



REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2020

The following reports for the 1st quarter of 2020 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Assisted with various adoption events at the Animal Shelter.
- Promoted various animals through ABC 12, WNEM, and Mix 106.3 FM.
- Visited various elementary schools after being contacted about fundraising initiatives by the students at those schools.
- Scheduled and planned for upcoming events for the Animal Services & Adoption Center which will include outreach programs, school visits, and upcoming tours at the shelter.
- Planned an upcoming 5s project at the Animal Shelter.
- Approved and scheduled the new Bay County Animal Services sign to be installed.
- Assisted the Veterans Offices in coordinating financial processing expenditures through & Sailors Relief and Veteran Transportation Services.
- Submitted the 2020 Veteran Affairs grant that will be used for several improvements to services for our Bay County veterans.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Assisted Animal Control Officers on several calls / investigations.
- Continued to work on my Animal Control Officer certification by attending training, time with neighboring Animal Control Officers, and researching local and state ordinances.
- Met and discussed various Soldiers / Sailors Relief items with staff.
- Transported the first 6 dogs for the dog training program with the Saginaw Correctional Facility.
- Observed monthly visits by a local veterinarian, Dr. Francke from Bay Animal in which various dogs and cats are evaluated and vaccinated.
- Answered questions and assisted in social media for Animal Services.
- Attended the first quarter MIPRIMA meeting in Brighton. All other meetings for the first quarter were canceled.
- Planned and implemented work adjustments due to the COVID-19 outbreak.

Animal Control

The Shelter took in 162 cats and 130 dogs and 3 rabbits for a total of 295 animals.

- Owners claimed 1 cat and 46 dogs.
- We adopted out 46 cats, 34 dogs, and 2 rabbits.
- 9 cats and 23 dogs were euthanized per owner’s request.
- 5 cats and 8 dogs euthanized due to aggressive behavior or illness.
- 12 dogs and 125 cats were transferred to other shelters.

Field Activity: Officers went out on 725 calls, this quarter, which include the following:

- 45 Animal Bites
 - 25 Investigations of Cruelty, Neglect, or Abandonment
 - 45 Loose and Aggressive
 - 50 Barking
- We are promoting our adoptable animals on the various websites, Facebook, 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.
 - BAISD did not find a veterinarian to do surgeries with the vet tech students until about January of this year. As we tried to get the new Agreement in place and set up dates to take shelter animals to the Skill Center for surgery the COVID-19 Pandemic happened. Per the Governor’s quarantine orders the shelter cannot be open to the public. We have not been able to take shelter animals down to All About Animals due to the fact the Governor’s orders included that elective surgery is considered non-essential, which includes the sterilization of cats and dogs. We have missed one of our sterilization buses and more than likely we will not be able to send animals in April either.
 - We have a new support group called Friends of Bay County Animal Services until the COVID-19 Pandemic hit they have been helping with events involving the Bay County Animal Services.

Veterans

Relief Fund

During this quarter we saw 53 veterans. We turned away 12 veterans do to not meeting criteria of program. And 9 that were returning too early for benefits.

Food	1,600
Gas	525.00
Heat/Furnace	2500
Water/Sewer	222.18
Car Repair	793.97
Rent/Mortgage	7080.40
Bay City Utilities	4009.09
Consumers Energy	627.95
TOTAL	17,358.59

County Veteran Service Officers

	Phone Calls	Fax/Emails	Gulf War	Vietnam	Korea	World War II	Other/Peace Time	Widow/Other
Jan	104	9	13	52	6	2	8	24
Feb	77	3	20	36	3	1	18	20
Mar	77	46	14	30	9	8	7	16
TOTAL	258	57	37	117	18	11	33	60

Transportation

VEHICLE	NO. OF VETERANS	MILEAGE	VOLUNTEER HRS
Brown Car	0	0	0
Ford Van	80	2872	135
Town & Country	61	1877	10
Black Car	0	0	0
Charger	35	1690	69
TOTAL	176	6439	3078

	Carallo K.	Charles K.	Michael O.	Derek T.	Stan M.	Dan W.	Tom B.
Jan	4	8	37	44	40	44	1
Feb	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0
TOTAL	4	8	37	44	40	44	1

Program ceased on March 16, 2020 until further notice due to the coronavirus pandemic.

County markers and/or burial benefits

Veterans	Spouses	Markers	No Wartime
42	42	15	27

CENTRAL DISPATCH 9-1-1

Radio

- **800 Radios** - Procured free used 800 MHz radios from Genesee County. The radios are for Animal Control, Sheriff Marine Patrol and the Coast Guard. A request for new radio code plugs has been submitted to the MPSCS.
- **Ice Rescue** - 9-1-1 received a VHF radio from the Sheriff Department. The radio will be used as part of Coast Guard interoperability when communicating on ice rescues.
- **Bay City State Park** - Central Dispatch will be coordinating with State Park on medical calls. The Bay City State Park 800 MHz radio talk group was added to the 9-1-1 radios.

Personnel

- **New Employee** - Stephanie Thompson successfully completed the dispatcher training program.

- **Critical Testing and Interviews** - Completed Critical testing and conducted interviews for open dispatch positions.
- **Training Coordinator** - Brent Rubis will be the new training coordinator, when Supervisor Cody Smith retires.
- **Employee Evaluations** - Completed annual employee evaluations.
- **Delta College LEIN and CAD Training Project**- 9-1-1 met with Mike Goodall to discuss incorporating a LEIN and CAD training as part of the Delta College Police Academy. This is a joint project with Midland County 911 and Bay County 911.

Technology

- **CAD Sharing Project**- A memo outlining the CAD sharing project with Sanilac County was sent to the Board of Commissioners, Ways and Means Committee and was approved.
- **Updated CAD View** - Reviewed the latest version of CAD View software with Law Enforcement.
- **Administration Phone Line Project** - Updated Emergency Operations Center Phone lines from analogue lines to digital. The project will annually save \$7,200.
- **AVL Project** - The Vehicle Location software update was completed.
- **Disaster Recovery Testing** - Completed successful hardware and software disaster recovery test.

Administrative

- **Wrecker Service Map** - Chris said we updated our wrecker service map. Best moved from their location on Euclid to Hampton Township on Center Avenue.
- **HVAC System Project** - The HVAC system project has been approved for the HVAC system. We are working with B&G to schedule installation.

Operations

COVID-19 -

1. Updated medical EMD software to include the COVID-19 screening questionnaire.
2. Developed a COVID-19 continuity of operations plan.
 - a. Cross trained several employees to ensure the continuation of critical functions.
3. Developed several policies and procedures in response to the COVID-19 pandemic.
4. Coordinated with Fire Rescue/EMS and Medical Control Authority to augment existing medical dispatch procedures.

CORPORATION COUNSEL

Reviewed contracts or provided legal opinions to:

- | | |
|---|----------------------------------|
| Administrative Services | Health Department |
| Animal Control | Housing Department (CRA) |
| Board of Commissioners | Information Systems Division |
| Buildings & Grounds | Land Bank |
| Central Dispatch 9-1-1 | Mosquito Control |
| Clerk | MSU Extension |
| Criminal Defense | Personnel and Employee Relations |
| Community Corrections | Probate & Juvenile Court |
| Department on Aging | Purchasing |
| Environmental Affairs & Community Development | Recreation and Facilities |
| Executive | Register of Deeds |
| Finance | Retirement Board |
| Friend of the Court | Sheriff |
| GIS | Treasurer |
| Gypsy Moth Program | VEBA |
| | Veteran Affairs |
- Attended Board of Commissioners meetings
 - Attended Retirement Board meetings
 - Attended VEBA Board meetings
 - Attended Veteran Affairs Committee meetings
 - Attended 401(k) and 457 Committee meetings
 - Attended Sanitary Code Board of Appeals Organizational meeting
 - Attended multiple MHT Housing meetings regarding Bay County Housing Department (Center Ridge Arms) with representatives of HUD, MSDHA and MHT representatives
 - Met and discussed review of potential loan to Hoppler Drain District from General Fund and Budget Stabilization Fund, various meetings with finance and Auditor regarding potential use of funds and classification.
 - Review of and discussion with Drain Commissioner and bond counsel regarding outside installment loan, coordination of retention of bond counsel for Hoppler Creek financing.
 - Research, review and attend multiple meetings with commissioners, finance department, auditor and representatives of BMCF regarding potential short or long term loans from general fund and budget stabilization fund, millage possibilities, ballot placement and millage language.
 - Multiple meetings/contacts with constituents regarding constituent concerns.

- Attended multiple meetings regarding emergency and information planning for State of Emergency.
- Multiple meetings with Health Department, Emergency Manager and various department heads regarding contingency planning, COVID-19 response and planning procedures.
- Participated in two Landlord Tenant hearings for Bay County Housing Department (Center Ridge Arms)
- Attended RFP meeting regarding credit card processing
- Attended meetings with Bay County Treasurer and Finance Department regarding funding for Drain Commissioner project
- Attended meeting regarding Housing Rehab program
- Assisted with State of the County address preparation
- Attended multiple Incident Management Team meetings regarding COVID-19 Pandemic
- Assisted the County Executive by drafting various correspondence and memos
- Provided legal opinions and guidance on employee/personnel issues
- At the direction of the Bay County Board of Commissioners, coordinated with local relator to list and sell Bay County Market and Restaurant property located at 108 Adams Street
- Received, reviewed and responded to various subpoenas (Sheriff's Office - 1)

Current Litigation

- Reviewed and responded to various correspondence in opioid litigation matter
- Jason Holsapple v. Bay County
- Kolu Stevens v. Bay County
- C Burch v. Bay County DHHS and D. Burch v. Bay County DHHS Appeals
- Delores Proctor, et al v. Bay County (class action)
- Thomas McDonald, Jr. (Worden Bankruptcy) v. Bay County
- Top Shelv. Worldwide bankruptcy
- Estate of Cater bankruptcy matter
- Thomas A. Fox v. Bay County (class action)

Risk Management

- Received & filed various incident report forms

- New MMRMA Claim Submissions:
 - Bay County Sheriff's Office Vehicle Accident, Claim No. 2000783
 - Department on Aging Vehicle Accident, Claim No. 2000980
- Current Claim Processing:
 - Coordinated document production in response to Claim No. 1903417, William Meagher
 - Coordinated vehicle repairs and reimbursement for Bay County Buildings & Grounds, Claim No. 1902862
- RAP/CAP/Standard Grant Submissions:
 - Standard Grant for Bay County Sheriff's Office, Tasers
- Coordinated and processed five Notary Bonds with MMRMA
- Setup new Risk Management page on the Bay County Employee Intranet

Freedom of Information Act (FOIA)

- Processed and responded to 214 FOIA requests.
Coordinated with the following offices and departments to complete FOIA responses:
 - Animal Services & Adoption Facility
 - Central Dispatch 9-1-1
 - Finance Department
 - Health Department
 - Prosecutor's Office
 - Retirement Board
 - Sheriff's Office
 - Treasurer's Office
 - Department of Veteran Affairs
- Setup new filing system and request tracking procedures
- Revised and updated FOIA webpage
- Began drafting internal FOIA processing procedures
- Worked with various offices and departments on new COVID-19 FOIA processing procedures

Conferences/Seminars/Trainings/Special Events

- Attended State of Michigan U.S. Census Complete Count Committee Meetings
- Attended Cybersecurity Presentation
- Attended Bankruptcy Training
- Attended the State of the Community Luncheon
- Participated in State Bar of Michigan Representative Assembly Committee Teleconference

CRIMINAL DEFENSE

December 2019 Case Appointments

- 68 total case appointments

January 2020 Case Appointments

- 97 total case appointments

February 2020 Case Appointments

- 106 total case assignments

MIDC Compliance

- A new attorney was hired, Michael Kanuszewski. Mr. Kanuszewski participated in training to become familiar with Bay County Courts.
- Part-time legal secretary was hired, Crystal Gower. Ms. Gower began training with our full-time secretary.
- When it became clear that Covid-19 was going to alter the way we do business, our office began constructing a work-flow chart and began cross-training. All of the laptops were tested to make sure they could access the office drive from home.
- A system was put into place, and practiced, as to how we could continue to do business as protecting indigent clients is an essential function.
- We had Zoom meetings to work out any disruptions in the work-flow.
- We have been able to continue our essential functions with no disruptions while protecting the office staff. Our clients are being notified of the changed court dates and our in-custody clients are having their court hearings as needed.

Office of Assigned Counsel

December 2019 Arraignments

- 218 District Court Arraignments
- 13 Circuit Court Arraignments

January 2020 Arraignments

- 282 District Court Arraignments
- 18 Circuit Court Arraignments

February 2020 Arraignments

- 280 District Court Arraignments
- 11 Circuit Court Arraignments

MIDC Compliance Progress

- A renewal plan for 2020 was accepted by the MIDC and Approved by the Board of Commissioners, however, a financial grant package was completed and approved by the MIDC.
- Due to Covid-19 our office began a work-flow chart and cross-training so essential functions would continue. Since the stay-at-home order and building closures, the office has been able to run very smoothly. The office must make sure that all in-custody defendants have an attorney at the time of arraignment which is an essential function.
- The arraignment attorneys are meeting with the clients individually through polycom and then appearing by polycom at the time of arraignment. There has been no disruption to this service.
- Since the MIDC requires attorney at arraignment the number of clients requesting attorneys has increased significantly. In Ms. Borch's year-end report she shows the assignment numbers from the last three years and it shows a significant jump. Comparing 2017 to 2019 assignments to the Office of Criminal Defense and Public Defenders Office has increased by 160.

ON AGING (DOA)

- See Attached

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

- **Brownfield Redevelopment Authority** - The Public Hearing to Establish a Bay County Brownfield Redevelopment Authority was held before the Bay County Board of Commissioners during their regularly scheduled meeting on March 10, 2020. The statewide BRA Coordinator, Janet Michaluk presented a brief overview of how a BRA works to improve environmentally impacted properties and serve as an important economic development tool. Public comments include statements from Megan Manning with Bay Future Inc, the economic development organization who spoke in support of the a countywide BRA as helpful to their efforts. Upon reading of the Board Resolution 2020-52 on March 10, 2020, the establishment of a BRA for Bay County was approved.
- **Infuse; Great Lakes Bay Small Scale Developer Capacity Building Workshop** - Participated in the Great Lakes Bay Economic Club (GLBEC) Infuse Great Lakes Bay Workshop. The all-day workshop was created in partnership with the Bay County Land Bank, Bay County Treasurer, Saginaw County Land Bank, and Eastern Michigan Council

Services
Jan. - March
2020

Bay County Department on Aging Services for Seniors - 1Q20

Home
Delivered
Meals

47,784

Congregate
(Activity Center)
Meals

10166

Commodities
Boxes
Delivered

610

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.

New Elder
Abuse Cases
Served

1

Special
Event
Eligible
Meals

1213

Transportation
(# of rides)

101

Volunteer
(Hours)

1785

Caregiver (Hours): **92**

Case Coordination (Hours): **1792**

Homemaking
(Hours)

1665

Personal Care
(Hours)

442

Health & Wellness Classes

Blood Pressure Clinics - Low Vision Support Group - Various Sites Exercise Classes - Line Dancing - Wii Bowling League - Shuffleboard - Osteoporosis Strength Classes - Aging Well: Chair Yoga - Cornhole Toss - Indoor Walking Program - Grief Support Group-Chair Dancing-Diabetics Education--Arthritis Exercise

Special Events

Bay City Players - Play On.
3) Movie/Lunch Series
Meadowbrook Day Trip
Bay City Players - Snow Queen
In Service - Pressure Free Holidays

Dining Center Activities

Musical Entertainment - Piano Man, Jolly Hammers & Strings, Play-n-Folk, Dust Stompers, Arlyn Wilett, Stillwater, Strings & Things
Arts & Crafts - Fall Craft Class, Christmas Suncatcher Craft Class, Wine Glass Painting Class, Acrylic Painting Class, Card Making Class, Beaded Ornaments, Wine Bottle Painting Class, Flower Arranging Class

- **Special Programs** - Mini Canvas Painting Class, Halloween Parties, Price is Right Game, Therapy Dog Program, Texas Hold Em, Myths & Misconceptions of Aging, Thanksgiving Celebrations, Smart 9-1-1 Program, Movies & Popcorn, Pain Management Program, Holiday Celebrations

Ongoing programs- Bingo, Cooking Demo's, Book Club, Board Games, Dominoes, Euchre, Pinochle, Bid Euchre, Smear, Cribbage, Double Hand Pinochle, Birthday and Anniversaries Celebrations, Hand & Foot Card Game,

of Governments EMCOG) to promote small scale real estate development, assist in project formation and funding considerations, and the importance of taking a big picture community-wide view of neighborhood-based development.

- **American Association of University Women (AAUW) Invitation** - Received invitation to be featured speaker at the American Association of University Women at their Spring 2020 meeting to be held in Bay City. The meeting focus will be on environmental status review of Bay County and will take place at the Alice & Jack Wirt Public Library in April.
- **Pinconning Rotary Club Invitation** - Received invitation to present information on the new fish spawning reef in Saginaw Bay with Michael Kelly, Director of the Great Lakes Office of the Saginaw Bay Watershed Initiative Network (WIN) to the Pinconning Rotary Club.
- **Saginaw Bay - Coreyon Reef Restoration** - The 15 minute film documenting the construction and need for the restoration and rebuild the Coreyon Reef in Saginaw Bay was completed. The film captured the construction and placement of more than 25,000 tons of crushed limestone and granite at the historic reef location approximately 9 miles off shore, north of the mouth of the Saginaw River, in Bay County. The film “Coreyon” was showcased at the International Ocean Film Festival in Alpena, Michigan.
- **Coreyon Reef Steering Committee** - Continued work with the Reef Steering Committee on finalizing the development of text and photos for two (2) permanent interpretive signs describing the project and background info. The two proposed locations for the signs will be at Hampton Township Finn Road Boat Launch and the DNR Boat Launch in Bangor Township.
- Also provided comments on a new fish spawning reef/sediment trap proposal at the mouth of the Kawkawlin River being ‘floated’ by a consultant, and shared concerns and previous comments received during the Coreyon project about this area being too shallow and the vocal outcry from sailing community, recreational boaters and sports fishers opposition to a rock pile placement in this heavily used but shallow area of Saginaw Bay.
- **Coreyon Reef Blog Questions** - The director responded to a request for a blog on the Coreyon Reef, providing clarification, details, and the history of the Coreyon Reef Project. She addressed different topics such as the reasons the native fish populations have decreased citing pollution, over fishing, and changes in predator- prey dynamics due to invasive species. She discussed the increased excitement and curiosity about the fish spawning reef being built in the Saginaw Bay. She explained that the restoration project means a great deal to the communities around the Bay because it means we are on our way to healthier, more whole ecosystem, that we are finally moving past our tragic past of environmental degradation and loss and negative impacts, and we are finally moving into a restored condition that represents improved health and prosperity for Bay County and our region.
- **2020 Saginaw Bay Lake Sturgeon Restoration Partnership** - The director participated

in the 2020 Saginaw Bay Lake Sturgeon Restoration Partnership Roundtable Meeting for Saginaw Bay Lake Sturgeon restoration. This roundtable meeting brings partners together to share information on Lake Sturgeon recovery and foster rearing stock for release into the Saginaw River system. Coordinate for outreach and planning activities in preparation of the 2020 release events.

- **Saginaw Bay Fish Population Information Request - Yellow Perch/Walleye** - The director responded to a commissioner's request for information regarding the Saginaw Bay fish populations in response to pending statewide legislation as it affects commercial fishing investment in our community and may have economic impact. She collected and shared information from the Department of Natural Resources (DNR) Fisheries about the status of Yellow Perch in the Saginaw Bay. DNR Fisheries describe that the Walleye populations in Saginaw Bay are increasingly "very high," now over 2 million walleye in the bay and nearing a danger zone for a possible future population crash forcing DNR to consider new options to reduce the walleye population such as longer seasons, increasing daily limits, etc. DNR data shows that Yellow Perch are reproducing very well and the bay has high levels of very young hatchling perch, however there is a high mortality rate and very few yellow perch live to age one. The DNR Fisheries attributes the yellow perch poor survival rate to walleyes predation and other predators (Cormorants).
- **Linwood Scenic Access Point Description** - The Linwood Scenic Access Site Improvement Project is moving forward and is in the permitting development phase. In coordinating with resource agencies it was learned that the anticipated approach to utilize/relocate the existing riprap at the site would not be allowed. That new quarry stone or a steel seawall would be permit-able but not relocating the existing riprap, this determination significantly increases project costs. New, additional funding sources are being explored.
- The Bay County Road Commission assisted in the permitting documents by drafting a CAD site plan for the project. The project is proposed to be a narrow 'linear' green space (300' wide x 35' long) to serve as a public, non-motorized scenic viewing area with picnic tables and benches, located safely outside of the traffic flow, boat launching activity and parking area.
- **Consistency Review for Pinconning Township Water Expansion USDA Application for Funding Grant** - Prepared a USDA consistency review and sent it in support of the Pinconning Township Water Expansion Project. The proposed Pinconning Township project would extend approximately 19.6 miles of distribution water main and appurtenances to residential and light commercial customers providing increased access to the existing water system and additional fire protection. The ground water quality in this area has high concentration of iron and salts resulting in poor quality drinking water throughout the township. There are many benefits that will result from this project including environmental and economic benefits, including support for new housing.
- **Promotion of Soil Conservation Practices** - Worked with Bay County Farm Bureau on new efforts to promote soil conservation practices in the Saginaw Bay Watershed. A meeting was held to discuss the possibility for grant funding sources to assist in the

development of a farmer-led watershed group. Discussions covered a variety of topics including how to set up effective communication networks and recognition that farmers near the Bay will have different concerns than those farmers that are inland.

- **2020 LIAA Coastal Community Planning Grants Outreach** - The director shared information about the 2020 Land Information Access Association (LIAA) 2020 Coastal Community Planning Grants with Bay County townships and city officials. LIAA is working to collaborate with coastal communities in Michigan to develop master plan content that will contribute to greater coastal and community-wide resilience. LIAA is a technical land and community mapping consulting organization in northern Michigan that has done projects throughout the State. LIAA has joined up with NOAA and Michigan's Coastal Management Program to offer some specialized grant opportunities for coastal resiliency planning, mapping shoreline erosion or high water scenarios. The 2020 LIAA Coastal Community Planning Grants require a local 1:1 cash match.
- **Hampton Township Economic Recovery and Development Strategy Steering Committee** - Participated in the development of the Hampton Township Economic Recovery and Development Strategy Steering Committee providing input on project goals and outreach efforts. This is an important Coal Impacted Community effort to replace local tax revenues and livable wage jobs in response to the incremental shuttering of Karn Weadock plant.
- **Northern Bay County Housing Meeting** - The director was invited by the Pinconning Area Schools to participate in the Northern Bay County Housing Meeting for a discussion with area leaders concerning the need for middle income family housing. There is anticipated job growth and a need for housing in Northern Bay County in response to local hotels and casino related growth plus a new facility located in Pinconning Township with a projected new hire of 250 people and plans for more new hires later in the year. She presented information on national housing development trends and provided mapping showing potential growth areas in northern Bay County based on the data compiled by the Pinconning & Linwood Area Chamber of Commerce.
- **Letters of Support- Grant Proposals** - A number of letters of support for grant proposals were request by Townships for community development recreational grants including Monitor Township Steih Park to the Bay Area Community Foundation. The need for increased public waterfront access has been identified as one of the top priorities in Bay County. The proposed Steih Park improvements will help to create a recreational feature at the existing Monitor Township Park on the Kawkawlin River. These enhancements will provide greater recreation opportunities and waterfront visibility.
- A letter of support was provided to Williams Charter Township Park Improvements. The proposed improvements for the swings, play equipment, as well as new universal accessible walkways throughout the park and rain garden showcasing native plantings will add value to the park for residents and visitors of Bay County.
- **Phragmites Treatment Coordination with Niswander Environmental** - Responded to inquiries from the consultant working for the Banger DDA for coordination on future Phragmites treatment at the wetland mitigation project on Boutell Road on the north

side of the Tobico Marsh. They have relied on Bay County Environmental Affairs and Community Development for their past Phragmites treatments at the site. They are interested in coordinating for additional Phragmites treatment in 2020 as they describe that Phragmites at the site has recently expanded beyond the project site and into the Tobico Marsh area.

- **Saginaw Bay CISMA** - Continue coordination for a coastal region Saginaw Bay Cooperative Invasive Species Management Area (CISMA) led by Arenac County to address the on-going response to invasive plant species, including Phragmites throughout the coastal communities. The Saginaw Bay CISMA represents the coastal counties of Arenac, Bay, Huron Saginaw, Tuscola, and Sanilac and the director (L. Ogar) is on the CISMA Steering Committee.
- **Bay Area Chamber of Commerce Beautification Committee** - Continued participation in the Bay Area Chamber of Commerce Beautification Committee for upgrades to the one-ways (streets) coming into and leaving our community from I-75. Specifically the committee reviewed the Michigan Department of Transportation (MDOT) preliminary plans for road improvements at the project location. MDOT is planning on replacing the 3-lane pavement on both directions of the one-ways in the 2022 time frame. MDOT will cover normal utility upgrades including separating the combined sewer system in that area and their project costs will cover replacement costs of the trees, grass, and normal lighting. However, any further street scaping or enhancements (such as underground electric/telephone, etc.) desired by the local community would need to be paid for by the community. The director recommended the committee continue to identify the possible amenities needed/desired along the in order to look for other future funding sources. Over all everyone is very happy that MDOT will be making these roadway improvements on that Gateway corridor as it serves as a first impression of Bay County.
- **Revolving Septic Loan Fund** - Coordinated with the Finance Department for a status report on funding availability the Septic Revolving Loan Fund and discussed the need for letters to go out to the loan recipients, with annual coupon books reminding them of payments towards their loan.
- **Hazard Mitigation Advisory Committee Meeting** - Participated on in the Hazard Mitigation Advisory Committee currently working on Hazard Definitions, Evaluation of 2010 Activities, a Community Survey, Significant Hazardous Events, Hazard Priorities-Subsidence, Hazard Alternative Strategies, and FEMA Eligible Activities.
- **Agribusiness Committee** - The Agribusiness Committee Meeting meets every other month and this quarter's meeting was the first following the Bay Area on the Grow event in November. Ryan Tarrant reported that our Bay Area on the Grow event had over 200 attendees and he received a lot of positive feedback on the new format (breakout sessions, the topics selected, etc.) Many people really liked having the equipment out around the site and gave feedback that Ryan Findlay was an excellent speaker. The Committee agreed the event was a success and will follow the same format next time. Further discussion centered on how we get the message out about the variety of the produce grown and processed in Bay County and the need to focus our efforts on communicating that with its economic impact. There was discussion

with Doug Wirt about exploring the possibility of increasing the shipping of agricultural products from the Wirt port since they have the capacity and need more product.

- **CAG Meeting and EPA Public Meeting on Middleground Island** - Participated in the Community Advisory Group (CAG) briefing prior to the U.S. Environmental Protection Agency (EPA) Public Meeting on March 10, 2020. CAG members were given an overview of the proposed EPA Cleanup Plan for the Middlegrounds Island and discussed how the organization would respond. The EPA, working with the Michigan Department of Environment, Great Lakes, and Energy (EGLE), has proposed a plan to clean up dioxin-contaminated soil on Middleground Island in the Saginaw River.
- **Partnership for the Saginaw Bay Watershed** - Continued efforts for incremental improvements to the restoration progress of the Saginaw Bay. The Partnership for the Saginaw Bay Watershed (PSBW) is the non-governmental organization designated by the Governor to act as the Public Advisory Council (PAC) representing the affected community to inform the state and federal agencies of local concerns and project priorities to restore the Saginaw Bay and River Area of Concern (AOC). The group continues to coordinate with the state and work toward restoration goals, with the ultimate goal of removing the Saginaw River and Bay from the list of AOCs throughout the Great Lakes.
- **Bay City Recycling, EGLE Campaign Launch** - Worked with the City of Bay City to coordinate City-County web sites and expand Recycling information for all Bay County residents as the Michigan Department of Environment, Great Lakes, and Energy (EGLE) had a news conference in Bay City with legislators and environmental leaders for the announcement of a first-of-its-kind partnership that will support the largest expansion of recycling in Michigan. The aim of this effort was to better inform the public on what can - and cannot - be recycled and how to recycle correctly. The campaign's goal is to double the state's recycling rate to 30% by 2025 and ultimately reach 45%. EGLE also presented their Michigan Recycling Raccoon Squad, a six-member team of recycling champions who will serve as EGLE's education ambassadors.
- **Bay County E-Waste Collection** - Began working with Fraser Township and Hampton Township to host a spring E-waste collection event in conjunction with the City of Bay City efforts during Earth Day celebrations. Funding for the collection event(s) is through a EGLE grant supported by Bay County and awarded to the City of Bay City to expand recycling throughout Bay County and better serve our community residents.
- **Republic Services Recycling Fraser Township Presentation** - attended a public informational event at the request of Fraser Township where Gary Hicks from Republic Services presented a detailed session on what is recyclable and what isn't and how to best recycle in Fraser Township. The director offered to work with Republic on a grant to develop a public drop location at the Whitefeather Landfill.
- **2019 Annual Report** - The Environmental Affairs and Community Development Department is in the process of preparing the 2019 Annual Report. This report highlights some the major accomplishments of the Department.
- **County Website Training** - Set up and participated in a county website training for the

Environmental Affairs & Community Development Department to learn how we can go about making updates and changes on the Bay County Website.

- **Cyber Security Training** - All Environmental Affairs and Community Development staff were requested to attend one of the sessions on Cyber Security with presentations by a local FBI agent. These sessions were informative and have impacted how we utilize our various online systems.
- **Staff Coordination (COVID19)** - Coordinated with staff about working from home and developed protocol for coming into the office during the COVID-19 pandemic as an effort to limit the number of employees coming into the office and building.

Geographic Information Systems (GIS)

- Continued maintenance on 9-1-1 GIS data for New World System CAD Map and Intrado Software.
- Created an interactive elevation map document to be used by the Bay County Emergency Management.
- Continued maintenance and update of the Fetch GIS Mobile Application for First Responders.
- Coordinated with 9-1-1 on GIS data needs for update to Map Flex (Intrado) Software upgrade.
- Created two large service maps for Hampton Fire Department and Bay City Fire Department to use in their offices.
- Organized and held one 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:
 - \$330.85 to Private Sales
 - \$618 to County Dept./Div.
 - \$1,592.49 to City/Townships
- Attended three monthly MiCAMP Board Meetings.
- Coordinated review and approval of 2020 aerial photography project contract with Kucera.
- Attended Kickoff meeting at Midland County for 2020 aerial photography project with Kucera, Saginaw County, and Gratiot County.
- Continued GIS assistance to the Bay County Gypsy Moth Program to assist their field collection process.
- Coordinated discussion with the Bay County Mosquito Control program and Amalgam to develop a mapping application for larvaciding work flow.
- Participated in one Bay County Hazard Mitigation Advisory Committee Meeting.
- Attended and presented to the Northern Townships of Bay County on the GIS program at Pinconning Twp Hall.
- Began creating maps for the Bay County Hazard Mitigation Plan.
- Scanned six building plans for Buildings and Grounds.
- Attended NACO webinar on ESRI Tools for COVID-19

Gypsy Moth Program

- **Gypsy Moth Suppression:**
During the First Quarter of 2020, Gypsy Moth Program staff completed field monitoring

and delimiting surveys resulting in one 381 acre wooded area of the county that will need treatment to control outbreak level populations of Gypsy Moths. In other areas of the county, the Gypsy Moth population continues to be stable and at very low levels which are not likely to cause defoliation or damage to local trees. In February, notifications were sent to the 13 landowners whose 16 wooded tax parcels are included in the proposed treatment area. Property owners were given the option to “opt out” of the treatment program; however, none have chosen this option. A digital map of the spray area was updated, converted to a format usable by the spray aircraft, and delivered to our applicator so Bay County’s data could be included in his Conjoined Air Permit Application. Program Staff also assisted Clare and Roscommon Counties with map conversions. A contract extension with Al’s Aerial Spraying, LLC, out of Ovid Michigan was finalized in accordance language in the 2019 Board of Commissioner’s resolution and Contract for Aerial Treatment to Control Gypsy Moths. Treatment cost will again be \$51.56 per acre treated.

- **Emerald Ash Borer (EAB):**

The Ash Tree Inventory and Assessment file and map were updated with information about the 17 ash trees that have been or will be removed by Bay City Light and Power this spring. Approximately 870 ash trees will be treated in the spring of 2020. Staff has been working on the development of an Ash Tree Inventory and Assessment StoryMap/Dashboard Report to show local public entities the condition of ash trees in public parks and landscaped areas. Staff is currently working on developing an Arc Collector Map for the program’s 2020 Ash Tree Treatment Operations occurring this summer. The applicators treating the program’s ash trees will be using this map for their data collection purposes.

- **Technology Improvements:**

Arc-GIS Online and Collector are used for most map and database updates using our iPads and laptops. Jeremy used ArcGIS Online to draft StoryMaps and Dashboards covering the topics of the 2019 Ash Tree Inventory and Assessment, a Seasonal Program Timeline, and Gypsy Moth Suppression, Monitoring, and Treatment. These StoryMaps and Dashboards, when published for general public use, will have the ability to be interactive and display important program data in an easy to use format. This will allow the public a much easier form of access when it comes to viewing our data, program operations, and understanding the invasive species we work with.

- **Educational Programs:**

Staff provided STEM Experience presentations on Invasive Species to 21 of Bay City Public School District’s 23 fourth grade classrooms which included 529 students, 21 teachers and one teacher’s aide. The final presentations were canceled due to Covid-19 restrictions. These programs teach the students about invasive species using Gypsy Moth and the Emerald Ash Borer (EAB) as prime examples of how invasive species damage our environment; what pathways new pests take to reach Michigan; what is being done to control these and other invasive species; and what the students can do to help prevent the spread of invasive species. Staff also participated in 4 public focus group workshops hosted by Bay City Light and Power concerning their



operations for Tree Trimming and Vegetation Management.

MICHIGAN GREEN SCHOOLS (A. Wallace)

- The Michigan Green School Initiative recognizes both public and private schools for the activities the schools undertake to promote sound resource management, energy conservation and environmental stewardship. Area schools were kept abreast of updates to the Michigan Green Schools Program. This year qualifying applications were received from six (6) schools.

They are:

SCHOOL	Points Submitted	Level Earned	Years Participating
Bay Arenac ISD Career Center	25	Evergreen	7
John Glenn High School	22	Evergreen	8
Washington Elementary school	20	Evergreen	1
Auburn Area Catholic School	18	Emerald	9
Bay-Arenac Community High School	15	Emerald	3
Bush Elementary School	10	Green	2

Mosquito Control

- Chemical bids were opened in January, purchases approved, and deliveries currently underway
- Received Board of Commissioners approval to contract with Light Trap surveillance residents
- Received Board of Commissioners approval to contract with Environmental Rubber Recycling for 2020 scrap tire recycling; tire drive dates are set for May 30 at Mosquito Control and August 8 at Fraser Township Hall
- Received Board of Commissioners approval to hire 32 seasonal employees. Hiring of seasonal staff is currently under way
- Received Board of Commissioners approval for contracted services with Amalgam LLC. Using Mosquito Control’s database of known mosquito breeding sites, Amalgam is

creating a FetchViewer-based website of breeding habitats to make larval control operations more efficient; to date, one iPad was purchased to demo the site features with more to be purchased for the treatment season

- Annual Special Use Permit for surveillance and treatment at Bay City State Park approved
- Annual Self-Certification of Pest Management Measures submitted for 2020 as required under the EGLE National Pollutant Discharge Elimination System permit
- Due to a retirement, our Operations Supervisor position was posted in January and filled by Kristy Brandt; our full-time Field Supervisor position was posted and filled by Kendall Misiak; our seasonal (8-month) Field Supervisor position was posted, to be filled in April
- Windows ULV, a GIS-based mapping system for the nighttime fleet was purchased and installed in 10 vehicles. This system provides digitized route maps and audible warnings to the driver. Vendor, Frontier Precision, was present for a day-long training with staff in March
- Woodlot surveillance for spring mosquito larvae began in mid-March to determine timing of aerial treatment. Larval development shows an anticipated mid-April aerial treatment
- Coordinated aerial treatment plans with James Clements Airport and Earl's Spray Service for over 52,000 acres of treatment
- Aerial maps were digitized and updated in-house using ArcGIS and sent to contractor Earl's Spray Service
- Updates to our seasonal employee training program and citizen database were undertaken; repairs to fleet vehicles and application equipment are being made in preparation of the upcoming treatment season
- All staff attended the Michigan Mosquito Control Association (MMCA) annual conference in Lansing in February
- Annual Technical Advisory Committee meeting was held in March with representatives from Bay, Midland, and Tuscola Counties present to assess 2019 program accomplishments and 2020 program plans
- Staff attended a Grant Writing Workshop and Cybersecurity Training and staff continue to participate in webinars related to the industry

- Regular involvement with the Bay City/Bay County GIS Workgroup
- Regular involvement with Bay County Gypsy Moth Advisory Committee

- Active involvement in Michigan Mosquito Control Association Board of Directors meeting

Transportation Planning Division

- Held one BCATS Technical and Policy Committee meeting.
- Approved 4 Amendments to the BCATS FY 2020-2023 TIP.
 - This totaled \$2,557,391 in Federal, State, and Local funding for road and transit projects in the Bay City Urbanized Area.
- Attended a TAMC Coordinator’s Conference Call meeting.
- Attended two monthly MTPA meetings in Lansing.
- Attended two Community Economic Development Strategy (CEDs) Committee meetings hosted by EMCOG.
- Attended three monthly JobNet Technical Committee meetings via phone.
- Attended 2020 Aerial Photography Project Kickoff meeting in Midland.
- Attended 2020 Roadsoft Users Conference of the United States (RUCUS) at the Doubletree in Bay City
- Attended Cyber Security Training in the county building
- Attended the AASHTO Center for Environmental Excellence EJ COP Webinar
- Attended Inventory Based Rating (IBR) System Training Webinar
- Attended PASER webinar training
- Attended Deployment Partnerships and Planning Webinar
- Attended PASER Training in Saginaw
- Attended County Website Training
- Attended the Michigan Traffic Safety Summit in Lansing on 3/9 - 3/10
- Attended Mastering the Roadsoft Data Cycle for Planning Organizations Webinar
- Attended Investment Reporting Tool (IRT) Training Webinar
- Attended a Coronavirus Relief Package and Transportation Webinar
- Attended a Understanding the Impact of COVID-19 on our Cities & Transportation Networks Webinar
- Continued work on updating the BCATS Non-Motorized Transportation Plan.
- Reviewed and approved 2017 Base Socio-Economic Data for Bay County to use in the updated of the Great Lakes Bay Region Travel Demand Model.
- Attended FY 2021 Pre-Unified Work Program (UWP) Meeting in Lansing.
- Attended MDOT Bay Region Bike and Pedestrian Meeting via phone.

EQUALIZATION

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

- Met with State Tax Commission District Representative as to our yearly sales/appraisal studies. His recommendation is to use ours versus their limited studies.

- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.
- Assigned new parcel numbers on split or combined properties, write those descriptions.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Worked with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Added new reports & removed old reports from the Equalization web pages on the internet.
- Prepared the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.

FINANCE

Accounting/Budget

- GASB 84 Meetings with other County Departments.
- Retirement & Veba Zoom Meetings
- Met with IT Manager daily/weekly to determine Covid 19 computer issues
- Monthly Retirement funding for Retiree payments
- Participated in Cred Card RFP Process
- 2019 External Audit Entrance Meeting with Rehmann
- Interviewed and Hired vacant Part-Time Accountant position
- Met with Health Department regarding their financial position
- Met with Medical Care Facility regarding possible loan and millage ballot question
- Worked with College Intern from Baker College
- Participated in Zoom Board Meetings - Full Board
- Participated in Daily/Weekly IMT Calls during Pandemic
- Participated in Weekly Center Ridge Arms calls with MHT Housing, HUD and MSHDA
- Participated in on-line conference calls and training for the audit and grants
- Monthly Grant Reporting & Year end closeouts
- Attended Rehmann Robson's webinar "Accounting and Auditing in a Pandemic"
- Completed the 2019 Indirect Cost Allocation Plan
- Four hundred and seventeen (417) 1099's were issued for the year ending 2019, totaling \$8,276,620.43
- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Health Department, Probate Court, Soldiers and Sailors.
- Staff attended online 1099 processing training on January 9, 2020.

Purchasing

Bids Closed:

- DOA Vehicle Replacement

Bids in Process:

- Credit Card Processing Service (holdover from 2019)

Purchase Orders Issued: 194 (quarter), 194 (annual)

Other Items

- Implemented new bid notification software
Prepared 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.
- Continued year-end process and analysis of 2019 purchasing trends.

Information Systems Division

- Provided an RFP for new hardware systems.
- Ordered computers and other equipment.
- Worked with Departments on various requests.
- Interacted and discussed projects with different Counties for solutions to Bay County issues.
- Interacted and participated in the County RFP for Credit Card Processing.
- Worked with Law Enforcement on going live with new Law Enforcement Records system.
- Setup spare laptops and provided employees access during the start of the pandemic to allow employees to work from home.
- Provided a read-only system for Bay City Public Safety for a statistics program.
- Provided a file share system in regards to employees sharing Health information across Departments for pandemic management.

Total Help Desk Tickets Closed: 1043

HEALTH

Administration

Major items to note during this period include:

1. The Bay County Health Department has fully mobilized its staff, and resources to respond to the current COVID-19 pandemic.
2. The Bay Community Health Clinic continues its fifth year of operation. The clinic has currently suspended most inpatient visits and has incorporated telemedicine to the extent that is possible.
3. The Environmental Health Division continues to implement a \$160,000 grant to digitize and map septic and well systems within the county that was awarded by the Michigan Department of Environmental Quality (MDEQ). During this period, the technology for

this mapping project has also been extended to include opioid mapping and mapping of known COVID cases for epidemiological purposes.

4. The Health Department is working to extend testing services throughout the county during the current crisis.
5. MiCommunity Dental Centers (MCDC) is currently under construction. The clinic will operate with approximately 4-6 chairs and will open in Summer of 2020.

Meetings/Trainings attended by Health Officer

- Daily Meetings with Leadership of the Michigan Department of Health & Human Services regarding the current pandemic
- 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 or teleconference
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Michigan Health Improvement Alliance (MIHIA) - General Board Meeting (March)
- Michigan Health Improvement Alliance - Population Health Working Group (Monthly)
- My Community Dental Centers (MCDC) Advisory Council (February)
- Regional Perinatal Coalition Planning Team (Monthly)
- Saginaw Bay MST (Microbial Source Tracking) Group - (Monthly)
- Strategic Planning Meetings (January, February)
- Bay County Census Advisory Committee (January)

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 employs two FTE nurses and one 0.5 FTE clerical. Remaining MDHHS mini-grant funds from FY19 have been extended to use in FY20. A new CSHCS Parent Liaison has been hired and CSHCS outreach duties began in January 2020.

Communicable Disease (CD) Division

- CD has 2 PHN in the department. In 2019, latent tuberculosis infection (LTBI) was added as a reportable disease as well as Rabies Post Exposure Prophylactic (PEP) human. In addition caseload is up due to a number of respiratory tuberculosis cases needing daily Direct Observation Therapy (DOT) and contact investigation. CD nurses are also responsible for weekly Direct Observation Therapy (DOT) for LTBI. The department is completing on a process to see LTBI clients whom their primary care providers request the BCHD to provide LTBI care.

- The CD nurses have investigated over 300 reportable disease cases this quarter, of which 150 were confirmed or probable. The main emphasis for this quarter has now switched to COVID-19.

Personal Health Family Planning Clinic (HIV/STI)

- The Personal Health Family Planning (PHFP) Clinic is a Title X Clinic that provides sexual and reproductive health and contraceptive services to woman, men and teens. Client receives both contraceptives and STD services. Staff currently includes 1 FTE nurse, clerk and a FP Coordinator, and 2 contracted Nurse Practitioners who each work one day a week in the Clinic. Due to the pandemic, the Personal Health Family Planning Clinic has curtailed operations at this time and have transitioned to limited, curbside services.

HIV/AIDS Testing Outreach

- Due to the pandemic, the Personal Health Family Planning Clinic has curtailed operations at this time and have transitioned to limited, curbside services. Rapid HIV testing is available by appointment at the BCHD free of charge. Clients seen in the Personal Health Family Planning or Bay Community Health Clinic, can receive same day Rapid HIV testing if the HIV nurse is available, otherwise these clients schedule an appointment with the HIV nurse. Serum HIV testing is always available in the clinics.

Hearing and Vision Program

- The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools. Children who do not pass the screening are referred for medical care. Technicians follow up on referrals to assure children receive medical care. Due to the pandemic, the Hearing and Vision Program has curtailed operations at this time due to the shutdown of schools.

Childhood Lead Program

- Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) is the MDHHS system to report on 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) \geq 5mcg/dl and need further medical care.
- BCHD continues to implement of the Local Childhood Lead Poisoning Prevention Grant to fund the activities of the Bay County Childhood Lead Program. Funding allows a lead trained PHN to follow up on all reports of capillary EBLL by providing education and guidance over the phone. Children who have a confirmed venous EBLL \geq 5 mcg/dL are offered PHN case management in the form of a home visit. These visits are provided regardless of insurance coverage.

Maternal Infant Health Department (MIHP)

- Due to the pandemic, the Maternal Infant Health Program has curtailed operations at this time and have transitioned to limited, curbside services and televisits. A total of 153 billable visits were completed. MIHP is a voluntary program to promote healthy pregnancies and good birth outcomes for pregnant women and infants with Medicaid Health insurance.

Immunizations

VACCINE	COUNT
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TB Test	20
Hep. A. Adult	34
Hep. A. Peds	54
Hep. A./Hep. B	0
Hib	28
HPV	61
Flu	123
PCV 13	40
Rotavirus	12
Dtap	20
Dtap/IPV	14
MMR	37
IPV	15
Td	0
Tdap	62
Varicella	30
Dtap/Hep. B/IPV	22
PPSV 23	4
Meningococcal MCV4	49
Zoster	40
Hep. B. Peds	2
Hep. B. Adult	33
MMRV	19
Rabies	0
DT	0
MenB.	30
TOTAL	749

Environmental Health

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

Cremation Permits Processed

January	NA
February	NA
March	NA

WIC Client Appointments and Contacts

- Quarterly WIC redemptions generated to local grocery stores totaled \$344,212.
- 247 referrals received to WIC from the MDHHS MIBridges portal. Of those referrals, 68 families enrolled.
- Community Outreach was done in January & February. Over 400 brochures were distributed to local physicians/McLaren Bay Region, grocery stores and businesses. Participation in the Family Winter Fun Fest. Collaboration with Early Start to provided lead tests to students and allowed for enrollment and re-enrollment to several eligible families. Presented WIC Program to Saginaw Valley State University who are enrolled in a Community Health class.

WIC Staff & WIC Breastfeeding Staff Activities

January

- WIC Staff Meeting (All Staff)
- Nutrition Staff Meeting (Amy Cianek, Sarah Tackebury, Kristina Doyle & Amy Revette)
- Mother Baby Café (Tracy Metcalfe)
- Youth Mental Health First Aid USA (Amy Revette & Sarah Tackebury)

February

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (Amy Revette)
- Bay Area Breastfeeding Coalition Meeting (Kristina Doyle, Charissa Loeffler, Tracy Metcalfe)
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- Mother Baby Café (Tracy Metcalfe)
- HemoCue Hb 301 System - Certified Screener Course for WIC (Beth Cushway, Michelle Wynne)

March

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (All staff)
- Mother Baby Café (Tracy Metcalfe)
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- Nutrition Staff Meeting (Amy Cianek, Sarah Tackebury & Amy Revette)
- State of Michigan Nutrition Education Workgroup (Amy Cianek)
- State of Michigan Breastfeeding Basics for WIC staff (Karen Mika)
- IS-00100.c Introduction to Incident Command System (Beth Cushway, Michelle Wynne, Sarah Tackebury)
- IS-00200.c Basic Incident Command System for Initial Response (Beth Cushway, Michelle Wynne,
- IS-00700.b An Introduction to the National Incident Management System (Amy Revette, Michelle Wynne)
- Mandatory COVID-19 Meeting (All Staff)
- MIBFN Great Lakes Breastfeeding Webinar - Protecting Breastfeeding During Mother's Return to Work (Charissa Loeffler)
- wichealth.com Support Lessons (Michelle Wynne, Karen Mika)
- National STD Curriculum-Chlamydia (Sarah Tackebury)

Acronyms

WIC=Women, Infant and Children
 BFPC=Breastfeeding Peer Counselor
 BCHD=Bay County Health Department

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

	Breastfeeding Lactation Consultant	Breastfeeding Peer Counselor	Breastfeeding & Infant Feeding Classes	Certification	Priority Certification	Re-Certification	Infant Evaluation	Child Evaluation	Nutrition Care-Registered Dietitian	Individual Education	Online Education	Walk-In Education	TOTAL
Jan	13	139	7	2	194	154	50	141	37	95	307	38	1177
Feb	8	145	8	6	112	109	45	94	37	60	214	34	872
Mar*	4	142	6	3	107	73	24	54	16	39	231	22	721

**Note: Due to COVID-19 Bay City and Pinconning Clinic closed to appointments for 2 weeks until USDA approved appointments could be done via telephone. This greatly impacted the number of clients seen during this time.*

Lead Tests Billed

January	70
February	49
March	18

Flouride Varnish Program

# of Children Screened	43
# of Varnish Applications	43
# of Children with Previously Treated Decay	4
# of Children with Active Decay	2
# of Children Referred to Treatment	40

HOUSING

Housing Director Activities

- Current occupancy is at 98%
- Weekly staff meetings.
- Meetings with Detroit Field office.
- 12 HUD E-learnings.
- Several MHT/Conversion meetings.
- Weekly expeditor meetings.
- MHT/State of Michigan conference calls and meetings for Stream Line Conversion.
- All year end items completed
- Insurance renewal.
- Meetings with Hampton Township fire on new building evacuation procedure.

- Building walk-throughs with MHT.
- Monthly financial reports submitted.
- Yearly goals and objectives staff meeting.

Admissions and Occupancy Specialist Activities

- 15 Recertification appts and inspections
- 0 move ins
- Monthly payables.
- Completed annual UPCS inspections for 15 apartment units with maintenance staff.
- HDS training.
- E-learnings for fair housing.
- Application management and filing.
- Year end for fee accountant.

Maintenance Activities

- Work orders
- Routine maintenance and janitorial duties completed.
- Generators serviced (monthly).
- CSD1 testing completed on all boilers.
- Summit meetings for Fire suppression system.
- Mowed lawn weekly.
- Apartment overhaul on 1 unit.
- Fire panel testing completed.
- Work with OTIS for monthly inspections
- Replace 7 refrigerators.
- Truck maintenance completed.

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

- Distributed food commodity boxes, Mid-Michigan Community Action Agency to 85 residents.
- 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
- Several meetings with staff.
- Working day by day with the Director to improve facility functions.
- 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.
- Attended several meetings with outside area agencies.
- Meetings with Director to help bring in new events for residents of CRA.

JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.
- Average daily population was 12.2 for this quarter.
- Average daily population for out of county youth was 7.22. The Juvenile Home housed residents from other counties for a total 650 days this past quarter, totaling to \$99,450 in revenue for the County.
- The total reimbursement from MDE for implementing the School Nutrition Program this quarter was \$7,105.16.
- The facility experienced 2 resident restraints in the last quarter. In the incidents there were no injuries to residents or staff.
- State licensing review of the facility in February which resulted in no violations and licensing renewed.
- The Director attended the following:
 - Michigan Juvenile Detention Association Conference in Traverse City.
 - State of the Community Luncheon
 - CCI Rule Making Committee Meeting
 - RCCI School Nutrition Training in Lansing
- **As of March 16, 2020 all programs that require face to face contact with youth ended due to Governor Order in response to the COVID-19 pandemic. Virtual options are in the process of being developed.**
- Residents participated in ongoing education program provided by the Bay Arenac Intermediate School District.
- Representatives from the MSU Extension provide life skills programming for residents. Not as often as in the warmer months due to time constraints.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes.

- A spiritual program for resident has been implemented. It is non-denominational and voluntary for residents to participate. The residents have enjoyed the program with most attending. The program is provided by Forgotten Youth Ministries.
- Bay Arenac Behavioral Health (BABH) implemented a program to increase pro-social skills with the youth detained in the facility. BABH assess resident needs and meet with the residents four days a week.
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- The Health Department provided immunization clinics for residents in January, February and March.
- The Great Lakes Bay Dental Bus provided dental services to residents in February.

Community Corrections

- COVID Restrictions are in place. Utilization is low for all programs. Partly due to COVID and partly due to medical issues with Pretrial Specialist. Court is working 3 days per week. Praxis assessments are being completed for felonies and assaultive misdemeanors. Drug/alcohol testing and groups in jail ceased on 3/13/20. Vivitrol and mental health services have stopped as well. Therapists for outpatient services are conducting 1-1 sessions in lieu of groups. Manager and Pretrial Specialist will continue to figure out options to get services completed for the department.

Program Numbers (1/1/20 - 3/31/20)

Program Name	Number of New Enrollees
Pretrial Services	183
Outpatient Treatment	19
Cognitive Change	6
Opiate Specific	2
Education/Employability	4

- At a rate of \$67.28 daily for housing offenders, these 5 programs combined have saved the county \$310,000 thus far, by supervising offenders in the community with treatment and offering education and SUD treatment in the jail. 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 19% or below, that is the goal for 2020. We met the goal for 2019 at 20% for PCR. Bay Co will continue to try and keep the prison commitments low by utilizing the treatment programs funded through PA511 and other resources.
- Throughout this quarter, the Manager has attended Drug Treatment Court Team meetings and TRICAP Board Meetings. The Manager also hosts the CCAB meetings with Community Corrections board members to approve all reports and address any issues.

MSU EXTENSION

- No Report Submitted.

PERSONNEL & EMPLOYEE RELATIONS**Personnel**

- Positions were filled in the following departments/divisions: Department on Aging, Health Department, Juvenile Home, Criminal Defense/MIDC and Corporation Counsel.
- Positions were posted in the following departments: Department on Aging, Treasurer, Criminal Defense, Public Defender's Office, Probate Court, District Court, Seasonal vacancies at the Golf Course, Building and Grounds and Pinconning Park, Community Center Pool and Summer Recreation Program, Mosquito Control, and the Sheriff Department.
- Tiffany attended the State of the Community luncheon.
- The mandated state and federal posters were updated to include the increase in minimum wage and Employee Rights Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act.
- Tiffany attended numerous IMT and other meetings for Covid-19 preparations, work from home plans to continue County operations during the shutdown.
- Tiffany worked on Covid-19 communications, education, and training.
- Tiffany spent a large amount of time on the FFCRA Policy, Emergency Sick time and Emergency Family Medical Leave Act procedures.

Payroll/Benefits/Retirement

- Filed and paid all monthly and fourth quarter payroll taxes including MESC, 941 and Michigan state withholding.
- Filed W-2 information with federal and state government.
- Completed and filed all annual payroll tax returns.
- Processed and delivered 1095-C tax forms to applicable employees.
- Processed and distributed payroll EFT/checks.
- Processed and delivered W-2's.
- Updated wages scales to reflect the increase in minimum wage.
- 20 retirements were processed during the first quarter of 2020. Rebecca Marsters worked to fill in while the Retirement Administrator was on leave from mid-February through mid-May. She continued to process retirements remotely by mail and email with applicants during the shutdown.
- Pay types and procedures were set up for Emergency Paid Sick Leave and Emergency FMLA.
- Attended Webinars on navigating Coronavirus.

Wellness Initiatives

- Win by Losing started Feb 3, 2021.

- Lunch and Learn in February with 7 participants hosted by 5/3 Bank on protecting your identity.
- The St. Patrick's Day race was cancelled due to Covid-19.
- Covid-19 information was sent out.

PUBLIC DEFENDER

- **No Report Submitted.**

RECREATION & FACILITIES

During the 1st quarter of 2020, 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:

- 2020 goals for the year
- Review grant opportunities
- Planned for seasonal staffing and seasonal programming
- Planned for capital projects
- Continued exploring ESPC
- Began lead PIO role for County during Coronavirus pandemic.

Buildings and Grounds

- Monitor snow and salting of walks, steps and lots. Clear walks of unsold tax homes.
- Take items to 1Bid to be auctioned.
- Take care of daily task and projects.
- Keep entrance to the dog park clear no salt as it will burn the dogs paws.
- Make name plates for New Commissioners.
- Check Flag stock order 5'-8' flags from www.michigan.gov/msi order Michigan flags from online stores, USA 3'5' from Menards or MSI to purchase US made flags.
- Ensure seasonal job posting are posted.
- Track and send invoices from parking lot salting at Center Ridge Arms.

Civic Arena

- Winter Adult League hockey had 19 teams with 180 players and 232 substitute player fees collected.
- Bay County Hockey Association had 7 house teams and 4 travel teams for winter.
- Sk8 Bay Figure Skating club had 32 club skaters and 53 learn to skate participants.
- Wolves and Thunder High School hockey seasoned wrapped up.
- January Freeze tournament brought in 19 teams to our arena.
- Puck O The Irish U6 & U8 tournament had a record 33 teams.
- Puck O The Irish tournament for U10, U12, and U14 had 26 teams.

- We hosted the Michigan Amateur Hockey Association (MAHA) district playoff games for both house and travel hockey this year. Brought in 36 teams between both weekends that we held the event.
- Ringette and Copper Cup tournaments got cancelled because of Covid-19.
- Pro and Olympic sheets got taken out by March 24th due to Covid-19 to help lower our electricity usage.
- Rented out 1028.5 hours of ice for the 1st quarter with 16 birthday parties.

Community Center

Fitness classes:

FitFun	35 participants	35 pay clients	5 Bay County employees
YogaFit (a.m.)	21 participants	12 pay clients	2 Bay County employees
Fit in 30	12 participants	4 pay clients	8 Bay County employees
Chair Yoga	Tuesdays (small gym)	58 clients	Thursdays 47 (Room 124)
Open Volleyball	October - 35	November - 38	December - 60
Open Badminton	October - 52	November - 54	December - 38
Pickleball	October - 282	November - 316	December - 360
Youth Sports	November - 35	December - 44	

Rentals: Every Saturday and Sunday were booked with at least two of our four spaces rented for various events. Used the small gym for Shuffleboard (Thursdays) and Osteo Arthritis class.

Men's Basketball Fall league - Large gym/ 9 teams (September, October, November) November began the Winter season. They used both gyms on M/W/Th. Small gym Tues.

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

Project Connect was held in our building on November 16th, with 800 people who attended.

Canteen - Division on Aging uses this area as a meal site.

Merchants Building - Storage of boats, etc. for our six month storage unit beginning October 15 through May 1st.