



## REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2023

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The following reports for the 1st quarter of 2023 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

#### Animal Control

The Shelter took in 78 cats and 150 dogs and 5 rabbits for a total of 233 animals. Owners claimed 2 cats and 43 dogs.

- We adopted out 46 cats, 15 dogs, and 5 rabbits.
- 18 cats and 42 dogs were euthanized per owner's request.
- 3 cats and 3 dogs euthanized due to aggressive behavior or illness.
- 47 dogs and 78 cats were transferred to other shelters.

Field Activity: Officers went out on 629 calls, this quarter, which include the following:

- 32 Animal Bites
- 47 Investigations of Cruelty, Neglect, or Abandonment
- 63 Loose and Aggressive
- 53 Barking

We are promoting our adoptable animals on the various websites, Facebook, Petfinder.com, Youtube, Instagram, Twitter, etc

Municipal Shelters are still dealing with overcrowding in the shelters due to owners giving up their pets, plus officers are dealing with more animals being abandoned by their owners. Adoptions are slow due to the fact people are not looking for a new pet for their home. With the economics in the area people are not able to have pets anymore, due to the fact that they don't have the funds to feed and take care of their pets. Rescues are even having issues adopting puppies out at this time. We have people coming to us asking for food to feed their pets, which we do give out from donations but that can only go so far. The cat population has literally tripled during the Pandemic due to the fact that veterinarians could not sterilize cats and dogs for almost a year. We are trying to help the public with the TNR cats when we can.

Officers are dealing with more neglect and abuse of animals than normal; it seems to be increasing every single week. We do have several cases in the court system currently.

We are working with All About Animals and we have scheduled a vaccination event on May 6<sup>th</sup> where the public can come get their pets vaccinated. AAAR is offering 3 shots for \$30.00. That is the 3 basic vaccines dogs need yearly including Rabies. It will be held at the Fairgrounds. Last time we had one it was very successful with the public.

**Veterans**

**Emergency Relief Fund**

During this quarter we saw 32 veterans. We turned away 2 veteran that did not meeting criteria of program (1 OTH Discharge, 1 Saginaw County). 6 of the 21 veteran who received food and/or gas cards returned their receipts.

**Food and Gas Vouchers (17 Food Vouchers, 17 Fuel Vouchers)**

Food	Gas
\$1050.00	\$425

**Utility Assistance (3 City of Bay City, 1 Consumers Energy)**

Heat Furnace	Electric	Water Sewer	Bay City Utilities	Consumers Energy
\$424.22	\$0.00	\$0.00	\$832.80	\$2751.98

**Other Assistance (2 Car repairs, 1 mortgage assist)**

Car Repair	Rent Mortgage	Bus Pass	Total Assistance
\$771.06	\$386.00	\$5.00	\$5,445.78

**Transportation**

	Vets	Mileage	Driver Hours
Ford Van	25	1167	35
Red Chrysler Van	23	890	40
Silver Chrysler Van	32	961	51
TOTAL	80	3018	126

**County Markers and/or Burial Benefits:**

Veterans	Spouses	Markers	No Wartime
17	26	7	11

**Michigan Veterans Trust Fund (MVAA/MVTF) Applications**

Local Board		MVFT		
Approved	Disapproved	Approved	In Process	Disapproved
2	0	1	1	0

- **Additional Information ~ See Attached.**

**CENTRAL DISPATCH 9-1-1**

**Personnel**

**New Employees** - Two new employees were hired on March 28<sup>th</sup>. Out of 58 applicants, we had four finalists to hire, but two chose to take other jobs. We reposted the dispatcher position on March 24<sup>th</sup> and hope to hire more from the next group of applicants.

**Training** - 1 supervisor completed CPR Instructor Renewal and also a 3-day training for

# Bay County FY 2023

Relationship	
Veteran	941
Spouse	313
Other	73
<b>Total</b>	<b>1327</b>

War Era	
WWII	113
Korean War	77
Vietnam War	582
Gulf War	313
Peacetime	86
<b>Total</b>	<b>1171</b>

County	
Bay	803
Saginaw	454
Midland	10
Arenac	9
	0
	0
Other	19
<b>Total</b>	<b>1295</b>

Claims Activity	Q1	Q2	Q3	Q4	FY 2023
Federal Burial Allowance	1	7	0	0	8
Clothing Allowance	0	0	0	0	0
Survivors Pension	15	3	0	0	18
Death Indemnity Compensation	12	10	0	0	22
Educational Claims	4	1	0	0	5
Non-Service Connected Pension	2	0	0	0	2
Special Adapted Automobile	0	0	0	0	0
Special Adapted Housing	0	0	0	0	0
Service Connected Compensation	52	55	3	0	110
Additional Forms Completed	68	71	0	0	139
<b>Total</b>	<b>154</b>	<b>147</b>	<b>3</b>	<b>0</b>	<b>304</b>

Support Services	Q1	Q2	Q3	Q4	FY 2023
Michigan Veteran Trust Fund	9	2	0	0	11
Soldiers/Sailors Relief Fund	21	20	0	0	41
County Burial Allowance	56	37	0	0	93
Home Loan Certificate of Eligibility	0	0	0	0	0
CHAMPVA	1	0	0	0	1
Healthcare Enrollment	9	10	0	0	19
Other Support Services	14	28	0	0	42
<b>Total</b>	<b>110</b>	<b>97</b>	<b>0</b>	<b>0</b>	<b>207</b>

Appeals Process	Q1	Q2	Q3	Q4	FY 2023
Supplemental Claims	33	30	0	0	63
Higher-Level Reviews	1	0	0	0	1
Board of Veterans Appeals	7	0	0	0	7
<b>Total</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>71</b>

Other Activities	Q1	Q2	Q3	Q4	FY 2023
Personal Interviews	0	0	0	0	0
File Reviews	47	73	0	0	120
Claim Status Checks	57	136	0	0	193
<b>Total</b>	<b>104</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>313</b>

<b>Forms</b>		Q1	Q2	Q3	Q4	FY 2023
Sent to VA		7	22	0	0	29
Sent to VSOs (AL, DAV, VVA, VVA)		122	128	0	0	250
<b>Total</b>		129	150	0	0	279

<b>Demographics</b>		Q1	Q2	Q3	Q4	FY 2023
Aging and Elderly Veterans (70+)		46	57			103
Female Veterans		3	8			11

If you have a female veteran over the age of 70 each should be counted, once for age and once for gender, if a person fits both categories they should be counted under each category

Supervision of the Training Program, 1 dispatcher attended a 5-day training to become a Dispatch Trainer (aka CTO), 1 supervisor attended the Interoperability Conference in Muskegon, 3 personnel attended a 2-day training at Oakland Community College, and 1 dispatcher took part in Active Assailant Training at the Bay City Fire Department.

### Technology

**CAD Sharing Project** - Integration with Sanilac County CAD went live on March 7<sup>th</sup>. The process went smooth and only required a few minor adjustments to settings in our CAD system.

**Intrado Phone Upgrade** - Installation began on March 28<sup>th</sup> with prep work for the install and will continue into the first week of April. This will occur at our main center and our backup center.

**CAD Servers** - CAD servers were replaced and moved from Dispatch to the County Building as a cost-savings maneuver. This method was approximately \$40,000 less than the original plan of leasing the servers.

### Administrative

**Commissioner Visit** - The four newest County Commissioners came to Central Dispatch on January 12<sup>th</sup> for a tour and brief demonstration.

### Public Relations

**Job Fair** - Supervisor Jeff Whelton attended a student job fair at Bridgeport High School on March 6<sup>th</sup>. The event was for 9<sup>th</sup> and 10<sup>th</sup> grade students and was intended to show them various career paths they could choose after graduation.

**School Visit** - Supervisor Corinna Glocksine did a school visit at State Street Academy on March 27<sup>th</sup>. She read a book to the class and gave them 911 promotional items.

**Cub Scout Tour** - On February 28<sup>th</sup>, we were visited by the Cub Scouts. They received a tour of Dispatch and some 9-1-1 goodies.

## CORPORATION COUNSEL

- Reviewed contracts or provided legal opinions to:
  - Board of Commissioners
  - Buildings & Grounds
  - Central Dispatch 9-1-1
  - Circuit Court
  - Clerk
  - Community Corrections
  - Department on Aging
  - Environmental Affairs
  - Executive
  - Finance
  - Geographic Information Systems
  - Health Department
  - Information Systems Division
  - Juvenile Home
  - Land Bank
  - Mosquito Control
  - Personnel and Employee Relations
  - Prosecutor
  - Purchasing
  - Recreation and Facilities
  - Register of Deeds
  - Retirement Board
  - Sheriff
  - Treasurer
- Attended Board of Commissioners meetings
- Attended Retirement Board meetings
- Attended VEBA Board meetings
- Attended 401(k) and 457 Committee meetings
- Attended multiple quadrant meetings with central service staff

- Multiple meetings/contacts with constituents regarding constituent concerns
- Assisted the County Executive by drafting various correspondence and memos
- Assisted the Board of Commissioners in drafting Resolutions
- Provided legal opinions and guidance on employee/personnel issues
- Received, reviewed, and responded to various subpoenas (Sheriff's Office - 3, Central Dispatch - 1)
- Assisted with State of the County address preparation
- Participated in multiple meetings with information systems regarding Matter Request Form and OnBase software solution

#### **CURRENT LITIGATION**

- Brian Curtis v. Bay County
- Debra Kay Ballard v. Bay County
- Gerald Thomas Smith v. Bay County
- Carrie Reinhardt v. Bay County
- Pro Fab Co., Inc. v. Pincanna-Real Estate Grow, LLC, et al
- Piotr Chrobak v. Bay County
- Heather Jo Payne v. Bay County
- Estate of Alice Green v. Bay County
- Tony Keller v. Bay County
- Thomas McDonald, Jr. (Mattison Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Anticliff Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Bauer Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (A&E Harris Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Herber Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Stahl Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Debates Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Pero Bankruptcy) v. Bay County
- Purdue Pharma Bankruptcy claim
- Mallinckrodt Chapter 11 Bankruptcy claim
- Kolu Stevens v. Bay County
- Delores Proctor, et al v. Bay County (class action)
- Thomas McDonald, Jr. (Worden Bankruptcy) v. Bay County
- Estate of Cater Bankruptcy matter
- Thomas A. Fox v. Bay County (class action)

#### **RISK MANAGEMENT**

- Received & filed 9 incident report forms
- New Claim Submissions:
  - Civic Area Real Ice System, Claim No. 2300350
  - BCSO Vehicle Accident, Claim No. 2300321
  - DOA Vehicle Accident, Claim No. 2300127
  - BCSO Vehicle Accident, Claim No. 2300124
- Current Claim Processing:
  - Lori Lynn Hoffman, Claim No. 2203308
  - Foreclosure Proceeds, Piotr Chrobak, Claim No. 2101176

- Foreclosure Proceeds, Heather Jo Payne, Claim No. 2101175
  - Foreclosure Proceeds, Estate of Alice Green, Claim No. 2101339
  - Foreclosure Proceeds, Tony Keller, Claim No. 2101478
- Coordinated and processed 1 Notary Bond with MMRMA

## **FREEDOM OF INFORMATION ACT (FOIA)**

- Processed and responded to 205 FOIA requests.
- Coordinated with the following offices and departments to complete FOIA responses:
  - Animal Services & Adoption Facility
  - Clerk's Office
  - Central Dispatch 9-1-1
  - Environmental Health
  - Finance Department
  - Medical Examiner
  - Personnel & Employee Relation
  - Prosecutor's Office
  - Retirement Board
  - Sheriff's Office
  - Treasurer's Office

## **CONFERENCES/SEMINARS/TRAININGS/SPECIAL EVENTS**

- Participated in multiple JustFOIA webinar trainings - Jayson Hoppe, Nicole LaDouce
- Attended the State of the Community - Amber Davis-Johnson, Heather Brady Pitcher, Jayson Hoppe, Nicole LaDouce
- Attended State Bar of Michigan Winter Education Seminar

## **CRIMINAL DEFENSE**

There were a total of **99** new criminal cases opened during the quarter. The break down is listed below:

### **Assigned Criminal Matters**

Mr. Huber was assigned **12** new felony files.

Mr. Hetherington was assigned **16** new felony files.

There were **78** new misdemeanor files assigned to;

Mr. Hetherington: **3**

Mr. Bonnell: **75**

There was **1** new felony violation of probation files assigned to Mr. Bonnell.

There were **2** new misdemeanor violation of probation files assigned to Mr. Hetherington.

### **Probate Matters**

There were **3** new Delinquency cases and **6** new Neglect cases assigned to Ms. Caprathe.

### **Training**

Several of the attorneys "attended" training for continuing education credits via recorded video.

Mr. Huber attended several online trainings to familiarize himself with his new role as defense counsel.

Ms. Caprathe attended the NACC conference as well as the MATCP conference in Grand Rapids.

#### **Other News**

Bruce Mannikko retired as director of the department at the beginning of February. Michael Huber (formerly assistant prosecutor) was chosen to replace him and joined the office in January.

#### **ON AGING (DOA)**

- **See Attached.**

### **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

#### **Director's Report**

**Brownfield Redevelopment Authority** - Prepared administrative support documents for the Bay County Executive on his recommended appointees to the Bay County Brownfield Redevelopment Authority. The countywide Brownfield Redevelopment Authority will be made up of nine members that will provide guidance and encourage the investment and redevelopment of contaminated sites throughout Bay County. Michigan EGLE and the Michigan Economic Development Corp. (MEDC) have a variety of financial tools including grants to support redevelopment of previously developed sites which are frequently contaminated. By providing funding assistance to help address costly environmental cleanup and blight, new development/redevelopment is encouraged at properties where the building and surrounding soils have been contaminated from past environmental practices. This creates opportunities for new business growth and new job creation in our community. The law recommends appointing members who are experienced with TIFA's, DDA practices, and local government financing. After due consideration of expertise and knowledge, the County Executive compiled a list of appointments to serve on the Bay County Brownfield Redevelopment Authority. On March 22, 2023 the Bay County Board of Commissioners gave their consent of the appointments to the Bay County Brownfield Authority. This County-wide BR Authority is a first for Bay County and will help encourage developers to eliminate unused, abandoned properties throughout the county.

**EGLE Materials Management County Engagement Grant** - Continued work on outreach to neighboring communities for opportunities to work cooperatively on developing improved waste recycling and household hazardous collection options. The Materials Management County Engagement Grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) supports Bay County do outreach work to create partnerships within the region and neighboring counties to create a better understanding of the deficiencies and opportunities for recycling, Improved waste materials management, highlight future changes to the state planning process, and outline steps that can occur now at the county level to assist with the development of future materials management programs and infrastructure. This one-time outreach grant was made available to counties to begin this solid waste



# Bay County Department on Aging Services for Seniors - 1st Quarter 2023

**Home  
Delivered  
Meals**

**47,652**

**Congregate  
Meals**

**10,127**

Activity Centers

**Commodities  
Boxes  
Delivered**

**630**

All 5 of BCDOA Activity Centers have been open and continue to pick up momentum, and our Home Delivered Meals are still going strong. We have 2 Full-time in our Homemaking Services that has helped lower our waiting list for this service, and Case Coordination & Support is, as always, very busy. Respite Care Services have also restarted this year. DOA is working to complete Kitchen update to accommodate more oven space to continue to meet the needs of our growing 60 year and better Bay County population.

Department on Aging 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.

**Respite  
(Hours)  
14.0**

**Volunteer  
(Hours)  
1175**

**Caregiver (Hours) 166**

**Case Coordination (Hours) 1834**

**Homemaking  
(Hours)  
1827**

**Personal Care  
(Hours)  
518**

## Activity Centers Update:

Participants are still allowed to pick up and take a meal until the Federal Public Health Emergency ends May 11<sup>th</sup>, 2023. ACLS determined that take out meals are not able to continue when Public Health Emergency ends under the Congregate Grant.

Participants are happy with the programming at the Activity Centers along with visiting and chatting with friends again! For more information on our Activity Center programs and menu, please visit our web page to view the Wonderful Times Newsletter.

We are excited to announce that the Department on Aging Olympic Games 2023 are coming back this summer.

This will be one week of games open to those participants 55 years and better!

Packets will be going out first part of May. Please call the Department on Aging to get your name on the mailing list.

We hope to see you all there...

**Let the games begin!!**

planning effort which will eventually be a required activity. Bay County is well situated for future work due to our participation in the Community Engagement grant.

**US Army Corps of Engineers (ACOE) and Bangor Township - Kawkawlin River Dredge project** - Invited by Bangor Township to participate in the discussion with the ACOE on the Kawkawlin River dredging project. ACOE has a federal funding authorization of \$540,000 for the flood control project and will be calendaring the project once they have a commitment from Bangor Township on the 50% local match required for the project. There is some sensitivity about the timing for securing the local match and ACOE needs assurance that the funding is available. This flood control project affects a much larger area than just Bangor Township but the entire coastal areas on the west side the of the Saginaw River in Bay County is in the potential impact zone.

**Bay Area Storm Water Authority (BASWA) Municipal Separate Storm Water System (MS4) NPDES Permit Renewal** - The urbanized areas in Bay County with regulated facilities covered under the existing federal NPDES Permit for storm water discharge must be submit a permit renewal application to Michigan EGLE by April 4, 2023. Previously the Drain Office had administered the NPDES Permit and permit obligations however due to regulatory rule changes the Drain Office no longer has much involvement and has provided notice that they will no longer administer the permit programming. They have made past documentation much of which is necessary for the permit implementation available to BASWA and Bay County which has been extremely helpful to update for the renewal application. The new rules require additional documentation as well as new water quality sampling during storm events. All the permit documents must be submitted to the Michigan EGLE through their online regulatory management tool, MiEnviro and this requires official authorization to be a Certifier. On March 22, 2023 the Bay County Board of Commissioners passed Resolution 2023-45 that appointed Laura Ogar to the Bay Area Storm Water Authority (BASWA) and authorization for the Board Chair to sign the MiEnviro Certifier Agreement authorizing Laura Ogar, Director of the Environmental Affairs and Community Development Department, as the Authorized Certifier in order to submit required documents for the MS4 permit renewal and all other MS4 permit related documentation. Laura has been working to update the MS4 documentation and develop a Quality Assurance Plan for the water quality sampling and to ensure quality data management. BASWA has met to get a better understanding of the new requirements and Julia Miller, Michigan Environment, Great Lakes, and Energy (EGLE) Department has been very helpful and supportive during this process.

**2023 Michigan Pipeline Safety Program** - Participated in the CoRE-EX Program hosted by Michigan Pipeline Consortium to address critical damage prevention initiatives and pipeline safety specific to community notifications and Miss Dig. Presenters had maps of the major pipeline corridor locations within Bay County for early awareness. Attendees learned the most current process and safe notification practices when taking on any underground activity. Upon program completion Laura Ogar received a certificate for CoRE-EX safety awareness.

**Saginaw Reef Team** - The Reef Team that worked to complete the Coreyon Reef project, the restoration of fish spawning habitat in Saginaw Bay continues to meet. Because we were awarded additional funding as the project was moving toward completion (\$1Million from the Dow Settlement, plus other federal grants) there are additional funds available to create additional fish spawning habitat. The DNR Fisheries Habitat principals had originally intended to have 'nearshore' reef created and proposed a location just west of the old shipping

channel. However much public outcry was made as this is the area of the Lightening sailboat races and the particular sailing vessels have a deep draft 6-9 foot and must have deeper water. They were very concerned about conflicts running into the rock reef etc. Ogar had warned the Reef Team that this was a popular boating zone and probably inappropriate to consider building a reef in the nearshore west of the Saginaw River mouth up along the shoreline coastal area. Currently the DNR Fisheries Habitat experts are again proposing a nearshore reef either near the mouth of the Kawkawlin River and/or east of the Confined Disposal Area Island, along with a proposal to vegetate the Wenona Beach Estates shoreline in order to create fish nursery habitat. The consultant on the project ETC is describing this as “Revegetating for restoration of the coastal marsh” that they describe was located in front of the old Wenona Beach amusement park site. Ogar informed this group that there has been much discussion over the past 15 years in Bay County with the MDEQ and MDNR over keeping the local beaches clean from invasive plants/vegetation taking over the beaches. The Reef Team is hosting a public listening session on these proposed projects on/about May 3, 2023.

**Consumers Energy Decommissioning Update** - attended the update on the Land Use Study that Consumers had undertaken for the Karn Weadock site. There is acknowledgement that large coal ash landfills will remain in place at the site and this may impact how the area is used. There are other options Consumers is weighing for possible solar development at the site as well.

**Environmental Law & Policy Center/Karn Facility Project** - As requested participation by the Conservation Fund, Laura and Terri Close Hampton Township Supervisor met with Howard Learner from the Michigan Environmental Law and Policy (ELP) Center. The ELP have received a grant to work with Consumers Energy and DTE to explore the potential repurposing of the soon-to-be-closing coal power generation facilities and sites. The Karn facility is on their list of research targets.

**Linwood Scenic Access Site Project** - Worked closely with Fraser Township for the online uploading of all the engineering documents, Plans and Specifications for Linwood Scenic Access Site Project in the MiGrants project management tool used by Michigan DNR for their Trust Fund, and Land and Water Management grant project management. Engineering docs were officially received by DNR on February 2, 2023.

**Bay County Soil Conservation District** - Bay County Soil Conservation District has (finally) filled the vacant position of District Manager. Met with the newly hired Mike Wilson of the Bay County Soil Conservation District and welcomed him, shared e-contact lists and encouraged him to pace himself as there is a lot going on with soils. Nutrient monitoring of soils and farmland drainage issues along the Saginaw Bay.

**CISMA Strategic Plan Review** - Reviewed the strategic plan for Saginaw Bay CISMA. One of the goals in MISGP is to review the strategic once per year and make updates as needed.

**Phragmites Biomass Presentation** - Attend the January CISMA meeting hosted by Hampton Township. John Bradburn, the guest speaker, has been working to convert phragmites biomass as well as other species into biochar using a pyrolysis unit he built. Converting plant material into biochar not only can reduce dead biomass, but it can also be used for a myriad of purposes.

**Saginaw Bay - Lake Erie Coastal Wetlands Mapping Meeting** - Attended the stakeholder input session to discuss the Saginaw Bay, Western Lake Erie, and Saginaw Bay Wetlands Mapping. The purpose of the meeting was to get input that will help with the planning of projects that will ensure sustainability in the wetlands of Saginaw Bay and western Lake Erie.

**Program Name Change from Gypsy Moth to Forest Sustainability Program** - The Entomological Society of North America (ESA) made an official change in the name of the Gypsy Moth to Spotted Moth. They had determined the use of Gypsy Moth is culturally offensive and would no longer be used. Therefore, the Gypsy Moth Suppression Program needed to change the program name. It was determined that the Bay County Forest Sustainability Program more accurately describes the mission of the program.

**Unpaid Intern Max Copus** - The Environmental Affairs and Community Development Department added Max Copus as an intern. Max is a student at SVSU in Public Administration and has an interest in Environmental Affairs and Community Development policy matters. His project scope is to review the proposed statewide legislation on mineral extraction and gravel mining and its potential impacts to local zoning and local control if it passes. Max will interview Fraser Township Supervisor who has sand and gravel mining in the area.

#### **On-going Representation at Community Meetings:**

- Bay Agribusiness Council - to help increase value and recognition of ag to Bay County economy.
- Bay Area Community Foundation Environment Committee - Review grant proposals and make recommendations for funding of project proposals in the Saginaw Bay watershed;
- Bay County Gateway Beautification Recommendation of the Bay County Economic Strategy to improve appearance of the 'gateway' neighborhood at the entrance/exit off I-75 aka the one-ways, Thomas and Jenny Streets.
- Lake Huron Citizens Fish Advisory - Invited Advisory Council member to improve, protect and promote the valuable Saginaw Bay fishery for all users for long term enjoyment; recreation, and as an important and culturally significant local food source.
- Materials Management Planning (MMP) Workgroup - to promote effective solid waste management, recycling opportunities and assist industry on cost reductions and effective waste handling options.
- Partnership for the Saginaw Bay (PSBW) - Ogar is Chair of the official Michigan designated Public Advisory Council to restore (delist) the Saginaw Bay/River as an Area of Concern.
- Saginaw Bay CISMA - Cooperative Invasive Species Management Area focusing on the continuation of work Bay County started controlling invasive Phragmites along the shoreline of Saginaw Bay and tribes;
- Saginaw Bay Reef Team - Work group formed to improve fish spawning habitat and fishery health;
- Statewide Public Advisory Council (SPAC) Meeting
- USEPA Dow Dioxin Citizens Advisory Group (CAG) - Working to monitor and provide input on EPA Dow activities in response to the Dioxin release from Dow Chemical.

## Director Training

Laura attended the following educational and training programs:

01/13/2023	True-Up Transportation Planning Billing Meeting
01/25/2023	Saginaw Bay Wetlands Mapping Stakeholder Input Session
02/15/2023	Webinar Series: Waste 100
02/28/2023	Exam: Industrial Storm Water Certification
03/15/2023	MMP Workgroup with EGLE
03/23/2023	FHWA Federal Land Management Training

## Administrative Assistant

**2023 First Quarter Department and EEOP Reports** - Obtained and assembled department quarterly program report and EEOP report information regarding the work activities, projects, and training done during the 2023 first quarter (January, February, March 2023) for the Environmental Affairs and Community Development Department. Completed reports were sent to the director for review and approval.

**Department/Division Webpage Updates** - Updated the Environmental Affairs & Community Development Department's webpage to remove past events and include pertinent information.

**Finance Support** - Provide support for payroll, monthly credit card disbursement voucher, payment of invoices, purchase order requests, and travel requests were processed for the department and the divisions within the department.

**Monthly Staff Meetings** - Coordinated with the director on the monthly staff meetings, emailing staff, creating agendas, providing handouts, and providing staff reminders.

## Other Staff Support

- Attended BCATS Technical and Policy meetings taking minutes, providing sign in sheets for roll call, and provide typed minutes of the meetings for committee approval.
- Prepare draft notices, attain media quotes for legal and public notices with affidavits, and pay media invoices for various programs.
- Reviewed PA116 requests, checked tax records, and prepared a letter for the director's signature on three PA116 letter requests for the clerks of Beaver Township (1 request) and Merritt Township (2 requests).
- Create draft agenda request memos for board meetings.
- Scheduled, entered, and administered daily appointments in the shared Outlook calendars for the Director and Program Managers.
- Coordinated with the director for department supply orders.
- Coordinate with Program Managers for their office supply needs.
- Coordinated office and printer supply orders with Office Depot
- Processed purchase orders for the department and the various programs within the department.
- Updated staff business cards and facilitated their printing.
- Setting up phone in option for meetings.
- Set up new staff with Authorization Access and Vendor Set Up Forms.
- Completed KnowBe4 Cyber Training Online

### Forest Sustainability Program

#### **Program Name Change: Forest Sustainability Program:**

In July 2021, the Entomological Society of America (ESA) officially adopted the name “**Spongy Moth**” as the new common name for the invasive species Gypsy Moth. The new name refers to the forest defoliating insect’s distinctive sponge-like egg masses, which are used in management as a key population indicator. The ESA has provided a timeframe for all organizations and individuals who work in management or research of **Spongy Moth** to transition to the use of the new common name in **2023**.

As a result of this, the Gypsy Moth Suppression Program’s **name must be changed**. However, the existing program deals with much more than just Spongy Moth, as staff manages, educates, and monitors for a variety of other invasive species that damage and defoliate local horticulture and trees, which at high densities, can result in damaged trees that pose a **public health and safety threat** including fatal injuries and property damage.

After thoughtful consideration, outreach to local partners, and engaging similar experts on optional names which better represent the diversity of invasive species work the program undertakes throughout Bay County, we have decided the name of the program will officially be changing to the “**Bay County Forest Sustainability Program**”.

**Why this name?** We believe the term “**Forest Sustainability**” captures all the important aspects of our program, from managing outbreak Spongy Moth populations in our rural woodlots of northern Bay County, to treating and sustaining nearly 3,000 publicly owned ash trees throughout the urban forest areas of Bay County to protect them from the devastating effects of the Emerald Ash Borer. It also captures our work to prepare/educate the public on new invasive species that may affect local horticulture (trees and plants) in future years to come.

We believe “**The Bay County Forest Sustainability Program**” is a name that is broad enough to showcase the diversity of invasive species work we perform, but also targeted enough to represent the unique niche in which our work can be categorized. We consider the name change to be official as of the conclusion of the Board of Commissioners meeting on **Tuesday, March 21, 2023**.

Regarding the name change, **NO CHANGES** will be occurring to the current millage, to the program operations, or to the management of the current invasive species we work with throughout Bay County.

Program staff will be following a **Communications Plan** they recently developed to aid in rolling out the name change to the general public and stakeholders in the coming months.

#### **Spongy Moth Management (*Lymantria dispar*):**

During the first quarter of 2023, Forest Sustainability Program staff completed the creation of **39 aerial spray blocks**, which include **320 different properties**, and were created based on data from fall egg mass monitoring results. These 39 spray blocks located throughout Bay County, make up **3,970 acres** of woodlots where Spongy Moth populations have reached high enough levels to warrant aerial treatment. In other

areas of the county, Spongy Moth populations continue to be stable and at low levels which are not likely to cause defoliation or damage to local trees.

In January, notifications were sent to **270 landowners** whose wooded tax parcels were included within the initial proposed treatment area. Property owners were given the option to “**Opt Out**” of the treatment program, and **3 property owners** chose this option. The “Opt Out” properties made up **24.22 total acres**, and the spray blocks were adjusted to no longer include these areas. A digital map of the 39 spray blocks was then converted to a format usable by the spray aircraft, and delivered to our applicator so Bay County’s data could be included in his Conjected Air Permit Application.

**A Second Extension of Agreement for Purchase of Application to Control Spongy Moth Populations** with Al’s Aerial Spraying, LLC, out of Ovid Michigan was finalized in accordance with language in the 2022 Board of Commissioner’s **Resolution No. 2022-213**. This contract extension will be in place until completion of the **2024** treatment season. Treatment cost will again be **\$51.56** per acre treated. Staff is currently working on the public notifications, legal notices, and information pertaining to treatment which will be shared in the coming months.

**Emerald Ash Borer Management (*Agrilus planipennis*):**

Approximately **951 publicly owned ash trees** will be treated in Bay County throughout the month of **June in 2023**. This equals **17,073 inches** of ash tree DBH (Diameter at Breast Height) being treated. Specific areas of ash trees included in the 2023 treatment operations are located throughout the **City of Auburn, portions of the City of Bay City, City of Essexville, Hampton Township, Portsmouth Township, Merritt Township, and Williams Township**. Other geographic areas within Bay County containing publicly owned ash trees will be treated in future years.

**Robert Kinnucan Tree Experts** will again be the applicator for our ash tree treatment operations in 2023. This is the second year of the **Agreement for Purchase of Tree Injections to Control Emerald Ash Borer** pursuant to **Resolution No. 2022-02, dated January 11, 2022**.

Program staff will soon begin work on the **ArcGIS Field Maps** that will be used by Kinnucan applicators while working on treatment operations throughout Bay County. Field Maps is a mobile mapping program which makes locating and treating the ash trees much more efficient, accurate, and safe for applicators.

**NEW! Emerald Ash Borer Trapping Project:**

Starting in May of 2023, **Assistant Coordinator Carter Rogers** will be leading an Emerald Ash Borer (EAB) trapping project at a few select sites in Bay County. This new project will be looking at detection and density of the lingering EAB population in Bay County and will give program staff valuable insight for **adjusting our ash tree treatment operations to ensure fiscal responsibility** based on this data. Carter will be deploying canopy traps rigged with a chemical lure that mimics the volatiles of heavily stressed ash trees which attracts EAB. These traps will be placed at locations chosen specifically by program staff based on meeting criteria such as the proximity to treated ash trees, lingering ash, and regenerative ash sites.

In the first quarter of 2023, Carter has been busy planning for the Emerald Ash Borer Trapping Project, as he has been working directly with **Deb McCullough Ph.D. from Michigan State University's Forest Entomology Lab**, a leading expert in the field of EAB research, to ensure the project is as scientifically valuable to the program as possible.

Program staff looks forward to giving more updates on this project as our field season begins, and we look forward to sharing our results in the future.

**Trainings/Events:**

**ArborCon 2023 Conference: February 14, 2023**

Program staff attended one day of the **2023 ArborCon Conference** at the Lansing Center in Lansing, Michigan. This conference covers a variety of topics relevant to the arborist/tree health industry including, tree climbing safety, invasive species management, invasive species treatment, sustainable forestry, tree cutting, and the latest news in tree disease research. This conference was a great experience for program staff, and it was great to be involved in something so closely connected to the forestry/invasive species industry.

**Saginaw Bay CISMA: Cooperative Invasive Species Management Area**

Staff has stayed involved with the Saginaw Bay CISMA by attending meetings/webinars whenever possible, and by also providing information on Spongy Moth and Emerald Ash Borer to their coordinator, Stephanie Hoyle. These meetings have been a great place to keep others up to date on invasive species management in Bay County, as well as a place to share ideas among other professionals in this field. Program staff will continue to make both the Full CISMA Partner Meetings as well as the CISMA Steering Team meetings whenever possible in the coming months.

Saginaw Bay CISMA meeting January 18, 2023.

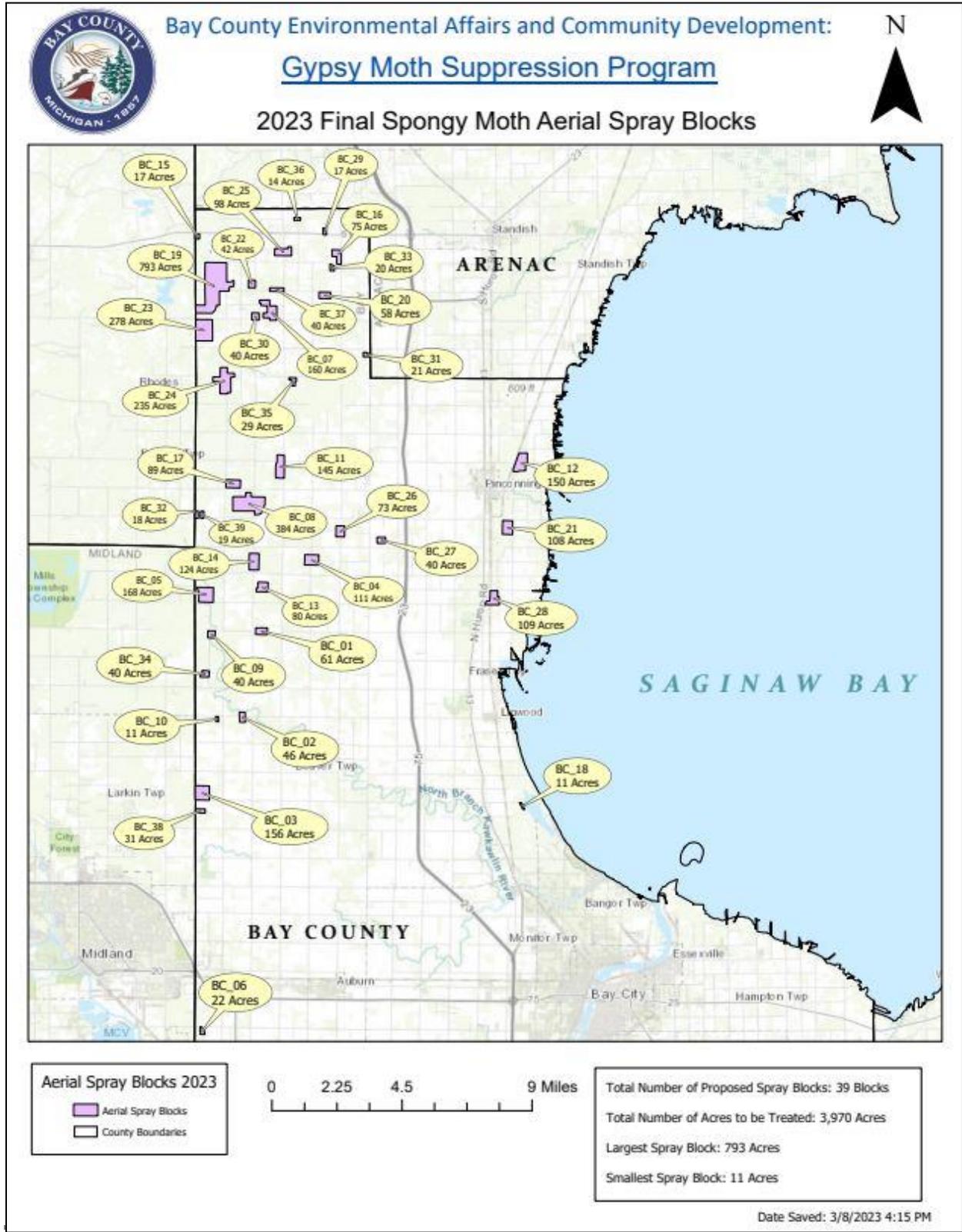
- John Bradburn and team talked about converting invasives to biochar. Demonstrated finished products of carbon-heavy biochar during presentation, then a field trip demonstrated the biochar machine with pine wood chips. CISMA provided program updates.

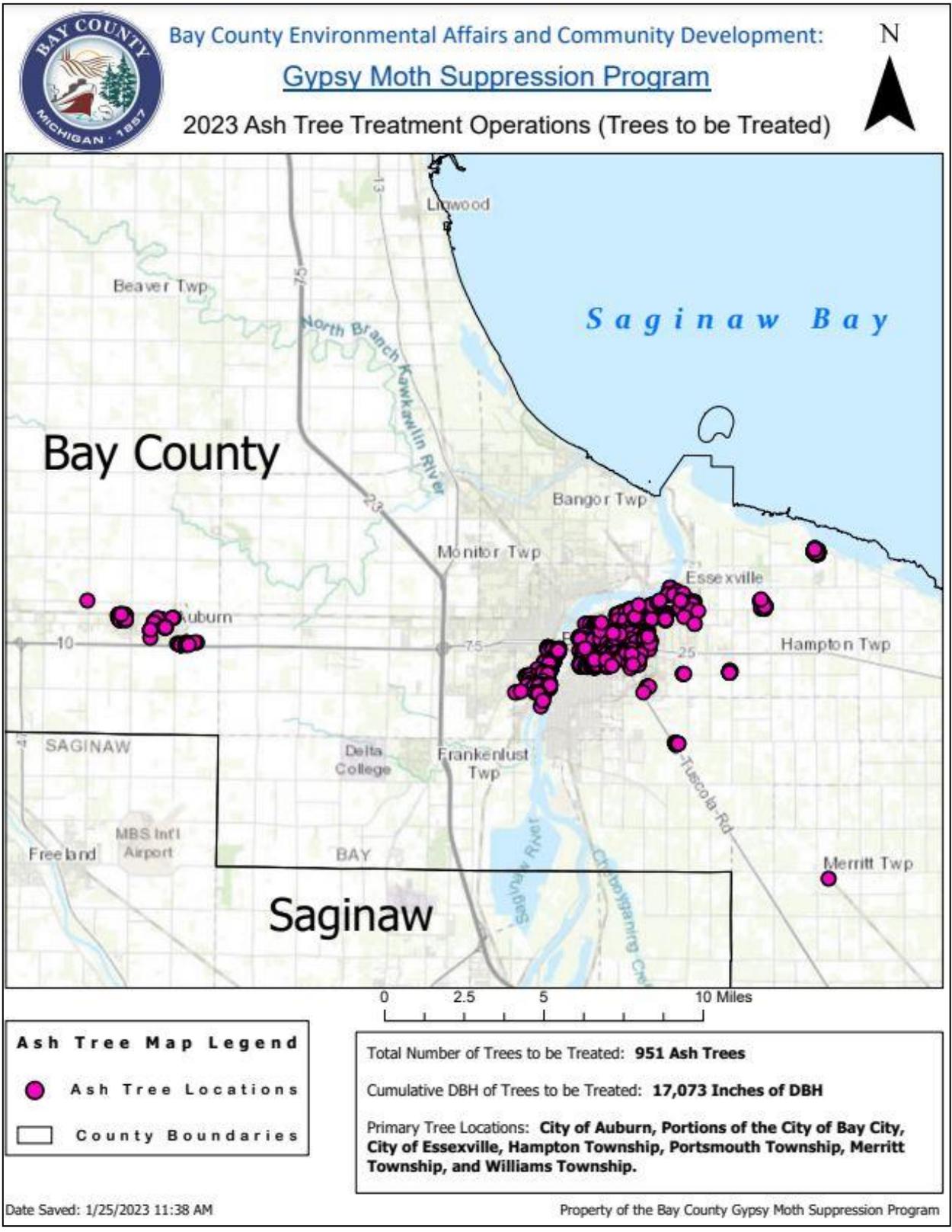
**Spongy Moth Spray Plane Calibration: Al's Aerial Spraying, LLC**

In early April program staff will be traveling to Al's Aerial Spraying in Ovid Michigan to help out during the 2023 spray plane calibration and characterization event. Not only will staff get to participate in aiding to calibrate the plane's spray equipment that will be used in treating Spongy Moth throughout the state of Michigan this year, but this event is also a great place for networking with other Spongy Moth/Chemical Application professionals.

\*\*\*2023 Treatment Maps on Next Page(s)\*\*\*

Treatment Maps:  
Treatments occurring in the months of May and June 2023





### 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.
- Continued coordination with Bay County 9-1-1 and IT to consolidate Sanilac County and Bay County 9-1-1 dispatch service.
- Assisted Equalization Department staff with GIS parcel editing
- Continued maintenance and update of the Fetch GIS Mobile Application for First Responders.
- Maintained data for the Bay Area Fetch Viewer.
- Completed GIS Data and Map Requests at an estimated cost of:
  - \$3,234.00 to County Dept./Div.
  - \$546.00 to Townships (labor)
  - \$367.82 in Private Sales
- Continued GIS assistance to the Bay County Gypsy Moth Program to assist their field collection and reporting process.
- Continued support of updating the GIS Fetch Viewer in part with Amalgam.
- Did multiple GIS trainings provided by ESRI.
- Completed map requests and data collection for various County departments.
- Reorganized and restructured the ESRI Licensing Agreement amongst county departments to make it more equitable for what departments were using each license.

### Mosquito Control

**Coordinated capital and equipment purchases for 2023:** Budgeted purchases for 2023 include one new Chevy Silverado, a new truck-mounted granular insecticide applicator for roadside ditches, and a 3D printer allowing for designing and creating custom pieces for application equipment.

**Bid Openings:** Bids for control materials were opened January 11 in conjunction with Midland and Tuscola Counties. Insecticides were ordered in February and deliveries are underway for the treatment season.

**Board of Commissioners Approvals:** The following items were approved in February by the Board: approval to contract with residents to provide adult mosquito surveillance using New Jersey Light Traps; approval to contract with Environmental Rubber Recycling for scrap tire clean-up events; approval to purchase bid insecticides; approval to hire up to 32 seasonal employees; approval to amend the Fixed-Wing Aerial Larviciding Service contract with Earl's Spray Service to include applications under 1,000 acres during the fall for \$20/acre

**EGLE Scrap Tire Clean Up Grant:** Mosquito Control was awarded up to \$12,000 to assist in funding two scrap tire collection events to be held June 3 at Mosquito Control and August 5 at Fraser Township Hall

**Hiring:** A full-time supervisor vacancy was filled by Matt Mikolajczak in February. Matt is a former seasonal employee of Mosquito Control and most recently a dispatcher at 911; seasonal Supervisor Alec Leppek was re-called to work on February 28; seasonal employee interviews began in March with up to 32 employees being hired.

**Meetings:** Staff attended the Michigan Mosquito Control Association 37<sup>th</sup> Annual Conference in East Lansing. BCMC served as Planning Chairman of the event, coordinating all aspects of the meeting; one staff member attended the American Mosquito Control Association Annual Conference in Reno, Nevada; staff is regularly involved with Michigan Mosquito Control Association Board of Directors meetings; staff continues to meet with multiple vendors on software to upgrade mapping and database systems.

**Regulatory Compliance:** Submitted the MDARD Comprehensive Community Outreach Plan and received approval for 2023; received acknowledgement of submitted NPDES Annual Self-Certification

**Spring Treatment Preparation:** Monitoring for mosquito larvae in woodlots began in mid-March. Mosquito larvae have begun development with water levels currently lower than historical averages; coordinated logistics with James Clements Airport staff for use of the airport as the loading site for April aerial treatment; published a legal notice in The Bay City Times to announce treatment season details and residents' ability to opt-out of the program; coordination with the contracted aerial applicator was ongoing throughout March to discuss planned aerial treatment activities and timelines; digitized aerial treatment maps were updated by staff

**Other Preparation Prior to the Season:** Prepared public postings for outdoor recreation areas; updated route maps for nighttime fogging and geofencing for fleet vehicles; updated fleet insurance and registration papers; updated insecticide labels in all required locations; updated training materials for seasonal staff including training manuals, application guides, and PowerPoint presentations; ensured application equipment and surveillance traps are ready for the season.

**Biology Department:** Continual monitoring of water levels, mosquito development, and temperature degree days to determine start of spring aerial treatment; coordinating details with MDHHS to again conduct laboratory testing of adult mosquitoes for disease presence this summer; verification that all insecticides are registered in Michigan prior to the start of the season.

**Fleet:** Setting up three new 2023 model-year trucks for the treatment season; conversions, repairs, and warranty work on fleet vehicles; inspecting application equipment in preparation for the start of the treatment season

**Trainings:** Training undertaken by staff includes: biopesticides and integrated mosquito management webinars, a comprehensive Dale Carnegie leadership course, MDARD Train the Trainer certification, OSHA Lockout/Tagout course, and new employee forklift operator certification

#### Transportation Planning Division

- Held three BCATS Technical Committee meetings and three BCATS Policy Committee meetings.
- Held multiple JobNet Training Sessions with MDOT.
- Attended numerous meetings with MDOT to review and inquire about 2023-2026 Transportation Improvement Project (TIP) project changes.

- Attended a BCATS FY24 pre-UWP meeting with MDOT, FHWA, and others to discuss recommended changes to our 2023 UWP and what's expected for MPO approval. Begun process on drafting 2024 UWP.
- Continued development and collaboration of transportation and GIS with new virtual public engagement apps, dashboards, surveys, and web-maps, showcasing BCATS activities and information.
- Completed HPMS documentation.
- Attended one Riverwalk Railtrail meeting.
- Attended two MTPA meetings and two MPO Subcommittee Meetings
- Attended two EACD Staff Meetings
- Attended a MEDA webinar regarding electric vehicles
- Attended FHWA webinar on Federal Land Management
- Begun working with the City of Bay City on a Transportation Safety & Non-Motorized Action Plan (project being led and focused in the city as of now, offering additional support and planning as needed)

## 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. Her recommendation is to use ours versus their limited studies.
- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and e-mail pertinent documents to Assessors.
- Assigned new parcel numbers on split or combined properties, write those descriptions and update the Equalization Maps, as well as the GIS parcel layer.
- Assisted local assessors in developing their state required land value maps.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Worked with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Added new reports & removed old reports from the Equalization web pages on the internet.
- Prepared the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.

- Reviewed older sales and update them and also added recent sales in our database to show corrected owner information. Currently have 148,325 document references for public and Department use.

## FINANCE

### Accounting/Budget

- Preparing for 2022 Audit
- 2022 External Audit Meeting with Auditor, Rehmann
- Met with Health Department regarding their financial position
- Three hundred fifty-seven (357) 1099's were issued for the year ending 2022, totaling \$8,943,558.27
- Prepare for 2024 budget
- Attending Rehmann Webinar – 2023 Governmental GAAP Update
- Update Bay County Chart of Accounts to comply with Michigan State Chart of Accounts
- Attended Michigan Governmental Finance Officers Association Spring Conference
- Update and review MUNIS workflow and general ledger access
- Attended Tyler MUNIS webinar regarding cyber security
- Held several meetings regarding Governmental Accounting Standards Board #87 Leases and #96 Software Lease implementation in 2022 Financial Statements
- Prepared Quarterly Grant Reports
- Prepared Monthly Grant Reports
- Prepared ARPA Reports
- Attended GFOA Webinar regarding Preparing and Implementing a Capital Improvement Plan
- Conducted inventory at the Civic Arena, Golf Course, Pinconning Park, Community Center, Animal Control, Mosquito Control, Juvenile Home, and Courts

### Bay County Household Assistance Program

Assisting County residents with delinquent property taxes, mortgage payments, rental payments, and utility bills:

Applications received to date:	526	<b>Paid to date:</b>	
Applications approved to date:	306	Mortgage	\$46,656.47
Applications denied to date:	211	Rent	\$279,471.97
(Bills not past due, out of		Power	\$112,788.05
County/State residents)		Water/Propane/Gas	\$18,891.92
Applications pending further	9	Property Tax	\$114,275.34
documentation:		<b>TOTAL</b>	<b>\$572,083.75</b>

### Purchasing

#### Bids Issued:

- Sheriffs Office Virtual Training
- Sheriffs Office Marine Boat
- Vertical Transportation Consultant

- Homeland Security Firewall
- Multifunction Copiers

**Bids Prepared:**

- Animal Services Building Replacement/Renovation
- Fire Panel Upgrade
- Civic Arena Compressor Replacement

**Bids Awarded:**

- Sheriffs Marine Patrol Boat
- Sheriffs Office Virtual Training
- Vertical Transportation Consultant
- Homeland Security Firewall

**Purchase Orders Issued:** 209 quarterly total; 209 yearly total

**Trainings:**

- On-line Training: Navigating Multiple Federal Fund Guidelines
- On-Line Training - KnowBe4 Security Awareness Training
- On-Line Training - Specialization Certificate: Construction Procurement
- Webinar – Increase your Influence and Enhance your Leadership
- Webinar – So you got a protest, now what?

**Other Items:**

- Prepared journal entries for credit card allocation.
- Assisted various departments and vendors with purchasing questions/bid preparations.
- Prepared monthly invoices for: County communications, credit card and waste removal.
- Continued various projects to streamline Purchasing processes:
  - Bid and Vendor Self-Serve Module integration.
- Continued work on various projects related to Purchasing:
  - Streamline vendor database (ongoing)
  - Reviewing procedures for vendor set-up, purchase order change orders, vendor self-serve and credit cards
  - Purchase Order Change Order Workflow
- Updated the Purchasing Org/Objects to match the new Chart of Accounts.

**Information Systems Division**

- Closed 1305 work orders including Project work orders.
- Setup and configured KnowBe4 Security Awareness training for 2023 including phishing test campaigns to test employees.

- Along with Tyler New World completed the conversion of Sanilac County to take Sanilac County live on the Bay County 911 CAD system. This project solidified Bay County 911 CAD system as a consortium.
- Developed a solution for a new hardware system for Central Dispatch CAD and Jail Management architecture. This new solution was implemented and merged with Bay County's central virtual environment system. Utilizing a centralized virtualization technology reduces overhead. The new streamlined solution will save over \$200,000 in five years.
- Met and analyzed the 2023 replacement schedule of computer replacements. Ordered and started receiving the new equipment. This is the first part of the 2023 computer replacement project.
- Met with Personnel to determine an appropriate solution for onboarding new employees. Implementation and statements of work were sent and approved by the Board of Commissioners with funds existing within the Information Systems Division budget. The project is scheduled to be completed in Quarter 2.
- A trial of an advanced DNS filtering system was analyzed and will be purchased. This advanced DNS filtering system will provide a secondary defense of malware and harmful web activity.
- Worked with Region 3 Homeland Security to procure grant funds to improve election security to be used for purchasing new firewalls.
- Projects completed in Quarter I from the Information Systems Project Plan:
  - Friend of the Court Objection Process
    - Worked with Friend of the Court to change and implement an objection process in OnBase. This new objection process will allow an objection order to be filed with the Friend of the Court, combing information for the judges review of the documents. The process allows the judge to sign any necessary documents and grant or deny the objection.
  - Server/SAN Disaster Recovery Upgrade
    - Purchased and implemented additional servers in the County's virtual environment to allow for increased resources and a reduction of potential services when equipment needs to be updated or fixed.
  - Upgrade BayCo IT app
    - Created a new virtual server with the latest version of Windows Server operating

system to allow for further use of the system and provide necessary server updates.

- Audit and Fix HR/Finance Folders
  - Created new folders and security groups to allow for a more streamlined secure implementation of necessary folders shared between Personnel, Finance and Retirement. This allows for the appropriate separation of folders, giving proper ownership to respective departments.
- Corporation Counsel – OnBase
  - Implemented an OnBase solution for Corporation Counsel to receive matter requests with an online form, once submitted provides the matter into OnBase. The matter request can be tracked electronically and at the end of the process the signed agreements can be uploaded into OnBase allowing for central storage and improved tracking of agreements.
- GIS – Evaluate ESRI Licensing
  - Analyzed and reviewed ESRI licensing with the GIS division to ensure proper licensing and allocation of costs of the ESRI licenses used by multiple departments within the County. This analysis proved to allow for the reduction of licensing that was no longer used, and the proper alignment based on job duties.
- Purchasing – Vendor Setup Workflow
  - Analyzed and worked with Purchasing to verify and test the appropriate workflow setup for vendors. Analysis was done on the workflow runs and additions were made to allow for a smoother process of approval.
- Purchasing – Vendor Self Service
  - Tested and implemented the new version of Vendor Self Service for Munis v2021.
- Friend of the Court – Send Document Copies
  - Tested and implemented a solution to allow the scan and electronic submission of documents to Friend of the Court from the Circuit Court Administration Office.
- Friend of the Court – Electronic Submission
  - Learned, created, and implemented frequently used forms for Friend of Court to receive electronically. The forms created allow for a streamline approach to automatic submit into OnBase and enter workflow.
- Friend of the Court – Employee Time Off/Vacation Request
  - Configured and implemented a new system to allow employees to clock in/out for tracking of time by management in Friend of the Court.

- Friend of the Court – OnBase Email Importer
  - Installed, setup and implemented a service to electronically import email into OnBase into a central location for the department. Each email and attachment is added to the newly created process that saves time and necessary steps of checking email and manually uploading into OnBase.
- Friend of the Court – OnBase Forms Online
  - Installed and learned a new module to create forms in OnBase. This new module allows for Image Forms and Document Composition that can be used for many departments that use OnBase.
- Aging – Computer Replacement
  - Received and installed necessary computer replacements for Department on Aging.
- 911 Central Dispatch – Backup Location
  - Purchased and installed new hardware for the Bay County backup center. This allows for a more geographically diverse implementation of a primary and secondary location of virtual systems.
- Information Systems – Old AS400 Data Migration
  - In conjunction with our iBM vendor, DMC Technologies, a new partition was created on our fully supported iBM system. The new partition contains the historical data from the previous system that was nearly 20 years old.
- Bay Metro – Wireless Project
  - Replaced and upgraded the previous wireless network at Bay Metro. The new wireless system has expanded the wireless footprint, provides access to multiple parts of the building, and allows for accessibility to buses.
- Adoptions–Probate Court
  - Created and implemented a unique life cycle for Adoption cases in Probate Court. This new life cycle allows for the separation of sensitive adoption cases and electronic flow of documents for signature.

## HEALTH

### Administration

Major items to note during this period include:

1. With the final allocation of \$9,000,000 of ARPA funds approved by the Board of Commissioners in December and an additional \$2,000,000 of funding was added to the building project from a congressional earmark via Rep. Kildee, the Health Department with other Bay County Administration officials have begun the process of procuring a site. Currently, the county has retained outside counsel to assist with the development and implementation of contracts as well as act as lead negotiator. It is anticipated

that procurement of the site will occur in the summer/fall of the current year and construction and renovation will commence within the following year.

2. The Health Department continues to work diligently with the United Way of Bay County and the Bay Arenac Intermediate School District implement a Community Information Exchange (CIE) system for Bay County and further integration into the entire Saginaw Bay Region. The CIE project is designed to engage residents and consumers who are in need of referrals because of basic needs (food, transportation, housing, income, education, safety, etc.) and lessen the burden on individuals and families who must repeatedly apply for assistance. The project is also designed to lessen the amount of time that organizations spend with referrals and make these referrals more timely and effective. The Health Department is preparing to implement CIE activities by the end of 2023 and will work exclusively within early childhood and home visiting programs it offers.

The Health Department is proud to announce that Andre Reed is the Deputy Health Officer as of January 2023. Mr. Reed has an extensive background and experience in community health affairs and quality improvement, and as such, has assumed oversight of clinical offices in the Health Department, specifically Immunizations, Personal Health Services and Laboratory.

#### **Environmental Health**

The Environmental Health Division has wrapped up the mapping project of all septic and wells in Bay Count. A total of twenty-seven septic and well permits have been issued this quarter. Restaurant and temporary food inspections continue, with 175 inspections completed at local fixed site food service establishments.

#### **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. BCHD administers the program to nearly 376 families from Bay County. During this quarter, 58 Plan of Cares completed with clients via telephone and home visits. Additionally, staff were busy with a new CSHCS client survey created and implemented. The first of the new quarterly CSHCS newsletter was sent out to all actively enrolled clients. Topics this quarter included summer camp information, mileage reimbursement, and encouragement to keep children's immunizations up to date.

#### **Public Health Services/Communicable Disease (CD) Division**

As indicated earlier, investigation response with recent COVID-19 and Monkeypox activity continues. In total, the CD department investigated and completed nearly 2,363 diseases this quarter. 12 outbreaks investigated and 621 confirmed and probable COVID-19 cases reported.

#### **Immunizations**

Immunization clinics are meeting pre-COVID capacity and in total the program, 575 vaccinations were administered during this time period. Staff are working with local providers to ensure that all reporting and site operations are complete.

#### **Personal Health/Family Planning**

The Personal Health Family Planning (PHFP) Clinic is a Title X Clinic that provides health and contraceptive services to woman, men and teens. Personal Health/Family Planning Clinic has resumed operations and have services over 90 individuals during the quarter.

### Heath Education

Eat Safe Fish Grant - Community Health Educator continues to conduct outreach on the MDHHS Eat Safe Fish Advisory within Bay, Midland and Saginaw Counties via some outreach events as well as distribution at various businesses and stakeholders.

Once BCHD received award of the Medical Marihuana Operations and Oversight Grant (MOOG), Community Health Educator/Analyst has begun working on grant activities, which includes an upcoming health promotion and publicity campaign via transit buses, social media platforms and outreach materials.

### 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 ensure children receive medical care. Total number of children screened for Vision: 2487. Total number of children screened for Hearing: 2361

### Childhood Lead Program

Healthy Homes and Lead Poisoning Surveillance System (HHLPS) is the MDHHS system to report on blood lead levels for all children in Michigan. In December, MDHHS notified local health departments that the new elevated blood lead level (EBLL) has been modified to  $\geq 3.5$  mcg/dl from the past level of  $\geq 5$ mcg/dl which may precipitate further medical care. In Bay County overall lead testing remains down due to COVID restrictions and shortages of testing supplies. Three additional children were provided case management for elevated lead levels.

### Maternal Infant Health Department (MIHP)

The MIHP program completed 146 visits with clients this quarter through a combination of telehealth, office, and home visits. 16 new infants and 13 new maternal clients enrolled this quarter.

As stated above, MIHP will be engaging in Perinatal Quality Improvement activities with the Saginaw County Health Department and other local providers to improve maternal and infant outcomes and will begin plans for the integration of the CIE project.

### WIC ~ Women, Infants and Children Program

WIC waivers approved by the USDA will end May 10, 2023. Michigan WIC is transitioning to a hybrid approach under new waivers through September 30, 2026. This means WIC families will be both in person at the WIC offices as well as remote. BCHD was one of the first public health agencies to employ this strategy beginning in July 2022 and has seen a rise of 4% rise in caseload in Bay County over the last quarter. We will continue to increase our in-person appointments over the next several months as this is the expectation from the State of MI WIC office. Quarterly WIC redemptions generated to local grocery stores totaled \$446,556.00. This is an increase of nearly 15% since 4th Quarter of 2022.

## JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.

- The Juvenile home is 3 youth development workers short of the budgeted 18. There is one supervisor position open.
- Average daily population was 14 for first quarter of 2023
- Child Welfare Licensing conducted annual audit. No issues to report
- The facility is currently accepting out of county youth and have maintained a steady population throughout the quarter. The Juvenile Home expects to continue this trend moving forward.
- The Director attended the following:
  - Child Welfare Leadership Meetings Quarterly with the State of Michigan 1/12/23
  - Michigan Juvenile Detention Association Quarterly Meeting via Zoom 1/20/23
  - MJDA Executive Meeting 2/8/23
  - Tri-CAP quarterly meeting 3/11/2023
  - Director has completed employee evaluations in compliance with CCI Rules
- Facility projects include:
  - Door replacement in the East and West wing - awaiting on doors for installation.
  - Meeting on door control issues in the North pod with maintenance.
- Bay Arenac Intermediate School District has been on site daily to conduct education program for the youth. There is also a mindfulness program provided by the ISD.
- Forgotten Youth Ministries have resumed face to face meetings with youth on a monthly bases. There is a hybrid of different churches providing online services.
- Bay Arenac Behavioral Health (BABH) continued services for youth including Tele Health and medication prescriptions.
- MSU Extension has resumed meetings with youth on various life skills
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- The Health Department implemented an immunization clinic in March.

## MSU EXTENSION

- **No Report Submitted.**

## PERSONNEL & EMPLOYEE RELATIONS

### Personnel

- Personnel staff continued posting jobs for multiple vacancies throughout the county as well as upcoming seasonal summer positions
- The Personnel Director and staff have participated in meetings and begun preparing for the upcoming IT project for online onboarding of new employees
- The Personnel Director attended the State of the Community Luncheon

- Personnel staff conducted pre-employment testing for the Finance Department as well as the courts.
- Personnel Director addressed grievances
- The Personnel Director participated in interviews for the Typist Clerk II at Animal Services and the Animal Services Manager position.
- The Personnel Director attended seminars for MMRMA Risk Management workshop, Michigan Public Employers Labor Relations Association and ICLE Labor & Employment Law.
- The Personnel Director updated the F.M.L.A. policy that was approved by the Board 2/21/2023.
- The Personnel Director also participated in audit meetings
- The Personnel Director continued to participate in ARPA funding meetings
- The Personnel Director held and participated in several meetings developing the hybrid work from home pilot program
- The Personnel Director consulted with various departments and employees to resolve questions and concerns.
- The Personnel Director and staff have all participated in the KnowBe4 Cyber Security training

#### **Payroll/Benefits/Retirement**

- Filed and paid all monthly and Q4 2022 payroll taxes including MESC, 941 and Michigan state withholding
- Significant amount of time spent by the payroll clerk on accruals, vacation and contract payouts
- Processed and distributed payroll EFT/checks
- Processed and distributed W2s
- Filed W2 information with federal and state governments
- Updated wage tables to reflect new minimum wage
- Educated employees/retirees on benefits
- There were 13 retirements processed in the first quarter
- The Retirement Administrator attended the one-day MAPERS conference
- The Retirement Administrator and Payroll & Benefits Supervisor have attended audit meetings and have provided requested items to the auditors
- The Retirement Administrator has been working on GASB reporting
- The Retirement Administrator has continued to provide retirement estimates to employees, as well as processing refunds and responding to numerous FOIA requests
- Payroll, Benefits & Retirement staff all participated in KnowBe4 Cyber Security training
- The Benefits Administrator continued to process worker's comp claims as well as enrolling new employees and retirees in health insurance
- The Benefits Administrator participated in OSHA training and reporting

#### **Wellness**

- Fun Fact Friday and Wellness Wednesday emails have continued
- There was a Winter step challenge with 33 participants
- The spring Win by Losing challenge currently has 15 participants
- The Saint Patrick's Day races put on by the Bay Area Runners Club had 18 Bay County employees participate

- There was a lunch & learn held to educate employees on the Livongo program sponsored by Blue Cross Blue Shield of Michigan

## **PUBLIC DEFENDER**

- **No Report Submitted.**

## **RECREATION & FACILITIES**

The Recreation and Facilities Department submits the following report for the 1<sup>st</sup> quarter of 2023:

During the 1<sup>st</sup> quarter of 2023, 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:

- Met with the new County Commissioners and scheduled Commissioner tours for the main county facilities.
- Continually worked with staff from Buildings & Grounds as well as Recreation for capital project procurement, including the elevator contract and interviews, ice plant equipment, Animal services building, and more.
- Assisted with hockey tournaments at the Civic Arena that brought 82 teams into our community over the course of the 1<sup>st</sup> quarter.
- Held meetings, tours, conversations and an open house regarding the Community Center Pool closure.
- Planned for summer recreational activities.
- Posted and hired most summer temporary positions. Posted vacant Carpenter position.
- Facilitated two blood drives for Bay County employees.

### **Buildings and Grounds**

#### **County Building**

- Installed or replaced emergency lighting and exit signs on all floors.
- Installed power pole on 2<sup>nd</sup> floor.
- Installed keypad locks in Register of Deeds.
- Completed fabrication of swinging gate.
- Completed various office moves on 2<sup>nd</sup> floor.

#### **Law Enforcement Center/911**

- Painted office in 911.
- Changed more cells to led lights in LEC.

- Swapped out cable boxes, running new lines to a few areas, and a new remote box fabrication and installation in LEC.
- Completing a new office with pocket door, new electrical and network lines in LEC.
- Rebuilt both air compressors for the pneumatic system re-ring and gaskets in LEC.
- Hung new televisions in cells in LEC.
- Repaired door entry on the city police side due to security door clasp failure in LEC.
- Retrofit lighting in 911.
- Installed charging plug on light pole in City Police parking lot.

## **Health Department**

- Rearranged Immunization office.
- Painted office.
- Rebuilt engine for Health Department vehicle.
- Repaired and replaced RPZ.

## **Juvenile Home/Mental Health Homes**

- Replaced water heater at the Juvenile Home.
- Completed electrical and lighting work at Ireland and Bay Valley homes.
- Completed plumbing work at Fisher home.
- Completed repairs to the walls and flooring at Bay Valley home.

## **Courts**

- Painted office in Probate Court.
- Ran Cat 6 line in Court Room 8.
- Retrofit lighting in various court offices.
- 4 VAV's installed and programmed in various court offices.
- Fixed drain from roof chamber #4.

## **Community Center/Civic Arena/Golf Course**

- Replaced Realce System at the Civic Arena.

## **Fairgrounds/Animal Services/Mosquito control**

- Completed work on kennel furnace at Animal Services.
- Removed and replaced damaged wall sections and lighting at Mosquito Control.

## **County Grounds and Other**

- Cleaned up after removal of 11 Mile Road tower.
- Prepared grounds for St. Patty's Day parade.
- Plowed and salted county grounds.
- Purchased 2 new vehicles and prepared for plowing.
- Purchased a new lawn mower for the county building.
- Staff continue to collect unused materials to be taken to 1Bid.US for auction.
- Staff continue to maintain and repair vehicles for Health Department, Parks & Rec., Veteran Affairs, Juvenile Home, and Buildings & Grounds.

- Staff continue to service and repair county equipment.
- Staff continue to respond to miscellaneous service calls.
- Staff continue to collect and deliver mail.

**Civic Arena**

- Hours of ice rental
  - Jan - 400
  - Feb - 353.5
  - Mar - 359.5
- Hosted 4 tournaments totaling 89 teams - January Freeze, 2 Puck of Irish, and Copper Cup
- Held house and travel districts totaling 32 teams
- 11 participants in adult skate
- Adult league: 16 teams, 108 sub fees collected
- Bay County Hockey Association had 2 travel teams and 8 house teams totaling 132 players
- SK8 Bay had 42 club members and 141 skaters for learn to skate
- 36 birthday parties
- 88 Drop In Hockey
- 1834 public skates, 1043 skate rentals - 57% of public skaters rent skates
- Various other renters include Mid-Michigan Alliance girls high school hockey, multiple boys high hockey teams (BC Wolves, Bay Area Thunder, Tri-Valley Titans, FNV Griffins), Speedskating state meet(MSSC)
- 376 Skate Sharpens
- 389 Stick & Pucks
- 244 Skills & Drills

**Community Center**

<b>Fitness Classes:</b>	74 classes	
Fit Fun	Mon. / Wed. / Fri	31 participants
YogaFit	Tues. and Thurs.	25 participants
Chair Fitness		25 participants
Open Volleyball	Tues. and Thurs.	12-18 per session
Badminton	Tuesday	10-12 participants
Youth Soccer	Wednesday	234 participants

**Pickleball:** 1442 scans/ drop-ins for this quarter.

**Community Center Rentals:** Busy with rentals every Saturday and Sunday.

**Men's Basketball Winter League:** A total of 12 teams.

**Volleyball League:** A total of 15 teams.

**Canteen:** Opened for DOA meals Tuesday through Thursday.

## Golf Course

- Purchased (5) Club Car Tempo gas golf carts
- Got permit and finalized new sign for Hampton Road - will be installed this month
- Removed 3 ash trees damaged by storms
- Finished culvert on Arms Road
- Installed new access gates on Arms Road
- Mowed all phragmites along Knight Road, Arms Road and Hole #14