



REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2020

The following reports for the 2nd quarter of 2020 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Assisted with planning an upcoming adoption event with Animal Services.
- Participated in a social media broadcast for a can drive at the animal shelter.
- Worked with staff in Animal Services, Veteran Affairs, and Bay County TV regarding reopening and schedules as a result of COVID-19.
- Reinstated the volunteer dog walking program.
- Helped in transferring animals for spaying / neutering.
- Approved and coordinated various animals to be transferred to rescues to increase the probability of an animal to be adopted.
- Initiated 2020 MVAA grant items including advertising, and vans for the transportation program.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Assisted Animal Control Officers on calls / investigations.
- Continued to work on my Animal Control Officer certification.
- Met and discussed various Soldiers / Sailors Relief items and plans with staff.
- Tested and transported the second round of 6 dogs for the dog training program with the Saginaw Correctional Facility.
- Observed monthly visits by a local veterinarian, Dr. Francke from Bay Animal in which various dogs and cats are evaluated and vaccinated.
- Planned and implemented work adjustments due to the COVID-19 outbreak.
- Attended monthly zoom Bay County Commissioner meetings.
- Evaluated and planned for an alternate truck with the breakdown of a truck in the Animal Services fleet.
- Evaluated various dogs at the Animal Services building for possible adoption.

Animal Control

The Shelter took in 100 cats and 57 dogs and 1 rabbit for a total of 158 animals.

- 1 cat and 33 dogs were claimed by their owners.
- 39 cats and 26 dogs were adopted.

- 1 cat and 6 dogs were euthanized per owner's request.
- 2 cats and 3 dogs euthanized due to aggressive behavior or illness.
- 4 dogs and 24 cats were transferred to other shelters and rescues

Field Activity: Officers went out on 559 calls this quarter, which include the following:

- 67 Animal Bites
- 42 Investigations of Cruelty, Neglect, or Abandonment
- 175 Loose and Aggressive
- 85 Barking

- We are promoting our adoptable animal on the various websites, Face book, Petfinder.com, Youtube, Instagram, Twitter, etc. We now have our own Facebook page. 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.

- Due to the COVID 19 Pandemic the shelter was shutter to the public. We did post our pets online and managed to do parking lot adoptions to people during this time. Our intake and adoptions were greatly reduced due to the Pandemic but we did get dogs and cats out of the shelter into forever homes.

- We are now preparing for when the state lifts the moratorium on evictions on renters who have not been able to pay their rent. We are expecting to see an increase of animals coming into the shelter since pet owners will not be able to take care of or take their pets with them.

Veterans

During this quarter we assisted 1 veteran with car repairs. The office was closed to the public due to Covid-19.

County Veteran Service Officer

	Phone Calls	Fax/ Emails	Gulf War	Vietnam	Korea	World War II	Other/ PeaceTi me	Widow/ Other
APR	83	35	3	12	0	3	2	1
MAY	78	40	7	3	0	4	2	3
JUNE	116	29	8	24	6	1	3	12
TOTALS	277	104	18	39	6	8	7	16

Please note: The office was closed to the public during this quarter until Jun 8, 2020. Numbers indicate any veterans assisted and not veterans that visited the office until that date.

Transportation

	VETS	MILEAGE	VOLUNTEER HOURS
Ford Van	23	1143	117
Town & Country	20	971	83.75

Red Chrysler Van	0	0	0
Silver Chrysler Van	0	0	0
TOTALS	43	2114	200.75

Please note: Transportation only assisted with Chemo treatments and other types of necessary trips to the Saginaw VAMC. The Saginaw VAMC was not seeing regular appointments during Covid.

	Michael O.	Derek T.	Dan W.	Kelly S.
JUL	0	4	7	4
AUG	0	5	4	4
SEPT	3	4	4	1
TOTALS	3	13	15	9

County Burial and Markers:

Veteran	Spouse	Markers	No Wartime
30	12	18	7

CENTRAL DISPATCH 9-1-1

Radio

- **800 Radios** - Programmed 800 MHz radios for Animal Control, Sheriff Marine Patrol and Coast Guard.

Personnel

- Stephanie Thompson successfully completed the dispatcher training program.
- Developed an online interview process in response to COVID19 pandemic
- Sally McCaffrey retired on May 4, 2020. Sally has been with Bay County 911 for thirty years.
- Two new employees began the dispatcher training program.
- 9-1-1 adjusted several training processes to allow for social distancing; 9-1-1 also added additional monitors and other equipment to allow for proper social distancing while training.

Technology

- **CAD Sharing Project**- Met virtually with New World and Sanilac to begin outlining the CAD sharing project implementation. Corporation Counsel reviewed the New World CAD Sharing agreement. The next step is to review Sanilac’s considerations and then come a consensus.
- **Criticall Software** - Implemented the online version of Criticall dispatch testing software.

Administrative

- **Auburn Towing** - Auburn Towing sent a letter stating that they are closed for business officially. We updated our CAD mapping to change the boundaries for wrecker service
- **HVAC System Project** - We are working with B&G to schedule installation. The project is on hold due to COVID-19 restrictions.
- **Grant** - 9-1-1 received approval from the Board of Commissioners for a TAC Grant. The grant is for call handling equipment. This grant will allow us to submit for funds

through a federal grant to purchase new equipment. The deadline for the grant is May 31, 2020.

Operations

COVID-19 -

- Developed several policies and procedures in response to the COVID-19 pandemic.
- Digitized the workflow of several 9-1-1 products, including FOIA requests and data prosecutor requests.

CORPORATION COUNSEL

- Opened new matters, reviewed contracts or provided legal opinions to:
 - Animal Services
 - Department on Aging
 - District Court
 - Environmental Affairs & Community Development
 - Finance
 - Health Department
 - Housing Department (CRA)
 - Information Systems Division
 - Mosquito Control
 - Personnel and Employee Relations
 - Recreation and Facilities
 - Retirement Board
 - Sheriff
 - Transportation Planning
 - Treasurer
 - VEBA
- Attended Board of Commissioners meetings via Zoom
- Attended Retirement Board meetings via Zoom
- Attended VEBA Board meetings via Zoom
- Participated in multiple MHT Housing conference calls/meetings regarding Bay County Housing Department (Center Ridge Arms) with representatives of HUD, MSDHA and MHT representatives
- Research, review and attend multiple meetings with commissioners regarding millage possibilities, ballot placement and millage language.
- Multiple meetings/contacts with constituents regarding constituent concerns.
- Multiple meetings with Health Department, Emergency Manager and various department heads regarding contingency planning, COVID-19 response and planning procedures.
- Attended multiple Incident Management Team meetings regarding COVID-19 Pandemic
- Attended multiple meetings regarding workforce reengagement
- Assisted the County Executive by drafting various correspondence and memos
- Provided legal opinions and guidance on employee/personnel issues

- Coordinated and reviewed sales contract addendums and worked with local relator regarding property listing of Bay County Market and Restaurant
- Received, reviewed and responded to various subpoenas (Sheriff's Office - 1, Central Dispatch - 2)

Current Litigation

- Filed Treasurer's Petition for Foreclosure
- Reviewed and responded to various correspondence in opioid litigation matter, submitted Purdue Pharma Bankruptcy claim
- Jason Holsapple v. Bay County
- Kolu Stevens v. Bay County
- Delores Proctor, et al v. Bay County (class action)
- Thomas McDonald, Jr. (Worden Bankruptcy) v. Bay County
- Top Shelv. Worldwide bankruptcy
- Estate of Cater bankruptcy matter
- Thomas A. Fox v. Bay County (class action)

Risk Management

- Received & filed various incident report forms
- New MMRMA Claim Submissions:
 - Department on Aging Vehicle Accident, Claim No. 2001572
- Current Claim Processing:
 - Department on Aging vehicle accident, Claim No. 2001572
- Coordinated and processed 3 Notary Bonds with MMRMA

Freedom of Information Act (FOIA)

- Processed and responded to 169 FOIA requests.
- Coordinated with the following offices and departments to complete FOIA responses:
 - Animal Services & Adoption Facility
 - Central Dispatch 9-1-1
 - Health Department

- Prosecutor's Office
- Retirement Board
- Sheriff's Office
- Treasurer's Office

Conferences/Seminars/Trainings/Special Events

- Attended Virtual State of Michigan U.S. Census Complete Count Committee Meetings

CRIMINAL DEFENSE

- 74 total case appointments for the month of March.
- 19 total case appointments for the month of April.
- 21 total case assignments for the month of May.

MIDC Compliance/Changes due to COVID-19

- As new policies were put in place by the county and due to the state of emergency - essential functions continued allowing some individuals to work at home and some to come into work.
- Our office had to work within the constraints of the Local Administrative Orders and Michigan Supreme Court Orders when determining what type of hearings will proceed and in what format.
- Things that were not emergency hearings were adjourned until the Supreme Court gave guidance and orders allowing for hearings to be conducted via Zoom.
- Our office and the Courts worked to find a way for our clients to have access to the justice system while adhering to orders of not allowing people in the courthouse.
- Our office is constantly adjusting to accommodate new procedures being adopted to protect the health of the public while allowing access to the justice system.

Office of Assigned Counsel

March 2020 Arraignments

- 160 District Court Arraignments
- 8 Circuit Court Arraignments

April 2020 Arraignments

- 42 District Court Arraignments
- 5 Circuit Court Arraignments

May 2020 Arraignments

- 44 District Court Arraignments
- 1 Circuit Court Arraignments

MIDC Compliance Progress/Covid Changes

- Due to Covid-19, Local Administrative Orders and Michigan Supreme Court Orders, the procedures for arraignments had to be adjusted dramatically. Due to the closure of the courthouse, arraignments were limited for a period of time to in-custody arraignments on Monday, Wednesday and Friday only.
- As procedures changed, in-custody arraignments are now allowed to proceed Monday - Friday.
- Adjustments had to be made to accommodate the attorneys speaking with the in-custody clients via polycom or phone.
- Office staff had to collect and distribute information differently in order to limit any person-to-person contact.
- Working with the courts, a procedure has been put in place to hold arraignments with clients who are not in-custody via Zoom. This will begin in the middle of July.

ON AGING (DOA)

- **See Attached**

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

The following are highlights during the 2020 second quarter for the director of the Environmental Affairs & Community Development Department. All department functions were maintained during the quarter while following Covid-19 guidelines and regulations. Activities included:

- **Pandemic Protection Planning** - From early in the quarter Laura continued to work closely with both Mosquito Control and Gypsy Moth programs to develop comprehensive Pandemic Protection Plans (PPP) for the safety of staff that would be working on previously scheduled aerial spray chemical treatments during Stay Home Stay Safe order. Both treatment operations (MC & GM) had been deemed Essential to occur during the Governor's lock down order and involved on-site, in person coordination by staff with a variety of different contractors, bulk chemical receipting and staging, site calibration with pilot applicators as well as the potential for close contact/interaction with the public during and after treatment(s). Thus the need for early safety planning was critical to protect staff and required the review of past routine practices for appropriate new adaptations in order to mitigate staff exposure to the novel Covid-19 virus.
- Covid-19 Risk Awareness documents were developed to ensure the new onboarding 30 seasonal staff returning to Mosquito Control were both aware of the risks of working during the Stay Home order and the mitigation practices needed to be practiced during this time. This documentation was important to be able to demonstrate the County had done its due diligence to reduce exposure and to fully inform and protect these new staff persons working in the field on Essential operations during the Stay Home order. Laura received very positive feedback from the MC and GM staff saying

Services
April -- June
2020

Bay County Department on Aging Services for Seniors - 2Q20

Home
Delivered
Meals

56734

Congregate
(Activity Center)
Meals

1073
COVID

Commodities
Boxes
Delivered

510

Many of our services were closed in April and most of May due to the COVID Pandemic. However we continued to serve those 60 years and better Meals, assisted with Personal Care, essential shopping and Commodity delivery.

Mission Statement:

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

Transportation
(# of rides)

0 COVID

Volunteer
(Hours)
250

Caregiver (Hours) : **91.5**

Case Coordination (Hours): **1424**

Homemaking
(Hours)
924.5

Personal Care
(Hours)
420.5

New Elder
Abuse Cases
Served

3

Special
Event
Eligible
Meals

COVID

Health & Wellness Classes

Bay County
Department on
Aging's.

Special Events

Activity Centers were
closed during

Dining Center Activities

this time due to the
COVID Pandemic.

Curbside Meal Pick-up
started 6/8/2020.

Participants very happy
to have this service
again.

- that the PPP developed and put in place early were beneficial and provided seamless transition when the County Response Team Plan was rolled out.
- The technology upgrades for our department (iPads, laptop computers, new phone system, etc.) helped to keep our department running well and kept the lines of communication open through the Covid-19 pandemic. Personal Protective Equipment (PPE) items were procured for office and field staff operations including vehicles. Laura also worked with staff to develop re-engagement strategies for office including cleaning schedules, specific staff needs, and proper sanitization of county vehicles. Staff was informed that the Board of Commissioners had set up a Covid-19 Response Fund that is separate from the regular budget, explaining that this fund is for Covid-19 related purchases only. Staff was informed about the importance keeping accurate records for any Covid-19 related purchases. Laura helped distribute the PPE Packets from the Health Department, Mosquito Control required additional PPE Packets for seasonal staff.
 - Laura outlined the protocol for staff returning to the office and reporting twice a day on the Covid-19 Symptom & Test Tracking for Bay County Workers website.
 - **Work Share Program** - Laura coordinated with staff on the Work Share Program on how or if it would work for the department. Ultimately each program volunteered to participate in the Work Share Program at 40% reduction with Mosquito Control opting for 20%. Staff changed voice mail messages and response email messages to reflect the temporary new department hours due to the furlough.
 - **Environmental Affairs & Community Development Staff Meetings** - Staff have continued to attend monthly meeting via Mitel Phone Meetings to maintain social distancing during the Covid-19 pandemic. The monthly meetings were a great way to answer staff questions and share information about the Covid-19 new work protocols and on-going work activities.
 - **Linwood Scenic Access Point** - Laura worked with Fraser Township to develop and application to the DNR Trust Fund for the Linwood Scenic Access Site Improvement project. Bay County was awarded grant funding for the project from the Saginaw Bay WIN and Fraser Township has a Community Foundation grant. Additional funding was needed as the original plan and budget called for the re-use the existing rip rap and concrete at the site. However, the EGLE is requiring the use of new quarry stones for the site or steel seawall. Laura has been working on the permitting for this project however most state and federal offices were closed.
 - **Hampton Township Finn Road Park Signage** - Consistent with expanding and promoting Hampton Township's economic recovery as a Coal Impacted Community, Laura has been working with Hampton Township to coordinate new (State required) public signage at Finn Road Park. She has recommended expanding the technical aspects of the interpretive signage for Bird Watch and Water Trail, to a more Place Based regional marketing message. Proposed signage will now promote Hampton Township's location on the US Continental Midwestern Bird Migration Corridor as well as the statewide connection to the Saginaw Bay Blueways Coastal kayaking trail with premier access in Bay County's Hampton Township.

- **High Water Levels in Bay County** - Participated in several coordinating meetings with our communities regarding the high water levels in the Great Lakes and impacts to the shoreline. People are losing property due to the high water levels, and the water keeps rising. This is a very serious issue for Bay County that Emergency Managers are working on funding assistance with state and federal officials.
- **Center Ridge Arms Environmental Review** - Laura was requested to undertake the Environmental Review for the Center Ridge Arms activities in compliance with HUD and MSHDA requirements. She was able to identify several key elements that were needed and went through the process to be accepted and registered for HUD's online Environmental Review system, HEROS.
- **Electronic Recycling Collection for Earth Day with Bay City** - Earth Day turned 50 on April 22, 2020. The first Earth Day was held back in 1970 and is credited with launching the modern environmental movement. Traditionally the City of Bay City, Bay County, and Bay County Townships coordinate to provide special recycling events for our residents. Laura worked with Tim Botzau of the City of Bay City to coordinate two E-Waste collection events to provide electronic recycling collection in Fraser Township and Hampton Township. Unfortunately, the spring recycling events, including E-waste collection had to be cancelled due to the Covid-19 pandemic.
- **Arbor Day- The Value of Trees** - While the events planned to celebrate Arbor Day on April 24th were cancelled due to the pandemic, we wanted to make sure that we got the message out about the importance of recognizing the economic and aesthetic value to trees in our yard and community. We placed a link to the National Tree Benefit Calculator site to help people plug in local tree features the calculator will provide costs benefits the tree provided, in energy use reduction from shade, cooling, air quality, storm water retention, etc. The National Tree Benefit Calculator can be found on the Gypsy Moth Suppression Program main webpage.
- **State-Wide Recycling Conference** - The State-wide Recycling conference was to be held in Bay City at the DoubleTree this year. The conference was originally scheduled for spring, but has now been moved to late October. Laura prepared and submitted a nomination for Tim Botzau, City of Bay City Parks & Sanitation Manger, for an award at the State-wide recycling conference for the work he has done to improve recycling in Bay City. Tim and Laura routinely work on ways to coordinate and share resources to provide better recycling options throughout Bay County.
- **Kawkawlin Township Revolving Septic Loan project** - Laura has been working with a homeowner from Kawkawlin Township to get the paperwork necessary to proceed with the Revolving Septic Loan Project. Draft mortgage documents have been completed and sent for Corporation Counsel Review. Document signing is expected to take place in July.

Geographic Information Systems (GIS)

During the second quarter of 2020, the staff of the GIS Program continued all program operation while following Covid-19 guidelines and regulations. Activities included:

- Coordinated with Health Department to create a GIS based dashboard for COVID-19 reporting to the public.

- Continued maintenance on 9-1-1 GIS data for New World System CAD Map and Intrado Software.
- Developed new “Closest Wrecker” maps for 911 Dispatch.
- Assisted Equalization Department staff with GIS editing capabilities by training them on parcel editing procedures and best practices
- Continued maintenance and update of the Fetch GIS Mobile Application for First Responders.
- Participated in the State of Michigan’s Police NG911 Point Addressing Subgrant Program.
- Maintained data for the Bay Area Fetch Viewer.
- Completed GIS Data and Map Requests at an estimated cost of:
 - \$220.00 to Private Sales
 - \$986.00 to County Dept./Div.
 - \$30,618.21 to City/Townships
- Attended three monthly MiCAMP Board Meetings.
- Continued GIS assistance to the Bay County Gypsy Moth Program to assist their field collection and reporting process.
- Participated in one Bay County Hazard Mitigation Advisory Committee Meeting.
- Continued creating maps for the Bay County Hazard Mitigation Plan (18 .pdf maps in total).
- Attended various learning/collaborative training webinars:
 - *GIS Tools, Templates and Free Resources for COVID-19*
 - *Imagery: Deep Learning Made Easy*
 - *Esri Webinar - ArcGIS Field Apps: An Overview Webinar*
 - *9 Ways Drones Can Empower GIS for State Agencies & Local Governments*
 - *3DGIS: How to Build One Using Imagery & Lidar*
 - *Rethink Your Imagery & Lidar Management*
- *Esri Webinar - Overview of Learning Resources*

Gypsy Moth Program

During the second quarter of 2020, the staff of the Gypsy Moth Program continued all program operation while following all Covid-19 guidelines and regulations. Activities included:

- May 27, 2020, treatment to control outbreak level populations of Gypsy Moths was done on a 381 acre woodlot in Gibson Township. There were ideal weather conditions so treatment started at 6 A.M. and was complete by 6:35 A.M. Program staff observed the treatment from the ground and was also able to monitor the planes progress using flight following software on the iPad as treatment happened.
- Pre and post treatment monitoring was done on the caterpillars throughout May and early June to accurately time treatment operations and evaluate treatment success. First hatch was noted on May 13, 2020 with peak hatch being reached on May 18th. The majority of the caterpillars (68%) were in 2nd instar on the day of treatment. Again, ideal for treatment success. Prior to treatment, staff were able to find well over 100 caterpillars in 15 minutes, the day following treatment, staff was only able to find 6 caterpillars in the same area after 1 hour of searching. By the following week, only one caterpillar was found in the treatment area, a 99% reduction in caterpillar finds.

- A formal defoliation survey was done on June 17, 2020 and showed that the trees experienced less than 15% defoliation due to caterpillar feeding, this along with the caterpillar population reduction noted in earlier monitoring indicate that treatment was about 90% effective.
- Many other areas of Michigan are heavily infested with Gypsy Moth and have experienced up to 100% defoliation in some areas. Fortunately, Bay County’s proactive treatment program that treats expanding gypsy moth populations before they cause damage continues to be effective in stopping defoliation in Bay County caused by Gypsy Moths.
- The location of trapping sights used to monitor for gypsy moths during the summer has been updated and traps will be deployed in July.

Emerald Ash Bore

- Kinnucan Tree Experts and Landscape Company fulfilled their third consecutive year of contracted ash treatment work for the program, and finished the entire process in less than 5 full days, June 15th to 19th. The applicators mentioned how well the trees were able to uptake the chemical injection this year with no major issues or concerns occurring during treatment. The applicators followed all of the program’s protocol for dealing with COVID-19.
- The applicators gave us great feedback again this year, letting us know how well the Arc Collector Mapping Program worked, as well as how well organized the program had everything for them, and how overall it was a pleasure to complete this job for us.
- Tree statistics include the following:

Number of Trees Treated	968
Total cumulative Diameter at Breast Height (DBH)	15,728 inches
Biggest tree (DBH)	66 inches
Smallest tree (DBH)	4 inches
Average size of a tree (DBH)	16.25

- Treatment cost is based on the size of each tree or Diameter at Breast Height (DBH). Each tree was measured in late summer of 2019 by program staff and again by the applicator just prior to treatment. During this time the trees grew an average of 1.5 inches in DBH which means an increase in overall costs however this is offset by additional ecological and economic benefits associated with larger trees.
- The trees will be evaluated in August 2020 to confirm the continued success of the ash tree treatments that are designed to protect them from EAB for a three year period.

Community Outreach/Educational Programs

- Treatment notifications were made in the Bay City Times, on the County Website, Bay County TV, and the Bay County Facebook page for both treatment operations. In addition, information about the treatment operations was sent directly to property owners where treatment would occur, i.e. officials in charge of the ash trees such as township supervisors, city staff, school superintendents and staff as well as each individual property owner in the gypsy moth treatment area.
- 911 and other emergency agencies were also notified prior to treatment.
- April was Invasive Species Awareness month so news items were posted on the county Facebook page to highlight the importance of invasive species and what can be done to safeguard our area.
- 2020 has also been declared International Year of Plant Health so additional information was posted in conjunction with this declaration.
- Arc Collector and Arc GIS Online once again were used during our 2020 Ash Tree Treatment Operations with great success.
- Program staff is also currently working on using Arc Pro in combination with ArcGIS Online to create our 2020 Male Gypsy Moth Trapping Map, as well as creating a heat map which displays our 2019 Gypsy Moth Egg Mass Monitoring data in a way that is easy to report out to the general public.

Michigan Green Schools

During the second quarter of 2020, staff of Bay County Michigan Green Schools has been busy with the following activities:

- Awards and recognition were not presented at this time due to the Covid-19 Pandemic. Certificates, flags and patches were received from the State Coordinator at the end of June.
- Schools were sent information priming them for participating in the Michigan Green Schools Initiative for 2020-21.
- Energy saving information and Grant application information was passed on to participating schools as information became available.

Mosquito Control

During the second quarter of 2020, the staff of the Mosquito Control Program continued all program operation while following all Covid-19 guidelines and regulations. Activities included:

- The unprecedented global impact of COVID-19 continued to be a focus as we began and ended the second quarter
- Most of our staff continued to work from home (per Governor Whitmer's Executive Orders) at least until our spring aerial treatment program began in early/mid-April. At

that point wearing face masks and social distancing were the norm.

- COVID-19 logistics for operating the facility, interacting with staff, and interacting with the public were developed and put into place. Protocols were adjusted in accordance with the GEOs.
- Attempts to begin aerial treatment on April 13 were delayed due to unfavorable weather conditions (wind). It took 11 days to complete the aerial treatment due to several weather delays. Treatment for 2020 was completed on 52,434 acres of flooded woodlots. Overall treatment results were successful with over 85% mortality in test sites.
- The EGLE Scrap Tire Grant contract was signed providing funding up to \$8,000 towards two scrap tire recycling events hosted by Mosquito Control this summer. The first tire drive on May 30 at Mosquito Control was a success with 1,005 tires collected. Drivers were instructed to drop tires onto a pile themselves to maintain social distancing. Staff members were on hand to help if needed.
- STEM-based mosquito presentations provided to first grade students in the Bay City Public Schools, Bangor Schools, and Pinconning Area Schools were cancelled this year due to COVID-19. These presentations typically include information about the mosquito life cycle, habitats, diseases, and surveillance tools. Students also visit hands-on stations to learn about aquatic insects through crafts, puzzles, and games.
- Seasonal staff interviewing/hiring continued well into June
- Four training sessions were held for all 31 seasonal employees on May 13, May 18, June 2, and June 24. The last two training sessions were set up for brand new employees. These training sessions covered COVID-19 adaptations, PPE, new protocols, proper pesticide application requirements, integrated mosquito management, Bay County work rules, and the various job functions at Bay County Mosquito Control.
- Due to COVID-19 restrictions on the Michigan Department of Agriculture and Rural Development's certified pesticide applicator examination for new employees, accommodations were made for our new Trainer, Kristy, to test new applicators at our facility on June 2 and June 24. Test results were mailed to MDARD.
- In addition to accommodations made to the program due to COVID-19, heavy rains that fell on May 17-18 caused a wide-spread mosquito hatch, flooding, and road closures.
- Experienced seasonal staff began work on May 14. Larviciding crews began with training and treatment of standing water in roadside ditches, catch basins, flooded fields and flooded woodlots. No private property inspections to check standing water

for mosquito larvae were performed without prior approval of residents. We encouraged residents to contact BCMC to schedule yard inspections. If a resident scheduled a yard inspection, a technician always called prior to arrival.

- Larviciding shifts worked overtime for a week responding to flooded habitats to limit emergence of adult mosquitoes.
- The start of adulticiding (fogging for adult mosquitoes) was delayed due to excessive rains/flooding/road closures so began on May 26. Some crews worked overtime hours to combat adult mosquito emergence.
- Early June saw the treatment of approximately 14,000 catch basins throughout Bay County with naturally-occurring bacterial products.
- The treatment season began rainy, but by mid-June, hot, dry conditions prevailed and counts of the floodwater mosquito *Aedes vexans* were quite low; however, the cattail marsh mosquito *Coquillettidia perturbans*, began to increase especially along the Saginaw Bay corridor.
- Outreach through the media was conducted regularly - discussing aerial treatment and Mosquito Control's response to local flooding (at the same time Midland County experienced dam failures); the Bay County Facebook page has been regularly used to provide outreach to residents on Mosquito Control activities; the Mosquito Control website is updated weekly with adult mosquito surveillance data and West Nile virus data.
- As of June 30, nearly 2,000 mosquitoes have been sent to MSU for testing of West Nile virus, St. Louis Encephalitis, and Eastern Equine Encephalitis disease presence; results are pending.
- As of June 30, 2 birds have been tested in-house with the Vector Test for testing of West Nile virus presence with 0 testing positive.
- Our Biology department is performing a new product field trial in order to determine product efficacy for possible inclusion into our treatment program

Transportation Planning Division

During the second quarter of 2020, the staff of the Transportation Planning Division continued all program operation while following Covid-19 guidelines and regulations. Activities included:

- Held three BCATS Technical Committee meetings and three BCATS Policy Committee meetings.
- Approved 13 Amendments/Administrative Modifications to the BCATS FY 2020-2023 TIP.

- This totaled \$7,698,122 in Federal, State, and Local funding for road and transit projects in the Bay City Urbanized Area.
- Approved FY 2021 Unified Work Program (UWP) through the BCATS Policy Committee.
- Attended MDOT 2021 Safety Target Setting Coordination Session virtually.
- Attended two TAMC Coordinator’s Conference Call meetings.
- Attended two monthly MTPA meetings virtually, via ZOOM.
- Attended one MTPA Education Subcommittee Meeting virtually, via ZOOM.
- Attended two Community Economic Development Strategy (CEDS) Committee meetings hosted by EMCOG.
- Attended one monthly JobNet Technical Committee meeting via phone.
- Continued development and collaboration of transportation and GIS with new virtual public engagement apps, dashboards, surveys, and web-maps, showcasing BCATS activities and information.
- Continued work on updating the BCATS Non-Motorized Transportation Plan.
- Attended 19 learning/collaborative training webinars:
 - *Keeping Your Agency Connected at a Distance: A Webinar on Remote Work Tools*
 - *What’s New in Roadsoft?*
 - *ITS4US Complete Trip Webinar 6: Privacy, Security, and Open Data Tickets*
 - *SEMCOG SEMU Webinar: The Economic Impacts of COVID-19*
 - *There’s No Tool Like Curbs: The Powerful Mobility Tool Every City Already Has*
 - *Virtual Public Engagement in the Time of Covid-19 Webinar*
 - *Webinar: Dynamic Streets, Curbs, and Sidewalks in COVID-19*
 - *Transportation Cybersecurity: Understanding Risks and Creating a Culture of Security*
 - *Title IV Training Webinar (MTPA/MDOT)*
 - *Road to Recovery Webinar: Carmen Bianco (CEO of New York City Transit)*
 - *How Disruptions to Our Transportation System Can Impact Food Supply*
 - *Transportation Asset Management for Local Officials Webinar*
 - *Road to Recovery Webinar: Rob Britton (Transportation Crisis Communications Expert)*
 - *Local Agency Balance Report (LABR) Overview/Training Webinar*
 - *Road to Recovery Webinar: Jennifer Aument (Private Sector Infrastructure Development)*
 - *Road to Recovery Webinar: The Federal Role in Transit’s COVID Recovery*
 - *AMPO Legislative Update Webinar*
 - *Road to Recovery Webinar: How Human Decision-Making Will Affect the Post-COVID World*
 - *Eno Center for Transportation: Empowering a Resilient Transit Workforce*

EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2021 Assessment Roll.
- Compile and update parcel Principal 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.
- 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 2021 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting/Budget

- Retirement & Veba Zoom Meetings
- Monthly Retirement funding for Retiree payments
- Met with IT Manager daily/weekly to determine Covid 19 computer issues
- Worked on 2019 External Financial Audit - Rehmann
- Worked with Midland County and our Drain Office on Waldo and Branch Drain project Bonds
- Participated in bi-weekly State of Michigan Treasury and Municipal League Covid-19 and Revenue Webinars & Updates
- Participated in Zoom Board Meetings - Full Board
- Participated in Daily/Weekly IMT Calls during Pandemic
- Participated in Weekly Center Ridge Arms calls with MHT
- Participated in Cred Card RFP Process
- Worked on reporting Covid Grants and reported quarterly expenditures
- Continued to work on County Audit and new GASB 84 compliance

- Worked on multiple year Transportation Planning Audit
- Worked on Health Department, Veterans, Housing Fund and Division on Aging Departments Personnel Budgets for 2021
- Worked with Probate Court Child Card, Environmental Affairs, Clerks on 2021 budget
- Trained new people regarding budgeting, Accounts Payable, Generating Reportings using the Financial Software
- Attended webinar on Economic Development & Cares Act Funding
- Met with payroll regarding VEBA & Retirement contributions for 2021

Purchasing

Began COVID Pandemic Emergency Purchasing

- Sourced PPE and sanitizing products.
- Set-up new vendors to supply needed items.
- Created a tracking system for all COVID related purchases.
- Discussed, with the Health Officer, best options for the various PPE and sanitizing items needed for County Departments.
- Worked with Buildings & Grounds Supervisor to coordinate deliveries, storage and distribution of COVID supplies.
- Reviewed Federal Government requirements concerning pandemic purchasing.

Purchase Orders Issued: 86 (quarter), 280 (annual)

Trainings

- Webinar: Force Majeure & Emergency Situations
- Class: Contracting with Federal Funds - Advanced
- Webinar: Developing a Sustainable Purchasing Program: Embedding Sustainable Considerations & Best Practices into Procurement
- Webinar: Facilitating Strategic Outcomes Through Enhanced Relations with Suppliers and Internal Stakeholders
- Webinar: Digging into the Data: How COVID-19 and Remote Work Impacted Procurement
- NIGP Interactive Discussion: Mitigating Supply Failures During Future Widespread Emergencies

Other Items

- Prepared journal entries for credit card allocation.
- Assisted various departments and vendors with purchasing questions and COVID purchasing procedures
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal.

Information Systems Division

- Provided Help Desk support to all Departments and kept the network stable and available for over 80 employees to work from home.
- Worked with 911 and Sanilac County with a consolidated 911 system involving multiple counties as an ongoing project.

Total Help Desk Tickets Closed: 931

HEALTH**Administration**

Major items to note during this period include:

1. The Bay County Health Department has fully mobilized its staff, and resources to respond to the current COVID-19 pandemic. The Health Department has investigated over 300 confirmed cases of COVID-19 during this time frame.
2. The Bay Community Health Clinic has currently suspended most inpatient visits and has incorporated telemedicine to the extent that is possible.
3. The Environmental Health Division continues to implement the mapping project of all septic and wells in Bay County. The mapping project has also been extended to include opioid mapping and mapping of known COVID cases for epidemiological purposes.
4. The Health Department is working to extend testing services throughout the county during the current crisis.
5. MiCommunity Dental Centers (MCDC) has commenced operations with 6 chairs and opened in May 2020.

Meetings/Trainings attended by Health Officer:

- Twice weekly meetings with Leadership of the Michigan Department of Health & Human Services regarding the current pandemic
- 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 or teleconference
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Michigan Health Improvement Alliance (MIHIA) - General Board Meeting (May)
- Michigan Health Improvement Alliance - Population Health Working Group (Monthly)
- My Community Dental Centers (MCDC) Advisory Council (June)
- Regional Perinatal Coalition Planning Team (Monthly)
- Saginaw Bay MST (Microbial Source Tracking) Group - (Monthly)
- Incident Management Team Weekly

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. Staff assists families to navigate the medical, health insurance and educational world of the child with medical special needs. These services promote optimal functioning for the child and family.
- The program employs two FTE nurses and one 0.5 FTE clerical. Remaining MDHHS mini-grant funds from FY19 have been extended to use in FY20. A new CSHCS Parent Liaison has been hired and CSHCS outreach duties began in January 2020.

Communicable Disease (CD) Division

- The main emphasis for this quarter has now switched to COVID-19. The Communicable Disease Division has 3 fulltime PHN working on pandemic issues in the department. In addition to COVID-19 cases, the CD nurses have investigated over 100 reportable disease cases this quarter.

Personal Health Family Planning Clinic

- The Personal Health Family Planning (PHFP) Clinic is a Title X Clinic that provides sexual and reproductive health and contraceptive services to woman, men and teens. Client receives both contraceptives and STD services. Staff currently includes 1 FTE nurse, clerk and a FP Coordinator, and 2 contracted Nurse Practitioners who each work one day a week in the Clinic. Due to the pandemic, the Personal Health Family Planning Clinic has resumed operations at this time albeit limited, curbside services.

HIV/AIDS Testing & Outreach

- Due to the pandemic, the Personal Health Family Planning Clinic has curtailed operations at this time and have transitioned to limited, curbside services. Rapid HIV testing is available by appointment at the BCHD free of charge. Clients seen in the Personal Health Family Planning or Bay Community Health Clinic, can receive same day Rapid HIV testing if the HIV nurse is available, otherwise these clients schedule an appointment with the HIV nurse. Serum HIV testing is always available in the clinics.

Hearing and Vision Program

- The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools. Children who do not pass the screening are referred for medical care. Technicians follow up on referrals to assure children receive medical care. Due to the pandemic, the Hearing and Vision Program has curtailed operations at this time due to the shutdown of schools.

Childhood Lead Program

- Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) is the MDHHS system to report on blood lead levels for all children in Michigan. It assists the local health department (LHD) by identifying children in their jurisdiction who have an elevated blood lead level (EBLL) ≥ 5 mcg/dl and need further medical care.
- BCHD continues to implement of the Local Childhood Lead Poisoning Prevention Grant to fund the activities of the Bay County Childhood Lead Program. Funding allows a lead trained PHN to follow up on all reports of capillary EBLL by providing education and guidance over the phone. Children who have a confirmed venous EBLL ≥ 5 mcg/dL are offered PHN case management in the form of a home visit. These visits are provided regardless of insurance coverage.

Maternal Infant Health Department (MIHP)

- Due to the pandemic, the Maternal Infant Health Program has curtailed operations at this time and have transitioned to limited, curbside services and televisits. MIHP is a voluntary program to promote healthy pregnancies and good birth outcomes for pregnant women and infants with Medicaid Health insurance.

Immunizations

VACCINE	COUNT
TB Test	3
Hep. A. Adult	13
Hep. A. Peds	5
Hep. A./Hep. B	0
Hib	6
HPV	9
Flu	0
PCV 13	7
Rotavirus	2
Dtap	5
Dtap/IPV	2
MMR	3
IPV	2
Td	0
Tdap	19
Varicella	1
Dtap/Hep. B/IPV	4
PPSV 23	1
Meningococcal MCV4	9
Zoster	8
Hep. B. Peds	0
Hep. B. Adult	3
MMRV	8
Rabies	0
DT	0
MenB.	9
TOTAL	119

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	NA	Parcels Evaluated	13
Mobile, Vending, & STFU Inspections	NA	On-Site Sewage Disposal & Tank Permits Issued	5
Temp. Food Est. Inspections	NA	Alternative/Engineered Sewage Systems Approved	4
Follow Up Inspections	NA	Failed System Evaluations Conducted	3
Plans Received for Review	NA	Sewage Complaints Investigated	1
Plans Approved	NA	Well Permits Issued	8
Consumer Complaints Investigated	NA	Abandoned Wells Plugged	16

Cremation & Disinterment Permits Processed

April	NA
May	NA
June	NA

WIC - Women, Infants and Children ProgramBay City and Pinconning Clinics

COVID-19 has affected WIC services in both negative and positive outcomes. Monetary redemptions at local grocers were down as families have been hesitant to go out to purchase WIC foods. USDA has put waivers in place enabling WIC to continue services to all eligible families via remote services without having to physically come into the office, as well as assisting with delaying some appointments. Our overall participation in WIC has increased, however new referrals have had a slight decrease.

- Quarterly WIC redemptions generated to local grocery stores totaled \$294,799.
- 119 referrals received to WIC from the MDHHS MIBridges portal. Of those referrals, 53 families enrolled.
- Community Outreach was done each month via WIC webpage and social media due to COVID-19. Over 300 WIC brochures were given to McLaren Bay Region for pregnant and post-partum patients.

WIC Staff & WIC Breastfeeding Staff Activities

April

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (Amy Cianek, Sarah Tackebury, Michelle Wynne, Beth Cushway & Amy Revette)
- IS-00100.c Introduction to Incident Command System FEMA (Karen Mika)
- IS-00200.c Basic Incident Command System for Initial Response FEMA (Karen Mika & Beth Cushway)
- IS-00700.b An Introduction to the National Incident Management System FEMA (Sarah Tackebury, Amy Cianek, Beth Cushway, Karen Mika & Kristina Doyle)
- IS-00800.c National Response Framework, An Introduction FEMA (Kristina Doyle, Michelle Wynne, Sarah Tackebury, Amy Cianek, Amy Revette, Beth Cushway & Karen Mika)
- State of Michigan COVID Conference Call (weekly) Amy Revette

May

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (All Staff)
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- State of Michigan COVID Conference Call (weekly) Amy Revette
- WicHealth.Org Academy Training Series (Karen Mika & Kristina Doyle)
- Systemic Racism (Karen Mika)
- CCS Continuity of Care (Kristina Doyle & Laura Gehrman)

June

- WIC Staff Meeting (All Staff)
- BCHD Staff Meeting (All staff)
- State of Michigan COVID Conference Call (weekly) Amy Revette
- BFPC Meeting (Tracy Metcalfe, Charissa Loeffler, Kristina Doyle & Amy Revette)
- Bay Area Breastfeeding Coalition Meeting (Kristina Doyle, Charissa Loeffler, Tracy Metcalfe)

- Regional Breastfeeding Coordinator Meeting (Kristina Doyle)
- State of Michigan Breastfeeding Workgroup (Kristina Doyle)
- Lactation Education Resource Webinar (Kristina Doyle)
- Great Lakes MotherBaby Café (Tracy Metcalfe)

Acronyms

WIC=Women, Infant and Children
 BFPC=Breastfeeding Peer Counselor
 BCHD=Bay County Health Department
 CCS=Client Centered Services

Bay County Health Department and Pinconning Clinic

	Breastfeeding Lactation Consultant	Breastfeeding Peer Counselors	Breastfeeding & Infant Feeding Classes	Certification	Priority Certification	Re-certification	Infant Evaluation	Child Evaluation	Nutrition Care-Registered Dietitian	Individual Education	Online Education	Walk-In Education	Project FRESH	TOTAL
April	17	144	0	5	104	152	15	36	8	44	361	38	0	924
May	10	132	0	3	113	139	8	19	28	27	246	34	0	759
June	6	135	0	1	115	133	2	19	19	18	312	22	22	782

**Note: Due to COVID-19 Bay City and Pinconning Clinic closed to appointments for in office appointments. USDA approved all Certification appointments could be done via telephone.*

HOUSING

Housing Director Activities

- Current occupancy is at 98%
- Resident Meetings are limited due to COVID.
- Monthly drawdowns from ELOCCS, \$32,202
- Weekly staff meetings via Zoom.
- 19 PHA repositioning Skype conferences with Detroit Field office.
- 16 HUD E-learning.
- Several MHT/Conversion meetings.
- Weekly expeditor meetings.
- New camera system installed.
- Audit Complete.
- Executive Compensation Survey completed for HUD.
- Completed 2020 5 year action plan.
- MHT/State of Michigan conference calls and meetings for Stream Line Conversion.
- Update Pro-Forma per MHT.
- KEM-TEC Environmental Review Phase 1 completed.
- Daily meetings with residents of CRA.
- Several building inspections with architect's.

- Closed all common areas due to COVID.

Admissions and Occupancy Specialist Activities

- 6 Recertification appts and inspections
- 1 move in
- Monthly payables.
- Met with several residents to discuss tenant concerns.
- Completed annual UPCS inspections for 6 apartment units with maintenance staff.

Maintenance Activities

- Work orders completed in both common areas and apartment units that are deemed urgent.
- Routine maintenance and janitorial duties completed.
- Generators serviced (monthly).
- CSD1 testing completed on all boilers.
- Mowed lawn weekly.
- Apartment overhaul on 1 unit.
- Fire panel testing completed.
- Work with OTIS to fix A Car elevator.
- Replace one unit air Conditioner.
- Truck maintenance completed.
- 7 day a week sanitization and cleaning.

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

- Distributed food commodity boxes, Mid-Michigan Community Action Agency to 92.
- Primary job is to act as liaison from staff to the residents.
- Coordinated 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
- Several meetings with staff.
- Working day by day with the Director to improve facility functions.
- Coordinated 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:
- Assistance with Personal/Family Needs:
- Update calendar in front of office, if needed, with new activities not posted yet.
- Post Flyers on our Community Board in the Lobby (keep this board up-to-date).
- Put on Meetings, Clinics and informative sessions for life events.
- Project Fresh.

- Attended several meetings with outside area agencies.
- Thanksgiving Dinner.
- Christmas Dinner.
- Carolers in to surprise residents.
- Secret Santa.
- Working with DHS on bringing awareness to residents who may need assistance later in life.
- Meetings with Director to help bring in new events for residents of CRA.

JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.
- Average daily population was 8.05 for this quarter. Reduction in census is due to COVID-19 restrictions. The facility is developing a plan to have new youth quarantined and tested prior to entering the general population.
- Average daily population for out of county youth was 6.25. The Juvenile Home housed residents from other counties for a total 569 days this past quarter, totaling to \$87,057 in revenue for the County. Total out of county reimbursement as of 6/30/20 is \$186,507.00
- The total reimbursement from MDE for implementing the School Nutrition Program this quarter was \$4690.42. Total reimbursement from MDE as of 6/30/20 is \$11,795.58.
- The facility experienced 2 resident restraints in the last quarter. In the incidents there were no injuries to residents or staff.
- Director developed protocols consistent with Governor Order and CDC guidelines to aid in preventing the spread of the COVID-19 virus.
- Director met with Supervisors on 5/26 and 6/2.
- Employees received training on the COVID-19 protocols for the facility.
- The Director attended the following:
 - Michigan Juvenile Detention Association Quarterly Meeting (via Zoom).
 - Child Welfare Leadership Meetings weekly with the State of Michigan(via Microsoft meeting)
- **As of March 16, 2020 all programs that require face to face contact with youth ended due to Governor Order in response to the COVID-19 pandemic. Virtual**

options have been developed and continue to develop.

- Employees and youth are following the BCJH COVID-19 Response Plan which includes sanitizing throughout the day as per the BCJH COVID-19 Response plan. All employees and youth wear masks, wash hands and watch distance to remain at least 6 feet apart.
- Bay Arenac Intermediate School District provided limited curriculum for youth. YDWs researched educational programming for the youth. Crafts and creative activities.
- Forgotten Youth Ministries implemented a virtual program weekly for youth.
- Bay Arenac Behavioral Health (BABH) has ceased services due to COVID-19 restrictions.
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- The Health Department immunization clinics has been postponed due to COVID-19 restrictions.
- The Great Lakes Bay Dental Bus provided has been postponed due to COVID 19 restrictions.

Community Corrections

- AOD Testing and treatment groups ceased at the jail on 3/16/20 due to COVID19 restrictions. Testing resumed again on 6/10/20, but no treatment groups as of yet. BOC voted to apply for grant on 5/12/20. CCAB voted on Grant Application 5/28/20 and submitted to State on 5/29/20. All meetings for Comm Corr have been conducted by Zoom. All utilization for programs has taken a negative hit from COVID19 restrictions.

Program Numbers (10/01/2019 - 5/31/20)

Program Name	Number of New Enrollees
Pretrial Services	166
Outpatient Treatment	70
Cognitive Change	25
Opiate Specific	8
Education/Employability	8

- At a rate of \$67.28 daily for housing offenders, these 5 programs combined have saved the county \$278,674 thus far, by supervising offenders in the community with treatment and offering education and SUD treatment in the jail. These programs assist with jail overcrowding and bed space utilization as well.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 19% or below, that is the goal for 2020. We met the goal for 2019 at 20% for PCR. Bay Co will continue to try and keep the prison commitments low by utilizing the treatment programs funded through PA511 and other resources.

- Throughout this quarter, the Manager has attended Drug Treatment Court Team meetings and TRICAP Board Meetings. The Manager also hosts the CCAB meetings with Community Corrections board members to approve all reports and address any issues.

MSU EXTENSION

- **No Report Submitted.**

PERSONNEL & EMPLOYEE RELATIONS

Personnel

- Staff worked remotely as well as rotated in the office to continue the hiring process for summer seasonal mosquito control and the golf course and other positions.
- Tiffany attended many webinars and worked numerous hours on the Workshare program to furlough employees as a cost saving measure to the County.
- Tiffany attended webinars on FFCRA and Emergency Sick Leave.
- Tiffany attended meetings and worked on the re-engagement plans for the County.

Payroll/Benefits/Retirement

- Filed and paid all monthly and Q1 2020 payroll taxes including MESC, 941 and Michigan state withholding.
- Processed and distributed Payroll through the Pandemic shutdown/working remotely and rotating in the office as well as through the furlough.
- The 401K meetings were put on hold during the summer months of the Pandemic.
- Worked with auditors to provide any requested payroll/benefits items and resolve any outstanding questions
- Educated employees/retirees on benefits
- Processed retirements remotely by mail and email during the shutdown.
- Attended webinars on FFCRA.

Wellness

- Step Challenge #1 continued into April with 22 employees participating.

PUBLIC DEFENDER

There were a total of **77** new criminal cases opened during the quarter.
The break down is listed below:

Assigned Criminal Matters

Mr. Mannikko was assigned **18** new felony files.

There were **44** new misdemeanor files assigned to:

Mr. Hetherington: **24**

Mr. Mannikko: **7**

Mr. Bonnell: **13**

There were **3** new felony violation of probation files assigned to:

Mr. Mannikko **1**

Mr. Hetherington **2**

There were **2** new misdemeanor violation of probation files assigned to Mr. Hetherington.

Probate Matters

There were **10** new Delinquency cases assigned to Ms. Caprathe.

Several of the open Neglect cases were reassigned due to Ms. Fitzgerald transitioning to the position of Referee within the Probate Department.

Training

No training was attended due to the State of Emergency declared by Governor Whitmer.

RECREATION & FACILITIES

During the 2nd quarter of 2020, 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:

- Acted as the lead PIO for the Bay County Health Department. This took up a majority of the quarter. Included COVID-19 Employer Preparation, covid informational meetings and briefings, IMT meetings.
- Deciphered the Governor's Executive Orders. Closed and Opened programming as appropriate by the order
- It was decided that the Summer Recreation Program and the Pool would not be able to open due to the pandemic and the executive orders
- Golf Course had to work through some specifics in order to open. Golf Course had a strong opening.
- Civic Arena was closed down. Both sheets of ice came out.
- Pinconning Park was able to open to camping on June 3rd.
- Essential staff started a rotational program for safety and ability to maintain the county infrastructure.
- Staff started the furlough program, staff was reassigned to other roles when their building or programs were cancelled.

Buildings and Grounds

- Set up interviews and hire season help.
- Order Port-a-Jon for Euclid Linear Park.
- Strat spring cleanup.
- Replace bumper blocks in lots
- Sweep curbs, spray curbs and lots for weeds.
- Fertilize grounds and spruce up Vets park for baseball season.

- De-winterize fairgrounds dump station and Dog park.
- Spray curbs and lots for weeks, fertilize grounds
- Spruce up vets park for baseball season
- Docks in at Pinconning Park
- Remove RVs from storage check lots and walks for pothole and trip hazards.
- Tour tax homes for boarding up and lawn maintenance.
- Replace torn flag and clean up the Monument.
- Plan flowers in pots and county building back side walk flower bed.
- Spray weeds around crubs and walks.

Community Center

The Fitness Center:

Due to the current Corona Virus pandemic the fitness center was closed.

Fitness Classes: Due to Corona virus only a limited number of outside classes were able to be held. Punch cards were used or a drop in of \$3 for each class. 6' Social distancing and face masks if participants felt more comfortable.

Fit in 30 9:30a - 10a Monday and Wednesday
 YogaFit 9:30a - 10a Tuesday
 Total participants for all classes - 54

Daily class sizes varied:	Fit in 30	20 participants
	Yogafit	15 participants

Summer Recreation Program: Canceled due to Corona Virus.

Pool: Closed due to Corona Virus.

Community Center Room Rentals: Rentals canceled and refunds issued due to Corona Virus.

PICKLEBALL: Canceled due to Corona Virus. Indoor sports currently on hold.

Canteen: Refunds issued. But did have a graduation party held with 6' social distancing and masks.

Merchant Building: Boat and RV Storage ended April 28. Due to the Corona Virus we could not take the boats out of storage until May 7.

Golf Course

- Numerous Irrigation Pump House Upgrades:
 - Valve system rebuild
 - Installation of all new intake lines
 - New Control Panel
- Refurbished irrigation pond refill station on Arms Road
- Hosted 12 Large outings with approximately 80-100 players in each
 - Gained 2 new outings