



REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2024

The following reports for the 4th quarter of 2024 are presented to the County Executive:

ADMINISTRATIVE SERVICES

Animal Control

The Shelter took in 112 cats and 170 dogs 8 rabbits, a tarantula, 2 rats, and a bearded dragon.

- Owners claimed 0 cats and 42 dogs.
- Adopted out 67 cats, 38 dogs, and 8 rabbits.
- 45 cats and 61 dogs were owner request euthanasia
- 4 cats and 6 dogs were euthanized due to aggressive behavior or illness.
- 30 dogs and 0 cats were transferred to other shelters.

Field Activity: Officers went out on 835 calls this quarter, which include the following:

- 73 Animal Bites
- 68 Investigations of Cruelty, Neglect, or Abandonment
- 98 Loose and Aggressive
- 95 Barking

- We are promoting our adoptable animals on various websites, Facebook, Petfinder.com, YouTube, Instagram, Twitter, etc.

- Municipal Shelters are still dealing with overcrowding in the shelters due to owners giving up their pets, plus officers are dealing with more animals being abandoned out on roads or left behind in the residence where their owner was living.

- Our October vaccine clinic at the Fairgrounds, went well with Dr Haiderer, from Bay Valley Animal Hospital, who helped with administering the vaccines. We had 500 dogs and cats come through the vaccine clinic. Mitten Mutts Rescue helped with the vaccine clinic, and they paid for the vaccines. Mitten Mutts offered free microchipping too.

- We are still operating a pet food emergency pantry which the public donates the pet food for. There has been a very large increase of Bay County Residents asking for help in receiving pet food for their pets.

Veterans

During this period, the Department serviced (29) veterans. Of these veterans: (6) veterans did not meet program criteria; (3) too early for servicing and (3) ineligible for the program. Additionally, (3) of the (29) veterans who received food and/or gas cards returned receipts so far.

(21) Food Vouchers, (22) Fuel Vouchers

Assistance Provided	Amount
Food	\$1,850.00
Gas	\$525.00
Heat/Furnace	\$0.00
Water/Sewer	\$0.00
Bay City Utilities	\$ 426.12
Consumers Energy	\$0.00
Car Repair	\$1,244.84
Bus Passes	\$0.00
Rent/Mortgage	\$0.00
Home Repair	\$0.00
Other (Propane)	\$ 0.00
Total	\$4,045.96

Transportation

	VETS	MILEAGE	DRIVERHOURS
Ford Van	35	1393	74.25
Red Chrysler Van	97	3715	313.72
Grey Chrysler Van	56	1767	100
TOTAL	188	6875	387.97

County Markers and/or Burial Benefits:

Veterans	Spouses	Markers	No Wartime
27	17	1	4

Michigan Veterans Trust Fund (MVAA/MVTF) Applications

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

County Veteran Service Officer - See Attached.

Bay County FY 2024

Relationship	
Veteran	2262
Spouse	478
Other	73
Total	2813

War Era	
WWII	82
Korean War	158
Vietnam War	1035
Gulf War	789
Peacetime	287
Total	2351

County	
Bay	2637
Saginaw	49
Midland	35
Arenac	14
	0
	0
	0
	0
	0
Other	59
Total	2794

Claims Activity	Q1	Q2	Q3	Q4	Total
Federal Burial Allowance	8	10	5	17	40
Clothing Allowance	0	0	0	0	0
Survivors Pension	8	5	7	7	27
Death Indemnity Compensation	4	9	7	10	30
Educational Claims	0	0	0	1	1
Non-Service Connected Pension	8	3	3	7	21
Special Adapted Automobile	0	0	0	0	0
Special Adapted Housing	0	0	0	0	0
Service Connected Compensation	71	54	86	80	291
Additional Forms Completed	82	83	76	100	341
Total	181	164	184	222	751

Support Services	Q1	Q2	Q3	Q4	Total
Michigan Veteran Trust Fund	0	2	3	0	5
Soldiers/Sailors Relief Fund	28	16	32	20	96
County Burial Allowance	51	35	32	3	121
Home Loan Certificate of Eligibility	0	0	0	0	0
CHAMPVA	0	1	2	2	5
Healthcare Enrollment	20	8	18	14	60
Other Support Services	20	21	28	25	94
Total	119	83	115	64	381

Appeals Process	Q1	Q2	Q3	Q4	Total
Supplemental Claims	31	18	23	31	103
Higher-Level Reviews	2	5	8	14	29
Board of Veterans Appeals	2	1	2	3	8
Total	35	24	33	48	140

Other Activities	Q1	Q2	Q3	Q4	Total
Personal Interviews	0	0	0	0	0
File Reviews	158	158	119	159	594
Claim Status Checks	83	94	67	87	331
Total	241	252	186	246	925

Forms	Q1	Q2	Q3	Q4	Total
Sent to VA	24	23	19	29	95
Sent to VSOs (AL, DAV, VVA, VVA)	166	143	158	217	684
Total	190	166	177	246	779

Demographics	Q1	Q2	Q3	Q4	Total
Aging and Elderly Veterans (70+)	69	44	49	80	242
Female Veterans	7	3	4	14	28

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

CENTRAL DISPATCH 9-1-1

- No Report Submitted.

CORPORATION COUNSEL

- OPENED NEW MATTERS, REVIEWED CONTRACTS, OR PROVIDED LEGAL OPINIONS TO:
 - Animal Services
 - Board of Commissioners
 - Central Dispatch 911
 - Circuit Court
 - Clerk
 - Corporation Counsel/FOIA
 - Criminal Defense
 - Department on Aging
 - District Court
 - Emergency Management
 - Equalization
 - Executive
 - Finance
 - Forest Sustainability Program
 - Health Department
 - Information Systems Division
 - Land Bank
 - Personnel & Employee Relations
 - Probate & Juvenile Court
 - Prosecutor
 - Purchasing
 - Recreation and Facilities
 - Retirement Board
 - Sheriff
 - Treasurer
 - Veteran Affairs
- Received, reviewed, and responded to various subpoenas:
 - Bay County Sheriff's Office - 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
- Drafted various correspondence and memos for the County Executive
- Assisted the Board of Commissioners in drafting resolutions
- Provided legal opinions and guidance on employee and personnel issues
- Attended meetings concerning the Bay County Community Health Center building
- Engaged in meetings and hearings regarding Unfair Labor Practices involving nurses
- Participated in interviews for the Bay County Finance Officer and Board Financial Analyst positions
- Attended meetings regarding the Bay County Community Center Pool
- Attended meetings related to the Bay County Juvenile Home
- Discussed new liability claim/incident reporting procedure
- Assisted in internal employee investigation
- Participated in various employment interviews for vacancies
- Attended Check-in meetings for ISD and Purchasing Divisions

CURRENT LITIGATION

- Tammy Ware v. Bay County
- 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
- 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)

BANKRUPTCY CASES

- 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
- Thomas A. Fox v. Bay County (class action)
- 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

- Participated in a meeting with MMRMA Risk Manager to evaluate 2025 coverage options
- Met with Julie O'Malley to discuss the electronic claim/incident report form project
- Developed and implemented a liability claim/incident report submission procedure for all County departments
- Distributed 2025 vehicle insurance certificates to relevant fleet departments
- Updated the employee intranet with updated claim submission procedures and the revised MMRMA RAP/CAP Grant Information
- Received & filed 10 incident report forms
 - MMRMA Claim Submissions for this quarter:
 - Department on Aging vehicle incident, Claim No. 2403850
 - BCSO vehicle incident, Claim No. 2404154
 - Department on Aging vehicle incident, Claim No. 2404198
 - BCSO vehicle incident, Claim No. 2404311
 - Continued Coordinating and Processing the following MMRMA submitted claims:
 - Register of Deeds rental vehicle incident, Claim No. 2403154
 - 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)

- Processed and responded to 234 FOIA requests
 - Including 11 requests for deputy bodycam footage
- Coordinated with the following offices and departments to complete FOIA responses:

○ Animal Services & Adoption Center	○ Personnel Department
○ Clerk's Office	○ Prosecutor's Office

- Central Dispatch 9-1-1
- Environmental Health
- Finance Department & Purchasing
- Medical Examiner
- Retirement Board
- Sheriff's Office
- Treasurer's Office

CRIMINAL DEFENSE

September 2024 Appointments

(Numbers not available for last quarter report)

- 61 appointments

October 2024 Appointments

- 89 Appointments

November 2024 Appointments

- 19 Appointments

December 2024 Appointments

- Information not available yet

Goals Next Quarter:

Continuing Legal Education

OFFICE OF ASSIGNED COUNSEL

September 2024 Arraignments

(Not available last quarter)

- 206 District Court
- 19 Circuit Court

October 2024 Arraignments

- 253 District Court
- 23 Circuit Court

November 2024 Arraignments

- 201 District Court
- 22 Circuit Court

December 2024 Appointments

- Information not available yet

Goals Next Quarter:

Implement new standards and track and report additional data to the MIDC

ON AGING (DOA)

- See Attached.



Bay County Department on Aging

**Home
Delivered
Meals**

53,189

**Congregate
Meals**

5600

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)
147**

**Volunteer
(Hours)
939**

Caregiver (Hours) 175

Case Coordination (Hours) 2026

**Homemaking
(Hours)
2206**

**Personal Care
(Hours)
758**

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!

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 2025 are gearing up for this Summer.

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

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!!

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

- No Report Submitted.

EQUALIZATION

- No Report Submitted.

FINANCE

Accounting/Budget

- The Finance Department held meetings/discussions on the 2025 Cost Allocation Plan
- Worked on American Rescue Plan Act expenditures/deferred revenue adjustments, reporting, and requesting subrecipient monitoring information
- Worked on Obligation Reports for December grant year-end reports due to the State of Michigan
- Worked on grants with October and November ending grant periods, reviewing revenue/expenditures
- Completed quarterly grant reporting
- Completed monthly grant reporting
- Participated in October Cyber Security Month KnowB4 Trainings
- Work with County Executive and various Department Heads on the 2025 Budget
- Processed grant amendments and budget adjustments for grant year end
- Worked on monthly grant reporting and year end close outs
- Budget and Finance Departments worked on GASB87 Leases and GASB96 Subscription Based Information Technology Arrangements to ensure the 2024 year end will report Bay County Leases and/or Arrangements for the new GASB requirements
- Budget and Finance Departments presented the overview of the 2025 Executive Recommended Budget at the October 1, 2024, Ways and Means Committee Meeting
- Coordinated several meetings regarding 2025 Budget. Prepared the final 2025 Budget for the Bay County Board of Commissioners which they adopted November 19, 2024
- Budget and Finance worked with District, Circuit and Probate Courts on the Court Cash and Custodial Fund balance
- Budget and Finance attended MGFOA Advance Capital Planning and Debt Management webinar
- Participated in Pool Project planning meeting

- Participated in Department of Water and Sewer bonds planning meeting
- Worked on financial software reviews
- County Veterans Service Fund Grant Training

Purchasing

Bids Prepared:

- RFP 2025-01 Sheriff's Inmate Video & Phone Visitation (early 2025 release)

Bids Issued:

- RFQu 2024-22 Agent/Broker for Workers' Compensation Third-Party Administrator (TPA) Services and Excess Workers Compensation Coverage - Second Rebid
- IFB 2024-24 Bay County Central Dispatch Diesel Generator Replacement
- IFB 2024-25 Bay County Central Dispatch Uninterrupted Power Supply (UPS) Replacement

Bids Awarded:

- IFB 2024-02BCLBA Bay County Land Bank Authority Survey
- 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
- IFB 2024-23 Waste & Recycling Removal

Bids Opened but Not Awarded:

- IFB 2024-24 Bay County Central Dispatch Diesel Generator Replacement
- IFB 2024-25 Bay County Central Dispatch Uninterrupted Power Supply (UPS) Replacement

Training Frances Moore:

- Webinar: Looking Ahead to 2025: Network Powered Procurement as the Way of the Future
- Webinar: Mitigating Risks in Public Procurement: Early Identification

Training Jessica Foss

- Webinar 102324: RFP Scope of Work: Strategies for Success
- MITN Purchasing group training
- MPPOA CONFERENCE

Other Items:

Frances Moore

- Working on various Housing Rehabilitation matters and processes.
- Working on various purchasing projects.

- Entered Credit Card Journal Entry.
- Met regarding the bid for a pool contractor.
- Participated in committee meetings for new software bid.
- Working on updating the fleet list.

Jessica Foss

- Approved and processed entered requisitions.
- Completed purchase order maintenance as requested by departments.
- Approved all new vendor approvals.
- Completed over 25 work orders for ISD
- Received and processed ISD Deliveries
- Entered all ISD requisitions requested by departments.
- Processed Verizon Invoices and upgrades for employees
- Prepared credit card voucher packets.

Division:

- 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

- Refresh of Juvenile Home Website - Worked on a new design to better organize information for the Juvenile Home web pages.
- Public WiFi
- Configured and installed a new wireless network at the Civic Arena for game scoring and for visitors of the facility to use.
- New Health EMR Software
- Configured single-on access for the Health Department EMR software Patagonia. All users began using the new software system in December.
- Managed Detection and Response Software
- Configured and implemented Arctic Wolf for the County. This software is configured to alert the County on security issues that are detected. If an incident were to occur with malware, virus, etc. the platform is configured to take the computer or server offline and alert the Information Systems Division of the incident.

- Completed user authorization forms for numerous user changes and switching of departments.
- Moved Bay Metro employees from the temporary offices back to the office building after building renovations.
- Setup and configured any remaining users to use Duo Security for multi-factor authentication.
- Collected quotes for new Animal Shelter and worked with various vendors.
- Worked with various vendors on 2025 projects.
- Number of Help Desk tickets closed: 982
 - 40 Hours of Total Video
 - 14,089 views on Youtube
 - 2,208 hours watch
 - 291,000 impressions on YouTube (how many times thumbnails were seen by users)
- Worked with the Sheriff's Office to update headshots (previous ones were roughly 4 years old) of all deputies, office personnel, and CFOs. The updated headshots will be used for badges, department line ups, media, etc.

HEALTH

Administration

Major items to note during this period include:

1. The County continues the design and renovation process for 4150 Wilder Road, the home of the future Bay County Health and Human Services Center with Serenus Johnson. In the fall of 2024, the County began creating, reviewing and revising design plans with the architects (WTA/MA) and its identified potential collaborative agencies. Due to unexpected delays, it is expected that the renovation will commence in early 2025 with completion of the project in 2026.
2. In early 2025, the Health Department with the United Way of Bay County and the Bay Arenac Intermediate School District will implement the 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, along with its community partners has commenced efforts in completing a Community Health Needs Assessment (CHNA) that will provide a reporting mechanism to review and analyze morbidity, mortality, and pertinent health data regarding the population of Bay County. The CHNA will also be a key factor in deriving a Community Health Improvement Plan (CHIP) with local health and human

services providers in the community. CHNA's and CHIP plans are normally generated every three years, although some topics are done on an ad needed basis. The Health Department has recently entered into an agreement to produce a multifaceted CHNA with Artificial Intelligence assistance that will incorporate myriad of data sources to address issues affecting health and well-being of Bay County residents.

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 457 families from Bay County. Enrolling 22 new participants this quarter.

Public Health Services/Communicable Disease (CD) Division

- The Health Department has continued active investigation into all reportable conditions in Bay County. In total, the CD department investigated and completed nearly 788 diseases this quarter. Staff completed 2 COVID outbreaks and 2 non-COVID outbreak. The Health Department has continued to provide free at home COVID tests to county residents. 4 staff nurses attended the 2024 State of Michigan Virtual Immunization Conference in November and learned about various disease trends, vaccine preventable diseases and immunization requirements.

Environmental Health

- A total of nineteen septic and thirteen well permits have been issued this quarter. Over 211 onsite inspections were completed in the septic program and 11 failed systems investigated. Restaurant and temporary food inspections continue, with a total of 167 routine inspections, 25 follow up inspections, 6 complaints investigated and four temporary and mobile units inspections completed.

Immunizations

- Immunization clinics are continuing and in total the program, 2,649 vaccinations were administered during this time period, with the implementation of COVID and Influenza this fall.

Personal Health/Family Planning

- 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 278 individuals during the current year.

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.

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: 2089. Total number of children screened for

Hearing: 820

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 period, three new individual investigations on elevated blood lead levels were completed. Nine children are being followed by case management services.

Maternal Infant Health Department (MIHP)

- The MIHP program completed 166 visits with clients this quarter through a combination of telehealth, office, and home visits. Of these visits, 22 were with new clients. In addition to the aforementioned 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 164 mothers, regardless of payor source.

WIC ~ Women, Infants and Children Program

- The Pinconning WIC Clinic has been closed due to renovation of the building site. Clients are being seen in the Bay City office temporarily. The WIC staff collaborated with Great Lakes Bay Health Center on Halloween events in October as outreach to WIC eligible families. Bay County WIC participation was 96.8%, with service to over 2,100 clients each month. WIC redemptions (store purchases) generated to local grocery stores totaled \$427,609.00.

JUVENILE DETENTION & CHILD CARE SERVICES

Number of intakes	48
Number of discharges	51
Average Daily Population	11

- The Child Care grant has not experienced any budget cuts for the fiscal year and has maintained continued programming.
- One full time YDW position has been filled; Two full time YDW positions remain open postings and interviews have been conducted for both full time and on call. No interest in on call for individuals that meet the criteria.
- Training continues for all employees. Topics include de-escalation skill; Safe Crisis Management, CPR-First Aid certification, Developmental Concerns in Childhood and Adolescence and a detention screening training to aid the court.
- The facility has accepted out of county youth this quarter generating approximately \$45,150 in revenue for the quarter. Approximately \$129,325 total has been generated in 2024 housing out of county youth.

The Director attended the following:

- o How to implement MJASS Detention Screen tool with Probate Court 10/2/24
- o Child Welfare Leadership Meeting 10/10; 11/14/24, 12/12

- o Juvenile Justice Bed Management Reporting 10/28, 11/7
 - o Meeting with Heads Law Enforcement Agencies regarding Detention Screen 11/7/24
 - o MJDA Quarterly Meeting 10/4/24
 - o TRI-CAP Meeting 11/21
 - o Unannounced visit from State Licensing consultant 11/21
- 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 \$7,631.38 in reimbursements for eligible meals for this quarter. The Director completed the necessary reports to receive funds.
 - Staff meetings regarding restraint policy and various other policies were completed.
 - Facility projects include:
 - o Buildings and grounds added weighted material to chairs
 - o Some light fixtures in South dayroom updated
 - o Roof repair
 - Bay Arenac Intermediate School District has been on site for the regular school year. A new teacher has been hired.
 - 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 11/6/24.

MSU EXTENSION

- No Report Submitted.

PERSONNEL & EMPLOYEE RELATIONS

Personnel

- Personnel staff posted 14 jobs for multiple vacancies throughout the county in the 4th quarter
- Seasonal staff have been removed from payroll
- Bay County employees participated in the Toys for Tots campaign

- Personnel Director addressed employee issues
- Bay County's Workplace United Way campaign was held with Bay County employees pledging \$11,328 for 2025
- Personnel Director participated in the steering committee for the ERP bid
- Personnel Director has participated in interviews for both the Board Analyst position and the Finance Officer position
- Personnel Director attended several meetings regarding various union issues.
- Personnel Director attended budget meetings
- Personnel Director attended and helped facilitate Health Care Committee meetings
- Personnel Staff processed 10 FMLA, 6 S&A, and 0 PPL requests.
- The Personnel Director held several meetings with various unions regarding Reclassifications
- Renewal of Covenant Occupational Health Consortium Agreement
- Completed KnowBe4 trainings and participated in Cybersecurity month trainings

Payroll/Benefits/Retirement

- Filed and paid all monthly and Q3 2024 payroll taxes including MESC, 941 and Michigan state withholding
- Processed and distributed payroll EFT/checks
- Educated employees/retirees on benefits
- There were 14 retirements processed in the fourth quarter
- Payroll Benefits Supervisor administered online open enrollment for health, dental and vision insurance, as well as open enrollment for Flex Spending, AFLAC and voluntary supplemental life insurance
- Retirement Administrator distributed the annual actuarial BCERS valuation
- Retirement Administrator coordinated election for retirement board position
- Retirement Administrator worked with Corporation Counsel on actuary contract extension
- Retirement Administrator prepared/finalized 2025 budget for BCERS/VEBA
- Retirement Administrator coordinated agendas and attended monthly Retirement Board meetings
- Retirement Administrator provided numerous retirement estimates to employees; processed 19 terminations including refunds and no refund letters as well as 10 deceased retirees/beneficiaries.
- Contract renewals were completed for: Brown & Brown Excess Broker, Work Comp TPA, Delta College Fitness Center and Self-Insurance Renewal for Workman's Compensation, Hinge Health and Weight Management through BCBSM
- Evaluated bids for dental, vision and life insurance
- There were site visits from Nationwide as well as AFLAC for employee enrollment
- Completed KnowBe4 trainings and participated in Cybersecurity month trainings

PUBLIC DEFENDER

There was a total of **136** new criminal cases opened during the quarter.

The break down is listed below:

Assigned Criminal Matters

- Mr. Huber was assigned **30** new felony files, **8** misdemeanor files and **3** felony violation

of probation files.

- Mr. Hetherington was assigned **19** new felony files, **4** misdemeanor files and **2** felony violation of probation files.
- There were **62** new misdemeanor files assigned to Mr. Bonnell, as well as **8** misdemeanor violation of probation files.

Probate Matters

- There were **9** new Delinquency case and **5** new Neglect case assigned to Ms. Caprathe.

Training

- Attorneys “attended” training for continuing education credits via recorded video.

RECREATION & FACILITIES

The Recreation and Facilities Department submits the following report for the 4TH quarter of 2024:

During the 4TH 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 design and progress meetings for the Health & Human Services Building renovation and construction project.
- Continued final design meetings for the Bay County Animal Services and Adoption Center build, including plans for moving the dog park.
- Continued with Daysmart software implementation, trainings and troubleshooting, including our go-live process at both the Civic Arena and the Community Center which uses completely different aspects of the software.
- Processed and purchased most of the large ARPA projects for the Golf Course.
- Pool planning. Met with other recreation providers in the community regarding their lessons learned in pool construction. Bid being developed for release in early 2025, pending purchasing position.
- Golf Course closed it season in November with over 30,000 rounds played.

Buildings and Grounds

County Building

- Elevator upgrades
- Fire System upgrades
- Boiler Start up, daily testing, and replacement of numerous thermostats.

- Holiday lighting and decorating
- Winterization of A/C units.
- Commissioners Office move
- Commissioners Office paint and patch

Law Enforcement Center/911

- Working with Summit on fire system upgrade
- Had metal delivered to finish up metal ceiling in cells - starting at later date
- New reach in freezer for kitchen install
- Office / files moved
- Cleaned dryer vent and end of year chemical stock up
- New ground line added to stove in kitchen
- New flooring delivered for control room upstairs - later project

Health Department/Courts

- Office remodel at District Court / Probation
- Court Room 8 security locking system
- Office Remodel Next to Jury room, Glass window install
- Emergency lighting upgrade and LED replacement

Juvenile Home/Mental Health Homes

- Bay Valley Home Roof
- Gutter and underground downspouts at Ireland Home
- New brick mold on exterior doors at Ireland Home
- Two new bathroom counter tops at Ireland Home
- Two doors at Juvenile Home
- New tires for Van and Suv
- New sump pump and cleaning of Discharge pipe on Fisher House

Community Center/Civic Arena/Golf Course

- New Cat6 lines for new WIFI booster boxes in rinks and lobby - Civic Arena
- Mounted brackets and WIFI boxes - Civic Arena
- Changed out two lobby LED lights - Civic Arena
- Installed new chemical feeder pump system for chiller tower water treatment in compressor room - Civic Arena
- Continued LED Retro Fit

Fairgrounds/Animal Control/Mosquito control/Pinny Park

- Vehicle Maintenance for spring, summer, winter weather
- Plows and winter equipment ready for use.
- Got all summer equipment at Parks and Rec cleaned up
- Replace inducer motor on furnace for animal control

- Replace hot water heater for canteen
- Winterize fairgrounds
- New concrete pad and drains installed at dump station in Pinny Park.

County Grounds and Other

- Staff continues to collect unused materials to be taken to 1Bid.US for auction and scrap metal turned in
- Staff continues to maintain and repair vehicles for Health Department, Parks & Rec., Veteran Affairs, Juvenile Home, and Buildings & Grounds.
- Staff continues to service and repair county equipment.
- Staff continues to respond to miscellaneous service calls and emergency call ins.
- Staff continues to collect and deliver mail.

Civic Arena

- Hours of ice rental
 - Oct - 415 hours
 - Nov - 419 hours
 - Dec - 413 hours
- Hosted 2 tournaments totaling 34 teams - Gravy Cup, Bay City High School Showcase
 - 110 participants in adult skate
 - Adult league: 15 teams for winter season, 194 sub fees collected
- Bay County Hockey Association has 10 House and 4 Travel teams.
 - 13 birthday parties
 - 78 Drop In Hockey
 - 1645 public skates, 1173 skate rentals - 71.3% of public skaters rent skates
 - Various other renters include Bay Area Thunder & Bay City Wolves, Saginaw JR Spirit & Gears travel, Midland Hornets Girls, Ringette, MMHDP, and school groups.
- 328 Skate Sharpens
 - 364 Stick & Pucks
 - 161 Skills & Drills

Community Center

Fitness Classes (registered participants are per class).

Fit Fun	Monday/ Wednesday/ Friday	31 participants
Yoga Fit	Tuesday and Thursday	27 participants
Chair Fitness	Tuesday and Wednesday	18 participants
Open Volleyball	Tuesday/ Saturday	12-16 per session
Badminton	Tuesday	12 participants
Line Dancing	Friday	13 participants

Pickleball: Leagues Monday, Wednesday & Friday from 11:00am-3:00pm and open play Monday & Thursdays in the evenings and Saturday mornings.

Community Center Rentals: Rentals every Saturday and Sunday this quarter. Early voting for 2 weeks in October/November, as well as voting polls on Election Day, November 5th.

Men's Basketball Winter League: No leagues for 2024/25.

Women's Volleyball League: 15 teams

Fairgrounds: Oct. 9th storage of boats and trailers in the Merchant's building.

Canteen: Department on Aging senior meals, Tuesday, Wednesday, & Thursdays from 9:00am-1:30 pm weekly.

Golf Course

- Aerated 18 greens and 1 practice green
- Top-dressed all 19 greens
- Aerated all 18 fairways
- Aerated all tee boxes
- Purchased 10 new golf cart windshields
- Grinded 15 tree stumps
- Removed debris from all 15 tree stumps
- Oil changes on whole golf cart fleet
- Upgraded sprinkler system relay controls
- New tank sprayer was delivered
- Purchased new Toro Workman vehicle
- Painted Tee Markers
- Painted Snack Shop bathroom doors
- Patched Arms Road cement entrance
- Installed drain tile on Hole #13

Pinconning Park

- October 2024, the weather was fairly- mild with low precipitation. This enabled the park staff to get a jump on fall winterizing. The abundance of fallen leaves was finely mulched into all campsites and playground areas. Two and a half miles of trails and boardwalks were cleared of fallen leaves and immaculately groomed. Many picnic tables were re-stained in various earthy colors and repairs were made. Also, about 20 campsite markers were replaced with solar lights placed on top.
- Water lines to campground and dump station were blown out and winterized. Two shower rooms in bath house were re-calked, primed and re-painted.
- November 2024, dead, hazardous trees and limbs were removed and cut. A new flagpole was fabricated and installed to replace the original storm damaged one and a larger American now flies freely over our beach front parking area. The boating and fishing docks were pulled out of the water for the winter season.
- Our dump station was revamped with concrete and sewer plumbing was replaced to code. Foot pedals on sewer lids will be installed in the spring of 2025.

- December 2024, gears were shifted into planning for 2025. Much time was involved with seasonal long- and short-term seasonal requests for 2025. Also planning for family reunions and special events, etc. for 2025 must be and was completed prior to open reservations.
- Pinconning Park has many return campers and events. All of these are entered into the guest register before open reservations on the 2nd of January start.
- By staying organized, this keeps all of our campers and guests happy, which in return creates a safe, clean, trouble-free atmosphere for all. At this point, Pinconning Park polices itself.
- December 2024 also brought cold enough weather to freeze our lagoon area over for safe ice fishing. In return, by religiously collecting fees for parking, selling yearly passes and “ticketing” parking violators we are able to build a good revenue in our slower season.
- This winter so far is looking to be a great revenue builder!