



REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2020

The following reports for the 4th quarter of 2020 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Promoted various animals through social media platforms including live streams through Mix 106.3 to showcase animals that are available for adoption.
- Participated in several zoom calls for teachers and their classes.
- Assisted in planning to purchase a new truck for the animal shelter.
- Completed a 5s project in the garage of the animal shelter.
- Assisted the Veterans Offices in coordinating financial processing expenditures through & Sailors Relief and Veteran Transportation Services.
- Submitted the 2021 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 with various adoption events at the Animal Shelter.
- Assisted Animal Control Officers on several calls / investigations.
- Continued to work on my Animal Control Officer certification. The format has changed to an online format due to COVID-19 restrictions.
- Met and discussed various Soldiers / Sailors Relief items with staff.
- Transported the next round of 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 fourth quarter MIPRIMA meeting over zoom.
- Assisted with a couple different fundraising events at local businesses in Bay County.

Animal Control

For the year the Shelter took in 551 cats, 447 dogs, 8 rabbits and 2 guinea pigs. Total animal intake was 1008 which is down compared to 2019 figures which was 1292 animals. We believe our decrease of animals is directly due to COVID.

- Owners claimed 8 cats and 168 dogs.

- We adopted out 279 cats, 148 dogs, 8 rabbits and 2 guinea pigs.
- 37 cats and 69 dogs were euthanized per owner's request.
- 25 cats and 19 dogs euthanized due to aggressive behavior or illness.
- 45 dogs and 169 cats were transferred to other shelters and rescues

Field Activity: For the year officers went out on 2894 calls which include the following:

- 245 Animal Bites
- 235 Investigations of Cruelty, Neglect, or Abandonment
- 515 Loose and Aggressive
- 378 Barking

- We have our adoptable animals on Facebook, Twitter, Instagram, YouTube, on TV etc. We are still doing well with placing animals during the Pandemic.
- We are seeing an increase of complaints especially for loose and aggressive along with barking, which we believe is due to people being home more because of COVID so they are taking their frustrations out by making complaints about their neighbors' animals.
- We are seeing an increase of hoarding situations with various people in the county and have had to help with surrounding counties Animal Controls with confiscation of animals in deplorable conditions.
- We have received animals in to the shelter that had to be given up by owners who have been foreclosed on or have been evicted from their homes.
- We did apply for the Department of Agriculture's yearly grant and are still waiting to hear if we have been chosen to receive a grant from them for 2021
- Once the moratorium on evictions is lifted we are expecting to have a large increase of animals either brought in or abandoned by their owners when they are evicted from their homes.

Veterans

Relief Fund

During this quarter we saw 19 veterans. We turned away 8 veterans due to not meeting criteria of program, 7 that returned too early for benefits.

Food	\$650.00
Gas	\$175.00
Rent/Mortgage	\$816.00
Bay City Utilities	\$3,045.87
Consumers Energy	\$2,464.77
Appliances	\$954.00
TOTAL	\$8,105.84

County Veteran Service Officers

	Phone Calls	Fax/ Emails	Gulf War	Vietnam	Korea	World War II	Other/ Peace Time	Widow/ Other
OCT	96	18	8	28	2	4	4	20
NOV	108	29	16	24	2	3	11	18
DEC	140	29	15	23	4	4	12	22
TOTALS	344	76	39	75	8	11	27	60

Transportation

There was possibly one veteran transported in December 2020.

County Burial and Markers:

Veteran	Spouse	Markers	No Wartime
20	22	1	4

CENTRAL DISPATCH 9-1-1

Personnel

- Scheduled and conducted interviews for the dispatcher position.
- Emily Pape earned a promotion and moved from dispatcher to Dispatch Supervisor.
- **Continuing Education** - 9-1-1 conducted CPR Train the Trainer course, two employees attended CTO training. Three employees attended dispatch basic and dispatch advanced training.

Technology

- **CAD Sharing Project** - Met virtually with Sanilac to continue progress on the CAD sharing project implementation. Sanilac County signed the CAD Sharing agreement.
- Began using PowerDMS software to manage policy and procedure.
- Installed Smart Water Sensors to notify 9-1-1 and B&G when there is water in the sub floor. We also purchased a sensor to notify dispatch when a delivery occurs.
- Installed an OBI device for Voice over IP for the backup center and 8x8 phone service. This will lower our backup phone costs by 400%.

Administrative

- **HVAC System Project** - B&G and Johnson Controls installed the HVAC system.
- Completed annual siren maintenance.

Operations

COVID-19 -

- Began a COVID testing program for our teams at Central Dispatch.
- Discontinued use of the EMD COVID-19 screening tool.

CORPORATION COUNSEL

- Opened new matters, reviewed contracts or provided legal opinions to:

Central Dispatch 9-1-1	Information Systems Division
Circuit Court	Juvenile Home
Community Corrections	Personnel and Employee Relations
Criminal Defense	Probate and Juvenile Courts
Department on Aging	Prosecutor
Emergency Management	Retirement Board
Environmental Affairs	Sheriff
Finance	Treasurer
GIS	Veteran Affairs
Gypsy Moth Program	VEBA
Health Department	
- Attended Board of Commissioners meetings via Zoom
- Attended Retirement Board meetings via Zoom
- Attended VEBA Board meetings via Zoom
- Attended Veteran Committee meeting via Zoom
- Participated in multiple MHT Housing conference calls/meetings regarding Bay County Housing Department (Center Ridge Arms) with representatives of HUD, MSDHA and MHT representatives
- Participated in multiple meetings with Health Department, Emergency Manager and various department heads regarding contingency planning, COVID-19 response and planning procedures.
- 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
- Finalized sales contract and closed on property sale of Bay County Market and Restaurant
- Reviewed and submitted MMRMA renewal questionnaire for 2021

- Participated in virtual meeting with MMRMA to discuss 2021 coverage Proposal
- Received MMRMA coverage Proposal for 2021 and submitted to Board of Commissioners for approval
- Received, reviewed and responded to various subpoenas (Sheriff's Office - 1, Central Dispatch - 1)

Current Litigation

- Thomas McDonald, Jr. (Mattison Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Anticliff Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Bauer Bankruptcy) v. Bay County
- Purdue Pharma Bankruptcy claim
- Kolu Stevens v. Bay County
- 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

- Finalized MMRMA renewal questionnaire for 2021 coverage and submitted to Member Representative for approval
- Participated in virtual meeting with MMRMA to discuss 2021 coverage Proposal
- Received & filed various incident report forms
- New MMRMA Claim Submissions:
 - 2918 E. Fisher property damage, Claim No. 200298
 - Bay County Sheriff's Office vehicle accident, Claim No. 2003355
- 3rd Party Tote, Claim No. 2003624
- Current Claim Processing:
 - Bay County Sheriff's Office vehicle accident, Claim No. 2002785

- Coordinated and processed 5 Notary Bonds with MMRMA

Freedom of Information Act (FOIA)

- Processed and responded to 212 FOIA requests.
- Initiated new payment procedure with the Treasurer's Office
- Coordinated with the following offices and departments to complete FOIA responses:
 - Animal Services & Adoption Facility
 - Central Dispatch 9-1-1
 - Health Department
 - Prosecutor's Office
 - Retirement Board
 - Sheriff's Office
 - Treasurer's Office

CRIMINAL DEFENSE

September 2020 Case Appointments

These figures were not available for last quarter report

- 74 total case appointments

October 2020 Case Appointments

- 78 total case appointments

November 2020 Case Appointments

- 71 total case appointments

December figures not available yet

MIDC Compliance/Changes due to COVID-19

- Currently, the Courts are holding all hearings, via Zoom or in-person, as required except for Trials. There is not the ability at this point to hold Trials that would comply with the Local Administrative Order.
- Since arraignments are now being held via Zoom, our numbers are very close to what they were pre-pandemic.
- Office staff was able to work from home and no services were interrupted because of that.

Office of Assigned Counsel

September 2020 Arraignments

These figures were not available last quarter report

- 219 District Court Arraignments
- 3 Circuit Court Arraignments

October 2020 Arraignments

- 165 District Court Arraignments
- 5 Circuit Court Arraignments

November 2020 Arraignments

- 165 District Court Arraignments
- 3 Circuit Court Arraignments

December figures are not available yet

MIDC Compliance Progress/Covid Changes

- Staff was able to work from home during most of the quarter. No services were interrupted during this period.

ON AGING (DOA)

- See Attached.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

The following are highlights during the 2020 fourth quarter for the director of the Environmental Affairs & Community Development Department. All department functions were maintained during the quarter while following Covid-19 guidelines and regulations. Activities included:

- **Brownfield Redevelopment Authority (BRA)** - The Director prepared and the Board of Commissioners approved the Authorization to Create a County-wide Brownfield Redevelopment Authority (BRA). All local units were sent an invitation letter for their consideration to Opt In to participate. The BRA is voluntary, there are no fees to participate and units can choose to opt out in the future. Laura attended various township and public meetings to answer questions about the BRA. The county-wide BRA has been met with a lot of positive comments and support. Hampton Township decided to fold their local BRA to join the county-wide BRA. While several local cities/townships have already opted in for membership to the county-wide BRA, it is anticipated that more will be opting in over the next several months. There will be a virtual informational meeting and the State will be providing an informal presentation with a Q&A portion that will be set up after the first of the year to allow newly elected Officials to settle in to their roles before taking up the BRA. Laura provided a BRA Presentation at the November 2020 Land Bank Meeting.
- **Phragmites Chemical Treatment NPDES Report** - Michigan Environment, Great Lakes



Bay County Department on Aging Services for Seniors - 4Q20

Home
Delivered
Meals

47,392

Congregate
(Activity Center)
Meals

2,683

Curbside

Commodities
Boxes
Delivered

625

Many of our services were closed in April and most of May due to the COVID Pandemic. However we continued to serve those 60 years and better Meals, assisted with Personal Care, essential shopping and Commodity delivery.

Mission Statement:

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

COVID

Transportation
(# of rides)

0 COVID

Volunteer
(Hours)

215

Caregiver (Hours) : **75.25**

Case Coordination (Hours): **1674**

Homemaking
(Hours)

1668

Personal Care
(Hours)

535

Health & Wellness Classes

Bay County
Department on
Aging's.

Special Events

Activity Centers were
closed during

Dining Center Activities

this time due to the
COVID Pandemic.

Curbside Meal Pick-up
started 6/8/2020.

Participants very happy
to have this service
again.

and Energy (EGLE) reporting for the National Pollutant Discharge Elimination System (NPDES) year-end was due. No chemical treatment for Phragmites was conducted through EA&CD in 2020. This Final report ends the Phragmites treatment program for 2020.

- **Linwood Scenic Access Site Improvement** -The Project Team from Fraser, Kawkawlin townships and Linwood Civic Improvement Club (LCIC) prepared additional information for the DNR as requested for the proposed project for potential state grant funding. Project updates were reported to the Bay Area Community Foundation and Saginaw Bay Watershed Initiative Network (WIN) on the \$150,000 grant funding already received through local grants for this valuable project. The State Historic Properties Office requires an archeological review and the process to secure that work was initiated. Jeffery Sommers through the Saginaw Historical Society and Castle Museum was the local approved Archeologist who conducted the comprehensive site evaluation and historical review and found no historic or cultural features would be disturbed by the project. The project will provide much needed access to the Saginaw Bay. By the end of December the project had received its official Clearance letter from SHPO clearing the way for federal funding to be used in the project. New grant additional funding will be sought in 2021.
- **USFWS Proposed Draft Restoration Plan - Unspent 1998 GM Settlement Funding Public Comments** - Laura coordinated with community stakeholders and provided comments on the U.S. Fish and Wildlife Service proposed draft Restoration Plan and Environmental Assessment for the use of the remaining \$5.7M from the 1998 Saginaw River and Saginaw Bay settlement GM Settlement. Laura supported the proposed Community Stakeholder Alternative, to have a community stakeholder group determine how the remaining funds should be spent (as opposed to federal Trustees).
- **SB-CISMA** - The re-formed and consolidated Saginaw Bay Cooperative Invasive Species Management Area (SB-CISMA) will continue to work on Phragmites shoreline treatments and other invasive plant species, hired a new coordinator for the SBCISMA, to be housed in Arenac County at the Soil Conservation District Offices. Currently Bay County does not appear to have any active or functional Conservation District. As interest and concern about Phragmites continues to be a significant issue in Bay County, the Director attends the CISMA meetings to stay informed of activities, events and grant funded treatments in order to assist property owners with information and outreach.
- **PA116 Mapping Layer** - The Director's goal of displaying a GIS layer showing Farmland Preservation properties in Bay County, the PA116 enrolled lands was accomplished through work by the Equalization office (K.Rifenbark and staff) and the EA&CD GIS staff Ryan Smith. A PA116 mapping layer was created for public display on the Fetch mapping tool. These agricultural lands are preserved through owner initiated PA116 agreements for agricultural tax advantages and cannot be developed for other purposes without significant withdrawal procedures. Thus the PA116 map provides guidance to land developers who may want to avoid those areas, and to agricultural producers who may be attracted to those areas for future agricultural investment.
- **Partnership for the Saginaw Bay Watershed** - As the designated Bay County

representative on the Public Advisory Council (PAC) Laura serves as the chair for the Partnership for the Saginaw Bay Watershed (PSBW). The PAC serves as the local intermediary between the state (EGLE) and feds (EPA) and the community to monitor progress toward restoration goals with an ultimate goal of removing the Saginaw River and Bay from the list of AOCs throughout the Great Lakes. Laura's 2021 goal for the PAC is to develop a Management Action List for the Saginaw Bay to guide future funding of restoration activities.

- **Alicia Wallace Retires - Gypsy Moth Program** - After 31 years working for Bay County, Alicia Wallace retired as the Gypsy Moth Suppression Program Coordinator. Her last day was Friday, December 18, 2020. Alicia was instrumental in developing the Gypsy Moth Program from its inception to monitoring the tree damaging pest to a nationally recognized program with extensive public outreach, and communication towards prevention. Alicia's knowledge and understanding of Gypsy Moths, Emerald Ash Borers, and other invasive species made her the "go to" person for neighboring counties and the State of Michigan.
- **Environmental Affairs & Community Development Staff Meetings** - Staff have continued to attend monthly meeting via Mitel Phone Meetings to maintain social distancing during the Covid-19 pandemic. The monthly meetings are a great way to answer staff questions and share information about the Covid-19 new work protocols and on-going work activities.
- **Stronger On-Line Presence** - This past year with Covid-19 has made us realize just how important it is to have a strong on-line presence. The Environmental Affairs & Community Development Department will be focusing on increasing the department's on-line presence in 2021. It's important that we keep the public well informed and provide useful information that is easily accessible.

Director Training

Laura attended the following educational and training programs:

- MSU SeaGrant Agriculture Zoom Conference
- MI Clean Waters - Water Infrastructure Funding Webinar
- MI Clean Waters - Michigan Coastal Management 2020 Grant Funding Overview Webinar
- Lake Huron CSMI Priority Setting Virtual Workshop
- NOAA Water Initiative Virtual Workshop - Part 1: Improving Coastal Water Quality in the Great Lakes
- Saginaw River & Bay Webinar
- NOAA Water Initiative Virtual Workshop - Part 2: Improving Coastal Water Quality in the Great Lakes Runoff
- MDHHS Epidemic Order Regional Virtual Briefing
- Conservation Banking - Balancing Ecological and Economical Factors Webinar

Geographic Information Systems (GIS)

- Continued coordination with Health Department to maintain a GIS based dashboard

- for COVID-19 reporting to the public.
- Continued maintenance on 9-1-1 GIS data for New World System CAD Map and Intrado Software.
- Developed new “Closest Wrecker” maps for 911 Dispatch.
- Assisted Equalization Department staff with GIS editing capabilities by training them on parcel editing procedures and best practices
- Continued maintenance and update of the Fetch GIS Mobile Application for First Responders.
- Participated in the State of Michigan’s Police NG911 Point Addressing Subgrant Program.
- Maintained data for the Bay Area Fetch Viewer.
- Developed several new layers for the public Fetch GIS application
 - o PA 116 Properties
 - o Municipal Water and Sanitary Sewer availability
- Completed GIS Data and Map Requests at an estimated cost of:
 - o \$287.96 to Private Sales
 - o \$3,729.96 to County Dept./Div.
- Attended two monthly MiCAMP Board Meetings.
- Continued GIS assistance to the Bay County Gypsy Moth Program to assist their field collection and reporting process.
- Began reviewing 2020 orthophotography from Kucera.
- Participated in two Bay County Hazard Mitigation Advisory Committee Meetings.
- Completed various training/collaborative webinars:
 - o Getting Started with ArcGIS Pro
 - o Displaying Coordinate Data on a Map in ArcPro

Gypsy Moth Program

All wooded areas of Bay County were monitored for the presence of Gypsy Moth Egg Masses. Surveys are undertaken to determine the population density and the likely hood that the woodlot will experience damage from Gypsy Moth caterpillars the following spring. Surveys were completed in early December and results show that **14 areas totaling 2122 acres** of the County will need to be treated in spring of 2021 to control Gypsy Moth populations.

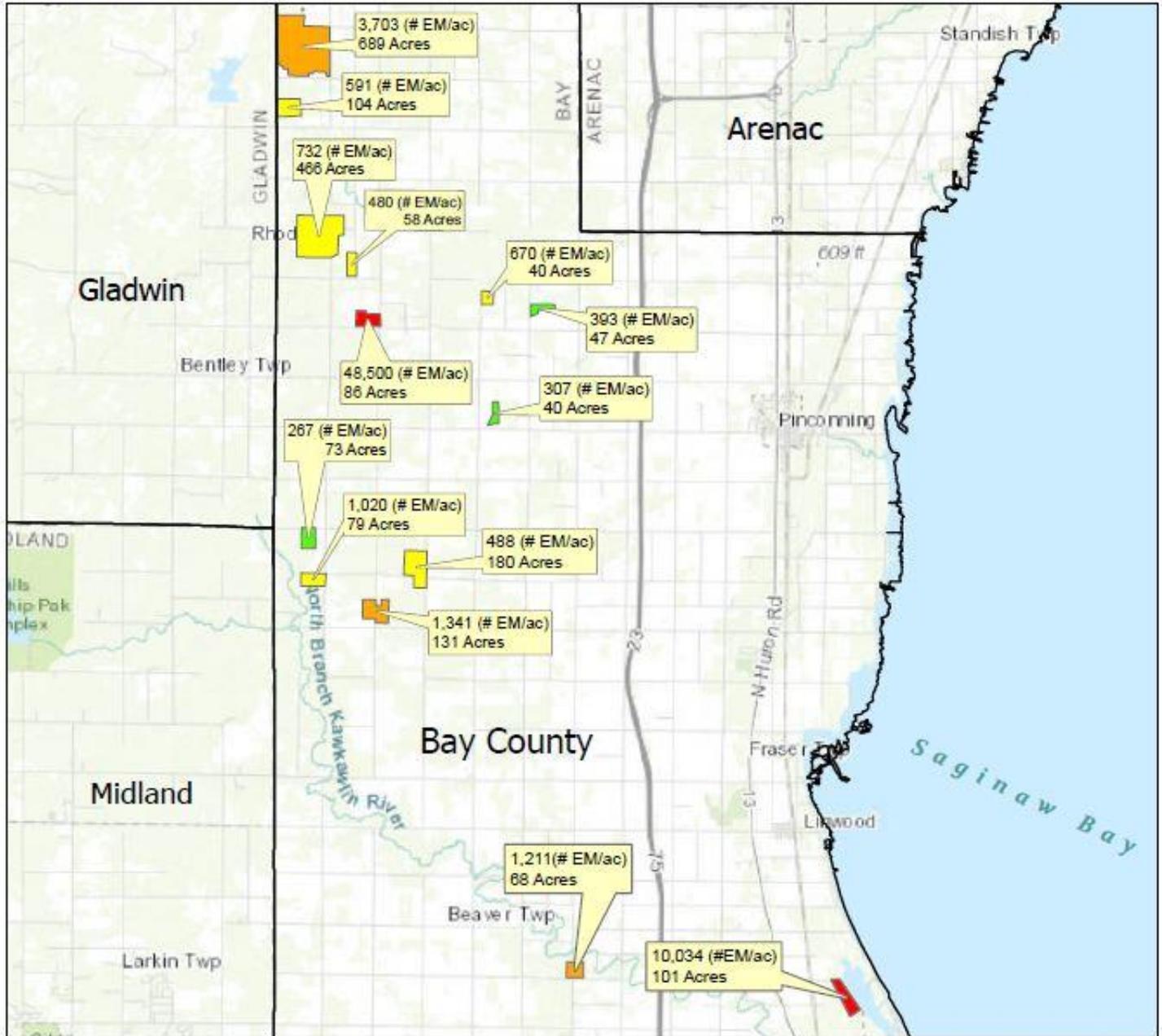
- At their December Board Meeting, commissioners approved the extension of the contract for Aerial treatment to Control Gypsy Moth with Al’s Aerial Spraying Service.
- In an effort to engage more property owners, requests for permission to monitor on their property were sent an additional 350 property owners in Bangor Township. These permissions are used to highlight the areas where egg mass surveys can be done.
- While conducting egg mass surveys, staff confirmed the present of Beech Bark Scale in several areas of northern Bay County. Property owners were advised and the program website was update to include information about Beech Bark Scale, Beech Bark Disease and what can be done about it. Many questions about the Gypsy Moth, emerald ash borers and other pests were answered while at surveyed properties. Woodlots were also checked for Hemlock Woolly Adelgid (HWA), another invasive species new to Michigan that is a priority on the State of Michigan Watch list. No signs



2020 Fall Gypsy Moth Monitoring Map

Based on Egg Mass Field Surveys

N



Population Density Blocks

- ≤400 Egg Masses/ac
- ≤1,200 Egg Masses/ac
- ≤7,200 Egg Masses/ac
- ≤48,500 Egg Masses/ac
- County Boundaries

Gypsy Moth Monitoring is conducted throughout all of Bay County. This Map depicts those areas with the highest population densities where significant damage due to gypsy moth feeding is expected next spring (21) without treatment. A total of 2,122 acres is proposed for treatment in spring 2021.

of HWA were noted.

- The NPDES Annual Report detailing program treatment activities was filed on the State of Michigan MIWaters portal in compliance with our Forest Pest Treatment Certificate of Coverage.

Emerald Ash Borer (EAB)

The annual Ash Tree Inventory and Assessment was completed in mid-September and preliminary results show that most of the trees continue to thrive and grow. Currently 2,954 ash trees which are split into 3 main geographic treatment regions throughout Bay County still remain within the treatment program.

- During the ash inventory and assessment, each ash tree's health and condition is rated on a scale of 1 to 5, with 1 being the healthiest in terms of leaf canopy condition and overall tree health, and 5 being a dead ash tree with no leaf canopy. The ash tree leaf canopy condition refers to how much (0% to 100%) of the leaf canopy cover is intact. Each increment of rating (1 to 2, 2 to 3, etc.) represents a reduction of up to 10% in leaf canopy cover. When a tree has lost more than 40% of its leaf canopy, it is not likely to survive long term, and is removed from our treatment operations.
- A DBH (diameter at breast height) measurement is also taken during the early inventory and assessment; this ensures trees are still growing at a healthy rate and this measurement also factors into the trees overall health and condition rating.
- **The 2020 Ash Inventory and Assessment tree rating results go as follows:**
Rating (1) - 559 Ash Trees Rating (2) - 1,408 Ash Trees Rating (3) - 841 Ash Trees Rating (4) - 119 Ash Trees Rating (5) - 7 Ash Trees
- **2020 Ash Tree Diameter at Breast Height Summary Results:** Average DBH - 16.65 Inches
Minimum DBH - 6 Inches
Maximum DBH - 85 Inches
Cumulative DBH - 48,861 Inches

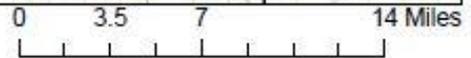
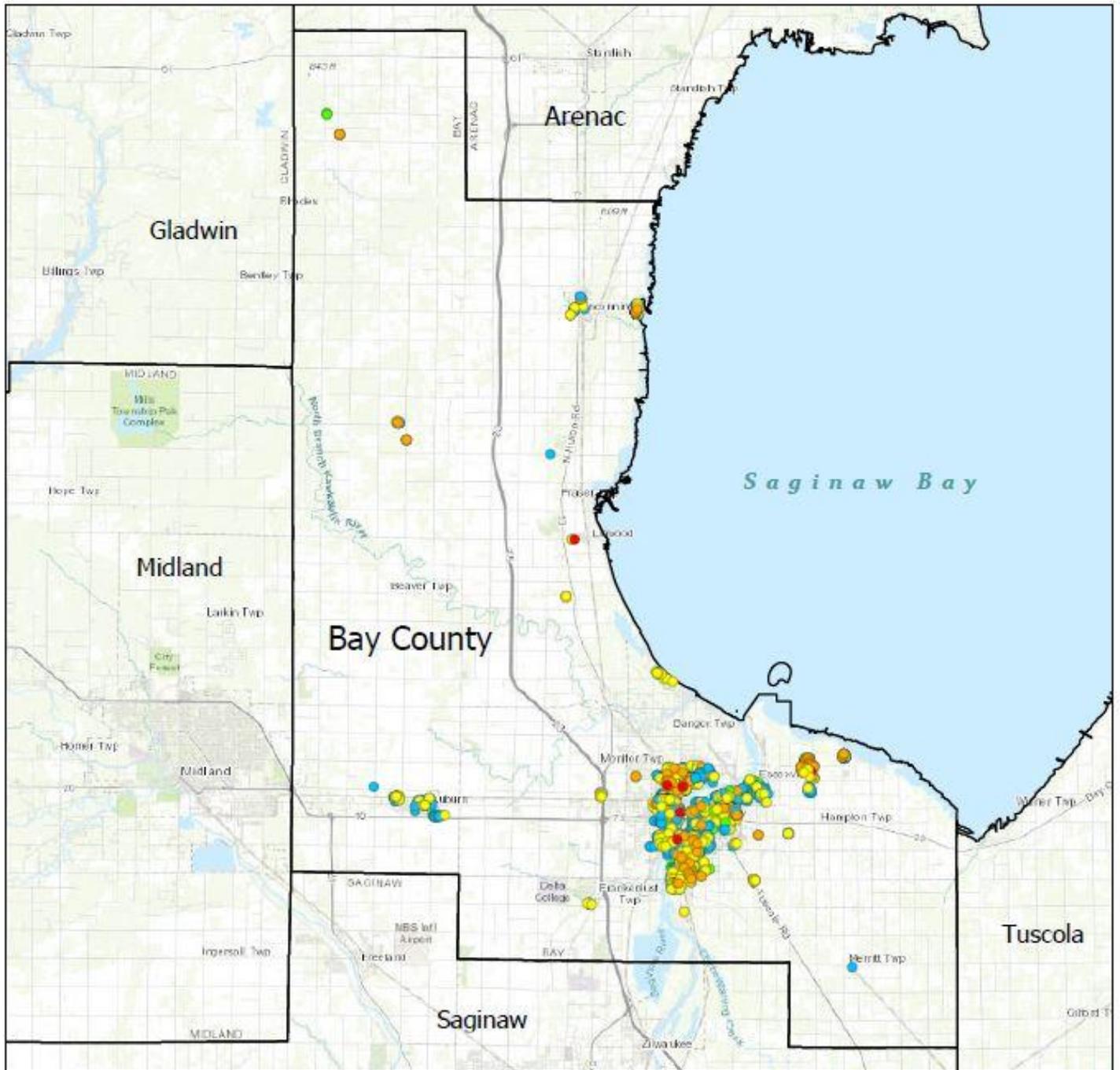
Educational Programs and Staff Training:

No educational programs were provided due to Covid Restrictions. Staff members attended live and web based training programs about ongoing research on the Gypsy Moth; Spotted Lantern Fly and other invasive pests; and the benefits of our urban forest.

- The Annual Gypsy Moth Review Conference was held virtually and Alicia Wallace was able to attend via ZOOM on the iPad while conducting Fall Egg Mass surveys in northern Bay County. Topics included: an overview of the National Slow-the-Spread program; state reports noting which areas of the country experienced dramatic and unexpected increases in Gypsy moth populations (i.e. 900,000 acres were defoliated by Gypsy Moths in The Huron and Manistee National Forests in northern lower Michigan); and the effects of Gypsy Moth Treatment Operation on Monarch butterflies. Researchers concluded that monarch butterflies should experience little or no harm from Gypsy Moth spraying



2020 Ash Tree Inventory and Assessment Map



Ash Tree Rating Scale

- 1 (559 Trees)
- 2 (1,408 Trees)
- 3 (841 Trees)
- 4 (119 Trees)
- 5 (7 Trees)
- County Boundaries

Assessment Methodology: During the inventory, each ash tree's health and condition is rated on a scale of 1 to 5 (1 being the healthiest in terms of leaf canopy condition and overall tree health, and 5 being a dead ash tree with no leaf canopy). The ash tree leaf canopy condition refers to how much (0% to 100%) of the leaf canopy cover is intact. Each increment of rating (1 to 2, 2 to 3, etc.) represents a reduction of up to 10% in leaf canopy cover. When a tree has lost more than 40% of its leaf canopy, it is not likely to survive long term, and is removed from our treatment operations.

because treatment operations are conducted early in the spring before Monarchs are present and over wooded areas where there are few milkweed plants.

- Webpage information about Gypsy Moths, EAB and other pests was updated.

Michigan Green Schools

During the fourth quarter of 2020, staff of Bay County Michigan Green Schools has been busy with the following activities:

- Michigan Green Schools Initiative: Area schools were kept abreast of updates to the Michigan Green Schools Program.

Mosquito Control

During the fourth quarter of 2020, the staff of the Mosquito Control Program continued all program operation while following all Covid-19 guidelines and regulations. Activities included:

CONTROL SEASON SUMMARY

- Total mosquito surveillance data for 2020 included 16,143 female mosquitoes collected in New Jersey Light Traps (using light as attractant), just 10% above the historical average of 14,662. In CDC Traps (using carbon dioxide as an attractant), 42,895 female mosquitoes were collected, typical of what is collected in CDC traps in an average year. The most prevalent mosquito species collected were those from permanent water sites such as cattail marshes.
- Overall disease surveillance data for Bay County in 2020 showed 6 West Nile virus-positive mosquito samples and 3 West Nile virus-positive birds. For comparison, 2019 collected 13 positive mosquito samples and 3 positive birds for West Nile virus.
- For 2020, 8,088 mosquito breeding sites were inspected for mosquito larvae with 13.4% requiring treatment. In addition, over 6,100 miles of roadside ditches were treated for mosquito larvae and 45,535 catch basin treatments. These numbers indicate less backyard inspections (due to COVID precautions), and more emphasis on treating public sites such as permanent water habitats (ditches in Saginaw Bay corridor) and vector breeding sites (catch basins).
- Throughout the entire treatment season, 14,426 miles were driven in adult mosquito control routes.

END OF SEASON PROJECTS

- End-of-season chemical inventory was analyzed to determine products and quantities needed for 2021. Discussion on field operations for next season is occurring to determine treatment plans; in particular, methods and products to use for extended residual control in high water areas in the corridor along the Saginaw Bay.
- Control material bid documents for 2021 were prepared and sent to Midland County in December. The Midland County Purchasing Department handles the details of the

jointly bid control materials between Midland, Bay, and Tuscola County Mosquito Control. Bids are held jointly to obtain the most competitive pricing from vendors. Bids will be opened in January.

- BCMC outlined “Bay County Mosquito Control’s Public Health Response to Mosquito-Borne Disease in 2020”. This document outlines the strategies used in mitigating risk both prior to and after confirmed disease activity in Bay County. This document will help standardize steps in the future to respond to disease activity.
- Staff created a well-received “Year-End Light Trap Report” to send to residents who contract with BCMC to do adult mosquito trapping.
- Staff attended a virtual meeting with Amalgam to continue developments on the Mosquito Control FetchViewer system used by larval control staff.
- Staff continues to improve GIS mapping applications in the program. Roadside ditches, catch basins, and other breeding site maps were reviewed and digitized for the 2021 season. An online map of breeding habitats is currently under development.
- BCMC’s Pandemic Protection Plan continues to be updated as new developments occur
- Mechanical staff completed end-of-year vehicle inspections and currently making improvements to the fleet for the 2021 treatment season.
- Staff reviewed BAY C TV outreach videos and developed a plan to update outreach materials in 2021
 - Seasonal Supervisor Bradley Bender was laid off December 18

REPORTING

- Staff completed the yearly National Pollutant Discharge Elimination System (NPDES) Annual Report and submitted it online to the EGLE MiWaters site. The report was approved by EGLE on December 2. As required under NPDES, BCMC’s Pesticide Discharge Management Plan (PDMP), an internal document stating treatment plans for Bay County in 2021, was also updated at this time.
- Staff submitted annual paperwork to register the Mosquito Control chemical storage building as a Bulk Storage Facility under MDARD Regulation 640. This registration is done yearly by Mosquito Control. The bulk storage program ensures commercial bulk storage facilities are constructed, installed, and maintained in a safe manner with the least possible impact on people, property, and the environment. Mosquito Control has always been found in compliance with bulk storage requirements.
- Required permitting was submitted for surveillance and control at Bay City State Park.
 - The 2020 BCMC Annual Report is currently being developed.

TRAINING

- Biology staff conducted an in-house mosquito identification training for supervisory

staff

- Supervisory staff completed OSHA 30-hour General Industry Training to ensure safety and regulatory compliance in the program
- Some staff participated in Tulane University's online certification course on vector control
- Staff updated training presentations on safety and procedures for seasonal staff in 2021
- Staff attended the virtual conference "Central States Educational Event" with presentations focused on mosquito surveillance and control in the Central United States; staff also attended the virtual Illinois Mosquito & Vector Control Association Annual Conference
- Staff is actively involved in planning the upcoming 35th Annual Michigan Mosquito Control Association virtual conference to be held on February 3, 2021.
- A few of the webinars attended by staff included: Zingerman's Humility in Leadership, Handling Difficult People, and Delivering Better Customer Service, EGLE's Wastewater Compliance, State of Michigan COVID updates, and Frontier Precision's Field Seeker ULV.

Transportation Planning Division

During the fourth quarter of 2020, the staff of the Transportation Planning Division continued all program operation while following Covid-19 guidelines and regulations. Activities included:

Bay County Transportation Planning Division

- Held two BCATS Technical Committee meetings and two BCATS Policy Committee meetings.
- Approved 6 Amendment/Administrative Modification to the BCATS FY 2020- 2023 TIP.
 - o This totaled **\$6,734,200** in additional Federal, State, and local funding to the Bay City Urbanized Area.
- Coordinated approval of FY 2021 Project Authorizations.
- Attended MDOT Traffic Count Program meeting virtually.
- Attended MDOT Bay Region Bike and Pedestrian meeting virtually.
- Attended two day virtual TAMC Fall Asset Management Conference.
- Attended two JobNet Technical Committee meetings via Teams.
- Attended three monthly MTPA meetings virtually, via ZOOM.
- Attended MDOT hosted Great Lakes Bay Region Travel Demand Model: SocioEconomic Forecasts meeting via Teams.
- Attended MDOT hosted Great Lakes Bay Region Travel Demand Model: Bay City Bridge Tolling meeting via Teams.
- Attended one Rural Task Force Meeting via phone hosted by BCRC.
- Continued development and collaboration of transportation and GIS with new virtual public engagement apps, dashboards, surveys, and web-maps, showcasing BCATS activities and information.
- Attended one TAMC Asset Management Managers Conference Call.
- Attended two BCATS TIP Review meetings via Teams.

- Continued work on updating the BCATS Non-Motorized Transportation Plan.
- Released BCATS Non-Motorized Transportation Plan Survey.
- Conducted interview with Route Bay City for BCATS Non-Motorized Transportation Plan Survey.
- Drafted and published BCATS FY 2020 Annual Report
- Posted FY 2020 Annual List of Obligated Projects on BCATS website.

EQUALIZATION

- Apportionment Report presented to the County Board of Commissioners, to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations, and finally submitted to the State Tax Commission.
- Finalized sales studies and appraisal studies and reviewed with local unit assessor for the 2020 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2020 equalization studies for 2021 starting bases for all classifications in all units.)
- Compiled and updated parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculated and verified millage rates, prepared and submitted pertinent reports, verified tax bill due dates and messages, compiled that data and submitted for tax bill printing.
- Winter tax bills sent for Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Mt Forest Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning.
- Emailed / mailed digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Appraised properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Continued to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, updated property ownership information.
- Assigned new parcel numbers for split or combined properties for tax year 2021: 50% complete
- Wrote new legal descriptions for split or combined properties for 2021 tax year and entered in BSA database:

10% complete

- Updated the Equalization Maps for split or combined properties for tax year:
2020 - 10% complete
2021 - 0% complete
- Updated the GIS parcel layer for split or combined properties for tax year:
2020 - 0% complete
2021 - 0% complete
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit:
0% complete
- Have Equalization Maps scanned and linked to the department website, printed for other departments, townships, cities and for the public use in the office:
2020 - 0% complete
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepared computerized tax bill data for township officials and assisted them in uploading that data and printing necessary billing reports and documents.
- Input December Board of Review information into the assessing and taxing database.
- Updated website for Property Tax Query and equalization reports on the Department web pages.
- Mailed Personal Property Statements.

FINANCE

Accounting/Budget

- Retirement & Veba Zoom Meetings
- Monthly Retirement funding for Retiree payments
- Met with IT Manager daily/weekly to determine computer & staff issues
- Finalized the 2019 External Financial Audit - Rehmann (one month extension - July)
- Participated in bi-weekly State of Michigan Treasury and Municipal League Covid-19 and Revenue Webinars & Updates
- Participated in Zoom Board Meetings - Full Board
- Participated in Daily/Weekly IMT Calls during Pandemic
- Participated in Weekly Center Ridge Arms calls with MHT
- Participated in the RFP process for Investment Consultants for Retirement/VEBA
- Participated in the RFP process for Bay County Indirect Cost Plan
- Worked and Finalized the 2021 Budget Process

- Reported CARES/ CDBG Covid Reimbursement Grant Funding expenditures
- Worked on reporting Covid Grants and reported quarterly expenditures
- Monthly grant reporting & Year end close outs
- The 2021 Bay County Executive Recommended Budget was submitted to the Bay County Board of Commissioners on October 1, 2020
- Staff attended the annual 2021 GAAP (Governmental Generally Accepted Accounting Principles) update webinar
- Worked with the Executive's office to complete the requirements for the County Incentive Program which enables Bay County to be eligible for state revenue sharing during the next fiscal year
- Coordinated several meetings regarding 2021 Budget. Prepared the final 2021 Budget for the Bay County Board of Commissioners which they adopted December 8, 2020
- Worked with payroll staff regarding changes in 2021 benefit rates applicable to the 2021 Budget

Purchasing

COVID Pandemic Emergency Purchasing:

- Maintained a tracking system for all COVID related purchases.
- Continued discussions with the Health Officer, as new information became available, concerning best options for the various PPE and sanitizing items needed for County Departments.
- Continued working with Buildings & Grounds Supervisor to coordinate deliveries, storage and distribution and tracking of COVID supplies.

Bids:

- Awarded the Retirement Board Investment Consultant
- Created Energy Saving Performance Contracting RFP

Trainings

- Class: Enabling Regulations & Compliance
- Webinar: Paradigm Shifts: Who Moved my Office
- Core Certification Exam: Foundations of Strategy & Policy
- NIGP-CCP Online Assessment Tool (to determine training path to certification)

Purchase Orders Issued: 124 (quarter), 494 (annual)

Information Systems Division

- Provided Help Desk support to all Departments and kept the network stable and available for over 80 employees to work from home.
- Finished installation and deployment of new computer equipment to Departments.

Total Help Desk Tickets Closed: 1111

Total Help Desk Tickets Closed for 2020: 4165

HEALTH

Administration

Major items to note during this period include:

1. The Bay County Health Department continues to mobilize its staff, and resources to respond to the current COVID-19 pandemic. The Health Department has investigated over 3,000 of 5,900 confirmed cases of COVID-19 to date. Due to the explosion of cases since the month of October, the Health Department has faced the necessity of prioritizing case investigation and contact tracing to persons ages 20 and below and persons aged 60 and above. As a result of the deluge of cases, the number of deaths in Bay County has skyrocketed to nearly 175, most of these occurring since mid-November.
2. The Health Department has begun to administer vaccines for COVID-19 in mid-December, when they were first made available. Because of its deep freeze capacity, the Health Department has received shipments of the Pfizer BioNTech vaccine, which requires storage at -70c and must be administered within six hours of reconstitution. The Health Department is focusing its initial vaccination efforts on Tier 1A recipients as per MDHHS and CDC. This includes front line medical workers not affiliated with McLaren Bay Region or those facilities not served by CVS or Walgreens.
3. Primary care clinics including Immunizations, Personal Health Services and the Bay Community Health Clinic has paused most inpatient visits and has incorporated telemedicine to the extent that is possible.
4. The Environmental Health Division continues to implement the mapping project of all septic and wells in Bay County. The mapping project has also been extended to include opioid mapping and mapping of known COVID cases for epidemiological purposes. The number of septic and well permits has increased substantially in the summer and fall of 2020.

The Health Department is working to extend testing services with McLaren, Great Lakes Bay Health Centers and other providers throughout the county during the current crisis.

Meetings/Trainings attended by Health Officer:

- Weekly 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 (December)
- Michigan Health Improvement Alliance - Population Health Working Group (Monthly)
- My Community Dental Centers (MCDC) Advisory Council (October)
- Regional Perinatal Coalition Planning Team (Monthly)
- Saginaw Bay MST (Microbial Source Tracking) Group - (Monthly)
- Incident Management Team Weekly

- Bay County School Re-Engagement

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

- **The main emphasis for this quarter remains COVID-19.** The Communicable Disease Division has 3 fulltime PHN working on pandemic issues in the department. A reorganization plan that adds 4.5 FTE has begun to be implemented and additional staff have been hired to cover investigations and immunization efforts. **In addition to COVID-19 cases, the CD nurses have investigated over 700 reportable disease cases this quarter.**

Personal Health Family Planning Clinic

- 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 resumed operations at this time albeit 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. 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
TB Test	178
Hep. A. Adult	11
Hep. A. Peds	20
Hep. A./Hep. B	0
Hib	20
HPV	49
Flu	322
PCV 13	24
Rotavirus	5
Dtap	11
Dtap/IPV	9
MMR	12
IPV	9
Td	0
Tdap	78
Varicella	14
Dtap/Hep. B/IPV	13
PPSV 23	6
Meningococcal MCV4	74
Zoster	50
Hep. B. Peds	3
Hep. B. Adult	10
MMRV	14
Rabies	0
DT	178
MenB.	11

TOTAL	954
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Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	NA	Parcels Evaluated	28
Mobile, Vending, & STFU Inspections	NA	On-Site Sewage Disposal & Tank Permits Issued	26
Temp. Food Est. Inspections	NA	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	NA	Failed System Evaluations Conducted	13
Plans Received for Review	NA	Sewage Complaints Investigated	2
Plans Approved	NA	Well Permits Issued	20
Consumer Complaints Investigated	NA	Abandoned Wells Plugged	23

Cremation & Disinterment Permits Processed

October	84
November	87
December	125

WIC - Women, Infants and Children Program

WIC continues to adapt to by tailoring processes to support the needs of WIC families. USDA extended waivers through 2021 enabling the WIC clinic to carry on with services to all eligible families via remote services. Those services are via telehealth or Zoom which allow families to complete appointments from the safety of their homes during the COVID-19 pandemic.

- Quarterly WIC redemptions generated to local grocery stores totaled \$310,895.
- 143 referrals received to WIC from the MDHHS MIBridges portal. Of those referrals, 107 families enrolled.
- Due to COVID-19 Community Outreach was done each month via virtual WIC presentations, WIC webpage and social media.

WIC Staff & WIC Breastfeeding Staff Activities

October

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (All Staff)
- State of Michigan COVID Conference Call -monthly (Amy Revette)
- Nutrition Staff Meeting (Amy Revette, Amy Cianek & Kristina Doyle)
- Bay Area Breastfeeding Coalition Meeting (Charissa Loeffler, Kristina Doyle & Amy Revette)
- Delta College WIC presentation (Kristina Doyle)
- Breastfeeding Workgroup (Kristina Doyle)
- State of Michigan WIC Coordinator Virtual Conference (Amy Revette)
- WIC Informational Meeting to SVSU Nursing Students (Amy Revette)
- Great Lakes MotherBaby Café (Tracy Metcalfe)
- COVID-19 Meetings -weekly (Amy Revette, Michelle Wynne & Karen Mika)
- Civil Rights Annual Training (All Staff)
- State of Michigan MIWIC Trainings (Monica German)

- State of Michigan Laboratory and Anthropometrics Training (Karen Mika)
- State of Michigan Breastfeeding Workgroup (Kristina Doyle)

November

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (Amy Revette, Tracy Metcalfe)
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- State of Michigan COVID Conference Call -monthly (Amy Revette)
- WIC Informational Meeting to SVSU Nursing Students (Amy Revette)
- Great Lakes MotherBaby Café (Tracy Metcalfe)
- COVID-19 Meetings -weekly (Amy Revette, Michelle Wynne & Karen Mika)
- COVID Contract Tracing Training (Karen Mika)
- State of Michigan CPA Training (Kristina Doyle)
- State of Michigan Nutrition Networking Meeting (Kristina Doyle)

December

- WIC Staff Meeting-weekly (All Staff)
- BCHD Staff Meeting (Amy Revette, Tracy Metcalfe)
- State of Michigan COVID Conference Call-monthly (Amy Revette)
- Nutrition Staff Meeting (Amy Revette, Monica German, Amy Cianek & Kristina Doyle)
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- CMU Dietetic Intern Virtual Rotation (Kristina Doyle, Monica German & Amy Revette)
- Great Lakes MotherBaby Café (Tracy Metcalfe)
- COVID-19 Meetings -weekly (Amy Revette, Michelle Wynne & Karen Mika)
- State of Michigan Regional Breastfeeding Peer Counselor Meeting (Charissa Loeffler)

Acronyms

WIC=Women, Infant and Children
 BFPC=Breastfeeding Peer Counselor
 BCHD=Bay County Health Department
 BABFC=Bay Area Breastfeeding Coalition
 MIBFN=Michigan Breastfeeding Network

Bay County Health Department and Pinconning Clinic

	Breastfeeding Lactation Consultant	Breastfeeding Peer Counselors	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
October	12	204	3	4	136	122	25	83	25	85	307	0	1006
November	5	122	5	8	70	115	40	105	20	54	294	0	838
December	5	142	3	3	116	117	35	84	23	58	325	0	911

**Note: Due to COVID-19 Bay City and Pinconning Clinic closed to appointments for in office appointments. USDA approved all Certification appointments could be done via telephone.*

Deferred appointments included all Education, Registered Dietitian, Breastfeeding & Infant Feeding Classes, Infant Evaluation & Child Evaluation appointments, although the clinic is completing some of these via telehealth and Zoom. This greatly impacted the number of clients seen during this time.

Lead Tests Billed

October	0
November	0
December	0

Fluoride Varnish Program

# of Children Screened	0
# of Varnish Applications	0
# of Children with Previously Treated Decay	0
# of Children with Active Decay	0
# of Children Referred to Treatment	0

**Note: No Lead testing or Fluoride Treatments were completed this quarter due to no in office appointments.*

HOUSING

Housing Director Activities

- Current occupancy is at 95%
- Resident Meetings are limited due to COVID, however we are meeting based on appointment.
- 37 PHA repositioning Skype conferences with Detroit Field office.
- 12 HUD E-learnings.
- Several MHT/Conversion meetings.
- Weekly expeditor meetings.
- Several MSHDA meetings.
- MHT/State of Michigan conference calls and meetings for Stream Line Conversion.
- Meetings with Hampton Township fire on new building evacuation procedure.
- HAP Contract submission for conversion.
- Monthly financial reports submitted.
- Gather all packets for MSHDA submission.
- HUD forms for deadline submitted. 50075-CT.
- SF-424 training.

Admissions and Occupancy Specialist Activities

- 19 Recertification appointments and inspections
- 2 move ins
- Monthly payables.
- Completed annual UPCS inspections for 19 apartment units with maintenance staff.
- HDS training.
- Application management and filing.

Maintenance Activities

- Work orders completed in both common areas and apartment units that are deemed urgent.
- Routine maintenance and janitorial duties completed.
- Generators serviced (monthly).
- CSD1 testing completed on all boilers.
- Fire panel testing completed.
- Work with OTIS for monthly inspections.
- Replace 5 refrigerators.
- Truck maintenance completed.
- 7 day a week sanitization and cleaning.
- Began property assessment for conversion.
- Domestic Hot Water project complete.
- Snow removal and salting as needed.
- Currently working with MHT/Continental on upcoming building renovation.

Resident Services Activities (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.
- Remote work due to COVID.
- Act as an extension of the office to ensure all memos and rent statements are distributed on time.
- Assisting office with all MSDHA packets for the residents.

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 9.93 for this quarter.
- Average daily population for out of county youth was 4.92. The Juvenile Home housed residents from other counties for a total 453 days this past quarter, totaling to \$69,309 in revenue for the County. The total out of county reimbursement \$357,408 as of 12/31/20 is \$
- The total reimbursement from MDE for implementing the School Nutrition Program this quarter was \$8955.00. Total MDE reimbursement as of 12/31/20 is \$22,674.36.
- The facility experienced 0 resident restraints in the last quarter. In the incidents there were no injuries to residents or staff.
- Director updated protocols to remain consistent with Governor Order and CDC guidelines to aid in preventing the spread of the COVID-19 virus.
- Youth Development Workers received updated information and training on the COVID-19 protocols for the facility.
- Youth Development Workers received training and updated information regarding new Emergency Rules regarding restraints on 8/17 and 8/18.
- Director revised restraint policies per State emergency changes and submitted changes to the State as required.
- Interviews were conducted to fill the full time Youth Development Worker position. Position was filled in November from the part time YDW unit. Posting for part time YDW.
- The Director attended the following:
 - Michigan Juvenile Detention Association Quarterly Meeting (via Zoom).
 - Child Welfare Leadership Meetings weekly with the State of Michigan(via Microsoft meeting)
 - Time Clock Plus Software Training 12/7 and 12/21(Virtual)
 - State Steering Committee to Improve Safety and Care 10/26 11/19, and 12/10
 - BASID meeting with Juvenile Home on 10/28
 - State Intervention Policy and Practice Workgroup 11/9, 11/16, 12/1, 12/8, 12/15 12/22 and 12/23
 - CCI Recommendation follow-up for Providers 10/6
 - Tri-CAP quarterly meeting 9/17.
- **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 have been developed and continue to develop.**
- Employees and youth are following the BCJH COVID-19 Response Plan which includes sanitizing throughout the day as per the BCJH COVID-19 Response plan. All employees and youth wear masks, wash hands and watch distance to remain at least 6 feet apart.

- Bay Arenac Intermediate School District resumed face to face instruction as of September 2020. Face to face instruction ended as of 11/18/20. The BAISD has a virtual plan to work with youth. The school program provided a Christmas party for the youth.
- Forgotten Youth Ministries implemented a virtual program weekly for youth. FYM provided a Christmas party for the youth including presents of hat, gloves and candy.
- Bay Arenac Behavioral Health (BABH) will be resuming services virtually in October.
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- MSU Extension program resumed programming virtually on a limited basis.
- The Health Department implemented an immunization clinic in October, November and December. Nurses donated socks and candy as Christmas presents for the youth.
- The Great Lakes Bay Dental Bus had some issues with the dental bus and were unable to provide services.

Community Corrections

- All utilization for programs has taken a negative hit from COVID19 restrictions. Jail and community groups have not resumed, but assessments for Circuit Court and Vivitrol are taking place. Outpatient treatment is currently being used with individual and virtual group sessions. DDJR is no longer a separate funding pot, it is under Comprehensive Plans and Services, except 5 Day Housing will remain. As of January 2021, the drug testing price increased from \$10 per test to \$15 per test. This is to absorb the cost of upgraded testing supplies, in which we will switch to a 16 panel testing device instead of the current 10 panel device. Pretrial Services is in full use with Specialist interviewing defendants and completing the PRAXIS assessment and submitting to courts for daily arraignments. The Supervision component of the program description is also being utilized. The Specialist caseload is at full capacity. The Pretrial Specialist is a part time position and per MDOC’s FTE Full time Equivalent position, the caseload should average 65 offenders. Caseload is currently at 95 and increasing weekly.

Program Numbers (10/01/2020 - 1/8/2021)

Program Name	Number of New Enrollees
Pretrial Services	68
Outpatient Treatment	3
Cognitive Change	0
Opiate Specific	0
Education/Employability	0

- At a rate of \$67.28 daily for housing offenders, these 5 programs combined is what we use to determine how much money the county has saved 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. Savings to date - \$79000

- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 19% or below, that was the goal for 2020 and Bay Co met the goal at 19.1%. Goal for 2021 is 18% or below. 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 virtually 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. Manager attended trainings for MDOC-OCC during this quarter.

MSU EXTENSION

- **No Report Submitted.**

PERSONNEL & EMPLOYEE RELATIONS

Personnel

- Bay County's Workplace United Way campaign was held and Bay County employee's pledged over \$16,000 for 2021.
- County employees participated in the Toys for Tots campaign with donations boxes located at the County Building, Community Center, Health Department, Court facility and Central Dispatch.
- Continued meetings, trainings and webinars for Tiffany regarding Covid-19.

Payroll

- Filed and paid all monthly and Q3 2020 payroll taxes including MESC, 941 and Michigan state withholding.
- Processed and distributed payroll EFT/checks.
- Held quarterly 401k Committee and 457 Board meetings in November.
- Educated employees/retirees on benefits
- Continuation of pay and tracking of FFCRA and Emergency sick leave.

Benefits & Wellness

- Open enrollment for health insurance, voluntary life insurance, AFLAC was held during the 4th quarter of 2020. This included scheduling virtual online informational meetings.
- Legal Shield online virtual information.
- Budgeting and Saving Virtual Lunch and Learn by 5/3 Bank with 10 participants
- Delta Dental Switch over Virtual Lunch and Learn hosted by Brown & Brown with 23 participants
- The Standard Supplemental Life Insurance virtual informational meeting hosted by Brown and Brown with 6 participants.
- Win by Losing #2 ended in November with 13 participants

PUBLIC DEFENDER

There were a total of **216** new criminal cases opened during the quarter.

The break down is listed below:

Assigned Criminal Matters

Mr. Mannikko was assigned **24** new felony files.

Mr. Hetherington was assigned **26** new felony files

There were **148** new misdemeanor files assigned to;

Mr. Mannikko: **13**

Mr. Hetherington: **5**

Mr. Bonnell: **130**

There were **4** new felony violation of probation files assigned to

Mr. Mannikko.

There were **14** new misdemeanor violation of probation files assigned to:

Mr. Mannikko **2**

Mr. Bonnell **12**

Probate Matters

There were **13** new Delinquency cases and **11** new Neglect cases assigned to Ms. Caprathe

Training

No in person training was attended due to the continued State of Emergency declared by Governor Whitmer.

RECREATION & FACILITIES

During the 4th 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:

- Deciphered the Governor's Executive Orders. Closed and Opened programming as appropriate by the order.
- Group Exercise was held outside until the weather turned
- Golf Course had a strong Fall season.
- Pinconning Park had a strong Fall season.
- 1 sheet of ice went in the 3rd week of September. Pause in activity in November by the Governor. Resumed in December.
- Director on maternity leave for majority of the quarter.
- Meeting with Matt Jacobsen in regards to starting up Mid-Michigan Hockey Development Program at the Bay County Civic Arena
- Sat in on interviews for a Typist Clerk Position with the Community Center
 - Determined Michele Zook was the best candidate and offered her the position
- Completed and Approved Payroll for the Golf Course, Civic Arena & Community Center
- Had multiple meetings with the Bay County Hockey Association regarding ice times and possibility of putting in second sheet of ice at Civic Arena
- Met with Beth Trahan in regards to Men's Basketball league at Community Center

- Worked directly with Sharise Steele-Phillips and the Saginaw County Health Department in regards to contact tracing due to a positive COVID-19 case with an adult hockey league player at the Civic Arena
- Contacted Melissa Maillette from the Bay County Health Department to offer assistance from the Civic Arena with contact tracing.
- Spoke with Amanda Lade regarding the removal of exercise equipment at the Civic Arena and followed up with Tiffany Jerry for approval.
- Assisted Elizabeth Eurich in her search for a Kitchen Aide at the Department of Aging. Determined that Rob Hawkins would be a great addition and requested a PTO from Tracy Cederquist.
- Multiple email communications with Julia Richardson with Best Version Media regarding advertisements in the Neighbors of the Bay. Was able to delay our scheduled ad.
- Worked with Kim Priessnitz determining budgets for Part Time staff.
- Reached out to Dr. Bender to help assist the Health Department during the Pandemic. Tara was given specific tasks by Dr. Bender.
- Multiple Zoom meetings with Civic Arena staff to determine what is allowed throughout EACH new Emergency Order set for by the Michigan Department of Health & Human Services. These include directions from the Bay County Health Department and the Bay County Personnel Department.

Buildings and Grounds

- Winterize Fairgrounds, bathhouse, horse barn, dog park and bars.
- Put RVs in for storage.
- Put up Christmas lights.
- Order pallet salt for walks and stock up buildings with bags of salt.
- Docks out at Pinconning Park.
- Clean Memorial monument for Veterans Day & change flag if needed.
- Monitor snow and salting of walks, steps and lots. Clean walks of unsold tax homes.
- Command Trailer, Emergency Preparedness; respond to call down order monthly.
- Need Pesticides application license and IPM. Schedule safety meetings quarterly.
- Keep record storage building swept and organized.
- Monthly drain inspections of Fairgrounds.
- Transfer files from courts to clerk, for courts to record storage building.
- Bill schools monthly for road salt delivered for their parking lot use.
- Buildings and Grounds continues to provide building checks and building maintenance to all county facilities, respond to employee requests and ground maintenance as usual.

Civic Arena

- Bay County Hockey Association has 9 house hockey teams and started the season with 4 travel hockey teams.
- Bay City Wolves and Bay Area Thunder held tryouts at our rink and had practices up until November 12th when high school hockey season got put on hold due to Covid-19 pandemic.

- Fall adult league started with 12 teams.
- Sk8 Bay Figure skaters have 42 members.
- Quest for the Cup adult league tournament got cancelled due to Covid-19.
- On November 18th we close down under pandemic orders from MDHHS. On December 9th we opened back up for on ice exercise under the most recent orders from MDHHS.

Community Center

Fitness classes:

Due to Covid-19 Fitness classes were reduced for this quarter.

October 40 classes 20 people per class

November 17 classes 20 people per class.

After November 18 classes were canceled for the remainder of the year.

Pickleball: October 97 players
 November 128 players
 December Canceled due to Covid-19

Men's Basketball Fall league and Volleyball League, canceled due to Covid-19.

Fairgrounds: Oct. 15th storage of boats and trailers in the Merchant's building.

No Community Center or Canteen rentals due to Covid-19.

Golf Course

- Extensive dead ash tree removal (30+)
- Aerated ALL 18 greens, practice green, 40 tee boxes, 18 green banks & 18 fairways
 - Top dressed 18 greens and practice green