



## REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2018

The following reports for the 2nd quarter of 2018 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

- Attended various events with Veterans Affairs including one in Pinconning, and one at the Riverside facility here in Bay City.
- Worked with MMRMA and various departments regarding automobile damage claims.
- Finalized new flooring and building damage plans at the Bay County Animal Control building. Work will be completed in July.
- Worked with various County offices in processing Freedom of Information Act (FOIA) responses for the Second Quarter. Many responses were taken in coordination between several departments including the Sheriff Department, 911 Dispatch, Animal Control, and the Health Department.
- Attending a Bay City meeting regarding the bridges in Bay City.
- Helped coordinate with the Bay County Humane Society an event at the Bay County Central Bark Park.
- Attended various wage study meetings held at the Bay County Civic Arena.
- Arranged for the Veterans Service Officer and Soldiers & Sailors Relief Coordinator to attend accreditation training in Lansing.
- Met and discussed various Soldiers & Sailors topics with staff.
- Assisted the Veterans Offices in coordinating financial processing expenditures through Soldiers & Sailors Relief and Veteran Transportation Services.
- Helped the Soldiers & Sailors Relief Commission with the donation of a Chrysler Town & Country minivan donation to the Veterans Transportation Program.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Prepared and finalized the various 2019 departmental budgets.
- Reviewed various RAP Grant Categories with MMRMA.
- Researched and discussed various training opportunities for Bay County that would be provided through MMRMA on an annual basis.
- Attended an annual MIPRIMA event that took place in Bloomfield Hills, MI.
- Toured the Riverside and Community Center sites with staff.
- Attended the Safety & Security Meeting.

### Animal Control

- The Shelter took in 218 cats and 215 dogs and 6 other animals for a total of 439 animals.
  - Owners claimed 8 cats and 58 dogs.
  - We adopted out 63 cats, 44 dogs, and 4 others were adopted.
  - 30 cats and 38 dogs were euthanized per owner's request.
  - 28 cats and 35 dogs euthanized due to aggressive behavior or illness.
  - 25 dogs, 21 cats were transferred to other shelters and rescues
- Field Activity: Officers went out on 625 calls, this quarter, which include the following:
  - 48 Animal Bites
  - 71 Investigations of Cruelty, Neglect, or Abandonment
  - 136 Loose and Aggressive
  - 59 Barking
- We have seen an increase in the amount of dogs we are receiving compared to the 2017 2<sup>nd</sup> quarter report we are up in the intake of dogs by 35. We are finding out we are not the only shelter that is seeing an increase of dogs being turned in this year compared to the last few years. It seems all municipal and private shelters in the state of Michigan are seeing a greater influx of dogs. We have had such an increase of the dogs we had to go to a waiting for owners who want to relinquish their dog or dogs just like we do for cats.
- 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 participated with the Bissell Pet Foundation Empty The Shelter Program on May 5, 2018. We sent 42 cats and dogs down to All About Animals to be sterilized for this event. The week before the event we had the public come in to see what would be available for adoption. Many of the public decided that they would pay our adoption fees instead of waiting for a chance on May 5<sup>th</sup> to be able to adopt a dog or cat. What we did have available for adoption that day was adopted. That week alone we adopted out 24 cats and 18 dogs.
- The sterilization program with Dr. Musselman and the BAISD has ended for another year. Twenty animals from the shelter were sterilized by Dr. Musselman during this time.
- Our Support group Furfest Rockin' The Rescues has been helping with people who are short on funds and need temporary help with getting food for their pets.

### Veterans ~ Soldiers & Sailors Relief Program

During this quarter we served 80 veterans with 1 or more of the following services:

SERVICES	EXPENSES
Food Cards	2025.00
Gas Cards	500.00
Bay City Utilities	4,311.60
Consumers	2,490.95
Water/Sewer	2,934.17
Rent/Mortgage	5,135.40
Bus Passes	112.50
Burials	17,200
<b>TOTAL</b>	<b>\$34,710</b>

- See additional attached reports.

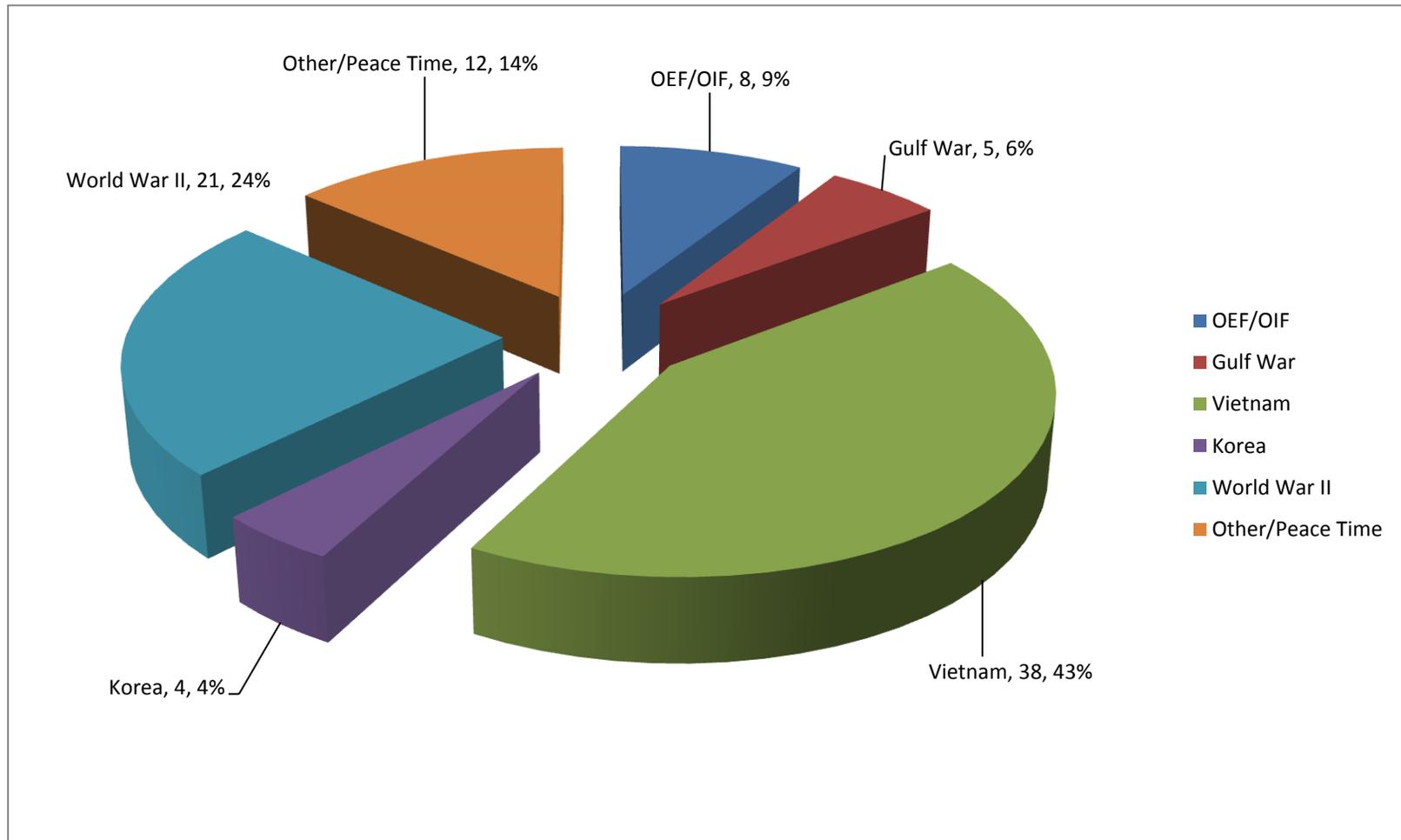
### CENTRAL DISPATCH 9-1-1

1. 9-1-1 answered: 5,250 Emergency calls in the month of April; 6,445 Emergency calls in the month of May; and 6,640 Emergency calls in the month of June. In total, Central Dispatch has answered 33,806 Emergency calls for 2018.
2. 9-1-1 one employee in the training program during the 2nd quarter of 2018. Currently, one trainee is scheduled to complete the training program in the third quarter of 2018.
3. A total of 8,805 Bay County residents have signed up for Smart911. 412 residents have signed up in the 2<sup>nd</sup> quarter of 2018. 161 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 37 Smart911 texting sessions.
4. 9-1-1 is collaborating with all School Districts in Bay County and all law enforcement agencies in an effort to provide remote access to school building cameras. The aim of the project is providing public safety greater information in response to incidents at school buildings.
5. 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 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.

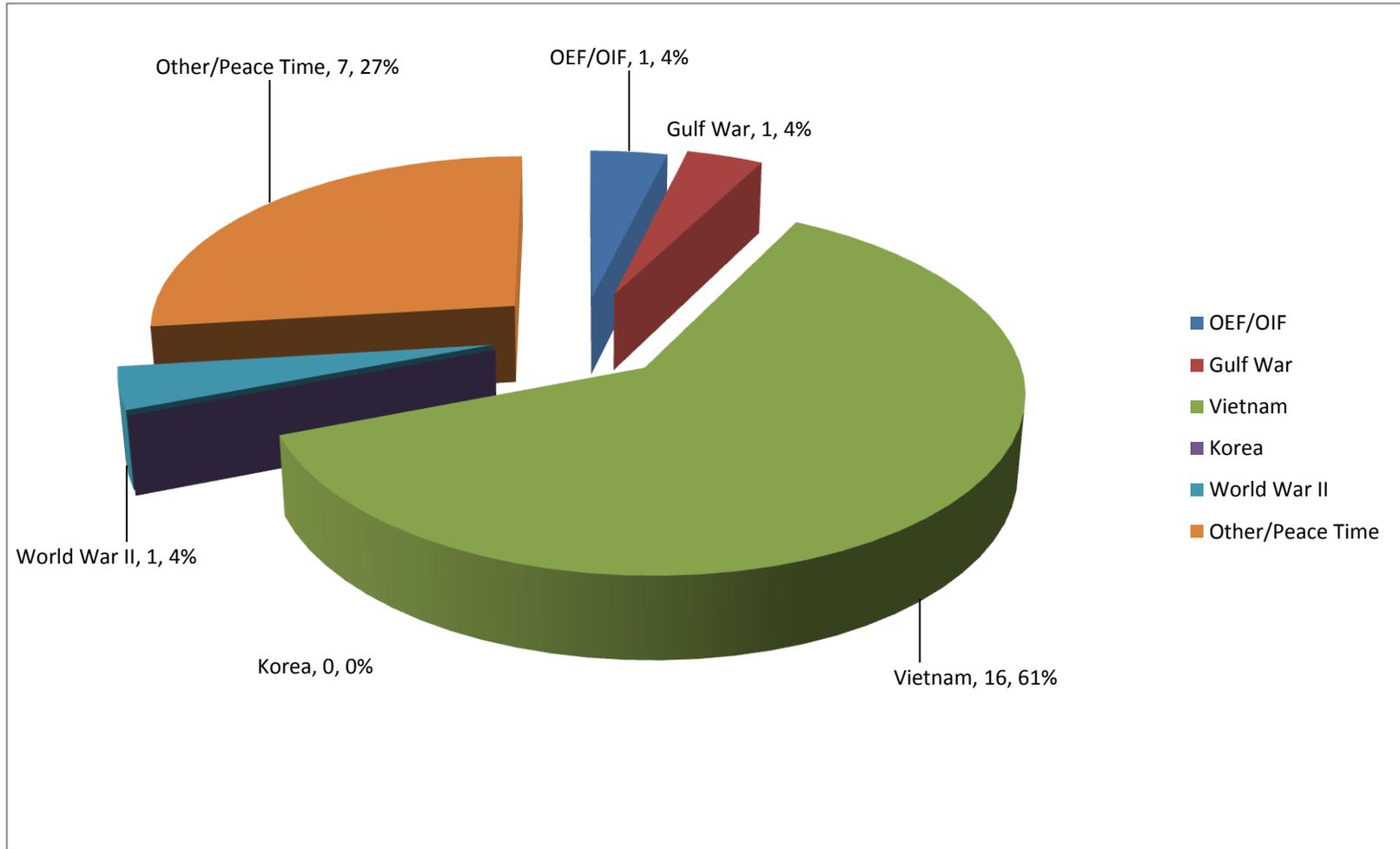
A radio training program has been created as part of the radio deployment. All public safety agencies will receive radio training as part of the radio update.

June 2018 Veterans Affairs  
Veterans Service Officer  
In Office Visit



99 Office  
35 Phone Calls

**May 2018 Veterans Affairs  
Veterans Service Officer  
In Office Visit**



**Total In office visits:**

28

**Total phone calls:**

0

(Didn't start tracking until after training)

6. Attended several meetings as part of implementation of the new 800 MHz radio 9-1-1 consoles. The project began in the second quarter of 2018 and completed by years' end. The console template has been designed and is ready for implementation.
7. 9-1-1 met with several agencies to discuss the need for an address ordinance and the possibility of implementing a County wide address ordinance.
8. 9-1-1 gave a presentation to the Noon Rotary Club. 9-1-1 also attended several community events in an effort to continually educate the public on 9-1-1.

### CORPORATION COUNSEL

- Reviewed contracts for or provided legal opinions to:
  - Administrative Services
  - Board of Commissioners
  - Buildings and Grounds
  - Central Dispatch 9-1-1
  - Circuit Court
  - County Executive
  - Department on Aging
  - Drain Commissioner
  - Environmental Affairs & Community Development
  - Finance
  - GIS
  - 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 VEBA Board meetings
- Attended Division Managers and Department Directors meeting
- Attended Special Retirement Board meeting - money manager review
- Participated in FY 2019 budget discussions
- Drafted and circulated ADA equipment survey
- Attended ICLE Labor and Employment Law Conference
- Attended Association of Public Employee Retirement Systems Conference

- Attended Michigan Association of Municipal Attorney's Conference
- Attended meeting regarding building security concerns
- Attended meetings, depositions and reviewed attorney correspondence in Neal J. Papin v. Bay County litigation matter
- Attended Department of Justice Investigation Interviews
- Prepared briefs and pleadings and attended hearings in Greenhoe v. Bay County litigation matter (Circuit Court)
- Prepared briefs and pleadings and attended hearings in Perez v. Bay County litigation matter (District Court)
- Review attorney correspondence, pleadings and attended meetings regarding Holsapple v. Bay County litigation matter
- 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
- Received, reviewed and responded to various subpoenas (Personnel - 1, Sheriff's Office - 2)
- Received, reviewed and responded to IRS Summons
- Attended Tax Foreclosure Eviction Hearings and drafted pleadings and correspondence related to hearings
- Drafted contract to acquire Sheriff Canine and assisted in writing canine specific policies
- Participated in the RFP process for an insurance agent for excess workers' compensation coverage and third party administrator

## CRIMINAL DEFENSE

### Case Appointment Numbers for MARCH 2018

- Felony Matters: 22 assignments
- Circuit Court Violation of Probation Matters: 4 assignments
- Misdemeanor/Traffic Matters: 47 assignments.
- **Total Assignments: 73**

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

### Case Appointment Numbers for APRIL 2018

- Felony Matters: 26 assignments
- Circuit Court Violation of Probation Matters: 4 assignments
- Misdemeanor/Traffic Matters: 61 assignments
- **Total Assignments: 91**

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

### Case Appointment Numbers for MAY 2018

- Felony Matters: 23 assignments
- Circuit Court Violation of Probation Matters: 6 assignments
- Misdemeanor/Traffic Matters: 61 assignments
- **Total Assignments: 90**

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

**MIDC Compliance Plan**

- Funding was approved by the legislature to fund the county MIDC Compliance Plan
- Had meeting with our MIDC regional manager discussing implementation of plan and begin discussing new standards
- Currently participating in a time study for the MIDC which tracks how much time is spent by the attorney on the types of cases that are assigned

**TRAINING**

- Kiel Chamberlain participated in training with CDAM from March 1-3, 2018

**DIVISION ON AGING (See Attached)**

**ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

**Director's Report**

- Worked with the DNR at their request to extend DNR Phragmites Grant for approximately \$121,000 to provide additional treatment for Phragmites in Bay County.
- Interviewed five candidates for the Gypsy Moth Suppression Program Assistant Coordinator position in April, filling a vacancy from an earlier retirement. This position assists in the data collection, monitoring, treatment recommendations, and online mapping locations of invasive pests in order to protect the health and investment of canopy trees in Bay County.
- Presented an update on new site information and progress made for the Linwood Scenic Park Improvements to approximately 20 members of the Linwood Civic Improvement Club at their April 5<sup>th</sup> Meeting.
- Provided an informational overview of Bay County Shoreline Access Improvements to approximately 30 people at the April 19<sup>th</sup> Rotary Club Nature Festival in Pinconning.
- Worked with the City of Bay City to facilitate and promote the Earth Day Open House Event on April 20<sup>th</sup> at the Bay City Waste Water Treatment Plant to provide tours and educate residents that there are no untreated discharges (CSO's) into the Saginaw River, provided a first-hand look at how the treatment system works and the quality performance achieved.
- Attended the May 14<sup>th</sup> Federal Emergency Management Agency (FEMA) Flood Risk Review Meeting at Bay City Hall to hear about the upcoming new mapping from FEMA and that the new official coastal (bayfront) flood maps will reflect a much smaller area than previously, currently mapped. These new maps will not become the 'official' flood zone maps until about late 2019 when they are finalized, but will result in fewer Bay County landowners being included in the coastal floodway, and will result in a reduction in flood insurance costs.
- Attended the May 14<sup>th</sup> Meeting of the Friends of Bay City State Park for a review and discussion of shoreline access improvements and ensure progress is maintained for public access development plans at the Bay City State Park.

Services  
April - June  
2018

# Bay County Department on Aging Services for Seniors - 2Q18

Home  
Delivered  
Meals  
**40,007**

Congregate  
(Activity Center)  
Meals  
**9,323**

Commodities  
Boxes  
Delivered  
**567**

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  
**19**

Special  
Event  
Eligible  
Meals  
**846**

Transportation  
(# of rides)  
**159**

Volunteer  
(Hours)  
**2,189**

Caregiver (Hours) : **96**

Case Coordination (Hours): **1,657**

Homemaking  
(Hours)  
**1,994**

Personal Care  
(Hours)  
**442**

## Health & Wellness Classes

Blood Pressure Clinics - Low Vision Support Group - Various Sites Exercise Classes - Line Dancing - Osteoporosis Strength Classes - Aging Well: Chair Yoga - Matter of Balance Class - Indoor Walking Program - Grief Support Group - Cardio Drumming - Chair Dancing - Arthritis Exercise - Healthy Cooking Classes - Fall Prevention - Summer Tia Chi Classes

## Special Events

Inservice- Brain Train  
3-Movie/Lunch Series, BC Players - Annie Volunteer Recognition Dinner, Senior Olympic Games, Day Trip - Dow Gardens

## Dining Center Activities

Musical Entertainment - Jolly Hammer & Strings, Piano Man, Arlyn Willett, Over The Hill Gang, Roger Tomasi, Valley Rhythm Cloggers, Linda Lee, Two Girls & A Guitar, Board Games, Book Club, Love Your Senior Self, Knitting Class, Casino Trip, Bingo, Acrylic Painting Class, Greeting Card Making Class, Advanced Directive Planning, Euchre, Smear, Cribbage, Pinochle, Card Games, Birthday & Anniversaries, Spring Fling Open House, Palliative Care, Jewelry Making Class, Downsizing & Estate Sales, Ask the Doctor, Saginaw Valley Thunderbird Club, Mother's Day Parties, Needle Point Crafting, Mircle Ear Program, Gephart Educational Seminar, Spring Planting, Treasure Hunt Days, Ice Cream Social

- Participated in the USACE Wetland Delineation Training May 20<sup>th</sup> - 25<sup>th</sup>. This 5-day course covered all aspects of wetland delineation, focusing on the procedures outlined by the U.S. Army Corps of Engineers to better assist Bay County landowners and developers understand these complex determinations and rules. The course spent significant time on the criteria necessary to meet the wetland delineation standards for wetland hydrology, hydric soils, and hydrophytic vegetation.
- Speaker at the June 6<sup>th</sup> Chamber Leadership Bay County Class at Bay City State Park. Presented to approximately 25 people to talk about the natural resources of Bay County and local challenges to maximize public use and access to them.
- Participated in the Saginaw Bay Fish Spawning Reef Restoration Education/Outreach Sub-committee on June 11<sup>th</sup> to discuss potential outreach and education methods to inform the public on how the reefs became degraded - through soil erosion on land and sedimentation in the bay - and how to prevent that from happening to the restored reefs, with simple practices residents can take to prevent soil erosion, with the creation of a reef project webpage and factsheets.
- Participated in the Michigan Environmental Compliance Conference (MECC) Training on June 12<sup>th</sup> - 13<sup>th</sup> to learn about new environmental regulations and compliance requirements that affect Michigan and Bay County.
- Attended the Lake Huron Citizens Fishery Advisory Committee Meeting on June 14<sup>th</sup> in Clare along with fishing representatives, stakeholders, and organizations concerned about improving the fisheries of Lake Huron for recreational, commercial, and sport fishing. Topics discussed at this meeting included lake trout overharvest issues in Lake Huron, an update on the cormorant issue, a review of the Saginaw Bay walleye and yellow perch fishing regulations for 2018, and an update on the Lake Huron Fishing Roadmap.
- Participated in the Michigan Statewide Public Advisory Council (SPAC) Summer Meeting on June 27<sup>th</sup> and 28<sup>th</sup> in Frankenmuth to review how citizens around the state are working to help cleanup and restore environmentally degraded areas.

### Geographic Information Systems (GIS)

- Continued maintenance on 9-1-1 GIS data for New World System CAD Map and Intrado Software
- Continued update of the Fetch GIS Mobile Application for First Responders.
- Coordination for the approval to partner with the State of Michigan for the creation of 1foot elevation contours from LiDAR data for \$7,479.00. Data to be paid for and split evenly by the Bay County Drain Commission and Bay County Road Commission.
- Organized and held two Bay County-Bay City GIS Workgroup Meetings.
- Maintained data for the Bay Area Fetch Viewer.
- Completed GIS Data and Map Requests at an estimated cost of:
  - \$1,291.66 to Twps/Cities
  - \$1,632.65 to County Dept/Div
  - \$1,610.60 to Private Sales
- Attended three monthly MiCAMP Board Meetings.

- Coordinated with Bay County Mosquito Control to develop an online map that provides citizens with information on when a particular area of the county was adulticided and an estimated date on when the next treatment might occur.
- Participated on the Central Michigan University Geography Department Advisory Board. Met with faculty to provide information on knowledge and skill sets that are important for graduating GIS/Geography students to succeed in their careers.
- Train new GIS Technician - Ryan Smith
- Attended Regional GIS Users Group Meeting in Midland.
- Completed the LUCA Data Review for the upcoming 2020 Census.
- Completed the annual Bay County GIS Tax Parcel Update.
- Began assisting 9-1-1/Central Dispatch led effort to draft a county-wide addressing ordinance. GIS staff is working with representatives from 9-1-1, Equalization, and the City of Bay City.

**Gypsy Moth Program**

- The Gypsy Moth population continues to be low.
- Egg Masses that were collected from Gibson Township for winter mortality studies. 98% of the eggs hatched so winter 2018 had no adverse effects on the gypsy moth population.
- Gypsy Moth populations across the state had increased significantly with defoliation being reported in many counties in the southern half of the State.
- Calls were received from numerous landowners, counties and University staff asking for information about how to deal with these increased populations.
- Male traps were place at 29 monitoring sites. No moths were noted, or expected, at this time.

**Emerald Ash Borer (EAB)**

- Treatment plans for finalized with Kinnucan Tree Experts the treat ash trees to protect them from EAB.
- Summary of tree treatment information:

<b>Cost per inch of DBH</b>	<b>\$3.85</b>	
<b>total cost</b>	<b>\$48,968.15</b>	
Treatment Area	# of trees	Total DBH
County East & Essexville	81	1,419
County West & North	228	3,789
EBCNorth	94	1,697
EBCSouth& Middle	30	886
WBCNorth	109	1,656
WBCMiddle	75	1,068
WBCSouth	155	2,204
<b>Totals</b>	<b>772</b>	<b>12,719</b>

- One tree was cut done after being marked but prior to treatment after being hit by a car.
- Reports covering the EAB treatment were aired on WNEM-TV5, Bay TV and several

local radio stations.

#### **Educational Programs**

- Staff assisted with environmental education programs for Bangor John Glenn High School, Western Middle School, Handy Middle School, Cramer Junior High school, Verellen Elementary School, and Bangor Lincoln Elementary School at the Bay City State Park Visitor's Center reaching over 1000 local students.
- Staff presented Invasive Species education programs for the
- Clover Bud 4-H Day Camp (15) and Tech Wizards Washington School Summer Program (6) with 21 participants plus 10 older youth and adult chaperones.
- Invasive Species update was presented to 26 Bay City Noon Optimist in May.
- Staff provided invasive species information at the Free Fishing event held at Bay City State Park.

#### **Michigan Green Schools Initiative**

- Schools were sent information priming them for participating in the Michigan Green Schools Initiative next year.
- Energy saving information and Grant application information was passed on to seven (7) participating schools.

#### **Mosquito Control**

- A cool spring delayed the start of aerial treatment until April 23, about a week later than usual. Treatment of 49, 834 acres of flooded woodlots was completed in 6 days. Overall treatment results were successful with over 96% mortality in test sites.
- The signed DEQ Scrap Tire Grant contract was submitted providing funding up to \$8,000 towards 2 scrap tire recycling events hosted by Mosquito Control this summer. The first tire drive of the season was held June 2 at Mosquito Control with 1,039 tires collected.
- Staff attended a MSU Extension-sponsored Pollinator Health meeting on April 17. This meeting promoted positive discussion between multiple stakeholder groups including beekeepers, researchers, and pesticide applicators on methods to improve pollinator health and increase pollinator habitat.
- Staff participated at a mosquito life cycle exhibit at the State of Michigan Earth Day Event in Lansing April 19 sponsored by MDARD, DEQ, and DNR. This exhibit included interactive displays and informational videos on the mosquito life cycle as well as methods to reduce mosquito breeding sites to teach more than 2,300 students and parents about responsible decisions involving the environment and natural resources.
- Staff represented Mosquito Control with a display at the Bangor Green Team Earth Day event at Bangor Township Hall on April 21 highlighting the mosquito life cycle, source reduction, and biological controls used in mosquito control.
- New Master Mechanic Chad Milkowski joined Mosquito Control April 30 and has been

doing a great job maintaining and improving our fleet. Chad has 15 years of work experience maintaining vehicles and small engines.

- Staff completed mosquito presentations to nearly 700 first grade students in the Bay City Public Schools. These presentations included information about life cycles, habitats, disease, and surveillance tools. Students also visited hands-on stations to learn about aquatic insects through crafts, puzzles, and games. This educational opportunity not only teaches children about mosquitoes, but meets STEM benchmarks for first graders in the school system.
- Two staff members completed Storm Water Pollution Prevention Plan training and earned certification for storm water compliance. This training helps staff identify and prevent potential pollutant sources in order to reduce storm water pollution, as well as training on spill prevention and clean-up.
- Two training sessions were held for all 30 seasonal employees on May 11 and June 11. These day-long training sessions cover proper pesticide application requirements, integrated mosquito management, Bay County work rules, and the various job functions at Bay County Mosquito Control.
- Michigan Department of Agriculture and Rural Development hosted a certified pesticide applicator examination for 10 new staff members at our facility on May 14.
- Our full seasonal staff was brought on board May 14. Larviciding crews began with training new staff and treatment of standing water in woodlots and backyard inspections. Adulticiding crews began with training new staff, establishing spray routes, and a treatment focus on areas with late emergence of spring species of mosquitoes.
- A couple rain events with over an inch of rain were experienced in early to mid-May leading to the first increase in adult mosquito populations. The spring species *Aedes canadensis* emerged from woodlots, *Culex* species from woodlots, tires, and containers, and *Ae. vexans* in fresh rainwater sites including roadside ditches.
- Early June saw the treatment of approximately 14,000 catch basins throughout Bay County with naturally-occurring bacterial products.
- High adult counts of *Coquilletidia perturbans*, the cattail marsh mosquito, have been collected throughout the month of June, with highest counts along the Saginaw Bay shoreline. CDC Trap counts numbered in the mid-hundreds to low thousands in these areas. Adulticiding treatments continued to focus on these areas through the entire month of June.
- Staff presented a program on the mosquito species *Coquilletidia perturbans* at the Pinconning Rotary Club meeting on June 14.

- Biology staff implemented the use of a new Catchmaster Ovi-Catch trap to increase disease surveillance in areas where *Culex* mosquitoes would likely breed. The trap is designed to catch female mosquitoes looking for a suitable site to lay eggs.
- Two rain events at the end of June collected 1-2” of total rainfall for most of Bay County requiring some ditch treatments. Dry ground conditions at the time led to quick absorption, however, an expected increase in *Aedes vexans* will likely occur in 7-10 days as a result.
- As of June 30, nearly 10,000 mosquitoes have been sent to MSU for testing of West Nile virus and Eastern Equine Encephalitis disease presence with 0 testing positive.
- As of June 30, 4 birds have been tested in-house with the Vector Test for testing of West Nile virus presence with 0 testing positive.

### Transportation Planning Division

- Held two BCATS Technical and Policy Committee meetings.
- Approved four Amendments to the BCATS 17-20 TIP as well as an amendment to the FY 17-20 TIP document to be compliant with FHWA & FTA.
- Attended three monthly MTPA meetings in Lansing.
- Train new Transportation Planner - Ryan Smith
- Attended four JobNet Technical Committee Meetings in Lansing.
- Attended PASER Training in Mount Pleasant.
- Attended JobNet Phase 2 Training in Lansing.
- Received BCATS Policy Committee approval for the FY 2019 BCATS Unified Work Program.
- Participated in two Asset Management Coordinator’s Conference Calls.
- Began PASER collection for Bay County Federal-Aid eligible roads.
  - 160.08 miles rated as of June 28<sup>th</sup>.
- Calculating the Annual Average Daily Traffic for federal aid eligible roads.
  - 58 road segment’s traffic volumes were measured for 2017.
  - A map was created showing the AADT of federal aid eligible roads in Bay County from 2015-2017.
  - The map and table summarizing the traffic count findings for 2017 were published on the BCATS website.

### EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2019 Assessment Roll.
- Compile and update parcel Principle Residence Exemption statuses and Special Assessment billing information.

- Calculate and verify millage rates, prepare and submit pertinent reports, verify tax bill due dates and messages, compile that data and submitted for tax bill printing.
- Email / mail digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Personal Property assessment records verification project underway with goal to study 100% of Industrial & Utilities Classes and 20-30% for Commercial Classes in all of Bay County.
- Continue to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, update property ownership information.
- Currently have 120,800 sale and transfer documents listed for public and Department use.
- Assign new parcel numbers for split or combined properties, write legal descriptions and update the Equalization Maps as well as the GIS parcel layer.
- Have Equalization Maps scanned and linked to department web site, printed for townships and cities and for public use in office.
- Assist in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assist Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepare computerized tax bill data for township officials and assist them in uploading that data and printing necessary billing reports and documents.
- Begin Real Property sales studies and audits for 2018 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

## FINANCE

### Accounting/Budget

- Meetings continued 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.
- Issued the 2017 Comprehensive Audited Financial Report (CAFR). This was the fourth

CAFR issued since 2009. Meetings to coordinate with the auditors, board representatives and administration were held every two weeks, including an introduction and exit meeting.

- Submitted the state mandated F-65 by the June 30, 2018, deadline.
- Attended the Michigan Association of Public Employee Retirement Systems (MAPERS) Spring conference held in Mt. Pleasant in May 2018.
- Staff continued to update finance new grant manual. This manual was designed to cover grant changes in the 2CFR200.
- Staff met with MGT regarding the Countywide security audit.
- Staff attended MGFOA training in May 2018 regarding Advanced Cash Management and Investments.
- Staff attended MGFOA training in June regarding Year-End Financial Statement and Closing Adjustments.
- Attended the startup meetings of the 401K and 457 committees. These committees have not met in many years.
- Met with MGT (new vendor) for the County Cost Allocation Plan. Also met with Health Department, Buildings and Grounds, and ISD regarding proposed updates to the cost plan with MGT.
- Participated in interviews for new part time staff accountant for Finance/Budget.
- 2019 Budget packets were prepared and distributed on April 23, 2018.
- Worked with Health Department and Division on Aging Departments Personnel Budgets for 2019.
- Worked with Probate Court, Environmental Affairs, Clerks on 2019 budget.
- Trained new people regarding budgeting, Accounts Payable, and Generating Reportings using the Financial Software.
- Trained on GASB 75 (OPEB) by webinar.
- Attended Indirect Cost Plan Meeting with new vendor MGT.
- Attended Audit Progress Meetings.
- For 2019 budget met with Sheriff department staff, Board of Commissioners and County Executive.
- Met with Payroll regarding VEBA contributions for 2018 & 2019.

**Purchasing**

**Bids Awarded:**

- Insurance Agent for Worker's Compensation & Excess Workers' Comp Insurance Coverage
- Veteran's Service Coordinator

**Bids in Process:**

- County Medical Examiner
- County Medical Director
- County Building Front Steps Repair
- Investment Consulting Services for 401k Plan and 457 (b) Deferred Compensation Plan

**Bids Released:**

- Juvenile Home Door Security Upgrade
- Insurance Agent for Worker's Compensation & Excess Workers' Comp Insurance Coverage
- Veteran's Service Coordinator

**Program Roll-outs:**

- Fleet Fuel (finalized)
- Copiers (finalized)
- Home Depot (on hold)
- Gordon Food Service (finalized)

**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.
- Reviewed purchasing activity and compiled summary reports for the first six (6) months of the year.

**Information Systems Division**

- Deployed etherFax to replace County wide faxing solution to provide for electronic faxing via email.

- Deployed new Ricoh multi-function printers County wide with updated contract with Ricoh.
- Installed and setup new computers and laptops for the 2018 budget cycle.
- Facilitated training for Court users for Premiere One Records
- Assisted law enforcement agencies with going live on Premiere One Records
- Worked with Law Enforcement agencies to complete their Law Enforcement Information Network audits
- Completed 1,297 work orders and projects
- The current number of projects open is 142 with 67 open work orders.

## 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 has received a \$10,000 grant from the Bay Area Community Foundation to help fund the Bay County Community Health needs assessment in 2018.
3. The recent renovation that has improved security and privacy concerns at the health department facility is completed. An Open House to demonstrate the new security features will be held in August or September of 2018.
4. My Community Dental Centers has recently undergone a reorganization of its Executive Staff, but is still committed 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 is now anticipated to take place in late 2018/Early 2019.
5. The Health Officer continues to work with the Great Lakes Bay Health and Economic Initiative The Health Officer is the lone representative for public health in the four county area of focus (Bay, Saginaw, Midland and Isabella Counties.) Currently he is the co-Chair of the Regional Preventive Care Committee, working with representative from major hospitals, mental health, education and business to formulate a regional plan for prevention services. Additionally, the Health Officer serves on and

#### 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 (April, June)
- 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- (April, May)
- Opioid Priority Work Group - MiHIA (April, June)
- Regional Health Officer Meeting (April)
- SVSU/BCHC Sustainability Meeting (April, May, June)
- Bay & Saginaw Health Plan Joint Strategic Planning (April, May)
- Hepatitis A Outbreak Conference Call (April, May)
- Statewide Sanitary Code Meeting with Sen. Green (May)
- My Community Dental Centers (MCDC) Advisory Council (May)
- Great Lakes Bay Regional Opioid Awareness Event (May)
- Bay County Legislator Luncheon (June)
- Regional Perinatal Coalition Planning Team (June)

### 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. It is also supported by a MDHHS mini-grant of \$10,000 to hire a CSHCS Parent Liaison to provide outreach activities to CSHCS families including:

04-21-18      Lion's Club Health Fair  
 05-04-18      CSHCS Splash into Spring event at BAFY  
 06-21-18      CSHCS enrichment class provided by Painterly Pottery

CSHCS staff participated in a monthly MDHHS CSHCS conference call and the following continuing education opportunities:

04-25-18      Nurses attended a Pediatric Sensory Disorder Presentation by a SVSU grad student  
 06-12-18      Mary Jo Hill attended the CSHCS MDHHS annual meeting in Lansing, MI  
 06-07-18      Heather Kozuch attended the CSHCS MDHHS annual meeting in Gaylord, MI

During this quarter the following billable services were provided with an approximate income of \$ 7,677.

1      Level I Plan of Care face to face visits with the PHN  
 17     Level I Plan of Care by telephone with PHN  
 80     Level II care coordination activities, combined efforts of PHN and clerical staff  
 17     Case management visits by the PHN

### Communicable Disease (CD) Division

- **The CD nurses investigated 399 reportable disease cases this quarter, of which 355 were laboratory confirmed.** These confirmed cases include:
  - 2 Campylobacter; 3 Norovirus; 6 Salmonellosis; 159 Influenza; 1 Histoplasmosis; 1 Kawasaki;
  - 1 Legionellosis; 24 Animal Bites; 4 Nontuberculous Mycobacterium; 4 Shingles; 1 Hepatitis B-chronic; 1 Hepatitis C-acute; 16 Hepatitis C- chronic; 98 Chlamydia and 34 Gonorrhea
  - One suspect case of Lyme Disease was reported.
- **The 21 Probable Cases reported and investigated but not laboratory confirmed include:**
  - 2 Influenza; 2 Animal Bites; 2 Chickenpox; 2 Pertussis and 13 Hepatitis C.

- An additional **22 Cases were reported** that the CD nurse investigated and were later found **not to be a case**. These cases included chickenpox, measles, mumps and Hepatitis A which all would have been significant for our community if confirmed.

One client continues on homebased Daily Observation Therapy (DOT) 5 days a week for TB meningitis.

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

- 04-09-18 Epidemiology Laboratory Capacity work group (ELC) Meeting, Lansing, MI
- 04-24-18 MDHHS Annual CD conference, Lansing, MI
- 05-07-18 Hepatitis A webinar
- 05-17-18 MDHHS Packaging/shipping clinical specimens training, Saginaw, MI
- 05-22-18 East Central Infection Control Mtg, Saginaw, MI
- 05-24-18 Hepatitis A MDHHS conference call
- 05-31/06-1 2018 MI Clinical Nursing Conference for HIV and STD Care, Frankenmuth, MI
- 06-28-18 MDHHS Hepatitis A conference call

Brittany McGill, RN, BSN participated in the following:

- 04-09-18 Epidemiology Laboratory Capacity workgroup (ELC) meeting, Lansing, MI
- 04-18-18 Rabies Post Exposure prophylaxis work group meeting, Bay City, MI
- 04-24-18 MDHHS Annual CD conference, Lansing, MI
- 05-07-18 Hepatitis A webinar
- 05-22-18 East Central Infection Control Mtg, Saginaw, MI
- 05-30/31-18 MDHHS Epi-Ready training
- 06-28-18 MDHHS Hepatitis A conference call

#### Personal Health Services (Family Planning)

- The former Family Planning Clinic and STI Clinic have been combined into the newly establish Personal Health Family Planning Clinic. The Clinic was redesigned to allow for 2 clinical rooms and staffing increased to have a nurse practitioner on site 2 days a week and the nurse available 5 days a week. The client 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, a Title X Clinic, as they see the benefit of receiving comprehensive sexual health and contraceptive services the clinic can offer. As a result of the combined clinic STD testing will no longer be itemized in this quarterly report and is included in the numbers below.

<b>Number of Unduplicated Persons Receiving Services in Personal Health Family Planning Clinic</b>
220
<b>Total Number of Encounters in Personal Health Family Planning Clinic</b>
223

#### 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 **Rapid HIV 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.
- **Rapid HIV testing** is now available by appointment every Wednesday at the BCHD.
- MDHHS recommends HIV testing as a standard of care for all clients. Due to the extensive mandatory counseling when providing HIV testing, it was determined it is not possible to provide **Rapid HIV testing** during a scheduled Personal Health Family Planning or Bay Community Health Clinic visit, but that if client is willing to wait they could be seen same day if HIV nurse is available or reschedule for alternate time to see HIV nurse for **Rapid HIV testing**. Serum HIV testing is always available Discussion is occurring about possibility of providing the outreach information & condoms at local bars.
- This quarter all HIV testing was done at BCHD. Number of clients tested for HIV this quarter: **29, 13 males (1 court ordered) and 16 females. All HIV results were negative.**
- The department developed an outreach plan with materials, posters, and informational cards to be included in packages of condoms for use in **Rapid HIV testing** clinic and at Health events, including this quarter:
  - 06-28-18 Pride Festival, Bay City, MI

**Hearing and Vision Program**

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

Hearing	<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:	692	660	16	0	43	17
School age K-12:	0	0	0	0	0	15
<b>Totals</b>	<b>692</b>	<b>660</b>	<b>16</b>	<b>0</b>	<b>43</b>	<b>32</b>

Vision	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD** evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	765	600	74	9	49	42
School age K-12:	0	0	0	0	0	202
<b>Totals</b>	<b>765</b>	<b>600</b>	<b>74</b>	<b>9</b>	<b>49</b>	<b>244</b>

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

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

**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 does not.
- MDHHS funding provided by the FY17-18 Lead Outreach & Education (O&E) Grant was awarded to BCHD with the purpose to expand Lead E&O across Prosperity Region 5 to spread the word that all children under 6 years of age should be screened for lead exposure. Lead E&O this quarter included:

04-12-18	BAISD presentation to Starting Strong staff
05-10-18	GSC mother Baby Café Lead Educational Presentation
05-18-18	Bay City Academy Relay for Life event with lead information table
05-23-18	HSCC Lead Outreach Presentation
06-06-18	Lead information at Safety Day at COPOCO credit union

- Lead O&E PHN provides Lead information for parents every Monday at Beacon of Hope and every 2<sup>nd</sup> and 4<sup>th</sup> Thursday at GSC Mother Bay Café

7 children are currently opened to case management for EBLL greater than 5 micrograms per deciliter,  
 4 children was opened to case management and 0 were closed during this quarter  
 5 billable Medicaid Nursing Case Management visit were done this quarter.

### 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
- Monthly BCHD FAB TEAM Strategic Planning Meetings
- Monthly BCHD Management Team Meetings

### Emergency Preparedness

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

#### April

- Project Public Health Ready/Public Health Accreditation Board Webinar
- Met with potential Health Sciences College Intern
- MDHHS Statewide Hepatitis A Virus Coordination Teleconference
- Region 3 EPC MCM/SNS Planning Meeting (Melissa & Tracy)

**May**

- Great Lakes Homeland Security Conference (Melissa & Tracy)
- MDHHS Statewide Hepatitis A Virus Coordination Teleconferences (2)
- Bay County IT User Group Meeting
- SVSU Health Sciences Undergraduate Intern began
- Region 3 EPC MCM/SNS Planning Meeting

**June**

- LHD EPC & MDHHS-DEPR Face-to-Face Meeting
- MDHHS Statewide Hepatitis A Virus Coordination Teleconference
- Met with Sheriff Cunningham to go over MCM/SNS Security Plans (Melissa & Tracy)
- Attended Bay County Wage Study Informational Meeting
- Extreme Storms and Hazard Mitigation Strategies Webinar

**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)

**April**

- Essexville-Hampton Public Schools Wellness Committee Meeting (Tracy)
- Grant Presentation to Community Foundation (Tracy)
- HSCC Legislative Luncheon Planning Meetings (Tracy)
- Attended the Day at the Capitol (Tracy)
- BCHD Outreach at Lions Club Health Expo (Tracy)
- Met with Prescription for Health Clients a total of 13 times (Liz)
- Attended Lake Huron Regional Fisheries Workshop (Liz)

- ESF Outreach at Midland Center for the Arts Earth Day Event
- Assisted BCSP with LLBE fish advisory lesson and activity for Kolb elementary (Liz)
- ‘Mindfulness’ presentation/discussion at Center Ridge Arms (Liz)
- ESF Outreach at Freeland Walleye Festival Event (Liz)
- Increased ESF community outreach to 1 physician and 3 new businesses in Saginaw County (Liz)
- Distributed a total of 1,562 ESF brochures and 51 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)

### May

- Suicide Prevention Technical Assistance Training/Conference (Tracy)
- Suicide Prevention Coalition Meeting (Tracy)
- MSU Extension/Sea Grant meeting on upcoming youth fishing camp (Liz)
- BCHD & ESF Outreach at Great Start Day at the Saginaw Zoo Event (Liz)
- Self-esteem discussion/presentation at Smith Manor (Liz)
- ESF Outreach at ‘Get a Kid Hooked on Fishing’ Event at Tittabawassee Park (Liz)
- BCHD & ESF Outreach at GM Powertrain Health Fair (Liz)
- ESF Outreach at St.Mary’s Baby Academy Event in Saginaw (Liz)
- ESF Outreach at Midland County Emergency Mobile Food Pantry at Trinity Lutheran Church
- Assisted BCSP with LLBE fish advisory lesson (fish ID) at Visitor’s Center (Liz)
- Increased ESF outreach to 1 Saginaw physician and 3 new businesses in Bay & Saginaw Counties
- Distributed a total of 2,065 ESF brochures and 106 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)

### June

- BCHD Outreach at Copoco Credit Union Kids Safety Day (Melissa & Tracy)
- HSCC Legislator Luncheon (Tracy)
- BCHD & ESF Outreach at Essexville Schools’ Celebrate Education Event (Liz & Tracy)
- CHA Meeting (Tracy)
- ESF Outreach at ‘Catch Me if You Can’ event at Haithco Park (Liz)
- Assisted BCSP with LLBE fish advisory lesson (fish ID) at Visitor’s Center (Liz)
- ESF Outreach at Saginaw Farmer’s Market (Liz)
- MSU Extension/Sea Grant meeting on upcoming youth fishing camp (Liz)
- ESF Outreach at Free Fishing Festival at Bay City State Park (Liz)
- Assisted BCSP with LLBE lesson (identifying and understanding chemical bioaccumulation in macro invertebrate) at Visitor’s Center (Liz)
- MiHIA Regional DPP Network Meeting- discuss future plans, how to increase DPP in community (Liz)
- ESF Outreach at Sanford Lake Fishing Day Event (Liz)
- ESF Outreach at Hartley Education Center’s Math in the Mail Event (Liz)
- ESF Outreach at Midland County Emergency Mobile Food Pantry at St.John’s Lutheran Church
- BCHD Outreach at Great Lakes Bay Region Pride Festival Event at Wenonah Park (Liz)

- Distributed a total of 584 ESF brochures and 543 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)

## WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

Monthly Mother Baby Café

### April

- WIC Staff Meeting
- Bay County Breastfeeding Coalition Meeting
- 32 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 10 participants total
- Infant Feeding Choices Class - 1 Class with 8 participants total

### May

- Annual Statewide WIC Conference
- 10 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 1 Class with 7 participants total
- Infant Feeding Choices Class - 1 Class with 2 participants total

### June

- Breastfeeding Peer Update Webinar
- 17 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 4 participants total
- Infant Feeding Choices Class - 1 Class with 5 participants total

#### 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
LEPC = Local Emergency Planning Team	BRFSS = Behavioral Risk Factor Survey Statistics
TEPW = Training & Exercise Planning Workshop	MALPH = Michigan Association for Local Public Health
EAP = Emergency Action Plan	BHS = Behavioral Health Sciences
EOC = Emergency Operations Center	NNPHI = National Network of Public Health Institutes
GIS = Geographic Information Systems	COPPHI = Community of Practice for Public Health Improvement
HCC = Healthcare Coalition	QI = Quality Improvement
HSPB = Homeland Security Planning Board	MI = Michigan
ICS = Incident Command System	HPHB = Healthy People Healthy Bay Coalition
JIC = Joint Information Center	ESF = Eat Safe Fish
LPT = Local Planning Team	FWCC = First Ward Community Center
MIHAN = Michigan Health Alert Network	MCM = Medical Counter Measures
PHEP = Public Health Emergency Preparedness	MISNS = Michigan Strategic National Stockpile
SOP = Standard Operating Procedure	MOHC = Michigan Oral Health Coalition
EAP = Environmental Protection Agency	BFPC = Breastfeeding Peer Counselor
SBCA = Saginaw Bay Cooperative Agreement	BCPN = Bay County Prevention Network
BCSP = Bay City State Park	NRC = Neighborhood Resource Center
CHA = Community Health Assessment	NKFM = National Kidney Foundation of Michigan
CHIP = Community Health Improvement Plan	DPP = Diabetes Prevention Program
PIO = Public Information Officer	MiHIA = Michigan Health Improvement Association
ARRA = American Recovery & Reinvestment Act	DPP = Diabetes Prevention Program
BHC = Building Healthy Communities	MDHHS = Michigan Department of Health & Human Services
DEPR = Division of Emergency Preparedness and Response	
ORR = Operational Readiness Review	
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	114	Parcels Evaluated	36
Mobile, Vending, & STFU Inspections	5	On-Site Sewage Disposal & Tank Permits Issued	30
Temp. Food Est. Inspections	22	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	10	Failed System Evaluations Conducted	16
Plans Received for Review	N/A	Sewage Complaints Investigated	4
Plans Approved	N/A	Well Permits Issued	11
Consumer Complaints Investigated	N/A	Abandoned Wells Plugged	11

**Cremation Permits Processed**

April	61
May	61
June	64

**Immunizations**

<b>VACCINE</b>	<b>COUNT</b>
TB Test	85
Hep. A. Adult	226
Hep. A. Peds	52
Hep. A./Hep. B	0
Hib	46
HPV	54
Flu	14
PCV 13	65
Rotavirus	25
Dtap	31
Dtap/IPV	19
MMR	27
IPV	17
Td	0
Tdap	68
Varicella	27
Dtap/Hep. B/IPV	37
PPSV 23	4
Meningococcal MCV4	38
Zoster	4
Hep. B. Peds	5
Hep. B. Adult	40
MMRV	21
Rabies	0
DT	0
MenB.	11

<b>TOTAL</b>	<b>916</b>
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- The state of Michigan is having a Hepatitis A outbreak with highest risk individuals being homeless, IV drug users, men having sex with men; so far Bay County has not been included as an outbreak county. In an effort to increase protection against Hepatitis A, the immunization department has been working with the County Jail, Juvenile Home, Homeless Shelters and Salvation Army to provide information to staff and residents on Hepatitis A and provide in some instances onsite Hepatitis A vaccination programs.

**Lead Tests Billed**

April	58
May	56
June	42

**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

- 04-12-18 Lead Outreach & Education Presentation at BAISD to Starting Strong staff
- 04-19-18 MIHP Thumb Area Coordinator’s Meeting, Frankenmuth, MI
- 04-24-18 MDHHS Annual CD Conference, Lansing, MI
- 05-23-18 HSCC Lead & Outreach Presentation, Bay City MI
- 06-07-18 MDHHS Annual CSHCS meeting, Gaylord, MI
- 06-08-18 MDHHS FP Accreditation preparation with MDHHS staff on site
- 06-11-18 MDHHS Annual H&V Coordinator’s meeting, Lansing, MI
- 06-14/15-18 MDHHS MIHP Certification review
- 06-22-18 MDHHS Family Planning Coordinator’s meeting, Lansing, MI

**Maternal Infant Health Department (MIHP)**

- The MIHP program received **76** maternal and infant referrals this quarter from which **7** maternal and **13** infant were enrolled. A total of **126 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.
- 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
  - BCHD FAB Team meetings
- Emily Nelson, RN, is also the Childhood Lead Outreach & Education nurse and provides back up PHN for Personal Health Family Planning clinic.
- Emily participates in monthly Breastfeeding Coalition meetings and biweekly visits to Beacon of Hope Pregnancy education Center and to GSC Mother Baby Café to link pregnant women and infant to community services including MIHP. She also participated in the following:
  - 04-20-18 Pediatric Symposium, Saginaw MI
  - 06-20-18 Maternal Infant Health Improvement Plan Townhouse Meeting, Gaylord MI
  - 06-27-18 Safe Talk Training webinar

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

	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Recertification	TOTAL
April	145	86	48	21	119	132	125	676
May	119	71	37	41	87	143	169	667
June	99	140	48	15	96	131	135	667

**HOUSING**

**Housing Director Activities**

- Current occupancy is at 99%, HUD High Performer status.
- 15 applicants currently on our wait list.

- Attended 4 E-learning events through HUD.
- Currently working with MHT Housing on the potential plans for CRA renovation/RAD conversion.
- Held a building inspection for bed bugs, no reports.
- 15 Resident complaints/meetings, all resolved. 2 Lease violations issued (smoking).
- Weekly staff meetings.
- 2017 Audit Completed.
- PHA Assessment score completed and returned satisfactory.
- RAD (RENTAL ASSISTANCE DEMONSTRATION) conversion letter sent to residents on future plans.
- 2 RAD tenant meetings held.
- Budget prep/submission.
- Several meetings/teleconferences with MHT Housing.
- Kem-Tec Physical Assessment completed for conversion.
- PILOT assessment completed.
- Rental assessment completed.
- QAP Portfolio study has begun for RAD conversion with MHT.
- Completed underwriting review for MHT/RAD.
- Yeager Asphalt, seal coated and restriped the parking lot.
- Several meetings with residents.
- Weekly staff meetings.
- Actively collecting tenant concerns and questions for RAD conversion and possible renovation, to be submitted at a later date to MHT.

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

- Completed annual recertification's for 17 residents.
- 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 17 apartment units with maintenance staff.
- Attended both RAD conversion meetings.

### **Maintenance Activities**

- Numerous work orders completed in both common areas and apartment units.
- Completed 17 apartment inspections for recertification.
- Daily janitorial duties completed.

### **March 2018**

- Maintained Boilers and heaters.

- Salted and shoveled as needed.
- April 2018**
  - Cleaned hallway carpets.
  - Recoated community room floor.
  - Salt/plow as needed.
  - All mechanical structures in building maintained.
- May 2018**
  - Completed spring physical assessments on all building mechanisms, i.e. boilers, elevators and ac units.
  - Cleaned all apartment air conditioning units.
- June 2018**
  - Landscaping. (lawn care, flowers, baskets, mulch, and repairs to winter damage in yard.
  - Replaced and fixed most park stoppers that were in the parking lot.
- Several weekend on-calls.
- Attended both RAD conversion meetings with residents.

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

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 74 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.
- Working with MSU Extension on classes for wellness for our residents.

- Started to form the committees for our spring/summer programs. I.E Yard cleanup, garden club, walking club.
  - Garden has been planted.
  - All flowers have been planted.
- Several meetings with residents.
- Attend staff meetings weekly to help promote growth at CRA.
- Attended the 2 RAD meetings with MHT Housing.
- Memorial Day BBQ for the residents.

## 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 (3/1/18 - 7/5/18)

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	156	8354
Outpatient Treatment	9	1121
Cognitive Change	19	212
Opiate Specific	2	241
Education/Employability	12	669

- These 5 programs combined have saved the county over \$700,000 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

### Director's Report

- The mission of Michigan State University Extension is to help people improve their lives through an educational process that applies knowledge to critical issues, needs, and opportunities. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information that they need to do

their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future.

- Over the past year, Michigan State University (MSU) Extension partnered with Bay County to continue strengthening youth, families, businesses and communities. Your MSU Extension staff members, grounded in local relationships, serve by bringing the university's research and resources to provide outreach and education in the areas Bay County residents need it most.
- We're passionate about serving Bay County and are looking forward to a new year. Thank you for your continued support of MSU Extension and for partnering with us to make a difference.

### **Michigan Sea Grant Programming**

- As an Extension Educator with Michigan Sea Grant, I have been helping further connect communities around the Saginaw Bay region to the Great Lakes this spring and summer. In April, Michigan State University Extension and Michigan Sea Grant, in partnership with fisheries agencies and stakeholder organizations, hosted the Lake Huron Regional Fisheries Workshops. At the workshop focused on Saginaw Bay, over 80 participants learned about the status of the fishery and current research in Saginaw Bay and Lake Huron. As a new member of the MSU Extension and Sea Grant team, I was happy to attend and provide logistical support at the meeting. Additionally in June and July, I hosted a series of webinars for local decision makers and planners to raise awareness about the impact of extreme storms and flooding while also increasing understanding about strategies communities can take to be more resilient to these hazards. These webinars were recorded to more broadly share content, and in August, there will be a Resiliency Summit to share more information, network, and discuss the steps. The webinar and summit topics were selected from surveys that area decision makers and planners completed in 2015 related to extreme storms and flooding. This project has been supported by the NOAA Coastal Storms a variety of regional partners including Bay County Emergency Management Division, East Michigan Council of Governments, Midland County Office of Emergency Management, and the Saginaw Bay Coastal Initiative.
- I also supported regional youth development through place-based stewardship education opportunities. In the school year, I provided programming for area schools as they released fish the students had raised in the classroom, and I have met with teachers to plan efforts for 2017-18 school year. I also worked with MSU Extension's 4-H Tech Wizards' Program, where Handy Middle School Youth developed a display to highlight their perceptions of the June 2017 flooding in Bay County. This display will be showcased at the Resiliency Summit in August. Beyond the classroom, I connected with area youth at the Bay City State Park's Free Fishing Day, where youth learned more about fishing through a variety of hands-on activities. This summer, I will partner with MSU Extension 4-H Program and other area partners to host youth the Saginaw Bay 4-H Fishing Camp and Invasive Species 4-H Youth Workshops. These workshop help

youth better understand Great Lakes issues while also allowing them to serve as leaders in the community today by completing a variety of stewardship efforts.

#### 4-H Children and Youth Program

- I am currently in the process of writing new activities, 15 focused on healthy living and 15 focused on early childhood, to be included in the Heads In Hearts In materials available for staff and community partners to download from the MSU Extension website and use for free. Current science activities and staff guide are being updated as well. Heads In Hearts In family enrichment program encourage families to use their minds (putting their “heads in”) as a tool to expand their knowledge around a variety of topic areas. MSU Extension says that by creating a shared educational experience, the family unit will work, grow and learn together, putting their “hearts in” to the process. In 2019, an additional 30 activities will be written and added to the current Heads In Hearts In materials. The new activities will focus on math and mindfulness.
- MSU Extension has been using the *SAFE: Screening Applicants for Effectiveness. Guidelines to Prevent Child Molestation in Mentoring and Youth Serving Organizations* training to build skills in staff members who work with children, youth and/or volunteers. Although 90 MSU Extension staff have already been trained MSU Extension administration is asking that all faculty and staff members who work with children, youth and volunteers have the skills and knowledge to prevent child molestation in our programs. I am one of ten individuals who has been identified to be trained as a trainer in this content. I will be trained in September and begin working with faculty and staff immediately.
- Our local partnerships have continued to raise success in children, youth and families. Over 163 individuals attended a hands-on, educational STEAM night at Lindsay Elementary School in April where 15 activities were offered for families to participate in. Holly and I completed our in-school science/math series at Hampton Elementary School with three 2<sup>nd</sup> grade classrooms. Topics this school year included fractions, plants and soybean seed necklaces, landforms, measurement and regrouping. MSU Extension also partnered with Lindsay Elementary to offer Successful Summer kits. The kits were given to every child in the school and provided educational materials and supplies to keep the kids engaged in learning over the summer. MSU Extension educational materials and support to the items purchased. Topics covered in the kits included: math, science, literacy, nutrition, physical activity and mindfulness.

#### 4-H Programming

- 4-H was busy with ending the Archery season with having a banquet for all participants. Families enjoyed a potluck dinner, while the youth got to enjoy a fun shoot which included shooting cards on a carousel, balloons, 3D animals, Ping-Pong balls, etc. We had 50 plus youth participate in Archery this year. Every year our club keeps growing.
- I also helped Jodi Schulz, Extension Educator with family enrichment programming at Hampton Elementary. We work with the three 2<sup>nd</sup> grade classrooms. We help the teachers with introducing the kids to subjects like math, science and literature. We do activities like, make soybean necklaces, identify plants parts out of vegetables

(celery-stem, carrots-roots, lettuce-leaves, etc), use pull apart licorice and fruit loops to help them understand and make fractions.

- Continued planning efforts with partners for Saginaw Bay 4-H Fish Camp. Saginaw Bay 4-H Fish Camp in Monday, July 16<sup>th</sup> - Thursday, July 18<sup>th</sup>. We have everything planned and all volunteers and partners lined up for the event.
- I continue to offer support to my volunteers through the 4-H Livestock Association, 4-H Horse Council, 4-H Advisory Council and Expansion and Review. I presented to the Morning Rotary Club about what is happening and upcoming in 4-H. I continue to attend Noon Optimist meetings.
- Our 4-H youth were able to attend a wonderful Lamb workshop. The youth spent all day working with their lambs learning how to properly wash their lambs, shear their lambs, dry their lambs and they also got to work with their lambs in the show ring. At the end of the workshop they all participated in a showmanship class to show others what they learned during their time at the camp.
- I continued to prepare and plan for Cloverbud Camp; June 25-28. Cloverbud's are youth who are 5-8 year olds. They all got to learn about worms and vermi-composting, self-esteem flowers, made stomp rockets and got to launch them to see how far they went. They also got the opportunity to paint pottery and Painterly Pottery. We also visited the Commissioner's Chambers to see where all the meetings happen and what they discuss during those meetings.
- I attended Exploration Days with the youth and adult volunteers. Exploration Days is held at MSU campus and it's where youth get to spend 3 days living and experiencing campus life. They all stay in the dorms, each in the dorm cafeterias, attend college course and they learn how to navigate MSU Campus. Youth can attend sessions like, horse behavior, animal science, astronomy, kayaking, paddle boarding, baking, sewing, international garden chef and so much more!

### 4-H Tech Wizards Program

- The Bay County Tech Wizard program has had a busy, productive and exciting quarter. Handy Middle School Tech Wizards worked with the Michigan Sea Grant program to create a display for their Resiliency Summit in August. This display highlights how the floods of 2017 affected them personally. The display featured poems, pictures, drawings, feelings and statistics. Handy's Tech Wizards program concluded May 28<sup>th</sup>.
- Washington Elementary Tech Wizards made magnetic slime, blew up marshmallow peeps in the microwave, weighed and measured trail mix, learned about and traced the skeletal system, gained knowledge in basic geometry and participated in an Earth Day activity, coloring and designing recyclable shopping bags for the City Market. The Tech Wizards took part in a brainstorming session for future programs. The students listed over 50 topics/classes that they would like to have presented to them. These ideas included: computer coding, the brain and its function, gaming, interior design, light/electricity, baking, potions, chemistry, mechanical drawing, martial arts, interviewing skills and drones.

- This quarter the Bay Area Family YMCA after school program participated in Tech Wizards. 20-30 students per session, age 5 - 12 have participated in the Tech Wizard program. The participants are very willing to learn more about STEM especially via hands-on lessons.
- This summer, the Tech Wizard program continues at Washington Elementary with special programs bringing in area experts in Disability Awareness, Invasive Species and Mammals. A special trip is planned to the City Market to learn more about locally grown products and locally manufactured goods as well as information on organic foods. A trip to Eden Fields Assisted Living will have students and residents working together on a project and sharing a lunch meal. The YMCA summer camps - 10 weeks - will feature a Tech Wizards program every Thursday afternoon. The Bay County Community Center will have six sessions of STEM related education presented by MSU Extension.

### **Supplemental Nutrition Assistance Program (SNAP-Ed)**

- Health and Nutrition Institute was busy in the Pre-K classrooms in April and May. In April, I was involved with SMART Girls at Boys and Girls Clubs, Great Lakes Bay Region. SMART Girls is a curriculum for girls 8-12 years, empowering life skills and healthy, active lifestyles.
- Also, 2 senior nutrition series at Center Ridge Arms and Bradley House. Monthly presentations are ongoing at the Good Samaritan Rescue Mission.
- In July and August, I will be programming in Midland County at Camp Iknowme. This is a 6 week camp for 13-15 year old teens who are involved in both the juvenile justice and community mental health systems. Also in Midland, nutrition programming at Cleveland Manor, a senior high rise.
- Summer nutrition series at Boys and Girls Club in Pinconning. Approximate 40-45 youth will be present weekly.

### **PERSONNEL & EMPLOYEE RELATIONS**

- Personnel Staff continued to work with ISD with the Applicant Tracking program on MUNIS. The goal is to have this program implemented by the end of 2018.
- Personnel staff participated in the creation of an RFP for the Workers Compensation Agent. The RFP was submitted, interviews were held and the committee selected Brown & Brown as Bay County's new business agent for workers compensation. This will need to be approved by the Board of Commissioners.
- Filed and paid all annual and Q1 payroll taxes including MESC, 941 and Michigan state withholding.
- Processed and distributed 3,874 payroll EFT/checks.
- Held 401k Committee and 457 Board meetings. Began constructing scope of work for RFP for investment consultant per resolution of committee/board.

- Began meeting about and discussion of 2019 Wellness plan.
- Worked with Finance and participated in 2017 audit process in relation to payroll and benefit funds/accounts.
- Held a meeting regarding security concerns at the Bay County Building.
- Tiffany Jerry, Rebecca Marsters and Jeanie Deckert attended an Active Shooter Training at Davenport University.
- Tiffany Jerry and Michele Zook attended HR Spring Training Employment Law Seminar sponsored by Miller Canfield.
- The wage study project began and communications were distributed throughout the County. Segal Waters held public meetings at the Civic Arena for all Bay County employees, union leadership and management staff and elected officials. In addition, they also conducted one on one interviews with the department heads. The presentations were recorded by Nick Paige and distributed throughout the county as well as published on the County Intranet. JDQ (Job description questionnaires) were distributed to all employees who are to complete and submit to their immediate supervisor no later than 7/12/2018.
- Tiffany Jerry attended the Advisory Committee meeting with the Department on Aging to answer questions and concerns raised by the committee.
- Tiffany Jerry, Tracy Cederquist and Michele Zook attended a labor and employment law seminar sponsored by Masud Labor Law Group.
- BCAMPS Reclassification requests were reviewed and meetings were held as per the labor agreement.
- The Drug Free Workplace policy was updated and distributed to all Bay County employees.
- The Work Rules were updated and distributed to all Bay County employees.
- Jobs were posted and filled on behalf of the Health Department, Golf Course, Department on Aging, Juvenile Home, Sheriff's Office, Community Corrections, Probate Court, Drain and Building and Grounds, as well as all of the seasonal positions with Mosquito Control, Community Center Pool, Summer Recreation Program, Golf Course (Clubhouse and Grounds), Building and Grounds and Pinconning Park.
- Updated employee and retiree insurance rates for 7/1 effective date
- Educated employees/retirees on benefits
- Set-up Legal Shield Open Enrollment meetings

- Working with ISD to set-up Online Open Enrollment for 2019
- Met with Medicare Advantage, BCBS, EHIM and Brown & Brown for annual renewal reporting.
- Jeanie Deckert attended VSHRM in April, May and June, Back to Basics Spring Seminar and participated in a webinar on Wellness Promotion, Pharmacy Trends & BCBS Master Series wellbeing

### 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 County Building, Civic Arena, Community Center and Pinconning Park.
- Lunch & Learn in April hosted by Maria Hicks from Cambridge Consulting, 38 attended.
- Lunch & Learn in May hosted by Austin Collier from Collier Chiropractic, 26 attended.
- Lunch & Learn in June hosted by Sue Adams from Legal Shield, 15 attended.
- Extended reimbursement to employees and retirees for the Eagle by the Bay Run/Walk, Cheesetown Challenge Run/Walk, Essexville Sequential, Auburn Cornstalk Run/Walk and Beach Wellness Run/Walk.
- Step Challenge #2 took place 4/2-6/10, 53 employees participated
- Win-By-Losing 9 week weight loss challenge took place, Bay County won first place!
- Renewed contract with Delta College, utilization has increased over the last year.
- Promoted Fitness Classes, Fitness Rooms, Delta membership and Dow Bay Area YMCA memberships

#### Community Involvement:

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

#### Wellness Center (through February):

- Satisfaction Rating is 95%
- April had 139 appointments (1 new, 138 return), May 150 appointments (6 new, 142 return)
- Most frequent visit type in April was for acute illness and wellness care. May was acute illness and wellness care

- Referrals year to date have been to Endocrinology, Gastroenterology, Dermatology, etc.
- Disease management has been provided most frequently for Diabetes, COPD, Hypertension and Hyperlipidemia.

### **PUBLIC DEFENDER**

There were a total of 274 new cases opened during the quarter, the break down is listed below:

#### **Assigned Criminal Matters**

- Mr. Mannikko was assigned 63 new felony files.
- There were 136 new misdemeanor files assigned to; Mr. Hetherington: 121 and Mr. Mannikko: 15.
- Mr. Mannikko was assigned 16 new felony violation of probation files.
- There were 18 new misdemeanor violation of probation files assigned to; Mr, Hetherington: 12 and Mr. Mannikko: 6.

#### **Assigned Probate Matters**

- Ms. Fitzgerald was assigned 14 new delinquent files and 27 new neglect files.

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

- Ms. Fitzgerald continues to utilize the county car for home visits.

### **RECREATION & FACILITIES**

During the 2<sup>ND</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:

- Organized and held the quarterly Bay County Blood Drive.
- Continued with implementation of RecPro for the Civic Arena and Community Center and held many software building sessions as well as training sessions.
- Continued work on Dude Solutions implementation with Alpha being on site for the FCA on-site assessment, as well as editing and approving equipment lists, PM schedules and reports.
- 2019 budget work on all 30 budgets within my department including meeting with each division, submitting the budgets through Munis, determining and submitting the capital improvement recommendations, and fee schedule recommendations

- Attended the Cost Plan meeting with Finance and Buildings & Grounds.
- Worked on Golf Course Pond recommendation with Golf Course staff.
- Retirement of Tim Watkins, Bay County Golf Course Greens Superintendent. And, we hired Jeremy LaPratt as the new Superintendent.
- Successfully started up summer programs, including Summer Recreation Program, Pool operations, Golf Course opened, Pinconning Park hit their busy season.
- Met with Mr. Carbery to accept a donation check at the Bay County Community Center for free swim Thursdays!
- Met with Dan Neering, Jeremy LaPratt and Alica Wallace regarding a GLRI Grant for the Bay County Golf Course.
- Watermain project was completed at the Community Center in collaboration with the City of Bay City.

### Buildings and Grounds

- Staff continues to repair/install items at several Adult Foster Homes: carpet; 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 made several needed repairs (complete plumbing, sewer backup, broken steps) to the Fairground house (Sue Majeske).
- 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 removed and replaced furnace & A/C units for DOA-Riverside.
- Staff all assisted in painting of Community Center pool.
- Staff worked together with City of Bay City on emergency water main break at Community Center.
- Staff prepped asphalt to be laid at Bay County Market lot.
- Staff removed concrete from both islands and in front of shed by Jail.
- Staff removed pine trees in front of LEC and replaced dirt.
- Staff installed new sink faucet & repaired fixtures in women's restroom in Jail.
- Staff installed new cameras and conduit hung on East side of Sheriff's parking lot.
- Staff mounted new flat style TV's in Jail control room and upper stairs cells.
- Staff connected video visit monitors on wall mountings at Jail.
- Staff ran new electrical lines for 911 back up generators.
- Staff upgraded all EXIT signs to LED lighting at Animal Control.

- Staff repaired several lighting units at Mosquito Control.
- Staff ran “miles” of network cabling throughout facilities.
- Civic Arena replaced hot water heater on 500 gallon storage tank.
- Staff installed and certified (2) back-flow preventers in County Bldg.
- 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 & repaired fire door.
- Golf Course - Staff repaired urinal & faucets; changed out water heater; repaired leaking drinking fountain; repaired plumbing in Snack Shack; installed new ice maker.
- Staff pulled wire at Golf Course Pro-Shop for camera installation and 2 VISA readers.
- Staff repaired many boards & anchors on boardwalk at Pinconning Park.
- Staff (Seasonal) is maintaining lawns for over 125 tax home properties.
- Staff continues to maintain/repair vehicles for Health Dept., ISD, Parks & Rec., Veterans Van, Juvenile Home van and Buildings & Grounds trucks & equipment.

**Civic Arena**

- 20 Adult Hockey Teams
- 8 youth house hockey teams in the Bay County Hockey Association
- 5 Spring Travel Hockey Teams under the Bay County Hockey Association
- Sk8 Bay Figure Skating Club held there yearly Spring Exhibition
- Ringette Tournament had 12 teams this year (4 last year)
- 12 teams for our 3 on 3 league
- 6 teams for our Summer High School league
- LTPH Hockey Camp had 29 kids for the 1<sup>st</sup> session
- 702 Public Skaters and 277 skate rental
- 220 Drop-in Players
- 381 Stick & Puck Players
- Pro Sheet of Ice came out

**Community Center**

**The Fitness Center:**

April	587 clients	165 County Employees	Day pass - 49
May	551 clients	116 County Employees	Day pass - 15
June	541 clients	67 County Employees	Day pass - 1

**Fitness Classes:**

FitFun -	35	27 pay clients	8 Bay County employees
YogaFit (a.m.)	22	16 pay clients	6 Bay County employees
YogaFit (p.m.)	21	9 pay clients	12 Bay County employee
Fit in 30	12	5 pay clients	7 Bay County employees
Chair Yoga	Meets Tuesdays 60 clients and Thursdays 40		
Cardio Drumming	8 /April	no class May and June	
Open Badminton	55 / April	15/ May	0/ June (does not meet)
Open Volleyball	68 / April	38/May	0/ June (does not meet)
Youth drop in	87/ April	30/ May	9/ June

**Pickleball**

- Players registered this quarter were 972. Senior Olympics included this as an event this year; 12 women and 8 men participated.
- There are 22 players Tuesday and Thursday for the Intermediate and Advanced group, 18 in the beginner group Monday and Fridays, and all levels play on Wednesday.
- Many rentals in the small gym for baseball, the batting cage was rented to 12 teams throughout April.

**Rentals:**

A total of 1,681 hours of room rentals. Although we closed on Sundays in June and have remained open on Saturdays for the summer.

**Division on Aging:** They use the small gym for Shuffleboard Thursdays through May. Senior Olympic banquet (June 15) held in the small gym.

**Men's Basketball Spring league:** Large gym (April, May)  
**Co-ed Volleyball league:** Large gym (April, May)

**Pool:** Opened June 18. The weather has not been very good for our season so far. Numbers are low. Mr. Carbary has donated \$3000 for our Free Thursday program. This year he would like to run it on Tuesdays and Thursdays.

**Summer Recreation:** We began our camp on June 18. As of this date we have 189 campers.

**Fairgrounds:**

**Canteen:** Three graduation parties. Department on Aging has expanded their meal site to Tuesday, Wednesday, Thursday.

**Horse Stalls:** Two renters.

**Merchants Building:** Vehicles and boats out of storage end of April.

**Dog Park:** Worked with Mike Halstead and Jessica Menter for Paws in the Park May 19. Very successful event.

**Camping:** Rented six sites in May. Great Lakes campers were there for a week-end June 21 - 23. They rent every year.