



## REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2017

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The following reports for the 2<sup>nd</sup> quarter of 2017 are presented to the County Executive:

### 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 assistance to the County Executive.

Specifically for the Second Quarter:

- Assisted the Veterans Offices in coordinating financial procedures and processing expenditures through Soldier's Relief and Veteran Transportation Services.
- Assisted in Veteran vehicle repairs and maintenance needs, including receiving RFP for Veterans Transportation Lift Vehicle and bid from Mobility Transportation Services. Presented issue to Board of Commissioners for review and approval.
- Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the First Quarter including multiple responses that required extensive hours and records from various Bay County offices and departments, including record storage facilities.
- Received assistance from Corporation Counsel's Legal Coordinator on FOIA processing in order to provide training for back-up assistance.
- Continued to work with Corporation Counsel on pending and potential litigation with MMRMA and processing claims for automobile accidents and damage due to wind storm on April 6, 2017 that occurred at the Fairgrounds location.
- Processed Notary Bonds with MMRMA for Bay County employees requesting renewal or processing as Notary Public.
- Resolved constituent concerns on various departmental issues and drafting correspondence in response to complaints and inquiries.
- Met with key County staff on issues involving Bay County government.

- Regular discussions and coordination with Animal Control Manager and staff on current issues and during transitional phase into Best Practices at Bay County Animal Control.
- Continued to meet with Bay County Animal Strategic Planning Committee and its members and experts. With staff participated in a walk-through tour of our facility on May 5<sup>th</sup> with various experts. The purpose of this tour was to receive recommendations from Dr. Jeff Fortna, an expert in providing best practices in animal sheltering.
- With the videography of BCTV, entered Bay County Animal Control in a contest sponsored by Independent Bank in order to receive top votes on Facebook. Contest winners were to receive \$5,000 for the care of animals. Unfortunately, Bay County was not a winner but we received great support from the community.
- Attended monthly Bay County TV (BCTV) meeting with planning committee. With committee, continued to develop sponsorship agreements, fees and programming ideas and promotion. We welcomed Terry Watson to our planning committee.
- Since we started posting most of our BCTV videos to Facebook beginning in April 2017, we have had approximately 85,000 views on those videos. We think that viewership is a very positive trend in BCTV programming.
- In addition to regular Board of Commissioners Committee & Board meetings, Nick Paige filmed many events for BCTV over this quarter, including: promotional video and Beach Wellness at Bay City State Recreation Area, Walleyes for Warriors (veteran fishing event on the Saginaw Bay), Pet of the Week at Bay County Animal Control, Senior Olympics, Bay County Historical Society presentations, Bay County Mosquito Control informational videos and others.
- Attended Michigan Public Risk Managers Association (MIPRIMA) planning meeting and performed responsibilities as Secretary of the organization.
- Attended Wellness-sponsored Lunch & Learn segments and participation in Wellness-Sponsored events.
- Coordinated two successful Bay County Employee blood drives in April and June.

### **Animal Control**

- The Shelter took in 301 cats and 180 dogs and 11 other animals for a total of 492 animals.
- Owners claimed 5 cats and 72 dogs, 145 cats, 59 dogs, and 10 others were adopted.
- Euthanized per owner's request were 48 cats and 28 dogs, and 46 cats and 7 dogs euthanized due to aggressive behavior or illness.
- Field Activity: Officers went out on 1029 calls, this quarter, which include the following:
  - 67 Animal bites

- 56 Investigations of cruelty
  - 155 Loose and Aggressive
  - 53 Barking
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, Bay3 TV, etc. We are still working with other shelters that are willing to pull animals when the shelter is filling up or take an animal that needs more care than we are able to provide.
  - We had the Empty the Shelter event on April 29, 2016. Nineteen dogs and cats were adopted that day. All the animals were sterilized by All About Animals Rescue of Warren MI for free. All About Animals Rescue is a veterinarian clinic that has been working with Bay County Humane Society, they come to Bay City to pick up pets to be sterilized and vaccinated at a much cheaper cost to the pet owner and they help sterilize cats for the Humane Society's TNR program. The pets are transported to Warren MI where they are sterilized and vaccinated. The next day the pets are brought back for the owners to pick up. Humane Society has had great success with All About Animals and we are hoping to be able to join their program soon.
  - We are hoping to work with a shelter program by Hill's Shelter Nutrition where we are able to order cat and dog food for a cheaper price then we would be able to get at an average food supply store. They will deliver the food to the shelter and will allow us to adjust the order to what we need. Hill's Science will provide us with adoption kits for our adoptable animals for free. The kits will have food, coupon to purchase more food at a cheaper rate, they will provide websites for animal owners to check out for more information, on training, helping your new pet to adjust to their new environment, and much more.

**Veterans ~ Soldiers & Sailors Relief Program**

During this quarter we served 56 veterans with 12 or more of the following services. Services were denied to 17 individuals because of either; type of discharge, incomplete application or income eligibility.

SERVICES	EXPENSES
Food	\$2225.00
Gas	\$1075.00
Utilities	\$4011.89
Car Repairs	\$800.00
Rent	\$1943.97
Insurance	\$156.60
<b>Total</b>	<b>\$10,212.46</b>

**CENTRAL DISPATCH 9-1-1**

1. 9-1-1 answered: 5,955 Emergency calls in the month of April; 6,585 Emergency calls in the month of May; and 7,662 Emergency calls in the month of June. In total, Central Dispatch has answered 35,555 Emergency calls for 2017.

2. Conducted numerous Critical Testing sessions, several 9-1-1 "Sit-Alongs" and numerous interviews as part of the hiring and recruitment process. This is part of our revamped employee recruitment program that we began in the last quarter of 2015.

9-1-1 currently has two employees in different stages of training program. One of the trainees is scheduled to complete their training in early September. The second trainee is expected to complete training late November. 9-1-1 has hired a third trainee, they are scheduled to begin on July 17<sup>th</sup>.

3. Developed a plan to move from copper telephone lines to digital telephony for Bay County 9-1- Central Dispatch non-emergency lines. The project is scheduled to start in the second quarter. Bay County 9-1-1 will realize ROI within 12 months of project completion.
4. A total of 6,929 Bay County residents have signed up for Smart911. 409 residents have signed up in the 1<sup>st</sup> quarter of 2017. 286 9-1-1 calls were made that were associated with a Smart911 profile and Bay County 9-1-1 initiated 63 Smart911 texting sessions.
5. Bay County 9-1-1 plans to implement text to 9-1-1 as part of the 9-1-1 Great Lakes Bay consortium. The Great Lakes Bay Consortium participated in a webinar to view a text to 9-1-1 platform.

The expectation is to go live with text to 9-1-1 in the 4<sup>th</sup> quarter 2017.

6. 9-1-1 purchased a one talkgroup Radio over IP (RoIP) server and related equipment. The RoIP project will allow for Bay County Radio use on first responder wifi and cellular connected devices via an app. The system is intended to enhance but not replace the traditional portable and mobile first responder radio system.

9-1-1 is hopeful to bring the RoIP system online within the 3<sup>rd</sup> quarter 2017.

7. 9-1-1 in conjunction with Emergency Management and Bay County Fire Chief's MABAS Division have undertaken a complete radio template and radio procedure redesign. The project focuses on increased safety and increased interoperability. The anticipated completion is 3<sup>rd</sup> quarter 2018.

The group has developed a draft SOP and draft radio templates. The group will finalize both in the 3<sup>rd</sup> quarter 2017.

8. Prepared for the Bay City Fireworks Festival. The festival is the largest planned event in Bay City the busiest scheduled event for 9-1-1 calls. This year from July 6pm- July 2am, 9-1-1 answered 501 emergency calls.

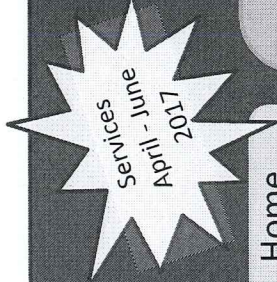
## CORPORATION COUNSEL

Reviewed contracts for and/or provided legal opinions to:

- County Clerk
  - Community Corrections
  - Central Dispatch
  - Health Department
  - Division on Aging
  - Environmental Services/Affairs
  - Personnel and Employee Relations
  - Board of Commissioners
  - County Executive
  - Animal Control
  - Prosecutor
  - District Court
  - Circuit Court
  - Office of Criminal Defense
  - Administrative Services
  - Register of Deeds
  - Building and Grounds
  - Recreation and Facilities
  - Sheriff
  - Equalization Department
  - Finance
  - Retirement Board
  - ISD
  - Treasurer
  - Land Bank
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- Responded to more complex FOIA requests and/or Appeals
  - Provided legal opinions and guidance on employee issues
  - Participated in issues regarding revamping/creation of employee job descriptions/point rankings
  - Maintained contact with court, Treasurer, in relation to participation in the Treasurer foreclosure hearings
  - Participated in the RFP process
  - Reviewed and assisted in amending purchasing policy
  - Retained counsel and coordinated between counsel, Board and County Executive for Probate Court Child Cost matter
  - Prepared Briefs and related pleadings in Greenhoe and Young litigation matters (Circuit Court)
  - Reviewed pleadings in Lee vs. Shore et al lawsuit and attended hearings
  - Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (circuit court case)
  - Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (court of appeals case)

- Managed and reviewed attorney correspondence, filings and billings in Payne vs. Bay County et al (Federal Court case)
- Managed and reviewed attorney correspondence and filings in Joseph Groulx vs. Bay County (Circuit Court Case)
- Responded to various subpoenas
- Managed and reviewed attorney correspondence and billings in District Court restitution bankruptcy matter
- Managed and responded to Disability Retirement Issues and participated in yearly review process
- Received and reviewed issues relating to Michigan Department of Civil Rights Complaints regarding CRA;
- Receipt and review workers' compensation disability matters
- Participated in employee grievance matters and drafted applicable settlement agreements
- Participated in external agency audit process/investigation and internal review of departmental billings
- Assisted with collective bargaining sessions/collective bargaining agreements/contract preparation
- Attended Board of Commissioners Meetings
- Attended Retirement Board Meetings
- Attended VEBA Board Meetings
- Attended Quadrant Meetings
- Attended Division Managers and Department Heads Meetings
- Attended Legal Education Conference of the National Association of Public Pension Attorneys
- Attended MASUD Labor and Employment Law Conference
- Attended Workers' Compensation Training presented by Attorney Jeff Reem
- Participated in Custodian Bank RFP Process
- Attended Michigan Department of Civil Rights Fair Housing Training
- Attended Michigan Association of Public Employees Retirement System - 2017 Spring Conference
- Advised Retirement System on Valuation of Assets issue
- Attended Special Retirement Board Meeting of Money Manager Presentations
- Attended Institute of Continuing Legal Education Labor and Employment Law Conference
- Advised on situation involving Revolving Septic Loan payoff

### DIVISION ON AGING



# Bay County Department on Aging Services for Seniors - 2Q17

**Home  
Delivered  
Meals  
32,696**

**Congregate  
(Dining Center)  
Meals  
8,247**

**Commodities  
Boxes  
Delivered  
498**

The Bay County Department on Aging is dedicated to providing continued opportunities for the community's older adults by maintaining independence, offering social activities, and enhancing their lives through delivery of quality services in a cost-effective manner.

They say it takes a village to raise a child. Here at Department on Aging it takes our dedicated staff to run our programs. There are many staff members that are out in the community providing a service to our Seniors whether it is a meal, personal care or house cleaning.

What is never talked about is those staff members that are "behind the scenes". From answering the phones to cooking a meal, every staff member is dedicated to ensuring that the Department on Aging runs smoothly and efficiently.

**Elder Abuse  
Cases  
Managed  
31**

**Special  
Event  
Eligible  
Meals  
1,131**

**Transportation  
(# of rides)  
356**

**Volunteer  
(Hours)  
2,243**

**Caregiver (Hours) : 114**

**Case Coordination (Hours): 1,200**

**Homemaking  
(Hours)  
1,935**

**Personal Care  
(Hours)  
332**

## Health & Wellness Classes

Blood Pressure Clinics - Low Vision Support Group - Various Sites Exercise Classes - Line Dancing - Wii Bowling League - Shuffleboard - Osteoporosis Strength Classes - Aging Well: Chair Yoga - Cornhole Toss - Matter of Balance Class - D-Path Session - Indoor Walking Program - Grief Support Group

## Special Events

MY FAIR LADY Bay City Players - Movie/Lunch Series at Wirt Library each month - In Service Program re: Senior Safety Awareness - Volunteer Recognition Dinner - Senior Olympic Games 2 1/2 weeks

## Dining Center Activities

Musical Entertainment - Ron Mieski, Two Girls & Guitar, Reimisce Band, Jolly Hammer & Strings, Linda Lee, Piano Man, Arlen Willitt, Dynamite Dave, Mirade Ear Program, Medical Emergency Program, Easter Dinner Celebration, Acrylic Painting Class, Paws for Book Program, Estate Planning, Program, Casino Trip, Euchre, Smear, Cribbage, Pinochle, Bridge Card Games, Ice Cream Social, Memorial Day Celebration, Father's Day Celebration, Birthday & Anniversaries, Valley Rhythm Cloggers, Mother's Day Dinner Celebration, Pre Arranging Your Funeral Program, Treasure Hunt Days, Identity Theft Program, Bingo Bash

## **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

### **Director's Report**

- **DNR BCSRA Beachfront Action Plan Open House** - Participated in the DNR Open House on April 5<sup>th</sup> regarding input on a proposed beach access action plan at Bay City Recreation Area. The DNR was seeking input on a proposed beach access action plan at Bay City State Recreation Area in Bay County. The proposed plan is the result of a collaborative planning process that included the DNR, Bay City, Bay County, the Great Lakes Bay Regional Convention & Visitors Bureau, the Bay Area Chamber of Commerce and the Bay Area Community Foundation. That meeting was hosted by Sen. Mike Green in late September 2016 at the visitor center. At the meeting, the joint task force was established for the purpose of compiling a list of projects to improve shoreline access at Bay City Recreation area. The primary objective was to select projects that were relatively simple in terms of design, permitting, funding and construction, as well having the potential to be accomplished within approximately one year. After several meetings, the joint task force produced a draft action plan that itemized a list projects that could provide an enhanced experience for park visitors. At the April 5 open house, DNR staff and task force participants discussed the proposed beach access action plan, answered questions and gather public input. Comments will be reviewed at a subsequent task force meeting that will produce the final action plan.
- **KRWA Annual Membership Meeting** - Attended the Kawkawlin River Watershed Association (KRWA) Annual Membership Meeting on April 18<sup>th</sup> at the Bangor Township Hall. Guest speakers Tonya Lewandowski and Jim Ridgway of ECT Environmental Consulting & Technology, Inc. gave a presentation on the "Kawkawlin River Ecosystem Restoration Project: Success of the Little Fish".
- **Bay City Boardwalk Grand Opening** - The DNR hosted a grand opening of the boardwalk to the beach, a project Bay County Commissioners supported and the Director of Environmental Affairs and Community Development Department helped launch in 2012. The Grand Opening of the new 312 foot boardwalk to the beach took place on May 19<sup>th</sup>. The universally-accessible boardwalk features four benches, a resting platform over the marsh and a ramp that provides a direct route for bike riders, wheelchair users, canoeists and sailboarders to the beach. The metal boardwalk is only going to be used seasonally. It will be removed for the winter season to prevent damage. The structure was funded entirely through revenue from the DNR's recreation passport program.
- **Bangor Township's Community Action Committee** - Participated in Township's Community Action Committee organizational meeting on June 6<sup>th</sup>. At the meeting there was discussion about a few areas that the Township needs help in such as neighborhood watch, blight control/weeds, parks and recreation, safety, environmental, green team, finance/grant writing, etc.
- **Speaker at Chamber Leadership Bay County Class** - Was a guest speaker at the Chamber Leadership Bay County Class held on June 7<sup>th</sup> held at the Bay City State



Recreation Area on the topic of Natural Resources. Leadership Bay County aims to provide the knowledge and motivation needed to lead the community through politics, business and non-profit organizations. Participants are challenged to develop leadership skills and contribute to our community by selecting and completing a class project.

- **Saginaw Bay Coastal Initiative (SBCI)** - Continue to facilitate the monthly SBCI Meetings that take place on the third Thursday of the month in the Personnel Conference Room located on the 3<sup>rd</sup> floor of the Bay County Building from 1:00 p.m. to 3:00 p.m. During the past year, the monthly meetings have been used as a working group forum focused exclusively on implementation of the Regional Shoreline Phragmites Grant. SBCI develops solutions to environmental issues that adversely affect our local economy. Current work is to prepare for biomass reduction of dead Phragmites stalks over winter.
- **Friends of Bay City State Recreation Area (BCSRA)** - Serve to assist in the coordination of efforts between the County, DNR and the non-profit Friends group enhances implementation of Bay County shoreline and economic enhancement priorities. Currently the emphasis is on increasing access to the Saginaw Bay such as the Boardwalk and supporting Beach Wellness through assistance in planning efforts, aerial photos, new beach activities, etc. Continue to participate in smaller subcommittees and attend the Friends of BCSRA Meetings.
- **Saginaw Bay WIN Water Task Group** - Participate in the review and development of sustainable projects for economic, environmental and social benefits within the Saginaw Bay Watershed through Saginaw Bay Watershed Initiative Network (WIN) Water Task Group Meetings in January and February. Serve as grant project proposal reviewer.
- **DOW Community Advisory Panel (CAP)** - Continue to participate in the Dow Community Advisory Panel (CAP). The mission of the Dow CAP is to actively promote a mutually beneficial relationship between the communities surrounding the Dow facility and the company through ongoing interaction, supporting shared goals and dedication to identifying and resolving issues of concern.
- **Community Advisory Group (CAG)** - Contribute and participate in the Community Advisory Group (CAG) Meetings. The CAG meets to discuss issues related to the Superfund site and its cleanup. These meetings are open to the public and are mostly held on the third Monday of every other month. The group was established to represent the interests of the community and to share information and make recommendations to U.S. Environmental Protection Agency on the cleanup of the rivers and bay. The Saginaw-Tittabawassee Rivers Contamination Community Advisory Group is composed of a broad cross-section of representatives from Bay, Midland and Saginaw counties. It serves as the focal point for the exchange of information between residents and EPA, the state regulatory agencies, potentially responsible party (Dow Chemical) and other federal agencies involved in site cleanup of dioxin and other related compounds released in the Tittabawassee and Saginaw Rivers and the Saginaw Bay.

- **Partnership for the Saginaw Bay** - Serve on the Board of the Partnership for the Saginaw Bay, the official Public Advisory Council for the Area of Concern program, help lead and participate in meetings that took place in April, May, and June for continued action on the priority Beneficial Use Impairment of Beach Closings. Also participated on the Partnership's Beach Closing Task Group meetings, under the direction of the Michigan Department of Environmental Quality office of the Great Lakes which is assisting the Public Advisory Council in work to restore and de-list the Saginaw Bay and Saginaw River from the Area of Concern designation. Developing suitable and appropriate restoration criteria for Beach Closings is the focus of this year's effort.
- **Roadmap To the Future Steering Committee** - Participate on the Roadmap To the Future Steering Committee, Sense of Place and Robust and Diverse Economy Impact Teams. Under the Bay Area Community Foundation and the Bay Area Chamber of Commerce, the Steering Committee developed a road map for enhanced community growth in Bay County, Michigan. The goal of this group is to identify future elements or direction the Bay Countywide community can pursue to attract and retain residents while growing the economic vitality of the area, and supporting those existing agencies or organizations that are responsible for these elements. Continue to inform the social media site Gateway Bay City showcasing highlights of life in the community. All aspects of community growth recognizes and provides for inclusion of all cities, townships, school districts, business owners, educational institutions, non-profit organizations, and philanthropy in Bay County.
- **Saginaw Bay WIN Water Task Group** - Continue to participate and attend the Saginaw Bay Watershed Initiative Network (WIN) Water Task Group Meetings. The Saginaw Bay Watershed Initiative Network (WIN) is a community-based, voluntary initiative that connects people, resources, organizations, and programs working to improve the quality of life in the area by developing projects, supporting related organizations, and developing the region's identity as a sustainable community with an emphasis is on supporting local projects.

### **Geographic Information Systems (GIS) (J. Anderson & M. McBain)**

- Continued maintenance on 9-1-1 GIS data and CAD Map.
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online.
- Started working on ArcGIS Tracking extension for 9-1-1 dispatch to track vehicles in the same software package.
- Continue to work with Drain Office on getting USGS LiDAR processed.
- Held monthly meetings with the City of Bay City and Bay County Road Commission about sharing data, shared web mapping site, and syncing data standards.
- Updated the Bay Area GIS Viewer data and discussed future updates with Amalgam, Bay City, BCRC, and Bay County Department of Water & Sewer.

- Launched a Fetch viewer application for First Responders with Central Dispatch and Emergency Management.
  - Continued update of GIS data to 9-1-1 Intrado software.
  - Misc GIS Projects and GIS tech support for: Transportation Planning, City of Auburn, Portsmouth Township, Hampton Township, Bay Metropolitan Transportation Authority, Drain Office, Board of Commissioners, Aging, Equalization, Environmental Affairs & Community Development, 9-1-1, Emergency Management, Register of Deeds, Bay County Road Commission, Buildings & Grounds, Clerk's Office, East Michigan Council of Governments, County Executive, Health Dept., Mosquito Control, Gypsy Moth, Bay Future, and various public GIS requests.
  - Worked with Saginaw, Midland, and Gratiot Counties on Environmental Health GIS application.
  - Attended Department/Division Head Meetings.
  - Attended MiCAMP Board Meetings.
  - Attended IT User Group Meeting.
  - Update New Trails and imported them into Fetch layer.
  - Created Transportation projects layer and imported them into Fetch layer.
  - Worked on updating the Bay Metro Transit route map.
  - Worked and helped on projects for interns.
  - Created interactive trail maps for River/Walk rail trail and Great Lakes Bay Regional Trail.
  - Working on updating maps for Mosquito Control and implementing an upgraded reporting and tracking system.
  - Attended meetings and made presentations to classrooms at Bay City Western High School and Bay City Central High School to participate in the GRACE Program.
  - Attended 9-1-1 GIS Repository webinar hosted by Michigan State Police.
  - Completed the yearly parcel update for Bay County.
- Gypsy Moth Program (A. Wallace)**
- **Gypsy Moth Advisory Committee Meeting** - The Gypsy Moth Advisory Committee Meeting was held on April 11<sup>th</sup>. The Gypsy Moth Advisory Committee is a citizen group that directs the actions of the Bay County Gypsy Moth Suppression Program by reviewing and recommending the "plans of actions" which guide the program. Members are appointed by the County Executive and include representatives from the nursery

industry, the municipalities and other interested citizens. The Committee establishes and recommends a plan of action for public education and monitoring to facilitate suppression and control of the Gypsy Moth and other non-native, invasive pests that damage local trees and plants. The Gypsy Moth Program Coordinator reports these recommendations to the County Executive.

### Mosquito Control (T. Putt & Staff)

- The treatment season began on April 17 with successful results from our aerial campaign based out of James Clements Airport. Nearly 50,000 acres of woodlots were treated throughout Bay County with 92% mortality. Rain and warm temperatures in late April to early May brought about concerns of a potential early *Aedes vexans* hatch, but we were fortunate to see negligible larval development at that time.
- On May 15, we brought on our full seasonal staff of 30 field technicians. This was the first year we offered MDARD pesticide applicator testing at our office which worked well. Kevin Kern of MDARD also gave an overview to seasonal staff of expectations and responsibilities of being a certified pesticide applicator that was well received by our entire staff.
- Two training sessions were held in May for all seasonal employees. Since then, meetings at the beginning of each shift have occurred regularly to better educate our technicians on a variety of topics including chemical label comprehension, proper sampling techniques, safe driving techniques, and mosquito biology. With seasonal staff on the front lines of our program it is essential to keep them as well-informed and educated as possible.
- Our first summer tire drive at BCMC on June 3 was successful, collecting nearly 1,435 tires. The cost of the 2 trailers will be offset by the MDEQ Scrap Tire Grant.
- Minimal rain from May into early June provided us time to treat tires, catch basins and focus on fully training new staff on day-to-day larviciding methods. Our adulticiding shift faced cool nightly temperatures and numerous windy nights which limited fogging, but also kept adult mosquito counts down naturally.
- In mid-June the townships surrounding the Saginaw Bay were hit with an early hatch of *Coquillettidia perturbans*. These mosquitoes peak around the 4<sup>th</sup> of July each year, but the mid-June arrival this year was a little earlier than expected. We are still dealing with high numbers of *perturbans* as we approach July and expect to see them for the next couple weeks. The lack of floodwater mosquitoes in mid-June allowed us to specifically focus adulticiding on *perturbans* areas.
- A trial of VectoBac WDG, a BTI product, was conducted in roadside ditches and containers, and looks to be a viable option for future ditch treatments.

- A deluge of rain hit the County between June 17-23, totaling 6-12". For 2 weeks, larviciding crews worked 12-hour days and Saturday to minimize the major hatch that occurred around July 1. The focus has now shifted to adulticiding measures throughout the entire County, with crews working extended hours each night and weekends.
- As part of BCMC's routine disease surveillance, 158 mosquito samples containing 5,622 female mosquitoes have been submitted for testing with only negative results thus far; results on the remaining samples are pending. In addition, 9 crows have been tested with 3 positives for West Nile virus-2 from Monitor Twp. and 1 from Bangor Twp.

### Transportation Planning Division (J. Anderson)

- Held various BCATS Technical and Policy Committee meetings.
- Amendments to BCATS 17-20 TIP as required.
- Attended monthly MTPA meetings in Lansing.
- Attended Great Lakes Bay Regional Trail meeting.
- Attended Regional Prosperity Initiative Strategic Team Meetings.
- Regular updates to the BCATS website.
- Continued coordination with MDOT, BCRC, DNR, and Environmental Affairs & Community Development on a non-motorized project at BCSRA.
- Attended various Roadsoft Training classes/webinars.
- Coordinated discussions with MDOT, BCRC, Bay City, and EMCOG on traffic count collection.
- Collected PASER data for half of the Bay County and Bay City federal-aid road network.
- Coordinated review of 2045 MTP long range document with MDOT and FHWA
- Continued drafting, reviewing, and adoption of the FY 2018 Unified Work Program (UWP).
- Coordinated review and adoption of the 2018 MDOT Master Agreement.
- Continued working with EMCOG on Regional Transit Mobility
- Reviewed Final Rule and attended a webinar on Pavement and Bridge Condition Performance Measures.
- Reviewed Final Rule and attended a webinar on Freight, System Performance, and Congestion Mitigation and Air Quality Performance Measures.
- Continued working with MDOT on Safety Performance Measures and targets.
- Continued discussions with Bay City, the Bay County Road Commission and MDOT on potentially extending M-15 north of Center Avenue along Trumbull Street and Wilder Road to I-75 in Monitor Twp.
- Attended Riverwalk/Railtrail Committee meetings.
- Completed BCATS Quarterly reports and billings as required.
- Attend meetings on Lafayette Bridge Replacement project.
- Attended MDOT Regional Traffic Safety Plan Meeting.
- Met with MATS, EMCOG, and MDOT to discuss issues with the TIP Amendment process.
- Attended JobNet Technical Committee Meetings in Lansing.
- Attended training on new GPA Guidance for the TIP.
- Attended Metropolitan Planning Team Meetings for implementing performance based

- programming of projects.
- Attended small MPO phone meetings
- Attended workgroups on JobNET MDOT new reporting systems for transportation projects.
- Held discussions with Bay City and MDOT on the privatizing of Independence and Liberty bridges.
- Reviewed Bay City master plan and non-motorized plan.
- Starting working on updating Bay County non-motorized plan.
- Working with Riverwalk/Rail trail group on developing an asset management plan for the trail using Paser data collection method.
- Starting to work with EMCOG and MDOT on updating the regional non-motorized plan.

### EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2018 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 114,700 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 2018 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

### FINANCE

#### Accounting

- 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 2016 Comprehensive Audited Financial Report (CAFR). This was the third 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, 2017, deadline.
- Participated in the Bay County Auction in June 22, 2017.
- Continued assisting with workflow modifications and role security required. Currently working on Munis Software Upgrade to version 11.3, which will happen in August 2017.
- Staff attended a webinar sponsored by Rehmann entitled "GASB 74 AND GASB 84 updates.
- Staff attended Office of Management & Budget - "Uniform Administration Requirements, Cost Principles & Audit Requirements Webinar.
- Attended the Michigan Association of Public Employee Retirement Systems (MAPERS) Spring conference held in Traverse City in May 2017.
- 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 is maintained on the Q:Drive. This drive is assessable to all grantees.

- Staff worked with Treasurer's office and Sheriff department on the new inmate trust software.
- Staff attended an April 6th 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 2016.
- Staff attended a webinar of "OpenGov" Software demonstration.
- Staff attended MDHHS Training in Gaylord, Michigan to review the new 2018 CCF Handbook and to go over new reporting requirements.
- Continued working with the Bureau of Audit, Reimbursement, and Quality Assurance on the Federal Grant Program Desk Audit for VOCA.
- Gathered timesheets and various data from county departments to provide to Maximus for the County Cost Allocation Plan.

### **Budget**

- Worked on Indigent Attorney Court Reporting Costs
- 2018 Budget packets were prepared and distributed on June 26, 2017.
- Worked with Clerks office on Election System and new voting equipment - state purchase.
- Trained new people regarding budgeting, Accounts Payable, and Generating Reportings using the Financial Software.
- Worked on MSU budgeting the new contract.
- Look at new software Opengov vs. Tyler Citizen Transparency.

### **Housing Rehabilitation**

- Resigned from the Board of Community Home Solutions.
- Continued day to day oversight of the program.
- Answered various questions and supplied documentation to program participants.
- Held various meetings concerning the future of the program due to the elimination of this grant type at the State level.

### **Purchasing**

#### **Bids Awarded:**

- Bay County Retirement Board Custodial Bank



- Phragmites Controlled Burning (bid cancelled)

### **Bids in Process:**

- County Building Front Steps Replacement
- Phragmites Spray Treatment
- Phone Equipment replacement
- Credit Card Merchant Services

### **Projects awarded via Cooperative Bids**

- Elevator Maintenance
- Credit Card Replacement

### **Other Items:**

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared and entered 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
- Monitoring transition to new phone carrier.
- Met with vendors concerning cooperative purchasing programs
- Provided information to Staff Accountants and Auditors for annual County Audit.
- Participated in the Health Department Emergency Preparedness Exercise
- Participated in County Auction with a focus on vehicle sales (record 15 sold this year!)
- Provided training on the following:
  - Travel Policy revisions
  - Competitive Bid Procedures
  - Purchasing changes due to new Federal Guidelines
- Worked with Center Ridge Arms concerning County purchasing process and requirements.

**Information Systems Division**

- Provided a signature pad, trained and implemented capture of signatures of clients at Friend of the Court with the enterprise content management solution, OnBase.
- Entered into an agreement to provide IT services to Bay Metro.
- ISD and Finance staff participated in 9-1-1 Emerging Technologies Forum
- ISD staff attended Ottawa County IT forum
- Facilitated electronic voting software vendor to setup and install new election system
- ISD staff attended ImageSoft, Inc User Group forum
- ISD worked with Jail Management and participated in discussion and demonstrations of Jail software
- 859 work orders were completed in the second quarter.

## HEALTH

### Administration

The Bay County Health Department Administration has implemented a 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 has completed an initial three year grant in cooperation with Saginaw Valley State University with the University Clinic. The clinic focuses on persons with multiple chronic conditions, who are uninsured/underinsured, especially veterans and persons with behavioral health issues. Two subsequent grants have been funded to expand services, and the Health Department is working with the University and Bay Arenac Behavioral Health expanding primary care services for residents who receive treatment for mental health at BABH.
2. The Health Department continues to work with Health Management Associates to review and further develop billing so that it lessens its dependence on the County General Fund to subsidize operations. A discussion with regional Medicaid health plan providers (McLaren and United Health Care) will take place in July and August to explore opportunities for special funding mechanisms for the Health Department to manage care of persons without access to regular primary care.
3. The Health Officer continues to work with area leaders on its Community Health Advisory Committee (in conjunction with the Bay County Roadmap) to oversee the community health assessment process and further develop the Bay County Community

Health Improvement Plan. The plan should be completed in the Winter of 2017.

4. The Health Department has implemented new electronic health record software and went live in May of 2017. The new software is able to fully integrate all clinical areas within the Health Department and meets Meaningful Use requirements including, but not limited to patient portals, HL7 interfaces with State Databases, HEDIS reporting requirements and patient notification. Implementation began with Immunization and University Clinic, and will expand in to Laboratory Services, Maternal Infant Health Program (MIHP) and Family Planning by September of 2017.
5. The Environmental Health Division has successfully implemented an interface with the Fetch GIS program to provide spatial analysis and drafts of septic and water supply systems for parcels located in Bay County.
6. Staff of the Health Department helped complete a draft plan for renovation that will address security and privacy concerns at the health department facility.
7. The Health Officer has met with representatives from Michigan Community Dental Centers to explore possible expansion into Bay County, where dental services for Medicaid eligible residents is limited.

#### **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
- Michigan Health Improvement Alliance (MIHIA) - General Board Meeting (April, June)
- Michigan Health Improvement Alliance - Population Health Working Group (April, May)
- Weekly meetings with SVSU regarding the University Clinic
- Saginaw Bay Partnership - Beach Closings Task Force
- Bay County Roadmap - Health Meeting (April)
- Michigan Homeland Security Conference (May) - Grand Rapids
- Michigan Communicable Disease Annual Conference (May) - Bay City.

#### **Children's Special Health Care Services (CSHCS)**

- CSHCS provides supplemental insurance benefits and services of a registered nurse to children who have a qualifying medical diagnosis. A child is invited to enroll whether they have private insurance or a Medicaid Health Plan.
- The BCHD CSHCS program employs two 40 hours a week registered nurses and one 20 hours a week CSHCS Representative. CSHCS staff work closely with families of children who have special needs, helping them navigate the medical, health insurance and educational world of their special needs child. Their services promote optimal functioning for the child and family.

- SVSU nursing students precept with the RNs in the CSHCS program during the school year. CSHCS staff participate in a monthly MDHHS CSHCS conference call this quarter attended MDHHS CSHCS Regional Conference in Gaylord, MI.
- During this quarter the following billable services were provided with an approximate income of \$17,659.00.

10	Level I Plan of Care face to face visits with the PHN
3	Level I Plan of Care by telephone with PHN
102	Level II care coordination activities, combined efforts of PHN and clerical staff
63	Case management visits by the PHN

#### Communicable Disease (CD) Division

- **The CD nurse investigated 188 reportable disease cases this quarter, of which 159 were laboratory confirmed.** These confirmed cases include:
  - 6 Campylobacter; 1 Giardiasis; 1 Norovirus; 2 Salmonellosis; 59 Flu-like Disease; 1 Meningitis-Bacterial/Other; 2 Streptococcus pneumoniae, Inv; 1 Legionellosis; 1 Streptococcal Dis. Inv. Grp A;
  - 19 Animal bites; 2 Mycobacterium-other; 1 Pertussis; 1 VZ Infection-unspecified; 1 Lyme Disease;
  - 5 Hepatitis C- chronic and the Chlamydia, Gonorrhea and Syphilis cases referenced under Health Screening
- **The 14 Probable Cases reported and investigated but not laboratory confirmed include:**
  - 2 Meningitis-Aseptic; 1 Animal bite; 1 Pertussis; 1 Lyme Disease; 9 Hepatitis C-chronic.
- An additional 14 Cases were reported that the CD nurse investigated and were later found **not to be a case** and the nurse continues to work on **30 active cases** reported this quarter which are not completed.
- The increased case load in CD, has demanded 16 or more hours of temporary assistance from other health department nurses this quarter. As a result, 20 hours of additional nursing hours will be added permanently to the CD program. The full time nursing job posting for this position will also split time with Lead nursing.

#### Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 38 Chlamydia, 18 Gonorrhea and number of clients tested for STIs in our clinic this quarter: **28**, none were court ordered, **14** males & **14** females.
- Number of clients tested for HIV this quarter: **11**, none were court ordered. **All** results were negative, **7** males & **4** females

- Mary Jo Braman, RN, BSN, the CD/HIV/STI nurse participates in the following on a quarterly basis:
  - Foodborne Illness Qtrly meeting at BCHD
  - East Central MI Infection Control Employee Health Council, St. Mary's Hospital, Saginaw
- In addition she participated in the following:
  - 05-18/19-17 HIV/STD Nursing Conference, Frankenmuth, MI 10 75 CEUs
  - 05-30-17 Data to Care Phone conference

**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.

Hearing	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	682	643	2	23	25	18
School age K-12:	1	0	1	0	0	10
<b>Totals</b>	<b>683</b>	<b>643</b>	<b>3</b>	<b>23</b>	<b>25</b>	<b>28</b>

Vision	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	678	609	55	0	26	40
School age K-12:	17	15	2	0	0	218
<b>Totals</b>	<b>695</b>	<b>624</b>	<b>57</b>	<b>0</b>	<b>26</b>	<b>258</b>

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

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

**Emergency Preparedness & Health Education (EP&HE) Division**

**On-going 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
- MDHHS DEPR Monthly EPC Conference Calls
- Bi-monthly LEPC Meetings
- Quarterly 800 MHz radio drills for MDHHS DEPR
- Monthly 800 MHz radio drills for Region 3 HCC
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- Monthly BCHD FAB TEAM Strategic Planning Meetings
- Monthly BCHD Management Team Meetings

**Emergency Preparedness**

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

**April**

- Met with a potential SVSU Health Sciences Intern
- Attended Bay County Exercise Design Team Meeting
- Planned and presented at BCHD Staff-Inservice
- Attended Bay County IT User Group Meeting
- Attended Bay County Department Directors and Division Managers Meeting
- Attended Bay County Local Planning Team Meeting

**May**

- Attended MDHHS Communicable Disease Conference
- Attended 2017 Great Lakes Homeland Security Conference and pre-conference MDHHS DEPR LHD/Tribal Face-to-Face Meeting (Melissa & Tracy)
- Met with and discussed public health emergency preparedness with a rotating resident physician
- Attended Bay County Exercise Design Team Meeting

**June**

- Attended and participated in Bay County Emergency Management's facilitated Fireworks Festival Tabletop Exercise
- MCM-ORR Plan Review Conference Call with MDHHS DEPR (Melissa & Tracy)
- Conducted BCHD Incident Management Team Assembly Drill (Melissa)
- Facilitated BCHD's Administration Preparedness Tabletop Exercise which included participants from Finance, Emergency Management, Central Dispatch, and Information Systems Departments (Melissa)
- Worked on and submitted PHEP grant deliverables to MDHHS DEPR

**Health Education**

**On-Going Meetings/Trainings attended by Division Staff over the quarter:**

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- WIC Staff Meetings (Tracy)
- Monthly Bay County Prevention Network (BCPN) Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Liz)
- Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes (Tracy)
- Monthly MPHHC Planning Conference Calls (Tracy)
- Monthly MALPH BHS Forum Teleconferences (Tracy)
- Monthly Project HOPE (Heroin & Opioid Prevention and Education) Meetings (Tracy)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- MiHIA DPP Lifestyle Coaches Conference Call Meetings regarding (Liz & Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDHHS and EPA (Melissa & Liz)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Tracy)
- Monthly BCHD FAB TEAM Strategic Planning Meetings (Tracy & Liz)
- Monthly Communications Workgroup Meetings (Tracy & Liz)
- Monthly R.E.S.P.E.C.T. Workgroup Meetings (Liz & Tracy)
- Monthly Youth and Family Connect Meetings (Tracy)

- Monthly MIHIA Population Health Team Meetings (Tracy)
- Monthly Great Start Collaborative Executive and Committee Team Meetings (Tracy)
- Monthly Maternal Child Health Assessment Webinars (Tracy)
- Monthly Suicide Coalition Meetings (Tracy)

#### April

- New Year New You Program (Weekly) for Bay County Employees (Tracy & Liz)
- Attended BCPN Leadership Meeting (Tracy)
- Facilitated Maternal Child Health Focus Group (Tracy)
- Attended BCHD Staff In-Service (Tracy & Liz)
- Ongoing research for Bangor Township Cancer Cluster study. Informing residents of upcoming interviews to determine potential correlation between residence location and increase of cancer (Liz)
- Created and displayed poster highlighting BCHD departments for PH week (Liz)
- ESF discussion to increase outreach, events with Little Forks Conservancy business in Midland (Liz)
- Met Riverwalker employees- discussed summer goals and provided employees with 2,000 ESF brochures, 300 WG brochures, flyers, lanyards, ESF guides to increase fishermen advisory awareness along rivers of Saginaw, Bay counties (Liz)
- ESF Outreach at Fly fishing event at Birch Run Expo Center (Liz)
- ESF Outreach and kids activity at BCSRA's Wetland Wake-Up Day (Liz)
- Meeting for upcoming new event Aquatic Landing Blitz- Collaborating with Sea Grant and CISMA to promote fish advisory and proper handling of invasive species after fishing for Linwood beach fishermen (Liz)
- Facilitated PATH program with DOA employee. Program helps diabetic adults/caregivers live healthy lives through discussion on nutrition, how to destress, Health Care Provider communication (Liz)
- Attended ICS 400 FEMA training (Liz)
- Fish advisory sign replacement meeting with DEQ- will be primary resource for future sign replacement for Midland, Bay, Saginaw Counties (Liz)
- Distributed a total of 2,926 ESF brochures and 515 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

#### May

- New Year New You Program (Weekly) for Bay County Employees (Tracy & Liz)
- Attended Pregnancy and Smoking Cessation Campaign Meeting (Tracy)
- MIHIA Community Health Excellence Award Conference Call (Tracy)
- BCHD Outreach at GM Powertrain Health Fair (Tracy & Liz)
- Baby Bazar Planning Meeting (Tracy)
- Prescription for Health Meeting (Tracy)
- Facilitated PATH program with DOA employee. Program helps diabetic adults/caregivers live healthy lives through discussion on nutrition, how to destress, Health Care Provider communication (Liz)
- BCHD/ESF Outreach at Great Start Day at the Saginaw Zoo event (Liz)
- Self-esteem presentation to Center Ridge Arms residents to increase positive self-awareness and improve living conditions (Liz)

- Glo-Germ hand hygiene educational activity and presentation for Tiger Scouts (Liz)
- ESF Outreach at Cabela's Ladies' Day event- provided customers with fish advisory while obtaining fishing license (Liz)
- ESF advisory fishing game for 4th-6th graders with LLBE programs (2) at BCSRA (Liz)
- ESF Outreach at Saginaw County's Child Abuse and Neglect Baby Academy Event (Liz)
- Interactive ESF advisory activity for 102 Kolb elementary students (Liz)
- ESF Outreach at Emergency Mobile Food Pantry at Midland Civic Arena (Liz)
- Health and Safety Fair at Handy Middle School- educated 6th-10th graders on sexually transmitted infections and diseases with outreach materials (Liz)
- Increased ESF community outreach to 3 new business in Bay, Midland, Saginaw Counties
- Distributed a total of 2,066 ESF brochures and 258 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

### June

- BCHD & ESF Outreach at Copoco Kids Safety Day Event (Tracy & Liz)
- Attended (2) Community Health Excellence Award Meetings (Tracy)
- Opiate Conference Planning Meeting (Tracy)
- Attended BCHD Admin Preparedness Tabletop Exercise (Tracy)
- Baby Bazar Event Planning Meeting (Tracy)
- Opioid Grant Meeting (Tracy)
- BCHD & ESF Outreach at Beach Wellness Outreach Event (Tracy & Liz)
- Maternal Child Health Data Presentation (Tracy)
- ESF advisory fishing game for 4th-6th graders with LLBE programs (4) at BCSRA (Liz)
- Facilitated PATH program with DOA employee. Program helps diabetic adults/caregivers live healthy lives through discussion on nutrition, how to destress, Health Care Provider communication (Liz)
- ESF Outreach at Free Fishing Festival at BCSRA (Liz)
- MSU Sea Grant meeting discussing upcoming Saginaw Bay Youth Fishing Camp- teaching 50 8-12 year olds importance of fish advisory and displaying ESF material (Liz)
- Increased ESF community outreach to 3 Saginaw Physicians and 3 stores in Bay and Saginaw counties
- Distributed a total of 1,133 ESF brochures and 110 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

### WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

#### April

- WIC Staff Meeting
- Bay County Breastfeeding Coalition Meeting
- 33 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 12 participants total
- Infant Feeding Choices Class - 1 Class with 5 participants total

#### May



- 37 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 12 participants total
- Infant Feeding Choices Class - 0 Class with 0 Participants total

## June

- Bay County Breastfeeding Coalition Meeting
- 30 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 6 participants total
- Infant Feeding Choices Class -1 Class with 4 participants total

### Acronyms

EPC = Emergency Preparedness Coordinator  
 CDC = Centers for Disease Control and Prevention  
 EMC = Emergency Management Coordinator  
 SNS = Strategic National Stockpile  
 ARC = American Red Cross  
 HST = Homeland Security Team Meeting  
 LEPC = Local Emergency Planning Team  
 TEPW = Training & Exercise Planning Workshop  
 EAP = Emergency Action Plan  
 EOC = Emergency Operations Center  
 GIS = Geographic Information Systems  
 HCC = Healthcare Coalition  
 HSPB = Homeland Security Planning Board  
 ICS = Incident Command System  
 JIC = Joint Information Center  
 LPT = Local Planning Team  
 MIHAN = Michigan Health Alert Network  
 PHEP = Public Health Emergency Preparedness  
 SOP = Standard Operating Procedure  
 EPA = Environmental Protection Agency  
 SBCA = Saginaw Bay Cooperative Agreement  
 BCSRA = Bay City State Recreation Area  
 CHA = Community Health Assessment  
 CHIP = Community Health Improvement Plan  
 PIO = Public Information Officer  
 ARRA = American Recovery & Reinvestment Act  
 BHC = Building Healthy Communities  
 DEPR = Division of Emergency Preparedness and Response  
 MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division  
 FAB TEAM = Forever Achieving Better - Together Everyone Achieving More

GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators  
 HSEEP = Homeland Security Exercise and Evaluation Program  
 MEMS = Modular Emergency Medical System  
 NEHC = Neighborhood Emergency Help Center  
 MPPHCP = Michigan Premier Public Health Conference Planning  
 BRFSS = Behavioral Risk Factor Survey Statistics  
 MALPH = Michigan Association for Local Public Health  
 BHS = Behavioral Health Sciences  
 NNPHI = National Network of Public Health Institutes  
 COPPHI = Community of Practice for Public Health Improvement  
 QI = Quality Improvement  
 MI = Michigan  
 HPHB = Healthy People Healthy Bay Coalition  
 ESF = Eat Safe Fish  
 FWCC = First Ward Community Center  
 MOHC = MI Oral Health Coalition  
 MISNS = Michigan Strategic National Stockpile  
 MOHC = Michigan Oral Health Coalition  
 BFPC = Breastfeeding Peer Counselor  
 BCPN = Bay County Prevention Network  
 NRC = Neighborhood Resource Center  
 NKFM = National Kidney Foundation of Michigan  
 DPP = Diabetes Prevention Program  
 MiHIA = Michigan Health Improvement Association  
 DPP = Diabetes Prevention Program  
 MDHHS = Michigan Department of Health & Human Services

## Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	182	Parcels Evaluated	25
Mobile, Vending, & STFU Inspections	10	On-Site Sewage Disposal & Tank Permits Issued	19
Temp. Food Est. Inspections	26	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	87	Failed System Evaluations Conducted	9
Plans Received for Review	4	Sewage Complaints Investigated	4
Plans Approved	5	Well Permits Issued	17
Consumer Complaints Investigated	15	Abandoned Wells Plugged	14

### Cremation Permits Processed

January	63
February	60
March	51

**Maternal Infant Health Department (MIHP)**

- The MIHP program received 114 maternal and infant referrals this quarter from which 12 maternal and 22 infants were enrolled. A total of 196 billable visits were completed by Jennifer Don LMSW and Kelly Dore, RN, BSN and Emily Nelson RN. SVSU nursing students intern with MIHP staff during the school year.
- Maternal Child Health staff is working closely with BAISD/Great Start Collaborative to develop a one stop referral portal for Bay County prenatal through preschool programs for families. As a result BAISD Preschool Partnership has renamed the Great Start Preschool application website Great Start Pregnancy through Preschool and has incorporated home visiting programs such as MIHP, Early Health Start and Starting Strong into options for families. This will increase the knowledge & availability of these programs with other resource provider and potential clients and increase client access to these home visiting parental support programs. This also demonstrates how the school system and public health are working together to support the children in our community to have the best start for school readiness.
- MIHP professional staff participated in the following trainings, meetings& clinics in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting.
- Jennifer Don LMSW participates in the additional following monthly meetings:
  - Bay County Self Sufficiency Task Force Meetings
  - Bay Arenac Diaper Bank meeting for Community groups
  - BCHD FAB TEAM meeting
  - Great Start Collaborative Home Visiting Hub meetings
- Kelly Dore, RN, BSN is also the Lead Nurse for Bay County; provides back up for the Communicable Disease division and is a member of the Breastfeeding Coalition sponsored through WIC.
- 06-02-17 TST Work shop for recertification, Bay County Bldg,
- Emily Nelson, RN, transferred to Family Planning Clinic to fill a position vacated by the FP nurse's retirement. Emily's nursing position will not be filled in MIHP, due to low MIHP client numbers. This vacant PHN position will be split between CD and Lead Nursing, where there is a need for nursing support. This would allow Kelly, the only MIHP nurse, to work 40 hours a week in MIHP rather than splitting her time in CD and Lead nursing. Going forward, MIHP will have one full time nurse and one full time LMSW to provide services to MIHP clients.

**Immunizations**

SVSU RN Students precept with the RN in the Immunization program during the school year.

VACCINE	COUNT
TB Test	92
Hep. A. Adult	15
Hep. A. Peds	67
Hep. A./Hep. B	0

Hib	40
HPV	62
Flu	25
PCV 13	50
Rotavirus	20
Dtap	33
Dtap/IPV	18
MMR	19
IPV	13
Td	4
Tdap	45
Varicella	24
Dtap/Hep. B/IPV	31
PPSV 23	2
Meningococcal MCV4	37
Zoster	6
Hep. B. Peds	6
Hep. B. Adult	18
MMRV	22
Rabies	0
DT	0
<b>TOTAL</b>	<b>649</b>

**Family Planning**

<b>Number of Unduplicated Persons Receiving Services in Family Planning Clinic</b>	<b>262</b>
<b>Number of Encounters in Family Planning Clinic</b>	<b>306</b>

- Tammy Hill , RN, MSN, PHD, FNP-BC works in the Family Planning Clinic one day a week.
- Kathleen Trepkowski, BSN, RN retired June1st after 30 years of service with the Health Department. Emily Nelson, RN transferred from MIHP to FP to become the new FP nurse. Emily works 5 days a week providing Family Planning education and refilling contraceptives.
- Both the RN and NP in the clinic provide learning opportunities for RN and NP students.

**Laboratory**

<b>Number of In-House Tests: Clinical Services</b>	359	<b>Number of Other (Outgoing) Tests: Clinical Services</b>	156	<b>Number of Tests: Water/Non-Clinical</b>	449	<b>TOTAL TESTS</b>	964
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**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	4	118	107	44	24	57	118	0	119	591
May	3	126	106	56	59	93	162	0	170	772
June	2	91	188	56	30	104	147	0	156	774

**Lead Tests Billed**

April	32
May	51
June	46

**HOUSING**

**Housing Director Activities**

- Current occupancy is at 100, HUD High Performer status.
- HUD Real Estate assessment has been completed for FYE 12/31/2016.
- Completed 2 funding drawdowns in the amount of \$30,510.00 into our Operating Fund.
- Attended 3 E-learning events through HUD for Financial Management, Procurement and Capital Planning.
- Completed Actual Modernization Cost Certificate for FYE 2015. These funds were expended and saved from penalty. Amount of \$86,139. (This form allows us to validate that the funds we are granted are utilized).
- Housing Audit was completed with no findings.
- Hosted our first Fair Housing Training on 5/17/17.
- Currently working on Housing Budget to be submitted 7/19/2017.
- Currently working with Finance on a new elevator maintenance contract.
- Purchased 6 new refrigerators to replace old broken units. (Money set aside in Operations for unit purchases) Considered a “minimal purchase”.
- AT&T phone service has been averaging us around \$1100 a month. After speaking with them we are able to bring our lines from 93.00 a line to 28.00 a line otherwise move on to a new service. We are no longer on a measured line which will save us \$.74 per call. Overall monthly savings is roughly \$650.00-\$800.00 (not including fees that come up.) and long distance calls frequency. We were also being charged for 3 lines we don't have.
- Actively working with I.T. to update Bay County Housings webpage.
  - Adding a virtual tour of our two types of units.

- Pictures will be added of the grounds.
- Amenities we have.
- Services provided to this building.
- Community Room refurbish completed.
  - Paint.
  - Fixed electrical lines in wall and receptacles.
  - Floors stripped and waxed.
- Submitted my first request to the Board of Commissioners to enter into a new agreement for WASH Laundry Service. Contract pending. Should be implemented by the second week of July. Board Resolution 2017-111 (approved). This will cost zero money to Bay County and we will retain a monthly 55% commission on revenue generated from all machines.
- Revising Housing Departments complete 5 year Capital Funding Plan as we currently have items in the plan that don't take precedent over other serious needs. Below are priorities we need to focus on.
  - Parking Lot
  - Showers
  - Windows
  - Alarm System
  - Tuck Point and Sealing of the building
  - Air Handler
  - Roof
- Had a very serious leak in the electrical room on 5<sup>th</sup> floor coming from the roof when it rained. Requested Garland Company to come out. They did an assessment and we have fixed the issue as new sealant to the brick on the roof has been applied to prevent this issue from happening again. Upon request Garland will be coming out to take a sample of the roof to see the condition it is in from top to bottom at no cost to the Bay County.
- Securing quotes from AT Frank, Supreme Carpet and Magic Carpet to begin re-carpeting floors 2-5 as they currently have carpet that is falling apart, binding up and rotting.
- Gazebo is under repair. Due to rotting boards we have begun to strip, replace boards and stain the gazebo along with all other yard furniture.
- Cable and Wi-Fi has been installed in the community room for the residents to use for free. This falls under our current cable package and showed no change in our cost as we already had the service. We just made it available for residents of lesser means.
- Due to chipping paint and our new machines coming into the building, all laundry rooms have been stripped, floors waxed and repainted. New fans have been installed to replace old and broken units.
- The flag the pole has been fixed and a new United States and Michigan flag has been put up.

- Due to security concerns the north exterior refuse room doors have been fixed. They now lock properly.
- I have approved Joy Bishop, Resident Services Coordinator, to implement, maintain and return:
  - The Resident Garden Committee in which we tilled a fresh 30x30 ft. section and planted over 15 different crops, including a salsa garden.
  - I have re-implemented bingo for all residents along with a concession stand. Start up for snacks and soda was provided off a private donation. All money(s) circulated in Bingo is through the residents. I have made it clear that no staff of Bay County Housing will handle anything monetary in regards to resident activities, unless we host an event.
- ***ALL ACTIVITIES, LEARNINGS AND IN SERVICES PROVIDED TO THE BUILDING RESIDENTS ARE VOLUNTEER HOURS. NO MONEY IS BEING SPENT TO HOUSE THESE EVENTS. PLEASE SEE RESIDENTS SERVICE COORDINATOR SECTION FOR A LIST OF ALL IN-SERVICE AND EVENTS.***
- Sent several items to the Bay County Auction, including 12 washers and dryers which were all sold.
- Sending out weekly and monthly communications regarding what I am doing as director, and what is going on in the building that affects the resident's daily lives.
- Currently revising and updating our Emergency Procedure with Hampton Township Fire Department. Once completed the draft will be put in front of the Board for approval.

### Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 18 residents.
- Completed 4 move-in inspections.
- Completed move-in orientation and lease paperwork for 4 new residents.
- Met with several residents to discuss tenant concerns.
- Completed annual UPCS inspections for 18 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 within required 30 day period.
- Completed 18 apartment inspections for recertification.
- Completed quarterly maintenance on air handlers and roof top exhaust units.
- Repaired several washers, dryers and refrigerators.
- Generators serviced, painted and cleaned.
- Community room refurbished, completed.
- Started gazebo and decking repairs.
- Outside garage cleaned and organized.
- Thorough cleaning of refuse chute throughout entire building (monthly).

- Tore apart, rebuilt all flower beds and planted new flowers and butterfly bushes.
- Currently fixing, stripping, lifting and repainting Center Ridge Arms Sign.
- Expanded the garden.
- 48 total hours of grass cutting as of right now.
- Tore apart public restrooms to clean thoroughly.
- Installed new drinking fountain (given to us by Buildings and Grounds)
- Sealed roof where leaking occurred.
- Flag pole has been fixed.
- Sprinkler system for grounds has been fixed.
- Attended one safety meeting.

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

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 72 residents from April to July
- Continued coordination with local human services to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health, Bay County Department of Health and Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency. Information on Entitlement Programs for all residents:
  - Medicare/Medicaid
  - SSA/SSI/SSDI (Social Security Benefits)
  - Food Stamps
  - Food Commodities (free basic food)
  - Fuel/Utility Assistance
  - Vocational Rehabilitation Services
  - Legal Assistance
  - Researching other Entitlement Programs for next quarter
- Continued coordination with/for many different presentations, medical clinics and programs to enhance and educate the residents at Center Ridge Arms on their mental, physical and daily living activities and coping skills utilizing local agencies. Personal Development Training:
  - Chair exercise class
  - Hearing Aid Clinic
  - Foot Clinic every 2 months maintenance check up's (Northeastern Foot Clinic, Dr. Baughman)
  - Educational BINGO (Neighborhood Home Care Services)
  - Assertiveness Training
  - Interpersonal Communication
  - Conflict Resolution/Bullying/Problem Solving/Managing Difficult Behaviors
  - Nutritional Planning on a Budget (Michigan State Extension)
  - Eating Healthy and Being Active (6 week training session and demo's with MSU Extension)

- Self-Help Support Groups
- Dealing With Stress . . . How To Survive It
- Depression, Anxiety, Grief Education
- Dementia Training and Dealing With Individuals with Dementia
- Other Personal Development Training programs will be coming next quarter
  
- Provided assistance with Personal/Family Needs:
  - Adaptive Equipment (wheelchairs, walkers, Amigos, etc.)
  - Helping Residents thru the DHHS Department with caregivers and other needs
  - Credit Counseling
  - Budgeting/Money Management
  - Catholic Family Services (helping Residents with a Payee/Guardianship Services)
  - Drug Awareness/Prevention
  - Domestic/Resident Violence and Abuse
  - Health Screening (Vital Clinic every Tuesday, 1-2 p.m.)
  - Wellness Programs to Keep Residents Healthy and Active (aware of their Quality of Life and how to keep the quality going and in the right direction)
  
- Recreational/Fun Activities approved by Director.
  - Bingo is back and takes place on Tuesday and Sunday Evenings. We serve snacks, burgers, hot dogs and soda. All paid for by the residents.
  - Holiday Dinners and Parties.
    - We had a Memorial Day BBQ.
    - Potlucks every month
  - Trips taken for group outings:
    - Casino - Standish
    - Frankenmuth - (River Place Shops) Lunch at Bavarian Inn
    - Dow Gardens
  
- Meet with residents regarding personal, emotional, family problems, other residents making problems, etc. on a daily basis. Also, meet with some disabled residents in their apartments who need to talk or needing help in some manner. I escalate all serious matters to Zach, Director of Housing.
- Took over the newsletter which is distributed monthly.
- Update calendar in front of office, if needed, with new activities not posted yet.
- Deliver memos and communications to the building from the office.
- Order and control one resident's supply of colostomy bags.
- Director approved me to oversee a Garden committee. We have several volunteers who helped plant, who help water and weed the crops.
- Currently implementing a Resident Planning Team that will replace the Resident Council. This team will be in charge of putting on events for the residents and raising money for the residents so that they may have cookouts, parties and gatherings.
- I have coordinated to bring in a Funeral Home Owner and Attorney to discuss funerals, Power of Attorney, DNR forms at hospitals, Wills & Trusts (explain what each and every one of us needs to be prepared for in the future).



- Working with Great Lakes PACE Program to assist a resident who is in serious need of assistance with:
  - Medications
  - Meal preparation
  - Visits to the Doctor
  - Assistance with her everyday needs in her apartment.

### **JUVENILE DETENTION & CHILD CARE SERVICES**

- The Child Care grant has not experienced any budget cuts thus far for the fiscal year and has maintained continued programming.
- Interviewed candidates and hired Four part time employees
- Interviewed candidates and hired One full time employee from the part time unit
- New staff completed orientation, Safe Crisis Management Training and technical training
- There were a total of eight resident seclusions. There were also five resident restraints. None resulted in injuries to residents or staff.
- Residents participated in ongoing education program provided by the Bay Arenac Intermediate School District. Summer school started in June.
- Representatives from the Women's Center and MSU Extension provide life skills programming for residents.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes
- Director attended Michigan Juvenile Detention Association and TriCap board meetings this past quarter.
- Director attend training on April 5<sup>th</sup> for food service directors
- Director participated in meetings with the Personnel Director and USW Full Time regarding proposed uniforms.
- Director participated in Mediation with USW Full Time
- The Health Department provided immunization clinics for residents on 4/6, 5/4 and 6/1

- Healthy Kids Dental provided dental services on numerous residents on 6/16.
- The Director completed quarterly reports for the 2016 Justice Assistance Grant
- School Nutrition Program reimbursement of \$7,179.06 for the quarter. The BCJH has applied for and received funds to reimburse the snack program for the first time.
- The Juvenile Home experienced 493 days of out of county residents to bill for \$73.950.
- Average daily population was 13 for this quarter.

**Community Corrections**

- All programs, with the exception of DDJR and Zero Tolerance met the 50% utilization mark for midyear. Due to overwhelming support and utilization for the Opiate Specific Program, all funds were expended within 4 months of the programs opening. The State has allocated another \$60,000 for the program, which was approved for use in April. Grant for FY2018 was completed and submitted May 1 to MDOC. Manager is looking at new programming, such as Women’s Trauma Focused and Domestic Violence. Judge Jan Miner and Ashley Keenen - Billing Clerk, have agreed to serve on the Advisory Board

**Program Numbers (10/1/16 – 7/6/17)**

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	384	10252
Outpatient Treatment	85	1392
Cognitive Change	36	1350
Opiate Specific	20	1200
Education/Employability	22	704

- Just these 5 programs combined have saved the county over \$900,000 thus far for the fiscal year by supervising offenders in the community with treatment. These programs assist with jail overcrowding and bed space utilization.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 16.5% or below, this is the new goal for 2017. Bay Co again has met the goal, our PCR is 16.1%. The PCR for FY 2015 was 17.8%, which was reduced from 20.9% for FY 2014. Bay Co continues to keep the prison commitments low by utilizing the treatment programs funded through PA511.
- Throughout this quarter, the Manager has attended Drug Treatment Court Admissions meetings, Tricap Board Meetings and Round Table Discussions. The Manager also hosts the bi-monthly CCAB meetings with Community Corrections board members. The Mental Health in Jail project is still being worked on to find solutions for our jail population. There have also been panel discussions surrounding a Vivitrol Program in the jail to assist person with opioid and alcohol addictions.

**MSU EXTENSION**

### Sea Grant Programming, Kip Kronk

- Wetland Wake-Up Day: Kip participated in this program at the Bay City State Recreation Area, discussing invasive species such as sea lamprey, Asian carp, and others with children and adults. Approximately 1,800 people visited the park this day.
- Free Fishing Festival: This event at the Bay City State Recreation Area attracted approximately 1,200 people. Kip set-up a booth where he discussed invasive species with children and adults. At this event he focused on Asian carp, quagga and zebra mussels, sea lamprey and European frog-bit. Seeing a live sea lamprey, sorting through shells and sea lamprey tattoos were all hits!
- Michigan Envirolmact Tool: The goal of this project is to inform farmers about runoff risk to their fields when they are applying manure or other fertilizers and reduce the impacts to Michigan inland waters and Great Lakes. The tool is now available to the public and Kip will be working as part of the team to educate and train people about the tool. Read the press release here: <http://www.michigan.gov/som/0,4669,7-192-47796-424412--,00.html>.
- Coastal Storms: This project is now in the education and outreach phase where Kip is the lead. This project will bring awareness about the impacts of extreme storms to communities and tools to help communities prepare for such storms. Through 2017 Michigan Sea Grant will be producing fact sheets, webinars, and a workshop to educate decision makers throughout the Saginaw Bay Watershed about extreme storms.
- Fish Camp 2017: Kip has been part of the team organizing Fish Camp 2017. This year's camp will be July 10-13 and host 50 children. The camp will take place at the Bay City State Recreation Area the first three days and then on the fourth day the children will be treated to a fishing day on a large private pond. This is the third year MSU Extension and Michigan Sea Grant have been part of this successful program.
- Saginaw Bay Invasive Species Summer Camp: This project was not funded for 2017 but the planning committee continues to push forward with the project in the hopes of hosted the camp in 2018 at the Bay City State Recreation Area. The camp would bring together high school students from around the Saginaw Bay Watershed to learn about invasive species and their impact on the watershed.

### 4-H Life Skills and Capacity Building Programming, Jodi Schulz

- 21<sup>st</sup> Century Afterschool Program: Throughout this quarter, MSU Extension 4-H staff conducted weekly programs in partnership with the 21<sup>st</sup> Century Afterschool program at Handy Middle School. Programs were STEAM based and focused on mapping, neutral buoyancy, zoonotics, airplanes, wind energy, rockets, density and volume, states of matter and much more. We will be continuing this partnership in the 2017-2018 school year and exploring options to program with the Central High School program as well. Programming with Hampton Elementary school has also concluded for the school year. Programming with three 2<sup>nd</sup> grade classrooms focused on plants (how they grow and plant parts we eat) in April and fractions in May. We have discussed partnership opportunities for the 2017-2018 school year to program again in all 2<sup>nd</sup> grade classrooms.

- Family Enrichment Programs: These programs in Bay County continue to be a success. Bangor Central held their first ever family science night with MSU Extension providing the content. More than 68 youth and their parents participated in this event where families learned and participated together in a variety of science based activities.

### **4-H Programming, Holly Julian**

Holly has been working hard at organizing and planning several camps for this year.

- Exploration Days: 13 youth attend and 2 chaperones attended the three day event on the campus of MSU. The youth and chaperones stayed in dorms and took courses on campus.
- Cloverbud Camp: 20 youth and 7 counselor's attended camp. Holly organized the 4 day event, food, 4 field trips, and guest speakers. Cloverbud Camp Counselor Training was held for all of the 4-H counselor's so they will be well prepared for anything to happen, if it does, with our Cloverbud's.
- Fish camp will have 50 participants and 3 camp counselors who will be attending in July. Holly had to work with figuring out the budget for Fish Camp, organizing and reserving help from the Saginaw Bay Walleye Club, DNR, Coast Guard and some professional anglers to come and help and speak during Fish Camp. Also organizing snacks for each day, reserving a bus for transportation to a field trip during camp time. Participants during Fish

### **4-H Tech Wizards Program, Holly Julian**

In the past few months, Holly has been working closely with her Mentors and youth in the 4-H Tech Wizards program as noted below:

- Fund Development for Mentor Professional Development: Holly has been focused on raising the funding to send our mentees and mentors to 4-H Mentoring Weekend at Kettunen Center in Tustin in July. Holly was successful in finding enough funding for 20 mentees to attend along with their mentors. Funding contributions included a pop can drive, an anonymous donation of \$4,000, and \$1,050 from Gougeon Brothers Inc.
- STEAM Activities: Within the last few months, 4-H Tech Wizards has been doing a plethora of different STEAM activities as noted below:
  - egg drop experiment: creating a contraption to protect an egg from breaking when dropped from high above
  - catapults experiment: using depressors, rubber bands and plastic spoons, they discovering how simple machines work
  - dying eggs with natural dyes: students used raspberries, sport drinks (Gatorade or Powerade), mustard, strawberries and some other fun items located in the kitchen to see what worked and why
- Handy Middle School New Site: Holly will be starting a new 4-H Tech Wizard site at Handy Middle School. This will be in a partnership with the 21<sup>st</sup> Century Program.

**Supplemental Nutrition Assistance Program (SNAP-Ed), Ann Arnold**

- Eat Healthy Be Active: This program was held for a Ferris State University Child Care Nutrition classroom held at Delta Collage. There were 7 participants that completed the 6hr class.
- Show Me Nutrition with Bay County Head Start Classrooms: This quarter, Ann held three Show Me Nutrition lessons with preschool programs in Bay County. Class locations and totals were as follows: 17 preschoolers, Kinder Care on Thomas St.; 14 preschoolers, Kinder Care in Essexville; 16 preschoolers, Kolb Elementary; 27 preschoolers, As We Grow Preschool in Auburn

**Health and Nutrition Education, Jessica Foss**

- Health and Safety Fair: Jessica partnered with the Handy Middle School to bring all of the Bay Counties Health services to one place for students and their parents.
- Eat Healthy Be Active: In partnership with MIWORKS, Jessica taught a six week series every Wednesday.
- Show me Nutrition: In partnership with the Dow Bay Area Family Y, 25 preschoolers received a 6 week seminar series. She will also be working with the youth at the Bay County Juvenile home using the Show me Nutrition.
- Cooking Matters: This class will be taught for adults starting in July where she will teach 18 adult participants how to prepare a healthy meal.
- Healthy Harvest Class: A 6 week series for adults will start in July.

**Health and Nutrition Education, SNAP-Ed, Karen Parker**

- Youth: In April, Karen had a great opportunity to do a nutrition series with students with learning and physical disabilities at the Saginaw ISD Transitions Center. The students really enjoyed tasting different foods and paying some MyPlate relay games. In May, Karen was part of a Health and Safety Fair for the students from Handy Middle School.
- Adults: Karen had 3 groups of seniors from 2 of the high rises here in town. Two of the 4 high rises in Bay City have received their coupon books for the Senior Market Fresh program. These are \$20.00 books to be used for locally grown produce at participating farmer's markets.

**PERSONNEL & EMPLOYEE RELATIONS**

**Personnel/Payroll/Retirement:**

- Staff worked with the unions to finalize the contract language for the 2017-2019 labor agreements. Agreements were signed, printed and distributed to employees during the 2<sup>nd</sup> quarter with several Bay County unions.
- An Anti-Retaliation Policy was developed, proposed and approved through the Board of Commissioners. This new policy will be distributed to Personnel during the next quarter.

- Health care rates were formulated and we were pleased to announce that the rates went down this year.
- All Bay County employees were notified of the possibility of an upcoming Wage Study.
- Jobs were posted in several departments and positions were filled in various departments including: Environmental Health, Friend of the Court, Sheriff Department, Civic Arena, Central Dispatch, Department on Aging, Juvenile Home. In addition, all seasonal positions were filled during the 2<sup>nd</sup> quarter in the following departments: Mosquito Control, Golf Course, Pinconning Park, Building and Grounds, Summer Recreation Program and the Community Center Pool.
- The Federal and State mandated posters were updated and posted at all county facilities.
- Personnel staff began utilizing the Michigan Department of State, Bureau of Driver and Vehicle Records when running background checks on new potential employees that drive. This is a free service through the State of Michigan.
- Payroll and Retirement staff dedicated a considerable amount of time working on the Audit.
- Retirement staff spent time working on the RFP for the Custodian Bank for the Retirement Board.
- Retirement staff also began to work on an Actuarial Study.

### **Health/Life Insurance:**

- Updated employee and retiree insurance rates for 7/1 effective date
- Educated employees/retirees on benefits
- Set-up Legal Shield Open Enrollment meetings

### **Wellness Center (through February):**

- Satisfaction Rating is 91%
- Opened an additional location in Saginaw
- April had 157 appointments (6 new, 151 return), May 174 appointments (4 new, 170 return) and June 174 appointments (4 new, 170 return).
- Most frequent visit type in April was for acute illness and wellness care. May was acute illness and wellness care. June was acute illness and nurse visit.
- Referrals year to date have been to Orthopedic, Gastroenterology, Dermatology, etc.
- Disease management has been provided most frequently for Diabetes, Asthma, Obesity, Hypertension and Hyperlipidemia.

### **Training/Education:**

- Staff attended VSHRM in April, May and June.
- Jeanie and Rebecca attended McLaren Employee Wellness presentation at Double Tree.
- Jeanie attended Back to Basics Session 1 and Session 2
- Jeanie participated on a Webinar on Wellness Promotion & Legal Updates and Financial Wellness.
- Staff attended a workers' compensation (Comp 101) seminar presented by Jeff Reem of Hanba & Lazar, our W/C attorney.
- Educational material was developed and distributed to Department Directors regarding the Approval, Posting and Hiring Process for Act 139 Bay County Employees, as well as ADA Requirements and Anti-Retaliation rules.

- Tiffany Jerry attended the 42<sup>nd</sup> Annual Labor & Employment Law ICLE Conference in Plymouth.
- Tiffany Jerry attended a training seminar on Housing at the Bay County Housing Department.
- Tiffany Jerry attended a Labor and Employment Law training sponsored by the Masud Labor Law Group resulting in the need to update the language in our job postings.

### Wellness:

- Email newsletters sent out on various topics each Monday - Your Health Matters, Wednesday - Wellness Wednesday, and Friday - Fun Fact Friday.
- Potty Postings were hung throughout the restrooms in the Civic Arena and Pinconning Park.
- Lunch & Learn in April hosted by Jan Doerr with Health Naturally on Reflexology and held in the Personnel Conference Room, 26 attended.
- Lunch & Learn in May hosted by LinCare on Durable Medical Equipment and held in the Personnel Conference Room, 7 attended.
- Lunch & Learn in June hosted by Ken Kelbel with Nationwide on Retirement Planning and held in the Personnel Conference Room, 22 attended.
- Extended reimbursement to employees and retirees for the Eagle by the Bay Run/Walk, Cheesetown Challenge Run/Walk, and Beach Wellness Run/Walk; 16 participated.
- Step Challenge #2 took place 3/27-6/4/17, 60 employees participated.
- Win-By-Losing began 2/27 and concluded 4/24, Bay County won first place!
- Biggest Loser challenge began 2/15/17, there are 18 participants, with the final weigh-in 4/26/17. The group has lost a total of 406.6 pounds.
- Renewed contract with Delta College with less memberships (cost savings).
- Met with Dow Bay Area YMCA in regards to partnership.

### Community Involvement:

- Volunteer member on the Member Connections Committee for Valley Society for Human Resource Management
- Treasurer for the West Branch Business & Professionals Woman's Group

### PUBLIC DEFENDER

- No Report Submitted.

### RECREATION & FACILITIES

During the 2<sup>nd</sup> quarter of 2017, 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:

- Compile information and submit 7 RAP grants through Michigan Municipal Risk Management Association for security and safety upgrades.

- Submitted grants for Pinconning Park for the addition of Rip Rap and Sugar Sand. The Rip Rap grant was fully awarded.
- Assisted Recreation staff in opening all summer programs / facilities.
- Continued to search for Recreation Software and Maintenance Software. Recreation software for the Bay County Golf Course has been purchased. Go-live was in the 2<sup>nd</sup> quarter - ForeUP software. Now we are narrowing it down for software for the Community Center and Civic Arena.
- Worked on the 2017 Pinconning Park permit applications.
- Met with MGS Consultants in regards to waterslide addition to Pinconning Park. Although the company offered to put an inflatable waterpark at Pinconning Park, we declined as we thought it would interfere with the serene nature of our park.
- Continued to work on constituents regarding updates needed at the Bay County Golf Course. Current updates include; bathroom upgrades, paint, countertops, picnic tables and more.
- Worked with the Bay County Softball Association and maintenance team to ensure we had beautiful fields for the summer.
- Coordinated with the Bay County Health Department with Buildings & Grounds to develop a plan for a large construction project in the Health Department.
- Started to work on our budget process in the Recreation and Maintenance Departments, including updating the capital improvement list.
- Obtained and scheduled for mailroom coverage for the next 6 months.
- Participated in the EOC activation as Bay County PIO with the recent County flooding.

### **Buildings and Grounds**

- Staff installed/repared additional items at several Adult Foster Homes: light fixtures & ballasts replaced; kitchen trim repaired; faucets fixed; new vanity tops & back-splash constructed/installed; doors replaced; plumbing issues fixed; sump pumps installed; patched patio(s); necessary painting; mold cleaned in basements; & all other repairs.
- Staff collected & prepared for annual County Auction held on June 22, 2017, conducted by Butler Auctions. Several vehicles, various office equipment and miscellaneous surplus. Net revenue was \$24,000.
- Staff moves Emergency Command Trailer for several city events and Delta University.



- Staff pulled lines for cameras & hook ups in Sheriff's area.
- Staff painted new Jail shed and placed gravel around it, painted Conference Room and added new base boards, painted several cell areas & numbered doors.
- Staff replaced motors on Jail chillers, cleaned it numerous times, changed fuses, ran electrical & added new contactors.
- Staff installed Jail Intake flooring, counter tops & trimmed doors.
- Staff installed new lock sets in various offices at Court Facility and Jail areas.
- Staff repaired Civic Arena marquee sign on Euclid Avenue and surrounding fence.
- Staff repaired cat cages at Animal Control.
- Staff repaired roof & wall incinerator at Animal Control.
- Staff poured & set concrete at Community Center pool area.
- Staff replaced Community Center shed roof.
- Juvenile Home - Staff repairs boiler water pumps, generator repairs, regulates A/C units, replaced leaking faucets, other plumbing issues & sprayed for flying ants.
- Staff installed new roof at Golf Course and re-installed Hampton Rd. entrance sign.
- Staff serviced laundry equipment at Jail.
- Staff cut down trees for Treasurer's tax homes.
- Staff is maintaining 69 Treasurer's foreclosed properties lawn care & securing homes.
- Staff repairs lawn mowers/equipment for all facilities.
- Staff continues to maintain/repair vehicles for Health Dept., ISD, Parks & Rec., Veterans Van, Juvenile Home Uplander and Buildings & Grounds.
- Painters continue to keep up with numerous projects at hand.
- Staff installed concrete pad for Viewing Scope at Pinconning Park.
- Pinconning Park staff continues removal of hazardous ash trees (170 to date) with approximately 30 more to cut.
- Pinconning Park staff applied and received Grant money for Rip-Rap stone for boat launch area.
- Staff rewired lighting at Vet's softball fields.
- Staff wired power supply for phone system thru 8 floors of County Building.
- Staff installed new recirculator system pump at the Courts.
- Staff installed ventilation system for Bangor 911 facility.

### Civic Arena

- We had 22 adult league teams for spring hockey.
- 7 teams for spring youth hockey.
- 4 spring travel hockey teams.
- Figure Skaters had a spring exhibition.
- 06 Blizzards held a showcase.
- Hosted a ringette tournament in late April.
- The first session for our learn to play hockey summer camp had 16 kids.
- We took out the Olympic sheet of ice and started to replace 17 cracked or broken boards around the rink.

- Painters started to paint the Olympic rink.

**Community Center**

**The Fitness Center:**

April	661 clients	135 County Employees	Day pass - 21
May	581 clients	93 County Employees	Day pass - 11
June	412 clients	95 County Employees	Day pass - 5

**Fitness classes:**

FitFun	43 participants	36 pay clients	7 Bay County employees
YogaFit (a.m.)	12 participants	9 pay clients	3 Bay County employees
YogaFit (p.m.)	12 participants	8 pay clients	4 Bay County employee
Fit in 30	6 participants	5 pay clients	1 Bay County employees
Chair Yoga	Meets Tuesdays 60 clients and Thursdays 40		
Cardio Drumming	11 participants/April no class May and June		
Open Badminton	44 participants / April no Badminton May and June		
Open Volleyball	22 participants/ April no Volleyball May and June		
Youth drop in	41/ April 30/ May 9/ June		

**Rentals:**

We had every Saturday booked with at least two of our four spaces rented for showers, and meetings.

We closed on Sundays in May and have remained open on Saturdays for the summer. The rooms were rented every week-end in April and May and June.

**Pickleball :** We have 32 intermediate and advanced participants. Have 12 new players in the beginners group. Total of 44 people in the program. I have expanded the Pickleball days to 5 days per week with emphasis on skill level for certain days of the week.

I continued with beginner pickleball lessons through June 13. I will continue lessons in the fall.

Many rentals in the small gym for baseball in April. The batting cage was rented to 14 teams throughout April.

**Division on Aging:** They use the small gym for Shuffleboard (Thursdays) and Badminton (Thursdays) we added Corn Hole toss on Monday afternoon. Senior Olympic banquet held in the small gym.

**Men's Basketball Spring league:** Large gym (April, May)

**Co-ed Volleyball league:** Large gym (April, May)

**Pool:** Opened June 19. The weather has not been very good for our season. Numbers are down due to frequent rainy days. Mr. Carbary has donated \$3000 for our free Thursday program.

**Summer Recreation:** We began our camp on June 19. As of this date we have 210 campers. That is 15 up from last year! And we are off to a great start!

**Canteen:** Rented two weddings in June, and two graduation parties. Department on Aging has expanded their meal site to Tuesday, Wednesday, and Thursday.

**Horse Stalls:** Three renters. Cristen has taken over most of the responsibility for rentals.

**Merchants Building:** County auction held on June 22.

**Extra activities:** Peer 360 Recovery and Neighborhood Resource Center invited me to teach Yoga to their counselors as part of a conference day. I taught one in May and one in June. McLaren/ Hampton Home Care donated flowers for the Community Center. They planted and paid for them. It looks beautiful!!

### Golf Course

- Opening Day - April 24<sup>th</sup>
- 100 Memberships purchased for 2017
- 33 Leagues Established (Monday - Friday)
- 896 Golfers scheduled for league play
- New roof on Pro Shop
- New toilets in Pro Shop
- New toilets in outside restrooms
- New countertop in Pro Shop
- New countertop in Pro Shop restrooms
- Painted outside restrooms
- Upgraded road side sign
- New picnic tables in pavilion area
- New rough mower purchased