



REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2023

The following reports for the 4th quarter of 2023 are presented to the County Executive:

ADMINISTRATIVE SERVICES

Animal Control

The Shelter took in 72 cats and 189 dogs, 12 rats, and 12 rabbits for a total of 285 animals.

Owners claimed 57 dogs.

We adopted 50 cats, 27 dogs, and 11 rabbits, out to the public.

34 cats and 47 dogs were euthanized per owner's request.

2 cats and 3 dogs euthanized due to aggressive behavior or illness.

54 dogs and 8 cats were transferred to other shelters and rescues.

Field Activity: Officers went out on 635 calls, this quarter, which include the following:

- 41 Animal Bites
- 59 Investigations of Cruelty, Neglect, or Abandonment
- 143 Loose and Aggressive
- 75 Barking

We saw a rise in dogs coming into the shelter this past year. We took in 155 more dogs than we did in 2022.

We do have waiting lists for people who want to give up their dogs and cats. Reasons we are hearing is they can't afford to take care or feed their pets anymore, they are moving and where they are moving, they can't take the pets with them, or the cat or dog are having behavior issues, such as biting, scratching, not using the litter box, etc.

Currently we are working with other shelters and rescuers in our area of the state to set up a system where we can transfer adoptable animals to a shelter that has room and is willing to take some of the dogs we have had in the shelter for some time. We are asking these various places to give us a list of breeds of dogs that do well in their area, and we are working on seeing if there are shelters willing to help with the transportation of the dogs that are being transferred. We are currently back working with Huron Valley Humane Society with transporting adoptable cats to them that are sterilized and up to date on vaccines and ready to be adopted. Our last eight cats that we had taken down to them went directly to Huron Valley's Cat Café.

With the help of the public, we have our emergency pet food pantry open to help people in need. We did see an increase in December in requests of dog and cat food.

The day before Thanksgiving, Bark Nation came in for their annual visit and they brought a treat which was Thanksgiving dinner in a Kong for each of the dogs that were in the shelter. The dogs really enjoyed it.

As the year has ended, we are still seeing a steady increase in people wanting to turn pets in besides animals being abandoned all over the county. This is being seen in literally every county of the state, it is believed by MAACO (Michigan Association of Animal Control Officers,) that we will see this issue going on for the next several years, until we can catch up with the lower numbers of intake that we were seeing back in 2019.

Veterans

Emergency Relief Fund

During this quarter we saw 31 veterans. Unfortunately, 2 veterans did not meet the criteria of the program (too early). Four of the 24 veterans who received food and/or gas cards returned their receipts.

(24 Food Vouchers, 22 Fuel Vouchers)

Assistance Provided	Amount
Food	\$1600.00
Gas	\$550.00
Heat/Furnace	\$0.00
Water/Sewer	\$0.00
Bay City Utilities	\$0.00
Consumers Energy	\$0.00
Car Repair	\$1,548.11
Bus Passes	\$6.00
Rent/Mortgage	\$1,095.00
Home Repair	\$15,648.76
Other (Tuition)	\$404.98
Total	\$20,852.85

Transportation

	VETS	MILEAGE	DRIVER HOURS
Ford Van	50	1812	93.50
Red Chrysler Van	74	3188	158.75
Grey Chrysler Van	45	1355	83.25
TOTAL	172	6122	346

County Markers and/or Burial Benefits:

Veterans	Spouses	Markers	No Wartime
32	16	22	8

Michigan Veterans Trust Fund (MVAA/MVTF) Applications

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

County Veteran Service Officer - *see attached.*

CENTRAL DISPATCH 9-1-1

Personnel

New Employees - We welcome two recently trained dispatchers to our team - Nikki Baldwin, with experience from Genessee and Lapeer County Central Dispatch, and Brianna Calles.

Orientations - In recognizing the significance of effective preparation, we've expanded our orientation process to ensure that trainees receive a solid foundation before beginning their intensive 911 training. This extended orientation period provides trainees with a deeper understanding of the nuances of emergency dispatch, including protocols, communication strategies, and the integration of all the different hardware and software that is utilized.

Recruiting - Recently, we hosted two students in collaboration with the Rotary Club, providing them with valuable insights into the fast-paced world of emergency dispatch. This initiative not only serves as a community engagement effort but also exposes potential future professionals to the rewarding challenges of our field. Looking forward, we are exploring the prospect of hosting internships with students from Delta College, in order to cultivate partnerships with educational institutions. While there are still positions waiting to be filled, the positive trajectory in both staffing levels and overall morale is unmistakable. This comprehensive approach to recruiting ensures that we not only find qualified individuals but also individuals who resonate with our mission and contribute to our team.

Technology

Bryx - We have set up Bryx, a station alerting system and software, for several fire departments throughout the county. It provides first responders with rich, real-time information and direct messaging tools to improve response times and emergency outcomes.

Updated Firewalls - Ensuring the security of our critical systems, we've recently completed comprehensive updates to our Fortigate firewalls. This enhancement covers our main center, backup center, and incident command trailer. These updates incorporate the latest security protocols, threat intelligence, and intrusion prevention measures, reinforcing our defense against cyber threats. The improvements also include real-time monitoring enhancements, enabling us to proactively identify and respond to potential risks. Despite the robust upgrades, we managed to eliminate downtime, ensuring the uninterrupted operation of our 911 systems.

FCC Updated VHF Callsigns - We recently obtained FCC recertification for two crucial radio frequencies, maintaining compliance and reliability in our communication infrastructure.

Updated EMD - Ensuring the utmost efficiency in emergency medical responses, we've recently updated our Emergency Medical Dispatch software to the latest Priority Dispatch version 14. This upgrade involves the incorporation of advanced protocols and best practices, aligning our operations with the cutting edge of emergency medical dispatching. Priority

Bay County FY 2024

Relationship	
Veteran	585
Spouse	132
Other	15
Total	732

War Era	
WWII	35
Korean War	69
Vietnam War	315
Gulf War	189
Peacetime	57
Total	665

County	
Bay	653
Saginaw	13
Midland	16
Arenac	3
	0
	0
	0
	0
Other	11
Total	696

Claims Activity	Q1	Q2	Q3	Q4	FY 2021
Federal Burial Allowance	8	2	0	0	10
Clothing Allowance	0	0	0	0	0
Survivors Pension	8	2	0	0	10
Death Indemnity Compensation	4	0	0	0	4
Educational Claims	0	0	0	0	0
Non-Service Connected Pension	8	0	0	0	8
Special Adapted Automobile	0	0	0	0	0
Special Adapted Housing	0	0	0	0	0
Service Connected Compensation	71	3	0	0	74
Additional Forms Completed	82	3	0	0	85
Total	181	10	0	0	191

Support Services	Q1	Q2	Q3	Q4	FY 2021
Michigan Veteran Trust Fund	0	0	0	0	0
Soldiers/Sailors Relief Fund	28	2	0	0	30
County Burial Allowance	51	3	0	0	54
Home Loan Certificate of Eligibility	0	0	0	0	0
CHAMPVA	0	0	0	0	0
Healthcare Enrollment	20	1	0	0	21
Other Support Services	20	2	0	0	22
Total	119	8	0	0	127

Appeals Process	Q1	Q2	Q3	Q4	FY 2021
Supplemental Claims	31	0	0	0	31
Higher-Level Reviews	2	0	0	0	2
Board of Veterans Appeals	2	0	0	0	2
Total	35	0	0	0	35

Other Activities	Q1	Q2	Q3	Q4	FY 2021
Personal Interviews	0	0	0	0	0
File Reviews	158	4	0	0	162
Claim Status Checks	83	10	0	0	93
Total	241	14	0	0	255

Forms	Q1	Q2	Q3	Q4	FY 2023
Sent to VA	24	0	0	0	24
Sent to VSOs (AL, DAV, VVA, VVA)	166	0	0	0	166
Total	190	0	0	0	190

Demographics	Q1	Q2	Q3	Q4	FY 2023
Aging and Elderly Veterans (70+)	69	0	0	0	69
Female Veterans	7	0	0	0	7

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

Dispatch version 14 brings enhanced capabilities in call processing, ensuring that every emergency call receives the most accurate and timely response.

Trainee Positions - We've introduced two new trainee positions that leverage an alternate version of our Computer Aided Dispatch (CAD) system. This enhancement aims to provide a more immersive and realistic training experience for our future dispatch professionals. The alternate CAD system enables trainees to simulate real-life incidents, allowing them to navigate through various emergency scenarios, make critical decisions, and practice efficient communication with first responders. This hands-on approach not only accelerates the learning curve but also fosters a deeper understanding of the complexities involved in emergency dispatch.

Remote Certifications - Embracing the flexibility and efficiency offered by modern technology, we've implemented a streamlined process for certifying our new dispatchers through Emergency Medical Dispatch (EMD) remotely. By adopting this approach, we aim to create a more accessible and streamlined pathway for individuals entering the crucial role of dispatching, ultimately contributing to the resilience and effectiveness of our emergency response capabilities.

Events/Public Relations

Community Engagement - Our active participation in community events, including Monitor Fire Department Open House, Essexville Fun Fest, Trunk or Treat at Faith Lutheran School, Safety Day at Jonsons Pumpkin Farm, and the Bay County Veterans Resource Fair, has allowed us to effectively educate and promote our services to the public.

Delta Police Academy Scenarios and Job fair at Delta College - Representatives from our dispatch team actively participated in immersive scenarios at the Delta Police Academy. Their hands-on involvement not only provided valuable insights into the operational aspects of emergency dispatch but also facilitated direct collaboration with law enforcement counterparts.

Additionally, we sent representatives to a job fair hosted by Delta College. This move allowed us to not only foster connections with potential candidates but also to showcase the career opportunities within our organization.

CORPORATION COUNSEL

- Reviewed contracts or provided legal opinions to:
 - Board of Commissioners
 - Buildings & Grounds
 - Central Dispatch 911
 - Circuit Court
 - Clerk's Office
 - Department on Aging
 - District Court
 - Emergency Management
 - Finance
 - Health Department
 - Information Systems Division
 - Juvenile Home
 - Land Bank Authority
 - Personnel and Employee Relations
 - Probate & Juvenile Court
 - Purchasing
 - Recreation and Facilities
 - Retirement Board
 - Sheriff's Office
 - Treasurer's Office
- Attended Board of Commissioners meetings
- Attended Retirement Board meetings

- Attended VEBA Board 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 (911 - 1, Sheriff's Office - 3)
- Attended meetings regarding the Bay County Health Center building
- Attended meetings regarding the Bay County Juvenile Home
- Attended Bay County listening session meeting
- Adopted VEBA policy and procedure
- Attended meetings/hearings regarding Unfair Labor Practice (nurses)

CURRENT LITIGATION

- | | |
|--|---|
| ○ Myra Lapouttre v. Bay County | ○ Thomas McDonald, Jr. (Stahl Bankruptcy) v. Bay County |
| ○ Lori Lynn Hoffman v. Bay County | ○ Thomas McDonald, Jr. (Debates Bankruptcy) v. Bay County |
| ○ Gerald Thomas Smith v. Bay County | ○ Thomas McDonald, Jr. (Pero Bankruptcy) v. Bay County |
| ○ Carrie Reinhardt v. Bay County | ○ Purdue Pharma Bankruptcy claim |
| ○ Pro Fab Co., Inc. v. Pincanna-Real Estate Grow, LLC, et al | ○ Mallinckrodt Chapter 11 Bankruptcy claim |
| ○ Piotr Chrobak v. Bay County | ○ Kolu Stevens v. Bay County |
| ○ Estate of Alice Green v. Bay County | ○ Delores Proctor, et al v. Bay County (class action) |
| ○ Tony Keller v. Bay County | ○ Thomas McDonald, Jr. (Worden Bankruptcy) v. Bay County |
| ○ Thomas McDonald, Jr. (Mattison Bankruptcy) v. Bay County | ○ Estate of Cater Bankruptcy matter |
| ○ Thomas McDonald, Jr. (Anticliff Bankruptcy) v. Bay County | ○ Thomas A. Fox v. Bay County (class action) |
| ○ 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 | |

RISK MANAGEMENT

- Participated in meeting with MMRMA Risk Manager to discuss 2024 coverage
- Received & filed 11 incident report forms
- New Claim Submissions:
 - BCSO incident, Claim No. 2303794
 - Babinski v. Bay County Drain Commissioner, Claim No. 2303846
 - Port switch lightning strike, Claim No. 2303959
 - Juvenile Home damage, Claim No. 2304283
- Current Claim Processing:
 - BCSO vehicle damage, Claim No. 2302731
 - Animal Services vehicle damage, Claim No. 2303218
 - Mosquito Control vehicle damage, Claim No. 2303307
 - 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 6 Notary Bonds with MMRMA

FREEDOM OF INFORMATION ACT (FOIA)

- Processed and responded to 230 FOIA requests.
- Coordinated with the following offices and departments to complete FOIA responses:
 - Animal Services & Adoption Center
 - Clerk's Office
 - Central Dispatch 9-1-1
 - Environmental Health
 - Medical Examiner
 - Prosecutor's Office
 - Retirement Board
 - Sheriff's Office
 - Treasurer's Office

CONFERENCES/SEMINARS/TRAINING/SPECIAL EVENTS

- ICLE ADA Training (11/2) - Amber Davis-Johnson, Heather Pitcher

CRIMINAL DEFENSE

SEPTEMBER 2023 Appointments

Numbers not available for last quarter report

- 75 appointments

OCTOBER 2023 Appointments

- 77 Appointments

NOVEMBER 2023 Appointments

- 71 Appointments

DECEMBER 2023 Appointments

- Information not available yet

Goals Next Quarter:

Continuing Legal Education

Office of Assigned Counsel

SEPTEMBER 2023 Arraignments

Not available last quarter

- 218 District Court
- 38 Circuit Court

OCTOBER 2023 Arraignments

- 234 District Court
- 25 Circuit Court

NOVEMBER 2023 Arraignments

- 176 District Court
- 28 Circuit Court

DECEMBER 2023 Appointments

- Information not available yet

ON AGING (DOA)

- See Attached.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

- No Report Submitted.

EQUALIZATION

- No Report Submitted.

FINANCE

Accounting/Budget

- The Finance Department held meetings/discussions on the 2024 Cost Allocation Plan
- Worked on American Rescue Plan Act expenditures/deferred revenue adjustments, reporting, and requesting subrecipient monitoring information.
- Worked on Obligation Reports for September grant year-end reports due to the State of Michigan
- Worked on grants with September ending grant periods, reviewing revenue/ expenditures.
- Completed quarterly grant reporting.
- Completed monthly grant reporting.
- Processed grant amendments and budget adjustments for grant year end
- Participated in State of Michigan Treasury Webinars and Updates
- Participated in October Cyber Security Month KnowB4 Trainings
- Work with County Executive and various Department Heads on the 2024 Budget
- Processed grant amendments and budget adjustments for grant year end
- Worked on monthly grant reporting and year end close outs.
- Budget Department met with Clerk's Office, Transportation, 911 Central Dispatch, Childcare Fund, and Department on Aging on the 2024 Budget
- Budget Department worked on 2024 department budgets - personnel, fringes, health insurance, grant/tax revenues and capital projects.



Bay County Department on Aging

Services for Seniors - 4th Quarter 2023

Home Delivered Meals

51,921

Congregate Meals

5,251

Activity Centers

Commodities Boxes Delivered

450

All 5 of BCDOA Activity Centers remain open, and with the carry out meals no longer available, they still continue to grow and offer fun filled activities. Our Home Delivered Meals are still going strong and between the two we are serving 1300+ meals a day . We have 2 Full-time in our Homemaking Program that has helped lower our waiting list for this service, and Case Coordination & Support is, as always, very busy. Respite Care Services have restarted this year and is gaining momentum.

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.

Volunteer Hours

Advisory Board= 6
Commodities= 71.5
Activity Centers= 852.25

Respite Hours

90.5

Caregiver (Hours) : **159.25**

Case Coordination (Hours): **1917.25**

Homemaking (Hours)
1885.25

Personal Care (Hours)
584.25

Activity Centers Update:

Shuffleboard has restarted at the Canteen

New card game was started at Riverside and is such fun!

Check out the Arts and Crafts at Riverside and Williams Activity Centers

Bay County Department on Aging's Kawkawlin Activity Center has changes coming soon to hours of operation!

Participants are happy with all the programming happening 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.

Osteo exercise classes have been completely full and have had many new people join.

Watch for new and exciting programming in the 2024 year along with our Summer and Winter Olympic Games.

- Finance Department organized and facilitated the Health Department fiscal review meeting.
- Budget and Finance Departments worked on GASB87 Leases and GASB96 Subscription Based Information Technology Arrangements to insure the 2023-year end will report Bay County Leases and/or Arrangements for the new GASB requirements
- Budget and Finance Departments participated in the “Vocational Service Project” on November 2, 2023, through the Rotary Club allowing students to job shadow County employees.
- The 2024 Bay County Executive Recommended Budget was submitted to the Bay County Board of Commissioners on October 2, 2023
- Budget and Finance Departments presented the overview of the 2024 Executive Recommended Budget at the October 3, 2023, Ways and Means Committee Meeting
- Coordinated several meetings regarding 2024 Budget. Prepared the final 2024 Budget for the Bay County Board of Commissioners which they adopted December 12, 2023
- 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.

Purchasing

Bids Issued:

- Community Center Gym Floor Replacement

Bids Awarded:

- Animal Services Building Replacement/Renovation
- Community Center Pool Feasibility Study
- Court Parking Lot Re-milling & Resurfacing
- Juvenile Home Parking Lot Re-milling and Resurfacing
- Bay County Building Elevator Replacement
- DOA Kitchen Expansion

Purchase Orders Issued: 125 quarterly total; 664 yearly total.

Training:

- Jessica Foss completed the NIGP Public Procurement Designation Intensive Course

Other Items:

- **Frances Moore**
 - Prepared journal entries for credit card allocation.
 - Prepared monthly invoices for: County communications, credit card and waste removal.

- **Jessica Foss**
 - Closed 9 Information Systems Departments work orders through TRACK IT.
 - Assisted in roughly 25 purchases related to ISD.
 - Entered and processed 19 requisitions for ISD this quarter.
- **Division:**
 - Assisted various departments and vendors with purchasing questions/bid preparations.
 - Reviewed 2024 purchasing opportunities with various departments.
 - 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 (ongoing)
 - Purchase Order Change Order Workflow (ongoing)

Information Systems Division

- Closed 990 work orders including project work orders.
- Setup and configured KnowBe4 Cybersecurity Training for 2024.
- Created a new process for computer replacements and communicated to departments that are due to receive new computers in 2024.
- Ordered computers and met with County Clerk for early voting.
- Projects completed in Quarter 4 from the Information Systems Project Plan:
 - eGold Fax
 - Implemented and converted to a new electronic fax solution that will allow for expansion of additional departments that have higher security requirements. This new fax solution, eGold Fax is part of a government cloud sector providing additional security. Additionally, eGold Fax is a purely electronic cloud-based solution, in the event of disaster or issue, fax services would remain available.
 - 2023 Computer Replacements
 - Purchased and installed the computer/laptop replacements for 2023. Over 50 computers/laptops were purchased and installed in 2023. The replacement schedule based on warranty is a five-year cycle, thus any computers replaced in 2023 will be used for five years.
 - Animal Services OnBase
 - Converted existing CherryLan documents and created a document storage solution for Animal Services to store their documents. This new document storage solution should reduce the need to save paper and allow for future expansion of more document types and additional features.
 - Retirement Estimate Tracker
 - Created and implemented a form to request a Retirement estimate to be made for the employee. The form is online and once submitted creates a task in a Planner created for Retirement to track requests and projects.
 - Palo Alto Firewall Refresh

- Configured and installed new firewalls for Juvenile Home, Civic Arena, Pinconning Park, Mosquito Control/Animal Services and Golf Course. The new firewalls replaced end of life equipment and provide the ability to create additional configurations for each separate location.
 - 41 Videos Filmed/Edited
 - 40 Hours of Total Video
 - 14,089 views on Youtube
 - 2,208 hours watch
 - 291,000 impressions on YouTube (how many times thumbnails were seen by users)
- Worked with the Sheriff's Office to update headshots (previous ones were roughly 4 years old) of all deputies, office personnel, and CFOs. The updated headshots will be used for badges, department line ups, media, etc.

HEALTH

Administration

Major items to note during this period include:

1. The Health Department has secured a site—4150 Wilder Road in Bay City (formerly Art Van Furniture) for the future Bay County Health and Human Services Center. This location is approximately 45,000 square feet, built in 1995 and is in good condition. Closing on the facility took place the first week of October and the Health Department, along with the Finance Department, Recreation and Facilities and Corporation Counsel are working diligently to develop a bid process for design, renovation and construction management. It is anticipated that this bid will be offered in February or March and awarded after determination with construction beginning shortly after.
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. Currently, United Way of Bay County has developed a framework for the software with 2-1-1 of Michigan and the United Way of Michigan.
3. The Health Department has successfully achieved accreditation from the Michigan Department of Health and Human Services in November 2023. The following programs are accredited: Administrative Powers and Duties; Food Service Inspection Program; Sewage Program, Communicable Diseases, Family Planning; HIV/STD; Immunization; Children's Special Health Care Services; and Hearing/Vision.

Environmental Health

A total of thirty-four septic and well permits have been issued this quarter. Restaurant and temporary food inspections continue, with nearly 200 regular inspections and two dozen follow up 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 379 families from Bay County.

Public Health Services/Communicable Disease (CD) Division

The Health Department has continued active investigation in to all reportable conditions in Bay County. In total, the CD department investigated and completed nearly 1277 diseases this quarter. Eight outbreaks were investigated not including COVID surveillance. Additionally, 434 COVID cases were investigated. The Health Department has continued to provide free at home COVID tests to county residents as the number of cases has increased with the JN1 Variant.

Immunizations

Immunization clinics are continuing and in total the program, 327 vaccinations were administered during this time period. Staff are working with the state of Michigan and other local providers to ensure that all Vaccine for Children (VFC) and similar programming and site operations are complete. Additionally, new vaccines (COVID boosters, RSV-Pediatric, RSV-Adult) have been integrated into the immunization framework. The Health Department also worked collaboratively with the Department on Aging and Region VII Agency on Aging to provide flu and COVID vaccines to Bay County Seniors.

Personal Health/Family Planning Clinic

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 provided services to 89 individuals during the quarter.

Health 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.

BCHD through the Medical Marijuana Operations and Oversight Grant (MOOG), has reapplied and will seek to integrate its 2024 grant activities, which 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: 1650. Total number of children screened for Hearing: 2242. In addition, staff are partnering with MI Community Dental Centers (MCDC) in the provision of oral health assessments for children entering kindergarten.

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. In Bay County during this time period, five individual investigations on elevated blood lead levels were done and these children were provided case management for elevated lead levels.

Maternal Infant Health Department (MIHP)

The MIHP program completed 195 visits with clients this quarter through a combination of telehealth, office, and home visits. Of these visits, 24 were with new clients. As stated above, MIHP is 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

Bay County WIC transition back to in person appointments continues to go well. We are servicing 99% of families in both the Bay City and the Pinconning Clinic in person. In this last quarter, our participation was just over 94%, with service to over 2,420 clients. With families being seen in person, lead screening services are being offered. Collaboration with Bay County NEMSCA Head Start in November and December assisted the County with nearly 200 children being screened.

Quarterly WIC redemptions generated to local grocery stores totaled \$435,789.00.

JUVENILE DETENTION & CHILD CARE SERVICES

Number of intakes	23
Number of discharges	30
Average Daily Population	11

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.
- The Juvenile Home has reached the budgeted 18 full time youth development workers on 11/13/23. There is one supervisor position open.
- The Director hired 4 employees in this quarter.
- Child Welfare Licensing conducted an unannounced visit on 12/26/23.
- The facility has limited the number of out of county youth being accepted. There has been an unusual increase in utilization of this facility by Bay County. Some youth are waived over to the adult court staying long periods of time. There are some youth awaiting a long term placement that have resided in the facility over 100 days This has reduced our ability to accept out of county youth due to the census.
- On 12/19/23 Division on Child Welfare Licensing and Child Protective Services reported unannounced to the facility to conduct an investigation regarding an incident from 12/14/23. Investigation has not been concluded as of 12/31/23.

- On 12/19/23 and 12/27/23 Child Welfare Licensing reported to complete the annual inspection required by licensing. Inspection has not yet been completed as of 12/31/23.
- The Director attended the following:
 - Bed Management Subcommittee 10/6/23; 10/20/23
 - Meeting with Michigan Association of Court Administrators 10/13/23
 - MJDA Quarterly Meeting 10/20/23 in Lansing
- Director has completed employee evaluations in compliance with CCI Rules.
- Director has been requested to participate in a Bed Management Subcommittee implemented by the State of Michigan as part of the Juvenile Justice Reform. The meetings are every other week via Teams. The subcommittee will create a process for placing youth as recommended and decreasing time youth wait to be placed in a proper residential setting.
- The Director continues to manage the School Nutrition Program that provides monthly reimbursement for eligible breakfasts, lunches and snacks for youth.
- Staff meeting on 8/30/23
- Facility projects include:
 - Awaiting RFP on driveway and parking lot repairs
- 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 continue meetings with youth on a monthly basis. 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 continues to implement immunizations to eligible youth. Last clinic was on 12/7/23.

MSU EXTENSION

Sea Grant Programming

As an Extension Educator with Michigan Sea Grant, Meaghan Gass provides programming and resources to enhance sustainable development and Great Lakes literacy in Saginaw Bay (www.michiganseagrant.org).

In October, Gass provided hybrid meeting and facilitation assistance for the Lake Huron Citizens Fishery Advisory Committee Meeting. *The charge of the Lake Huron Citizens Fishery Advisory Committee is to review and provide recommendations and direction into the fishery goals, objectives, and management plans for Lake Huron.*

Gass provided regional and statewide leadership for the Center for Great Lakes Literacy - working with youth, educators, and partners to increase Great Lakes literacy while contributing to the environmental, economic, and social sustainability of the Great Lakes (www.cgll.org).

Gass helped develop Great Lakes Literacy Education Exploration (GLLee) opportunities, which offer introductory professional learning (with educator contact hours) for formal and informal educators hoping to get their feet wet with Great Lakes Literacy while engaging youth in Great Lakes learning experiences and stewardship opportunities. In 2023, over 70 GLLee graduates were realized. Topics include:

- Aquatic Invasive Species (**Best suited for students in grades 4-12**)
- Climate Literacy (**Best suited for students in grades 4-12**)
- Coastal Erosion (**Best suited for students in grades 6-12**)
- Marine Debris (**Best suited for students in grades 4-12**)
- Urban Water Cycle (**Best suited for students in grades 4-12**)
- Vernal Pools (**Best suited for students in grades 6-12**)

In the fall of 2023, Gass also helped launch the Teaching Great Lakes Literacy pilot - modeling off similar programs in Oregon and Virginia. This program connects math, science, and other **educators** with **scientists** to create and pilot lessons centered on Great Lakes-focused topics and authentic data. This research focuses on Lake Huron, and the in-person workshop took place at Bay City State Park on December 2-3. Out of an applicant pool of more than 80 educators, 16 educators were chosen for this program - including one educator from Christa McAuliffe Middle School in Bay City. With funding from the Great Lakes Fishery Trust, each educator receives \$2,000 in stipend support.

In October at the Michigan Alliance of Environmental and Outdoor Educators (MAEOE) annual conference, Gass received a Recognition Award for making significant contributions to the fields of environmental and outdoor education. Gass was recognized as a leader in the field of place-based and environmental education who is always looking for innovative ways to engage educators and students to excite them to learn more about the Great Lakes.

4-H Youth Development

Holly Mueller is a Michigan State University Extension 4-H Program Coordinator in Bay County. As a 4-H Program Coordinator, Mueller leads and manages local 4-H programs, volunteers, and youth participants in Bay County. She promotes and strengthens the Bay County 4-H program by developing programs and partnerships, evaluating 4-H programs, and

recruiting and training volunteers. In addition to her 4-H programs, Mueller provides programming to Bay County school districts, home school youth, juvenile home youth, and Boys and Girls Clubs.

Mueller is conducting Family Engagement Nights at Hampton Elementary School that will occur monthly for the 2023-24 school year. Thus far, she has provided the following Family Engagement Nights: Slime Night, Thankful Night, and Craft Night. Slime Night was a great success and roughly 150 people participated. The families were able to make two different slimes while learning about science. Thankful Night was all about gratitude and mindfulness. Students and parents participated in yoga, affirmation cards, creating mindful jars, healthy water alternatives, and zones of regulation, among other gratitude and mindful skills. Craft Night was an opportunity for families to enjoy bonding while making crafts together. The students were able to make a special gift for someone such as: creating foam Christmas trees, coloring wooden ornaments, making jingle bell wreaths, and much more. Overall, the school has been having a great turnout for the Family Engagement Nights. Families are appreciative of Mueller and Hampton Elementary School for hosting these events.

Mueller started a partnership with the Bay City Academy that provides the 4-H Mindful Me curriculum to their Kindergarten, 1st, 2nd, and 3rd grade students. Every lesson Mueller reads the students a story, then does a hands-on activity with them to apply what was read. Lessons included Mindful Eating and students were given an apple and told to wait and eat it. The students had to touch, feel, and smell the apple before they could taste the apple. [Mindful eating](#) is “a nonjudgmental awareness of physical and emotional sensations associated with eating.” [General mindfulness](#) practice have physical and emotional benefits and [research](#) shows that it can also encourage healthy eating.

Students made affirmation cards to hand out to family, friends, and schoolmates. Students all got to make calming jars, do yoga, and describe their feelings and know it’s okay to feel what they’re feeling. Overall, Mueller provided programming to 120 students during a 7-week curriculum.

Also, while at the Bay City Academy, Mueller helped with their Mock Job Interviews. Here she worked with 20 students. Mueller also helped facilitate Mock Job Interviews at Western High School. Mock Job Interviews were provided to over 200 students that will help guide and provide resources for upcoming job interviews.

Mueller began her bi-monthly programming with 75 students in 2nd grade at Hampton Elementary School. Her first lesson was all about landforms. Mueller helped the students create a landform booklet that they can use when the teacher starts their lesson in the classroom. She also did a lesson on states of matter and properties of matter. The students learned the three states of matter and worked on identifying the properties of matter. Mueller participated in a Historical Museum Event and provided an engineering activity for 15 youth. Popsicle sticks, clothespins, and binder clips were provided for the youth to create bridges to analyze which technique would be the strongest. Once they had their bridges built, testing took place to see how much weight each bridge would hold. We had many successful engineers that evening.

A few area schools hosted a Financial Literacy Program (FLP) where students get a taste of the adult world with this fun, hands-on budget simulation complete with jobs, income, family, and debt. During this activity, youth visit simulated merchants to select housing,

transportation, food, household necessities, clothing, daycare, and other wants and needs while building a budget for their simulated family. This allows participants to make mistakes - and suffer the consequences of their decisions - in a realistic, but safe, environment. Mueller assisted Pinconning High School by working with the staff to have a smooth-running event, creating the packets that go with the event, and working with the Chamber of Commerce to provide volunteers at our Merchant tables. The event hosted 200 students in 9th & 10th grades at Pinconning High School.

In November, Mueller hosted another FLP at Bay City Central High School. She worked with the Chamber of Commerce to bring in the volunteers for the merchant tables. At Bay City Central High School, Mueller and her volunteers provided this financial literacy program to 220, 9th grade students.

Lastly, Mueller provided the FLP to Bay-Arenac Community High School. Again, she worked with the Chamber of Commerce to get volunteers for merchant tables. Here, we reached 24 students with the program.

The Juvenile Home has Mueller come out every other Tuesday to provide programming to roughly 5-10 youth. The focus is on career readiness, interviewing, and financial literacy. Programming also focuses on gardening and animal husbandry.

Mueller also has a partnership with the Pinconning Boys & Girls Club and provides programming to 20+ young people. She brings in crafts, mindfulness activities, animals, etc. She focuses on whatever the kids are interested in and their requests.

Supplemental Nutrition Assistance Program (SNAP-Ed)

Ronda Tousciuk is a Community Nutrition Instructor at Michigan State University Extension. In this role she works with local schools and community organizations to implement nutrition and physical education lessons in person, and virtually. Lessons are offered to youth and adults in a weekly series or one-time presentation.

This quarter Tousciuk partnered with the Dow Bay Area Family YMCA. The focus of this partnership was creating fun, engaging workshops featuring nutritious food with an autumn, holiday twist. The result: fall-themed cooking classes, kicking off the afternoon of October 2nd.

In the first workshop, teens learned the proper kitchen terms and techniques as well as safety with knife usage. In the adult workshop, we focused our initial meeting on hydration and essential physical activity as our bodies age. Over the six weeks together we:

- created some amazing recipes
- shared tips and tricks
- learned the importance of food safety
- created an accountability group that still meets and shares inspiration and good habits with each other.

In February 2024 we are partnering again to offer workshops to teens, adults, and preschool groups! Here's what some attendees have to say about the 2023 workshops:

“It was a sense of accomplishment and a lot of fun to do something different after school. I appreciated being able to ask questions directly and I enjoyed the group because it had an informal and friendly feel to it.” - RR

“Everyone really enjoyed the opportunity to interact with each other, to learn something new, have fun and relax, and make a great homemade meal.” - MJ

“As a vegan, I really appreciated how thoughtful the instructor was to choose a variety of recipes. This class really encouraged me to try new recipes with new flavors. I will be making some of these dishes for my mother, sister and husband. It was so fun to learn new cooking skills.” - ND

In our Bay County Schools, Tousciuk had the opportunity to begin the Show-Me-Nutrition (SMN) curriculum. SMN reinforces behaviors that support healthy choices for kids. The curriculum is a sequential nutrition education curriculum intended for pre-K through grade 5. SMN has been specifically designed for each grade and it incorporates skill-building activities that teach children how to purchase, store, and prepare foods safely. They also recognize how to read/use food labels and are encouraged to eat a variety of foods from each group. The importance of physical activity and understanding media influence on food choice are also addressed. Basic lessons about food safety help children understand how to practice good personal hygiene, sanitation, and safe food handling. Young people have a high capacity to learn and gauge new things. It is only appropriate to provide them with tools and resources to utilize this immense energy.

Closing out 2023, Tousciuk programmed **Eat Healthy, Be Active** workshops at Good Samaritan Rescue Mission in a 6-week series. This workshop has been so well received that we have two additional 6-week workshops already scheduled for the first and second quarter of 2024!

In the 4th quarter of 2023, Tousciuk had the opportunity to partner with the Pinconning Emergency Food Pantry. The pantry distributed food and produce boxes to 407 families (some single and many 2+ in the households) for October. In November, the pantry distributed food and produce boxes to 433 families (some single and many 2+ person households). In December, the pantry distributed 457 food and produce boxes, as well as just under 400 Christmas boxes, including a few personal items. The holiday season is a time for gift-giving, gathering with family, and enjoying a warm meal. For some, it can be a challenge to put food on the table. The impact of the rising food cost shows more people are turning to food pantries and Michigan food banks, which distribute to local pantries. These pantries and food banks are straining to meet the growing needs. We don't know the story that brings each neighbor to our food pantry. It is the mission that everyone who comes to the food pantry will be treated with kindness, respect and given as much food as possible.

“Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.” –Mark Twain

Farm Business Management

MSU Extension would like to welcome Cheri Burk to the Bay County team! Burk joined the team on December 4, 2023, as the new Farm Business Management Educator. Burk will also

be working across the Saginaw Valley and the Thumb. She will focus on farm financial analysis and benchmarking, tax management and business planning.

PERSONNEL & EMPLOYEE RELATIONS

Personnel

- Personnel staff posted 21 jobs for multiple vacancies throughout the county in the 4th quarter
- Seasonal staff have been removed from payroll
- Bay County employees participated in the Toys for Tots campaign
- Personnel Director addressed employee issues
- Bay County's Workplace United Way campaign was held with Bay County employees pledging \$12,157 for 2024
- Personnel Director and staff continued to attend Teams training with Munis and IT for the online onboarding project and continue working on building and setting up the online hiring/onboarding process
- Personnel Director attended several meetings regarding various union issues.
- Personnel Director attended ICLE and MPELRA seminars
- Personnel Director attended budget meetings
- Personnel Director attended webinar for Exempt Employees
- Personnel Director attended meetings and helped facilitate new worker's compensation third party administrator
- Personnel Director attended meetings with OneAmerica the new Supplemental Life Insurance Carrier as well as Ulliance for the Employee Assistance Program

Payroll/Benefits/Retirement

- Filed and paid all monthly and Q3 2023 payroll taxes including MESC, 941 and Michigan state withholding
- Processed and distributed payroll EFT/checks
- Educated employees/retirees on benefits
- There were 8 retirements processed in the fourth quarter
- Online open enrollment was held for health, dental and vision insurance, Flex Spending, AFLAC and voluntary supplemental life insurance
- Payroll Supervisor and the Benefits Administrator attended several online onboarding training meetings
- The Payroll and Benefits Supervisor and Benefits Administrator attended meetings and helped facilitate a new worker's compensation third party administrator
- The Payroll Supervisor and Benefits Administrator attended meetings with OneAmerica the new Supplemental Life Insurance Carrier as well as Ulliance for the Employee Assistance Program
- Retirement Administrator worked with the actuaries to complete the BCERS valuation for 12/31/2022
- Retirement Administrator has been working with IT on setting up an online retirement estimate request process
- Retirement Administrator worked with Corporation Counsel on various retirement issues
- Retirement Administrator provided numerous retirement estimates to employees as well as processed numerous terminations including no refunds/refunds.

- Retirement administrator has been working with Corporation Counsel and outside legal counsel on updating and creating VEBA policies and procedures for utilizing the VEBA trust
- Retirement Administrator has been working on the RFP for the Custodial Bank for the Retirement System
- Contract renewals were completed for: Brown & Brown Excess Broker, Work Comp TPA, Delta College Fitness Center and Self-Insurance Renewal for Workman's Compensation.

Wellness

- There was a Fall step challenge with 28 participants
- There was a Win by Losing challenge with 11 participants.
- In person meeting for employees and retirees was held by Brown & Brown for open enrollment
- There were site visits from Nationwide as well as AFLAC for employee enrollment

PUBLIC DEFENDER

There were a total of **130** new criminal cases opened during the quarter.

The break down is listed below:

Assigned Criminal Matters

- Mr. Huber was assigned **28** new felony files.
- Mr. Hetherington was assigned **22** new felony files

There were **66** new misdemeanor files assigned to Mr. Bonnell.

Probate Matters

- There were **4** new Delinquency cases and **1** new Neglect case assigned to Ms. Caprathe.
- Ms. Caprathe attended a Resiliency Court conference with other members of the Probate Court staff.

Training

- Attorneys "attended" training for continuing education credits via recorded video.

RECREATION & FACILITIES

During the 4th 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:

Worked on awarding major capital projects after bid submission, including the elevators, two parking lots, the pool feasibility study, and the Animal Services new facility. Work during this process included many vendor walk throughs, vendor interviews, committee meetings, etc. Bid released for the Community Center gym floor in December.

Continued work on the 5-Year Recreation Plan that included adoption in December. This is an intergovernmental cooperative project that includes the County, Bay City and 12 other participating communities.

Delivered the new AED replacements to various county facilities. Held awareness training for employees.

Met with Saginaw Spirit on ways the Civic Arena and the youth hockey association can be involved in Memorial Cup activities and events.

Attended bi-weekly Health Center project meetings.

After purchase of the new health services center on Wilder Road, conducted walkthroughs to establish to-do lists for building maintenance until construction is started.

Buildings and Grounds

County Building

- Cleaned and tested all county boilers.
- Serviced generator.
- Repurposed old commission/supervisors desks.
- Started installation of kitchenette in Buildings and Grounds.

Law Enforcement Center/911

- Swapped old light fixtures to LED direct wire over on police side locker room and halls.
- Hung and swapped out led tamper resistant light in intake cells so not to have the old plastic shield ones.
- Completed oil change in pneumatic compressors along with belt and grease.
- Filled water into heating side of system to help with air restrictions.
- Replaced exhaust fan motors and belts on roof of LEC.

Health Department/Courts

- Installed panic alarms at Probate Court and FOC.
- Installed security TV's in entryway to Courts.
- Installed 5 VAV controllers at Courts on the heating system.

Juvenile Home/Mental Health Homes

- Upgraded Juvenile Home lighting to LED.
- Repaired roofs at two group homes.
- Replaced bad sensors at Juvenile Home.
- Fixed bad drain line at Juvenile Home.

Community Center/Civic Arena/Golf Course

- Completed landscaping around Civic Arena.
- Completed new locker room bathroom partitions.
- Installed ceiling fans in Community Center small gym.
- Coordinated with BC Light and Power regarding Civic Arena transformer.
- Repaired hinge on doors at Golf Course.

- Repaired fence at Civic Arena.

Fairgrounds/Animal Control/Mosquito control

- Removed overhead door and replaced with sliding doors at Merchant Building.
- Repaired flooring at Mosquito Control.
- Painted floors at Animal Control.
- Replaced furnace at Mosquito Control.
- Additional parking lot added at Mosquito Control.

County Grounds and Other

- Organized winter equipment storage.
- Prepared plows and trucks for winter use.
- Staff continues to collect unused materials to be taken to 1Bid.US for auction.
- Staff continues to maintain and repair vehicles for Health Department, Parks & Rec., Veteran Affairs, Juvenile Home, and Buildings & Grounds.
- Staff continues to service and repair county equipment.
- Staff continues to respond to miscellaneous service calls.
- Staff continues to collect and deliver mail.

Community Center

Fitness Classes (registered participants are per class)

Fit Fun	Monday/Wednesday/Friday	31 participants
Yoga Fit	Tuesday and Thursday	24 participants
Chair Fitness	Tuesday and Wednesday	21 participants
Cardio drumming		14 participants
Open Volleyball	Tuesdays	12-16 per session
Badminton	Thursdays	12 participants

Pickleball: There were 901 players for this quarter. Leagues M/W/F 11am - 3pm. Open play M/Th evenings and Saturday mornings.

Community Center Rentals: There were rentals every Saturday and Sunday this quarter.

Men's Basketball League - No Winter leagues this quarter for 2023/24.

Women's Volleyball League: There were 15 teams registered for this quarter.

Fairgrounds: Oct. 15, 2023, storage of boats and trailers in the Merchant's building.

Canteen: Bay County Animal Services held two fundraisers this quarter. Department on Aging continues to have senior meals T/W/Th from 9:00am - 1:30pm.

Golf Course

- Aerated 19 greens including 1 practice green
- Top dressed all greens including practice green
- Aerated all 18 fairways

- Aerated every tee box - 35 total
- Applied chemical application on all greens for winter/snow mold
- Golf carts
 - Changed oil, replaced oil filter and air filters on entire fleet
 - Replaced struts, starter solenoids, clutches & clutch rollers, choke cables, and tie rods on multiple carts
 - Full fleet is operational for 2024 season
- Painted interior bathrooms in the Snack Shop
- New chemical sprayer is on order
- Purchased new EZ-GO utility cart

Pinconning Park

- Due to mild weather and beautiful fall colors our October camping occupancy rate was at 70%. Trail and day use of the park was also at an above average level. We were also able to take advantage of the great weather to put us ahead of fall campground and park clean up. This includes mulching of leaves and extensive brush and trail clean up. The more we can complete in the fall, the less we will have to do in the spring. Fresh stain was applied to the exterior peaks of the bath house. Outside doors and showers were prepped, primed and painted.
- November brought park winterizing. Blowing out campground waterlines, pulling docks, extensive trimming of trees, tipping picnic tables up and putting all beach furniture in storage were among the winterizing tasks. November also brought the tedious project of starting the 2024 campground register book. Collecting deposits from seasonal campers, making adjustments for new seasonals, setting up family reunions, weddings, parties and fishing camps.
- Continuation of 2024 camping season preparation carried into December. This includes fine tuning and double checking prior to opening short term camping reservations on January 2nd. Everything must be right, down each day, each site so we do not run into conflicts during the busy part of the 2024 camping season. All this hard work pays off, as we very rarely have any issues. We like to keep our Campers Happy.