

REPORT TO THE COUNTY EXECUTIVE THIRD QUARTER, 2014

ADMINISTRATIVE SERVICES

Providing timely and effective communication with departments, divisions, elected officials and the citizens of Bay County is the goal of Administrative Services. With that as a focus, key areas include responding to and facilitating requests for information (FOIA Coordination), research and resolution of complaints, risk management coordination and written correspondence from the Executive.

- We are fortunate to welcome our new employee, Jayson Hoppe, to the County Executive's staff as Executive Assistant.

Specifically for the third quarter:

- Working cooperatively with Information Systems and NetSource One to improve and update the Bay County website.
- Participated in interviews for vacancy in the County Executive's Office.
- Working hand-in-hand with the Veterans Offices for compliance with applicable and appropriate financial reporting and required documentation of expenditures through the various Veterans funds and budget maintenance.
- With the assistance of Eliza Cortez, assisting the Veterans offices with upcoming seminar regarding financial assistance available to eligible Veterans and their dependents.
- Receiving, compiling, responding to and coordinating of numerous Freedom of Information Act requests which involved working cooperatively with various Bay County offices.
- Assisting Corporation Counsel with file maintenance and electronic storage of agreements, grants and other historical documents.
- Worked with Recreation & Facilities Department and Animal Control Division in applying for a Risk Avoidance Program (RAP) Grant through the Michigan Municipal Risk Management Authority for enhanced security measures at the Bay County Fairgrounds and Animal Control Facility. We were successful in our application and Grant funds in the amount of approximately \$5,500 (the maximum allowed) were awarded to Bay County. The project is underway at this time.
- Participated in a dedication at the Dog Park in recognition of the kind donation received by Bay County in memory of their beloved family pet.
- Continue to receive and respond to risk management claims with the assistance of Corporation Counsel.
- Working with other departments in resolving constituent concerns.

Animal Control

- The Shelter took in 791 cats, 304 dogs, 7 various rabbits, guinea pigs, python etc., for a total of 1102 animals.
 - ▶ Owners claimed 10 cats and 79 dogs.
 - ▶ We adopted out 72 cats, 107 dogs, and 5 other animals were adopted or went to rescue.
 - ▶ 63 cats and 20 dogs were euthanized at owner's request.
 - ▶ 189 cats and 19 dogs euthanized due to aggressive behavior, lack of interest, and illness.
- Field Activity: Officers went out on 1499 calls this quarter, which include the following:
 - ▶ 107 Animal bites
 - ▶ 120 Cruelty calls
 - ▶ 237 Loose and Aggressive
 - ▶ 78 Barking
- We are still promoting our adoptable animals on the various websites, Facebook, Petfinder.com, WNEM TV5 Facebook, and veterinarians' offices. We are working with other shelters and rescues 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.
- Shelter Angels has been working with 3 local veterinarians and one veterinarian from Saginaw for the sponsoring program. The local veterinarians are Vetmed, Bay Animal, and Bangor Vet. Veterinarian Health Care Center in Saginaw is working with the sponsor program too by sterilizing 3 cats each month that are adopted out of the shelter. Once the animal has been adopted, the new owner receives a certificate for sterilization and vaccination against rabies. With proof of sterilization and rabies vaccination they receive their county license for the year.
- We are still working cooperatively with other shelters and rescues. Over forty rescues & shelters willing to help us out when we need to find room in our shelter.

CENTRAL DISPATCH 911

- 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.
- 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.
- The ProQA Steering group has met three times this quarter. The group has reviewed and tentatively approved Bay County Emergency Medical Dispatch (EMD)

Recommendations. The group is scheduled to meet mid-October to finalize the EMD Recommendations. The recommendations then move to Bay County Medical Control for final approval in late October.

- Once approved by Medical Control, all Bay County Emergency Medical First responders will use the approved recommendation priorities to determine their response priority. The project will help to decrease the risk to Medical First Responders when en route to a medical emergency.
- 9-1-1 answered: Emergency calls in the month of July 9,366; Emergency calls in the month of August 8,865; and Emergency calls in the month of September 7,955. In total, Central Dispatch has answered 72,288 Emergency calls for 2014.
- Central Dispatch Director Chris Izworski has been selected to serve as a member of the Michigan 9-1-1 Certification Subcommittee. The Certification subcommittee serves to ensure that requirements and deadlines defined in the Michigan 9-1-1 statute are met. This includes reviewing county 9-1-1 plans and confirming that the plans are in compliance to receive funding through 9-1-1 mechanisms. The subcommittee also performs compliance reviews of counties to ensure that expenditures of 9-1-1 funds meet the criteria established by the State 9-1-1 Committee as "allowable" expenditures.
- The VHF Fire paging project is moving forward. APCO approved our request for a change of use for several existing VHF frequencies. The FCC is currently reviewing the VHF frequency requests. We received an objection from Canada. The Canadian objection was anticipated as Canada initially objects all radio frequency changes and requests an additional study. All the radio hardware is installed at the tower sites and the Board approved and signed the Linwood Pager tower site location lease agreement. Buildings and Grounds is currently installing a generator to provide alternate power at the site. Thanks again to Brietburn Energy for their generous donation of \$120,000 for this project.
- Evan Sisk and Nathan O'Neil began 9-1-1 dispatcher training in Early August. Both Trainees have moved into phase 2 of their training.
- The NG911 Phone System RFP has closed. The proposals were reviewed and each vendor that provided a bid also provided a presentation to the Great Lakes Bay 9-1-1 Consortium. Bay County 9-1-1 staff conducted numerous 9-1-1 site visits to review phone systems in operation.
- 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.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS) (J. Anderson)

- Continued discussion with ESRI regarding best approach for integrated GIS Utility Mapping.
- 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.
- Received BOC approval for purchase of GIS server software to aid Sheriff application
- Misc GIS Projects and GIS tech support for: Bay County Clerk, Bay County Executive, Buildings and Grounds, Transportation, Frankenlust Twp, Williams Twp, Auburn, Equalization, Environmental Affairs & Community Development, Parks & Rec, Register of Deeds, Drain Office, 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.
- Attend 2014 MiCAMP conference at Boyne Mountain.
- Organized 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
- 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
- Worked with the County Clerk and Bay County Water & Sewer to identify metropolitan water districts
- Work on 2015 Orthophotography project
- Work on 2015 budget for GIS program
- Begin discussions with City of Essexville on GPS collection of utilities
- Knowledge transfer from Dave Engelhardt due to retirement

Gypsy Moth Program (A. Wallace)

- **Emerald Ash Borer** - Staff Members completed confirmation of treatment of the 728 trees that were treated in June of 2014. During August and September all the ash trees in our inventory were evaluated. The size and condition of each tree has been recorded and is being added to the data base though information on 200+ trees is not included in the following preliminary results which show that:
 - ▶ The majority of the trees (2842) continue to grow and are in good health after 4 years of the treatment program;
 - ▶ 137 ash trees have been removed due to poor health either from EAB infestation or other health issues, i.e. storm damage, lightning, damage from cars, etc.;
 - ▶ 42 ash trees are marked for removal by the Bay City Light and Electric;
 - ▶ An additional 116 ash trees should be removed due to damage from EAB and other factors ; and
 - ▶ Approximately 2400 ash trees should be treated in the spring of 2015 to continue the control of EAB infestations.
- In August the Bay City State Recreation Area announced that they will be cutting down all of the ash in the Day use area except the 11 trees that were treated through this program. 2015 will be an important monitoring year to evaluate if the treatment was done soon enough to save those large ash trees.
- **Educational Programs** - The Pinconning Park Educational Program continued on Saturdays throughout July and August with over 175 youth and 45 adults taking part. Staff members also conducted educational programs at Shoreline District Cub Scout Day Camps, Bay City State Recreation Area and aboard the schooner Appledore.
- **Gypsy Moth** - Staff inspected properties throughout the county where home owners called to complain about gypsy moth caterpillars. No pheromone lure was available this summer so no trapping was done. The gypsy moth population still appears to be very low.
- **Other Projects** - Program staff also assisted with the development of the Blueways Trail map and data entry onto the Michigan Water Trails website.
- In addition Phragmites was also mapped along the Saginaw Bay Shore Line where it has formed massive mono-culture stands that inhibit use of the Bay by land owners and wildlife. The Program Coordinator acted as liaison between the Environmental Affairs and Community Development Department and owners of the property along the Saginaw Bay to facilitate the spraying that was done through a US Fish and Wildlife Grant .

Mosquito Control (T. Putt & Staff)

- The third quarter of 2013, which encompasses the bulk of the mosquito treatment season, started out dry, but ended with a swath of 5-6 inches of rain that fell in Bay City and our most populated townships. Needless to say, we ended the season with a bumper crop of *Aedes vexans* and *Aedes trivittatus*. Adult mosquito populations peaked around the Labor Day weekend. We ended the season officially on October 1, followed by fall clean-up.
- Our second annual scrap tire drive was held September 6 where we recycled 666 of tires as breeding habitats from the community.

- Disease surveillance efforts continued through September. Three hundred thirty-seven pools (or groups of mosquitoes) were assembled with 7,838 total females (mainly *Coquillettidia perturbans* and *Culex* mosquitoes). These were mosquitoes that were collected in CDC traps, New Jersey light traps, or gravid traps. Compared to 2012 and 2013, there was a decrease in disease activity for Bay County. One *Culex* mosquito sample collected from Bangor Township in mid-August tested positive for West Nile Virus this season. None of the nine Crows or Blue Jays tested this season was positive for mosquito-transmitted viruses.

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 3rd 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
- Attend 2014 MTPA Conference in Port Huron.
- 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.
- Amend BCATS Bylaws
- Work on developing a stand-alone BCATS Public Participation Plan
- Finalize Transportation Dept. budget
- Begin NFC Review process
- Begin Reviewing GLBR Model data in GIS
- Review new HPMS collection information
- Completion of PASER data collection
- Attend meeting on Monitor Township mileage
- Attend meeting on WalkUp communities for Bay City
- Knowledge transfer from Dave Engelhardt due to retirement

EQUALIZATION

- Calculate and verify millage rates, prepare and submit pertinent reports.
- Compiling data for the Apportionment Report, this is due to the Board of Commissioners in October.

- Appraise properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Personal Property assessment records verification project underway with goal to study 100% of Industrial & Utilities Classes and 20-30% for Commercial Classes in all of Bay County.
- Continue to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, update property ownership information.
- Assign new parcel numbers for split or combined properties, write legal descriptions and update the Equalization Maps as well as the GIS parcel layer.
- Assist in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assist Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepare computerized tax bill data for township officials and assist them in uploading that data and printing necessary billing reports and documents.
- Review older sales in our database and update them to show corrected information. Currently have 95,500 legal documents listed in database for public and Department use.
- Update website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Finance

- Issued the 2013 Single Audit, with federal grants totaling over \$8 million, with no significant deficiencies or material weaknesses.
- Held several meetings with administrators of Bay County Department of Water and Sewer and Bay County to continue to coordinate and assist in the facilitation of the construction of the new water treatment plant, including the fourth anticipated bond issuance for \$11M. This would make the total bond issuance at \$68M.
- Completed a bond ratings call with Standard and Poor's relative to the recent change in general obligation criteria instituted by Standard and Poor's. As a result, the county's rating remains unchanged at AA Stable.
- Continued work on the plan for the release of Munis 10.5, scheduled for November 8, 2014.
- Attended the Michigan Government Finance Officers three-day, fall training institute at Boyne Mountain.
- Facilitated the Bay County Employee's Retirement system's new international large-cap manager funding with corporation counsel, MFS and Northern Trust.
- Attended a conference call with AMI regarding the self-insurance reserves.
- Attended follow-up contract negotiation sessions.

- Attended six different webinars on basic arbitrage concepts, the single audit, the IRS, health care reform, internal controls and GASB.
- Facilitated meetings on the cost allocation plan in anticipation of issuance in the 4th quarter.
- Held several meetings with the treasurer's office and grantees on audit compliance regarding follow-up discussions with the Department of Justice. Grantees from the court facility, juvenile home, and division on aging were in attendance.
- Met with representatives of MSHDA and Bay Area Housing regarding effective grant facilitation.
- Attended demonstrations of the Munis HR Module.
- Attended Blue Cross/Blue Shield and EHIM renewal meetings with HR and Brown and Brown. Several follow-up meetings were held for continued discussion on the topic.
- Attended meetings on new collection procedures with corporation counsel, including instituting new collection guidelines.
- Completed the 3 yr. VOCA Compliance Review with Cynthia Howell VOCA Grant Admin and Randy Parker Ed.D Program Analyst from the State of Michigan. This is a Federal Review process that relies heavily on the policy, procedures and financial records of the agency.
- Several staff members participated in the United Way Truck Pull.

Budget

- Budget Department worked on Departments Budgets, Personnel, Fringes, Health Insurance, Grant/Tax Revenues.
- Met with Health Department to discuss and set up budgets for Health Department new clinic in 2015.
- Budget published and posted notice of Public Hearing for 2015 Budget.
- The 2015 Bay County Executive Recommended Budget was submitted to the Board of Commissioners.
- Housing Rehabilitation Quarterly Report
- Attended Board Meetings at Bay Area Housing
- Met with program participants to discuss their various needs
- Participated in the "MSHDA Fall Grantee Training"
- Participated in a conference call concerning Section 3 Reports and Accounts Payable requirements for MSHDA
- Met with Bay Area Housing and MSHDA to discuss ways to improve the program
- Met with the County Executive, Finance Officer and Corporation Counsel to review program options and changes
- Oversaw day to day activities of the program by answering citizen's questions, approving invoices, bid results and FSR's

Purchasing

Bids in Development:

- Banking Services
- County Audit
- Division on Aging Kitchen Equipment

Bids released for others:

- Next Generation 911 Call Handling System (managed by Midland County 911 and consultant)
- Division on Aging Kitchen Addition (managed by Spicer Engineering)

Bids Released:

- Center Ridge Arms Elevator Replacement
- Sheriff's Department Medical Care Services

Bids Awarded:

- Division on Aging Kitchen Addition (managed by Spicer Engineering)
- Center Ridge Arms Elevator Replacement

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 with Spicer Engineering, Division on Aging and Buildings and Grounds regarding the renovation at the Riverside Senior Center
- Participated in meetings regarding telephone/video service visitation for the County Jail
- Worked on revisions to the Purchasing Policy
- Attended the pre-bid walk through at the Jail for Inmate Health Services RFP
- Attended the pre-bid walk through at the Housing Departments Center Ridge Arms for the Elevator Maintenance bid
- Participated in Safety Captain training regarding CPR and AED usage
- Attended the pre-bid walk through at the Riverside Senior Center for the renovation project
- Attended a Health Care Cost Discussion with the staff in the Personnel Department and USW President to explore ways to help manage employee health care costs
- Attended the web team meeting to see a presentation for the new web page
- Talked with Bank of America on ways to maximize the potential of our credit card program
- Attended budget training in anticipation of the 2015 budget submittal
- Conducted a business review with Hospital Purchasing Supply for a program review and

new opportunities

- Participated in webinars for purchasing related duties
 - Passiveness: Preferring the Active Voice
 - Anatomy of Best and Final Offer

Information Systems Division

- Current open work orders: 109; open projects: 52; open issues: 57
- Total number of work orders worked and closed for Quarter 3: 1,187. The focus to decrease the amount of time an end user waits for a resolution.
- Moved the Friend of the Court computers to a state managed network to be on the County domain. All employees of the Friend of the Court are on the County network and fully functioning. Dual monitors were installed as well in the Friend of the Court office to prepare employees for OnBase use for back filing.
- Participated in a Mi-GMIS Conference where the moving for JIS system to an online system, MiCourt will be rolled out to counties. There is a 24 week implementation process, where Bay County is looking into 2016 as a potential time frame. This will be a collaborative effort with ISD, District, Circuit and the Clerk's office.
- ISD began the new server Implementation with the Board approved project of the ECM Servers. ISD has been working very closely with our vendor, Avalon, setting up and working on our Disaster Recovery system for automatic fail over.
- The OnBase project was kicked off with various departments with the Court system. Prosecutor's office will be the first department to start implementation and the Friend of the Court will be using OnBase for back filing. ISD has been working with various departments to gather information for the project and provide the details to ImageSoft.
- Worked with and agreed upon implementation of new Jail Video Monitoring software with In2Gro. This company will upgrade the jail video software and then work on installation and implementation of new cameras to replace defunct cameras and eliminate blind spots for better security in the jail.
- Participated in meetings to evaluate new Internet providers to allow for automatic failover on our Internet providers to decrease downtime and increase transparency to the end users.
- Purchased and implemented a new mail filter which as greatly improved our visibility into issues of spam, lost emails and delivery failures. At a glance, ISD can check to see if an email was delivered, blocked and provide the ability to allow mass mailings to go through the system.
- Participated in a trial of a potential new Firewall provider which taught us all of the features we need in a new firewall system. The next step in the process is evaluating one more vendor and then releasing an RFP to provide the best value for the County's needs.
- Participated in NG911 Meetings where demonstrations were done. There are two vendors that were chosen as finalists and ISD will be able to work with either vendor.
- Participated in 911 technology meetings with Police, Fire and EMS.
- Weekly meetings for the Court system of users of OnBase began, with representatives

from District, Circuit, Friend of the Court and the Prosecutor's office. We meet once a week to recap where we are in the project and discuss any questions or issues.

- Worked and prepared budget with other departments for technology needs. In 2015, all computers with Windows XP will be replaced.
- ISD participated in a meeting to complete video conferencing systems in the court and jail. This will allow a video conference connection in the jail for arraignments saving the County time and money by not having to transport prisoners.
- The upgrade of our MUNIS system is scheduled for the beginning of November. ISD has been working closely with Tyler Technologies to ensure it is a smooth cut over to live. ISD has been working with Finance, Payroll and our Tyler Technologies account manager to make sure questions are answered and we implement new options in the version 10.5. ISD has spent a lot of time working with Tyler Technologies to implement the HR module after the 10.5 upgrade.

HEALTH

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.
- Key accomplishments during this period include:
- In addition to the Health Department entering 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, SVSU has secured a grant from the Health Resources Services Administration to create a clinic with the Health Department for persons with multiple chronic conditions. The clinic will focus on persons who are uninsured/underinsured, especially veterans and persons with behavioral health issues. The grant, funded at \$1.1 Million dollars, will also help SVSU develop and implement an interprofessional (i.e. multi disciplinary) approach to teaching primary care to its Nurse Practitioner, Nursing, Social Work, Occupational Therapy and other Allied Health students. The clinic is scheduled to open January 6, 2015.
- BCHD continues to revise its Orientation Operations Manual.
- BCHD has implemented a series of client satisfaction surveys for analysis.
- As part of a fiscal review by the Michigan Department of Community Health (MDCH) of the WIC and Family Planning Divisions in June 2014, fiscal staff will redouble efforts to

work with clients so that services may be reimbursed by third party payers such as Medicaid, Blue Cross and other private insurances. In addition, all fees and costs will be analyzed and re-evaluated for services in Family Planning. Finally, to ensure that clients and the general public understand the billing and fee process, a Guide to Billing at the Bay County Health Department will be completed and published in the Fall of 2014.

- The Health Department directly participated in meeting and events during the Water Crisis in August. The Health Officer and the Emergency Preparedness took part in meetings at the Emergency Operations Center. Other Health Department staff, including, the Environmental Health Division, prepared plans to issue Boil Water Advisories and communications with food service establishments within the county to ensure that public health was maintained.

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 implementation of the upcoming inter-professional clinic for persons with multiple chronic conditions.
- ▶ Michigan Health Information Alliance – Population Health Working Group
- ▶ Bay County Water Emergency – EOC Operations Group, August 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 \$8480.02.
 - ▶ 13 Annual plan of cares the RN completed by telephone
 - ▶ 0 Annual plan of care by the RN in client's home
 - ▶ 25 Level II care coordination activities, combined efforts of RN and clerical staff
 - ▶ 19 Case management visits by the RN

Communicable Disease (CD) Division

- The CD nurse investigated 166 reportable disease cases this quarter, of which 139 were laboratory confirmed. These confirmed cases include:
 - ▶ 28 animal bites; 2 Aseptic Meningitis; 1 Legionellosis; 1 Streptococcal Disease, invasive Grp A;
 - ▶ 1 Streptococcus pneumonia drug resistant; 1 Streptococcal pneumonia, invasive; 3 Salmonellosis; 1 Influenza; 1 Shiga producing Escherichia coli (STEC); 1 Shingles; 9 Pertussis; 1 Campylobacter;
 - ▶ 1 VZ infection unspecified; 1 Hepatitis B-acute; 11 Hepatitis C-chronic; and the Chlamydia and Gonorrhea cases referenced under Health Screening.
 - ▶ The 12 Probable cases reported and investigated but not laboratory confirmed include: 7 Animal bites; 1 Varicella; 1 Hepatitis B chronic and 3 Hepatitis C chronic.
- The 15 cases reported and investigated but not found to be a case include: 1 Gonorrhea; 1 Tuberculosis; 3 Pertussis and 10 Hepatitis C-chronic.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 71 Chlamydia and 5 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 45, of which 2 were court ordered, 31 males & 14 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: 30, 2 were court ordered, all results were negative, and of these 30 tested, 18 had previously been tested while 12 had no previous test.
- The CD/HIV/STI nurse participated in the following:
 - ▶ 07-10-14 Foodborne Quarterly meeting

- ▶ 07-11-14 Traditional Healing & Sexually Transmitted Disease Conference, Mt Pleasant, MI
- ▶ 07-15-14 One Health webinar-Bats in Michigan
- ▶ 08-21-14 Webinar on Vaccine Safety, BCHD
- ▶ 08-22-14 CDC commentary on Infection Control-Ebola in US Hospitals
- ▶ 09-02-14 Media Advisory-Update on CDC Response to Ebola Outbreak
- ▶ 09-29-14 Conference Call, Infertility Prevention Project-Chlamydia & Gonorrhea
- ▶ 09-23-14 East Central Infection Control Meeting--St. Mary's Hospital in Saginaw

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	226	204	16	6	8
School aged:	0	0	0	0	96
Special Education	0	0	0	0	1
Total screened	226	204	16	6	105

Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	231	224	5	2	2
School aged:	0	0	0	0	0
Special Education	0	0	0	0	0
Total Screened	231	224	5	2	2

* 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 screenings during this quarter, the technicians keep busy following up on previous referrals.

Division On Aging

- An In-Service Program for volunteers, caregivers, and seniors was held July 17 at State Park. It was an opportunity to relax, refresh, and enjoy the simple pleasures offered by nature. There were 13 participants.
- The Region VII Area Agency on Aging grant application to provide senior services for fiscal year 2015 was approved August 8.
- A four-week mini-session of the Osteoporosis Strength Exercise class was held August 18 through September 10 with 24 participants and serving 59 eligible meals.
- Work continued on the Memorial Garden with volunteers contributing 36 hours of time.
- Carl Rabideau began as our new student intern September 4. Carl is pursuing his Bachelor of Social Work degree at Saginaw Valley State University. He will be working out of the main office and assisting the Case Coordination Team with home visits.

- A presentation describing services was given to the Bay Area Retired Teachers Association September 8. Promotional materials were distributed.
- Three Case Managers attended the annual Caregiver Conference Sept. 11 hosted by Saginaw Co. Comm. on Aging w/speaker Maureen Burns, "Keeping Your Bucket Full."
- Division on Aging will be one of two agencies piloting the Friendly Caller Program in October. An orientation meeting was held September 15 for 12 interested volunteers.
- Utilized funds received from Banfield Charitable Grant Award by distributing 111 bags of dog food and 132 bags of cat food to 84 senior homebound clients Sept. 18 & 19.
- An In-Service Program for volunteers, caregivers, and seniors was held Sept. 24 at Riverside featuring Ann Ozog, retired attorney from Lakeshore Legal Aid. There were 35 participants who learned about Durable Powers of Attorney, Wills, Guardianship.
- The Great American Clean-Up Program is a collaborative effort with Dow Chemical, United Way, area college students & non-profit agencies. Division on Aging and Delta College's Sketch & Improv Group cleaned yards for six homebound seniors Sept. 26.
- The Commodities program delivered 130 boxes of commodities in July, 135 boxes in August, and 155 boxes in September, for a total of 420 for the quarter.
- Division on Aging served 318 eligible meals at special events from July through September. The year-end total of eligible meals is 3,502, which is 462 meals more than last fiscal year.
- Division on Aging volunteers provided 237 hours of time in July, 225 hours of time in August, and 317 hours of time in Sept.; a total of 779 hours of their time this quarter.
- Transportation requests were 79 in July, 72 in August, and 63 in September, for a total of 214 for the quarter.
- From October 1 through September 30, Division on Aging has served:
 - 35,479 congregate meals
 - 122,017 home delivered meals

and provided:

- 552 caregiver hours
- 6,277 homemaker hours
- 882 personal care hours
- 4,628 case coordination hours

Kitchen Project:

- The contractor bid was awarded to Pumford Construction September 17
- Construction on the new kitchen addition at Riverside Friendship Center began September 22

Elder Abuse Grant:

- A 12 month extension was approved for the Elder Abuse grant. This means there will be an additional year, through September 2015, to implement outreach and services to victims of abuse in Bay County using grant funds.

- A new Vulnerable Adult Protocol was developed by the Bay County Elder Abuse Coordinated Community Response (CCR) Team. This protocol provides an agreed-upon system for coordinating investigations between the Bay City Department of Public Safety, the Bay County Sheriff Department, the Department of Human Services – Adult Protective Services (APS) for Bay County, and the Prosecutor's Office. This protocol has been signed by all involved parties.
- Training was held September 3 for law enforcement officers called “Advanced Investigative Strategies: Financial Exploitation and Neglect of Older and Vulnerable Adults.” The one-day program focused on neglect of older people and the subsequent financial exploitation that typically is the purpose of this type of abuse. Officers were taught how to recognize neglect, interview victims and offenders, gather evidence, and understand what prosecutors need to try such cases. A total of 17 officers attended from Bay City and Bay County law enforcement, Pinconning Police, Hampton Police, and Saginaw Township Police. Jeff Stroud, Assistant Prosecuting Attorney, and Renee Rex, APS, also attended and made presentations.
- CCR Team meetings were held in July, August, and September. Topics covered include: Victim Outreach materials; 2014 Adult Protective Services Statistical Report & Departmental Changes and Access Services; Referral and client telephone screening process for accessing BABH services for the older adult.
- The Project Coordinator met with McLaren Bay Region Hospital CEO Alice Gerard to explain the work with the CCR Team. As a result, a McLaren staff person who is responsible for all discharge planners at the hospital has been added to the CCR Team. This person will be a key liaison with the hospital.
- Presentations about Abuse in Later Life have been provided to: Graduate Resident Physicians at McLaren Bay Region Hospital, Hampton Senior Dining Center, Division on Aging Home Delivered Meals Drivers, and the Bay Area Women’s Center Domestic Violence Community Response Team.

Health and Wellness classes offered:

- ▶ Blood Pressure Clinics
- ▶ Walking Club
- ▶ Low Vision Support Group
- ▶ Commit to Be Fit
- ▶ Line Dancing
- ▶ Chair Yoga
- ▶ Wii Bowling League
- ▶ Shuffleboard
- ▶ Osteoporosis Strength Exercise Mini-Session

Dining Center Activities:

- ▶ Acrylic Painting classes
- ▶ “Medicare—What You Need to Know” by Jae W. Oh, CLU, ChFC, at Riverside

- ▶ "Who Should You Trust?" by State Bar of Michigan at Hampton A.M.
- ▶ Grooving to the Oldies Party at Hampton P.M.
- ▶ All-Occasion Greeting Card Class byCarolynn Johnson at Riverside
- ▶ Annual Summer Party at Riverside
- ▶ Identity Theft Protection by Liz Morin at Kawkawlin
- ▶ Harvest Bingo at Hampton P.M.
- ▶ Lady Lighthouse Keepers by Jane Chandler at Riverside
- ▶ "It's a Cooking Show!!" by CareTel Inns of the Tri-Cities at Riverside
- ▶ Movie and Lunch at Williams
- ▶ The Dust Stompers at Hampton P.M.
- ▶ Jolly Hammers & Strings at Williams

Special Events:

- ▶ Garden Tour and Picnic
- ▶ In-Service Program at State Park – Stroll and Picnic in the Park
- ▶ Movie/Lunch Series at Wirt Library each month
- ▶ In-Service Program regarding Durable Power of Attorney, Guardianship, and Payee

Trainings Provided:

Nutrition Services Manager:

- ▶ State Nutrition Summit
- ▶ Area Agency Nutrition Providers Meeting
- ▶ Senior Advisory Committee meetings

In-Home Services Coordinator:

- ▶ Concourse Training
- ▶ Senior Advisory Committee meetings

Staff:

- ▶ Joint Leadership Summit
- ▶ CPR Training
- ▶ Long-Term Care Planning

Meetings/Trainings Attended by Director:

- ▶ Region VII Area Agency on Aging Board Meeting
- ▶ Michigan Association of Nutrition Service Providers Annual Conference
- ▶ Senior Advisory Committee Meetings
- ▶ Division on Aging staff meetings
- ▶ Elder Abuse CCR Team
- ▶ Senior Task Force
- ▶ County Commission
- ▶ New Kitchen Project meetings
- ▶ Elder Abuse Law Enforcement Training
- ▶ CPR Training
- ▶ Concourse Training

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 & Health Education (EP&HE) Division

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):

July

- ▶ Foodborne Illness Outbreak Investigation Meeting with EH Staff (Melissa & Tracy)
- ▶ Site Visit with CMU Professor for Intern
- ▶ Relay for Life Event

August

- ▶ Participated in EOC Briefings and other response activities as needed in regards to the Bay County/City of Bay City Water Emergency
- ▶ Local Planning Team Meeting
- ▶ Held first round interviews for Part-Time Community Health Educator position
- ▶ Presented Emergency Preparedness information to incoming SVSU nursing students

September

- ▶ Held second round interviews for Part-Time Community Health Educator position
- ▶ BCHD Outreach at Great Lakes Bay Moms Block Party Event
- ▶ BCHD Outreach at Covenant Healthcare's Community Resource Fair
- ▶ Attended Northern Michigan Inter-professional Conference
- ▶ CDC Medical Countermeasures Dispensing & SNS Webinar (Melissa & Tracy)

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 & Infant Feeding Choices Classes (Tracy)
- ▶ Monthly MALPH BHS Forum Teleconferences (Tracy)
- ▶ SBCE/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa & Julie)
- ▶ SBCE/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes &

WIC Infant Feeding Choices Classes (Julie/Tracy)

July

- ▶ During this quarter, presented to 8 classes and spoke to a total of 46 people
- ▶ MPPHC Planning Conference Call (Tracy)
- ▶ Attended BCPN General Meetings & BCPN Recovery Event Planning Meetings (Tracy)
- ▶ Attended Closing Planning Meeting & Bank Night for Relay for Life (Tracy)
- ▶ Relay for Life Event (Tracy & Rusty)
- ▶ County Health Rankings Webinar (Tracy)
- ▶ Submitted CDC Partnerships for Health Grant (Tracy)
- ▶ ESF Outreach at Ready, Set, Fish! Program at Boys & Girls Clubs in Pinconning, Bay City, & Essexville (Julie & Rusty)
- ▶ ESF Outreach Presentation at Saginaw Optimists Club (Julie & Rusty)
- ▶ ESF Outreach at First Ward Community Center (Julie)
- ▶ Assisted Regional EPA Office with ESF Outreach at Saginaw County Fair (Julie)
- ▶ Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

August

- ▶ Public Health Education Intern from Central Michigan University completed internship
- ▶ BCHD Outreach at YMCA Fall Into Fitness Health Fair Event (Tracy)
- ▶ ESF Outreach at BCSRA Waterfowl Festival (Julie)
- ▶ ESF Outreach at Health Delivery Inc.'s Back to School Health Roundup Fairs in Bay City & Saginaw (Julie)
- ▶ Met with Val Blaschka, BCSRA, to draft new fish activity to align with new Fish Consumption Advisory for schools & field trips (Julie)
- ▶ Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

September

- ▶ Submitted Building Healthy Communities Grant to MDCH (Tracy)
- ▶ WIC Nutrition Education Meeting (Tracy)
- ▶ Attended Relay for Life Wrap-Up Meeting (Tracy)
- ▶ Attended Media & Marketing Workshop (Tracy)
- ▶ Healthy Michigan Plan Update Webinar (Tracy)
- ▶ Attended BCPN Recovery Event Planning Meeting (Tracy)
- ▶ FAB Team Meeting (Tracy)

- ▶ Bay County Web Team Meeting (Tracy)
- ▶ ESF Outreach at St. Mary's Cathedral District Children's Festival in Saginaw (Julie)
- ▶ ESF Outreach at Saginaw County's Farmers Market (Julie)
- ▶ ESF Education & Outreach at Delta College Science & Engineering Two Day Festival (Julie)
- ▶ 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)

July

- ▶ BFPC Meeting with WIC Coordinator
- ▶ 62 Client Contacts (either face to face or by phone)
- ▶ Breastfeeding Basics Class – 2 Classes with 7 participants
- ▶ Infant Feeding Choices Class – 1 Class with 8 participants

August

- ▶ BFPC Meeting with WIC Coordinator
- ▶ 45 Client Contacts (either face to face or by phone)
- ▶ Breastfeeding Basics Class – 2 Classes with 10 participants
- ▶ Infant Feeding Choices Class – 1 Class with 6 participants

September

- ▶ BFPC Meeting with WIC Coordinator
- ▶ Attended Breastfeeding Peer Update Training
- ▶ BFPC Nutrition Services Plan
- ▶ 34 Client Contacts (either face to face or by phone)
- ▶ Breastfeeding Basics Class – 1 Class with 11 participants
- ▶ Infant Feeding Choices Class – 1 Class with 4 participants

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	MEMS = Modular Emergency Medical System

NEHC = Neighborhood Emergency Help Center BRFSS = Behavioral Risk Factor Survey Statistics
 NNPPI = National Network of Public Health Institutes BHS = Behavioral Health Sciences
 HPHB = Healthy People Healthy Bay Coalition QI = Quality Improvement
 FWCC = First Ward Community Center MI = Michigan
 MISNS = Michigan Strategic National Stockpile ESF = Eat Safe Fish
 MOHC = Michigan Oral Health Coalition MOHC = MI 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
 MALPH = Michigan Association for Local Public Health
 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:

- "In the Swim of Things"
- "Hepatitis and Your Liver"
- "Viral Hepatitis and Blood Borne Pathogens"
- Children's Special Health Care Services information
- "Removing Head Lice Safely"
- "Reality Matters – Sex and STD's"
- "It's In Your Hands"

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	142	Parcels Evaluated	39
Mobile, Vending & STFU Inspections	4	On-Site sewage Disposal & Tank Permits Issued	15
Temp. Food Est. Inspections	63	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	37	Failed System Evaluations Conducted	8
Plans Received for Review	3	Sewage Complaints Investigated	8
Plans Approved	4	Well Permits Issued	4
Consumer Complaints Investigated	15	Abandoned Wells Plugged	10

Food borne Illness Complaints Investigated	3	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	7
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Cremation Permits Processed

June	55
July	47
August	48

- The Environmental Health Division ended beach testing season on September 1. 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. Four trainings were held during the quarter.

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.
- 8 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter,
- 3 children were opened to case management and 10 were closed during this quarter. 7 phone or mail contacts to parents were completed along with 12 combined contacts to physician offices and the MDCH Lead Office.

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 two 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. Trained Mary Jo Braman as back up for TB nurse.
- Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:
- Monthly MIHP and Health Department Staff and Management meetings
- Weekly meeting with SVSU staff regarding developing the Nurse Practitioner Primary Care Clinic at the BCHD

08-12-14, 09-09-14	Nurse Administrators Forum teleconferences
07-10-14	Food borne Illness (FBI) Meeting with Environmental Health
07-10-14	Lead Presentation from MDCH tricounty Lead Coordinator
08-10-14	Budget training in MUNIS war room in county bldg
07-17-14	MIHP Thumb Area Coordinators Meeting, Frankenmuth, MI
07-22-14	Immunization meeting for financial report
07-23/24-14	MDCH TB Nurse Training, Lansing MI
08-13-14	MIHP meeting w/ MDCH MIHP consultant at BCHD
08-15-14,	Great Start Collaborative (GSC) Executive meeting, BAISD
08-21/27-14	Immunization webinar update CEU provided
09-11-14	MDCH MIHP Fall Coordinator's meeting, Rochester MI
09-24/25-14	MDCH Family Planning Conference, Holland, MI
09-26-14	FAB TEAM meeting-BCHD

Maternal Infant Health Department (MIHP)

- This quarter MIHP received 103 maternal and infant referrals from which 29 maternal and 23 infants were enrolled. A total of 361 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 in addition to the monthly Health department all staff meetings and their monthly MIHP staff meeting

- MIHP nurse Kelly also is the lead nurse for Bay County and provides back up for the Communicable Disease division. Kelly worked 46.5 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 14 hours in Communicable Disease.

Kelly also participated in the following trainings/meetings:

07-10-14	MDCH lead coordinator presentation at BCHD
07-10-14	Food borne illness quarterly meeting
07-31-14	Recognitions Committee at BCHD
08-05-14	MIHP-Home visiting Conference, Dearborn, MI
08-21-14	Neonatal abstinence Syndrome and FASD training

MIHP nurse Mary Jo Braman, provided 35 hours back up to Immunization Clinic and was trained this quarter as back for TB nurse spending 22.5 hours learning TB case management. She also participated in the following meetings/trainings:

07-10-14	MDCH lead coordinator presentation at BCHD
07-23/24-14	MDCH TB Nurse Training, Lansing MI
08-05-14	MIHP-Home visiting Conference, Dearborn, MI
08-21-14	Neonatal abstinence Syndrome and FASD training
09-09-14	Breastfeeding Coalition

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:

07-08-14, 08-12-14, 09-09/24-14	Bay Arenac Diaper Bank meeting for Community groups
07-09/11-14	Mental Health Conference, Traverse City, MI
07-31-14, 08-28-2014	Recognitions Committee at BCHD
08-05-14	MIHP-Home visiting Conference, Dearborn, MI
08-09-14, 09-16-14	Self-sufficiency meeting for Community groups
08-06-14, 09-17-14	Halloween Health & Safety Fair planning -Community groups
09-26-14	FAB TEAM meeting, BCHD

Immunizations

TB Test	32
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Hep. A Adult	34
Hep. A Peds	140
Hep. A/Hep. B	0
Hib	80
HPV	104
Flu	50
PCV13	103
Rotavirus	34
Dtap	45
Dtap/IPV	44
MMR	60
IPV	24
Td	0
Tdap	147
Varicella	63
Dtap/Hep.B/IPV	3
Pneumonia	3
Meningococa MCV4	108
Zoster	0
Hep. B Peds	7
Hep. B Adult	41
MMRV	52
Rabies	0
DT	0
TOTAL	1249

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic

299
Number of Encounters in Family Planning Clinic
356

- Tammy Hill NP-BC works 8 hours each week in the Family Planning Clinic The clinic is now current with annual exams for current clients and continues to add new clients weekly.

Laboratory

Number of Tests: Clinical Services	513	Number of Tests: Water/Non-Clinical	695	TOTAL TESTS	1208
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Lead Tests Billed

June	56
July	62
August	69

WIC Women, Infants and Children Program

Bay County Health Department and Pinconning Clinic

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
June	2	51	265	56	37	75	168	N/A	230	884
July	4	56	172	45	48	73	153	N/A	224	775
August	2	50	96	42	54	86	145	N/A	224	699

HOUSING

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 monthly Senior Task Force meetings
- Attended the MiNAHRO Fall Conference in Bay City 09/10/2014-09/12/2014
- Attended quarterly BC/BS Community Advisory Committee Meetings
- Attended Board of Commissioner and various Board Committee Meetings
- Hosted Bidder Walk Thru for Potential Elevator Modernization Project Bidders on July 22nd
- Attended Bid Opening for the Elevator Modernization Project on August 7th
- 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 contract
- Interviewed applicants for the vacant janitorial position
- Scheduled classes and distributed Senior Project Fresh Coupons in September
- Worked with Purchasing Agent to write RFP for Elevator Modernization Project

Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 30 residents
- Completed move-in orientation for 4 new residents
- Attended the MiNAHRO Fall Conference in Bay City 09/10/2014-09/12/2014
- Met with several residents to discuss tenant concerns
- Completed inspections for 30 apartment units with maintenance staff
- Interviewed applicants for the vacant janitorial position
- Scheduled classes and distributed Senior Project Fresh Coupons in September

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed inspections for 30 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Kip Burns Retired 08/01/2014 from the housing maintenance department
- Dan Elliott attended the MiNAHRO Fall Conference in Bay City on 09/11/2014
- Jeremy Jones transferred from Pinconning Park and began work at the Housing Department on 09/15/2014 to fill the janitorial position vacated by Kip Burns
- Installed 6 energy efficient refrigerators in apartments to replace outdated inefficient units

Resident Services Activities

- Distributed food commodity boxes to 65 residents
- Distributed 43 Project Fresh coupon booklets.
- Coordinated weekly exercise classes with American Home Health and Hospice Care
- Coordinated Community Garden work with various residents

JUVENILE DETENTION & CHILD CARE SERVICES

Community Corrections

- The Community Corrections grant and budget for FY 2015 will remain the same as FY 2014. We have not experienced any budget cuts thus far for the fiscal year and have maintained continued programming.

Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	117	103
Outpatient Treatment	12	715
Cognitive Change Program	3	57
Drug Testing Program	17	360

- 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 a 79% success rate, with 103 jail bed days saved. Releasing low risk offenders under Pretrial supervision allows effective utilization of jail space for high risk and violent offenders.
- The residential treatment programs have saved 715 jail bed days with a cost savings of \$48,105.20 and the Drunk Driving Jail Reduction program has seen a savings of \$652.50 for the quarter.
- The Community Corrections Coordinator oversees the Sheriff Work Program. These are non-violent offenders who work with Buildings and Grounds staff to maintain county properties. They also participate in other approved projects within the community. During this quarter, the offenders have assisted Ballads and Brews, Relay for Life, Munger Potato Fest, County Fair and River Time. In this quarter, the Sheriff Work Program has saved 821 jail bed days, which amounts to a savings of \$55,236.
- Throughout this quarter, the Coordinator attended meetings for Treatment Court Admissions, Circuit Court Probation, TriCap Board and Michigan Prisoner Re-Entry.

Also attended the MDOC CCAB Board meeting. Lastly, the Coordinator has hosted bi-monthly CCAB meetings with Community Corrections stakeholders.

MSU EXTENSION

MSU Extension Names Associate Director of Operations

- Patrick Cudney has been named the associate director for operations with MSU Extension, effective Sept. 1, 2014. Cudney will report to the director of MSU Extension and supervise district coordinators and administrative support units within the director's office. This also includes the organizational development team. Cudney comes to this position with a long history of Extension involvement and knowledge of the organization. He began his career as a 4-H youth educator in Kalkaska County and has continued his leadership by serving as a county Extension director in Benzie County, then as regional director in the North Region. He is currently the District 3 coordinator, serving nine counties in northwest Lower Michigan. His work reflects a team aspect while promoting opportunities for others to grow in leadership.

MSUE Statewide 4-H Volunteer Recruitment Campaign

- In an effort to serve additional youth through its flagship 4-H program, MSUE recently launched a statewide volunteer recruitment campaign. Utilizing multiple platforms, the campaign hopes to reach thousands of caring adult volunteers who will give their time to the state's youth through Michigan 4-H. With a goal of expanding its reach to 20 percent of the state's youth population by the year 2020, Michigan 4-H must also increase the number of adult volunteers who serve these youth members -- thus the launch of the statewide volunteer recruitment campaign.
- Supported by a grant from the Michigan Community Service Commission, the 4-H volunteer recruitment campaign will include multiple television commercials airing on stations across the state. Another key channel of the campaign will be social media sites, where targeted Facebook and Twitter advertisements will reach audiences throughout Michigan. In addition, both state and county 4-H social media pages will reflect the campaign as 4-H offices across Michigan get involved.
- Additional local recruitment efforts will take place across the state.
- The campaign will continue throughout 2014 with a target goal of recruiting 8,000 new volunteers by the end of the year.

4-H Program Coordination, Jodi Wrzesinski

- At the end of the second quarter, Bay County had 194 youth ages 5 to 19 enrolled in local long-term 4-H programming.
- **4-H Cloverbud Camp** - Jodi organized and implemented the 4-H Cloverbud camp for youth ages 5-8 years old. The camp was held in July and included 20 youth campers and 7 teen counselors ranging in age from 14-19 years old. The theme for camp was Unleash Your Inner Scientist and involved science experiments and hands-on activities.

The youth enjoyed field trips to local businesses in downtown Bay City such as Paint & Pottery, The Planetarium and McDonald's. There were also special guests such as Mark Torregrossa from MLive Weather; Alicia Wallace, Gypsy Moth Suppression; Jodi Schulz, Dorothy Munn and Darren Bagley, MSU Extension Educators.

- **Bay County Fair** - The Bay County Fair took place on August 3rd—10th. Jodi planned and implemented events that involved over 100 youth participants. Over 50 youth sold animals in the Livestock Auction on August 7th. The auction brought in over \$65,000 for youth. The youth will use this money to pay for college, purchase animals for next year or help support the purchase of a vehicle. Many local businesses, elected officials, families and agri-business helped support to make this event a success.
- **4-H Tech Wizards** - Jodi is also working on a \$40,000 grant for 4-H Tech Wizards. This grant will fund a 4-H mentoring program in Bay County. This would be a partnership between Bay County and Washington Elementary School and will bring 15 positive adult mentors and 60 youth. The focus is on STEM programs and allowing the students to learn from positive adult role models.
- **4-H Operation Military Kids** - The Bay County 4-H Program received \$200 to plan and implement an event for Operation Military Kids (OMK). The funds were used to hold a "Skate Into 4-H Family Fun Night" at the Bay County Civic Arena on September 16th. Over 60 people attended this event and attendees learned about 4-H, nutrition, science and about the 4-H Life Skills Wheel.
- **4-H Winterfest** - Planning is underway for the annual 4-H Winterfest which is held at Kettunen Center on January 31st—February 1st. The planning committee are organizing a variety of workshops for youth and for parents such as Snow Science, Sled Dogs, Fender Blender Smoothies and Outdoor Cooking. Last year 174 people participated in Winterfest.

4-H Life Skills and Capacity Building, Jodi Schulz

Statewide Programming

- Jodi completed life skill education at the Breakfast on the farm event held in Washtenaw County. 2,300 people attended this event.
- She conducted a webinar for staff and volunteers: Tips and Tools for Volunteer Recruitment. Jodi also wrote and conducted a webinar for 4-H staff in Michigan on how to conduct a Fall Volunteer Leader Update.
- Is currently working on developing resources for cloverbud programming (5-8 year olds).
- Jodi wrote a series of 4 articles on helping youth make decisions. These articles can be found on the MSUE website. The link to part 1 is below.
http://msue.anr.msu.edu/news/helping_children_make_decisions_part_1

Local Programming

- Jodi worked on the 4-H Military Night at Dow Gardens in August. There were many 4-H staff showing the various projects and activities that 4-H offers. Jodi focused on 4-H National Science Experiment called Maps and Apps.
- Jodi completed programming for the Dow Corning Foundation grant that covers Bay, Midland and Saginaw Counties. Some highlights of the grant include: 5 staff completed the Maps and Apps program at over 52 sites, approximately 1,360 youth engaged in the program, 210 science kits were dispersed throughout the counties.

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

- Karen implemented a supper program at the Boys and Girls Club in Pinconning. The series started with MyPlate relay races which was a supplemental activity using paper food models. The goal was to put food items into proper food group grocery bags. Youth were very engaged and were able to demonstrate their knowledge of food groups.
- Project Fresh was implemented by Jessica at the Bay County WIC Department during the summer. Jessica taught 15 classes with an average of 20 participants in each class.
- The nutrition team also participated in the Great Lakes Bay Mom's Block Party event at Wenonah Park. They provided the Think Your Drink information to show how much sugar is in certain beverages.

A Few Upcoming Events

4-H Soup Supper - Crump Conservation Club on November 8, 2014 from 4pm-8pm.
4-H Winterfest - Kettunen Center on January 31—February 1, 2015

Seed Week Meetings

Date: December 1, 2014

Location: Soaring Eagle Casino and Resort, Mt. Pleasant

Date: December 2, 2014

Location: Bay Shore Camp, Sebawaing

Date: December 3, 2014

Location: Double Tree, Bay City

Date: December 4, 2014

Location: Ubyly Heights Golf Course, Ubyly

Date: December 5, 2014

Location: Country View Golf Course, Ontario

Time: All sessions begin at 8:30 am—noon Lunch is served at noon and is sponsored by local participating seed companies.

Cost: There is no charge to attend these programs. To assist us with an accurate meal count, please contact Karlie at 989-758-2500 ext. 237 or vanpopp8@msu.edu to register.

Matching varieties to field conditions, disease problems and management will be stressed in these meetings. This is the opportunity to find out what new varieties are being brought forward and how to manage these genetics for the greatest success. The programs will include presentations from each seed company, Michigan Sugar Company Researchers and Sugarbeet Advancement.

2014 Master Citizen Planner Webinar Series - Webinar on October 16, 2014 from 7 p.m. - 8 p.m.

Contact: Janean Danca: 269-657-8213 or cplanner@msu.edu

The 2014 Master Citizen Planner (MCP) Webinar Series is designed to offer participants the latest updates and information on current topics. Using Adobe Connect, MSU Extension educators will provide an overview of topics of interest to planning and zoning officials. Classes are the third Thursday of April, June, August, October and December from 7 - 8 p.m. Class descriptions are available on the attached flyer. Each session is available individually or participants can register for all five at once. MCPs will earn one credit per session.

RECREATION & FACILITIES

During the 3rd 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:

- Held meetings with recreation staff for submitting of the 2015 budget.
- Submitted the proposed 2015 budget for Recreation & Facilities.
- Posted and filled various Buildings & Grounds staff positions.
- Took part in the interview panel for the new Executive Assistant.
- Met with Civic Arena staff to discuss increasing revenues, increasing league numbers, and decreasing expenses to improve the overall finances of the civic Arena..
- Continued research on recreation software that will improve the gym membership/point of sale/online booking for the department.
- Obtained coverage in various areas due to staff shortage.
- Wrapped up a successful season and the Pool with 1,934 kids on the free Thursdays that were donated by Mr. Carbary and the VFW and a total of around 4,000 kids for the summer.
- The Summer Recreation Program had 230 kids.
- Continued to send out a monthly Recreation Newsletter to over 1,200 email addresses.

- Trained more employees in the Mailroom to act as a back-up when coverage is needed.
- Accepted a generous donation from Mr. & Mrs. Brooks of Bay City in loving memory of their Jack Russell Terrier, Shorty. Held a dedication ceremony at the Central Bark Park.
- As part of PIO duties, acted as PIO in the water main break incident.

Buildings & Grounds

- Community Center gym floor started for removal, but not as easy as planned, all floor boards that were removed were put back in better condition.
- Community Center bleachers were reconditioned.
- Community Center pool closed for season.
- Civic Arena hosted a Customer Appreciation open house for hockey season.
- Pinconning Park – Ed Donnelly Trail new boardwalk of 1,000 feet long.
- Pinconning Park Grant work includes Observation Tower and deck is 75% built.
- Bay County Fair held in August was successfully enjoyed.
- Fairgrounds Dog Park-donation received by Mr. & Mrs. Brooks for tree planted & bike rake installed with a plaque, in memory of their dog, Shorty Brooks.
- Fairgrounds had six (6) light fixture poles installed for horse corrals show lighting.
- Standish Adult Foster Home had repairs to bathroom and roof.
- Pere Marquette lot- ¼ of lot asphalt cracks filled and all sprinklers winterized.
- Treasurer's Office – 19 properties sold in September auction, remaining properties are still being maintained until the October auction.
- Installed new door at Central Dispatch (911).
- Set generator for 911 tower.
- Juvenile Home had numerous repairs on furnace, leaks in kitchen, air handler repair & security alarms all handled by County maintenance.
- Replaced 18 remote guard boxes for digital lock boxes in LEC.
- Equipment Operator II is mechanically in-house fixing all facility vehicles including Maintenance, Health Dept., Veteran's, Probate Court for cost effective purposes.
- Also, the Equipment Operator rebuilt front end axle & bearings for the Civic Arena

Zamboni, saving big money.

- Pulled the fire truck for United Way-2 teams included many maintenance people.
- Dead ash & pine trees were removed from lots at Civic Arena & Community Center.
- Dead tree removed at Juvenile Home.
- Removed fallen tree at Pinconning Park.
- LEC - installation of more water shut off valves.
- LEC – new pressure relief valve on boiler #1.
- Server room on 8th floor (ISD) had new electrical circuits and exhaust fan installed.
- County staff moved freezers, refrigerators and storage shed to a covered area for the ground breaking of the Division on Aging kitchen project.
- Division on Aging kitchen project has begun with ground breaking, plumbing & electrical wiring placed and pouring of concrete to date.

Community Center

- James Carbary of the VFW presented a check to Bay County for Free Swimming Thursday. The program had a total of 1924 swimmers for the program.
- Overall it was a good summer for swimming despite some cloudy, grey days that closed the pool for the day. The summer total was 3935.
- Keith Hintz from Dive and Glide used the pool to offer scuba lessons.
- The Saginaw Sharks had swim practice with about 80 swimmers in the morning and evening four days a week. The Sharks hosted the Beat the Heat swim meet and had about 1000 participants.
- The Summer Recreation program continued throughout July and August with many activities. There were 230 participants in the program.
- In June and July, Emily Young from Behavioral health used the gym for activities for children ages 7-10 on Wednesday afternoons. Her program had 12 participants.
- Heather Seegraves conducted a volleyball camp for junior high and high school girls in June and July and had 30 participants.

Fitness Center :

July :	408 clients	96 County Employees
August:	360 clients	144 County Employees
September:	480 clients	72 County Employees

Two fitness classes resumed in September, and the remaining classes to be added to the October schedule.

FitFun - 45 participants
YogaFit - 15 participants
Chair Yoga - 15 participants

Community Center: (Room rentals):

- Room 124 was rented for Drivers Training July and August M-Th.
- Drivers training also rented on Saturdays June, and July.
- Every week-end 124 and 128 were rented for various parties, meetings and showers.
- The small gym rented in September for a wedding.

Fairgrounds:

- The Bay County Fair was held in August.
- The Canteen rented 3 times in this quarter.
- Horse stall rentals included 9 horses.

Golf Course

- Year to date we are down 11.38% in total revenue from 2013. This occurred due to a late start and not opening until April 21st. However we are down just 1% from the previous quarter.
- As of September 30th our average revenue per day is equivalent to 2013.
- Our playable "golf" days are the lowest they have been since starting to track in 2008.
- A "golf" day is when it is at least 50 degrees with no rain.
 - July had 28 golfing days
 - August had 24 golfing days
 - September had 22 golfing days
- Our 28 leagues finished their season between the last week of August through the second week of September.
- The 15 leased carts were returned when the leagues finished their season.
- We had an individual come in with a personal food cart that ran as our concession stand for the late portion of the summer.
- Successfully hosted numerous golf outings that included: Pulaski Hall, Disability Resource Center, Woody's Open, Duke Open, Hooligan's Bar, Bay City Central Booster Club, Lightning Softball, Holy Trinity, Special Olympics, Northeast Little League, Bay Medical Care Facility, Bob Darbee Group, FastPath Softball Group, and Bob Sticker.
- Hosted the Annual Halub Cup on July 12th. The Halub Cup is a tournament that boasts the best players from Bay County versus the best players from the Bay City Country

Club. The tournament went off without a hitch, however Bay County lost by 2.5 points. We will definitely get them next year!

- Hosted our annual Men's County Tournament. We had the largest field of all time of 169 players. A full field is 160. The event was a huge success.
- Hosted the annual Senior and Women's County Tournament the week following our Men's County Tournament.
- Hosted our annual "BIG HOLE" Weekend which boasts 8 inch holes instead of the standard 4 ¼ inch hole. If you play golf you need to experience it! We finished the weekend with a 3 person scramble that had 18 teams. The weather was cold, periods of heavy rain, and quite miserable, however all 18 teams finished the event.
- We are wrapping up our Member Match Play Tournament. With only 2 matches remaining.
- Merchandise Sales in the clubhouse are up 20% from last year.
- Did not have to turn on city water this season, which will save us substantially in public utilities.
- Our payroll for the maintenance and clubhouse budgets are down over last year.

Civic Arena

- The summer league had 22 adult league teams which is up from 2013.
- Hosted 8 high school teams.
- The Bay County Hockey Association ran a successful summer 3 on 3 league which made about \$4,000.
- Our new dry floor activities that included kickball, dodgeball, and street hockey were slow for the first year. However, we will continue to promote again for next year and continue to find ways for it to grow.
- September started the new hockey season.
- We have 20 adult league teams which is up from 2013.
- The Bay County Hockey Association has 10 youth teams, 2 travel teams and 2 independent teams.
- We have 2 women's teams for this season.
- Teams are already signing up for our January Freeze and Puck O the Irish Tournaments.
- The ice was put back in the Professional Arena in mid-August to go back to 2 sheets of

ice.

- Stained all the benches in the locker rooms.
- Painted the locker rooms.
- Buildings and Grounds overhauled one of our Zambonis.

PERSONNEL & EMPLOYEE RELATIONS/CORPORATION COUNSEL

Employee Relations and Personnel

- Personnel Director attended the Michigan Public Employer's Labor Relations Association (MPELRA) annual conference at Shanty Creek from September 17 through 19.
- Finalized the language for the remaining bargaining agreements (2014-2016).
- Managed a sensitive employee issue in the Treasurer's Office.
- Managed an employee issue in the Public Defender's Office.
- Attended meetings to discuss the Evacuation Plan.
- Discussions took place regarding an EEOC claim filed by an employee and in the end the accusations were found to have no merit.
- Attended meetings with Angela Garner to discuss the 2015 BC/BS and EHIM renewal.
- Went to grievance mediation with the USW and the grievance was dropped by the union as a result.
- Absence slips were revised to no longer request the reason for the employees' illness for Act 139 employees under Bay County Executive Tom Hickner.
- Participated in the United Way Fire Truck Pull in September to kick off the United Way Campaign.
- Assisted in updating the County's Equal Employment Opportunity Plan.
- Eight full-time positions and nine part-time positions were posted during the third quarter of 2014.
- During the third quarter a total of twelve full-time employees were hired (seven of those employees were new to Bay County, and five were transferred from temporary or part-time positions with the County).
- Nationwide representative Ken Kelbel spent time educating Bay County employees on

how to supplement their retirement plans.

Retirement

- Rebecca Marsters started in position of Retirement Administer/Accountant on July 28, 2014.
- Spent considerable time training with Payroll and Benefits Supervisor, Tiffany Jerry.
- Compiled and finalized data for actuary to complete 2013 BCERS Actuary Pension Valuation.
- Along with all Retirement Board members, participated in Fall 2014 MAPERS Conference held in Traverse City, MI on September 14-16, 2014.
- Received approval for and began work on scanning project to convert all retirement files into electronic format.

Payroll/Benefits

- Worked closely with Brown & Brown to work through numerous issues with medical, dental and vision plans through BC/BS.
- Worked closely with Brown & Brown to ensure compliance with the PPACA regulations in regards to the 30-hour rule.
- Met with BCBS representative to review the results from the annual online Health Assessment.
- Met with Citizens Management to go review open Workers Compensation claims and to discuss a plan of action on some open claims.

Wellness Center and Wellness Initiatives

- Year-to-date there has been 236 employees and eligible retirees who have visited the Wellness Center through August 2014. There are currently 373 Contract Holders (Employees and Pre-65 Retirees) who can utilize the Wellness Center; including spouses and dependents, there are a total of 960 lives. 64% of the eligible employees/retirees have visited the Wellness Center.
- Year-to-date 422 new appointments, with an additional 671 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 5 lives saved because of findings during their annual physical or a routine preventative appointment. These people were referred outside of the Wellness Center for further treatment which in turned saved their lives.

- Hosted a Lunch & Learn on Prescription Medication.
- Educated employees on the benefits and offerings of the Wellness Center.
- Wellness Offerings included; noon skate, lap swim, and Delta College FRC membership.
- Two Bay County teams consisting of 20 employees and another handful of "cheerleaders" participated in the second annual United Way of Bay County Fire Truck Pull.
- Walking Club takes place every Wednesday at noon for Bay County Employees and friends. The route is just over 2.5 miles and is about a 30 minute fast-paced walk.
- Biggest Loser competition was extended to Bay County employees to participate in on a volunteer basis. It is underway with 30 Bay County Employees.
- Win-by-Losing competition was extended to Bay County employees to participate in on a volunteer basis. This is a program offered by BCBS of Michigan and the teams compete with other companies throughout Michigan; the goal is to lose the most body weight. There are currently 20 Bay County Employees on this team.

Corporation Counsel

- Opened 79 new matters, closed 36 matters.
- Assisted in updating the County's Equal Employment Opportunity Plan.
- Participated in the United Way Fire Truck Pull in September to kick off the United Way Campaign.
- Attended ECF Training in Bankruptcy Court.
- Prepared for litigation in federal court.
- Drafted and submitted pleadings for litigation.
- Drafted response to EEOC claim, claim has been dismissed.
- Represented the Treasurer in eviction and foreclosure matters.
- Represented the Sheriff's Department in a civil matter.
- Assisted Personnel in employee issues.
- Entered into new money manager agreement on behalf of Retirement Board.
- Drafted and reviewed many new policies that have been adopted by the Retirement Board.

- All Sheriff's Department secondary road patrol contracts have been executed.
- Along with all Retirement Board members, participated in Fall 2014 MAPERS Conference held in Traverse City, MI on September 14-16, 2014.
- Attended Energize Bay Area Young Professionals Network Luncheon and met several key community leaders in the Great Lakes Bay Region.
- Attended the Michigan Public Employer's Labor Relations Association (MPELRA) annual conference at Shanty Creek from September 17 through 19.
- Purchased two properties using the NOAA Grant.
- Responded to legal questions about Retirement Ordinance, benefit groups, eligibility, etc.
- Had multiple meetings with Chair and Vice Chair of Retirement Board to discuss retirement issues.
- Working to update Retirement Ordinance.
- Addressed legal questions for Retirement System/Board regarding Reciprocal Retirement Act and Post Retirement EDROs.
- Researched securities litigation options for Retirement Board.
- Reviewed and amended various contracts and provided legal opinions for elected officials including Register of Deeds, Clerk, Sheriff, Prosecutor and Treasurer.

Community Involvement

- Jeanie Deckert is on the Member Connections Committee for VSHRM. She is also the Treasurer of the Business Professional Woman's group and a Board Member of the Ogemaw County Economic Development Corporation.
- Tim Quinn has been active with the following organizations during the 3rd quarter of 2014: VSHRM, United Way and MLMA.

PUBLIC DEFENDER

- No Report Submitted.