cause defoliation or problems for Bay County residences or our trees and environment.
- Educational Programs: Invasive Species educational programs were provided to 22 fourth grade classrooms in the Bangor Township and the Bay City Public School Districts as part of their STEM initiative. These programs teach the students about invasive species are using Gypsy Moths and Emerald Ash Borers as prime examples of what invasive species can do to our environment, the pathways taken by these new pests to Michigan and what can and is being done to control these and other invasive species.
- Michigan Green Schools Initiative: Area schools were kept abreast of updates to the Michigan Green Schools Program. Auburn Area Catholic School, Bangor Lincoln, John Glenn High School, Handy Middle School, State Street Academy, Western Middle School and Bay-Arenac ISD Career Center all applied for recognition and met the requirements to qualify as Michigan Green Schools for all the work they do to encourage Environmental Stewardship, Energy Conservation and Recycling. The former six schools have submitted 20 or more points that meet the requirements so they will be awarded the Evergreen Level Michigan Green Schools Designation. Bay-Arenac ISD Career Center submitted 17 points that meet the requirements so will be awarded the Emerald Level Michigan Green Schools designation.

### Mosquito Control

- Chemical bids were opened in January, purchases approved, and deliveries currently underway
- Ordered 3 new vehicles for Mosquito Control fleet
- Annual Michigan Department of Agriculture and Rural Development Community Outreach Plan approved
- Annual Special Use Permit for surveillance and treatment at Bay City State Recreation

- Area approved
- New NPDES Annual Self-Certification of Pest Management Measures submitted for 2018
  - Received Board approval to contract with Light Trap surveillance residents
  - Received Board approval to contract with Environmental Rubber Recycling for 2018 scrap tire recycling
  - Received approval to hire up to 32 seasonal employees. A pay increase was approved for seasonal staff of \$9.50-\$11 an hour. Hiring of seasonal staff is currently under way
  - Awarded a 2018 DEQ Scrap Tire Clean-Up Grant up to \$8,000. Two tire drives have been scheduled for this summer, June 2 at Mosquito Control and August 4 at Fraser Township Hall
  - Woodlot surveillance for spring mosquitoes began in order to determine timing of aerial treatment. Larval development is behind what it has been in previous years due to cooler temperatures in March. Surveillance will continue weekly with expected aerial treatment in mid-to-late April
  - Coordinated aerial treatment plans with James Clements Airport and Earl's Spray Service; public notices and community outreach materials currently being updated and published
  - New topographic maps were created by GIS to assist in aerial treatment
  - Updates to our seasonal employee training program, citizen databases, maps, treatment areas, and equipment, are all being made in preparation for the upcoming season
  - All staff attended the Michigan Mosquito Control Association annual conference in Lansing
  - Two staff members attended the American Mosquito Control Association meeting in Kansas City
  - Annual Technical Advisory Committee meeting was held with representatives from Bay, Midland, and Tuscola Counties present to assess 2017 program accomplishments and 2018 program plans
  - Did public outreach at the Ask Bay County forum at Pinconning Township Hall, the Northern Bay County Township Officials meeting, a 790 WSGW radio interview, and a spring surveillance Facebook post
  - Presented mosquito life cycle presentations in local elementary schools
  - Worked with Bay C TV to update spring aerial treatment presentation
  - Fleet Mechanic resignation after 17 years with Mosquito Control. The approval process for posting and filling the mechanic position has begun
  - Regular involvement with City/County GIS Workgroup
  - Regular involvement with Bay County Gypsy Moth Advisory Committee
  - Active involvement in Michigan Mosquito Control Association Board of Directors meetings

#### **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 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.
- 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.
- Attended PASER Training in Saginaw
- Attended FY 2019 Pre-Unified Work Program Meeting in Lansing.
- 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.
- Attended Asset Management Coordinators Conference Call.
- Attended PASER Training Webinar.
- Began drafting FY 2019 Unified Work Program.
- Completed review of 2017 HPMS data and submitted to MDOT.
- Began reviewing JobNet database for comparison to current TIP E-file for JobNet Phase 2 launch in July.
- Reviewed and Coordination of 2018 Memorandum of Understanding between MDOT, BCATS, and BMTA.
- Coordination of BMTA subcontract for FY 2018.
- Attended JobNet User Testing in Lansing.

## EQUALIZATION

- Finalized Sales Studies and Appraisal Studies and published the tentative equalization ratios in the newspaper.

- Met with State Tax Commission District Representative as to our yearly sales/appraisal studies. His recommendation is to use ours versus their limited studies.
- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.
- Assigned new parcel numbers on split or combined properties, write those descriptions and update the Equalization Maps, as well as the GIS parcel layer.
- Assisting in updating GIS parcel layer for new parcels and parcel corrections.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisted local assessors in developing their state required land value maps.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Redrafted problem portions of the Equalization maps.
- Worked with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Added new reports & removed old reports from the Equalization web pages on the internet.
- Prepared the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.
- Reviewed older sales in our database and update them to show corrected information. Currently have 119,400 document references for public and Department use.

## **FINANCE**

### **Accounting/Budget**

- Meetings ensued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the bond issues and the transfer of debt and assets from the City of Bay City to Bay County.
- Staff attended the State of the Community Luncheon and a luncheon related to State of Current Affairs for Bay County and Bay City.

- Staff attended a 2018 Governmental GAAP Update (webinar) on February 6, 2018.
- Staff attended webinar on sub recipient or contractor.
- Met with individuals from Soldiers and Sailors and Bay County Administration regarding their budget and the year ended December 31, 2017.
- Four hundred and twenty six (426) 1099'S were issued for the year ending 2017, totaling \$8,746,057.
- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Health Department, Probate Court, Housing Fund and Sheriff Dept.
- Finance/Budget/Purchasing continue to work on Grant Compliance.
- Preparing for the 2017 audit.
- Budget developed new Pinconning K-9 Unit Budget.
- Staff attended 1099 processing training.
- Finance/Budget work with Health Department Federal Grant Auditors.
- Meet monthly with Health Department regarding their budget vs. actual revenue and expenditures.
- Meet with Tyler Technologies representative Jennifer, to update our Munis System needs.

### Information Systems Division

- Migrated to new County Mitel Phone System.
- Implemented SIP service via fiber for County Phone System.
- Worked with Essexville Public Safety to provide Information Technology Services
- 1025 work orders and projects were completed in Quarter 1.
- Began migrating and installing 2018 work stations for County Employees.

### Purchasing

#### Bids Awarded:

- Emerald Ash Borer Treatment
- Cost Allocation Plan
- Compensation and Classification Survey
- Parking Lot Rental

#### Bids in Process:

- County Medical Examiner
- County Medical Director
- Insurance Broker (Workers Compensation)

**Bids Released:**

- Veteran's Service Coordinator

**Other New/Renegotiated Programs:**

- Fleet Fuel
- Copiers
- Home Depot
- Gordon Food Service

**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.
- Celebrated Purchasing Professionals month in March.
- Reviewed purchasing activity and compiled summary reports for year-end 2017.
- Participated in the year-end financial close.

## 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. Via the clinic, the Health Department has

submitted attestation 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, 2017. If this attestation is approved by the Michigan Department of Community Health, the Health Department will be eligible for additional meaningful use funds in 2018. A definitive answer will be made regarding the eligibility of funds in the second quarter of 2018.

2. The Health Department has met with representatives from McLaren Bay Region, Mid Michigan Community Action Agency, United Way, and the Great Start Collaborative to begin preliminary planning for an upcoming community health assessment, starting in the summer of 2018. Bay County will also contribute to the Regional Community Health needs assessment in 2018.
3. The recent renovation that has improved security and privacy concerns at the health department facility is coming to Completion. In the first quarter of 2018, a secured front desk/office area has been constructed as well as renovated intake areas in the immunization clinic area.
4. Bay County has entered into a contract with My Community Dental Centers to expand into Bay County, where dental services for Medicaid eligible residents are limited. It is anticipated that MCDC will open, at no expense to county tax payers, a six seat dental facility in the summer of 2018.
5. The Health Officer continues 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.
6. The Health Officer was invited to, and has committed to be a member of the Great Lakes Bay Health and Economic Initiative. As part of the initiative, the Health Officer participated in a “peer learning” site visit of members of the Health & Economic Initiative that will be held in Atlanta, Georgia in February 2018. The Health Officer is the lone representative for public health in the four county area of focus (Bay, Saginaw, Midland and Isabella Counties.)
7. Note of Commendation - Joel Kwiatkowski, the Environmental Health Manager is commended as he was honored by the Michigan Environmental Health Association’s 2018 Distinguished Service Award. Per the award from MEHA, “For the past 3 years, Joel has chaired the Michigan Onsite Wastewater Conference committee that plans the annual wastewater conference every January. He has worked in all areas of public health over the past 27 years. He is a strong leader in new technology in the office and in the field to drive public health innovations into the next generation. He is currently working with a software company, Amalgam LLC to provide digital mapping and data storage for all septic system permitting in Bay County. The goal is to have 100 percent of all septic system in a digital form that anyone can access via the internet. “ We congratulate Mr. Kwiatkowski in his efforts.

**Meetings/Trainings attended by Health Officer:**

- 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 (February)
- Michigan Health Improvement Alliance - Population Health Working Group (Monthly)
- Bi-weekly meetings with SVSU regarding the University Clinic
- THRIVE aka Great Lakes Bay Regional Health & Economic Initiative (Monthly)
- MiHIA Bridging for Health Peer Learning Visit - Atlanta (February)
- Bay County Health Department Security Risk Assessment Follow Up w/Altarum (February)
- Washington School Health Clinic Meetings - Bay City
- Opioid Priority Work Group - MiHIA (October, November)
- Regional Health Officer Meeting (January)
- Bay Area Chamber of Commerce (January)
- Adverse Childhood Experiences Event at Delta College - Guest Speaker (February)
- SVSU/BCHC Sustainability Meeting (February)
- Bay & Saginaw Health Plan Joint Strategic Planning (February)
- State of the City County (February)
- Bay County Health Department Mandatory Inservice Training (March)
- Hepatitis A Outbreak Conference Call (March)

**Childhood Lead Program**

- Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) 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). These children are eligible for PHN case management services. Kelly Dore, RN, BSN coordinates the program.
- To best serve our community the BCHD provides EBLL nursing case management for all children regardless of their insurance coverage. Medicaid covers this service, private health insurances do not.
- MDHHS funding provided by the FY17-18 Lead Outreach & Education Grant was awarded to BCHD with the purpose to expand Lead Education & Outreach across Prosperity Region 5 to spread the word that all children under 6 years of age should be screened for lead exposure. On 2-22-18 a Lead Education & Outreach presentation was provided by Kathy Janer, RN, BSN in Arenac County for the Bay Arenac Early Childhood Provider's Meeting and another is scheduled for BAISD on 4-12-18. In addition, Emily Nelson, RN, developed letters to send to medical and other providers who work with young children in Prosperity Region 5 to offer a Lead Education & Outreach presentation.

3 children are currently opened to case management for EBLL greater than 5 micrograms per deciliter,  
 1 child was opened to case management and 4 were closed during this quarter  
 1 billable Medicaid Nursing Case Management visit was done this quarter.

### 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. Staff assists families to navigate the medical, health insurance and educational world of the child with medical special needs. These services promote optimal functioning for the child and family.
- The program is funded for two FTE nurses and one 0.5 FTE clerical. During this quarter Kelly Dore, RN, BSN, joined the CSHCS team bringing the program to full staffing. Much of the quarter Kelly spent orientating and is now ready to carry her own case load. Also this quarter the MDHHS CSHCS LHD small grant was approved and awarded and with it the hire of the CSHCS Parent Liaison, Sarah Hendrickson. Already April outreach activities are planned and made possible by the small grant.
- CSHCS staff participates in a monthly MDHHS CSHCS conference calls.
- Kelly Dore, RN, BSN also attended: 02-16-18 Understanding Seizures teleconference and on 03-15-18 in Lansing MI, Conference- Optimizing NICU Transition to Medical Home, Community Resources & Home

During this quarter the following billable services were provided with an approximate income of \$ 8,059.50.

- Level I Plan of Care face to face visits with the PHN
- 8 Level I Plan of Care by telephone with PHN
- 74 Level II care coordination activities, combined efforts of PHN and clerical staff
- 25 Case management visits by the PHN

### Communicable Disease (CD) Division

- The CD nurse investigated **882 reportable disease** cases this quarter, of which **825 were laboratory confirmed**. These confirmed cases include:
- 1 Campylobacter; 9 Norovirus; 2 Salmonellosis; 640 Influenza; 2 Meningitis -Aseptic; 6 Streptococcus pneumoniae, Inv; 6 Streptococcal Disease, Inv. Grp A; 9 Animal Bites; 3 Varicella; 1 Pertussis; 6 Shingles; 19 Hepatitis C- chronic; 106 Chlamydia and 6 Gonorrhea.
- The CD nurse has one client on homebased Daily Observation Therapy (DOT) five days a week for TB meningitis and another client who completed weekly DOT for latent TB this quarter.

- The 38 Probable Cases reported and investigated but not laboratory confirmed include:
- 17 Influenza; 1 Meningitis-Aseptic; 4 Animal Bites; 1 Chlamydia (genital); 1 Hepatitis B-chronic; and 14 Hepatitis C-chronic.
- An additional 19 Cases were reported that the CD nurse investigated and were later found not to be a case.

Mary Jo Braman, RN, BSN, the CD/HIV/STI nurse, participated in the following:

- 02-15-18 ECW STD Inventory webinar
- 03-09-18 BCHD All Staff In service
- 03-12-18 HIV Demystifying u=U webinar
- 03-13-18 HIV Module 2, Detroit, MI
- 03-14/15-18 HIV Module 3, Detroit, MI
- 03-22-18 Hepatitis A MDHHS call
- 03-26-18 World TB Day Conference, Lansing, MI

Brittany McGill, RN, BSN participated in the following:

- 02-21-18 Hepatitis A Post Exposure Prophylaxis Work Group teleconference
- 03-26-18 World TB Day Conference, Lansing, MI

**Cremation Permits Processed**

January	65
February	75
March	65

**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):

**January**

- Met with McLaren Bay Region Resident Physician to discuss Emergency Preparedness
- BCHD In-Service Planning Meeting
- MDHHS Statewide Hepatitis A Coordination Teleconferences (2)

- Tornado/Fire Building Preparedness Walk-Thru with Emergency Management Coordinator
- Attended MiTel County Phone Training

**February**

- MDHHS BETP-DEPR PHEP Site Visit
- BCHD In-Service Planning Meetings
- MDHHS Statewide Hepatitis A Virus Coordination Teleconference
- Assisted EH Manager with chick box sampling to be sent to MDHHS lab
- Bay County Local Planning Team (LPT) Meeting

**March**

- MDHHS Statewide Hepatitis A Virus Coordination Teleconference (3)
- Attended Bay County Department Directors/Division Managers Meeting
- BCHD In-Service
- Completed MDHHS BETP DEPR MISNS Sharepoint Request Drill
- Submitted 3<sup>rd</sup> Quarter Grant Deliverables to MDHHS BETP DEPR

**Acronyms**

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

**Environmental Health**

<b>FOOD SERVICE</b>		<b>SEPTIC, WELL, AND MISC</b>	
Fixed Food Est. Inspections	186	Parcels Evaluated	22
Mobile, Vending, & STFU Inspections	1	On-Site Sewage Disposal & Tank Permits Issued	11
Temp. Food Est. Inspections	5	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	29	Failed System Evaluations Conducted	0
Plans Received for Review	3	Sewage Complaints Investigated	0

Plans Approved	0	Well Permits Issued	3
Consumer Complaints Investigated	13	Abandoned Wells Plugged	2

**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 Quarterly 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)

**January**

- Winter Family Fun Fest Planning Meeting (Tracy)
- Met with McLaren Bay Region Physician Resident (Tracy & Liz)
- ‘New Year New You’ discussion/presentation at Center Ridge Arms (Liz)
- ESF Outreach at Kids’ Safety Day Event at Midland Mall (Liz)
- Met with Prescription for Health Clients a total of 19 times (Liz)
- Increased ESF outreach to 2 new physicians and 4 new businesses in Bay & Saginaw Counties (Liz)
- Distributed a total of 1,420 ESF brochures and 131 WG 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)

**February**

- ACE’s Planning Meeting (Tracy)
- CHA Planning Meeting (Tracy)
- Submitted Community Foundation Grant for CHA (Tracy)
- CAPT Meeting (Tracy)
- Legislature Luncheon Planning Meeting (Tracy)
- HSCC New Coordinator Orientation (Tracy)

- HSCC Statewide Technical Assistance Meeting (Tracy)
- Prescription for Health at McLaren Heart Health and Stroke Screening (Tracy & Liz)
- Guide for two showings of Stigmatic Opiate film hosted by BCPN (Liz)
- Assisted BCSP with LLBE fish advisory lesson and activity for Kolb elementary (Liz)
- Assisted BCSP with LLBE fish advisory lesson and activity for Adams elementary (Liz)
- ESF Outreach at BCSP Annual Winter Festival Event (Liz)
- BCHD & ESF Outreach at Bay City Towne Center Winter Family Fun Fest Event (Liz)
- Met with Prescription for Health Clients a total of 39 times (Liz)
- Increased ESF community outreach to 2 new businesses in Bay and Saginaw Counties
- Distributed a total of 804 ESF brochures and 142 WG 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)

**March**

- Cradle to Career Literacy Meeting (Tracy)
- HSCC ADHOC Meeting (Tracy)
- BCHD Staff In-Service (Tracy & Liz)
- Assisted with Local Maternal Child Health (LMCH) Work Plan (Tracy)
- Opioid Webinar (Tracy)
- Healthy Eating discussion and presentation at Center Ridge Arms (Liz)
- Distributed 3,300 ESF and 2,000 WG brochures to BCSP in preparation for LLBE students
- Assisted BCSP with LLBE fish advisory lesson and activity for Handy Middle School (Liz)
- ESF Outreach at Annual Saginaw Medical Society Health Fair-estimated 1,000 community members attended (Liz)
- Attended Community Action Group (CAG) bi-monthly meeting (discussed upcoming Tittabawassee River clean-up and new information on dioxin chemical) (Liz)
- Attended kick-off fish camp meeting hosted by MSU Sea Grant- anticipated ESF activity with 25 8-14 year olds in July (Liz)
- Attended e-cigarette and vaping presentation through Sacred Heart Rehabilitation (Liz)
- Annual SBCA Partners Face-to-Face Meeting with BCHD, BCSP, MDHHS & EPA (Liz & Melissa)
- Annual Meeting with SBCA River Walkers and MDHHS (Liz)
- ESF Outreach at Annual Fly Fishing Event (Liz)
- Met with Prescription for Health Clients a total of 57 times (Liz)
- Increased ESF outreach to 2 new physicians and 6 new businesses in Bay & Midland Counties (Liz)
- Distributed a total of 1,958 ESF brochures and 49 WG 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)

**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:	107	100	5	0	1	2

School age K-12:	3770	3362	61	60	82	22
<b>Totals</b>	<b>3877</b>	<b>3462</b>	<b>66</b>	<b>60</b>	<b>83</b>	<b>24</b>

Vision	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	110	98	7	0	6	5
School age K-12:	545	408	30	18	24	115
<b>Totals</b>	<b>655</b>	<b>506</b>	<b>37</b>	<b>18</b>	<b>30</b>	<b>120</b>

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

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

### HIV/AIDS Testing & Outreach

- Beginning fiscal year 2017-2018, MDHHS has provided funding for HIV Outreach and Testing.
- This includes setting up HIV education and testing events and finding Bay County HIV/AIDS clients who have been diagnosed anywhere from the 1980's and on and who have since disappeared from known medical care follow up.
- To date several nursing and laboratory staff have been trained to provide Alere Rapid HIV testing and two nursing staff has received the extensive training required to provide HIV counseling needed when administering the test. HIV/AIDS staff is currently developing a plan to provide testing in the community and on a regular basis here at the BCHD. Staff is also defining their role in this newer endeavor and to define when they hand off the follow up to MDHHS and Partner services.
- MDHHS recommends HIV testing as a standard of care for all clients and BCHD is looking at how to incorporate this testing into the flow in the Personal Health Family Planning and Bay Community Health Clinic.
- This quarter all HIV testing was done at BCHD.
- Number of clients tested for HIV this quarter: 7, 6 males of which 5 were court ordered & 1 female. All HIV results were negative.

### Immunizations

VACCINE	COUNT
TB Test	16
Hep. A. Adult	87
Hep. A. Peds	73
Hep. A./Hep. B	0
Hib	56
HPV	41
Flu	122
PCV 13	63
Rotavirus	19
Dtap	33
Dtap/IPV	30

MMR	23
IPV	13
Td	0
Tdap	84
Varicella	26
Dtap/Hep. B/IPV	46
PPSV 23	2
Meningococcal MCV4	70
Zoster	4
Hep. B. Peds	4
Hep. B. Adult	21
MMRV	32
Rabies	0
DT	0
Men B.	3
<b>TOTAL</b>	<b>868</b>

**Laboratory**

Number of In-House tests: Clinical Services	N/A	Number of Other (Outgoing) Tests: Clinical Services	N/A	Number of Tests: Water/Non-Clinical	N/A	TOTAL TESTS	N/A
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**Lead Tests Billed**

January	78
February	31
March	53

**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
- HIV/AIDS Outreach Program
- Personal Health Family Planning Clinic/Program
- Childhood Lead Nurse Case Management Program
- Childhood Lead Education & Outreach Program
- 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
- Monthly State EBLL teleconference
- Monthly MIHP -MDHHS-MHP Community of Care teleconferences

- 02-13-18 Adverse Childhood Effects (ACE) presentation BAISD/SCISD/CMU at Delta College
- 02-14-18 Safety Stand Down presented by Ryan Manz, BCHD
- 02-22-18 Ask Bay County, Pinconning MI
- 02-26-18 BABH Mental health First AID training, Bay City
- 02/27/18 MT Pleasant Family Planning Clinic visit to share “best practice”
- 03-05-18 Maternal Child Health Statewide Conference, Lansing MI
- 03-13-18 Hepatitis A MDHHS state teleconference
- 03-26-18 World TB Day Conference in Lansing MI

**Maternal Infant Health Department (MIHP)**

- The MIHP program received **107** maternal and infant referrals this quarter from which **8** maternal and **19** infant were enrolled. A total of **113 billable visits** were completed. MIHP is a voluntary program for pregnant women and infants with Medicaid Health insurance. Staffing includes one FT RN and LMSW with PT clerical support. The program welcomed back Emily Nelson RN, BSN as the MIHP nurse on January 3, 218 as Kelly Dore, RN, BSN, transferred to the CSHCS program.
- MIHP professional staff attends monthly: BCHD staff meetings, MIHP staff meeting and MIHP Community of care teleconferences. In addition:

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

Emily Nelson, RN, BSN who is also the Childhood Lead Outreach & Education nurse participated in the following:

- 03-05-18 Maternal Child Health Statewide Conference, Lansing, MI

**Personal Health Family Planning Clinic (includes the former STI Clinic)**

The former Family Planning Clinic and STI Clinic have been combined into the newly establish Personal Health Family Planning Clinic. To date the response has been positive with many STI clients who in the past may have only sought STI services are now enrolling in the Personal Health Family Planning Clinic as they see the benefit of receiving the complete sexual health and contraceptive services the clinic can offer.

<b>Number of Unduplicated Persons Receiving Services in Personal Health Family Planning Clinic</b>
<b>221</b>
<b>Number of Encounters in Personal Health Family Planning Clinic</b>
<b>288</b>

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

Monthly BFPC Meetings with WIC Coordinator

**January**

- WIC Staff Meeting
- Bay County Breastfeeding Coalition Meeting

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

**February**

- MotherBaby Café
- 16 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 1 Class with 2 participants total
- Infant Feeding Choices Class - 1 Class with 7 participants total

**March**

- Breastfeeding Peer Update Webinar
- 10 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 9 participants total
- Infant Feeding Choices Class - 1 Class with 6 participants total

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

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
January	3	137	90	53	26	125	154	0	172	740
February	1	81	69	54	27	83	114	0	118	547
March	0	130	67	46	25	86	120	0	127	601

**HOUSING**

**Housing Director Activities**

- Current occupancy is at 99%, HUD High Performer status.
- 16 applicants currently on our wait list, pending 1 move-in.
- Attended 5 E-learning events through HUD.
- Completed HUD Forms, 52722 and 52723 for approved Operational Fund.
- Completed HUD Form 50071 to maintain program eligibility.
- Established new SAM and DUNS access for Federal Grant eligibility.
- Began automatic withdrawals for tenant rent payments.
- Currently working with MHT Housing on the potential plans for CRA renovation.
- Held a building inspection for bed bugs, no reports.
- 11 Resident complaints/meetings, all resolved. 2 Lease violations issued.
- Weekly staff meetings.
- Attended the State of The Community.
- PIC Recertification's in ELOCCS to be allowed drawdown capability.

- Hampton PILOT complete.

#### Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 23 residents.
- Completed 6 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.
- Re-polished Community Room Floor
- Generators serviced.
- Plowing/salting done as needed.
- Completed unit turnaround maintenance for 6 apartments within required 30 day period.
- Completed 23 apartment inspections for recertification.
- Roof top fans were lubricated and inspected.
- Repair crash bars and mechanisms for exits.
- Maintained boiler operation.
- Began replacing old outlets with GFI outlets in apartment units.

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

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 73 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.
- Started Monday Wellness where residents get a free vital check/health screening.
- Working with MSU Extension on classes for wellness for our residents.
- Bingo Thursday, 6-8.
- Started to form the committees for our spring/summer programs. I.E Yard cleanup, garden club, walking club.
- Several meetings with residents.
- Attend staff meetings weekly to help promote growth at CRA.

## JUVENILE DETENTION & CHILD CARE SERVICES

### Community Corrections

- All programs are being utilized at 30% or more for the year thus far. Emphasis is being put on gender-specific treatment. Bay Co will look into programming for our jail and community.

Program Numbers (10/1/17 - 2/28/18)

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	222	12554
Outpatient Treatment	52	1417
Cognitive Change	24	610
Opiate Specific	10	1080
Education/Employability	18	595

- These 5 programs combined have saved the county over \$900,000 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 did not meet this goal. Prison Commitment Rate for 2017 is 23%, which is a 7 point increase from 2016. Group 2 Straddle cell rate also went up to 34.5%, which is a 9 point increase from last year. It may be due to the Heroin epidemic that has plagued Bay Co. The information above is related to people that were sent to prison. Bay Co will continue

to try and 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 and TRICAP Board Meetings. The Manager also hosts the quarterly CCAB meetings with Community Corrections board members.

### MSU EXTENSION

- **No Report Submitted.**

### PERSONNEL & EMPLOYEE RELATIONS

- Assisted Equalization Department with interviews and testing for the Appraisal Aide vacancy. Susan Jensen was hired for the position.
- Debra Russell announced her retirement as Administrative Services Director. Craig Goulet was awarded the Director position after Debra's departure.
- Processed and distributed 682 W-2s to all Bay County employees that were active in 2017.
- Filed 2017 W-2 information with the federal and state government.
- Filed and paid all annual and Q4 payroll taxes including MESC, 941 and Michigan state withholding.
- Updated federal tax tables in January based on new 2018 tax tables per guidelines in IRS Notice 1036 released on January 11<sup>th</sup>. Advised employees of the change and to send updated W-4 form elections to Personnel if they wished to change their withholdings based on these changes.
- Filed Affordable Care Act 2017 1095C reporting information with IRS in January.
- Processed and distributed 3,107 payroll EFT/checks.
- New salary schedules were updated to reflect the 2018 minimum wage increase.
- Processed and distributed 1095 to all Bay County employees that were active and eligible for health care in 2017.
- Participated in the interviews and selection process with the Bay County wage study; further the bid was awarded to Segal Waters. Since the award, staff has been gathering information to provide to Segal once the contract is signed.
- Began working and meeting with ISD staff on electronic open enrollment for health care for 2019.

- Began working and meeting with ISD staff on the electronic Applicant Processing module on MUNIS. So far, we are building the general application for employment.
- Tiffany Jerry attended an HR Law 2018 seminar in Saginaw in February.
- Tim Watkins submitted his intent to retire; Personnel staff assisted Cristen Gignac with the search to hire a Greens Superintendent for the 2018 Golf Season. Jeremy LaPratt was selected and offered the position. He started his new position on April 10.
- Tiffany Jerry was involved in a confidential internal investigation.
- A Trustee Education seminar was presented for members of the Retirement Board in March.
- Personnel staff started recruiting candidates for summer help in Building and Grounds, Golf Course, Mosquito Control, Community Center Pool and Summer Recreation Program.
- Jobs were also posted on behalf of the Health Department, Department on Aging, Drain Commission, Juvenile Home, Finance Department, Sheriff Department and Environmental Affairs/Community Development and Civic Arena.

### **PUBLIC DEFENDER**

There were a total of 185 new cases opened during the quarter, the break down is listed below:

#### **Assigned Criminal Matters**

- Mr. Mannikko was assigned 34 new felony files.
- There were 71 new misdemeanor files assigned to; Mr. Hetherington: 66 and Mr. Mannikko: 5.
- Mr. Mannikko was assigned 2 new felony violation of probation files.
- There were 12 new misdemeanor violation of probation files assigned to; Mr, Hetherington: 9 and Mr. Mannikko: 3.

#### **Assigned Probate Matters**

- Ms. Fitzgerald was assigned 21 new delinquent files and 15 new neglect files.
- Mr. Hetherington and Mr. Mannikko attended the CDAM Spring Conference in March, 2018, completing continuing legal education requirements.
- In March, Ms. Fitzgerald attended the 2018 MATCP Annual Spring Conference with Judge Miner and other members of the Probate Court.

#### **Budget-Cost savings**

- Ms. Fitzgerald continues to utilize the county car for home visits. Mr. Mannikko also used the county car for his travel to the CDAM conference.

## RECREATION & FACILITIES

During the 1<sup>st</sup> quarter of 2018, 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:

- Started the implementation process of Dude Solutions and Rec Pro.
- Went through the inventory process at the Civic Arena and Golf Course
- Attended the 2018 MPARKS Conference in Detroit.
- Continued work on the potential expansion project for Pinconning Park.
- Gathered and presented information regarding summer activities at the Civic Arena. Discussed solar panel and foam insulation for the Civic Arena.
- Posted and filled greens superintendent position at the Golf Course due to the retirement of Tim Watkins.
- Worked with Dan Neering to discuss online tee times for the Golf Course. Updated Golf Course procedures, such as Cash Handling, Memberships, Inventory and Outing procedures.
- Started work on the 2019-2023 Recreation Plan.
- Discussed snowplowing procedures with Buildings & Grounds staff.
- Began 2<sup>nd</sup> shift staff meetings with Buildings & Grounds staff. Re-aligned staffing and building assignments. Created a “floater” position for coverage.
- Made plans and held meetings for 2018 capital improvement projects.
- Created a Buildings & Grounds safety audit team to analyze our safety equipment, needs and procedures.
- Continued discussions on the Water Main Project at the Community Center / Riverside.
- Finalized mailroom coverage and operations.
- Attended the parking lot rental bid opening, awarded Bid to the Bay City Downtown Development Authority.
- Posted 2018 Summer temporary positions. Began filling positions.

### Civic Arena

- New Year’s Eve Lock-IN had 50 kids
- Bay County Hockey Association had 9 teams with 124 players for house hockey
- Adult league winter season had 17 teams with 144 players with 147 substitute players
- January Freeze was held on the 19<sup>th</sup>-21 with 26 teams, up from 14 teams in 2017
- February 9<sup>th</sup>-11<sup>th</sup> we hosted MAHA district championships for house hockey (new event for the rink)
- Puck O The Irish Tournament on February 23<sup>rd</sup>-25<sup>th</sup> had 17 teams
- March 2<sup>nd</sup>-4<sup>th</sup> we hosted High School States for Figure Skating (new event for the rink)

- Puck O The Irish Tournament II was held on March 9<sup>th</sup>-11<sup>th</sup> with 23 teams
- March 23<sup>rd</sup>-25<sup>th</sup> we hosted the Copper Cup adult first responder only hockey tournament(new event for the rink)
- Bay City Wolves and Bay Area Thunder finished their high school hockey seasons in March
- Tri-City Icehawks Junior hockey team finished their season in March
- Public Skates had 3,068 skaters with 1,872 skate rentals
- Drop-In hockey had 273 skaters
- Stick & Puck had 302 skaters
- Sharpened 720 pair of skates during the first quarter
- We had 18 birthday party's held at the BCCA during the first quarter

### **Buildings & Grounds**

- Staff has completed original Health Dept.'s construction project. Additional jobs to be worked on going forward (ie: door placements, LAB updates).
- Extra Staff assisted in carpet lay down in Health Dept. after hours.
- Staff installed/repaired items at several Adult Foster Homes: light fixtures & ballasts replaced; cabinets repaired; faucets fixed; doors replaced; plumbing issues fixed; replaced window cranks; ceramic tiles fixed; necessary painting; mold cleaned in basements; roof repairs and miscellaneous repairs.
- Staff continues to collect 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 reconfigured offices in District Court and Division on Aging.
- Staff patched and painted areas in the Register of Deeds office.
- Staff repaired ceiling in Commission Chambers.
- Staff replaced front steps at Fairgrounds home of Sue Majeske, renter.
- 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 fabricated sheet metal pans for air handler at Jail.
- Staff connected video visit monitors on wall mountings at Jail.
- Staff upgraded all EXIT signs to LED lighting at Animal Control.

- Staff repaired several furnace units at Mosquito Control.
- Staff ran “miles” of network cabling throughout facilities.
- Civic Arena replaced hot water heater on 500 gallon storage tank.
- Staff replaced circulation pump motor for feed water boiler heat at County Bldg.
- Juvenile Home - Staff repairs boiler water pumps, generator repairs, regulates A/C units, replaced leaking faucets, other plumbing issues & sprayed for flying ants. Also, 3 broken windows were replaced.
- Staff ran underground cable for telephone installation at Golf Course barn.
- Staff pulled wire at Golf Course Pro-Shop for camera installation and 2 VISA readers.
- Staff built safety railings for ladder support at Community Center.
- 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.

**Community Center**

**The Fitness Center\***

January	790 clients	194 County Employees	28 - Day pass
February	685 clients	130 County Employees	31 - Day pass
March	858 clients	173 County Employees	38 -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	32 participant’s	26 pay clients	8 County employees
YogaFit (am)	20 participants	13 pay clients	7 County employees
YogaFit (pm)	21 participants	7 pay clients	15 County employees
Fit in 30	13 participants-	7 pay clients	6 County employees
Chair Yoga	58 participants	43 participants (Tues. am)	Thurs. am (1/9 - 3/22)
Open Volleyball	153 participants	(Jan, Feb, March)	(Tuesday am)
Badminton	154 participants	(Jan, Feb, March)	(Thursday am)
Pickle ball	1207 participants	(Jan, Feb, and March)	(Mon- Fri am/pm)
Youth	464 participants	(Jan, Feb, March)	(Mon - Fri pm)

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

Men’s Winter Basketball league 18 teams (November - March)

Church League Basketball 4 teams (12/1/17- 3/10/18)

**Rentals**

Batting Cage Rental:	January	3 days	1.5 hrs.
	February	5 days	9.5 hrs.
	March	12 days	17 hrs.

Knockerballs: 1 party for 2 hours March

**Room Rentals:** Every Saturday and Sunday rooms were rented for parties. Baby Showers, bridal showers, and various meetings.

**Drivers Training** 3 week rental March Mon-Thursday 6p - 9p.

**Church Group** Jan, Feb, March                      Sundays 11a - 12p.

**Fairgrounds**

**Canteen:** Being utilized by several departments on a weekly basis.

**Horse Stalls:** There are currently three renters.

**Merchants Building:** We have a total of 33 items in storage and 10 on waiting lists. Storage items consist of; cars, boats, trailers, etc. from October 15, 2017 - May 1, 2018.

**Department on Aging:**

**Osteo Class:** January, February, March, Room 124 Mon/ Wed for 6 weeks.

**Chair Yoga:** Collaboration with Beth Trahan (Recreation) and Debbie Keyes (Dept. of Aging) Usage of the small gym (Tuesday) and Room 124 (Thursday) January, February, March

**Shuffleboard:** Small Gym, (Thursday pm) (January - March)