

REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2015

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 County Executive:

- Continued to work with Information Systems and NetSource One to update the Bay County website. The "new" website was recently rolled out. Key staff continues to update areas on the website.
- Assisted the Veterans Offices in their financial expenditures and resolving any issues that arose including vehicle repair & maintenance.
- Presented the revised Freedom of Information Act Procedures & Guidelines to the Board of Commissioners. The Board adopted the revised Procedures & Guidelines pursuant to Resolution 2015-135.
- Changes to the Michigan Freedom of Information Act became effective on July 1, 2015. These changes necessitated the creation of Bay County's FOIA Procedures & Guidelines, Public Summary, Fee Itemization Form and various forms available to the public on Bay County's website and the County Executive's Office. Worked cooperatively with Corporation Counsel and Information Systems in this process and coordinated these changes with key departmental staff, 911, Sheriff's Office, Animal Control, Health Department and Prosecutor's Office.
- Discussed the FOIA updates with various township officials requesting assistance.
- Continued in the to receive, compile, respond to and coordinate numerous Freedom of Information Act requests which involved working cooperatively with various Bay County offices.
- Received and processed Incident Reports for traffic accidents involving Bay County vehicles. Processed and coordinated the claims that were received during this quarter.
- Continued to work with Corporation Counsel on pending and potential litigation, distribution of agreements and electronic storage of agreements on CherryLan.
- Worked cooperatively with other departments as a liaison in resolving constituent concerns on various issues and drafting correspondence in response to complaints and inquiries.
- Worked with various departments in grant coordination.
- Attended Active Shooter training at Delta College
- Worked with the Safety & Security Workgroup to assess and evaluate Bay County's

security and safety and drafted correspondence from elected officials and union leadership to Bay County employees & Board of Commissioners.

- Regular discussions and coordination with Animal Control Manager on current issues.

Animal Control

The Shelter took in a total of 621 animals. This included, 334 cats and 270 dogs and 17 other animals.

- Owners claimed 15 cats and 86 dogs.
- There were 79 cats, 93 dogs, and 6 other animals adopted.
- Euthanized per owner request were 56 cats, 43 dogs, and 2 rabbits.
- A total of 137 animals were euthanized due to aggressive behavior, lack of interest, illness, and/or serious injury.

Field Activity: Officers responded to 1,265 calls, this quarter, which include the following:

- 79 Animal bites
 - 90 Cruelty calls
 - 232 Loose and Aggressive
 - 55 Barking
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- We are still promoting our adoptable animals on the various websites, Facebook, Petfinder.com, Bay3 TV, etc. and working with other shelters and rescues that are willing to pull animals when the shelter is filling up. Several special interest groups such as the Friends of Bay County Animal Shelter and Shelter Angels continue to promote the shelter through internet media and special events. Shelter Angels now has five veterinarian clinics sponsoring animals at the shelter for adoption. Dr Tina out of Saginaw Vet Health Care Center sponsors four cats, while Bay Animal, Bangor Vet, Vetmed, and Bay Valley are sponsoring one cat and one dog a month. We have just finished the BAISD program, and note 22 animals were adopted from the shelter and sterilized and vaccinated by Dr. Musselman through the Vet Tech Program.

CENTRAL DISPATCH 911

- 9-1-1 answered: Emergency calls in the month of April 6,481; Emergency calls in the month of May 7,796; and Emergency calls in the month of June 7,858. In total, Central Dispatch has answered 40,356 Emergency calls for 2015.
- Doni Kolb became the newest 9-1-1 employee in June. She is expected to complete Dispatcher training and begin to dispatch on her own in late fall.
- The Bay City VHF Fire paging project began this quarter. When complete, last remaining AT&T phone circuit will be removed and all Fire paging will occur via Radio Frequency (RF). The use of RF instead of phone circuits lowers costs while increasing the survivability and resiliency of Public Safety Communications. Equipment has been ordered and a frequency request has been submitted to the FCC.
- All members of the The Great Lakes Bay 9-1-1 Consortium have completed the necessary resolutions and documentation to allow Peninsula Fiber Network (PFN) to provide 9-1-1 services for their respective communities. This change in 9-1-1 services allows for 9-1-1 calls to be delivered via a fiber network. PFN is expected to have the

network build complete by fall of 2015. The cut over to fiber will conclude in the late spring of 2016.

- The Intrado phone system is scheduled for delivery in mid-July and installation will begin the first of October 2015.
- In preparation for the phone installation, the 9-1-1 server room is receiving a couple of enhancements. ISD is installing a new server rack. The installation is scheduled for July 16th. The new rack will make more efficient use of space in the server room while increasing organization and security. B&G is installing a new A/C unit. The unit will cool the server room. The addition of the phone system components requires additional cooling at the 9-1-1 center.
- The Great Lakes Bay 9-1-1 Consortium has added two new members in the 2nd quarter. Sanilac County and Huron County have joined. Iosco County is also expected to join in the first part of the 3rd quarter.
- 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. Several additional Counties are interested in joining the Great Lakes Bay 9-1-1 Consortium.
- The Ayantra generator monitoring boxes have been installed at several of the remote 9-1-1 generator sites. The new monitoring system will allow 9-1-1 to monitor generators at a significant cost saving over our current third party monitoring system. The system includes email, text and web based notifications and monitoring.
- Sally McCaffrey was awarded the Crime Victim Community Awareness Award for her call taking of the Peter Heagany murder investigation. Sally received the award on April 29th at the award during the Crime Victims' Rights Rally. The rally is sponsored by the Prosecutors Office.

Emergency Management

- In April, Emergency Management and 911 taped a public service announcement regarding the Outdoor Public Warning System. The PSA has aired multiple times per day throughout the Spring on Bay 3 TV.
- On April 20th, Emergency Mgmt. assisted with 2 lock down drills at the Bay/Arenac ISD Career Center.
- The Local Planning Team met in April and June and allocated the FY14 Homeland Security Grant Program funds to the following projects: \$27,394.00 for Mobile Data Terminals for Law Enforcement, \$3,800.00 for members of the LPT to attend the 2015 Great Lakes Homeland Security Conference, \$4,600.00 for a supplied air system for the Bay County Technical Rescue Team, and \$750.00 for a tablet for the Bay County Fire Investigation unit.

- A Port Security Grant was applied for to assist the Sheriff's Department in purchasing a new Marine Response vessel. The new vessel will help replace an aging fleet, and will allow the Sheriff's Department to respond to incidents on the Saginaw River and Bay more effectively.
- Emergency Management participated in both a table-top exercise and a functional exercise with Saginaw County Emergency Management as an exercise evaluator. The exercises focused on the response to a train tanker spill and fire that could occur within the City of Saginaw.
- On April 29th Emergency Management partnered with the National Weather Service to provide Skywarn Weather Spotter training to citizens in Bay County. 33 people attended the free training.
- The Emergency Action Guidelines, which act as the emergency response plan for the county, were updated and sent to the State of Michigan for review.
- Five members of the Local Planning Team, including the Emergency Management Coordinator, attended the Great Lakes Homeland Security Conference in May. Topics of instruction ranged from active-shooter events at schools and businesses, to the response to the I-94 traffic accident last Winter.
- Emergency Management attended the Large Venue and Outdoor Event Weather Safety Workshop on 5/13. This workshop was put on by the National Weather Service and detailed best practices regarding weather issues during large events, and what products the NWS can supply to help with these events.
- A Training and Exercise Planning Workshop for Bay County was attended by members of the Local Planning Team, first responder agencies, and other Emergency Operation Center staff. This year Bay County has to conduct a full-scale exercise to meet state and federal guidelines. An active-shooter scenario was agreed on at the T&EPW, and planning continues. There will be both a table-top exercise and a full-scale exercise held regarding the active-shooter incident in August.
- In January a risk management professional from MMRMA conducted a risk assessment at several of the Bay County facilities. Due to some of the findings during that assessment, a Safety and Security Workgroup was formed encompassing multiple county departments. The focus of the workgroup is to provide a safe and secure environment for Bay County staff and visitors. The workgroup is meeting regularly and working on solutions for the shortfalls identified in the assessment.
- Emergency Management met with staff from Bayshore Senior Care facility to provide subject matter expert information to their staff in regards to the facility emergency operations plan.
- A planning session was held with first responder agencies, Emergency Management, Central Dispatch, the Region 3 Incident Management Team, and the Bay City Fireworks Festival representative to develop an Incident Action Plan for the Fireworks festival.

- Emergency Management attended a train-the-trainer session regarding the ALICE active-shooter response program. ALICE stands for Alert, Lockdown, Inform, Counter and Evade. This is a newer approach to active-shooter response, and is designed to help people survive an active-shooter incident more effectively.
- The Bay County Amateur Radio club utilized the incident command trailer for the annual Amateur Radio Field Day that is held annually throughout the United States.
- Members of the Safety and Security Workgroup attended a seminar titled, Active Shooter Lessons Learned: Implications for Preparation, Survival and Recovery.

CORPORATION COUNSEL

- Reviewed contracts or provided legal opinions to:
 - ▶ Central Dispatch
 - ▶ Health Department
 - ▶ GIS
 - ▶ Environmental Affairs
 - ▶ Personnel and Employee Relations
 - ▶ Clerk
 - ▶ County Executive
 - ▶ Transportation Planning
 - ▶ Animal Control
 - ▶ Prosecutor
 - ▶ Administrative Services
 - ▶ Register of Deeds
 - ▶ Building and Grounds
 - ▶ Recreation and Facilities
 - ▶ Sheriff
 - ▶ Finance
- Responded to more complex FOIA requests and/or Appeals
- Attended Depositions – Gillis and Walraven Matters
- Responded to Subpoenas for production of records to various departments (Prosecutor, Sheriff, Community Corrections, Health Department)
- Prepared various pleadings in four separate litigation files – Gillis, Walraven, Czuprynski, Rattfisch
- Prepared Deposition Summaries
- Attended Commission Board Meetings
- Attended Retirement Board Meetings
- Attended VEBA Board Meetings
- Attended Quadrant Meetings
- Attended Department Director Meeting
- Reviewed notice of claim – car accident – Veteran’s Affairs
- Drafted pleadings and attended hearings on evictions for Treasurer
- Drafted Pleadings and handled evictions for Center Ridge Arms
- Drafted collection letters and notices to quit – Recreation and Facilities and Building and Grounds
- Drafted Lease Agreements – Recreation and Facilities
- Drafted Land use agreement - Building and Grounds

- Provided legal opinions and guidance on Employee issues
- Attended MAPERS Spring Conference – Legal Education
- Attended ICLE Employment and Labor Law Conference – legal education
- Attended 1 day MAPERS training

EMPLOYEE RELATIONS, PERSONNEL, BENEFITS & RETIREMENT

- Tim Quinn continued as Co-Chair of the Michigan Labor Management Association and attended monthly meetings as necessary.
- Served as program chair and diversity and legislative chairs for the Valley Society for Human Resources.
- Continued to monitor and facilitate Wellness initiatives.
- Hundreds of applications were processed and approximately 90 seasonal employees were hired during the 2nd quarter of 2015.
- In addition to the seasonal staff, the personnel department posted, advertised and tested for vacancies in the following departments: Treasurer, Buildings and Grounds, Environmental Affairs, 911, Juvenile Home, Community Center, Prosecuting Attorney, Civic Arena, Division on Aging, Register of Deeds and the County Clerk's office.
- Tim Quinn attended the ICLE (Institute of Continuing Legal Education) annual conference in Plymouth in April.
- Tim Quinn, Tiffany Jerry and Jeanie Deckert attended HR Day in Lansing in April.
- Assisted with the interviews and selection of the CEO of the Chamber of Commerce.
- Managed several sensitive personnel issues in various departments of the County.
- Tim, Tiffany and Jeanie attended the monthly VSHRM meetings in Saginaw.
- Tim participated in the Safety and Security Group team working to increase the safety of the employees at the Bay County Building.
- Several employee submitted requests for reclassification. Meetings were held to discuss the requests and they were processed.
- Worked with CMI regarding ongoing workers' compensation claims.
- Michele attended a W/C conference in Grand Rapids in May.
- Michele participated in an educational webinar regarding the Family Medical Leave Act.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS) (J. Anderson)

- Continued maintenance on 9-1-1 GIS data and CAD Map

- Continued update of GIS Mobile Application for First Responders with ArcGIS Online
- Participated in meetings for joint Environmental Health Application with Saginaw & Midland Counties
- Misc GIS Projects and GIS tech support for: Transportation, City of Essexville, Frankenlust Twp, Kawkawlin Twp, City of Pinconning, Pinconning Twp, Williams Twp, Equalization, Environmental Affairs & Community Development, 9-1-1, Auburn Chamber of Commerce, Bay County Road Commission, Board of Commissioners, Clerk's Office, County Executive, Drain Office, Gypsy Moth, Buildings and Grounds, Register of Deeds, and private data requests
- Work with ISD and 9-1-1 to research a web addressing/routing mapping application for Sheriff's Department
- Train and knowledge transfer for new GIS Technician
- Attend regional GIS users group meeting in Midland
- Continued working with Saginaw and Midland Counties on the digital orthophotography project
- Continued organizing GIS meetings with City of Bay City staff and other local agencies
- Worked with county agencies and City of Bay City on ideas for a new GIS web viewer for both the county and city to share.
- Work with 9-1-1 to transition from MSAG to NG911 GIS data.

Gypsy Moth Program (A. Wallace)

- Emerald Ash Borer (EAB) Treatment Project: During the second quarter, the contract for the 2015 EAB Treatment Project were finalized and awarded to Bay Landscaping of Essexville, MI who had the lowest bid at \$150,715.15. Though the bid package was divided into four (4) possible contracts, Bay Landscaping had the lowest bid in all four areas and chose to commit to complete all the work required in the time allotted so one contract was issued. Work began on May 13, 2015 and was completed on June 25, 2015. 2421 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 2016. Tentative evaluation so far indicates that the treated trees continue to thrive and remain healthy while most untreated trees are dying.

Population Monitoring

- Egg masses were collected for winter mortality studies and no caterpillars hatched. This may indicate that the eggs were killed by winter cold. These egg masses were from caged reared females and may not have been healthy to begin with. No undisturbed egg masses were found.

- 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 1,200 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 on April 14. Control efforts included aerial larviciding (44,649 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 past trials, woodlots were treated this year at a 3 lb/acre dosage with an overall average mortality of 94.6%. 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. We'd like to extend a sincere thank you to Clarke's Chris Novak who visited in May to help with ULV droplet analysis. That always makes our job so much easier!
- Most areas of the county have seen above-average rainfall for the month of June. Heavy rains fell between June 12-15, with 3.5-4.5" of rain recorded which led to a spike in floodwater mosquitoes. We had pockets of Anopheles surges along the Saginaw Bay and Coquillettidia perturbans numbers are rising as we near the Independence Day holiday. We actually had our first Cq. perturbans trapped at the end of May this year with numbers steadily rising. Thankfully, they typically fade out by the end of July, but maybe their early arrival will mean they will dwindle sooner.
- Field technicians have been working overtime for a few weeks now to larvicide flooded areas and now to adulticide the ever-increasing adult mosquito numbers. 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.
- Two training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDARD as certified technicians. Three full staff meetings

have also been held in May and June to keep technicians up-to-date with the goings-on of all mosquito control divisions.

- Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques and presentations were given at Auburn Elementary, Kolb Elementary, and MacGregor Elementary Schools.
- 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 1 crow that was negative. Ninety-eight mosquito pools containing 2,435 adult females were also submitted to MSU; the first 33 were negative and the rest are pending.
- A scrap tire drive was held May 30 with 1,414 tires collected. The cost of holding the scrap tire drive will be off-set by a MDEQ Scrap Tire Grant.
- We are delighted to welcome Kristy Brandt as our new adulticiding supervisor, effective April 1. We look forward to the new ideas and positive leadership she will add to our program.

Transportation Planning Division (J. Anderson)

- Held various BCATS Technical and Policy Committee meetings
- Amendments to BCATS 14-17 TIP as required
- Regular updates to the BCATS website.
- Attended monthly MTPA Meetings in Lansing
- Finalized BCATS PL 2nd quarter expense billings.
- Attended various Roadsoft Training classes
- Attend Great Lakes Bay Region Trail Group meeting in Midland.
- Continued research and understanding of Proposal 1 for May 5th ballot.
- Train and knowledge transfer for new Transportation Planner
- Work with MDOT, Bay County Road Commission, and the City of Bay City on Euclid Ave/Wilder Rd Access Management Study project
- Held public commentary open house regarding the Euclid Ave/Wilder Rd Access Management Study project
- Attended Safe Routes to School Training at MDOT Bay Region Office in Saginaw
- Began recording 2015 traffic counts
- Attended WalkUP Meeting in Saginaw.
- Completed and approved FY 2016 Unified Work Program (UWP).
- Attended Peer Exchange in Lansing hosted by MDOT and FHWA/FTA
- Approved GLBR Model – Base Year Socio-economic data.
- Attended RPI Strategic Team Meetings by EMCOG in Saginaw and Bay City.
- Completed PASER rating for county roads, and started Bay City roads
- Attended 2015 Rural Elected Officials meeting at MDOT- Bay City TSC
- Prepping for the 2045 Long Range Plan
- Reviewed National Function Classification data in Midland with MATS and SMATS
- Continued working with EMCOG on Regional Transit Mobility.

EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2016 Assessment Roll.

- Compile and update parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculate and verify millage rates, prepare and submit pertinent reports, verify tax bill due dates and messages, compile that data and submitted for tax bill printing.
- Email / mail digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- 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.
- Review older sales and legal transfer documents in our database and update them to show corrected information.
- Currently have 101,425 sale and transfer documents listed for public and Department use.
- Assign new parcel numbers for split or combined properties, write legal descriptions and update the Equalization Maps as well as the GIS parcel layer.
- Have Equalization Maps scanned and linked to department web site, printed for townships and cities and for public use in office.
- 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.
- Begin Real Property sales studies and audits for 2016 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting

- Participated in the Ferris State University Internship Program by hosting a business intern in the Finance Department. The premise behind this program is to assist the student in gaining work experience as a supplement to the student's education and as a bridge to employment.

- Meetings continued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the bond issues.
- Issued the 2014 Comprehensive Audited Financial Report (CAFR) with no significant deficiencies or material weaknesses. This was the first CAFR issued since 2009. Meetings to coordinate with the auditors, board representatives and administration were held every two weeks, including an introduction and exit meeting.
- Submitted the state mandated F-65 by the June 30, 2015, deadline.
- Participated in the Bay County Auction, which netted approximately \$27,000.00.
- Continued assisting with workflow modifications and role security required as part of the implementation of the HR Module.
- Staff attended a webinar sponsored by Rehmann entitled "New Uniform Grant Guidance Update."
- Attended several meetings with recreation related to new and existing software programs, including technology upgrades to the existing point of sale system.
- Attended the Michigan Association of Public Employee Retirement Systems (MAPERS) Spring conference held in Mount Pleasant.
- Staff attended a series of Safety and Security Meetings aimed at improving the safety and welfare of employees and visitors to all Bay County facilities.
- In an effort to consolidate grant operations as part of the implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UAR), a central location for grant documentation was created on the Q:Drive. This drive is assessable to all grantees and will be rolled out in the third quarter of 2015.
- Attended the Bay County Smart Cities Meeting sponsored by Verizon Wireless. Local leaders were in attendance in an effort to gain more knowledge of the technology developments that exist for communities.
- Attended a team building session with ISD staff members.
- Staff attended an April 10th Building Authority Meeting where the board approved bond payments for the general obligation bonds.
- Staff attended training for a new Office of Highway Safety Planning grant that the County was awarded for Fiscal Year 2015.
- Staff worked with Emergency Services and the Sheriff's department to prepare the application for the Homeland Port Security grant which could provide the county funding for a new \$250,000 Marine Boat to patrol our waters.

Budget

- Worked on DOA Construction Analysis
- 2015 Budget packets were prepared and distributed on June 29, 2015.
- Worked with Personnel on Health Insurance Rates for 2016 Budget Projection
- Worked to update vendor database

Housing Rehabilitation

- Attended Board Meetings at Bay Area Housing.
- Continued day to day oversight of the program.
- Met with MSHDA and Bay Area Housing to audit the grant.
- Participated in a public hearing regarding applying new grant submission.
- Finalized and submitted the new grant to MSHDA.
- Met with Regional Housing Rehabilitation Departments to discuss a regional "Target Market Analysis" study of the area to help better allocate the funding received for the programs.
- Attended the Division on Aging Staff Meeting to explain the housing rehab program

Purchasing

Bids in Development:

Retirement Board Investment Consultant
Treasurer's Office Banking Services
Sheriff's Department Medical Care Services Rebid
Juvenile Home Medical Care Services
Court Facility Roof Repair
Jail Commissary Services

Bids Released:

Treasurer's Office Banking Services
Sheriff's Office Medical Care Services Rebid
Juvenile Home Medical Care Services
Court Facility Roof Repair
Jail Commissary Services

Bids Awarded:

Community Center Gym Floor

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

Conducted walk-throughs for the Sheriff's Office Medical Care Services, Juvenile Home Medical Care Services and the Court Facility Roof Repair RFP's
Conducted bid openings for the Sheriff's Office Medical Care Services and Juvenile Home Medical Care Services RFP's
Met to discuss the review/replacement of the telephone system
Began review of the cell phone procedures
Attended the county auction to oversee the vehicle sales.
Coordinated a meeting with Verizon Wireless and officials from local governments to discuss options available to better manage our services.
Met to discuss the latest updates concerning EFT transactions
Attended meetings for the following committees:
Safety & Security
IT Users Group
Participated in the following trainings:
Webinar: A Buyer's Guide to Preparing for an RFP Evaluation
Webinar: New Uniform Grant Procedures (Rehmann)
Webinar: Different Contract Clauses
Seminar: Active Shooter Seminar Training

Information Systems Division

- 941 work orders were completed in the second quarter of 2015 for ISD.
- There are 33 open work orders, 74 open projects and 18 waiting on user or in the ordering process.
- ImageSoft Justice Summit was attended learning new features of OnBase and interaction with other users of the OnBase system.
- ISD worked with DMC to create an automatic import from the AS/400 system into the OnBase system.
- The User Acceptance Testing began after training of the Friend of the Court and Prosecutor departments. ISD has been working with the departments during their testing phase and communicating the issues to ImageSoft.
- Leadership and Coaching seminar was attending by the ISD Manager.
- The new second shift ISD employee received training and started working 2pm-10pm working with Public Safety and the Law Enforcement Center.
- ISD members attending the Prosecutor and Police Chief meetings to discuss the new lab report system released by Michigan State Police. Bay County is utilizing their Law Enforcement network to enable small Police municipalities in Bay County to connect to the network to access the MiCJIN portal for the new lab report system.
- There was a second meeting of IT Steering Committee.

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:

1. The Health Department will increase the community's knowledge of Programs & Services provided by October 2015.

2. The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
3. The Health Department will establish a workforce development plan by October 2015. BCHD continues to revise its Orientation Operations Manual. BCHD has implemented a series of client satisfaction surveys for analysis.

Key accomplishments during this period include:

1. The Health Department in cooperation with Saginaw Valley State University is in its fifth month of operating a clinic called the University Clinic. The clinic focuses on persons with multiple chronic conditions, 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. multidisciplinary) approach to teaching primary care to its Nurse Practitioner, Nursing, Social Work, Occupational Therapy and other Allied Health students. Although the client base was initially less than anticipated, the numbers of persons utilizing the clinic has steadily grown. The clinic will do outreach to schools (i.e. sports physicals for children in need, etc.), seniors, and other organizations to further develop its client base.
2. The Bay County Health Department has entered into an agreement with the Huron County Health Department to offer Breast and Cervical Cancer Screenings to women in need in Bay County. Currently there are only three providers who offer these services in Bay and adding the Health Department will allow for more women in need to obtain these services.
3. A renovation of offices for the Bay Health Plan started in February of 2015 and was completed in May 2015. The work is part of an ongoing project to increase security and ensure privacy at the Health Department.
4. The Health Department received a Building Healthy Communities grant from the Michigan Department of Community Health in the amount of \$75,000. The Health Department will work with Meijers and primary care offices to provide a "Prescription for Healthy Eating Program" for local residents who are in need of improved diet and nutrition services to combat chronic disease and poor eating. Participants in the program will receive food coupons to allow for the discounted purchase of fruits and vegetables.
5. The Health Department to work with Community Schools (Auburn Elementary and All Saints) to develop Safe-Routes-to School Programs and assist with minor infrastructure/traffic changes to make safety changes for commuting students.
6. The Health Director has formed a Community Health Advisory Committee with area leaders (in conjunction with the Bay County Roadmap) to oversee the community health assessment process and further develop the Bay County Community Health Improvement Plan.
7. The Health Department issued a Public Health Advisory on the recent surge of overdoses and deaths due to heroin/opioid abuse in Bay County. To combat these troubling trends, the Health Department is working with Law Enforcement, first responders and behavioral health to educate the general public on the dangers of heroin

and to obtain Naloxone for police and first responders so that opioid overdoses can be reversed at the onset. To date there have been over 130 overdoses to all drugs since the beginning of the year. Since April, there has been over 30 cases of opioid overdoses at McLaren Bay Region and approximately 5 deaths.

8. The Health Department is implementing with the Michigan Health Improvement Alliance (MiHIA), the Diabetes Prevention Program or DPP. DPP is a sixteen week course for persons who have been diagnosed as "prediabetic" or have the signs and symptoms of obesity, poor diet, etc. A first round of classes has begun in June, and subsequent rounds will be offered in the fall of 2015.

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 Advisory Meetings (April, June)
- Michigan Health Information Alliance – Population Health Working Group
- Michigan Health Information Alliance – Diabetes Prevention Program
- Meetings with Health Department Fiscal and Finance Department staff to discuss Financial reporting, payroll corrections, billing and budget issues
- Weekly meetings with SVSU regarding the University Clinic
- MALPH Day at the Capitol – April 22
- Bay Area Family Y Community Leaders Forum – April 22
- Tri Cities (Midland, Bay, Saginaw, Gratiot counties) Health Officer Forum – Monthly
- Michigan Homeland Security Conference – Presenter – May 5-7, Grand Rapids
- MALPH Administrators Forum – Accounting & Full-Cost Reimbursement Meeting – May 14
- Bay County State of Human Services – May 27
- Bay County Heroin/Opioid Overdose Group – May 22 & 29
- Wayne State Consultation for University Clinic – June 8
- Empowering ALICE Conference – SVSU – June 15
- United Way Community Impact Committee – June 17

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.
- For the second year in a row, the CSHCS program was awarded a \$10,000 mini grant to provide outreach to CSHCS recipient families with a focus in 2015 on developing local, affordable, fun activities for children with disabilities. On May 15 from 6 to 9 pm, the CSHCS program staff working with the Bay Area Family Y (BAFY) offered an evening of fun with free admission for CSHCS families to the BAFY. The event was a huge success with 100 people participating. This was a planned activity using grant funds.

- 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. In May the clerical staff became unexpectedly ill with serious illness and as a result the nurse has decrease her hours in immunization and picked up the majority of the clerical responsibility. In addition, the CSHCS parent liaison has helped fill the void in clerical absence. The CSHCS parent liaison is grant funded that will end on September 30, 2014 and her primary role is CSHCS outreach.
- During this quarter the following billable services were provided with an approximate income of \$7031.08
 - ▶ 8 - Annual plan of cares the RN completed by telephone
 - ▶ 0 - Annual plan of care by the RN in client's home
 - ▶ 33 - Level II care coordination activities, combined efforts of RN & clerical staff
 - ▶ 26 - Case management visits by the RN

Communicable Disease (CD) Division

The CD nurse investigated 152 reportable disease cases this quarter, of which 140 were laboratory confirmed. These confirmed cases include:

- 22 animal bites; 1 Streptococcal Disease, invasive Grp A; 7 Influenza; 1 Giardiasis; 1 Streptococcus pneumonia, invasive; 2 Campylobacter; 1 VISA; Cryptosporidiosis; 3 Salmonellosis; 1 Shiga toxin producing Escherichia coli (STEC); 1 Hepatitis B-acute; 3 VZ Infection, unspecified; 11 Hepatitis C-chronic; 1 Mycobacterium-other; 1 Pertussis; 1 Malaria and the Chlamydia and Gonorrhea cases referenced under Health Screening, plus Ebola Monitoring Activity for a traveler from Liberia.
- The 2 Probable cases reported and investigated but not laboratory confirmed include: 1 Animal bite and 1 Hepatitis C chronic. An additional 10 cases were reported that the CD nurse investigated and were later found not be a case.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 74 Chlamydia and 8 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 26, of which 2 were court ordered, 17 males & 9 females.
- Number of clients tested for HIV this quarter: 16, of which 2 were court ordered. All results were negative, and of these 16 tested, 7 had previously been tested while 9 had no previous test.

The CD/HIV/STI nurse participated in the following:

- | | |
|----------|---|
| 04-29-15 | Prevent Cancer through HPV Vaccination: Update for Healthcare Personnel Webinar 1 CEU |
| 05-12-15 | "Ebola" Getting to Zero and Staying at Zero, Emergency Partner Update, webcast |
| 05-14-15 | 15th Michigan Communicable disease Conference, Holiday Inn, Flint, MI 5.75 CEU |
| 06-04-15 | "Quick & Dirty" Foodborne Illness, Presentation at BCHD with Tim Bolen, MDHHS Regional Epidemiologist |
| 06-04-15 | Emergency Department Syndromic Surveillance System for LHD, Webinar |

- 06-05-15 Meningitis "B" Vaccine, Pfizer Presentation BCHD conference Room
- 06-22-15 2015 STD Treatment Guidelines Webinar 1.5 CEU
- 07-09-15 Epidemiology & Lab Capacity Workgroup, Office of Public Health Preparedness MDHHS speaker Shannon Johnson, Lansing MI

Hearing and Vision Program

The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools and keep busy following up on previous referrals. Technician, Michelle Richardson, attended the MDHHS Hearing and Vision Conference in Traverse City, MI in June.

| Hearing | Services provided | Passed | Referred | Under Care | Other* | MD evals** |
|-------------------------|-------------------|------------|-----------|------------|-----------|------------|
| Under 3 years old: | 0 | 0 | 0 | 0 | 9 | 9 |
| Preschool 3- 5 yrs old: | 670 | 648 | 19 | 0 | 3 | 10 |
| School age K-12: | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 670 | 648 | 19 | 0 | 12 | 19 |

| Vision | Services provided | Passed | Referred | Under Care | Other* | MD evals** |
|-------------------------|-------------------|------------|-----------|------------|----------|------------|
| Under 3 years old: | 0 | 0 | 0 | 0 | 9 | 9 |
| Preschool 3- 5 yrs old: | 665 | 617 | 46 | 2 | 0 | 28 |
| School age K-12: | 130 | 85 | 0 | 0 | 0 | 91 |
| Totals | 795 | 702 | 46 | 2 | 9 | 128 |

* Unable to complete screen/ pending rescreens/absent for screening

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

Division on Aging

- The Volunteer Recognition Dinner was held May 13 at Riverside Friendship Center. The theme was "Volunteer Round-Up." There were 183 volunteers invited.
- An In-Service Program for volunteers, caregivers, and seniors was held May 21 at Riverside Friendship Center with Bonnie Fritz, LPN, Nurse/Educator at Golden Horizons, "Myths on Aging," with 17 participants.
- On May 27, the leadership team who supported the new Bay County Vulnerable Adult Protocol was named a 2014 co-winner of the Bay County Human Services Collaborative Council Award.
- The 2014 Bay County Senior Olympic Games was held from May 27 with the annual kick-off breakfast through June 12 with the awards ceremony and closing banquet. The theme was "Age is Only a Number." There were 263 participants and 17 medal events. There were 38 gold medals, 37 silver medals, and 43 bronze medals awarded. In addition, 738 additional meals were served.
- The Commodities program delivered 140 boxes of commodities in April, 132 boxes in May, and 281 boxes in June, for a total of 553 for the quarter.
- Division on Aging served 1,318 meals at special events from April through June, including Senior Olympics.

- Division on Aging volunteers provided a total of 1,434.51 hours this quarter as follows:

| Activity | April | May | June |
|------------------|---------------|---------------|---------------|
| Food Commodities | 58 | 59 | 54 |
| Special Events | 36 | 0 | 0 |
| Knit/Crochet | 107 | 104 | 132 |
| Memorial Garden | 0 | 2 | 4 |
| In-Service | 0 | 18 | 0 |
| Meal Delivery | 14 | 12.5 | 26.5 |
| Senior Olympics | 87 | 587 | |
| Student Intern | 29 | 0 | 0 |
| Transportation | 18 | 9 | 6 |
| Wonderful Times | 28.22 | 21.44 | 21.85 |
| Totals | 377.22 | 225.94 | 831.35 |

- Dining Center volunteers provided a total of 1,079 hours this quarter as follows:

| Dining Center | April | May | June |
|---------------|------------|---------------|------------|
| Canteen | 8 | 4 | 4 |
| Hampton A.M. | 32 | 29 | 30 |
| Hampton P.M. | 81.75 | 82.25 | 80 |
| Kawkawlin | 34 | 37 | 32 |
| Riverside | 231.5 | 207.5 | 220 |
| Williams | 32 | 30.5 | 30 |
| Totals | 419 | 390.25 | 375 |

- Transportation requests were 80 in April, 90 in May, and 98 in June, for a total of 268 for the quarter.
- Through the Volunteer Income Tax (VITA) Assistance program, 151 meals were provided to the volunteers.

From October 1 through June 30, Division on Aging has served:

- 25,353 congregate meals
 - 91,948.5 home delivered meals
- and provided:
- 445.5 caregiver hours
 - 5,474.5 homemaker hours
 - 940.75 personal care hours
 - 4,171.75 case coordination hours

Elder Abuse Grant:

- Monthly Division on Aging staff meetings
- Monthly Bay County Elder Abuse Coordinated Community Response (CCR) Team Meetings. Each meeting is regularly attended by 20 to 25 people from community agencies, law enforcement, Adult Protective Services, and the County Prosecutor's Office. The Project Coordinator arranges the agenda and a speaker for each session.

April

Community presentations regarding services available for victims of abuse:

- Caregiver Training, Region VII
- Trinity Lutheran Church
- Pine Towers Apartments

- St. Paul Lutheran Church
- Parkinson's Support Group, Region VII
- Smith Manor Apartments
- Food of Faith, Messiah Lutheran Church
- Bay County Firefighters at Bangor Township Fire Department
- Low Vision Support Group at Riverside Dining Center
- Met with Probate Court Judge to discuss Elder Abuse Program Grant

May

- Presentations regarding services available for victims of abuse:
 - UAW Retirees, Local 362
 - Art Lewis Radio Show
 - Pineview Apartments
 - Roll Calls, Bay County Sheriff's Office
 - "Sight and Sound" Support Group at Good Samaritan Rescue Mission
 - Vulnerable Adult Protocol Team awarded 2014 HSCC Award

June

- Presentations regarding services available for victims of abuse:
 - Over 50? Protect Yourself & Your Money as You Age, Linwood
 - Attended Michigan Elder Justice Summit, Lansing

The Abuse in Later Life Case Manager has received 29 referrals since October; 18 clients have been served through the grant. In addition, there have been numerous telephone calls regarding the manner in which to report abuse & inquiring about available resources.

Health and Wellness classes offered:

- Blood Pressure Clinics
- Walking Club
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- Chair Yoga at Williams
- Shuffleboard
- Spring Osteoporosis Strength Exercise Classes
- Aging Well – Chair Yoga with Beth Trahan
- Aging Well – Get Walkin' with Beth Trahan

Dining Center Activities:

- Easter Dinner Party
- Detroit Tiger Day at Hampton A.M.
- Acrylic Painting classes
- Jolly Hammers & Strings at Williams
- "Elvis" Karaoke Event at Hampton P.M.
- "Medicare—What You Need to Know" with Jae W. Oh, CLU, ChFC, at Riverside
- Mother's Day Celebrations
- "Annie Edson Taylor (Queen of the Mist)" with Dee Dee Wacksman at Riverside
- "Keep the Memory Sharp" with Bonnie Fritz from Golden Horizons at Williams
- "Diabetes – Myths & Symptoms" with Melissa Uhl, Southern Care, at Hampton A.M.
- The Recyclables readers' theatre troupe from Bay City Players at Williams
- Father's Day Celebrations
- Summer Salads by Caretel Inns of the Tri-Cities at Riverside

- Paper Crafting Workshop with Carolyn Johnson at Riverside

Special Events:

- Kitchen Facility Grand Opening
- Movie/Lunch Series at Wirt Library
- The Sound of Music Dinner Theatre at Bay City Players
- Volunteer Recognition Dinner
- In-Service w/Bonnie Fritz, LPN, Golden Horizons Nurse/Educator, "Myths on Aging"
- 2015 Senior Olympics "Age is Only a Number"

Trainings Provided:

Nutrition Services Manager:

- Kitchen Progress Meetings
- Staff Meetings
- Site Managers' meetings
- Region VII Area Agency on Aging Annual Meeting

In-Home Services Coordinator:

- A Matter of Balance Certification
- Staff Meetings
- Case Management meetings
- In-Home Staff meetings

Meetings Attended by Director:

- Human Services Collaborative Council Steering Committee Meeting
- Region VII Area Agency on Aging Board Meeting
- Division on Aging staff meetings
- Elder Abuse CCR
- Senior Task Force
- Department Managers
- County Commission
- New Kitchen Progress Meetings
- Region VII Area Agency on Aging Directors' Meeting
- Senior Olympics Committee
- Region VII Area Agency on Aging Annual Conference

Emergency Preparedness

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

Meetings/trainings attended by Division Manager over the quarter:

- Monthly Region 3 HCC Advisory Committee Meetings
- Monthly Region 3 HCC Planning Board Meetings
- Monthly 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 HCC
- Monthly BCHD Staff Meetings

- Emergency Preparedness & Health Education Division Meetings

April

- FAB Team Meeting (Melissa & Tracy)
- BCHD Management Team Meeting

May

- Attended the 2015 Great Lakes Homeland Security Conference (Melissa & Tracy)
- Participated in EMResource on-line drill for grant requirement
- Held meeting to discuss new EVD/Ebola Phase II Workplan, BP4 Workplan and budgets (Melissa & Tracy)

June

- Attended 'Quick & Dirty' software training for foodborne illness investigations
- Met with (2) Resident Physicians to orientate them on Public Health Emergency Preparedness
- Attended Bay County Exercise Design Team Meeting
- I.T. User Group Meeting
- FAB Team Meeting (Melissa & Tracy)
- Conducted Quarterly SNS Call Down Drill (Tracy)

Health Education

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- WIC Staff Meetings (Tracy)
- Bay County Prevention Network 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)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa, Julie & Liz)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Tracy)
- During this quarter, presented to 8 classes and spoke to a total of 37 people

April

- MIHIA DPP Steering Committee Conference Call (Tracy & Liz)
- MIHIA DPP Lifestyle Coaches Conference Call (Tracy & Liz)
- CHA/BHC/Annual Report/DPP meeting with Health Officer (Tracy)
- One on one call with MIHIA DPP and Viridian (Tracy)
- Grant Presentation at Bay Area Community Foundation (Tracy)
- BCPN Town Hall Meeting (Tracy)
- BHC Grantee Call (Tracy)
- BCHD Website updates (Tracy)
- Healthy Kids Day Event at the YMCA (Tracy)
- Attended State-wide WIC Conference (Tracy)
- Safe Routes to Schools meeting at Handy Middle School (Tracy)
- MPPHC Planning Conference Call (Tracy)
- Assisted BCSRA with LLBE field trips at BCSRA (Liz & Julie)
- ESF Outreach at Bay County Baby Expo (Liz)

- ESF Outreach at Freeland Walleye Festival (Julie)
- Assisted Regional EPA with ESF Outreach at Midland Center for the Arts Earth Day Event (Julie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians (1,100 total), businesses, and community locations (162 total) within Bay, Saginaw, and Midland Counties (Julie & Liz)

May

- (2) Safe Routes to Schools Meetings at Auburn Elementary (Tracy)
- Meeting to Discuss March of Dimes Grant Opportunity (Tracy)
- Assisted with CSHCS Health and Wellness Event at YMCA (Tracy)
- BCHD Outreach at Bay County Relay for Life (Tracy & Liz)
- Attended Safe Routes to Schools Training (Tracy)
- Hygiene Presentation to Christa McAuliffe Middle School Students (Tracy & Liz)
- BCHD Outreach GM Powertrain Health and Wellness Event (Tracy & Liz)
- BHC Meeting with All Saints Catholic Schools (Tracy)
- Bay Area Community Foundation Grant Award Meeting (Tracy)
- WIC QI Workgroup Meeting (Tracy)
- Heroin/Opioid Overdose Planning Meeting (Tracy)
- MIHIA DPP Conference Call (Tracy & Liz)
- ESF Outreach at The Rock Fishing Event in Sanford (Julie & Liz)
- Assisted BCSRA with LLBE field trips at BCSRA (Liz & Julie)
- BCHD Outreach at Boys & Girls Club Play 60 Event (Liz)
- ESF Outreach at Saginaw CANN Council Baby Expo (Julie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians (550 total), businesses, and community locations (325 total) within Bay, Saginaw, and Midland Counties (Julie & Liz)

June

- BCHD Outreach at COPOCO Credit Union Kids Safety Day Event (Tracy & Liz)
- Safe Routes to Schools Meeting with Auburn Elementary (Tracy)
- Attended Healthy Mothers Healthy Babies Conference (Tracy)
- DPP and Prescription for Health Meeting with Health Officer (Tracy)
- WIC Client Centered Services Training (Tracy)
- Met with (2) McLaren Bay Region Physician Residents to orientate on them about BCHD Health Education Programs (Tracy)
- Completed BHC Report (Tracy)
- WIC QI Workgroup Meeting (Tracy)
- Recognizing and Building on Community Assets Webinar (Tracy)
- BHC Site Visit from MDHHS (Tracy)
- Assisted BCSRA with LLBE field trips at BCSRA (Liz & Julie)
- ESF Outreach at BCSRA Free Fishing Festival (Liz & Julie)
- BCHD Outreach at June in Pinconning in the Park Event (Liz)
- ESF Outreach at Boy Scout Camp Event (Julie & SVSU Intern)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians (150 total), businesses, and community locations (250 total) within Bay, Saginaw, and Midland Counties (Julie & Liz)

WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

April

45 Client Contacts (either face to face or by phone)
Breastfeeding Basics Class – 2 Classes with 6 participants
Infant Feeding Choices Class – 1 Class with 11 participant

May

Peer Counselor Webcast
20 Client Contacts
Breastfeeding Basics Class – 1 Classes with 3 participants
Infant Feeding Choices Class – 1 Class with 3 participants

June

Bay Area Breastfeeding Coalition
19 Client Contacts
Breastfeeding Basics Class – 2 Classes with 11 participants
Infant Feeding Choices Class – 1 Class with 3 participants

Acronyms:

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

- "Reality Matters"
- "HPV: What Every Teen Needs to Know"
- "Teentalk: Protecting Yourself in the Age of AIDS"
- "Taking Charge of Your Life"
- CSHCS Program Information
- "Me, Have Another Baby? (Preconception Health)"
- "It's in Your Hands"
- "In the Swim of Things"

- WIC Cooking Class
- "AIDS Update: The latest Information about HIV/AIDS"

Environmental Health

| FOOD SERVICE | | SEPTIC, WELL, AND MISC | |
|--|-----|--|----|
| Fixed Food Est. Inspections | 191 | Parcels Evaluated | 48 |
| Mobile, Vending, & STFU Inspections | 8 | On-Site Sewage Disposal & Tank Permits Issued | 35 |
| Temp. Food Est. Inspections | 38 | Alternative/Engineered Sewage Systems Approved | 0 |
| Follow Up Inspections | 22 | Failed System Evaluations Conducted | 2 |
| Plans Received for Review | 0 | Sewage Complaints Investigated | 4 |
| Plans Approved | 3 | Well Permits Issued | 13 |
| Consumer Complaints Investigated | 13 | Abandoned Wells Plugged | 0 |
| Food borne Illness Complaints Investigated | 3 | DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.) | 4 |

Cremation Permits Processed

| | |
|-------|----|
| April | 51 |
| May | 59 |
| June | 72 |

- Staff from the Environmental Health Division revised the Foodborne Illness Investigation protocol for the county. On average, there are approximately 12-20 investigations of foodborne illness in Bay County during a given year.
- Staff working with the Kawkawlin River Phosphorus Reduction grant project have built a database of well and septic information for over 17,000 parcels in Bay County. Currently, old records are being scanned and uploaded to the database. It is anticipated that the project will be completed by Fall of 2015.

Lead Program

- The transition to MDHHS "Healthy Homes and Lead Poisoning Surveillance System" (HHLPS) has been completed and is now the 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 services for this program are run by a PHN.

- 7 children are currently opened to case management for EBLI greater than 10 micrograms per deciliter,
- 0 children were opened to case management and 4 were closed during this quarter, 8 phone or mail contacts to parents were completed during this quarter.

Maternal Child Health Services

- The Maternal Child Division has endured a major hardship this quarter with the sudden illness of Sandy Graff, clerical support in both the MIHP and CSHCS program. In an effort to support Sandy until she can determine how much time she will be off, our department has allowed her to work on a limited basis from home. Despite this, many of her duties remain undone as the staff in those two departments attempt to fill her void and complete her tasks. It is expected that in the next quarter a formal plan will be developed pulling in clerical staff from other BCHD departments to share Sandy's work or to reassign as necessary everyone workload.

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,
- Immunization Clinic
- Family Planning Clinic.
- Supervision 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 does not have any cases of active TB Disease or Latent TB.

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 planning meetings with SVSU staff regarding developing the Nurse Practitioner Primary Care Clinic at the BCHD
- Monthly MDHHS Nurse Administrator Meeting by teleconference
- Monthly MDHHS CSHCS Nurse Conference calls

04-06-15 Nurse's Role In Emergency Management- Webinar
 04-07-15 Healthy Homes & Lead Poison Prevention System- Webinar
 04-16-15 "Centering Pregnancy", Health Delivery's new approach to prenatal care and how the MIHP & WIC programs will complement this approach.
 04-16-15 MIHP Thumb Area Coordinators Meeting, Frankenmuth, MI
 04-24-15 & 06-26-15 BCHD FAB TEAM meeting
 04-28-15 Head Start Advisory Meeting, Dolson School
 05-12-15 Sexual Abuse Nurse examiner (SANE) presentation from Bay Area Women Shelter, information on how to refer for rapes and sexual assault
 05-14-15 CSHCS MDHHS Regional meeting, Harrison, MI
 06-4-15 "Quick & Dirty" Foodborne Illness, presented by MDHHS regional epidemiologist, Tim Bolen
 06-9/10-15 MIHP Certification Review by MDHHS, program review that occurs every 18

- 06-19-15 months.
- 06-19-15 Great Start Collaborative (GSC) Executive meeting, BAISD, Bay City, MI
- 06-22-15 STD treatment Updates, Webinar
- 06-22-15 Customer Service in Public Health, MPHI and Zingtrain webinar

Updating BCHD 2015 Policies was initiated during this quarter.

Maternal Infant Health Department (MIHP)

- In May our MIHP clerical support worker became unexpectedly ill with serious illness. As a result her duties have been shared amongst professional staff until it is determined how long she will be off and if she will be able to continue some of her workload on a part time basis. This quarter MIHP received 149 maternal and infant referrals from which 17 maternal and 19 infants were enrolled. A total of 286 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN.
- During this quarter, on June 9th & 10th, the MIHP was audited by MDHSS and received renewal of MIHP certification for the next 18 months. MIHP programs across the state are reviewed and certified every 18 months. Our next review is scheduled for December 2017.
- The MIHP professional staff participate in the following trainings, meetings& clinics in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting.
- Kelly Dore, RN, BSN is also the Lead nurse for Bay County and provides back up for the Communicable Disease division and is a member of the Breastfeeding Coalition sponsored through WIC.
- Mary Jo Braman, RN, BSN provides back up to Immunization Clinic and is also on the Breastfeeding Coalition. She also participates in the Safe Journey Meetings, a community group with a focus on a substance free pregnancy. It meets monthly and provides outreach education to Middle School students on avoiding harmful substances during pregnancy.

Jennifer Don LMSW participates in the additional following monthly meetings:

- Bay County Self Sufficiency Task Force Meetings
- BCHD staff recognition meetings
- Bay Arenac Diaper Bank meeting for Community groups
- BCHD FAB TEAM meeting

Immunizations

| | |
|---------------|----|
| TB Test | 91 |
| Hep. A. Adult | 15 |
| Hep. A. Peds | 74 |
| Hep A./Hep. B | 0 |
| Hib | 57 |

| | |
|----------------------|------------|
| HPV | 56 |
| Flu | 17 |
| PCV13 | 74 |
| Rotavirus | 22 |
| Dtap | 34 |
| Dtap/IPV | 25 |
| MMR | 27 |
| IPV | 20 |
| Td | 1 |
| Tdap | 83 |
| Varicella | 83 |
| Dtap.Hep.B/IPV | 36 |
| PSPSV 23-(pneumonia) | 1 |
| Meomgpcpcca; <CV4 | 48 |
| Zoster | 7 |
| Hep. B Peds | 20 |
| Hep. B Adult | 18 |
| MMRV | 34 |
| Rabies | 0 |
| DT | 0 |
| TOTAL | 795 |

- Lisa Condon, RN, BSN, Immunization nurse, was asked to speak at the Nurse Administrators Forum meeting on January 13, 2015, in Lansing, MI to share Bay County policy and procedure on School Immunizations Waivers. Lisa was asked to speak as a result of Bay County's ability to work with our local schools to keep our immunizations waivers the lowest in the state.

Family Planning

| |
|---|
| Number of Unduplicated Persons Receiving Services in Family Planning Clinic |
| 330 |
| Number of Encounters in Family Planning Clinic |
| 384 |

- 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 In-House Tests: Clinical Services | 316 | Number of Other (Outgoing) Tests: Clinical Services | 86 | Number of Tests: Water/Non-Clinical | 127 | TOTAL TESTS | 529 |
|---|-----|---|----|-------------------------------------|-----|-------------|-----|

**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 |
|-------|---------------|------------------|-----------|-------------------|---------------------------------|-------|------------------------|---------------|-----------------|-------|
| April | 0 | 103 | 105 | 43 | 38 | 68 | 156 | 0 | 142 | 655 |
| May | 3 | 115 | 104 | 34 | 41 | 61 | 163 | 0 | 183 | 704 |
| June | 1 | 83 | 164 | 71 | 49 | 73 | 125 | 0 | 173 | 739 |

Lead Tests Billed

| | |
|-------|----|
| April | 54 |
| May | 69 |
| June | 65 |

HOUSING DEPARTMENT

Housing Director Activities

- Attended MINAHRO (National Association of Housing and Redevelopment Officials) Conference in Livonia April 22-24th, 2015. The Housing Director, Rachele Anderson, was elected as an at large board member to the Michigan chapter of NAHRO Board.
- Attended Monthly Department Head Meetings
- Attended Monthly Senior Task Force Meetings
- Attended Quarterly BC/BS Community Advisory Committee Meeting
- Attended Board of Commissioner and Various Board Committee Meetings

- Co-Chaired Monthly Elder Abuse Coordinated Community Response Meetings
- Completed 3 Pre-REAC (Real Estate Assessment Center) Inspections
- Coordinated with the Building and Grounds Superintendent to have Air Conditioning unit installed in the elevator mechanical room
- Completed Ethics Training for NAHRO's NPDS Specialist Certification on June 16th, 2015
- Schindler Elevator began the Elevator Modernization project on April 13th and it is ongoing. The work on the smaller of the two elevators has been completed and inspected by the state.
- Met with several residents to discuss tenant concerns
- Met with fire protection companies regarding elevator project
- Met with corporation counsel on several occasions to discuss tenant matters
- Met with a representative from WASH laundry services to discuss commercial laundry vendor options
- REAC (Real Estate Assessment System) UPCS (Uniform Physical Condition Standards) inspections were completed by a HUD/REAC inspector on April 7, 2015. The sample of residential units inspected was 21 and all common areas and outdoor areas of the property of Center Ridge Arms were inspected. Based on this inspection a score of 38 out of 40 possible points were earned for the physical portion of the PHAS (Public Housing Assessment System) score report. A High Performer designation was awarded to the Bay County Housing Department, by PHAS with a score of 98 out of 100 total points.

Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 19 residents
- Completed Ethics Training for NAHRO's NPDS Specialist Certification on June 16th, 2015
- Completed 4 move-in inspections
- Completed move-in orientation for 4 new residents
- Met with several residents to discuss tenant concerns
- Completed annual UPCS 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 annual UPCS inspections for 19 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Repaired several washers, dryers and refrigerators
- Caulked 2nd floor lobby windows and installed new vertical blinds
- Annual generator inspection completed by Hamilton Electric
- Northwest stairwell was prepped and painted by R&R painting
- Prepared Housing Department items for May 14th County Auction
- Remer plumbing and Heating replaced the domestic hot water tank storage tank in mechanical room

Resident Services Activities (Housing Director and Admissions and Occupancy Specialist)

- Distributed food commodity boxes from Mid-Michigan Community action agency to 65 residents
- Coordinated twice weekly exercise classes for residents with First State Home Health

- Coordinated with local human service agencies to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health Geriatric Outreach Program, Bay County Department of Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency.

JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts thus far for the fiscal year and have maintained continued programming.
- Employees received training on CPR; Safe Crisis Management and Medical Policy
- Residents are participating in Education program provided by the Bay Arenac Intermediate School District. Other programs for residents include Nutrition and Life Skills conducted by the MSU Extension. Also safe relationships conducted by the Women's Center.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes
- Director attended Michigan Juvenile Detention Association, Community Corrections Advisory Board and TriCap board meetings this past quarter.
- The Director applied for the 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) on behalf of the County benefiting programs for the Sheriff's Office and the Bay City Public Safety Office.
- The Director completed quarterly reports for the 2014 Justice Assistance Grant

Date In Detention (Search Only) between '4/1/2015' and '6/30/2015'

| County | Count Days |
|--------------|--------------|
| Bay | 926 |
| Huron | 1 |
| Huron DHS | 26 |
| Iosco | 43 |
| Sanilac | 9 |
| Shiawassee | 35 |
| TUSCOLA | 108 |
| TOTAL | 1,148 |

Date Admitted between '4/1/2015' and '6/30/2015'

| County | Count |
|------------|-------|
| BAY | 76 |
| HURON | 1 |
| HURON DHS | 5 |
| IOSCO | 1 |
| SAGINAW | 1 |
| SANILAC | 1 |
| SHIAWASSEE | 4 |

| | |
|--------------|-----------|
| TUSCOLA | 2 |
| TOTAL | 91 |

Community Corrections

- The Community Corrections grant application and budget for FY 2016 was completed and submitted to Office of Community Alternatives on 6/1/15. We have not experienced any budget cuts thus far for the fiscal year and have maintained continued programming. The Zero Tolerance program has experienced significant utilization this year and numbers continue to grow. A budget request was approved to take \$2000 from outpatient treatment and add to zero tolerance, so discounted programming can continue through the end of fiscal year.

Program Numbers

| Program Name | Number of New Enrollees | Jail Days Saved |
|--------------------------|-------------------------|-----------------|
| Pretrial Services | 308 | 1238 |
| Outpatient Treatment | 86 | 2520 |
| Cognitive Change Program | 28 | 570 |
| Drug Testing Program | 43 | 4350 |

- These programs combined have saved the county \$583,855.84 by supervising low risk offenders in the community with treatment programs. These programs also assist with jail overcrowding and bed space utilization.
- The Community Corrections Manager 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. This program helps us maintain good jail utilization and assist with overcrowding. Participants in this program get 1 day off their jail term for every 4 days worked. In this quarter, the Sheriff Work Program has saved 538 jail bed days, which amounts to a savings of \$36,196.64.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 23% or below. We met that goal for FY2014 at 20.9%, which is an improvement from FY 2013, where the year - end rate was 23.2%. Currently, the PCR is 17%.
- Throughout this quarter, the Manager attended Drug Treatment Court Admissions Committee meetings, the Tri – Steering Committee meeting, Drug Court Training, and monthly meetings with Circuit Court Probation staff. Further, the Manager 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.

MSU EXTENSION

Michigan State University (MSU) Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan

residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future.

MSU Extension Creates Alternatives to Live Poultry Shows for Michigan 4-H Youth

- Michigan State University Extension and Michigan 4-H have developed programming that will allow poultry enthusiasts to demonstrate their knowledge at fairs and exhibitions this summer without exhibiting live birds. The announcement of alternative activities comes on the heels of a June 1 announcement from the Michigan Department of Agriculture and Rural Development (MDARD) cancelling all poultry and water fowl shows, exhibitions, swap meets, fair petting zoos, game bird and waterfowl displays, and Miracle of Life exhibits. The cancellation was initially a precautionary measure to ensure the health of Michigan's bird population; before avian influenza has been detected in Michigan. Since the initial show cancellation announcement, the discovery of avian influenza in wild geese in Michigan has poultry owners on high alert. State departments of agriculture in Minnesota, Pennsylvania and Illinois barred poultry shows earlier this year.
- Julie Chapin, director of children and youth programming for MSU Extension, said Michigan 4-H has created alternatives that will give members a chance to show off what they have learned through the 4-H poultry project without putting their animals at risk of catching or spreading avian influenza. "4-H members throughout the state have invested their time and talent in caring for and learning about poultry, waterfowl and other birds in anticipation of showing them at their county fairs and other venues," said Chapin. "We want to make sure that investment doesn't go to waste."
- The ruling extends beyond poultry such as chickens, ducks, geese, turkeys, ostriches, emus and guinea fowl, and includes game birds, such as quails, pheasants and pigeons. MDARD also strongly encourages all bird owners to keep avian pets away from fairs, exhibitions and swap meets. As an extra precautionary measure, MSU Extension will also not allow the display of any live birds that are part of the 4-H small animals program known as 'pocket pets,' including canaries, parrots, parakeets and macaws.
- "We want to keep all avian species safe by advising 4-H'ers and other exhibitors to keep them healthy by keeping them home," explained Katie Ockert, 4-H animal science educator for MSU Extension. "We will not support the display or exhibit of birds at any venue, public or private, where they would be come in contact with birds not from their home flocks."
- Ockert and other MSU Extension staff members have created alternative to traditional county fair activities to ensure that youth involved the poultry project will still benefit from the knowledge and skills they have gained through their projects. The options have been approved by the MDARD state veterinarian. The list of alternatives is available online at <http://msue.msu.edu/poultryshows>, but Ockert encourages 4-H'ers to look for guidance from their county 4-H program coordinators.

4-H Program Coordination, Jodi Wrzesinski Bay City Public School Educational Outreach

- Jodi presented 12 math and science programs to 2nd graders at Hampton Elementary. She presented 2 science programs to Mackensen 2nd graders and 1 science program to Washington 2nd grades. The program topics were plant science, fractions, telling

time and money. 180 youth were provided research based educational activities through Jodi's efforts.

Exploration Days

- Exploration Days is a 3-day event on MSU's campus in June. Exploration Days is designed to help youth learn new ideas and techniques, increase their interest in and readiness for college, explore career options, and develop their decision making, independence and teamwork skills. They also meet and interact with other from different backgrounds and areas throughout Michigan. 17 youth from Bay County attended Exploration days along with 2 adult chaperones. Jodi received a grant to give 12 youth a \$40 scholarship to attend.

4-H Club Programs

- The Bay County 4-H Archery program wrapped up in April with over 30 youth shooting archery in 2015.
- The 4-H Proud Equestrian program began its spring program in April. This program allows 20 youth with disabilities to learn horseback riding and also many other skills. This program would not be possible without the 30+ volunteers that help out throughout the 8-week program.

SPIN Club

- Jodi also partnered with Lisa Treiber from MSU Extension Midland County to facilitate 6-week food preservation SPIN Club. This quarter 7 youth finished the 6 weeks Put It Up Food Preservation class. They made pickled vegetables and vegetable soup in April.

Bay County Fair

- Bay County 4-H youth and volunteers are gearing up for the 2015 Bay County Fair. This year the Michigan Department of Agriculture and Rural Development banned the exhibition of poultry in Michigan to help prevent the spread of Avian Influenza. Jodi has been working with the Bay County Fair Board and 4-H Superintendents to create an alternative educational program for 4-H youth planning to show poultry at the 2015 Fair.

Bay County 4-H Cloverbud Day Camp.

- This camp is for youth ages 5-8 years old. 20 youth will spend the day at MSU Extension – Bay County learning about science. Jodi has been planning and organizing many field trips to local businesses in the Bay City area.

Saginaw Bay 4-H Fishing Camp

- Jodi also created a new partnership this quarter with the Sea Grant educator Katy Hintzen to organize a Saginaw Bay 4-H Fishing Camp. The camp will run July 20-23, 2015 from 8-12p.m. This program has opened up many new partnerships for Bay County 4-H. We will be working with the Bay City State Recreation Park, Ed Clements, from Bay City public Schools and the Bay City Walleye Club, Michael Kelly from the Conservation Fund, and Julie Chamberlain-Wetters from the Bay County Health Department. Youth who attend the fishing camp will learn about the following topics: fish biology, aquatic ecology, casting, basic fishing safety, baiting a hook, watershed education, and so much more.

4-H Tech Wizards

- Jodi has been working with Cydney Insixiegmay to organize the Bay County 4-H Tech Wizards program. Jodi and Cydney have 28 youth and 7 adults involved in the mentoring program at Washington Elementary. Over this quarter the mentees and mentors learned about rockets. They started very small by building drinking straw rockets and moved to stomp rockets, to messy rockets and ended with Water propelled rockets. Jodi and Cydney have been working to organize an educational summer program to keep youth and mentors together over the summer. They will meet weekly from 10:00 a.m. to 12:00 p.m. on Tuesday throughout the summer. Some of the field trips include; the Delta College Planetarium, mapping invasive species, Bay City State Park fishing trip, Bay City Waste Water Treatment Plant tour.

4-H Life Skills and Capacity Building, Jodi Schulz

- The Capacity Building work team created and delivered a new workshop titled "Delegation for Volunteer Managers." The first workshop of this type was presented by Bay and campus staff in Mt. Pleasant in April. It will be repeated again in July in Arenac County.
- A new webinar was created and delivered across the staff focusing on Navigating Educational Standards. It provided MSU Extension staff with information about how to work effectively with schools while understanding educational standards and how to connect our programs to them.
- Wrote articles that were posted on the MSU Extension website focused on: Easter Egg Science, Power Poses: You can gain confidence too, Summer Safety- part 1- hydration, Summer Safety- part 2- driveway safety, Summer Safety- part 3- mosquitoes and ticks, and Summer Safety- part 4- water safety.
- Collaborated with the Bay City Public Schools to secure an unused school building to house several thousand books this summer. The school building will act as a book distribution hub for the state. Over 30,000 books will be distributed in communities across Michigan with several thousand books staying in the Bay City area. Michigan will now be training several other states in how to secure locations for distribution, organize and conduct distribution with staff, hold distribution events in their communities, and report effectively the impacts for book distributions on children and families.
- Presentations occurred at two national conferences: National Extension Conference on Volunteerism in Portland, Maine (Delegation for Volunteer Managers and Targeted Volunteer Recruitment) and the Southwest National Service Conference in Fort Worth, Texas (Targeted Volunteer Recruitment)
- Planning continues for several statewide events: 4-H Family Fun Discovery Weekend- a two-day, action packed workshop for youth ages 5-8 and their family. This workshop will take place August 15-16, 2015 at Kettunen Center. Planning also continues for Mentoring Weekend which will be held July 17-19 at Kettunen Center. This event has a life skills focus, therefore when members across the mentoring community come together for fun, learning, laughter, and memories, they will also learn about the life skills they gain by being a part of the 4-H mentoring program.

- Summer program planning for the Bay County Juvenile Home is underway. 4-H staff will be providing financial management education to residents on Tuesday afternoons throughout the summer.

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

- Health and Nutrition staff continues to do nutrition education to residents in Bay County. Staff have done nutrition education outreach at the Juvenile Center, Pinconning Boys and Girls Club, Michigan Works, Woman's Shelter, CAN Council, MOPS, Division on Aging and Washington Elementary. Staff also have provided the required nutrition education component to Project FRESH and Senior Market FRESH recipients.

A Few Upcoming Events:

4-H Cloverbud Camp (ages 5-8 years old)

Date: July 7-10, 2015

Location: MSU Extension office

Saginaw Bay Fishing Camp (3rd-6th grade)

Date: July 20-23, 2015, 8:00 - 12:00 p.m.

Location: Double Tree Hotel

4-H Tech Wizards (2nd-5th grades)

When: Every Tuesday, 10:00 -12:00 pm

Location: Washington Elementary

Bay County Fair

Date: August 4-9, 2015

Location: Bay County Fairgrounds

PUBLIC DEFENDER

- No Report Submitted

RECREATION & FACILITIES

During the 2nd quarter of 2015, 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:

- Attended the B&G all staff meeting & training.
- Met with representatives of Neopost & Pitney Bows for the required upgrade of our current mail machine. It was decided to purchase the Pitney Bowes machine.
- Held yet another successful county auction!
- Lead Safety and Security Workgroup to assess security needs at the County Building, held various safety and security meetings with key staff, attended an active shooter

seminar.

- Access control - proximity lock walk through at the county building with various vendors.
- Discussions of the Bay County Market lease, extensive work on market possibilities. Attended a presentation by Amanda Edmonds regarding ideas for the Bay County Market.
- Attended conference calls with Smyth Systems regarding Golf Course and Civic Arena point of sales to improve current system, use the rain check system, etc.
- Held Inventory discussion at off-site locations. Coordinated efforts for an official return policy at the Civic Arena.
- Summer staff was hired. Various trainings for summer staff, such as cash handling or conflict resolution.
- Met with Mr. Jim Carbary who presented the Community Center Pool check donation at the Bay County Community Center for \$2,800.
- Continued with bi-weekly management meetings with recreation staff.
- Continued research on recreation software that will improve the gym membership/point of sale/online booking for the department.
- Continued to send out a monthly Recreation Newsletter to over 1,500 email addresses.

Buildings & Grounds Division

- County Auction was held May 14, 2015 earning \$32,000 in total sales.
- Maintaining over 70 foreclosed properties/lawns before Treasurer's auction in August.
- Community Center pool repairs, painting stripes, water filled and open for summer.
- Juvenile Home - numerous repairs on boilers pumps, bathroom sink repairs, air handler repair, door locked replaced & security alarms all handled by County maintenance.
- County building Personnel office & ISD air conditioning systems installed.
- Electrician installed and is initiating new monitoring system for 911 five generator sites.
- Probate Court roof - replaced 40 H.P. blower & belts on rooftop unit.
- Pinconning Park 6 new campsites constructed with new 200 amp power pedestals, gravel beds, grass planted completed by County staff.
- 4 Painters hired-working diligently on prioritized projects – completed to date is the 8th floor, walls repaired & painted in offices and lobby; North & South stairwells of County Building; Treasurer's vault; 2nd floor offices & corridors; Fairgrounds bleachers repaired & painted along with bathhouses paint completed.
- County staff installed new pressure relief valve on boiler #2 for LEC.
- LEC – a new slap bar and timed lock installed on entrance doors by County staff.
- County staff ran Cat 6 lines for 13 new cameras being installed.
- County staff helped install hot water heater at Mosquito Control and installed air conditioning unit at Center Ridge Arms.
- County staff installed plexi glass on Corridors N & P.
- County staff painted Blocks A, B, C, D entirely and cleaned upper level windows inside & outside.

- County staff planted 35 flower pots at the Court Facility & Health Dept.
- County staff relocated 2 offices in the Courts.
- County staff replaced floor in D.O.A. shed & moved it to new location behind building.
- County staff configuring 6 offices for Saginaw Valley State University clinics.
- County staff ran new ductwork within 6 offices for Saginaw Valley State University clinic.
- County staff installed polycom cable in Court rooms for cameras & TV monitors.
- County staff repaired storm drain in Pere Marquette parking lot.
- Civic Arena staff removed Olympic sheet of ice from the big rink for upcoming events.
- County staff installed 5 sets steel double doors at Civic Arena.
- County staff replaced contactor on compressor & blower motors replaced on 8th floor.
- Replaced motor & heating unit in commercial oven at Jail.

Recreation

Civic Arena

- Spring Adult League: 17 teams
- Spring Youth League: 7 House teams & 4 Travel teams
- Rec Hockey League: 6 kids
- Hosted a Gun Show to benefit the Wounded Warrior Project on the Dry Floor.
- Olympic Rink ice came out at the end of April.
- Sk8 Bay Figure Skating club hosted their spring exhibition on June 8.
- Summer Adult League: 23 teams
- Summer High School League: 6 teams
- Bay County Hockey Association has 11 3-on-3 summer teams
- Labadie & the Bay County Humane Society hosted the pet adoption fair on June 13 on the dry floor.
- Maintenance began to replace broken boards around the Olympic Arena.
- Painting began in the Olympic Arena locker rooms along with staining the benches.

Community Center

The Fitness Center :

| | | |
|-------|-------------|----------------------|
| April | 666 clients | 138 County Employees |
| May | 619 clients | 99 County Employees |
| June | 520 clients | 98 County Employees |

Fitness Classes :

| | | | |
|----------------|-----------------|----------------|---------------------|
| FitFun | 28 participants | 27 pay clients | 2 Bay Co. employees |
| YogaFit (a.m.) | 14 participants | 12 pay clients | 2 Bay Co. employees |
| YogaFit (p.m.) | 15 participants | 10 pay clients | 5 Bay Co. employees |
| Fit in 30 | 15 participants | 11 pay clients | 4 Bay Co. employees |
| Chair Yoga | 41 pay clients | | |

Summer Recreation :

- The program began on June 15 and will run through August 13. We have 220 participants in the program.

Pool:

- The Pool opened on June 15 and will be open until August 14. Our Thursday free swim has been underwritten by James Carbary. We have swim lessons Monday/ Wednesdays 11am - 11:45am and Tuesday/ Thursdays 7pm – 7:45pm.

- We changed the hours this year to Monday - Friday 12pm – 7pm. Closed on the week-ends.
- Jim Nowak, a consultant/trainer. JFN Business Consulting had a training session on June 16 for all the summer hires. He discussed appropriate behavior with children, parents, co-workers. Also discussed conflict resolution with children, adults and co-workers.

Rentals:

- Week-end rentals at the Community Center were consistent for April. May and June rentals were slow on the week-ends.

Pickleball:

- Pickleball league April / May schedule T/ Thursdays - 1:15 - 3:15 and Wednesdays 11a - 1pm. June schedule Tues.- 3pm – 5pm Wed. 1pm – 3pm and Fridays 11am – 2pm
- Pickleball league continues. Three month players – 415 players. Many of the players play 2- 3x per week.
- We had the Senior Olympic Pickleball tournament at the Community Center on June 9. There were 12 women and 12 men who participated. Also had the Senior Olympic banquet and breakfast in the small gym.

Monthly Rentals

Community Center:

| | | | |
|---------------|------------------------|----------------|------------------|
| M/W/F | Large gym Fit Fun | 9:30a - 10:30a | April, May, June |
| Monday | Room 124 Yoga Fit | 5:30p - 6:30p | April, May |
| Tuesday | Room 124 Chair Yoga | 11a - 11:45a | April, May, June |
| Tuesday | Large gym Volleyball | 9:00a - 12p | April/ May |
| Tues./ Thurs. | Large gym Fit in 30 | 12:30p - 1p | April / May |
| Wed/ Friday | Large gym Fit in 30 | 12:30p – 1p | June |
| Thursday | Room 124 Yoga Fit | 10a - 11a | April/ May |
| Thursday | Large Gym Yoga Fit | 10a – 11a | June |
| Thursday | Large gym Badminton | 10a - 12p | April/ May |
| Thursday | Small gym Shuffleboard | 12p - 3p | April/ May |
| Tues - Fri | Room 128 BAISD | 12p- 3p | April |
| Thursday | Room 132 Peer Support | 2p - 3p | April, May, June |

Mon. - Thurs. Room 124 Drivers Training Time varies

April, May, June

Fairgrounds:

- Four rentals of the Canteen for parties in June.

Horse Stalls:

- We continue to have 7 renters in the stalls.

Golf Course

- A wet start to the season. Due to the wetness the course was completely closed on four league nights in the month of June.
- 26 Leagues started at the end of April to the first week of May and are in full swing.
 - ▶ We lost only 1 league due to the president resigning, however we increased the size of another league on the same day.
- Leased 15 golf carts to cover our weekly league play and weekend outings.
- Downsized the clubhouse inventory to include golf balls, gloves, hats, & tees.
- Hosted a couple golf fundraising scrambles to start the year
 - ▶ Jets Modified Scramble
 - ▶ Josh Jasman Memorial
- Sent out applications for the Annual Men's County Tournament via mail and email.