

REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2014

The following reports for the 2nd quarter of 2014 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Renewal of Agreement with Bay City Public Schools for our governmental access channel with Charter Communications. We researched other options in order to provide programming to areas within Bay County not currently being provided service. www.livestream.com allows programming of Bay County meetings, events and public service programs to those with internet access.
- Working cooperatively with Animal Control and Recreation & Facilities to prepare a grant application for submission to Michigan Municipal Risk Management Authority (MMRMA) for security improvements to Bay County Fairgrounds & Animal Control.
- Investigation and resolution of various complaints and requests by constituents for assistance in matters involving Bay County offices.
- Established fleet travel arrangements and guidelines for utilizing County fleet vehicle for the purpose of travel by employees during the course of County business.
- Responded to numerous Freedom of Information Act requests, many involving coordination with various County offices and departments.
- Continue to work with the Veterans Offices in review and processing financial documents for the Veterans Trust Fund and Soldier's Relief Commission.
- Assisting Environmental Affairs & Community Development in organizing the Solid Waste Management Planning Committee on behalf of the County Executive & Board of Commissioners.
- Discussions with Animal Control Manager and Corporation Counsel on proposal by Bay County Humane Society aimed at providing sterilization assistance.
- Assisting Corporation Counsel in contract coordination, distribution and document management.
- Assisting the County Executive's Office with organization and assistance in duties performed by GVSU Intern, Kendra White.

Animal Control

- The Shelter took in 501 cats and 281 dogs and 17 various rabbits, guinea pigs, etc., for a total of 799 animals.
- Owners claimed 23 cats; 74 dogs
- Adopted out 89 cats; 128 dogs; 12 other animals Euthanized per owner's request: 38 cats; 8 dogs Euthanized due to aggressive behavior, lack of interest & illness: 228 cats;

12 dogs

- Field Activity: Officers responded to 1258 calls, which include the following:
 - ▶ 100 Animal bites
 - ▶ 97 Cruelty calls
 - ▶ 250 Loose and Aggressive
 - ▶ 66 Barking
- We are still promoting our adoptable animals on the various websites, Facebook, Petfinder.com, WNEM TV5 Facebook, and veterinarians' offices. We are still working with other shelters and rescues that are willing to pull animals when the shelter is filling up. We have a several special interest groups such as the Friends of Bay County Animal Shelter and Shelter Angels helping to promote the shelter through internet media and special events. We thank these groups for their assistance.
- Shelter Angels has been working with 3 local veterinarians, Bay Animal Hospital, Bangor Veterinarian Clinic, and Vetmed. Each clinic is sponsoring 1 cat and 1 dog each month to help get the animal adopted. Each of the clinics will sterilize one cat and one dog that had been chosen by them as their sponsored pet. Once the animal has been adopted, the new owner receives a certificate by one of the veterinarians for sterilization and vaccination against rabies. When the owner returns to Animal Control with their paperwork, they receive their county license for the year, We are grateful for this assistance.
- The BAISD program has ended for another year. Twenty animals adopted through the shelter have been sterilized & rabies vaccinated by Dr. Musselman through the Veterinarian Technician Program. Thank you.

CENTRAL DISPATCH/911

- 1, Most emergencies begin with a call to 9-1-1. The call must be handled correctly every time by professionals using the best standardized processes and systems available. When processes fail, analysis is required and remedial action must occur in a timely manner. In an effort to enhance Bay County 9-1-1 Emergency Medical Dispatching, we have invested in ProQA Dispatch & AQUA Software.

The ProQA software integrates the power of the International Academies of Emergency Dispatch's protocols with today's critical computer technologies. It helps dispatchers move smoothly through Case Entry and Key Questioning. It assists dispatchers in quickly identifying the Chief Complaint for each case and clearly displays the response configuration specifically assigned by local agency authorities. The Software then guides dispatchers in providing all relevant Post-Dispatch and Pre-Arrival Instructions, as well as important case completion information.

All Staff successfully completed their training with the National Academy of Emergency Medical Dispatch as well as the ProQA training. On April 18th 9-1-1 went live with ProQA. This milestone is the culmination of hundreds of hours of work and effort put forth by all 9-1-1 Staff members.

With the successful implementation of Priority Dispatch ProQA and AQUA, 9-1-1 Central has advanced a ProQA steering group. The group's main focus is to identify

Emergency Medical Dispatch responses and modes. The group is composed of representatives from Urban Fire, Rural Fire, All EMS agencies, 9-1-1 and Medical Control..

2. 9-1-1 answered: Emergency calls in the month of April 7,402; Emergency calls in the month of May 8,924; and Emergency calls in the month of June 8,355. In total, Central Dispatch has answered 46,102 Emergency calls for 2014.
3. On April 30th, the State 9-1-1 Committee (SNC) was onsite to conduct a random 9-1-1 audit. The auditors reviewed the 9-1-1 financial records, 9-1-1 equipment, 9-1-1 policies and 9-1-1 procedures. The SNC also interviewed several First Responder Agency Heads. An audit report is expected before the end of the fiscal year. The SNC has asked to use much of the information Bay County 9-1-1 provided as a "best practice" for future 9-1-1 audits.
4. The VHF Fire paging project began in earnest. APCO approved our request for a change of use for several existing VHF frequencies. The next part of the frequency approval process is with the FCC. Thanks again to Brietburn Energy for their generous donation of \$120,000 for this project.
5. Jennifer Malott completed has completed her Dispatcher training in late May. June 27th marked 20 years of service with Central Dispatch for Tony Lupo.
6. The NG911 Phone System RFP is open. The proposals are due on August 11, 2014.

9-1-1 Central Dispatch is working with Tuscola County 9-1-1 and Midland County 9-1-1 in the development of an RFP for the purchase of the new NG9-1-1 phone system.

The NG9-1-1 phone system will service Bay County 9-1-1, Midland County 9-1-1 and Tuscola County 9-1-1. This collaborative effort will increase capabilities and increase network redundancies; while at the same time reduce costs.

Emergency Management

1. BreitBurn Energy – Last year, we were contacted by a representative from BreitBurn Energy regarding a donation to the first responders in Bay County. BreitBurn has agreed to donate \$284,680.46 to fund 3 projects. They have agreed to purchase a total of 4 outdoor public warning sirens. One each for Pinconning, Linwood, Kawkawlin, and Hampton Township. 2 VHF towers for the fire department paging system, and 16, 5 gas air monitors for the fire departments.

Project Update – The 4 sirens have been installed and we are working on integrating them into the current system. All of the air monitors have been distributed to the fire departments, and the vendor has arranged for free training on the new equipment.

2. Region 3 Homeland Security Planning Board - Emergency Mgmt. attended various Region 3 Homeland Security Board meetings and subcommittee meetings.
3. Presentations – The Emergency Management Coordinator was the keynote speaker at the Region VII Agency on Ageing Annual meeting. He spoke on preparedness topics relative to the senior population.

Emer. Mgmt. attended a meeting of local Kiwanis club and spoke on the job roles of his position.

Emer. Mgmt. met with the school superintendents from Bay County regarding the new school drill legislation (2014 P.A. 0012.) The superintendents were given information regarding reporting requirements, and sample documents that would meet their needs for the new legislation.

Emer. Mgmt. organized a meeting between first responder agencies and the USCG Detroit Sector regarding the rollout of the 2014 Port Security Grant.

4. Planning – The Local Planning Team met in April to discuss the FY13 Homeland Security Grant. Bay County was allocated \$29,452.78. The LPT allocated the funds into 3 projects. \$16,000 for a GIS license, \$3,500 for 5 individuals to attend the Homeland Security Conference, \$5,200 for a portable light system for the Bay County Fire Departments, and \$4,500 for a thermal imaging device for the Sheriff's Department.

Emerg. Mgmt. reviewed and approved the Human Services annex of the Emergency Action Guidelines with the Department of Human Services and the American Red Cross.

Several security concerns emerged at the Health Department recently, prompting a review of the physical security, as well as proper credentialing and public access throughout the facility. Members of Emergency Management, Central Dispatch, Human Resources, Sheriff's Department, Buildings and Grounds, and the Health Department met to address these concerns. This has led to Emergency Management laying the groundwork for developing a comprehensive Workplace Violence Prevention program. It will be comprised of multiple components including policy review/revision, facility risk assessment, Violence Prevention Questionnaires, and employee training and feedback.

5. Training – Emerg. Mgmt. held a training in preparation for the annual Bay City Fireworks festival. . It was presented by Mike Moll from the Department of Homeland Security. The title of the training was "Suspicious Incident Awareness Training" and outlined several failed terrorist attacks as well as one that was successful (Boston Bombing). The attendees were given some protective measures tools needed to ensure that special events are better protected.

The Emergency Management Coordinator attended two separate trainings in Lansing. Both trainings are required for the Professional Emergency Management certification process. A 1 day training titled Workshop in Emergency Management: Legal Issues in Emergency Management and a 1 day training titled Incident Command Structure/Emergency Operations Center interface were attended.

FEMA's ICS-300: Intermediate ICS for Expanding Incidents was held. 12 attendees from Bay County attended.

The Emergency Management Coordinator attended a workshop sponsored by MI-OSHA titled Developing a Comprehensive Workplace Violence Prevention Program. This was to support the development and implementation of Bay County's Workplace Violence Prevention program.

6. Exercise – As part of the requirements for the Emergency Management Program Grant, Bay County is required to conduct one exercise each year. This year's exercise was held in June at the Bay County Community Center. It was a table-top exercise that focused on a mass-casualty response at the fireworks festival. Partner agencies that attended the exercise included: Bay County Central Dispatch, Bay County Health Department, American Red Cross, Bay City Public Safety Fire Operations and Law Enforcement, McLaren Bay Region EMS, McLaren Bay Region Hospital, Essexville Public Safety, Hampton Township Fire, Bangor Township Fire, United States Coast Guard, Michigan State Police, Michigan State Police-Bomb Squad, Mobile Medical Response, Bay County Recreation and Facilities, Pinconning City Police, Monitor Township Fire, Midland County Emergency Management, Saginaw County Emergency Management, and Region 3 Incident Management Team.

The Emergency Management Coordinator assisted the Region 3 Healthcare Coalition with the region-wide full-scale exercise, by acting as a controller/evaluator. These duties were performed at the Bay Medical Care Facility. The exercise simulated a long-term power outage that affected most of the state.

Emergency Management participated in all three region-wide 800Mhz radio drills that were held this quarter.

On May 27th, Emergency Management and Buildings and Grounds conducted fire drills at the following county facilities: County Building, Health Department, Court Facilities, Mosquito Control, Animal Control, the Community Center, and the Arena.

CORPORATION COUNSEL

- See Personnel & Employee Relations.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS) (J. Anderson)

- Continued discussion with ESRI regarding best approach for integrated GIS Utility Mapping.
- Met with Road Commission on GIS database development for Bay County Dept. of Water & Sewer
- Continued maintenance on 9-1-1 GIS data and CAD Map
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online.
- Work with ISD and 9-1-1 to research a web Addressing/location mapping Application for Sheriff's department.

- Misc GIS Projects and GIS tech support for: Animal Control, Bay County Clerk, Bay County Executive, Bay County Road Commission, Buildings and Grounds, Transportation, Frankenlust Twp, Monitor Twp, Portsmouth Twp, Williams Twp, Auburn, Pinconning, Equalization, Environmental Affairs & Community Development, Parks & Rec, Treasurer, SVSU and private data requests.
- Work with Environmental Affairs & Community Development to assist with Saginaw Bay Blueways Trail map.
- Continue research into migrating Bay County digital tax parcel layer to the ESRI Parcel Fabric data design and/enhancement of our current tax parcel layer to include a dimensional annotation layer by use of intern.
- Attended regional GIS meeting in Midland to discuss 2015 Ortho Photography, Environmental Health application, and potential training opportunities.
- Began organizing a regional meeting to discuss possible septic permitting application
- Continued trouble shooting geocoding issues with our existing ArcGIS Online applications with ESRI Tech support due to change on their geocoding app
- Continued Georeferencing of Bay City Tax Maps.
- Continue to provide support to Tuscola County Equalization Director and staff to develop a county GIS system.
- Started more formal discussions with Saginaw and Midland Counties regarding a updated digit orthophotography project in spring of 2015
- Finalized 2014 Tax Parcels and updated website.
- Worked with Register of Deeds to secure funding for two intern positions to assist with adding parcel annotation data and georeferencing tax maps.
- Work with Auburn Chamber of Commerce to provide mapping assistance for Treasure Hunt event
- Attended GIS training class for BS&A
- Knowledge transfer from Dave Engelhardt due to retirement

Gypsy Moth Program (A. Wallace)

- Emerald Ash Borer (EAB) Treatment Project: During the second quarter, the contracts for the 2014 Treatment Project were finalized and awarded to Camelot Tree and Shrub Service of Detroit, MI who had the lowest bid at \$35,409.74. Work began on June 9, 2014 and was completed on June 26, 2014. 739 ash trees were treated and protected from EAB. Verification of treatment and evaluation of results is on-going. These trees and those treated in the past three years will be monitored and evaluated during August through October to provide data for treatment contracts in 2015. Tentative evaluation so far indicates that the treated trees are much healthier than untreated trees.
- Population Monitoring: Egg masses were collected for winter mortality and all egg masses had significant hatch by the first week in April. In the third week of May larvae

were placed in a rearing cage in Pinconning Park for use in Educational programs and outreach activities. Hatch on undisturbed egg masses was first observed the second week of May. The late hatch was due to the cool weather this spring. In addition to monitoring in known sites, staff members answered complaint calls from homeowners throughout the county. During May, the majority of these complaints were due the Emerald Ash Borer and other insects that are native to our area.

- Educational Programs: Educational Programs were held at Bay City State Recreational Area, Shoreline District Cub Scout Camp, aboard the Schooner Appledore and in Pinconning Park with over 1,400 students being informed about invasive species and the impacts they have on our region. Staff members also attended live and web based training programs about ongoing research on the gypsy moth, EAB and other invasive pests.
- Green Schools Program: Area schools were kept abreast of updates to the Michigan Green Schools Program.
- Geographic Information: Program staff updated Arcmap data files with information pertaining to the gypsy moth, EAB and assisted with other projects within the Environmental affairs and Community Development Department.

Mosquito Control (T. Putt & Staff)

- The annual spring woodland-pool treatment program marked the beginning of BCMC's mosquito control season, beginning about a week behind "normal" on April 21. Control efforts included aerial larviciding (42,900 acres) using 2 fixed-wing aircraft (Earl's Spraying Service, Inc.), with the focus on areas near cities, towns and large developments. Based on successful trials conducted in 2012 and 2013, woodlots were treated this year at a 3 lb/acre dosage with an overall average mortality of 93.3%. Spring mosquito species emerged as adults by May 15, but were not much of a problem except for untreated areas in the northernmost portions of the county.
- The MDARD inspected our facility in April and deemed the chemical storage building a "bulk storage facility", which means we now have to apply for an annual State permit - at no cost. A detailed drawing was also submitted to show the bulk storage area including drains and capacity to contain a spill.
- Most areas of the county have seen average or below-average rainfall for the month of June so we have not had any spikes in floodwater mosquitoes – we know we should not put this on paper as we've probably just jinxed ourselves! We had pockets of Anopheles surges along the Saginaw Bay and Coquillettidia perturbans numbers are rising as we near the Independence Day holiday.
- Throughout the warm weather months, BCMC will continue to treat larval or adult mosquitoes originating from woodlots, floodplains, freshwater wetlands, grassy fields, wet meadows, roadside ditches, ponds, catch basins, as well as containers. We've treated ditches in townships that have received enough rain to trigger a mosquito hatch and been back in woodlots and floodplains treating larvae. The number of complaint calls has been pretty low for the month of June, too.
- Two training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDA as certified technicians. MDA staff offered testing at

our facility on June 19 so staff that started late would be able to take the test locally, which we appreciated.

- Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques and presentations were given at Auburn Elementary School.
- We continue to monitor for West Nile virus this season by testing American Crows and Blue Jays using the Vector Test kit and by submitting mosquitoes to MSU. Through June 30, we have tested 2 crows that were both negative. Thirty-six mosquito pools containing 891 adult females were also submitted to MSU; the first 22 were negative and the rest are pending.
- A few other items of interest: a scrap tire drive was held May 31 with 1,269 tires collected. This tire drive was held concurrently at the Bay County Fairgrounds and Fraser Township Park and the cost of holding the drive will be off-set by a MDEQ \$3750 Scrap Tire Grant.

Transportation Planning Division (J. Anderson)

- Held various BCATS Technical and Policy Committee meetings
- Amendments to BCATS 14-17 TIP as required
- Attended monthly MTPA Meetings in Lansing
- Finalized BCATS PL 1st quarter expense billings
- Maintain the Transportation Planning Website
- Attended various Roadsoft Training classes
- Attended Riverwalk/Rail Trail meetings
- Updated GLBR Trail data
- Coordinate traffic counts for 2014 with local agencies
- Attended Bay Area Community Foundation Beautification Committee meetings and provided both Transportation and GIS technical support, data and maps
- Assisted the submission of projects from the Bay County Road Commission, City of Essexville and the City of Bay City for the additional funding available through the Roads and Risks Reserve fund
- Attended Pre-UWP meeting in Lansing with MDOT.
- Attend Woodside Ave pre-construction meeting in Essexville.
- Attend Asset Management Conference in Bay City.
- Attend Travel Demand Modeling seminar by MDOT at Bay City TSC.
- Work with MDOT, Bay County Road Commission, and the City of Bay City to select contractor for Euclid Ave/Wilder Rd Access Management Study project.

- BCATS Policy Committee approval of FY 2015 Unified Work Program (UWP)
- Completed 2015 MDOT Master Agreement
- Coordination of PASER data collection
- Knowledge transfer from Dave Engelhardt due to retirement

EQUALIZATION

- Finalize Sales Studies and Appraisal Studies and publish the tentative equalization ratios in the newspaper.
- Met with State Tax Commission District Representative as to our yearly sales/appraisal studies. His recommendation is to use ours versus their limited studies.
- Review Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.
- Assign new parcel numbers on split or combined properties, write those descriptions and update the Equalization Maps, as well as the GIS parcel layer.
- Assisting in updating GIS parcel layer for new parcels and parcel corrections.
- Assisting in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisting Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Redrafting problem portions or entire sections of the Equalization maps.
- Working with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Adding new reports & removing old reports from the Equalization web pages on the internet.
- Preparing the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.
- Reviewed older sales in our database and update them to show corrected information. Currently have 91,650 document references for public and Department use.

FINANCE

- Issued 2013 Audit with no significant deficiencies or material weaknesses.
- Submitted the F-65.

- Participated in the Bay County Auction, which netted approximately \$15,800.
- Staff attended GASB 67/68 Webinar.
- Attended interviews with Personnel.
- Attended Golf Course/Civic Arena financial sessions.
- Attended State Legislative Luncheon with the Bay Area Chamber of Commerce.
- Attended meetings on Bond Counsel for the Department of Water and Sewer Water Treatment Plant for anticipated bond issuance of up to \$60M.
- Attended MAPERS conference at Soaring Eagle Resort.
- Attended Pinconning Park dedication in honor of the late Michael Gray.
- Issued Category 3 of the State of Michigan Department of Treasury, "Unfunded Accrued Liability Plan." This is the third of three requirements necessary for receipt of funds from the County Incentive Program (Revenue Sharing) which was due June 1, 2014.
- Attended several meetings on the NOAA Grant.
- Attended Munis HR Module Demo with IT/HR staff.
- Attended web team meetings.
- Met with City of Bay City on GIS updates and discussed continued coordination with the city.
- Met with Mary Davidson from Abel Noser to discuss the trade analysis for retirement over the last six months of 2013.
- Staff attended the bi-yearly Building Authority meeting.
- Attended several meetings on Time Clocks with Human Resources.
- Attended the Bay County Employees' Retirement System money manager interviews, in which, a new international large-cap money manager was selected.
- Attended webinars on upcoming changes with the single audit and the SEC municipal advisor rules.

Budget

- Facilitated a refresher course for Accounts Payable.
- 2015 Budget packets were prepared and distributed on June 23, 2014.
- Worked with ISD on Munis 10.5 conversion.
- Housing Rehabilitation Quarterly Report
- Attended Board Meetings at Bay Area Housing

- Met with program participants to discuss their various needs
- Participated in "Environmental Review Webinar Training part 1"
- Oversaw day to day activities of the program by answering citizens questions, approving invoices, bid results and FSR's.

Purchasing

Bids in Development:

- Division on Aging Kitchen Equipment
- Center Ridge Arms Elevator Replacement
- Sheriff's Department Medical Care Services
- Equalization Tax Assessment (not released, under bid threshold)

Bids reviewed for others:

- Next Generation 911 Call Handling System (managed by Midland County 911 and consultant)
- Division on Aging Kitchen Addition (managed by Spicer Engineering)
- Comprehensive Fundraising Services Consultant (Bay Future, Inc.)

Bids Released:

- Golf Course Concession Management (released as an RFI)
- Computers Servers- Information Systems Division
- Election Ballot Printing – Election Commission
- Treated Lumber for Pinconning Park Boardwalk (released as a quote)

Bids Awarded:

- Gypsy Moth Emerald Ash Borer Treatment
- Election Ballot Printing – Election Commission
- Computers Servers – Information Systems Division
- Purchase Order issued for Pinconning Park Lumber

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared journal entries for credit card allocation
- Assisted various departments and vendors with purchasing questions/bid preparations
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Participated in meetings regarding recycling services
- Participated in meetings for telephone services consultant
- Worked on revisions to the Purchasing and Travel Policies
- Attended the County Auction to oversee County vehicle sales
- Met with Coca-Cola regarding vending, concessions and promotions
- Coordinated Best and Final Offer (BAFO) meetings with vendors and Information Systems Division staff to clarify questions in relation to the Computer Server RFP
- Received radio training as part of my Safety Captain duties
- Participated in webinars for purchasing related duties
 - Ethical Procurement

- ▶ Model Procurement Code
- ▶ Protests Happen

Public Information Officer:

- Completed "Intermediate ICS for Expanding Incidents ICS-300" 2 ½ day training session
- Completed the following independent study web trainings:
 - ▶ NIMS Public Information Systems IS-702.a
 - ▶ NIMS Multi-agency Coordination Systems (MACS) IS-701.a
 - ▶ NIMS an Introduction IS-700.a
 - ▶ Social Media in Emergency Management IS-00042
 - ▶ ICS for Single Resources and Initial Action Incident IS-00200.b
 - ▶ Introduction to Incident Command Systems ICS 100.b
 - ▶ Bay County Health Department Emergency Preparedness Overview
- Participated in "WebEOC" training
- Attended "Suspicious Incident Awareness" training

Information Systems Division

- 2nd quarter completed work orders = 984
- Current open work orders = 128 of that 58 are projects , 70 open issues
- Participated in meetings to discuss Recreational/ POS software replacements
- Participated in meetings to discuss Jail Video Management Systems and warranties as well as upgrade of SAN.
- Upgraded Pinconning Health Department computers and printer
- Upgraded several Sheriff Department computers
- Upgraded ROD Computers
- Participated in NG911 Meetings
- Upgraded Max Facility software for Civic Arena project to display schedules on new TV displays
- Display implementation scheduled for 3rd quarter
- Built servers and facilitated test upgrade for upcoming Munis 10.5 software upgrade on October 11
- Developed and awarded proposal for new servers for ECM and increased data storage
- Selected and evaluating new email and spam filter
- Narrowed down list of firewall vendors
- Upgraded Health Department Computers

- Participated in meetings with DSS to provide scanning services to the Friend of the Court and Retirement Board
- Completed operation of network and wireless in the Incident Command Trailer for the fourth of July weekend
- Upgraded BOC computers
- Provided Wireless Access to the Community Center
- Facilitated the process of the contract and statement of work with Imagesoft and looking forward to starting the Implementation Phase

HEALTH DEPARTMENT

Administration

The Bay County Health Department Administration continues to implement its Strategic Plan to provide a framework for future growth and direction. A dozen key staff from the Health Department were chosen by management to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The BCHD Strategic Plan has three main goals:

- The Health Department will increase the community's knowledge of Programs & Services provided by October 2015.
- The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
- The Health Department will establish a workforce development plan by October 2015.
- BCHD continues to revise its Orientation Operations Manual.
- BCHD has revised a client Survey tool for implementation in April of 2014.
- The Health Department has secured authorization from the Bay County Board of Commissioners to enter in to a Memorandum of Understanding with Saginaw Valley State University for creation of an Academic Health Department to develop opportunities for teaching and placing nursing/allied health students in the public health setting.
- The WIC and Family Planning Divisions underwent a fiscal review by the Michigan Department of Community Health (MDCH). The final report of the audit is anticipated to be sent in September of 2014.
- The Health Director has begun to assemble an application to the United States Department of Health and Human Services to have parts of Bay County recognized as a Health Professional Shortage Area (HPSA). Initial efforts to have the county designated as a federally Medically Underserved Area proved unsuccessful. The Health Department is being assisted on this project from students from SVSU, the Bay Health Plan and McLaren Bay Region. It is anticipated that the HPSA application will be submitted during the summer of 2014.

- Health Department Management, Environmental Health and Contagious Disease Staff successfully investigated on a Norovirus Outbreak in May, which affected more than 45 people in Bay and seven neighboring counties.

Meetings/Trainings attended by Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Quarterly Bay Health Plan Board Meeting
- Bay County Community Health Improvement Project Meetings
- Meetings with Health Department Fiscal and Finance Department staff to discuss financial reporting, payroll corrections, billing and budget issues
- Meetings with SVSU regarding potential collaboration with Nurse Practitioner Program/future grant applications.
- Michigan Health Information Alliance – Population Health Working Group
- HSCC Legislator Lunch in April, 2014
- Great Lakes Homeland Security Conference in May, 2014
- Saginaw Bay Watershed Conference at SVSU in June, 2014
- Bay County 911/EPT EOC Training, June 2014

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. The CSHCS \$10,000.00 mini grant program is underway. The CSHCS parent advocate, Marcy Thompsom has been providing outreach to other parents in CSHCS about the benefits of the CSHCS program. Marcy developed at-a-glance post cards with important CSHCS information that was sent to the 313 families with children currently enrolled in CSHCS. She then followed up with a telephone call to these families to answer questions and promoted full participation in all CSHCS benefits. Marcy will continue in this role until the grant expires on September 1, 2014.
- This program supports a nursing position for 32-40 hours a week and a clerical position for 20 hours each week, as the nurse also works the immunization clinic and the clerical works 20 hours weekly in MIHP. Both participate in the monthly MDCH CSHCS Registered Nurse Consultant (RNC) conference call.
- Mary Jo Hill, RN met with CSHCS representative at U of M Hospital in Ann Arbor, MI to coordinate CSHCS who live in Bay County and receive their specialty care at U of M Hospital. She also participates in the monthly Continuity of Care meeting coordinated through Bay Arenac Behavioral Health.

- During this quarter the following billable services were provided with an approximate income of \$9,281.60.
 - ▶ 15 Annual plan of cares the RN completed by telephone
 - ▶ 1 Annual plan of care by the RN in client's home
 - ▶ 65 Level II care coordination activities, combined efforts of RN and clerical staff
 - ▶ 20 Case management visits by the RN

Communicable Disease (CD) Division

The CD nurse investigated 148 reportable disease cases this quarter, of which 133 were laboratory confirmed. These confirmed cases include 26 animal bites; 5 Norovirus; 1 Aseptic Meningitis;

- 1 Legionellosis; 3 Streptococcal Pneumoniae, invasive; 2 Streptococcus pneumonia drug resistant;
- 2 Salmonellosis; 1 Varicella; 2 Pertussis; 1 VZ infection unspecified; 2 Campylobacter; 2 Streptococcal Dis. Inv Grp A 1 Unusual Outbreak/Occurrence; 1 Hepatitis A; 5 Hepatitis B-chronic;
- 7 Hepatitis C-chronic and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- The 13 reported and investigated but not found to be cases include: 1 Shiga Toxin E coli (STEC);
- 1 Influenza; 1 Strep Inv Group A; 1 Varicella; 1 Lyme Disease; 1 Hepatitis B-acute and 8 Hepatitis C-chronic.
- The 2 Probable but not confirmed cases include: 2 Hepatitis C- chronic
- This quarter the schools reported 412 cases of Flu like Disease.
- An investigation was conducted on 1 Auburn Wedding outbreak in April 2014 and on a Meningitis Cluster at Bay County Jail on 6-30-13.

Health Screening Clinic(HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 65 Chlamydia and 6 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 46, of which 5 were court ordered, 29 males & 17 females. The nurse investigated an additional 7 people for lab reports with positive STI results and referred them for treatment.
- Number of clients tested for HIV this quarter: 35, 5 were court ordered, all results were negative, and of these 35 tested, 18 had previously been tested while 17 had no previous test.
- The CD/HIV/STI nurse participated in the following:
 - ▶ 04-15-14 Spring Chicks & Biting Ticks; One Health webinar
 - ▶ 05-15-14 14th Annual MDCH Communicable Disease Conference, Doubletree Hotel

- ▶ 05-28-14 AIDS: Informing the Field Webinar
- ▶ 05-29-14 Annual STD Update, MDCH, Tuscola County Health Department
- ▶ 06-24-14 TST Work shop, Huron Medical Center, Bad Axe, MI
- ▶ 06-25-14 Moving Black MSM along the HIV Care Continuum, Webinar

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	747	723	17	7	14
School aged:	0	0	0	0	0
Special Education	0	0	0	0	0
Total screened	747	723	17	7	14

Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	749	703	38	8	33
School aged:	0	0	0	0	97
Special Education	0	0	0	0	0
Total Screened	25	25	0	0	130

* Unable to complete screen, under care, absent for re-screen

** Medical follow up from previous quarters counted as they come in

In addition to providing hearing and vision screening during this quarter, the technicians keep busy following up on previous referrals.

Division On Aging (DOA)

- The A Matter of Balance program completed another session April 24 at Sheffield Bay with eight participants.
- The Volunteer Recognition Dinner was held May 7 at Riverside Friendship Center. The theme was "Volunteers Make Everyone Happy." There were 125 volunteers honored with special recognition, gratitude, and a meal.
- An In-Service Program for volunteers, caregivers, and seniors was held May 22 at Riverside Friendship Center regarding the AGES Program, with 22 participants.
- The 2014 Bay County Senior Olympic Games was held from May 28 with the annual kick-off breakfast through June 13 with the awards ceremony and closing banquet. The theme was "Livin' the Dream." There were 270 participants and 18 medal events. There were 37 gold medals, 38 silver medals, and 38 bronze medals awarded.
- A new Ford Transit van was purchased for the Home Delivered Meals program.
- Division on Aging has been collaborating with the United Way RSVP Program on a new volunteer opportunity and program to serve the needs of our homebound seniors, the Friendly Caller Program.

- The Commodities program delivered 125 boxes of commodities in April, 125 boxes in May, and 150 boxes in June, for a total of 400 for the quarter.
- Division on Aging served 1,249 meals at special events from April through June.
- Division on Aging volunteers provided 1,249 hours of their time this quarter.
- Transportation requests were 73 in April, 69 in May, and 62 in June, for a total of 204 for the quarter.
- From October 1 through June 30, Division on Aging has served:
 - 25,450 congregate meals
 - 88,452 home delivered meals

and provided:

- 386 caregiver hours
- 4,568 homemaker hours
- 651 personal care hours
- 3,468 case coordination hours

Kitchen Project:

- Division on Aging Director and Project Manager attended Bay City Planning Commission meetings requesting Site Plan Review and variance approvals
- Prints are 90% complete
- Working on bid process for contractors
- Plan Review was completed and submitted for approval to the Bay County Health Department

Elder Abuse Grant:

- Approval was received from the Department of Justice for the Outreach Strategy and Service Proposal (OSSP) developed for the Bay County Elder Program Grant. This enables Division on Aging to hire an abuse in later life case manager and to provide support services to victims through the Bay Area Women's Center. In addition, funds will be available to help victims become safe and independent from their abuser. An 18 month budget was submitted; however, due to grant requirements, staffing, services, and outreach will be delivered within a 12 month period.
- A news article announcing World Elder Abuse Day was sent to local media and was published in the County Executive Newsletter.
- Monthly Elder Abuse Coordinated Community Response (CCR) Team meetings have been held in April, May, and June. Work on a new Bay County Vulnerable Adult Investigative Protocol was completed at these work sessions. This protocol is modeled after the Michigan Child Protective Services Protocol and defines roles, relationships, and ways for law enforcement, the Prosecutor's Office, Adult Protective Services, and others to investigate cases of abuse of older people and to hold offenders accountable
- Plans are in place to hold an Advanced Law Enforcement training program on September 3, 2014. The training will be called "Advanced Investigative Strategies: Financial Exploitation and Neglect of Older and Vulnerable Adults." All County law

enforcement officers will be invited to attend at no charge. All costs will be charged to the grant.

Health and Wellness classes offered:

- Blood Pressure Clinics
- Walking Club
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- Chair Yoga
- A Matter of Balance
- Wii Bowling League
- Shuffleboard
- Osteoporosis Strength Exercise Classes
- Chair Yoga with Beth Trahan
- Senior Fit in 30 Minutes with Beth Trahan

Dining Center Activities:

- Acrylic Painting classes
- Identity Theft Workshop at Riverside
- Easter Dinner Party
- Mother's Day Celebrations
- Jolly Hammers & Strings at Williams
- "Last Chance to Wenona Beach" program by local author Jim (J.R.) Watson
- The Recyclables readers' theatre troupe from Bay City Players at Williams
- Father's Day Celebrations
- Presentation by Ablezone Low Vision at Riverside

Special Events:

- Movie/Lunch Series at Wirt Library
- AGES Program In-Service
- 2014 Senior Olympics "Livin' the Dream"

Trainings Provided:

Nutrition Services Manager:

Area Agency Nutrition Providers Meeting
Michigan Academy of Nutrition and Dietetics Conference
Emergency Preparedness
Staff Meetings
Site Managers' meeting
Kitchen Staff meeting
Drivers' meeting

In-Home Services Coordinator:

Emergency Preparedness
Dog Bite Prevention – Webinar

Matter of Balance Program Updates
Staff Meetings

Case Management Team:
Emergency Preparedness
Staff Meetings

In-Home Staff
Homemaker Meetings
Personal Care Meetings

Nutrition Staff
Client Confidentiality
Policies and Procedures
ServSafe
Kitchen Staff Meetings

Meetings Attended by Director:

- Human Services Collaborative Council Legislator Luncheon
- Region VII Area Agency on Aging Board Meeting
- Michigan Directors Association – Legislators' Meeting
- Senior Advisory Committee Meeting
- Division on Aging staff meetings
- Elder Abuse CCR
- Senior Task Force
- Department Managers
- County Commission

Meetings/trainings attended by Division Manager over the quarter:

- Region 3 HPN Advisory Committee Meetings
- Region 3 HPN Planning Board Meetings
- Region 3 EPC Meetings
- MDCH OPHP Monthly EPC Conference Calls
- Bi-monthly LEPC Meetings
- Quarterly 800 MHz radio drills for MDCH OPHP
- Monthly 800 MHz radio drills for Region 3 HPN
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings

Emergency Preparedness

(Unless otherwise indicated, the following activities are reported for Melissa, the Division Manager):

January

- Trained Pinconning School District Staff on the MDSS and submitting CD reports via the electronic system instead of by fax/mail.

- Met with prospective SVSU Health Sciences Intern (Melissa & Tracy)
- Immunization Coalition Meeting
- Attended Bay County Emergency Management's Training and Exercise Planning Workshop (TEPW) (Melissa & Tracy)
- Foodborne Illness Outbreak Investigation Meeting with EH Staff
- Held first round interviews for Part-Time Health Educator Position

February

- Met with SVSU Nursing Student to discuss his emergency preparedness project for school
- Attended Regional Multi-Jurisdictional Foodborne Illness Outbreak Investigation Training in Saginaw along with Sanitarians and CD Nurse
- Held second round interviews for Part-Time Health Educator Position
- Attended Initial Planning Conference for County Exercise (Melissa & Tracy)
- Attended Emergency Management Program Advisory Committee Meeting at SVSU
- MISNS Tiered Approach to Dispensing Webinar/Teleconference (Melissa & Tracy)
- Attended Public Health Week Planning Meetings conducted by Tracy

March

- Attended County Flood Planning Meeting at EOC (Melissa & Joel)
- Facilitated and conducted emergency preparedness trainings and exercise at BCHD all day staff in-service
- Attended Public Health Week Planning Meeting conducted by Tracy
- SNS Quarterly Call Down Drill
- Annual Emergency Preparedness Trainings for all staff and other key individuals in the County

Health Education

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- Healthy People Healthy Bay (HPHB) CHIP Leadership Meetings (Tracy)
- WIC Staff Meetings (Tracy)
- Bay County Prevention Network Meetings (Tracy)
- Oral Health Improvement Team Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy)
- Facilitate Monthly WIC Breastfeeding Classes (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa & Julie)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Class (Julie)
- During this quarter, presented to 3 classes and spoke to a total of 17 people

January

- MPPHC Planning Conference Call (Tracy)
- HPHB Chronic Disease Workgroup Meeting (Tracy)
- HPHB Children's Health Workgroup Meeting (Tracy)
- HPHB Access to Care Workgroup Meeting (Tracy)

- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

February

- Michigan Oral Health Coalition Conference Planning Meeting (Tracy)
- Oral Health 2020 Webinar (Tracy)
- Strategic Planning Meeting with BCPN and NRC (Tracy)
- Facilitative Leadership Training (Tracy)
- Prescription Drug Meeting (Tracy)
- National Public Health Week Meeting (Tracy)
- Winter Festival at BCSRA (Rusty)
- Assisted BCSRA with classroom presentation at Pine River Middle School in Midland (Rusty)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

March

- WIC Outreach to Dental Offices (Tracy)
- 2014 County Health Rankings Webinar (Tracy)
- FAB TEAM Meeting (Tracy)
- National Public Health Week Meetings (Tracy)
- County PIO Meeting (Tracy)
- Meeting with SVSU Nursing Students (Tracy)
- Meeting with Prospective MPH Student (Tracy)
- BCHD Outreach at Handy Middle School Health & Wellness Fair (Julie & Rusty)
- BCHD Outreach at Bush Elementary Kindergarten Round-up (Julie)
- ESF Outreach at Flint Steelheaders Boat, Outdoor & Fishing Show at Birch Run Expo Center (Julie & Rusty)
- BCHD Outreach at Bangor North Elementary Kindergarten Fair (Julie)
- ESF Outreach at Saginaw Medical Society Event (Julie)
- SBCA Face-to-Face Partners Meeting at Saginaw EPA (Melissa, Julie & Rusty)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

WIC Breastfeeding Peer Counselor Activities (TRACY)

January

- Bay Area Breastfeeding Coalition Meeting
- BFPC Meeting with WIC Coordinator
- 17 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 6 participants on 1/24/14

February

- 25 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 4 participants on 2/24/14

March

- 18 Client Contacts (either face to face or by phone)

- Breastfeeding Basics Class – 2 participants on 3/3/14; 1 participant on 3/24/14

Acronyms:

EPC = Emergency Preparedness Coordinator	CDC = Centers for Disease Control and Prevention
EMC = Emergency Management Coordinator	SNS = Strategic National Stockpile
ARC = American Red Cross	HST = Homeland Security Team Meeting
LEPC = Local Emergency Planning Team	T&EPW = Training & Exercise Planning Workshop
BRMC = Bay Regional Medical Center	EAP = Emergency Action Plan
EOC = Emergency Operations Center	GIS = Geographic Information Systems
HPN = Healthcare Preparedness Network	HSPB = Homeland Security Planning Board
ICS = Incident Command System	JIC = Joint Information Center
LPT = Local Planning Team	MIHAN = Michigan Health Alert Network
PHEP = Public Health Emergency Preparedness	SOP = Standard Operating Procedure
EAP = Environmental Protection Agency	SBCA = Saginaw Bay Cooperative Agreement
BCSRA = Bay City State Recreation Area	CHA = Community Health Assessment
CHIP = Community Health Improvement Plan	PIO = Public Information Officer
ARRA = American Recovery & Reinvestment Act	BHS = Behavioral Health Sciences
MEMS = Modular Emergency Medical System	NEHC = Neighborhood Emergency Help Center
BRFSS = Behavioral Risk Factor Survey Statistics	NNPHI = National Network of Public Health Institutes
MALPH = Michigan Association for Local Public Health	QI = Quality Improvement
MI = Michigan	HPHB = Healthy People Healthy Bay Coalition
ESF = Eat Safe Fish	FWCC = First Ward Community Center
MOHC = MI Oral Health Coalition	MISNS = Michigan Strategic National Stockpile
MOHC = Michigan Oral Health Coalition	BFPC = Breastfeeding Peer Counselor
BCPN = Bay County Prevention Network	NRC = Neighborhood Resource Center
GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators	
HSEEP = Homeland Security Exercise and Evaluation Program	
MPPHCP = Michigan Premier Public Health Conference Planning	
COPPHI = Community of Practice for Public Health Improvement	
MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness	
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division	
FAB TEAM = Forever Achieving Better - Together Everyone Achieving More	

Bay 3 TV Videos/Presentations

The following programs were aired on Bay 3 TV during the quarter:

- Removing Head Lice Safely – 2 Times
- UnNatural Causes – Segment 1 – 1 Time
- UnNatural Causes – Segment 2 – 1 Time
- UnNatural Causes – Segment 4 – 1 Time
- UnNatural Causes – Segment 6 – 1 Time
- UnNatural Causes – Segment 7 – 1 Time
- Reality Matters: Sex and STD's – 2 Times
- Hepatitis C Defined – 5 Times
- Hepatitis and Your Liver – 3 Times
- Maternal Infant Health Program – 2 Times
- Silent Killer Co2 – 5 Times
- Me? Have a Baby? (Preconception Health) – 5 Times
- Safe Sleep for Your Baby – 2 Times

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	174	Parcels Evaluated	7
Mobile, Vending, & STFU Inspections	3	On-Site Sewage Disposal & Tank Permits Issued	26
Temp. Food Est. Inspections	42	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	50	Failed System Evaluations Conducted	8
Plans Received for Review	1	Sewage Complaints Investigated	4
Plans Approved	3	Well Permits Issued	15
Consumer Complaints Investigated	1	Abandoned Wells Plugged	1
Foodborne Illness	4	DHS Related Inspections Completed (Day Cares, AFC Homes, ETC.)	13

Cremation Permits Processed

April	52
May	52
June	50

- The Environmental Health Division began its beach testing season on May 27. Beaches are tested on a weekly basis during the current year due to a substantial cut in funding from the Michigan Department of Environmental Quality.
- The Environmental Health Division continues to implement a \$11,500 grant from the Michigan Department of Agriculture and Rural Development to instruct non-profits and churches regarding food safety preparation practices and develop a correction system for non-compliant food service establishments. Two trainings were held during the quarter.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
324
Number of Encounters in Family Planning Clinic
378

Tammy Hill NP-BC works 6-8 hours each week in the Family Planning Clinic. She has seen approximately 100 clients for a physical exam in this past quarter.

Immunizations

TB Test	72
Hep. A Adult	24
Hep. A Peds	86
Hep. A/Hep. B	0
Hib	82
HPV	65
Flu	28
PCV13	103
Rotavirus	41
Dtap	38
Dtap/IPV	22
MMR	34
IPV	19
Td	0
Tdap	76
Varella	50
Dtap/Hep.B/IPV	57
Pneumonia	0
Meningococcal MCV4	37
Zoster	0
Hep. B Peds	0
Hep B. Adult	36
MMRV	21
Rabies	4
DT	1
TOTAL	896

The immunization department is working with schools and Head Start to offer "back to school"

immunization services for new and returning services. The fiscal and management staff continue to work on credentialing to assist with contracting with more health insurances.

Laboratory

Number of Tests: Clinical Services	614	Number of Tests: Water/Non-Clinical	513	TOTAL TESTS	1127
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Lead Program

- MDCH introduced a new program called Healthy Homes and Lead Poisoning Surveillance System (HHLPSS). It is a state wide site for the reporting of blood lead levels for all children in Michigan. It assists the local health department (LHD) by identifying children in their jurisdiction who have an elevated blood lead level (EBLL) and will need PHN follow up and it will also track homes where a child has been diagnosed with an EBLL. **The transition to this new program has stalled and Stellar continues to be the primary method for the sharing of blood lead levels throughout the state.**
- 15 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter, 1 new case management was opened and none were closed during this quarter. 12 phone or mail contacts to parents completed along with 10 combined contacts to physician offices, the MDCH Lead Office and Early Head Start for EBLL follow up. Kelly Dore, RN, BSN, the lead nurse, worked closely with MDCH and EH regarding a child with an EBLL of greater than 20.

Maternal Child Health Services

The Maternal Child Health Services' Manager is responsible for Management of the:

- Maternal Infant Health Program,
- Children's Special Health Care Services,
- Hearing and Vision,
- Communicable Diseases/Sexually Transmitted Infections,
- Fiscal Division
- Immunization Clinic
- Family Planning Clinic.
- Supervision and hiring of the three Region 7 on Aging Agency workers who provide services in the Health Department
- Other duties include TB case management coordination with Dr. Herrick the Medical Director. Currently the Health Department has two cases of latent TB followed in the TB case management program.

Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:

Monthly MIHP, CSHCS, and Immunization staff meeting and MDCH teleconferences for program updates; Monthly Health Department Staff and Management meetings; Coordinated with Graduate Medical Education department at McLaren to provide clinical rotation for a medical resident in Community Health.

- | | |
|--------------------|------------------------------------------------------------|
| 04-15-14, 06-10-14 | Nurse Administrators Forum teleconferences |
| 04-10-14 | Food borne illness (FBI) Meeting with Environmental Health |
| 04-12-14 | Baby Expo: manned Health Department table , BAISD |

04-17-14	MIHP Thumb Area Coordinators Meeting, Frankenmuth, MI
04-17-14	SVSU Health Nursing Advisory Meeting, SVSU
04-22-14	MDCH TB nurse network teleconference
04-25-14, 06-20-1	Great Start Collaborative (GSC) Executive meeting, BAISD
05-15-14	MDCH Communicable Disease Conference, Doubletree Hotel, Bay City, MI
05-16-14	Great start Collaborative meeting, BAISD
05-20-14	MDCH IAP/Immunization Coordinator's Meeting, Lansing, MI
05-27-14	Family Planning Title X webinar
06-06-14	FAB TEAM meeting-BCHD
06-11-14	MDCH FP coordinator meeting teleconference
06-19-15	Berry Great Start Event (GSC), Carroll Park, Bay City
06-23-14	Medicaid Outreach Meeting w/MDCH rep Robin Osborne, BCHD
06-24-14	FBI After Action meeting, BCHD
06-25-14	GSC Forum meeting, Saginaw County ISD, Saginaw, MI

Maternal Infant Health Department (MIHP)

- This quarter MIHP received 139 maternal and infant referrals from which 27 maternal and 24 infants were enrolled. A total of 344 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN.
- MIHP has taken an active role in the Bay Arenac Diaper Pantry by serving as a site for a Diaper Closet. Being identified as a Diaper Closet allows our clients in need to receive diapers directly from us.
- The MIHP professional staff participate in the following trainings and meetings:
 1. Monthly MIHP meetings,
 2. As preceptors for SVSU senior RN students
 3. Health department monthly staff meetings
- MIHP nurse Kelly also is the lead nurse for Bay County and provides back up for the Communicable Disease division. Kelly worked 11.5 hours in the Bay County Childhood Lead program including the weekly download of lead results, from the STELLAR Program, and follow up for children with EBLL and she worked 11 hours in Communicable Disease.
- Kelly also participated in the following trainings/meetings:
 - ▶ 04-11-14 Public Health awareness Fair at Bay County Library
 - ▶ 04-22-14 Bay County Child Abuse Protocol, Training and Review offered by DHS
 - ▶ 05-15-14 MDCH Communicable Disease conference held at Doubletree Hotel, Bay City
 - 06-27-14 BCHD Staff Recognition Committee
- MIHP nurse Mary Jo Braman, provided 15 hours back up to Immunization Clinic. She also participated in the following meetings/trainings:

- ▶ 04-22-14 Bay County Child Abuse Protocol, Training & Review by DHS
- ▶ Safe Journey Meeting (middle school education program to prevent substance abuse)
- ▶ 06-17-14 Breastfeeding Coalition, WIC
- ▶ 06-24-15 TST training, Huron Medical Center, Bad Axe, MI
- ▶ 06-26-14 TST clinic at McLaren Bat region Hospital

Jennifer Don LMSW participates in the monthly Bay County Self Sufficiency Task Force Meetings and the monthly BCHD staff recognition meetings, in addition to the following:

04-08-14, 06-11-14 Bay Arenac Diaper Bank meeting
 04-08-14, 04-11-14, 04-12-14, 05-14-14 Baby Expo Planning Meetings
 06-14-14 FAB TEAM meeting, BCHD

WIC ~ Women, Infants, and Children Program

Bay County Health Department and Pinconning Clinic

	Certifications	Child Evaluations	Education	Infant Evaluations	Nutrition Care- Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
April	2	128	92	39	30	86	125	0	127	629
May	6	64	136	56	17	72	155	0	183	689
June	2	53	104	53	30	74	141	0	220	677

Lead Tests Billed

April	43
May	60
June	57

HOUSING DEPARTMENT

Housing Director Activities

- Attended Monthly Elder Abuse Coordinated Community Response Meetings
- Attended Monthly Department Head Meetings
- Attended Monthly Continuum of Care Meetings at the Good Samaritan Rescue Mission

- Attended Bi-Monthly Senior Task Force Meetings
- Attended the MINAHRO Conference in Livonia, MI April 9-11th
- Attended the Building Michigan Communities Conference in Lansing, MI April 28th-30th
- Attended quarterly BC/BS Community Advisory Committee Meetings
- Attended Abuse in Later Life Direct Service Training on April 23rd
- Attended Board of Commissioner and Various Board Committee Meetings
- Distributed the Housing Department audit
- Met with several residents to discuss tenant concerns
- Met with flooring vendors regarding new carpeting for main level of Center Ridge Arms
- Met with representative from Franklin Energy regarding energy efficiency projects
- Met with corporation counsel on several occasions to discuss tenant matters and contracts

Admissions and Occupancy Specialist Activities

- Attended the Building Michigan Communities Conference in Lansing, MI April 28th-30th
- Completed annual recertification's for 19 residents
- Completed move-in orientation for 4 new residents
- Met with several residents to discuss tenant concerns
- Completed inspections for 19 apartment units with maintenance staff

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed inspections for 19 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units

Resident Services Activities

- Distributed food commodity boxes to 62 residents
- Coordinated 5 resident informational and educational activities
- Met with 8 residents to assist with various self-sufficiency activities

JUVENILE DETENTION & CHILD CARE SERVICES

- Director attended the Michigan Juvenile Detention Association's Administrator Conference focus was on Emergency Preparedness and Prison Rape Elimination Act (PREA) compliance
- Facility passed State licensing inspection, fire inspection, and environmental inspection and is preparing for the school nutrition review and health inspection.
- Employees received training on Safe Crisis Management
- Interviewed candidates for the Community Corrections Coordinator position. Dujana Roberts was awarded the position. Need to post and fill Pre-Trial Specialist position.
- Director attended the Tri-Cap Board retreat. Program houses sentenced felons as a deterrent from incarceration.

- Director coordinated with the Health Department to administered required TB tests on all employees.

Date In Detention (Search Only) between '1/1/2014' and '3/31/2014'

County	Count Days
BAY	778
HURON DHS	23
IONIA	36
IOSCO	36
ROSCOMMON	21
SANILAC	7
TUSCOLA	27
Total	928

Community Corrections

- The Community Corrections grant application and budget for FY 2015 was completed and submitted to Office of Community Alternatives. We have not experienced any budget cuts thus far for the fiscal year and have maintained continued programming. The Pre-Trial Specialist position was filled after 4 months of vacancy and this position remains part time. A Budget Adjustment Request was submitted also and subsequently approved to allocate monies from Pretrial supervision to Outpatient substance abuse treatment.

Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	303	2137
Outpatient Treatment	91	4129
Cognitive Change Program	13	930
Drug Testing Program	32	2435

- Jail overcrowding and bed space utilization continue to be concerns for Community Corrections. Programs such as pretrial supervision, drug testing, electronic monitoring and residential treatment serve as alternatives to incarceration. The Pretrial Specialist supervises offenders on bond, allowing them to work within the community rather than spend time in jail awaiting their next court date. In this quarter, the Pretrial Supervision program has seen an 85.3% success rate, with 3,505 jail bed days saved. Releasing low risk offenders under Pretrial supervision allows effective utilization of jail space for high risk and violent offenders.
- The Community Corrections Coordinator oversees the Sheriff Work Program. Non-violent offenders work with Buildings and Grounds staff to maintain county properties. They also participate in other approved projects within the community. Recently, the inmates have assisted the River Roar and Bay City Fireworks. In this quarter, the Sheriff Work Program has saved 519 jail bed days, which amounts to a savings of \$33,701.
- Throughout this quarter, the Coordinator attended Treatment Court Admissions Committee meetings and monthly meetings with Circuit Court Probation staff. Also

attended the open house at Tricap to present their expanded building and services. Further, the coordinator has been attempting to recruit members for the vacant positions on the CCAB. Lastly, the Coordinator also hosts bi-monthly CCAB meetings with Community Corrections stakeholders.

- Director attended training on BizStream software. This software is utilized for paperless files for residents.
- Facility passed school nutrition review and a health inspection.
- Employees received training on Safe Crisis Management
- Interviewed candidates for the Part Time Cook Driver position. Have had several phone interviews for the Part Time Youth Development Worker.
- Director continues to update policy and procedures to meet changes with state licensing.
- Direct is implementing policy to meet the requirements of the Prison Rape Elimination Act (PREA).
- Residents are participating in a Summer Enrichment program provided by the Bay Arenac Intermediate School District.
- Residents are participating in programming with the 4-H program which includes the housing of chickens at the facility for a few weeks.

MSU EXTENSION

4-H Program Coordination, Jodi Wrzesinski

- In School Education Programs—During the first quarter of 2014 Jodi Wrzesinski has facilitated 21 educational outreach programs to the Bay City Public Schools System. Jodi partnered with Jodi Schulz, 4-H Extension Educator to facilitate these in-school educational programs ranging from a lesson on Landforms, and GIS mapping lessons called Maps and Apps. Jodi has also co-facilitated 3 family science nights at Washington, Lindsay and Hampton Elementary and a Reading Literacy night at Hampton Elementary. During the literacy event at Hampton Elementary, Bay County 4-H gave out over 200 children's books and kitchen timers to elementary students and their families. This event provided 12 educational centers geared toward literacy education and students were encouraged to read 20 minutes a day with the free book and timer they received.
- Through these programs 4-H will have reached over 800 youth in Bay County.
- 4-H Winterfest—In February Jodi coordinated a camping program for youth ages 8-12 years old called 4-H Winterfest. This event was held at Kettunen Center in Tustin, Michigan. The program included youth from around the state to experience an overnight educational camp. In attendance were 174 people. Jodi was the lead coordinator for this project. She organized the entire event including coordination of the educational sessions. Youth learned about topics ranging from outdoor cooking to global

cultural education. Registration for 2014 was 180 youth which is a significant increase from 2013 where 107 youth attended.

- 4-H Club Based Program -The Bay County 4-H Archery program began in January. This year the program has grown to 40 youth participants ranging in age from 7-19 years old. Youth learn basic archery skills from 3 trained 4-H instructors at the Bay City Bowmen's Club in Linwood.
- In January, Jodi presented 50 youth with awards at the 2014 Youth Awards Banquet. Youth were honored for the many hours of hard work and dedication they put into the 4-H program every year.
- Livestock Association held their annual Spaghetti Dinner on February 20, 2014. This event helps to raise funds for livestock programs that benefit the 4-H youth of Bay County. During this event 170 people were served and over 50 youth volunteered to work this event.
- Jodi presented 19 volunteers with certificates at the annual Leader Banquet held February 24, 2014. Diane Julian of Kaleidoscope 4-H Club was chosen as 4-H Leader of the Year.
- Jodi has been working with 4-H superintendents to plan the upcoming Bay County Fair and is planning for 4-H Exploration Days a pre-college event for 4-H youth ages 11-19 years old. Bay County plans to have 13 youth attend this year.

4-H Life Skills and Capacity Building, Jodi Schulz

- Jodi Schulz along with other staff in her statewide work team received two grants to provide 4-H staff and volunteers with an educational display that focus on life skills development. The grant included art work for the physical wheel, the development of a user guide, and an evaluation component. Training was created about the use of the 4-H Life Skills educational displays and the March with training and dissemination of the displays in May.
- Jodi has been working on piloting 4-H SPIN Clubs. 4-H SPIN Clubs are short-term special interest clubs which get youth exposed to 4-H through combining the concept of special interest groups with the 4-H Club model. This effort is largely focusing on expanding the 4-H program into areas of the community we have not connected with yet. Due to the success Michigan 4-H is currently having in the pilot, there are an additional three states that are utilizing our developed resources to model and modify 4-H SPIN Clubs in their states.

Supplemental Nutrition Assistance Program (SNAP-Ed), Karen Parker, Jessica Foss and Ann Arnold

- Jessica Foss, MSUE Nutrition Program Associate began her appointment in November. Jessica has certainly hit the ground running with completion of her Nutrition Education training and Eat Smart Live Strong curriculum training. The Health and Nutrition team in Bay County continue to do outreach throughout pre-schools and elementary schools in Bay County. The team has completed one-time presentations throughout the community such as Handy Middle School Health Night completing the Think Your Drink

activity teaching families about the amount of sugar there is in soft drinks and offering flavorful options for them to try.

- Ann, Jessica and Karen will be attending Choices Conference at MSU in March. The conference is focused toward Health and Nutrition professional development sessions.
- Jessica is currently scheduled to start the Show Me Nutrition series in three new schools, Linsday, Washington and MacGregor. She is also currently working with her supervisor to do the Eat Healthy Be Active series at the County Jail in Bay County.
- Karen is working with community partners in getting a kids gardening group together for the summer. She is also working with Bay City housing to do an Eat Smart Live Strong series.
- Ann is working with numerous pre-school groups in Bay County. She is also working with a woman's senior group at St. Luke's.

Building Stronger Families, Ann Arnold

- Ann Arnold continues parenting education efforts to at-risk families in Bay County. Ann uses the Nurturing Parents curriculum which is an early childhood family support and parent education model. Ann works with parents to strengthen protective factors and ensure that young children are healthy, safe, and ready to learn. The goals of the model are to increase parent knowledge of early childhood development, improve parenting practices, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children's school readiness and school success.
- Ann completed a parenting series recently at Delta college and one-time presentations with parent groups throughout Bay County. She will be attending the Parenting Conference April 3-5.

A Few Upcoming Events:

Chronic Pain Self-Management Class

Dates: May 13,20,27 June 3, 10, 24

Time: Tuesdays 1:00-3:00 pm

Location: Bay County Building, Ground Floor

515 Center Avenue

Bay City, Michigan 48708-5124

Contact Dawn Earnesty, 1-989-758-2514, wilcoxd4@msu.edu

Chronic Pain Self-Management is designed to provide the skills and tools needed by people living with chronic pain to improve their health and manage their pain. As a result, people are better equipped to face the daily challenges of living with a chronic pain. Two trained leaders conduct the workshop (one or both may have a lifelong chronic pain). This is a fun, FREE interactive workshop that helps participants improve their health and feel better. Snacks are provided!

Getting Started with Hoophouses - Webinar

Date: April 2, 2014

Time: 7:00 p.m. - 9:00 p.m. EST

Location: webinar

Contact: Jim Isleib: 906-387-2530 or isleibj@anr.msu.edu

Hoophouse production provides a significant opportunity for season extension in colder climates like Michigan. Selecting, siting, building and operating a hoophouse successfully can contribute to a profitable, new enterprise for small, or larger farms.

This 2-hour Adobe Connect webinar is part of the ongoing "2014 Beginning Farmer Webinar Series." Vegetable and fruit production in unheated hoophouses provides a significant season-extending opportunity. MSU hoophouse specialist Adam Montri and Alger County hoophouse farmer Rowan Bunce will present information on hoophouse siting, construction, operation, opportunities and problems. The presentation is designed to provide helpful information for beginners and people considering getting started with hoophouses. Questions and discussion will take place through the webinar 'chat' function. Supporting written materials will be available for download during and after the webinar.

Michigan 4-H Dairy Conference

Date: April 25, 2014 - April 27, 2014

Time: 4 - 5 p.m.

Location: Bay Shore Camp & Family Ministries, 450 N Miller Street, Sebawaing, MI 48759

Contact: Melissa Elischer, 517-432-4306, elischer@msu.edu

Do you have an interest in learning more about the dairy industry in Michigan? Then this is the conference for you! You'll learn about real-world dairy management topics, like nutrition, reproduction, welfare, health, and cattle evaluation. You'll have the chance to practice for the state dairy skill-a-thon and quiz bowl contests and get to tour area farms. Experts from the dairy industry and Michigan State University will lead educational, hands-on sessions about dairy management to bring the learning to life! This conference is open to youth ages 13-19 as of January 1, 2014.

PERSONNEL & EMPLOYEE RELATIONS

Employee Relations and Personnel

- Worked with Emergency Services to work out some issues with the current evacuation system.
- Revised the current Personnel Policy to incorporate the new LGBT policies approved by the Board of Commissioners.
- Due to the weather, summer employees got started later than usual, but by April, Mosquito Control and Golf Course new hires were in full swing.
- Worked with the Probate Judge, the Prosecuting Attorney and County Clerk to establish a job description and procedure to fill the vacated Register of Deeds position.
- Went to mediation for a grievance at the Sheriff's Department Jail.
- Staff attended an energize luncheon at the Double Tree sponsored by the Chamber and the annual legislative update.
- Participated in interviews for the Account Clerk IV position in the Finance Department and the Retirement Administrator vacancy in Personnel.

- Met with the new USW local representative, Bryan Fischer and Brian Foldie, Esq.
- Attended facilitation of the Holsapple lawsuit.
- Sponsored an intern in HR.
- Reviewed security concerns at Health Department and formed an action plan.
- Attended to several worker's comp issues.
- Worked out an ACA-compliant plan for Recreation for the summer.
- Participated in a mediation session for an employee discharge.
- Assisted Bay County Library system with a personnel issue.
- Conducted several reclassification request hearings.

- Met with several HR vendors.
- Assisted with plan to do comprehensive painting.
- Handled Unfair Labor Practices issue with USW 15157.
- Attended quarterly Michigan Public Employees Labor Relations Association (MPELRA) meeting.
- Handled 911 mediation hearing.
- Conducted several interviews for multiple openings.

Retirement

- Due to a vacancy that occurred in June, we posted and interviewed candidates to replace the Retirement Administrator/Accountant position.
- Completed Year End Closing of the Retirement & VEBA funds.
- Compiled data and participated in the yearly audit.
- Analyze and update part time and seasonal employees to establish eligibility into the Retirement system.
- Acted as Retirement Administrator during much of the quarter.

Payroll/Benefits

- Continued communications and monitoring of health insurance compliance listing to ensure employees and retirees were aware of their options and the necessary requirements to be complaint effective 7/1/2014.
- Worked closely with Brown & Brown to work through numerous issues with medical, dental and vision plans through BC/BS.
- Reconciled health insurance fund and calculated new employee/retiree rates effective 7/1/2014.
- Compiled Actuary data for the self-insurance fund actuarial valuation.
- Filled in for vacant Retirement administrator taking calls, appointments, processing new hires, terminations, retirements and refunds within the Retirement system.
- Worked with Finance on budgeting positions for payroll throughout the County.
- Worked with Finance and ISD on correcting errors between Payroll and Budget, due to the upcoming MUNIS 10.5 upgrade.
- Continued implementation of time clocks in specific seasonal locations for improved efficiency in payroll and monitoring of new ACA rules.
- Completed yearly workers' compensation audit.
- Compiled data and worked with auditors on annual audit.

Wellness Center and Wellness Initiatives

- Year-to-date there has been 222 employees who have visited the Wellness Center. There are currently 450 Contract Holders (Employees and Pre-65 Retirees) who can utilize the Wellness Center; including spouses and dependents, there are a total of 1,062 lives. 49% of the eligible employees/retirees have visited the Wellness Center.

- Year-to-date 384 new appointments, with an additional 520 return appointments.
- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals year-to-date have been for Physical Therapy, Chiropractic and Endoscopy.
- There were at least 3 lives saved because of findings during their annual physical. These people were referred outside of the Wellness Center for further treatment which in turned saved their lives.
- The 8th Annual Beach Wellness was once again successful and the weather was perfect. We are very pleased to announce that there were 22 Bay County Employees who took part in the Beach Wellness Walk/Run. There is so much to do at the Bay City Recreation Area, we are fortunate to have this in our area to enjoy the outdoors. We appreciate all those who take part in organizing this event and spend endless hours on maintaining the beaches.

Corporation Counsel

- Since Amber and Shawna have joined the office of Corporation Counsel, 14 and 8 weeks ago respectively, they have been working through the backlog of cases and handling all new civil matters. In addition they have been working to update expired or non-existent contracts. They have closed 49 legal matters.
- They have also brought items "in-house" in an effort to save money for the County. Some examples, during their tenure includes a savings of \$1,400 on foreclosure hearings, \$3,000 in collected debts and a substantial amount on early preparation for lawsuits that would otherwise have been sent to outside counsel.
- In addition, they have instituted a tracking mechanism so that anyone who has a legal matter pending can check on its status in live time and view all documents relating to it.

Community Involvement

- Served as chair of the United Way Communications Committee
- Hosted and participated in the interviews for the United Way Executive Director
- Appointed Program Chair of the Valley Society for Human Resource Management
- Appointed Co-Chair of the Michigan Labor Management Association (MLMA)
- Conducted mock interviews at area high schools.
- Assisted George Heron with a community project.

PUBLIC DEFENDER

- No Report Submitted.

RECREATION & FACILITIES

During the 2nd quarter of 2014, 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:

- Posted, interviewed and hired for various maintenance and recreation positions. Hired on Summer staff at the Summer Recreation Program, Pool, Golf Course and Grounds Maintenance.
- Oversaw the opening of the pool and the start of the Summer Recreation Program.
- Ensured concussion training for all recreation employees, including summer staff, was complete.
- Met with summer staff regarding, budget, operations, expectations, etc. Ensured summer staff was properly trained, including cash handling training for all staff that handles money.
- Accepted the generous donation of \$3,200 from Mr. Jim Carbary and the Kawkawlin Veterans of Foreign Wars and Ladies Auxiliary, to provide free swim for all children under the age of 17 in Bay County on Thursdays.
- Continued research on recreation software that will improve the gym membership/point of sale/online booking for the department by hosting in depth demos.
- Created new summer activities at the Bay County Civic Arena, including summer hockey camps, and drop-in dry-floor sports.
- Attended the dedication ceremony for the Michael K. Gray Boardwalk at Pinconning Park.
- Obtained coverage in various areas due to staff shortage.
- Began preparation for refurbishing the floors at the Bay County Community Center. The work will begin in August.
- Continued to send out a monthly Recreation Newsletter to over 1,200 email addresses.
- Attended a series of financial seminars in Lansing.
- Installed an ATM machine on the first floor of the county building.
- Assisted with the 2014 Bay County Auction, which was a success!
- Streamlined operations in the Mailroom. Trained more employees to act as a back-up when coverage is needed.
- As part of PIO duties, attended a suspicious awareness training seminar at the Lincoln Center and a tabletop exercise at the Community Center.

Buildings & Grounds

- Cleaning and inspection of boiler number #1 at the LEC.
- Installation of 30 plus ball valves throughout the jail.
- Replacement of 2 fans and coil cleaning on Jail Chiller.
- Installation of water line for outdoor facet at 911.

- Finished window covering at the LEC.
- Rebuilt numerous lavatory sinks at LEC.
- Installation of main and other cable lines complete as well as 3 internet and 1 phone lines.
- Completed the fabrication and installation of 35 sets of bunk beds at the LEC.
- Numerous fan motor replacements on coil decks.
- Relocated 2 offices in the Health Department.
- New fire alarm system installed at the Health Department.
- Communication Room in 911 transferred to stand by Power (from UPS to Generator).
- Completed 7th floor remodeling with new carpeting and painting of entire floor.
- Reconfigured and repainted 4th floor Corporation Counsel offices.
- Replaced air conditioning unit at Bangor Mental Health Home.
- New sign installed on Euclid for Civic Arena.
- Held 2014 Auction, \$20,000.00 in sales with 500 bidding numbers.
- Repaired two broken water mains at the Fairgrounds.
- De-winterized fairgrounds and dog park for summer use.
- Reconstructed pool by sandblasting sides, repainted entire pool for June opening.
- Delta police training used the Command Trailer for training.
- Hired summer help for vets and 55 tax homes.
- New catch basin installed at Center Ridge Arms parking lot.
- New AC Mini Split Systems Installed at Center Ridge Arms.
- Cleaned all AC coils on Health/Courts roof top units.
- Completed metal roof on Canteen.
- Re-grouted front steps at County Building.
- Replaced Air handler in penthouse of County Building.
- Several office moves in County Building.
- Replaced and re-piped shower valves in locker rooms at the Bay County Community Center.
- Replaced 40' of 4" old cast iron piping in the basement of the community center.
- Removed pro rink ice sheet in April for dry floor events at the Bay County Civic Arena.

Recreation

Civic Arena

- Took out the Professional sheet of ice for the summer. Due to lower usage and to save on expenses.

- Installed new sponsorship dasher boards in the Olympic and Professional Rink. The advertisement brought in over \$10,000 for the year.
- Held a Gun and Knife Show on the Professional Arena to help benefit the Wounded Warrior Project.
- Started drop in summer sports on the Professional arena:
 - ▶ Kickball
 - ▶ Dodge ball
 - ▶ Roller Hockey
- Had 18 adult league teams for the spring league
- 21 adult league teams for the summer league.
- Started a Learn to Play Hockey Camp for kids this summer. 3 different week long camps
- Todd Watson is running hockey camps on Monday and Tuesday mornings.
- There are 8 High School teams for summer league
- Started a full clean up of the locker rooms:
 - ▶ Sanded the benches
 - ▶ Stained the benches
 - ▶ Painted the walls
- Bay County Hockey Association is running a 3 on 3 league and has 11 teams.
- Bay County Hockey Association had 8 teams for spring hockey.
- Replaced the large sign on Euclid.

Community Center

- All summer staff hired for the 2014 Summer Recreation Program and Pool.
- Another successful Summer Recreation Program, with 230 children enrolled.
- 2014 swim lessons have begun. Two 6 week sessions offered both morning and afternoon.
- Donation for free swim Thursdays received from Mr. James Carbary, VFW.

Golf Course

- Had an exceptionally late start to the year this season due to large amounts of rain.
 - Due to the latest start in quite a few years our memberships are down just over 25%.
 - With the late start our overall revenue is down 10% from last year.
- The clubhouse has had a nice start in the selling of merchandise through custom fitting and regular sales

- Replaced tile on 5 holes for better drainage.
- The outing season is in full swing and our weekends are busy throughout the whole summer.

Have our normal 28 golf leagues return and have started the second half of their seasons.

- Preparing for our Annual County Tournament that runs August 2-3.
- Leased 15 additional carts to accommodate for the busy season (league play and outings)
- Had a bid process to operate the snack shop, but no one was interested. However, we may have found an individual for the rest of the summer.