



REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2024

The following reports for the 1st quarter of 2024 are presented to the County Executive:

ADMINISTRATIVE SERVICES

Animal Control

The Shelter took in 110 cats and 156 dogs and 3 rabbits for a total of 269 animals.

- Owners claimed 3 cats and 53 dogs.
- We adopted 47 cats, 21 dogs, and 2 rabbits.
- 26 cats and 39 dogs were euthanized per owner's request.
- 4 cats and 6 dogs euthanized due to aggressive behavior or illness.
- 31 dogs and 58 cats were transferred to other shelters.

Field Activity: Officers went out on 669 calls, this quarter, which include the following:

- 36 Animal Bites
- 53 Investigations of Cruelty, Neglect, or Abandonment
- 83 Loose and Aggressive
- 61 Barking

- We are promoting our adoptable animals on 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 out on roads or left behind in the residence where their owner was living.

- We are dealing with quite a few homeless people living in their cars or a motel room with their pets and had to remove some cats and dogs due to the living situations. We do still have an emergency pet pantry for people in need. The public has been donating cat and dog food for the pantry. We are seeing quite a few people coming in and requesting pet food.

- We are currently working on getting ready for a vaccine clinic on May 18th. Mitten Mutts is donating Distemper, Bordetella and Rabies vaccines which will be administered by Dr. Elizabeth Haiderer from Bay Valley Animal Hospital. She helped with the vaccine clinic last fall, and she was very pleased with the success of it. She offered her services for this spring's vaccine clinic. The vaccine clinic offers free vaccines to Bay County residents. The clinics have helped make more Bay County residents compliant with having their cats and dogs rabies vaccinated as per the law.

Veterans

Emergency Relief Fund

During this quarter we saw 30 veterans. Unfortunately, 2 veterans did not meet the criteria of the program (too early) and 1 veteran did not have the required time in service. 8 of the 30 veterans who received food and/or gas cards returned their receipts.

(20 Food Vouchers, 18 Fuel Vouchers)

Assistance Provided	Amount
Food	\$1300.00
Gas	\$475.00
Heat/Furnace	\$0.00
Water/Sewer	\$0.00
Bay City Utilities	\$792.84
Consumers Energy	\$599.91
Car Repair	\$0.00
Bus Passes	\$0.00
Rent/Mortgage	\$1,375.00
Home Repair	\$0.00
Other (Propane)	\$ 204.90
Total	\$5,747.65

Transportation

	VETS	MILEAGE	DRIVER HOURS
Ford Van	24	792	50
Red Chrysler Van	133	4627	290
Grey Chrysler Van	21	674	46
TOTAL	178	6093	386

County Markers and/or Burial Benefits:

Veterans	Spouses	Markers	No Wartime
25	9	5	11

Michigan Veterans Trust Fund (MVAA/MVTF) Applications

Local Board		MVTF		
Approved	Disapproved	In Process	Approved	Disapproved
0	1	0	0	0

- **County Veteran Service Officer - see attached.**

Bay County FY 2024

Relationship	
Veteran	1138
Spouse	244
Other	28
Total	1410

War Era	
WWII	60
Korean War	99
Vietnam War	556
Gulf War	403
Peacetime	135
Total	1253

County	
Bay	1161
Saginaw	21
Midland	22
Arenac	5
	0
	0
	0
	0
Other	29
Total	1238

Claims Activity	Q1	Q2	Q3	Q4	FY 2021
Federal Burial Allowance	8	10	0	0	18
Clothing Allowance	0	0	0	0	0
Survivors Pension	8	5	0	0	13
Death Indemnity Compensation	4	9	1	0	14
Educational Claims	0	0	0	0	0
Non-Service Connected Pension	8	3	0	0	11
Special Adapted Automobile	0	0	0	0	0
Special Adapted Housing	0	0	0	0	0
Service Connected Compensation	71	54	3	0	128
Additional Forms Completed	82	83	2	0	167
Total	181	164	6	0	351

Support Services	Q1	Q2	Q3	Q4	FY 2021
Michigan Veteran Trust Fund	0	2	0	0	2
Soldiers/Sailors Relief Fund	28	16	1	0	45
County Burial Allowance	51	35	0	0	86
Home Loan Certificate of Eligibility	0	0	0	0	0
CHAMPVA	0	1	0	0	1
Healthcare Enrollment	20	8	1	0	29
Other Support Services	20	21	0	0	41
Total	119	83	2	0	204

Appeals Process	Q1	Q2	Q3	Q4	FY 2021
Supplemental Claims	31	18	1	0	50
Higher-Level Reviews	2	5	1	0	8
Board of Veterans Appeals	2	1	0	0	3
Total	35	24	2	0	61

Other Activities	Q1	Q2	Q3	Q4	FY 2021
Personal Interviews	0	0	0	0	0
File Reviews	158	158	6	0	322
Claim Status Checks	83	94	6	0	183
Total	241	252	12	0	505

Forms	Q1	Q2	Q3	Q4	FY 2023
Sent to VA	24	23	0	0	47
Sent to VSOs (AL, DAV, VVA, VVA)	166	143	0	0	309
Total	190	166	0	0	356

Demographics	Q1	Q2	Q3	Q4	FY 2023
Aging and Elderly Veterans (70+)	69	44	0	0	113
Female Veterans	7	3	0	0	10

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

CENTRAL DISPATCH 9-1-1

Personnel

- **New Employees** - We have welcomed a total of four new dispatchers who are currently in training. This influx of new talent will help bolster our staffing levels and ensure we maintain adequate coverage.
- **Part-time** - To help alleviate mandatory and unforeseen overtime for our full-time staff, we have recently brought on three former dispatchers as part-time employees. Their prior experience and familiarity with our operations will allow them to hit the ground running and provide valuable support.
- **Emergency Manager** - Due to a temporary vacancy, Chuck Cribley has stepped up to serve as the acting Emergency Manager. He has been leveraging his extensive background in emergency management to ensure our preparedness and response capabilities remain strong during this transition period.

Training

- **SOM Dispatcher Certification** - Three of our existing dispatchers have successfully completed all the required training and certification to become State of Michigan (SOM) certified dispatchers. This achievement demonstrates their dedication to professional development and enhances the overall skill set of our team.
- **Training Funding** - We have submitted the necessary funding requests to continue receiving State 911 monies for dispatcher training. This will allow us to keep our staff up-to-date on the latest techniques, technologies, and protocols, ensuring they are well-equipped to handle the demands of the job.

Technology

- **Generator Upgrade** - Escon Group has recently installed a new natural gas generator as our primary backup power source. Additionally, they have configured a new lag-lead switch system, which automatically transfers the power load to the most advantageous source. This upgrade helps ensure the reliability and resilience of our critical emergency communications infrastructure.
- **RapidSOS Integration** - We have enabled a feature in the RapidSOS platform that allows agencies using the I am Responding system to view real-time call data plotted on a map. This enhanced caller location information, especially when the caller's position deviates from the street address, can be invaluable for first responders to quickly locate and assist those in need.
- **CAD Computer Replacement** - To maintain compatibility with the demanding software requirements of our various dispatch systems, we have replaced all of the computers

in our Computer-Aided Dispatch (CAD) workstations. This hardware upgrade helps ensure our dispatchers have the necessary processing power and reliability to efficiently manage emergency calls and coordinate response efforts.

- **Dispatch Map Updates** - In collaboration with our partners in the Environmental Affairs/GIS Department, we have updated the dispatch map layers used in our operations. These improvements to the mapping data and visual representations will aid our dispatchers in making more accurate resource recommendations when dispatching calls for service.

Operations

- **Calls for Service** - In the first quarter of the year, the dispatch center handled a total of 17,621 calls for service. This call volume included 447 property damage accidents with no injuries, 290 citizen assists, 149 car/deer accidents, and 72 noise complaints.
- **Call Volume** - Our dispatch center handled an impressive total of 39,811 calls. With an average call duration of just 87 seconds, our team exhibited exceptional efficiency in quickly gathering critical information and deploying the appropriate resources. These operational metrics reflect the outstanding dedication and professionalism of our staff in providing reliable and responsive emergency communication services to those in need.

CORPORATION COUNSEL

- OPENED NEW MATTERS, REVIEWED CONTRACTS, OR PROVIDED LEGAL OPINIONS TO:

Animal Services	Housing Rehab
Board of Commissioners	Information Systems Division
Buildings & Grounds	Mosquito Control
Central Dispatch 9-1-1	MSU Extension
Clerk	Personnel and Employee Relations
Criminal Defense	Prosecutor
Department on Aging	Purchasing
Drain Commissioner	Recreation and Facilities
Environmental Affairs	Register of Deeds
Executive	Retirement Board
Finance	Sheriff
Forest Sustainability Program	Transportation Planning
Geographic Information Systems	Treasurer
Health Department	

- Received, reviewed, and responded to various subpoenas:

Bay County Sheriff's Office - 4	Central Dispatch - 2
Recreation & Facilities - 1	Juvenile Home - 1

- 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.
- Assisted with State of the County address preparation.
- Attended meetings regarding the Bay County Community Health Center building.
- Participated in a meeting with Bay County Clerk regarding early voting.
- Attended meetings regarding the Bay County Juvenile Home
- Participated in meetings/hearings regarding Unfair Labor Practice (nurses)
- Engaged in the transition process of BCERS & VEBA Custodian Bank
- Completed work drafting Construction Manager and Design Professional Agreement for Animal Services Facility and the Elevator Modernization and Maintenance Agreement

Current Litigation

- Drafted pleadings and participated in Treasurer foreclosure hearings
- Lori Lynn Hoffman 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
- Estate of Alice Green v. Bay County
- Tony Keller v. Bay County
- Kolu Stevens v. Bay County
- Delores Proctor, et al v. Bay County (class action)
- Thomas A. Fox v. Bay County (class action)

BANKRUPTCY CASES

- Rite Aid Chapter 11 claim
- McDonald, Jr. (Mattison) v. Bay County
- McDonald, Jr. (Anticliff) v. Bay County
- McDonald, Jr. (Bauer) v. Bay County
- McDonald, Jr. (A&E Harris) v. Bay County
- McDonald, Jr. (Herber) v. Bay County
- McDonald, Jr. (Stahl) v. Bay County
- McDonald, Jr. (Debates) v. Bay County
- McDonald, Jr. (Pero) v. Bay County
- Purdue Pharma Chapter 11 claim
- Mallinckrodt Chapter 11 claim
- McDonald, Jr. (Worden) v. Bay County
- Estate of Cater Bankruptcy matter

Risk Management

- Received & filed 5 incident report forms
 - New Claim Submissions:
 - BCSO vehicle damage, Claim No. 2400055
 - BCSO vehicle damage, Claim No. 2401046
 - Current Claim Processing:
 - BCSO vehicle damage, Claim No. 2400707
 - BCSO incident, Claim No. 2303794
 - Juvenile Home damage, Claim No. 2304283
 - BCSO vehicle damage, Claim No. 2303992
 - Lori Lynn Hoffman, Claim No. 2203308
 - Foreclosure Proceeds, Piotr Chrobak, Claim No. 2101176
 - Foreclosure Proceeds, Estate of Alice Green, Claim No. 2101339

- Foreclosure Proceeds, Tony Keller, Claim No. 2101478

Freedom of Information Act (FOIA)

- Participated in an account review meeting with the FOIA software vendor.
- Processed and responded to 235 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/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

CRIMINAL DEFENSE

DECEMBER 2023 Appointments

Numbers not available for last quarter report

- 62 appointments

JANUARY 2024 Appointments

- 70 Appointments

FEBRUARY 2024 Appointments

- 74 Appointments

March 2024 Appointments

- Information not available yet

Goals Next Quarter:

Continuing Legal Education

Office of Assigned Counsel

DECEMBER 2023 Arraignments

Not available last quarter

- 153 District Court
- 26 Circuit Court

JANUARY 2024 Arraignments

- 139 District Court
- 14 Circuit Court

FEBRUARY 2024 Arraignments

- 183 District Court
- 20 Circuit Court

MARCH 2024 Appointments

- Information not available yet

Goals Next Quarter:

Complete Grant for 2024-2025 State Fiscal Year

ON AGING (DOA)

- *See Attached.*

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

- **No Report Submitted.**

EQUALIZATION

- **No Report Submitted.**

FINANCE

Accounting/Budget

- Preparing for 2023 Audit
- 2023 External Audit Meeting with Auditor, Rehmann
- Two hundred thirty-three (233) 1099's were issued for the year ending 2023, totaling \$5,342,913.89
- Prepare for 2025 budget.
- Attended Michigan Governmental Finance Officers Association Spring Conference Virtual Webinar
- Update and review MUNIS workflow and general ledger access.
- Prepared Quarterly Grant Reports
- Prepared Monthly Grant Reports
- Prepared ARPA Reports
- Conducted inventory at the Civic Arena, Golf Course, Pinconning Park, Community Center, Animal Control, Mosquito Control, Juvenile Home, and Courts
- Attended Rehmann's Governmental GAAP Update by virtual webinar.
- Attended MI Department of Treasury Webinar on Budget Deficit Elimination Process
- Attended Public Labor Law & Effective Grievance Processing Webinar
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Purchasing

Bids Prepared:

- IFB 2024-01 Sheriff's Office Search and Rescue Patrol Boat
- IFB 2024-02 Sheriff's Office Search and Rescue Air Boat
- IFB 2024-03 Department on Aging Meal Delivery Vehicle
- RFQu 2024-04 Forensic Pathologist
- RFQu 2024-05 Design-Build for a Community Health and Human Services Building Renovation and Construction Project
- RFQu 2024-06 Agent/Broker for Workers' Compensation Third-Party Administrator (TPA) Services and Excess Workers Compensation Coverage
- IFB 2024-07 Spongy Moth Aerial Spraying



Bay County Department on Aging Services for Seniors - 1st Quarter 2024

**Home
Delivered
Meals**
49,434

**Congregate
Meals**
4925
Activity Centers

**Commodities
Boxes
Delivered**
420

All 5 of BCDOA Activity Centers remain open with Kawkawlin now open 3 days a week, 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.

**Respite
(Hours)**
100

**Volunteer
(Hours)**
911

Caregiver (Hours) 136

Case Coordination (Hours) 1839

**Homemaking
(Hours)**
1699

**Personal Care
(Hours)**
612

Activity Centers Update:

Please check out our Wonderful Times Newsletter and all the happenings going on at DOA!

You can receive it through snail mail, email or pick it up at the Activity Centers!

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 2024 are gearing up for 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!!

- RFP 2024-08 ISD Managed Detection

Bids Issued:

- IFB 2024-01 Sheriff's Office Search and Rescue Patrol Boat
- IFB 2024-02 Sheriff's Office Search and Rescue Air Boat
- IFB 2024-03 Department on Aging Meal Delivery Vehicle
- RFQu 2024-05 Design-Build for a Community Health and Human Services Building Renovation and Construction Project
- RFP 2024-08 ISD Card Access Control

Bids Awarded:

- RFQu 2023-08 Retirement Board Custodial Bank
- RFQu 2023-18 Electronic Health Record System
- RFP 2023-19 Community Center Gym Floor Replacement

Purchase Orders Issued: 160 quarterly total; 160 yearly total.

Training Jessica Foss:

- Webinar 020624: Minding the Workforce Gap: Supporting Today's Public Procurement Teams
- Webinar 021424: Benchmarking Procurement: Hitting the "Sweet Spot" of Performance Excellence
- Webinar 030624: Federal Grants: A Top-Level Primer for Public Procurement Professionals

Other Items:

- **Frances Moore**
 - Prepared journal entries for credit card allocation.
 - Prepared monthly invoices for: County communications, credit card and waste removal.
 - Worked on various purchasing projects.
 - Completed Purchasing Division year end analysis.
- **Jessica Foss**
 - Assisted various departments and vendors with purchasing questions/bid preparations.
 - Continued work on various projects related to Purchasing:
 - Closed 20 Information Systems Departments work orders through TRACK IT.
 - Assisted in roughly 25 purchases related to ISD.
 - Entered and processed 32 requisitions for ISD this quarter.
- **Division:**
 - Assisted various departments and vendors with purchasing questions/bid

- preparations.
- 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

- 932 work orders were closed.
- Projects Completed:
 - NETSRMS Data Migration
 - Extracted previous NETSRMS data for the Sheriff department and created folders with security groups for access. This project allows for users to easily search for old NETSRMS data.
 - Clerk - Update Election Laptops Quarterly
 - Created a procedure to update election laptops on a quarterly basis.
 - Upgrade MASC Server
 - Incrementally upgraded the MASC server saving thousands of dollars in professional service hours. The server is a supported version of Windows.
 - Information Systems - Upgrade Court Recording Software
 - After using two different court recording systems, all of the court rooms were converted and updated to use one court recording system, For The Record (FTR). Probate Court rooms were converted to FTR and maximize a feature to utilize cameras alongside recording audio. Brand new cameras were ordered, installed, and configured specifically for FTR in the Probate Court rooms.
 - Update Phone System Software
 - The Mitel phone system software was upgraded to the latest version of Mitel. Part of the new release of Mitel software allows for the alignment of the desktop MiCollab and the web site. Many users have been switched to using the web site instead of the desktop application.
- There were two RFPs for 2024 projects that were reviewed and sent through for approval.
- Card Access RFP was opened, walk through completed and additional work will be completed in Quarter 2 of 2024.
- Ordered and received 2024 computer replacements. Additional configuration was required, and computers have been scheduled to start being deployed to departments.
- The OnBase upgrade to the newest version of software started and work began with our vendor to set up our new system.
- Ordered and installed network equipment for early voting at the Bay County Community Center.

Bay County TV

- 35 Videos Filmed/Edited
- 22 Hours of Total Video
- 11,703 Views on YouTube
- 2,284 Watch Hours
- 217,000 Impressions (How many times thumbnails are seen by users)

Streamed the 69th Annual Parade on 4 different platforms (Bay County, MI YouTube page, Bay County Facebook page, Bay County TV Facebook page, & Bay City St. Patrick's Day Parade Facebook page). On average there were 315 viewers watching live from around the country. In total viewers watched 36,225 minutes live which equates to roughly 600 hours of live watch time. We had a ton of great feedback from the public regarding the improved quality of the stream and the parade committee was very happy with the service we provided.

Filmed both the January Freeze and Puck O' The Irish youth hockey tournaments (8 games total). Families were excited that they would be able to watch/share their children's games with family members unable to attend.

HEALTH

Administration

Major items to note during this period include:

1. The Health Department has worked with the Purchasing Division to forward a bid opportunity on the newly acquired 4150 Wilder Road in Bay City (formerly Art Van Furniture) for the future Bay County Health and Human Services Center. A tour of this facility was provided in February with a substantial turnout from potential contractors and bidders. Also in January, a press conference was held with Congressman Dan Kildee, County Executive Jim Barcia and CAN Council Executive Director Emily Yeager. Discussions with other potential occupants continued during the months of the first quarter.
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 timelier and more effective. Currently, a prototype of the CIE system has been introduced to the United Way of Bay County within a framework for the software with 2-1-1 of Michigan and the United Way of Michigan.

Environmental Health

- A total of thirty-seven septic and well permits have been issued this quarter. Restaurant and temporary food inspections continue, with nearly 187 regular inspections, 9 temporary and mobile units and 26 follow up inspections completed at local fixed site food service establishments. Two new establishments have applied for plan reviews.

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 411 families from Bay County.

Public Health Services/Communicable Disease (CD) Division

- The Health Department has continued active investigation into all reportable conditions in Bay County. In total, the CD department investigated and completed nearly 1886 diseases this quarter. Eight outbreaks were investigated not including COVID surveillance. The Health Department has continued to provide free at home COVID tests to county residents as the number of cases has increased seasonally.

Immunizations

- Immunization clinics are continuing and in total the program, 450 vaccinations were administered during this time period. The Health Department continued to work collaboratively with the Department on Aging and Region VII Agency on Aging to provide flu and COVID vaccines to Bay County Seniors. Planning has begun on spring/summer immunization clinics for children returning to school in Fall 2024.

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 has been awarded a grant through the Medical Marijuana Operations and Oversight Grant (MOOG), but the implementation of the grant has been held up because of legislative inaction in Lansing. The grant when awarded, will focus on 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. The total number of children screened for Vision: 2,467. Total number of children screened for Hearing: 1,178.

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 160 visits with clients this quarter through a combination of telehealth, office, and home visits. Of these visits, 17 were with new clients. In addition to the aforementioned activities, the Health Department was able to begin a Breastfeeding Counseling and Outreach worker project that is deployed regularly at the OB floor at McLaren Bay Region. This position will provide education and referrals to the Health Department and throughout the community to mothers regardless of payor source.

WIC - Women, Infants and Children Program

- Bay County WIC transition back to in person appointments continues to go well. In this last quarter, our participation was just over 93%, with service to over 2,045 clients. With families being seen in person, lead screening services are being offered. Quarterly WIC redemptions generated to local grocery stores totaled \$441,202.00.

JUVENILE DETENTION & CHILD CARE SERVICES

- **No Report Submitted.**

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.
- Personnel staff onboarded approximately 85 temporary election workers for Michigan's early voting.
- The Personnel Director addressed grievances.
- The Personnel Director participated in audit meetings.
- 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.
- The Personnel Director and staff continued working on the Online Onboarding project.
- The Personnel Director consulted on disciplinary actions.
- Personnel staff processed 16 FMLA requests and 8 Sick & Accident (short term disability) requests and 2 Paid Parental Leave requests.
- The Personnel Director evaluated employee medical accommodation requests.
- The Personnel Director prepared for upcoming FMLA training/presentation for Bay County Department Directors
- The Personnel Director attended MMRMA training - Public Labor Law and Effective Grievance Process

Payroll/Benefits/Retirement

- Filed and paid all monthly and Q4 2023 payroll taxes including MESC, 941 and Michigan state withholding.
- The Payroll Clerk spent a significant amount of time on accruals, vacation and contract payouts.

- Processed and distributed payroll EFT/checks
- Processed and distributed 711 W2s.
- Filed W2 information with federal and state governments.
- Updated wage tables to reflect new minimum wage.
- Educated employees/retirees on benefits.
- There were 7 retirements processed in the first quarter.
- 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 multiple training webinars for MIOSHA, EHIM, BCBSM, as well as in-person MISOHA training.
- The Retirement Administrator & Payroll and Benefits Supervisor participated in the custodial bank RFP and award.
- The Retirement Administrator is starting the transition process to the new custodial bank.
- The Retirement Administrator has participated in the VEBA policy/procedure for use of the VEBA fund.
- The Retirement Administrator and Benefits Administrator facilitated a Lunch and Learn regarding Retirement Benefits

Wellness

- Fun Fact Friday and Wellness Wednesday emails have continued
- There was a Winter step challenge with 28 participants.
- The spring Win by Losing challenge began March 25th which has 10 participants.
- The Saint Patrick's Day races put on by the Bay Area Runners Club had 17 Bay County employees participate.
- There were four lunch & learns held - Supervisor Orientations for Ulliance EAP, Employee Orientations for Ulliance EAP, Preventative Care & Heart Disease, and Retirement Benefit.

PUBLIC DEFENDER

There were a total of **143** new criminal cases opened during the quarter.

The break down is listed below:

Assigned Criminal Matters

Mr. Huber was assigned **22** new felony files.

Mr. Hetherington was assigned **29** new felony files.

There were **85** new misdemeanor files assigned to:

Mr. Hetherington: **10**

Mr. Bonnell: **69**

Mr. Huber: 6

- There were 4 new felony violation of probation files assigned to Mr. Hetherington.
- There were 4 new misdemeanor violation of probation files assigned to Mr. Bonnell.

Probate Matters

- There were 7 new Delinquency cases and 3 new Neglect cases assigned to Ms. Caprathe.

Training

- Several of the attorneys “attended” training for continuing education credits via recorded video.

Other News

- Jill Koziatek will be retiring in April. The current part-time employee has been selected to be her replacement.

RECREATION & FACILITIES

The Recreation and Facilities Department submits the following report for the 1st quarter of 2024:

During the 1st quarter of 2024, 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 through the feasibility study process with the pool including the public input survey, market analysis and the design process. The final report will be delivered in the 2nd quarter.
- A contractor was selected for the Community Center Gym Floor capital replacement project.
- Started the design process for the Animal Services building, including meetings with the contractors and design team, and a facility tour at Saginaw County.
- Continued work on the Elevator Replacement project for the County Building.
- Worked through the RFP process for the Health Center Renovation.
- The Civic Arena hosted and had a successful 1st quarter at the height of hockey season with 3 in-house tournaments, and hosted house and travel MAHA districts at our facility.

- The contribution for Swim Lessons for Bay County kids through the pool at Garber was approved and sent over.
- Facilitated the first & second blood drives for 2024.

Buildings and Grounds

County Building

- Installed kitchenette at County Building Buildings and Grounds.
- Piped and wired new exterior lighting in Clerk's office.
- Continued upgrade on emergency lighting.
- Installed antenna on county building roof.
- Ran circuit for new TV install for DOA.
- Repaired plaster through County Building.
- Removed shelving from 1st floor and reorganized the Clerk's file room.
- Replaced faucets on 6th floor.
- Put in new control at ISD for AC performance.

Law Enforcement Center/911

- Installed 911 generator.
- Installed new garbage disposal at LEC.
- Piped and wired new monitor in LEC lobby.
- Installed antenna on 911 roof.
- Ran 4 electric circuits to intake and vest area to prepare for x-ray machine at LEC.
- Ran cat line for x-ray machine.
- Installed new lighting in intake.
- Ran multiple cat lines for the new body cameras.
- Swapped over boilers, along with CSD 1 reports from Dean Boiler at LEC.
- Changed a few offices to accommodate new people.

Health Department/Courts

- The Health Department server room is now on generator.
- Upgraded 2 VAV systems at Courts.
- Cleaned and serviced boiler at Health Department.

Juvenile Home/Mental Health Homes

- Replaced door at Juvenile Home.
- Replaced toilet and sink at Juvenile Home.
- Replaced slope sink at Bay Valley Home.
- Replaced trim work and gate at Bay Valley Home.
- Completed roof repair at Fisher Home.
- Put rubber roof on sunroom at 141 Almont home in Standish.
- Replaced lighting at Bay Valley home and repaired circuit switch.

- Installed low water cut off at Juvenile home.
- Began securing the chairs at Juvenile Home.
- Installed TV in the Day Room at Juvenile Home.

Community Center/Civic Arena/Golf Course

- Changed out compressor motor at Civic Arena.
- Golf course maintenance barn flooring.
- Installed a new harness for figure skating club.
- Small gym LED change over at Community Center.
- Repaired golf course sharpener motor.

Fairgrounds/Animal Control/Mosquito Control

- Installed window at Animal Control.
- Installed new garage entry door at Fairgrounds house.
- Repaired pole and completed high voltage tree trimming at Fairgrounds.
- Replaced 2 furnaces at Mosquito Control.
- Re-engineered HVAC control at Mosquito Control.
- Replaced bad ventor motor at garage heater.
- Hauled dirt away from Mosquito Control.

County Grounds and Other

- Filled potholes around the Canteen parking lot.
- Hauled salt and salted county grounds.
- Completed pump repair at Pinconning Park.
- Cleaned up the camper destroyed by fire at Pinconning Park.
- Plows county parking lots and sidewalks, including golf course trail.
- 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 - 435 hours
 - Feb - 431.5 hours
 - Mar - 337.5 hours
- Hosted 5 tournaments totaling 123 teams - January Freeze, Travel Districts, House Districts, U6/U8 Puck O Irish, and 12U-14U Puck O Irish.
- 18 participants in adult skate
- Adult league: 16 teams for winter season, 245 sub fees collected.
- Bay County Hockey Association has 10 House and 2 Travel teams.

- SK8 Bay had 41 club members and 107 skaters for learn to skate.
- 22 birthday parties
- 74 Drop in Hockey
- 1910 public skates, 1376 skate rentals - 72% of public skaters rent skates.
- Various other renters include Bay Area Thunder & Bay City Wolves, Saginaw JR Spirit & Gears travel, Midland Hornets Girls, Ringette, MMHDP, and school groups.
- 569 Skate Sharpens
- 452 Stick & Pucks
- 274 1-hour Skills & Drills and 5 1.5-hour Skills & Drills

Community Center

Fitness Classes:	95 total classes		
Fit Fun	Mon., Weds., & Fri.	9:30 am-10:15 am	25 participants per class
Yoga Fit	Tues. & Thurs.	9:30 am-10:15 am	20 participants
Chair Fitness	Tuesdays	11:00 am-11:30 am	20 participants per class
Chair Yoga	Wednesdays	11:00 am-11:30 am	15 participants per class

Open Volleyball:	Tues. & Thurs.	9:00 am-12:00 pm	12-15 per session
	Saturdays	11:30 am-2:00 pm	

Badminton:	Tuesdays	12:30 pm-2:30pm	12-13 per session
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Membership scans: Fitness - 1000 Wellness - 426

Pickleball: 1323 players for this quarter. Added evening all play.

Community Center Rentals: Every Saturday and Sunday.

Men's Basketball Winter League: Cancelled

Volleyball Women's League: 15 teams

Fairgrounds: No rentals this quarter.

Canteen: Tuesday through Thursday for DOA meals.

Golf Course

- The Golf Course was not open during this first quarter.

Pinconning Park

- Due to a warmer than expected winter, the Saginaw Bay did not freeze over, resulting in much lower revenues than years with good ice. The lack of ice fishers reflected on much lower day passes sold and cabin rentals. Also, the lack of ice and snow in the great lakes will result in lower water levels in Saginaw Bay for the summer camping, boating and fishing season.
- An advantage of the mild winter, we were able to get started on campground cleanup and prep for the 2024 camping season. Some of those duties include:

- 1) Hazardous tree removal.
 - 2) Cutting and pulling vines that are choking live trees and shrubs behind campsites.
 - 3) Cleaning up sticks, branches and litter in campsites, playgrounds, and trails.
 - 4) Removing and cleaning up the two sites with severely burnt campers.
 - 5) Cleaning gravel out of lawn areas from snow plowing.
 - 6) Replacing broken spindles on the deck on the Pinconning River.
 - 7) Cleaning up and edging the parking lot at Cody Estey Road.
- Other improvements for first quarter 2024 were:
 - 1) Move sink, re-plumb so water works, and totally re-painted bathroom in Ranger Station.
 - 2) Touched up paint and thoroughly washed walls and base boards in bathhouse.
 - 3) Replaced broken outside light fixture at Ranger Station.
 - All these improvements are in addition to a busy three months of taking reservations and booking up campsites for spring and summer 2024. We are well on our way to having a full campground again this camping season.