



REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2024

The following reports for the 2ND quarter of 2024 are presented to the County Executive:

ADMINISTRATIVE SERVICES

Animal Control

From April 1st to June 30th, 2024, the Shelter took in 139 cats, 178 dogs, 5 rabbits, and 3 guinea pigs for a total of 325 animals.

- Owners claimed 0 cats and 75 dogs.
- There were 35 cats, 21 dogs, and 5 rabbits adopted.
- Euthanized per owner's request were 25 cats and 50 dogs.
- Euthanized due to aggressive behavior, or illness were 10 cats and 7 dogs.
- There were 21 dogs and 3 cats transferred to other shelters and rescues

Field Activity for the 2nd quarter as follows: Officers went out on 695 calls, this quarter, which include the following:

- 150 Animal Bites
- 78 Investigations of Cruelty, Neglect, or Abandonment
- 235 Loose and Aggressive
- 99 Barking
- We are at full capacity with both dogs and cats. We are working with other shelters & rescuers to move animals out of the shelter but unfortunately all municipal shelters, private shelters, and rescues are all dealing with the same issue of full capacity. Even the Humane Society of Bay County has had to stop their TNR Program for feral cats due to staffing issues with both HS and with All About Animals. Neither can find staff to help implement the program, by sterilizing the cats. We are seeing an increase in dumped dogs all over the county. Saginaw Animal Control is past full capacity, and it is believed that the dogs that Saginaw can't take are being dumped in both counties due to the location of Saginaw's new shelter. We have an emergency pantry of pet food for pet owners, which the public donates to. We are seeing a dramatic increase in people asking for pet food for their pets.
- We are promoting our pets on various forms of social media platforms, we still have dogs out at the Prison going through training, and Blue Star pulled the dogs for their training program for disabled veterans.
- We had a free vaccine clinic in May, for the Bay County Residents to be able to receive a free rabies vaccine and a free distemper vaccine for dogs and cats, The vaccine

clinic was sponsored by Mitten Mutts Rescue. Bay Valley Animal Hospital's Dr. Elizabeth Hairderer was gracious to volunteer her time to administer the vaccines, two hundred and eight animals were vaccinated. We are hoping to be able to do another vaccine clinic in October of this year.

- We are going to be part of the Empty the Shelter Event in July which is for three weeks. We did an Empty the Shelter Event in May & adopted a total of fifteen dogs & cats during the event. We did an adoption event with Gephart Funeral Home, on June 8th in their parking lot. This was the second year we have done this event. Gephart asked if we could see about getting several other shelters or rescues, which we did. Saginaw County Animal Control, Sanilac County Humane Society, and Mitten Mutts Rescue. Adoptions fees were cut in half & with each adoption Gephart paid each shelter the other half of the adoption fee. We adopted ten cats and dogs out to the public that day.

Veterans

Emergency Relief Fund

During this quarter we saw 34 veterans. There were 5 veterans that did not meet criteria of program (too early). 7 of the 35 veterans who received food and/or gas cards returned their receipts.

(17 Food Vouchers, 20 Fuel Vouchers)

| Assistance Provided | Amount |
|---------------------|-------------------|
| Food | \$1200.00 |
| Gas | \$500.00 |
| Heat/Furnace | \$0.00 |
| Water/Sewer | \$0.00 |
| Bay City Utilities | \$3612.65 |
| Consumers Energy | \$0.00 |
| Car Repair | \$0.00 |
| Bus Passes | \$20.00 |
| Rent/Mortgage | \$1044.00 |
| Home Repair | \$0.00 |
| Other (Propane) | \$ 0.00 |
| | |
| Total | \$6,687.09 |

Transportation

| | VETS | MILEAGE | DRIVER HOURS |
|-------------------|------------|-------------|--------------|
| Ford Van | 40 | 1442 | 80 |
| Red Chrysler Van | 78 | 2665 | 162 |
| Grey Chrysler Van | 56 | 2192 | 82 |
| | | | |
| TOTAL | 178 | 6093 | 386 |

County Markers and/or Burial Benefits:

| Veterans | Spouses | Markers | No Wartime |
|----------|---------|---------|------------|
| 16 | 10 | 3 | 4 |

Michigan Veterans Trust Fund (MVAA/MVTF) Applications

| Local Board | | MVFT | | |
|-------------|-------------|------------|----------|-------------|
| Approved | Disapproved | In Process | Approved | Disapproved |
| 0 | 0 | 1 | 0 | 0 |

County Veteran Service Officer - see attached.

CENTRAL DISPATCH 9-1-1

Operational Performance:

- **Call Volume:** We experienced a 9.6% increase in call volume compared to the previous quarter, reaching 43,659 total 911 and administrative calls. This increase can be attributed primarily to warmer weather, the beginning of festival season and some significant severe weather events.
- **Staffing:** We continued to focus on recruitment and training efforts to address the growing demand for dispatchers. Two individuals successfully completed their training during the quarter, bolstering our team and ensuring we can effectively respond to increasing call volumes and new technological advancements.
- **Technology:** We successfully implemented the lamresponding integration, allowing us to share real-time caller location information with agencies using the app. This has significantly enhanced our ability to provide accurate and timely information to first responders.

Key Initiatives:

- **Generator Upgrade and Testing:** We successfully installed a new natural gas generator and conducted load tests, ensuring its functionality during power outages. This upgrade was critical for maintaining continuous emergency communication services in the event of unforeseen power disruptions.
- **Public Awareness Campaign:** We continued to engage in public awareness campaigns, aimed at increasing public knowledge of the proper use of 911, improving community preparedness for emergencies, and educating the public on how the dispatch center operates.
- **Training and Development:** Our commitment to professional development remained strong throughout the quarter. We invested in a variety of training programs to ensure our team is equipped with the latest knowledge and skills. Two staff members advanced their skills by completing Emergency Medical Dispatch (EMD) training, with one achieving full certification and another successfully recertifying. Our team also participated in a range of specialized training programs, including the Tyler Connect

Bay County FY 2024

| Relationship | |
|--------------|-------------|
| Veteran | 1769 |
| Spouse | 385 |
| Other | 52 |
| Total | 2206 |

| War Era | |
|--------------|-------------|
| WWII | 76 |
| Korean War | 137 |
| Vietnam War | 830 |
| Gulf War | 622 |
| Peacetime | 213 |
| Total | 1878 |

| County | |
|--------------|-------------|
| Bay | 1831 |
| Saginaw | 31 |
| Midland | 31 |
| Arenac | 6 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| Other | 46 |
| Total | 1945 |

| Claims Activity | Q1 | Q2 | Q3 | Q4 | FY 2021 |
|--------------------------------|------------|------------|------------|-----------|------------|
| Federal Burial Allowance | 8 | 10 | 5 | 0 | 23 |
| Clothing Allowance | 0 | 0 | 0 | 0 | 0 |
| Survivors Pension | 8 | 5 | 7 | 0 | 20 |
| Death Indemnity Compensation | 4 | 9 | 7 | 0 | 20 |
| Educational Claims | 0 | 0 | 0 | 0 | 0 |
| Non-Service Connected Pension | 8 | 3 | 3 | 1 | 15 |
| Special Adapted Automobile | 0 | 0 | 0 | 0 | 0 |
| Special Adapted Housing | 0 | 0 | 0 | 0 | 0 |
| Service Connected Compensation | 71 | 54 | 86 | 9 | 220 |
| Additional Forms Completed | 82 | 83 | 76 | 4 | 245 |
| Total | 181 | 164 | 184 | 14 | 543 |

| Support Services | Q1 | Q2 | Q3 | Q4 | FY 2021 |
|--------------------------------------|------------|-----------|------------|-----------|------------|
| Michigan Veteran Trust Fund | 0 | 2 | 3 | 0 | 5 |
| Soldiers/Sailors Relief Fund | 28 | 16 | 32 | 3 | 79 |
| County Burial Allowance | 51 | 35 | 32 | 2 | 120 |
| Home Loan Certificate of Eligibility | 0 | 0 | 0 | 0 | 0 |
| CHAMPVA | 0 | 1 | 2 | 0 | 3 |
| Healthcare Enrollment | 20 | 8 | 18 | 2 | 48 |
| Other Support Services | 20 | 21 | 28 | 6 | 75 |
| Total | 119 | 83 | 115 | 13 | 330 |

| Appeals Process | Q1 | Q2 | Q3 | Q4 | FY 2021 |
|---------------------------|-----------|-----------|-----------|----------|-----------|
| Supplemental Claims | 31 | 18 | 23 | 3 | 75 |
| Higher-Level Reviews | 2 | 5 | 8 | 1 | 16 |
| Board of Veterans Appeals | 2 | 1 | 2 | 0 | 5 |
| Total | 35 | 24 | 33 | 4 | 96 |

| Other Activities | Q1 | Q2 | Q3 | Q4 | FY 2021 |
|-------------------------|------------|------------|------------|-----------|----------------|
| Personal Interviews | 0 | 0 | 0 | 0 | 0 |
| File Reviews | 158 | 158 | 119 | 18 | 453 |
| Claim Status Checks | 83 | 94 | 67 | 16 | 260 |
| Total | 241 | 252 | 186 | 34 | 713 |

| Forms | Q1 | Q2 | Q3 | Q4 | FY 2023 |
|----------------------------------|------------|------------|------------|-----------|----------------|
| Sent to VA | 24 | 23 | 19 | 2 | 68 |
| Sent to VSOs (AL, DAV, VVA, VVA) | 166 | 143 | 158 | 12 | 479 |
| Total | 190 | 166 | 177 | 14 | 547 |

| Demographics | Q1 | Q2 | Q3 | Q4 | FY 2023 |
|----------------------------------|-----------|-----------|-----------|-----------|----------------|
| Aging and Elderly Veterans (70+) | 69 | 44 | 49 | 5 | 167 |
| Female Veterans | 7 | 3 | 4 | 1 | 15 |

If you have a female veteran over the age of 70 each should be counted, once for age and once for gender, if a person fits both

Conference to stay current with technology and best practices related to our CAD system and the Homeland Security Conference to gain insights into emergency preparedness and response strategies for complex events.

Strategic Planning:

- **CAD Upgrade:** We are in the process of planning and implementing a major upgrade to our Computer-Aided Dispatch (CAD) system in partnership with our vendor, Tyler. This upgrade will enhance functionality, improve data management, enhance integration with other systems and improve the user interface. We anticipate a smooth transition process with minimal disruption to operations.
- **Fireworks IAP Review:** We successfully developed and implemented a comprehensive Fireworks Incident Action Plan (IAP) for the recent fireworks festival. This plan involved a thorough review and update of the previous plan, as well as a meeting with key stakeholders to ensure coordination and communication were optimal.

Key Developments and Initiatives:

- **USCG Operational Changes:** The USCG is no longer operating at 24 hours, nor providing primary search and rescue from the local station. The recent changes in USCG operations have led to the Sheriff’s office taking a more active role in coordinating water-based rescue efforts. We are actively involved in the development of a regional water rescue response under the Marine Patrol Division, ensuring a coordinated and effective response to emergencies on the water.
- **Mental Health Response:** The significant number of mental health patients involved in calls for service underscores the need for a collaborative approach to ensure the most effective and humane response. We are committed to working closely with the Mobile Response Team (MRT) to develop and refine protocols and procedures for handling these situations.

CORPORATION COUNSEL

OPENED NEW MATTERS, REVIEWED CONTRACTS, OR PROVIDED LEGAL OPINIONS TO:

- Animal Services
 - Board of Commissioners
 - Buildings & Grounds
 - Clerk
 - Department on Aging
 - Emergency Management
 - Environmental Affairs
 - Executive
 - Finance
 - Geographic Information Systems
 - Health Department
 - Information Systems Division
 - Land Bank
 - Mosquito Control
 - Probate & Juvenile Court
 - Prosecutor
 - Public Defender
 - Recreation and Facilities
 - Register of Deeds
 - Retirement Board
 - Sheriff
 - Treasurer
- Received, reviewed, and responded to various subpoenas:
 - Bay County Sheriff’s Office - 4
 - Juvenile Home - 1

- Central Dispatch - 1
- Attended Board of Commissioners meetings
- Attended Retirement Board meetings
- Attended VEBA Board meetings
- Attended multiple quadrant meetings with central service staff
- Multiple meetings/contacts with constituents regarding constituent concerns
- Assisted the County Executive by drafting various correspondence and memos
- Assisted the Board of Commissioners in drafting Resolutions
- Provided legal opinions and guidance on employee/personnel issues
- Attended meetings regarding the Bay County Community Health Center building
- Attended Bay County Building Authority Meeting
- Participated in meetings/hearings regarding Unfair Labor Practice (nurses)
- Participated in meetings regarding upcoming election with Bay County Clerk
- Provided legal guidance and review for Retirement Board Custodian Bank transition to Fifth Third Bank
- Attended meeting with Sheriff regarding body cam policies/controls and LEIN requirements

CURRENT LITIGATION

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ○ Drafted pleadings and participated in Treasurer foreclosure eviction hearings ○ Carrie Reinhardt v. Bay County ○ Pro Fab Co., Inc. v. Pincanna-Real Estate Grow, LLC, et al ○ Piotr Chrobak v. Bay County ○ Takesha Essex MDCR Complaint | <ul style="list-style-type: none"> ○ Estate of Alice Green v. Bay County ○ Tony Keller v. Bay County ○ Kolu Stevens v. Bay County ○ Delores Proctor, et al v. Bay County (class action) ○ Thomas A. Fox v. Bay County (class action) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BANKRUPTCY CASES

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ○ Rite Aid Chapter 11 claim ○ McDonald, Jr. (Mattison) v. Bay County ○ McDonald, Jr. (Anticliff) v. Bay County ○ McDonald, Jr. (Bauer) v. Bay County ○ McDonald, Jr. (A&E Harris) v. Bay County ○ McDonald, Jr. (Herber) v. Bay County ○ McDonald, Jr. (Stahl) v. Bay County | <ul style="list-style-type: none"> ○ McDonald, Jr. (Debates) v. Bay County ○ McDonald, Jr. (Pero) v. Bay County ○ Purdue Pharma Chapter 11 claim ○ Mallinckrodt Chapter 11 claim ○ McDonald, Jr. (Worden) v. Bay County ○ Estate of Cater Bankruptcy matter |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

RISK MANAGEMENT

- Received & filed 10 incident report forms
- New Claim Submissions:
 - BCSO vehicle damage, Claim No. 2401478
 - BCSO vehicle damage, Claim No. 2401878
- Current Claim Processing:
 - BCSO vehicle damage, Claim No. 2401046
 - BCSO incident, Claim No. 2303794

- Foreclosure Proceeds, Piotr Chrobak, Claim No. 2101176
- Foreclosure Proceeds, Estate of Alice Green, Claim No. 2101339
- Foreclosure Proceeds, Tony Keller, Claim No. 2101478

FREEDOM OF INFORMATION ACT (FOIA)

- Participated in multiple meetings regarding BCSO body cameras
- Conducted training for new JustFOIA users
- Processed and responded to **230** FOIA requests
- Coordinated with the following offices and departments to complete FOIA responses:
 - Animal Services & Adoption Center
 - Clerk's Office
 - Central Dispatch 9-1-1
 - Environmental Health
 - Finance Department & Purchasing
 - Medical Examiner
 - Prosecutor's Office
 - Retirement Board
 - Sheriff's Office
 - Treasurer's Office

CONFERENCES/SEMINARS/TRAININGS/SPECIAL EVENTS

- Participated in multiple JustFOIA webinar trainings - Jayson Hoppe, Nicole LaDouce
- Attended ICLE Labor and Employment Law Seminar - Amber Davis-Johnson, Heather Brady Pitcher
- Attended Bay County Bar Law Day Luncheon
- Attended Axon Admin training session - Amber Davis-Johnson, Jayson Hoppe, Nicole LaDouce
- Completed LEIN certification course - Amber Davis-Johnson, Heather Brady Pitcher, Jayson Hoppe, Nicole LaDouce

CRIMINAL DEFENSE

MARCH 2024 Appointments

Numbers not available for last quarter report

- 68 appointments

APRIL 2024 Appointments

- 66 Appointments

MAY 2024 Appointments

- 56 Appointments

JUNE 2024 Appointments

- Information not available yet

Goals Next Quarter:

Continuing Legal Education

OFFICE OF ASSIGNED COUNSEL

MARCH 2024 Arraignments

Not available last quarter

- 264 District Court
- 24 Circuit Court

APRIL 2024 Arraignments

- 264 District Court
- 18 Circuit Court

MAY 2024 Arraignments

- 202 District Court
- 29 Circuit Court

JUNE 2024 Appointments

- Information not available yet

Goals Next Quarter:

Preparing process to implement Grant for 2024-2025 State Fiscal Year new requirements

ON AGING (DOA)

- See Attached.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Mosquito Control

Hiring: The program hired up to 28 seasonal employees for the summer and held Training Sessions in May and June.

Spring Aerial Treatment: Water levels and larval density in woodlots were higher than in recent years for the start of treatment. Earl's Spray Service applied the granular insecticide *BTI* to over 52,434 acres of woodlots from April 9-18 with mortality rates post-treatment at a remarkable 95%. Weather conditions delayed the completion of the treatment due to numerous windy days. Warmer temperatures in April saw a slightly earlier start to the treatment with pupae occurring mid-month. A foot crew of 4 seasonal employees was brought on April 15 to assist in inspecting smaller tracts of woodlots not included in the aerial project, resulting in 15 additional acres of treatment.

Summer Treatment Season: The full crew of seasonal employees began May 9. While warmer temperatures prevailed in May, no significant precipitation events occurred resulting in little nuisance mosquito activity and allowed focus on permanent water breeding sites and extended residual treatments. The following projects were successfully accomplished in May: finished spring woodlot buffers for non-aerial tracts, completed extended residual treatments of tires, all catch basins in the County were treated, started 2-week interval treatment of ditches along the shoreline, trained all staff on mosquito habitats and began routine backyard inspections.

Nighttime fogging focused on northern portions of the County beginning the week of May 20 focusing on areas with woodlots where higher mosquito counts were noted. Treatment focused on those areas and shoreline areas through early June. Fogging treatment in many



Bay County Department on Aging

Services for Seniors - 2nd Quarter 2024

Home Delivered Meals

55,503

Congregate Meals

6023

Activity Centers

Commodities Boxes Delivered

270

All 5 of BCDOA Activity Centers remain open with Kawkawlin now open 3 days a week, and with the carry out meals no longer available, they still continue to grow and offer fun filled activities. Our Home Delivered Meals are still going strong and between the two we are serving 1300+ meals a day . We have 2 Full-time in our Homemaking Program that has helped lower our waiting list for this service, and Case Coordination & Support is, as always, very busy. Respite Care Services have restarted this year and is gaining momentum.

Department on Aging 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.

Respite (Hours)
138

Volunteer (Hours)
911

Caregiver (Hours) 152

Case Coordination (Hours) 2184

Homemaking (Hours)
2267

Personal Care (Hours)
728

Activity Centers Update:

Please check out our Wonderful Times Newsletter and all the happenings going on at DOA!

You can receive it through snail mail, email or pick it up at the Activity Centers!

Participants are happy with the programming at the Activity Centers along with visiting and chatting with friends again! For more information on our Activity Center programs and menu, please visit our web page to view the Wonderful Times Newsletter.

We are excited to announce that the Department on Aging Olympic Games 2024 are gearing up for this summer.

This will be one week of games open to those participants 55 years and better!

Packets will be going out first part of May. Please call the Department on Aging to get your name on the mailing list.

We hope to see you all there...

Let the games begin!!

southern parts of the County didn't occur until the week of June 17 due to low mosquito counts.

Data from May 9 - June 21, 2024:

- Number of catch basins treated: 18,532
- Number of individual property inspections: 2,236
- Number of miles fogged at night: 2,798
- Number of calls to request service for nuisance mosquitoes: 104
- Number of calls to request fogging for special events: 146

EGLE Scrap Tire Clean Up Collection: Mosquito Control's first scrap tire collection of the season collected 1,040 tires. This collection is funded through an EGLE Scrap Tire Cleanup Grant, with a second collection to be held August 3 at Fraser Township Hall.

Biology Department:

- Light Traps in the month of May collected 1,290 female mosquitoes, mostly spring *Aedes* species. As of June 24, June light traps collected 2,037 female mosquitoes, mostly the permanent water species *Coquillettidia perturbans* and *Anopheles*, as well as *Aedes* from spring flooded woodlots. These are higher counts from the previous year likely due to wetter woodlots in the spring and a warm May causing earlier emergence of summer mosquito species.
- CDC Traps in the month of May collected 1,438 mosquitoes, mostly species breeding in spring woodlots. As of June 25, CDC traps in June collected 2,833 mosquitoes, of which most were *Cq. perturbans*.
- As of June 25, there have been 14,565 female mosquitoes tested for West Nile virus, Saint Louis Encephalitis virus, La Crosse virus, Eastern Equine Encephalitis virus, and Jamestown Canyon virus. Three samples of mosquitoes have tested positive for Jamestown Canyon virus, coming from Beaver and Fraser Townships.
- The Hampton Bayfront trapping study begun in 2022 will continue this season to monitor treatment efficacy for the program's fall aerial treatment project near Finn Road Park. Ten CDC traps and 8 emergency traps are placed along the Saginaw Bay shoreline to survey populations of *Cq. perturbans* mosquitoes breeding in live cattail and phragmites habitats. Some traps are also placed in sites where the cattails and phragmites are dead or removed to compare mosquito activity. Since June 1, these traps have collected 15,895 female mosquitoes, of which 14,296 were *Cq. perturbans* and 277 were *Anopheles* species.
- **Fleet/Equipment:** All Ultra-Low Volume foggers were calibrated and droplets measured at the start of May; continued maintenance occurred on program trucks as well as billable repairs to Forest Sustainability and Animal Services vehicles; an additional Vortex TR, a truck-mounted granular insecticide applicator, was installed to

allow better penetration of insecticide into ditches with heavy vegetation; a new 3D printer is being well-utilized to create unique parts for traps and equipment; staff designed and created new bilge pumps to sample mosquito larvae.

- **Meetings/Trainings:** Staff are regularly involved with the Michigan Mosquito Control Association Board of Directors. All seasonal staff successfully completed MDARD applicator certification. Aside from an initial 2-week training period with the program, seasonal staff regularly participate in weekly trainings by full-time staff on a variety of topics including ticks, mosquito species, lone worker training, dog safety, spill clean-up, and emergency action plans.

EQUALIZATION

- **No Report Submitted.**

FINANCE

Accounting/Budget

- Prepared finalized, and issued 2023 Year End Audit & Financial Statements
- Attended Audit meetings with Auditor Rehmann
- Prepared 2025 Budget packages and sent to department to begin the 2025 budget process
- Prepared Quarterly Grant Reports
- Prepared Monthly Grant Reports
- Prepared ARPA Reports
- Fund reconciliations for Department on Aging and Health Department
- Worked with Veterans Services Department on their budget and grant applications
- Worked with Sheriff's Office and Corporation Counsel on various Road Patrol budgets
- Worked with a new software company called Debtbook to track and record journal entry transactions regarding capital leases and software subscriptions for Bay County's GASB 87 and GASB 96 reporting
- Worked with various departments on their 2025 budgets

Purchasing

Bids Prepared:

- RFP 2024-10 Sheriff's Office Inmate Medical Care Services
- IFB 2024-11 Department on Aging Meal Delivery Vehicle - Rebid
- RFQu 2024-12 Mosquito Control Geospatial Web-Based Data Management System
- RFP 2024-13 Opioid Settlement Funds Request for Funding Proposals
- RFP 2024-14 ISD Card Access Control - Rebid
- RFQu 2024-15 DOA Central Kitchen Remodel

Bids Issued:

- RFQu 2024-04 Forensic Pathologist
- RFQu 2024-06 Agent/Broker for Workers' Compensation Third-Party Administrator (TPA) Services and Excess Workers Compensation Coverage
- IFB 2024-07 Spongy Moth Aerial Spraying
- RFP 2024-08 ISD Card Access Control
- IFB 2024-09 ISD Managed Detection and Response Service
- RFP 2024-10 Sheriff's Office Inmate Medical Care Services
- IFB 2024-11 Department on Aging Meal Delivery Vehicle - Rebid

Bids Awarded:

- IFB 2024-01 Sheriff's Office Search and Rescue Patrol Boat
- IFB 2024-02 Sheriff's Office Search and Rescue Air Boat
- RFQu 2024-04 Forensic Pathologist
- RFQu 2024-05 Design-Build for a Community Health and Human Services Building Renovation and Construction Project
- IFB 2024-09 ISD Managed Detection and Response Service.

Bids Not Awarded:

- IFB 2024-03 Department on Aging Meal Delivery Vehicle
- RFP 2024-08 ISD Card Access Control

Purchase Orders Issued: 134 quarterly total; 294 yearly total.

Training Jessica Foss:

- Webinar: 041824 Increasing Vendor Participation.

Other Items:

- Working on various Housing Rehabilitation matters and processes.
- Working on various purchasing projects.
- Entered Credit Card Journal Entry.
- Bid Module usage process.
- Bid opening electronic process.
- Reviewing procedures for the following policies:
 - Travel Policy
 - Credit Card Policy
 - Purchasing Policy
- Prepared monthly invoices.
- Working on various purchasing projects.
- Held purchasing overview training for Clerk's Office
- Continued work on various projects related to Purchasing/ISD:
 - Closed 15 Information Systems Departments work orders through TRACK IT.
 - Assisted in roughly 20 purchases related to ISD.

- Entered and processed 36 requisitions for ISD this quarter.
- Assisted with bid openings:
 - Accepts and organizes bids received for the multiple bid openings
 - Recorded received bids
 - Disbursed accepted bids to internal stakeholders
 - Assists the Purchasing Agents by answering questions regarding bid process.
 - Reviewed and assigned “non-classified” vendors in the vendor database.
 - Worked on purchasing forms electronic distribution.
 - Assisted with invoicing and helped review vendor balances.
 - Worked with the Purchasing Agents on the Vendor Self-Serve project.
- Assisted various departments and vendors with purchasing questions/bid preparations.
- Met with vendors to discuss various issues.
- Continued work on various projects related to Purchasing:
 - Streamline vendor database (ongoing)
 - Reviewing procedures for vendor set-up and credit cards (ongoing)
 - Purchase Order Change Order Workflow (ongoing)

Information Systems Division

Projects Completed

- Clean Up Community Center Closet
 - Purchased a new cabinet for all the network equipment. Traced and labeled lines for Community Center, Department on Aging Riverside and security cameras.
- Replace Mobile Data Computers in Sheriff Vehicles
 - Purchased, configured and installed Mobile Data Computers (MDCs) in Sheriff vehicles. This is part of an ongoing initiative to replace aging equipment.
- Juvenile Home Network Update
 - Purchased, installed and configured new uninterrupted power supply for equipment at the Juvenile Home. Network lines were analyzed and labeled to better manage any equipment that requires a network connection.
- Secure Email Documentation
 - Analyzed options for secure encrypted email in the Bay County systems. Testing and documentation was made on the best way for users to send encrypted email.
- Sheriff Body Cameras
 - Worked with the Sheriff’s Department to install and implement body camera software to all computers in the Law Enforcement Center. Body Camera docking stations and network lines were installed and configured for the use of body cameras.
- Prosecutor - Video Redaction
 - Purchased and installed video redaction software for an additional staff member to redact and save videos.

- District Court - Credit Card Lexis Nexis
 - Worked with District Court and Lexis Nexis to change over credit card processing to be Lexis Nexis, the County wide credit card processing vendor.
- Phase Out POTS Lines
 - Analyzed, tested and cancelled plain telephone lines. The lines used for almost every department for faxing were upgraded to eGold Fax. This initiative saves the County thousands of dollars a year.
- Upgrade to OnBase 24.1
 - Installed, tested and implemented new OnBase software for the County document management solution.
- County Clerk Records Software
 - Installed and configured virtual systems for the County Clerk's new vital records software.

Additional Items Worked On

- Setup the 911 Command Trailer and configured geofencing around the park.
- Installed and configured new computers for multiple departments.
- Analyzed, researched and worked with vendors for 2025 budget.

Work Orders Closed in Quarter 2 of 2024

There were 1000 work orders closed in the second quarter. These include computer installations, software fixes and user issues.

HEALTH

Administration

Major items to note during this period include:

1. The County has awarded the bid for design and construction to Serenus Johnson for the Bay County Health and Human Services Center. During June, the County began the steps of finalizing the contract with Serenus Johnson and has begun preliminary discussions regarding design plans with the architects (WTA/MA) and its identified future collaborative agencies including the CAN Council.
2. In August, the Health Department with the United Way of Bay County and the Bay Arenac Intermediate School District will finally implement a Community Information Exchange (CIE) system for Bay County. The CIE project is designed to engage residents and consumers who are in need of referrals because of basic needs (food, transportation, housing, income, education, safety, etc.) and lessen the burden on individuals and families who must repeatedly apply for assistance. The project is also designed to lessen the amount of time that organizations spend with referrals and make these referrals timelier and more effective. Currently, a prototype of the CIE system has been introduced to the United Way of Bay County within a framework for the software with 2-1-1 of Michigan and the United Way of Michigan.
3. The Health Department, upon request from the Bay County Board of Commissioners completed a comprehensive needs assessment of the opioid crisis in Bay County. The report can be found on the [Health Department website](#) and is instrumental in providing guidance and structure to Opioid Settlement activities in Bay County.

Communicable Disease (CD)

The Health Department has continued active investigation into all reportable conditions in Bay County. In total, the CD department investigated and completed nearly 477 diseases this quarter. The Health Department has continued to provide free at home COVID tests to county residents. Staff nurses and management attended the annual Michigan Communicable Disease Conference in Lansing on April 29, 2024 and learned about various disease trends and testing requirements, case reporting, and statewide database updates.

Environmental Health

A total of twenty-one septic and fourteen well permits have been issued this quarter. Restaurant and temporary food inspections continue, with nearly 200 regular inspections, dozens of temporary and mobile units inspections completed at local fixed site food service establishments.

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. Individuals from birth to age 26 are eligible for this program. A child is invited to enroll whether they have private insurance or a Medicaid Health Plan. BCHD administers the program to 428 families from Bay County. Enrolling 30 new participants this quarter.

Immunizations

Immunization clinics are continuing and in total the program, 391 vaccinations were administered during this time period. The Health Department is working collaboratively with the Bay County schools and has begun spring/summer immunization clinics for children returning to school in Fall 2024.

Personal Health/Family Planning Clinic

The Personal Health Family Planning (PHFP) Clinic is a Title X Clinic that provides health and contraceptive services to woman, men and teens. Personal Health/Family Planning Clinic has provided services to 89 individuals during the quarter

Health Education

Eat Safe Fish Grant - Community Health Educator continues to conduct outreach on the MDHHS Eat Safe Fish Advisory within Bay, Midland and Saginaw Counties via some outreach events as well as distribution at various businesses and stakeholders.

BCHD has been awarded a grant through the Medical Marijuana Operations and Oversight Grant (MOOG), but the implementation of the grant has been held up because of legislative inaction in Lansing. The grant, when awarded, will focus on health promotion and publicity campaign via transit buses, social media platforms and outreach materials.

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 ensure children receive medical care. Total number of children screened for Vision: 538. Total number of children screened for Hearing: 590

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. In Bay County during this time, two individual investigations on elevated blood lead levels were done and these children were provided case management for elevated lead levels

Maternal Infant Health Department (MIHP)

The MIHP program completed 148 visits with clients this quarter through a combination of telehealth, office, and home visits. Of these visits, 25 were with new clients. In addition to the activities, the Health Department was able to begin a Breastfeeding Counseling and Outreach worker project that is deployed regularly at the OB floor at McLaren Bay Region. This position has provided education and referrals to the Health Department and throughout the community to 114 mothers, regardless of payor source.

WIC - Women, Infants and Children Program

Bay County WIC transition back to in person appointments continues to go well. In this last quarter, our participation remains over 93%, with service to over 2,000 clients. With families being seen in person, lead screening services are being offered.

JUVENILE DETENTION & CHILD CARE SERVICES

| | |
|--------------------------|----|
| Number of intakes | 38 |
| Number of discharges | 36 |
| Average Daily Population | 14 |

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.
- Supervisor position as been filled from within the facility
- One full time YDW position has been filled; One full time YDW retired, and one resigned this quarter
- Positions posted and interviews conducted 6/20 and 6/21
- Training continues for new employees
- School Nutrition Program Review 4/3 all day. There was one small finding regarding a count for snacks that did not match up. It did not affect any reimbursements. It just requires the next month's documentation to prove that the counts are entered correctly.
- The facility has accepted out of county youth this quarter generating approximately \$25,550 in revenue.
- The Director attended the following:
 - Bed Management Subcommittee which are no longer needed.

- Child Welfare Leadership Meeting 4/11; 5/9; 6/13
 - CCI Licensing Rules Focus Group 4/3 and 4/4/24
 - Discussion regarding Juvenile Home and the courts 4/16
 - MJDA Quarterly Meeting 5/3/24
 - MJDA Administrator Conference 5/1, 5/2
 - Detention Subgroup Committee meeting 4/18; 5/16; 6/20
 - Juvenile Justice Partnership Committee meeting 4/25; 6/27
 - Consolidation Appropriations Act- JJ Facility Discussion 5/20
 - UIA Claim phone call 6/10
- Director has completed employee evaluations in compliance with CCI Rules
 - The Director continues to manage the School Nutrition Program that provides monthly reimbursement for eligible breakfasts, lunches and snacks for youth. Which generated approximately \$8,190.33 in reimbursements for eligible meals for this quarter
 - Staff meetings
 - Facility projects include:
 - Installation/replacement of windows 6/4
 - Installation of doors 7/15
 - Parking lot has received new asphalt 4/24-4/29
 - Commercial Washer and Dryer installed and operating staff doing all laundry with youth assistance when possible 6/26
 - Information Systems completed wiring and cable clean up on server room moving network lines and switches 6/24 - 6/28
 - New mattresses purchased and delivered 5/31
 - Bay Arenac Intermediate School District has been on site for the regular school year until June 14 with the education program for the youth. On June 24th they started a limited schedule for summer school program through July 31st. There is also a mindfulness program and a representative from the Rock Youth Center provided by the ISD.
 - Forgotten Youth Ministries continue meetings with youth on a monthly bases. There is a hybrid of different churches providing online services.
 - Bay Arenac Behavioral Health (BABH) continued services for youth including Tele Health and medication reviews. Liaison reports to the facility to meet with youth weekly
 - MSU Extension has resumed meetings with youth on various life skills

- The contracted medical provider met with youth on a variety of issues and maintained medication management for residents.
- The Health Department continues to implement immunizations to eligible youth. Last clinic was on 6/6/24.

MSU EXTENSION

- **No Report Submitted.**

PERSONNEL & EMPLOYEE RELATIONS

Personnel

- Personnel staff posted 28 jobs for multiple vacancies throughout the county.
- Personnel Director addressed grievances
- Personnel staff has continued onboarding for summer seasonal hiring for Mosquito Control, Buildings & Grounds, Pinconning Park, the Golf Course and the Community Center including scheduling all pre-employment health screenings
- The Personnel Director collaborated with various departments regarding employment matters
- The Personnel Director attended an online hearing pertaining to an unemployment issue
- The Personnel Director attended MPELRA one-day Seminar
- The Personnel Director has been working on updating several county policies for Board approval
- The Personnel Director participated in the interview process for the Animal Control Officer position
- The Personnel Director attended the Department on Aging managers meeting to review FMLA and S&A Benefits
- Personnel staff processed a total of 16 FMLA, 5 Sick & Accident, and 3 Paid Parental Leave requests
- Personnel Director finalized and obtained board approval on the Sexual Harassment Policy and Complaint Investigation Procedure and the policy was distributed to employees

Payroll/Benefits/Retirement

- Filed and paid all monthly and Q1 2024 payroll taxes including MESC, 941 and Michigan state withholding
- The Payroll/Benefits Supervisor worked on and finalized the calculations for the Health Insurance premiums for the July 1, 2024, to June 30, 2025, term.
- The Payroll/Benefits Supervisor worked on and finalized the calculations for Retiree Health Insurance premiums for the July 1, 2024, to June 30, 2025, term.
- Processed and distributed payroll EFT/checks
- Educated employees/retirees on benefits
- There were 15 retirements processed in the second quarter by the Retirement Administrator as well as 34 refunds, and 7 deaths.
- The Retirement Administrator attended the Spring MAPERS Conference
- The Retirement Administrator and the Payroll/Benefits Supervisor provided information to the auditors as requested

- The Payroll Clerk provided information to the auditors as requested
- The Retirement Administrator has been attending meetings and working on the transition for the new custodial bank
- The Retirement Administrator continues to provide pension estimates to employees as well as continues to respond to numerous FOIA requests
- The Retirement Administrator initiated VEBA reimbursement payments
- The Retirement Administrator started working on the actuarial valuation items

Wellness

- Fun Fact Friday and Wellness Wednesday emails have continued as well as monthly Potty Postings
- There was a Spring step challenge with 21 participants
- Continue to promote area races/walks eligible for reimbursement: Eagle by the Bay, McLaren Bay Foundation 5K, Bay City Memorial Run, Judy V Spencer 5K-9run/walk, and CheeseTown Challenge
- Summer Enrollment was held for LegalShield
- Nationwide had onsite visits for enrollment
- There were several Lunch & Learns held: April 18th Medicare & Group Insurance presented by Brown & Brown with 21 employees present; May 21st QPR Gatekeeper Training presented by Bay Arenac Behavioral Health with 13 employees present; and June 13th Nutritional Wellness presented by Bay McLaren with 21 employees present

PUBLIC DEFENDER

There was a total of **153** new criminal cases opened during the quarter.

The break down is listed below:

Assigned Criminal Matters

Mr. Huber was assigned **30** new felony files

Mr. Hetherington was assigned **22** new felony files

There were **73** new misdemeanor files assigned to;

Mr. Huber: **4**

Mr. Hetherington: **3**

Mr. Bonnell: **93**

1 new felony violation of probation file was assigned to Mr. Hetherington.

Probate Matters

There were 14 new Delinquency case assigned to Ms. Caprathe this quarter. Several Delinquency and Neglect cases were continued during this time.

Staff Changes

Jill Koziatek retired mid-April.

Dawn Kotcher was selected to fill the open position.

The part-time position previously held by Ms. Kotcher was selected to become full-time and the Department received several applicants.

RECREATION & FACILITIES

During the 2ND quarter of 2024, 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:

- Continued to work on the elevator replacement project with the vendor, inspector, and consultant. This includes the fire panel replacement in the County Building as well.
- Participated in the review and selection of the Health Services Building Contractor.
- Continued to manage the Bay County Animal Services and Adoption Center projects, including participating in design meetings & field visits.
- Held follow up meetings regarding the Community Center Pool & review of the pool feasibility study.
- The Ice Plant Replacement project started which included a full shut down of the Civic Arena, planned and implemented shut down projects with staff.
- During this shutdown at the Civic Arena, helped staff build the new POS software for the Civic Arena and Community Center. This requirement was due to our old software being bought out.
- Golf Course opened in Mid-April and is having another great golf year.
- Met with Gas/Oil Company Miller Energy Company to try to understand project at the Golf Course regarding the mineral rights there.
- The 2024 Summer Recreation program began on June 10, 2024.
- Initiated Capital Discussions with Staff to create our list for 2025 and beyond.
- 2025 Budget meetings with Recreation division staff to prepare for the 2025 budget submission and hearings.
- Attended the quarterly Bangor DDA meeting.

Buildings and Grounds

County Building

- Ran cat line at County Building.

Law Enforcement Center/911

- Upgraded 6 cells with ceiling replacement, lights, and duct work at LEC.
- Painted North block at LEC.
- Checked and replaced (3) fan motors on LEC chiller.
- Cleaned multiple coils and changed filters at LEC.
- Mounted body camera docks at LEC.
- Prepared water heater booster for kitchen dishwasher at LEC.
- Installed new batteries in command trailer for 911.
- Changed roof top unit motor at 911.

Health Department/Courts

- Poured concrete in Courts parking lot.
- Made bumpers for tables in Court room.
- Ran new generator circuit for IT at Health Department.

- Finished VAV install, waiting for programming.

Juvenile Home/Mental Health Homes

- Repaired roof on sunroom of Standish home.
- Replaced roof on Ireland Group Home.
- New shower installation, mixing valve at Juvenile Home.
- Completed window replacement in the control room at Juvenile Home.

Community Center/Civic Arena/Golf Course

- Repaired floors and replaced lighting in Golf Course bathrooms.
- Repaired garage door at Golf Course.
- Remove bricks at ice arena and poured concrete for sidewalk.
- Cleared brush and trees in the back of the Civic Arena.
- Relocated bricks at rink.
- Removed zam pit coil and helped install new one.
- Removed door behind the Civic Arena.
- Completed LED lighting project in both rinks at Civic Arena.

Fairgrounds/Animal Control/Mosquito Control

- Added 2 water valves at Fairgrounds for better isolation.
- Installed 200-amp panel for camping pedestals at Fairgrounds.
- Replaced merchant building lighting at Fairgrounds.
- Installed 15 photocells at Fairgrounds.

County Grounds and Other

- Built Cornhole boards for Pinconning Park.
- Repaired water lines at the Fairgrounds.
- Completed beach clean-up and dock at Pinconning Park.
- Cleaned up camp pad and removed burned trailer at Pinconning Park.
- Repaired boardwalk at Pinconning Park.
- Four seasonal and one regular employee completed over 100 hours doing spring clean-up and maintenance at Vets Park ballfield.
- Cleaned AC units throughout the county buildings.
- Seasonal and regular staff began seasonal grounds work on all county-maintained property.
- Staff continue to collect unused materials to be taken to 1Bid.US for auction.
- Staff continue to maintain and repair vehicles for Health Department, Parks & Rec., Veteran Affairs, Juvenile Home, and Buildings & Grounds.
- Staff continue to service and repair county equipment.
- Staff continues to respond to miscellaneous service calls.
- Staff continue to collect and deliver mail.

Civic Arena

- Hours of ice rental
 - April - 337 hours
 - May - 226 hours
 - June - 14.5 hours (No ice in as of June 3rd for compressor replacement)
- Hosted 1Ringette Tournament (teams from US and Canada)
 - 21 participants in adult skate
 - Adult league: 5 teams for Spring season, 74 sub fees collected
- Bay County Hockey Association has 10 House and 2 Travel teams (carrying over from winter into early Spring before shutdown)
- SK8 Bay had 44 club members and 97 skaters for learn to skate
 - 12 birthday parties
 - 57 Drop in Hockey
 - 587 public skates, 272 skate rentals - 46% of public skaters rent skates
 - Various other renters include Spirit Warriors, Mid-Michigan Hockey Development Program, Midland Hornets, and Ringette.
- 178 Skate Sharpens
 - 252 Stick & Pucks
 - 6221-hour Skills & Drills and 53 1.5-hour Skills & Drills

Community Center

Fitness Classes: 73 total classes

| | | | |
|----------------------|---------------------|-------------------|---------------------------|
| Fit Fun | Mon., Weds., & Fri. | 9:30 am-10:15 am | 25 participants per class |
| Yoga Fit | Tues. & Thurs. | 9:30 am-10:15 am | 20 participants |
| Chair Fitness | Tuesdays | 11:00 am-11:30 am | 20 participants per class |
| Chair Yoga | Wednesdays | 11:00 am-11:30 am | 15 participants per class |

Open Volleyball:

| | | |
|----------------|------------------|-------------------|
| Tues. & Thurs. | 9:00 am-12:00 pm | 12-15 per session |
| Saturdays | 11:30 am-2:00 pm | |

Badminton:

| | | |
|----------|-----------------|-------------------|
| Tuesdays | 12:30 pm-2:30pm | 12-13 per session |
|----------|-----------------|-------------------|

Membership scans: Fitness - 734 Wellness - 419

Pickleball: 902 players for this quarter. Added evening all play/ Saturday.

Community Center Rentals: Every Saturday and Sunday.

Men's Basketball Winter League: Cancelled

Volleyball Women's League: 8 teams

Fairgrounds: Rentals every Saturday in June and July.

Canteen: Tuesday through Thursday for DOA meals.