

## REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2015

The following reports for the 4<sup>th</sup> quarter of 2015 are presented to the County Executive:

### **ADMINISTRATIVE SERVICES**

Providing timely and effective communication with departments, divisions, elected officials and the citizens of Bay County is the goal of Administrative Services. With that as a focus, key areas include responding to and facilitating requests for information (FOIA Coordination), research and resolution of complaints, risk management coordination and written correspondence from the County Executive.

Specifically for the Fourth Quarter:

- Assisted the Veterans Offices in their financial expenditures and resolving any issues that arose including vehicle repair & maintenance and future planning issues. Hosted and helped to organize a Veteran Information Summit attended by multiple area service providers, veteran organizations and community representatives aimed at improving our local assistance to veterans.
- Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the fourth quarter.
- Received and processed Incident Reports for traffic accidents involving Bay County vehicles. Processed and coordinated the claims that were received during this quarter.
- Continued to work with Corporation Counsel on pending and potential litigation, distribution of agreements and electronic storage of agreements on CherryLan and departments involved.
- Worked cooperatively with other departments in resolving constituent concerns on various departmental issues and drafting correspondence in response to complaints and inquiries.
- Worked with Recreation & Facilities and Buildings & Grounds Division in requesting Board approval and preparing a Risk Avoidance Grant Application for the Bay County Community Center bleacher replacement in the gym. The application resulted in a successful grant award from Michigan Municipal Risk Management Authority for half of the cost of the replacement.
- Regular discussions and coordination with Animal Control Manager and staff on current issues.
- Attended meetings with Bay City Public Schools administration regarding Bay 3 TV resulting from the decision by BCPS to withdraw from participation in the Cooperative Operation of Educational/Governmental Access Channel Bay 3 TV, effective June 30, 2016.
- Assisted staff in preparation of monthly County Executive newsletter.

- Participated in interviews for Bay County Personnel & Employee Relations Director upon the retirement of Tim Quinn.
- Preparation of updates of Veteran Reference Manual with Central Michigan University Intern with anticipated distribution in 2016.
- Completion of newly-designed Bay County Logo.
- Executive Assistant completed update of Bay County Dashboard and received confirmation of submission from the State of Michigan.
- Attended SHRM Presentation by Maria Hicks, Cambridge Consulting Group, "Sitting is the New Smoking" held at Horizons Center.
- Attended "Essentials of Discipline Administration" presented by Tim Quinn to Department Directors and key staff.

### **Animal Control**

The Shelter took in a total of 626 animals during this quarter.

- This included: 358 cats, 264 dogs; and 4 others animals.
- Owners claimed 27 cats, 76 dogs, 1 goat and 1 pig.
- We adopted or turned over to rescue; 109 cats, 157 dogs, and 1 pig.
- Per owner's request to euthanize were: 1 rabbit, 83 cats and 68 dogs.
- Euthanized due to aggressive behavior, lacks of interest or illness were 185 cats and 6 dogs.

Field Activity: Officers responded to a total of 1069 calls this quarter, which include:

- 48 - Animal bites
- 96 - possible cruelty calls
- 186 - Loose and Aggressive
- 48 - Barking
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, WNEM TV5 Facebook, and veterinarians' offices and working with other shelters and rescues to get the animals out of the shelter. Shelter Angels Sponsoring Program, with the help of donations and veterinarians willing to help out with sterilization and vaccinations, has assisted in getting eighty cats and dogs adopted. Our other support group, Friends of the Bay County Animal Shelter, is continuing to have, a Spay/Neuter Express at St Alban's Parish Center once a month. This has received very positive response.
- We are getting ready for the BAISD Program where 20 animals that have been adopted from Animal Control, will be sterilized by Dr. Musselman at the Skill Center for the Veterinarian Technician Program. This will be our seventh year that the shelter has been involved in this program.

### **CENTRAL DISPATCH/911**

1. Nick Turmell began training as new 9-1-1 Dispatcher training program during the 4th Quarter. He is scheduled to complete training in the 1st Quarter of 2016. Corinna Priest

was promoted to Supervisor II.

2. Bay County 9-1-1 completed a revamp of our employee recruitment program.
3. The Bay City VHF Fire paging project has been completed. The last remaining A T&T phone circuit has been removed and all Fire paging now occurs via Radio Frequency (RF). The use of RF instead of phone circuits lowers costs while increasing the survivability and resiliency of Public Safety Communications.
4. Bay County 9-1-1 completed the installation of the Intrado Viper 9-1-1 call handling equipment, at the primary dispatch location. Bay County 911 staff completed Intrado Viper training. The go live date for Bay County Primary location was December 3rd. Iosco, Huron, Tuscola and Sanilac County installations were completed in December. Bay and Midland Backup 9-1-1 Center installations will occur in the 1st Quarter of 2016.

In preparation for the phone installation, the 9-1-1 server room received a couple of enhancements. ISD moved 9-1-1 network equipment to a new network rack. The new rack is a more efficient use of space in the server room and increases organization and security.

The NG9-1-1 phone system services Bay County 9-1-1, Midland County 9-1-1, Huron County 9-1-1, Sanilac County 9-1-1, Iosco County 9-1-1 and Tuscola County 9-1-1. This collaborative effort increases capabilities and increases network redundancies; while at the same time reducing costs.

5. The new Backup 9-1-1 Radio Tower was completed in the 3rd Quarter 2015. The new tower replaces a tower that was erected in the early 1960's. The tower is public safety grade; engineered for 100' and installed at 70'. All radio equipment associated with the tower has been installed and the old tower has been torn down.
6. Bay County 9-1-1 and Bay County Emergency Mgmt went live with the new and improved BAY Alerts powered by Rave Mobile Safety.
7. Bay County 9-1-1 began the planning and implementation process for Smart911. Smart911 allows citizens to provide the additional details that 9-1-1 call takers may need in order to assist them during an emergency. When citizens dial 9-1-1 today the information received by the 9-1-1 call center can be limited based on the type of phone citizens are calling on. With Smart911, anytime citizens make an emergency call from a phone registered with their Safety Profile, the 9-1-1 systems recognizes their phone number and automatically displays their profile on the screen of the call taker who receives a citizens call.

### **Emergency Management**

1. Launched the new BAY Alerts system to both the public and to partner agencies within Bay County.
2. Attended the annual Michigan Emergency Management Association Fall Conference. Attended training and informational sessions on topics that included: FBI Active Shooter Study Findings, Response to Transportation Incidents, LEPC Planning, Leadership Training, etc.

3. Provided an informational session to 15 SVSU Nursing students on Emergency Management, Preparedness, and 911 Operations.
4. Provided Active Shooter Training to the Bay County Personnel Department.
5. Participated in an Active Shooter Table-top exercise at Delta College.
6. Hosted the National Weather Service Winter Weather Spotter training for 22 Bay County citizens.
7. Provided training on the new BAY Alerts system to administrators from McLaren EMS and Northern Bay Ambulance.
8. Provided Active Shooter Training to Division on Aging drivers.

### **CORPORATION COUNSEL**

Reviewed contracts or provided legal opinions to

1. Central Dispatch
  2. Health Department
  3. GIS
  4. Environmental Services/Affairs
  5. Personnel and Employee Relations
  6. Board of Commissioners
  7. Clerk
  8. County Executive
  9. Transportation Planning
  10. Animal Control
  11. Prosecutor
  12. District Court
  13. Administrative Services
  14. Register of Deeds
  15. Building and Grounds
  16. Recreation and Facilities
  17. Sheriff
  18. Finance
  19. Retirement Board
- Responded to more complex FOIA requests and/or Appeals
  - Attended Commission Board Meetings
  - Attended Retirement Board Meetings
  - Attended VEBA Board Meetings
  - Attended Quadrant Meetings
  - Provided legal opinions and guidance on Employee/personnel issues
  - Participated in employee interviews
  - Researched issues and attended meetings for Land Bank
  - Drafted two reply briefs – Gillis and Walraven
  - Drafted evidentiary motions – Gillis and Walraven
  - Participated in the RFP process
  - Prepared for trial – Gillis and Walraven

- Attended various weekly SHRM training courses
- Attended Employee Discipline Training
- Attended Depositions – Gillis and Walraven
- Attended Motions for Summary Disposition – Clerk Matter
- Received and reviewed various pleadings – Clerk matter
- Received, reviewed and responded to various subpoenas – Patrick Groulx matter
- Received, reviewed, researched Robert Lee vs. various Bay County entities Complaint
- Prepared various status reports for MMRMA re: Gillis and Walraven matters

## **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

### **DIRECTOR'S REPORT (L. Ogar)**

The following are highlights during the 2015 fourth quarter for the director of the Environmental Affairs & Community Development Department.

#### **Invasive Species - Phragmites:**

- Coordination (meetings and correspondence) with the Saginaw Bay Corporative Invasive Species Management Area (CISMA) work group to ensure the Bay County area will be included in CISMA activities as they work to identify and control a variety of invasive (plant) species causing harm and damage. Ensured this work included the Bay County Gypsy Moth Program Manager who also works with Invasive species treatment and control for Gypsy Moth and Emerald Ash Borer. Conducted field work in order to evaluate past Phragmites treatment areas and determine the most effective treatments for upcoming work. A proposal for the Michigan Invasive Species Grant was submitted with proposed treatment areas to include the coastal areas in Bay County, and includes the following project partners, the Saginaw Chippewa Tribe, for their lands in Arenac County, Saginaw Basin Land Conservancy (SBLC) and Hampton Township, the Michigan Dept. of Natural Resources for lands at Quanicassee Wildlife Area and coastal lands in Tuscola County which have high value visual access to the Saginaw Bay.

#### **Monthly SBCI Meeting:**

- Facilitated the monthly Saginaw Bay Coastal Initiative (SBCI) Meetings October 20th, November 19th, and December 17th. The SBCI Meetings take place the third Thursday of each month from 1:00 p.m. to 3:00 p.m. at the Bay County Building. SBCI meetings are currently committing a block of time towards organizational support discussions for the Partnership for Saginaw Bay Watershed, the designated Public Advisory Council (PAC) tasked with advising state and federal resource agencies on local priorities for restoration the Saginaw Bay and Saginaw River Area of Concern (AOC). The US EPA administers the Great Lakes Restoration Initiative (GLRI) funding which authorizes federal funds towards restoration projects, however projects must have PAC support yet the PAC has not been active in developing a projects list for the Saginaw Bay and River. Future efforts will focus on developing this projects list.
- SBCI participants identified a critical need to improve two way communications with the Dept. of Environmental Quality (DEQ) as there continues to be the (local) feeling that DEQ is not responsive to their concerns. However SBCI participants also recognized the need to convey their (SBCI) concerns to DEQ on a more formal basis, for example Commissioner Elftman has not heard of any DEQ work to address Bad Axe Creek, yet Audrey Schwing (DEQ) conveyed that there was a lot of work getting started on Bad

Axe Creek.

**SVSU Interns:**

- A Political Science Intern from Saginaw Valley State University (SVSU) just completed his work to identify options for public beach and coastline restoration along the Saginaw Bay. The Director of the Environmental Affairs & Community Development Department has been working with Rhett Mohler of the SVSU Geography Department to establish a long term relationship for GIS Interns for the department.

**Kawkawlin Rivershed Summit:**

- Participated in the Kawkawlin Rivershed Summit on October 28th at SVSU. This summit highlights current projects to improve water quality and protect the river being conducted through the Kawkawlin River Watershed. The project is funded with a state grant through the Bay County Drain Office, and includes partners Bay County Conservation District, Bay County Health Department, Delta College, Kawkawlin River Watershed Association, Little Forks Conservancy, Saginaw Basin Land Conservancy, Saginaw Bay Coastal Initiative/Bay County Environmental Affairs and Community Development, Saginaw Bay RC&D, Saginaw Bay Watershed Initiative Network, Saginaw Valley State University, Spicer Group, University of Michigan-Flint, USDA-Natural Resource Conservation Service, and the US Fish and Wildlife Service.

**DOW CAP:**

- The Director of the Environmental Affairs & Community Development Department attended the monthly DOW Community Advisory Panel (CAP) Meetings. This is a forum for local representatives to hear about Dow Chemical activities and learn about the Dow campus, and share local priorities.

**Partnership for the Saginaw Bay Watershed:**

- A meeting for the Partnership for the Saginaw Bay Watershed was held on November 2nd at the Bay County Building to facilitate some discussion involving organizational needs and its future.

**Fall Statewide Public Advisory Committee (SPAC) Meeting:**

- The Director of the Environmental Affairs & Community Development Department attended the Fall SPAC Meeting held November 16th – 17th at the Michigan Wildlife Conservancy's Bengel Wildlife Center located in Bath, MI, just outside of Lansing. Among other agenda items, a major portion of the meeting will focus on long-term strategic planning for the Areas of Concern and how restoration projects get funded, through being identified on priority project list. (See SBCI above)

**Bay City State Recreation Area (BCSRA) Freedom of Information (FOIA):**

- The Director of the Environmental Affairs & Community Development Department made a public records request to the 1). DEQ under FOIA regarding shoreline permits and compliance records the Bay City State Recreation Area; and 2) US Army Corps of Engineers regarding a) permits and compliance records from early Bay City State Park and b) Lower Saginaw River dredging and discharge information.

**Saginaw Bay WIN Meetings:**

- The Director of the Environmental Affairs & Community Development Department attended the Saginaw Bay Watershed Initiative Network (WIN) Meetings on October

29th, November 24th, and December 9th.

### **Saginaw Bay Historic Fish Spawning Reef Restoration Project**

- The Director of the Environmental Affairs & Community Development Department participated in the discussions for the development of the Saginaw Bay Rock Reef Restoration project; and the second phase proposal phone call on December 1st with the Office of the Great Lakes to offer support for the Saginaw Bay reef restoration activities.

### **Coordination with Community Partners:**

- Attended the Great Lakes Bay Regional Alliance Ambassador Summit in Midland;
- Visited Frankenmuth Fish Passage Project
- Participates in Bay Area Community Foundation (BACF) Road Map; Sense of Place, Steering Committee
- Attended local forum with US Sen Gary Peters
- Presented Grant Proposal to the BACF for "Enhancing Safe Access to the Saginaw Bay"
- Participate in the Saginaw Bay Watershed Initiation (WIN) Task Group meetings

### **Geographic Information Systems(GIS)(J. Anderson)**

During the fourth quarter of this 2015, the staff of the GIS Program has been busy with the following activities:

- Continued maintenance on 9-1-1 GIS data and CAD Map
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online
- Participated in meetings for a pilot project Environmental Health Application with Saginaw & Midland Counties
- Continued working with Saginaw and Midland Counties on the digital orthophotography project
- Participated in Central Michigan University Alumni Day and presented to Geography Department on GIS profession
- Worked with Drain Office on applying for USGS LiDAR grant
- Held monthly meetings with the City of Bay City and Bay County Road Commission about sharing data, a new web mapping site, and syncing data standards
- Coordinated with county agencies and City of Bay City on ideas for a new GIS web viewer for both the county and city to share through Amalgam
- Performed Quality Control for 2015 Aerial
- Attended LiDAR Training workshop
- Helped 911 with new phone system vendor for mapping component
- Misc GIS Projects and GIS tech support for: Transportation Planning, City of Auburn, Frankenlust Twp, Gibson Twp, Kawkawlin Twp, Williams Twp, Beaver Twp, Midland Area Transportation Study, Equalization, Environmental Affairs & Community Development, 9-1-1, Emergency Management, Register of Deeds, Bay County Road Commission, Buildings & Grounds, Clerk's Office, East Michigan Council of Governments, County Executive, MSU Extension, and various public GIS requests.
- Finalized sale of \$12,000 worth of GIS data.
- Finalized 2016 GIS budget
- Update of control corners for Remonumentation
- Attended MiCAMP Board Meetings
- Work with Environmental Affairs & Community Development staff on selecting interns

from SVSU for county projects.

- Attended Department/Division Head Meetings.
- Attended Discipline Training.

### **Gypsy Moth Program(A. Wallace)**

During the fourth quarter of this year, the staff of the Gypsy Moth Program has been busy with the following activities:

#### Gypsy Moth:

- Mid- October through the beginning of December, Gypsy Moth Suppression Program staff focused on conducting Gypsy Moth Egg Mass Surveys. All annually visited survey sites, about 550 properties, were evaluated and increasing gypsy moth populations were found at 10 locations. These locations were in section 24 of Beaver Townships, sections 12, 14, 17, 20 and 21 of Kawkawlin Township and in the Cemeteries in Bay City. The proposed combined spray area is 1015 acres. In most other parts of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. At their December meeting, the Board of Commissioners approved contracting with an aerial applicator to treat these areas to control the gypsy moth caterpillars in spring of 2016
- Other areas within the state that have a long history of continued high gypsy moth populations have seen a decrease in the number of egg masses. This may be in part due to the large number of acres they treated in 2015. The Program Coordinator attended the Annual Gypsy Moth Conference and learned that the national "Slow the Spread" program is having good success in the southern states where the leading edge of the gypsy moth population continues receding back into generally infested areas. The northern states are not seeing as much success so Wisconsin and Minnesota will be changing their strategies to better address the gypsy moth with their limited funds. The USDA reported that they have not found any new Asian Long-horned Beetle infestations so that population appears to be contained for the time being.

#### Emerald Ash Borer:

- Evaluation of all the ash trees on publicly held lands in Bay County was completed in the beginning of the fourth quarter of 2015. Treatment of up to 725 ash trees in spring of 2016 and up to 2500 ash trees is recommended for the spring of 2017. The Board of Commissioners approved contracting with a single applicator for both 2016 and 2017 treatments provided funds are available for both years.
- Program staff also attended several web seminars on the effects of emerald ash borers on the forest community and how municipalities continue to deal with this invasive pest. December 1st a new Quarantine map was published showing that the range of EAB has expanded into Louisiana and now affects trees from there west into Colorado, north Minnesota, Ontario and Quebec and across the eastern seaboard from Georgia north into Vermont.

#### Michigan Green Schools

- Program staff also participated in educational programs at the Bay City State Recreation Area Visitors Center and the Bay-Arenac ISD to help promote the Michigan Green Schools Initiative and general environmental stewardship. In addition, the coordinator contacted all schools in the county with information about the application for the

2015-2016 Program. The four participating schools from 2014-15 and several others have expressed interest in the program.

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

During the fourth quarter of this year, the staff of the Mosquito Control Program has been busy with the following activities:

- It's once again time to both look back at our fourth quarter accomplishments and think about the upcoming year. The mosquito season wrapped up on October 2 when we finished the last of our clean-up. Since then we've been busy compiling data for the annual report, processing invoices, correspondence, cleaning, taking inventories, ordering supplies, helping organize the 7F Training Session, conducting equipment and vehicle repairs, subscribing to webinars (like the Entomological Society of America's "How to Conduct a Great Scientific Presentation"), and preparing for the 2016 season. The 2015 Annual Report was completed in early December and will be presented to the Mid-Michigan Technical Advisory Committee in March, 2016. It will soon be available for viewing at our website [www.baycounty-mi.gov/MosquitoControl](http://www.baycounty-mi.gov/MosquitoControl) under the "Resources-Reports, Brochures, Flyers" link. More recently, we have been putting together the 2016 Program Plan that will also be linked to the website.
- Staff took part in the MMCA's 7F Training Session in October, giving several presentations to the attendees. At this, our seventh annual training session, there seems to be continued interest in having recertification seminars in the future – this year there were 76 attendees! Not only are we providing a needed service, but our own staff benefits by attending and qualifying for recertification credits.
- The 2016 chemical order was compiled and bid specifications sent to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland January 13 and vendors will be notified.
- We continue our community-outreach efforts, which include presentations at local elementary schools and developing new information for Bay3TV. Database and map updates continue to take place.
- The MDEQ's NPDES annual report was filed in late-November, which was the third year we were required to submit a report for compliance. In December we mailed a "2016 Application/Permit to Use State Land" to the Bay City State Recreation Area. 2015 New Jersey Light Trap summary data (for the trap maintained at the park) was mailed concurrently. We expect to hear that treatment of the park property will continue as in 2015. We also filed paperwork with MDEQ for a 2016 Scrap Tire grant.
- We look forward to meeting with colleagues and hearing presentations at the upcoming MMCA Conference February 3-4 (held at Weber's Inn, Ann Arbor). In the next few months we'll be working on MMCA annual meeting plans, the 2016 program plan, hiring of new seasonal staff, and continuing our mission of mosquito education.

#### **Transportation Planning Division (J. Anderson)**

During the fourth quarter of this year, the staff of the Transportation Planning Division has been busy with the following activities:

- Held various BCATS Technical and Policy Committee meetings
- Amendments to BCATS 14-17 TIP as required
- Attended monthly MTPA meetings in Lansing
- Attended Great Lakes Bay Regional Trail meeting
- Attended Regional Prosperity Initiative Strategic Team Meetings
- Attended Michigan Association of Planners' Transportation Bonanza
- Regular updates to the BCATS website.
- Completed PASER ratings for Bay City local roads.
- Filed Final PASER ratings report.
- Began coordination with MDOT, BCRC, DNR, Environmental Affairs & Community Development on a non-motorized project at BCSRA.
- Coordinated with Bay City, Bangor Twp., Monitor Twp., and MDOT on M-13/Wilder Road Access Management ordinances
- Attended various Roadsoft Training classes/webinars
- Continued recording 2015 traffic counts
- Began reviewing and approved GLBR Model – Future Year Socio-economic data
- Attended MDOT Bike and Pedestrian meeting at MDOT Bay Region
- Attended ESTIP training in Lansing
- Gathering future projects for 2017-2020 TIP document
- Began drafting chapters for the 2045 Long Range Plan
- Continued working with EMCOG on Regional Transit Mobility
- Coordinated with Bay City and MDOT on potential NFC updates
- Coordinated discussions with Bay City, the Bay County Road Commission and MDOT on potentially extending M-15 north of Center Avenue along Trumbull Street and Wilder Road to I-75 in Monitor Twp
- Finalized BCATS PL 4th quarter expense billings.
- Worked on Asset Management expense billings.
- Finalized Transportation Planning 2016 budget.
- Attended Environmental Justice/ Title VI training.
- Began review of new state and federal transportation bills.
- Completed the BCATS Annual Report.
- Completed the BCATS FY 2015 Annual List of Obligated Projects.

## **EQUALIZATION**

- Apportionment Report presented to the County Board of Commissioners, to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations, and finally submitted to the State Tax Commission.
- Finalized sales studies and appraisal studies and reviewed with local unit assessor for the 2016 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2016 equalization studies for 2016 starting bases for all classifications in all units.)
- Compiled and updated parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculated and verified millage rates, prepared and submitted pertinent reports, verified

- tax bill due dates and messages, compiled that data and submitted for tax bill printing.
- Winter tax bills sent for Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning.
- Emailed / mailed digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Mailed Personal Property Statements.
- Appraised properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Continued to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, updated property ownership information.
- Assigned new parcel numbers for split or combined properties, wrote legal descriptions and updated the Equalization Maps as well as the GIS parcel layer.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepared computerized tax bill data for township officials and assisted them in uploading that data and printing necessary billing reports and documents.
- Input December Board of Review information into the assessing and taxing database.
- Input new sales, and reviewed and updated older sales in our database. Currently have 105,000 sales & transfer document references for public and Department use.
- Updated website for Property Tax Query and equalization reports on the Department web pages.

## **FINANCE**

### **Accounting/Budget**

- Attended the Michigan Government Finance Officers three-day, fall training institute on Mackinac Island.
- Meetings ensued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the bond issues and the transfer of debt from the City of Bay City to Bay County.
- Participated in the bid process for auditing services as the current vendor contract had expired. Recommended awarding the bid to Rehmann for five years based on the

outcome of that process.

- Served as a member of the committee for bidding out investment consulting services for both Bay County Employees' Retirement System (BCERS) and Voluntary Employees' Beneficiary Association's (VEBA). The current contract for these services had expired.
- Coordinated with the administrative office to file all necessary documents for the County Incentive Program (Revenue Sharing) that was due Dec. 1st. This included updating the county's dashboard, citizen's guide, and debt schedules.
- Staff attended the annual 2016 GAAP (Governmental Generally Accepted Accounting Principles) update webinar on December 3.
- Prepared and distributed the 2016 Adopted Budget.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2015, were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.
- Attended the Michigan Broadband Conference in Lansing with ISD.
- Attended various webinars on trends in local government and preparing financial statements.
- Completed the final funding for the new VEBA large cap equity manager. Part of this process included a transition agreement between the VEBA Board and their custodian bank.
- Coordinating several meetings regarding 2016 Budget. Prepared the final 2016 Budget for the Bay County Board of Commissioners which they adopted December 8, 2015. The 2016 Adopted Budget and working on vendor converting to EFT (Electric Fund Transfers) for Accounts Payable.
- Held several meetings with Bay County Treasurer, his staff, Board of Commissioners Analyst and Independent Bank regarding EFT's/ACH and other various electronic payment methods.
- Met regarding Community Center, Pinconning Park and Division on Aging budgets.
- Met with payroll staff regarding changes in 2016 Budget.

#### **Housing Rehabilitation**

- Attended Board Meetings at Bay Area Housing.
- Continued day to day oversight of the program.
- Continued to work on next phase of the grant.

#### **Information Systems Division**

- Friend of the Court went live on OnBase. Approximately 28 employees are using OnBase.

- Discovery for Probate Court was performed for OnBase.
- ISD assisted with go-live of 9-1-1 VOIP phone system.
- New firewall with enhanced tracking was deployed along with switching to Air Advantage.
- 915 work orders were completed in the fourth quarter.
- 105 open projects, 42 open work orders and 25 work orders waiting on vendors and other departments.
- Configured and deployed Blink(1) for 9-1-1 workstations to display a notification for incoming alerts.
- Worked with AT&T and Buildings and Grounds to move the Law Enforcement Information Network fiber from the Jury Assembly data closet to 9-1-1 to provide for 24/7 connectivity and power.

### **Purchasing**

#### Bids in Development:

- Register of Deeds Software
- Jail Inmate Phone System

#### Bids Awarded:

- Jail Commissary Services
- Bay County Audit
- Bay County Retirement Board Investment Consultant
- Housing Rehabilitation Third Party Administrator
- Juvenile Home Roof Replacement

#### Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared and entered journal entries for credit card allocation
- Assisted various departments and vendors with purchasing questions/bid preparations
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Met to discuss the review/replacement of the telephone system (ongoing)
- Met to discuss the latest updates concerning EFT transactions
- Attended Michigan Public Purchasing Officers Association annual educational conference in Traverse City.
- Attended the meeting of the IT Users group.
- Issued last purchases orders for 2015 and prepared for year end.
- Participated in the following trainings:
  - ✓ Discipline Administration Training offered by Personnel
  - ✓ Webinar: The Place of Public Procurement within the Entity

## **HEALTH**

### **Administration**

The Bay County Health Department Administration continues to implement its Strategic Plan to provide a framework for future growth and direction. A dozen key staff from the Health Department were chosen by management to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The BCHD Strategic Plan has three main goals:

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

Key accomplishments during this period include:

1. The Health Department underwent its triennial accreditation during the first week of December. Programs that were evaluated during this accreditation period include Administration (Powers and Duties: Immunization; Family Planning; Hearing; Vision; Food Service Licensing and Enforcement; On Site Sewage; HIV/AIDS; Communicable Disease Control; WIC; and Children's Special Health Care Services. The Health Department also submitted a request to review its Quality Improvement activities. The Health Department has met 153 out of 157 measurable indicators and is scheduled to receive accreditation with commendation from the State of Michigan in February or March of 2016.
2. The Health Department in cooperation with Saginaw Valley State University has completed its first full year of operation with the University Clinic. The clinic focuses on persons with multiple chronic conditions, who are uninsured/underinsured, especially veterans and persons with behavioral health issues. The clinic has completed outreach to schools (i.e. sports physicals for children in need, etc.), seniors, and other organizations to further develop its client base. The number of clients receiving services at the clinic has steadily increased and the Health Department is working with the University and Bay Arenac Behavioral Health on additional potential funding to expand primary care services for residents who receive treatment for mental health at BABH.
3. The Health Director continues to work with area leaders on its Community Health Advisory Committee (in conjunction with the Bay County Roadmap) to oversee the community health assessment process and further develop the Bay County Community Health Improvement Plan. The Health Department is planning to perform a community telephone survey regarding health and health care concerns of Bay County residents in early 2016. Also planned is a provider survey in the coming months that will ascertain areas of unmet need in Bay County. If areas are identified, further analysis will be completed to determine if there are federally recognized Medically Underserved Areas (MUA's) or Health Professional Shortage Areas (HPSA's) which may offer the County providers enhanced reimbursement and/or leverage resources to recruit and retain health care providers.

4. The Health Department continues to work with Law Enforcement, first responders and behavioral health to educate the general public on the dangers of heroin and to obtain Naloxone for police and first responders so that opioid overdoses can be reversed at the onset. A grant from Midstate Health Network has allowed area first responders to be equipped and trained to use Naloxone in the field. The Health Department issued a Public Health Advisory in July on the recent surge of overdoses and deaths due to heroin/opioid abuse in Bay County.

**Meetings/Trainings attended by Health Director:**

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Quarterly Bay Health Plan Board Meeting
- Bay County Community Health Advisory Meetings (October)
- Michigan Health Information Alliance – General Board Meeting (December)
- Michigan Health Information Alliance – Population Health Working Group
- Michigan Health Information Alliance – Diabetes Prevention Program
- Meetings with Health Department Fiscal and Finance Department staff to formalize 2016 budget
- Weekly meetings with SVSU regarding the University Clinic
- Tri Cities (Midland, Bay, Saginaw, Gratiot counties) Health Officer Forum – Monthly
- Bay County Heroin/Opioid Overdose Group – July and August
- United Way Community Impact Committee

**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.
- This program supports a nursing position for 32-40 hours a week and a clerical position for 20 hours each week, as the nurse also works the immunization clinic and the clerical works 20 hours weekly in MIHP. Since May the CSHCS program representative position has been vacant with plans to post and hire for the position in the near future. The absence of a CSHCS program representative has caused a strain on the CSHCS nurse and PHN Manager. The CSHCS parent liaison has been a great help for program outreach in absence of the CSHCS program representative.
- Mary Jo Hill, RN attended the 2015 Annual Immunization Conference on 11-06-15 in Grand Blanc, MI.
- The CSHCS program sponsored a special meeting in November at the Bay Area Family Y that brought professionals together with parents and their teen children who are diabetic to discuss this growing trend and how to successfully live life to the fullest as a teen and young adult with diabetes.

- During this quarter the following billable services were provided with an approximate income of \$4,748.95

- 51 Level II care coordination activities, combined efforts of RN and clerical staff
- 7 Level I Plan of Care visits with the nurse
- 12 Case management visits by the RN

### Communicable Disease (CD) Division

- The CD nurse investigated 121 reportable disease cases this quarter, of which 101 were laboratory confirmed. These confirmed cases include:
  - 7 animal bites; 5 Meningitis-aseptic; 1 Campylobacter; 1 Salmonellosis; 1 VZ Infection, unspecified; 4 Hepatitis C-chronic; 1 Shigellosis; 1 Syphilis-secondary; 1 Mycobacterium-other; 1 H Influenzae Disease and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- The 1 Probable Case reported and investigated but not laboratory confirmed include: 1 Hepatitis C chronic. An additional 19 Cases were reported that the CD nurse investigated and were later found not to be a case.

### Health Screening Clinic (HIV/STI)

The CD/HIV/STI nurse investigated the following confirmed cases:

- 64 Chlamydia, 14 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 32, none were court ordered, 21 males & 11 females.
- Number of clients tested for HIV this quarter: 15, none were court ordered. 14 results were negative, 1 tested positive for HIV, and of these 15 tested, 8 had previously been tested while 7 had no previous test.

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

- 09-22-15 Preceptorship for SVSU Nursing Students: Fall Term 2015
- 10-13-15 DOW Visiting Scholar- Nathan Wolfe presents "Before it Strikes: Viral Forecasting for Pandemic Prevention" Malcolm Field Theater, SVSU 7-8pm.
- 12-09-15 Epidemiology & Lab Capacity Workgroup, Office of Public Health Preparedness MDHHS speaker Shannon Johnson, Lansing MI

### Hearing and Vision Program

The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools and keep busy following up on previous referrals. New this school year, pursuant to Child Care Licensing Rule 400.8125, technicians need background checks by the Department of Human Services Central Registry and clearance through the Michigan State Police Internet Criminal History Access Tool (ICHAT) of which both our H&V technician have received.

Hearing	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	113	101	4	0	8	1
School age K-12:	0	0	0	0	0	0
<b>Totals</b>	<b>113</b>	<b>101</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>1</b>

Vision	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	108	93	7	0	8	9
School age K-12:	5393	4112	395	191	373	48
<b>Totals</b>	<b>5501</b>	<b>4205</b>	<b>402</b>	<b>191</b>	<b>381</b>	<b>57</b>

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

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

### Division on Aging (DOA)

- There were two Dinner Theatre events held in conjunction with Bay City Players and Bay Metro Transit. The Dixie Swim Club was held October 1 with 185 eligible meals, and Suite Surrender was held November 12 with 198 eligible meals.
- The Aging Well Chair Yoga class continues in collaboration with the Community Center and Beth Trahan. There were 43 participants in October with 65 eligible meals, 46 participants in November with 78 eligible meals, and 38 participants in December with 63 eligible meals.
- Another session of A Matter of Balance was held from October 13 through November 24 with 11 participants and 92 meals served.
- Medicare Part D Help Sessions:
- Total number of clients seen/served: 118 (increase of 10 clients from 2014)
- Total number enrolled in a new plan: 69 (increase of 7 clients from 2014)
- The Movie/Lunch Series continues to be a popular event with 77 participants in October, 63 participants in November, and 44 participants in December.
- The Fall Osteoporosis Strength Exercise class was held October 26 through December 2 with 99 participants and serving 357 eligible meals.
- In November, there were three referrals to the Seniors Safe at Home program for yard clean-up.
- Division on Aging, in collaboration with the Health Department, sent three staff members to become Lay Leaders in the Diabetes PATH (Personal Action Toward Health) Certification. Major efforts were made to promote these educational programs, with the first program to be held in February at the Canteen.
- An In-Service Program for volunteers, caregivers, and seniors was held November 19 at Riverside. Bay County Undersheriff Troy Cunningham presented the program "Protecting Yourself and Your Money" with 18 participants.
- Case Managers delivered 60 Holiday Baskets to seniors in need.
- Division on Aging presented a new program, a Holiday Light Tour, in December with 12

participants.

- The Holiday Angel Project generated donations for 59 bags of goodies with 37 bags being delivered thus far.

Division on Aging volunteers provided a total of 801 hours this quarter as follows:

Activity	October	November	December
Advisory Board	0	7	0
Food Commodities	39	48	66
Special Events	15	22	11
Knit/Crochet	164	101	111
In-Service	0	34	0
Meal Delivery	14	14	18
Memorial Garden	5	0	0
Transportation	12	24	18
Wonderful Times	29	26	23
<b>Totals</b>	<b>278</b>	<b>276</b>	<b>247</b>

Dining Center volunteers provided a total of 1,155.5 hours this quarter as follows:

Dining Center	October	November	December
Canteen	0	4	3
Hampton A.M.	25	25	25
Hampton P.M.	87	52	61
Kawkawlin	39	17	30
Riverside	257	239	238
Williams	3	25	25.5
<b>Totals</b>	<b>411</b>	<b>362</b>	<b>382.5</b>

- The Commodities program delivered 124 boxes of commodities in October, 128 boxes in November, 129 boxes in December, and 151 quarterly boxes in December, for a total of 532 for the quarter.
- Division on Aging served 1,181 eligible meals (1,252 total meals) at special events from October through December.
- Transportation requests were 151 in October, 110 in November, and 118 in December, for a total of 379 for the quarter.

From October 1 through December 31, Division on Aging has served:

8,994 congregate meals  
31,915 home delivered meals

and provided:

139 caregiver hours  
1,631 homemaker hours  
331 personal care hours  
1,300 case coordination hours

#### Elder Abuse Grant:

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

#### October

- Community presentations regarding services available for victims of abuse:
- Interpersonal Violence Conference at the Lincoln Center
- Wellness Fair at Brookdale Senior Living
- Viewing Webinars on Abuse in Later Life
- Assisted clients with emergency resources for housing, transportation, and emergency needs

#### November

- Viewing Webinars on Abuse in Later Life
- Delivered Thanksgiving Baskets to clients
- Assisted clients with resources, transportation, and emergency needs

#### December

- Delivered Christmas Baskets to clients
- Assisting clients with resources, transportation, and emergency needs

The Abuse in Later Life Case Manager has received 38 referrals since October 2014; 23 clients have been served through the grant, with 13 clients still currently being served. In addition, there have been numerous telephone calls regarding the manner to report abuse and inquiring about available resources.

#### Health and Wellness classes offered:

- Blood Pressure Clinics
- Walking Club at the Community Center
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- Chair Yoga at Williams
- Wii Bowling League
- Shuffleboard
- Osteoporosis Strength Training Classes
- Aging Well – Chair Yoga with Beth Trahan
- A Matter of Balance

#### Dining Center Activities:

- Acrylic Painting classes
- Clay pot and canning jar rings pumpkin craft projects at Riverside
- "Myths & Facts about Diabetes" by Melissa Uhl from Southern Care, Hampton A.M.
- "Personal Safety" by Michigan State Police Trooper Michael Darrow at Williams
- Halloween Parties
- "Managing Congestive Heart Failure," InTeliCare Health Services, Hampton A.M.
- Paper Crafting Class by Carolyn Johnson at Riverside

- Music by Linda Lee at Williams
- Fall Fresh Arrangement Class at Riverside
- Thanksgiving Dinners
- Children from Zion Lutheran School at Williams
- Western High School Choir at Williams
- Jolly Hammers and Strings at Williams
- Holiday Parties

Special Events:

- The Dixie Swim Club Dinner Theatre at Bay City Players
- Movie/Lunch Series at Wirt Library each month
- Suite Surrender Dinner Theatre at Bay City Players
- In-Service Program – “Protecting Yourself and Your Money,” Sheriff Department
- Annual Holiday Party with auction

Trainings Provided:

Nutrition Services Manager:

- Area Agency Nutrition Providers Meeting
- Senior Advisory Committee meeting
- Division on Aging staff meetings
- Nutrition Staff meetings

In-Home Services Coordinator:

- Senior Advisory Committee meeting
- Division on Aging staff meetings
- Bi-monthly Case Management meetings
- In-home staff meetings
- Emergency Preparedness
- Dog Bite Prevention Webinar
- A Matter of Balance Program Updates

Case Management Team:

- Emergency Preparedness

Nutrition Staff:

- Client Confidentiality
- Policies and Procedures

Meetings/Trainings Attended by Director:

- Region VII Area Agency on Aging Board Meeting
- Senior Advisory Committee Meeting
- Division on Aging staff meetings
- Elder Abuse CCR Team
- Senior Task Force
- Case Managers' meetings
- County Commission
- Department Managers
- Region VII Area Agency on Aging Directors' Meeting
- Human Services Collaborative Council Steering Committee Meeting

## **Emergency Preparedness & Health Education**

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

### **Meetings/trainings attended by Division Manager over the quarter:**

- Monthly Region 3 HCC Advisory Committee Meetings
- Monthly Region 3 HCC Planning Board Meetings
- Monthly Region 3 EPC Meetings
- MDHHS DEPR Monthly EPC Conference Calls
- Bi-monthly LEPC Meetings
- Quarterly 800 MHz radio drills for MDHHS DEPR
- Monthly 800 MHz radio drills for Region 3 HCC
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings

## **Emergency Preparedness**

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

### **October**

- Pre-Planning Meeting for Strategic Planning with Facilitator
- EP Training Needs Assessment with WIC & MIHP Staff
- Communicable Disease Mock Accreditation
- MI-Volunteer Registry Mission Management Training
- Bay County Project Connect Outreach Event
- MI-Volunteer Registry Exercise
- Updated and Submitted SNS Plan to MDHHS

### **November**

- Attended County Department Directors & Division Managers Meeting
- Met with a Resident Physician to orientate him on Public Health Emergency Preparedness
- Presented Emergency Preparedness information to SVSU Nursing Students
- Uploaded necessary documentation to MIHAN for CD Accreditation

### **December**

- MDHHS State Accreditation
- Discipline Administrative Training
- Strategic Planning Meeting (Melissa & Tracy)
- Conducted Quarterly SNS Call Down Drill (Tracy)

## **Health Education**

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- WIC Staff Meetings (Tracy)
- Bay County Prevention Network (BCPN) Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy)
- Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes (Tracy)
- Monthly MPHHC Planning Conference Calls (Tracy)
- Monthly MALPH BHS Forum Teleconferences (Tracy)

- Monthly Prescription Drug Meetings (Tracy)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- Bi-Weekly MiHIA Conference Call Meetings regarding DPP (Liz & Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa & Liz)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Tracy)

#### October

- BCHD/ESF Outreach at Rockin Recovery event (Liz)
- Facilitated final two weekly DPP group classes (Liz)
- BCHD/ESF Outreach at Auburn Health Fair (Liz)
- ESF Outreach at Reinventing Retirement event (Liz)
- BCHD/ESF Outreach at Bay County Project Connect (Liz & Tracy)
- Diabetes PATH Meeting, in collaboration with Region VII and Division on Aging, regarding first class starting February 2016 (Liz & Tracy)
- Updated all Midland County physicians with current ESF contact person information (Liz)
- Increased ESF awareness to 5 new physician locations in Bay and Saginaw County (Liz)
- Distributed 2,200 ESF brochures to Physician's offices, and 2,150 ESF brochures/650 Wild Game brochures plus additional educational ESF materials to various businesses in Midland, Bay, and Saginaw Counties (Liz)
- BCPN Strategic Planning Meeting (Tracy)
- BCHD Outreach at Rivers Edge Learning Center Trunk or Treat Event (Tracy)
- Attended Marijuana Update Presentation (Tracy)

#### November

- Assisted local EPA office with presentation for Delta College Biology students regarding EPA background, current status on sediment clean-up and ESF material and outreach (Liz)
- ESF Outreach at Midland County Project Housing Connect event (Liz)
- Facilitated first (of eight) monthly post-core DPP classes (Liz)
- Attended CAG meeting (Liz)
- Assisted Health Educator with second DPP group meeting at Dow Corning (Liz)
- Updated all Bay County physicians with current ESF contact person information (Liz)
- Researched local hunter safety classes & provided four locations with ESF and Wild Game brochures (Liz)
- Increased ESF awareness to a new physician location and 54 community placement locations in Saginaw, Bay, and Midland Counties (Liz)
- Delivered 820 ESF brochures to Physician's offices, and 4,650 ESF brochures/169 Wild Game brochures plus additional educational ESF materials to various businesses in Midland, Bay, and Saginaw Counties (Liz)
- Attended Opioid Conference (Tracy)
- Began New 16 Week Session of DPP Weekly Classes at Dow Corning at Uptown (Tracy)

#### December

- Facilitated second (of eight) monthly post-core DPP classes (Liz)
- Attended Heroin Summit (Liz & Tracy)
- Increased ESF awareness to 4 new physician locations and 15 new community

- placement locations in Saginaw, Bay, and Midland Counties (Liz)
- Delivered 1,433 ESF brochures to Physician's offices, and 650 ESF brochures/1,830 Wild Game brochures plus additional educational ESF materials to various businesses in Midland, Bay, and Saginaw Counties (Liz)
- Attended Youth and Family Connect Meeting (Tracy)
- BCPN Strategic Planning Meeting (Tracy)
- Weekly DPP Classes, and make-up sessions as needed, at Down Corning (Tracy)

### **WIC Breastfeeding Peer Counselor (Tracy)**

#### Monthly BFPC Meetings with WIC Coordinator

#### October

- 49 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 2 Classes with 7 participants
- Infant Feeding Choices Class – 1 Class with 3 participants
- Bay County Breastfeeding Coalition Meeting

#### November

- 42 Client Contacts
- Breastfeeding Basics Class – 2 Classes with 6 participants
- Infant Feeding Choices Class – 1 Class with 2 participants

#### December

- 33 Client Contacts
- Breastfeeding Basics Class – 1 Class with 4 participants
- Infant Feeding Choices Class – 1 Class with 0 participants

#### Acronyms:

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

### Bay 3 TV Videos/Presentations

The following programs were aired on Bay 3 TV during the quarter:

- "Me, Have Another Baby? (Preconception Health)"
- "Voices of Meningitis"
- "Making the Right Choice"
- "What Every Teen Needs to Know"
- "CO2 The Silent Killer"
- "Viral Hepatitis and Bloodborne Pathogens"
- "Removing Head Lice Safely"
- "The Slippery Slope"
- "Aids Update: The Latest Facts about HIV and AIDS"
- "Teen Talk: Protecting Yourself in the Age of AIDS"

### Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	181	Parcels Evaluated	19
Mobile, Vending, & STFU Inspections	12	On-Site Sewage Disposal & Tank Permits Issued	16
Temp. Food Est. Inspections	11	Alternative/Engineered Sewage Systems Approved	0
Follow-Up Inspections	30	Failed System Evaluations Conducted	11
Plans Received for Review	2	Sewage Complaints Investigated	2
Plans Approved	2	Well Permits Issued	18
Consumer Complaints Investigated	4	Abandoned Wells Plugged	15
Foodborne Illness Complaints Investigated	2	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	7

### Cremation Permits Processed

October	72
November	48
December	67

### Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
260
Number of Encounters in Family Planning Clinic

- Tammy Hill NP-BC works 8 hours each week in the Family planning Clinic. The clinic is now current with annual exams for current clients and continues to add new clients weekly. Tammy is also a Nurse Practitioner instructor at SVSU College of Nursing.

Kathleen Trepkowski, RN, BSN, Family Planning nurse attended:

- 11-06-15 MDHHS Annual Immunization conference, Grand Blanc, MI

#### Immunizations

- During this quarter the immunization nurse took a planned medical leave at the end of September with expected return by February 2016. A temporary PHN was hired and a nurse was pulled from MIHP to train the temporary immunization nurse. This temporary nurse also trained in WIC to cover WIC nursing duties in January with the planned medical leave of the WIC nurse in January.
- During this quarter the immunization clinic held 3 Flu Vaccination Clinics for the public on site.

TB Test	5
Hep. A Adult	18
Hep. A Peds	88
Hep. A/Hep. B	0
Hib	42
HPV	123
Flu	505
PCV13	52
Rotavirus	18
Dtap	28
Dtap/IPV	30
MMR	28
IPV	16
Td	1
Tdap	129
Varicella	37
Dtap/Hep.B/IPV	29
PPSV 23	1
Meningococcal MCV4	153

Zoster	7
Hep. B Peds	4
Hep. B Adult	16
MMRV	33
Rabies	0
DT	0
<b>TOTAL</b>	<b>1363</b>

**Laboratory**

Number of In-House Tests: Clinical Services	325	Number of Other (Outgoing) Tests: Clinical Services	114	Number of Tests: Water/Non-Clinical	128	TOTAL TESTS	567
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**Lead Program**

- The transition to MDHHS "Healthy Homes and Lead Poisoning Surveillance System" (HHLPSS) has been completed and is now the state wide site for the reporting of blood lead levels for all children in Michigan. It assists the local health department (LHD) by identifying children in their jurisdiction who have an elevated blood lead level (EBLL) and require PHN and or Environmental Health follow up. HHLPSS will also track homes where a child has been diagnosed with an EBLL. Kelly Dore, RN, BSN coordinates the program.
- 9 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter, 2 children were opened to case management and 0 were closed during this quarter, 12 phone or mail contacts to parents were completed during this quarter along with 1 call to MDHHS for follow up on a child's EBLL.

**Lead Tests Billed**

October	47
November	49
December	57

**Maternal Child Health Division**

The Public Health Nurse Manager (formerly Maternal Child Health Services Manager) is responsible for Management of the:

The Public Health Nurse Manager is responsible for Management of the:

- Maternal Infant Health Program,
- Children's Special Health Care Services,
- Hearing and Vision,

- Communicable Diseases/Sexually Transmitted Infections,
- Immunization Clinic
- Family Planning Clinic.
- Supervision of the three Region 7 on Aging Agency workers who provide services in the Health Department
- Other duties include TB case management coordination with Dr. Herrick the Medical Director. Currently the Health Department does not have any cases of active TB Disease or Latent TB.

Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:

- Monthly MIHP and Health Department Staff and Management meetings
- Monthly MDHHS Nurse Administrator Meeting by teleconference
- Monthly MDHHS CSHCS Nurse Conference calls

10-16-15 Great Start Collaborative meeting, BAISD  
 10-21-15 TB Nurse Network webinar sponsored by MDHHS  
 10-29-15 BAISD Early On meeting with local providers  
 11-06-15 MDHHS Annual Immunization conference, Grand Blanc, MI  
 12-14-15 Discipline Administrative Training by Tim Quinn at BCHD  
 12-18-15 FAB TEAM meeting, BCHD

Preparation/participation in MDHHS Accreditation for programs including: CSHCS, Family Planning, Hearing & Vision, Immunizations, STI/HIV/AIDS, and Communicable Diseases.

#### **Maternal Infant Health Department (MIHP)**

- Since May the MIHP office has been void of MIHP clerical support. This work load has been picked up by MIHP professional staff, other health department clerical and the PHN manager. This quarter MIHP received 122 maternal and infant referrals from which 12 maternal and 16 infants were enrolled. A total of 208 billable visits were completed by Jennifer Don LMSW and Kelly Dore, RN, BSN.
- MIHP nurse, Mary Jo Braman, RN, BSN has been pulled temporarily to cover the Immunization Clinic four days a week since September 21, 2015 and will remain there until the return of Immunization nurse expected in February 2016. On Fridays she has worked in MIHP completing required audits.
- The MIHP professional staff participated in the following trainings, meetings & clinics in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting:
- Kelly Dore, RN, BSN is also the Lead Nurse for Bay County and provides back up for the Communicable Disease division and is a member of the Breastfeeding Coalition sponsored through WIC.
- Mary Jo Braman, RN, BSN is also on the Breastfeeding Coalition and participates in the Safe Journey Meetings, a community group with a focus on a substance free pregnancy. It meets monthly and provides outreach education to Middle School students on avoiding harmful substances during pregnancy. Mary Jo also participated in the following:

11-06-15 MDHHS Annual Immunization conference, Grand Blanc, MI

Jennifer Don LMSW participates in the additional following monthly meetings:

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

**WIC ~ Women, Infants & Children Program  
Bay County Health Department and Pinconning Clinic**

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
Oct	2	118	116	45	38	83	147	3330	149	4028
Nov	6	108	102	60	50	73	138	0	125	662
Dec	4	138	87	33	35	80	120	0	114	611

**HOUSING**

**Housing Director Activities**

- Attended NAHRO Property Management Essentials Training at the Livonia training center November 16-18, 2015.
- Attended Discipline Administration Training at the Wirt Library December 2, 2015
- Attended Quarterly BC/BS Community Advisory Committee Meeting
- Attended Board of Commissioner and Various Board Committee Meetings
- Co-Chaired Monthly Elder Abuse Coordinated Community Response Meetings
- Coordinated with the Building and Grounds Superintendent to have a brick structure constructed in the lobby of Center Ridge Arms for resident mailboxes.
- Conducted outreach to potential housing applicants and referral agencies with a booth display at Project Connect event at the Bay County Community Center on October 21, 2015
- Lobby and administrative office remodeling projects were completed in the 4th quarter. Enhanced security of residents and staff as well as resident files are a result of these renovations which include an entrance to the office from the front vestibule and a bullet proof transaction window which will be used to conduct business when no appointment has been scheduled.
- Met with several residents to discuss tenant concerns
- Met with corporation counsel on several occasions to discuss tenant matters

### **Admissions and Occupancy Specialist Activities**

- Completed annual recertification's for 22 residents
- Completed 5 move-in inspections
- Conducted outreach to potential housing applicants and referral agencies with a booth display at Project Connect event at the Bay County Community Center on October 21, 2015
- Completed move-in orientation and lease paperwork for 5 new residents
- Met with several residents to discuss tenant concerns
- Completed annual UPCS inspections for 22 apartment units with maintenance staff

### **Maintenance Activities**

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 5 apartments
- Completed annual UPCS inspections for 22 apartment units
- Completed preventative maintenance on boiler units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Repaired several washers, dryers and refrigerators
- Reconditioned snow blower for continued use

### **Resident Services Activities**

- Distributed food commodity boxes from Mid-Michigan Community action agency to 68 residents on 4 separate occasions
- Coordinated monthly exercise classes and blood pressure clinics for residents with First State Home Health
- Coordinated informational presentation for residents with Impact Medical.
- Coordinated with local human service agencies to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health, Bay County Department of Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency.

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

- The Child Care grant has not experienced any budget cuts thus far for the fiscal year and has maintained continued programming.
- Staff meeting in November to discuss current policies and procedures and programming issues
- Refresher training for staff on Safe Crisis Management
- SCM trainer sent to training to continue certification
- Residents participated in an Education program provided by the Bay Arenac Intermediate School District.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes
- Director attended Michigan Juvenile Detention Association and TriCap board meetings this past quarter.

- Director toured the newly constructed Muskegon County Juvenile Transition center
- Director and Supervisor met with Around the Clock Healthcare Services regarding transition from previous medical services provider Correct Health Care. Around the Clock Healthcare started as the facility medical services provider in November.
- Director and Supervisor met with Mobile Xray regarding possible services to residents at the facility. A contract has been sent to the Board of Commissioners for approval upon review from Corporation Counsel.
- Director is working with Mobile Kids Dental on an Memorandum of Understanding for services to residents. The MOU has been sent to the Board of Commissioners for approval upon review from Corporation Counsel.
- New Montcalm Court Administrator visited the facility for a tour and met with Director regarding services.
- Director and Supervisor attended Discipline Administration Training.
- SVSU medical students out for tours on 10/12 and 11/9
- The Director completed quarterly reports for the 2015 Justice Assistance Grant and closed the 2014 Justice Assistance Grant.
- Participated in phone conference calls for training on how to utilize the new State reporting system MiSACWiS. Calls are every Monday morning.
- Conducted interview process for 4 part time Youth Development Workers as approved by the Board of Commissioners. Able to hire and train one employee prior to the holiday.
- Purchased a new clothes dryer to replace unrepairable machine. Maintenance installed gas line to allow for more efficient gas dryer.
- New radios were not able to be utilized as of yet. Emergency Services are working on the issues with the radios.

Report Name: TLH Monthly Repo-20160106-115931				
Filter:				
Date In Detention (Search Only) between '10/1/2015' and '12/31/2015'				
County	Count Days			
BAY	964			
HURON	41			
IOSCO	12			
OGEMAW	6			
SANILAC	20			
SHIAWASSEE	8			
TUSCOLA	70			

<b>Total days</b>	<b>1,121</b>
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Report Name: 26 Intakes Withi-20160106-120319	
Filter:	
Date Admitted between '10/1/2015' and '12/31/2015'	
County	Count
BAY	75
HURON	4
IOSCO	1
OGEMAW	1
SANILAC	2
SHIAWASSEE	1
TUSCOLA	3
<b>Total Admissions</b>	<b>87</b>

### Community Corrections

- This is beginning of fiscal year for Community Corrections. Programs are progressing as expected as most programs are at 20% utilization or over. There has been no change in our funding and our residential programming has increased.

### Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Service	97	488
Outpatient Treatment	25	233
Cognitive Change Program	17	694
Zero Tol - Drug Testing Program	9	1602

- These programs combined have saved the county \$202,984 thus far for the fiscal year by supervising low risk offenders in the community with treatment programs. These programs also assist with jail overcrowding and bed space utilization.
- The Community Corrections Manager oversees the Sheriff Work Program. These are non-violent offenders who work with Buildings and Grounds staff to maintain county properties. They also participate in other approved projects within the community, such as River Roar, Fireworks, Bay Sail, River of Time and The Munger Potato Fest. However, this program has been placed on hold until a plan of supervision can be worked out with Building and Grounds.
- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 21% or below, this is the new goal for 2016. The PCR for October was 18.9%, November – 0% and December was 15.6%.

- Throughout this quarter, the Manager Drug Treatment Court Admissions Committee meetings; meetings with drug testing staff, monthly meetings with Circuit Court Probation staff. Lastly, the Coordinator also hosts bi-monthly CCAB meetings with Community Corrections stakeholders

## **MSU EXTENSION**

Michigan State University (MSU) Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future.

- MSU Extension and MSU AgBioResearch Sharpen Our Focus Online Survey

MSU Extension has long been a source of information and education for Michigan residents. Along with MSU AgBioResearch scientists, Extension professionals throughout the state are asking Michigan residents to help them determine where they should place their emphasis in the future.

To that end, MSU Extension has launched an online survey asking all Michigan residents about their needs and priorities. The MSU Extension and MSU AgBioResearch Sharpen Our Focus online survey that will supplement upcoming face-to-face meetings throughout the state that will engage nearly residents. The survey will be open until January 31<sup>st</sup>.

As an added bonus, respondents who complete the survey will have the option of entering a drawing that includes two MSU men's basketball game tickets (date and time to be determined), a basket of Michigan-made agricultural products and a \$75 gift certificate at [shop.msu.edu](http://shop.msu.edu)

To participate, access the survey from the front page of [msue.msu.edu](http://msue.msu.edu) or by visiting [msue.msu.edu/focus](http://msue.msu.edu/focus). All information collected is anonymous. Once completed, a separate link will be provided to those who wish to enter the drawing.

We will not retain names or contact information except for the purposes of the drawing. That database will be deleted once the winners have claimed their prizes.

- Diane Smith Accepts the District 9 Coordinator Position

The Director's Office is pleased to announce that Diane Smith has been chosen as the new District 9 Coordinator. Diane succeeds Deanna East, who took a new position as associate state leader in our Health and Nutrition Institute back in October.

Diane has a history of outstanding service and leadership experience that makes her an ideal candidate for the District 9 Coordinator position. We have experienced the quality of her administrative leadership first hand through her participation in our internship program, and we look forward to the meaningful impact that she will have in District 9 and the organization as a whole.

As District Coordinator, Diane will build relationships with decision makers and partners, procure resources and support for statewide initiatives, mentor and encourage Extension staff in development of programming, and participate in the MSU Extension administrative leadership team. Highlights of her experience include her participation in the MSU Extension District Coordinator Internship Program, her work as an innovation counselor at the MSU Product Center, and her time as an MSU Extension community and economic development educator.

Diane received her bachelor of science in psychology and elementary teaching certification from Central Michigan University, and her Master of Science in community and economic interdisciplinary studies from Iowa State University of Science and Technology.

Thank you to all of the individuals who expressed interest in serving as the District Coordinator for District 9. It was a competitive pool, and we are pleased to have so many leaders in the organization.

We would also like to thank the members of the search committee Dave Ivan, Dennis Krafft, Bridgette Gransden, Jodi Schultz, Richard Wooten and Adam Koivisto. 4-H Program Coordination, Jodi Wrzesinski

- Saginaw Bay 4-H Fishing Camp was a huge success. Because of that, Jodi is working with Katy in building partnerships with the Saginaw Bay Walleye Club, Mike Kelley with the Conservation Fund, Rick Kreshmeyr with the Pro Anglers Association, and Ed Becker and Roger Michalski with the Bay City State Recreation Area to continue to do additional programming centered around fishing.
- The 4-H Tech Wizards program continues to grow. Jodi and Cydney are looking into expansion opportunities.
- 4-H Winterfest registration is open. Jodi will be facilitating this winter camp for the third year in a row. Winterfest will take place at Kettunen Center on February 6-7, 2016. Youth from around the state will enjoy a multitude of workshops facilitated by leaders and staff from around the state. Jodi and her committee worked this month to coordinate sessions and organize the registration system.

- Jodi is organizing a Challenge U camp focusing on youth health and wellness. The camp will take place in March at the Kettunen Center. Youth will engage in many activities focusing on the importance of having a healthy body and mind.
- Bay County had 235 youth enrolled in Bay County 4-H in the 2014/2015 program year.

4-H Life Skills and Capacity Building, Jodi Schulz

4-H Staff started a science series with three 2nd grade classrooms at Hampton Elementary. It started in October and will continue throughout the school year. Staff will visit with youth and their teachers six times and cover the following topics: fractions, time, money, measuring, plant parts we eat, landforms, and soybean seed necklaces.

Jodi was selected to present sessions at national and international conferences. Those conferences include the National Association of Extension 4-H Agents Conference in Portland, Oregon (October) and the International Mentoring Conference in Cancun, Mexico (November). Both presentations focused on integrating youth life skill education into current programming with youth. Jodi has been accepted to present at the Western Region 4-H Leader's Forum in Fairbanks, Alaska in March of 2016.

- Jodi has conducted several day-long trainings statewide. They include topics such as 4-H Cloverbuds (4-H youth ages 5-8), Delegation Skills for Volunteer Managers, and 4-H SPIN (SPecial INterest) Clubs.
- Handy Middle School requested a science night for their students. It took place in November with families invited to become hands-on with 15 different science experiments/stations. Each station had a science theme and encouraged families to solve a science-related problem, learn about how they can apply science to their own lives, or discover the outcomes of various science theories. Approximately 100 people were in attendance. MSU Extension Bay County staff is requested back at Handy in the spring for a Family Literacy Night.
- Jodi has been selected to participate in the National Extension Leadership Development Program. This program is developed for current and future Extension leaders and administrators to learn, apply and reflect on new effective leadership, organizational collaboration and change concepts and strategies. By participating, staff will develop a better understanding of self and enhance personal effectiveness through assessments, coaching, feedback, individual goal setting, strategies for processing and managing information leading to results. All strategies learned will directly affect the 4-H work currently being done statewide, as well as in Bay County.
- Several projects are in the works for early 2016. They include: the delivery of webinars (4-H SPIN Clubs), Navigating Educational Standards in Michigan, Building Community Relationships, and Delegation Skills; the development of scripts using MSU Extension

articles to create volunteer videos; the development of 4-H Cloverbud Snap Shot fact sheets; and the creating of a Family Enrichment Programming Guide.

- Sea Grant Programming, Katy Hintzen

Extreme storm events present a serious threat to community health, safety and economic stability. The Saginaw Bay watershed is particularly vulnerable to storm hazards because of the region's unique topography and land use patterns. Because the watershed covers such a large flat area, extreme storm impacts are quickly magnified. Communities within the Saginaw Bay watershed face a major challenge in adapting to increased frequency and intensity of storm events. As part of a project funded by the National Oceanic and Atmospheric Administration Coastal Storms Program MSU Extension is working in partnership with Michigan Sea Grant, the East Michigan Council of Governments, Bay County Emergency Management Division and Midland County Office of Emergency Management to improve resiliency in the Saginaw Bay watershed. In the fall of 2015 a combination of online and mail out surveys were used to collect information on key decision-makers' perceptions of storm hazards, stormwater runoff and resiliency strategies in the Saginaw Bay watershed. More than 240 decision-makers spread across all 22 counties in the watershed participated in the survey. The feedback gathered from the survey effort will directly inform future projects in the watershed addressing issues of extreme storms.

- Supplemental Nutrition Assistance Program (SNAP-Ed), Karen Parker, Jessica Foss and Ann Arnold
- Health and Nutrition staff continues to do nutrition education to residents in Bay County. Staff have are planning to do nutrition education outreach at all Bay County Head Start sites, YMCA, Hampton Elementary, and Michigan Works. Cooking Matters for Adults and Teens will begin in the January and continue throughout the summer at Hampton Elementary.

## **PERSONNEL & EMPLOYEE RELATIONS**

### **Payroll/Benefits**

- Educated employees through mail, email and meetings on benefit changes.
- Coordinated open enrollment meetings for Health, Flexible Spending and AFLAC for active employees.
- Made necessary changes to health insurance, flexible spending, retirement, self-insurance and life insurance rates in MUNIS for 2016.

### **Wellness Center and Wellness Initiatives**

- Year-to-date there has been 254 contracts who have visited the Wellness Center through November 2015. There are currently 382 Contract Holders (Employees and

Pre-65 Retirees) who can utilize the Wellness Center; including spouses and dependents, there are a total of 991 lives. 66% of the eligible employees/retirees have visited the Wellness Center.

- Year-to-date 133 new appointments, with an additional 1,554 return appointments.
- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals year-to-date have been for Physical Therapy, Chiropractic and ENT.
- Hosted a Lunch & Learn on Nutrition in October and Diabetes in November.
- Sam's Club was onsite November 5, 2015 to offer free vision screenings and offer discounts for memberships.
- Educated employees on the benefits, offerings and holiday hours of the Wellness Center.
- Educated employees on the free fitness areas and use of Delta College Fitness Center.
- Offered 3 Self-Defense classes onsite for Bay County employees in October. There were 34 employees who participated.
- Held an employee Winter Meet & Greet on December 3, 2015 at Washington Lanes. Around 40 employees attended.
- Biggest Loser competition was extended to Bay County employees to participate in on a volunteer basis. There are 25 employees participating.
- Step Challenge was extended to Bay County employees to participate on a volunteer basis. There were 99 employees who participated, 83 of which met the step goal.
- Wellness Committee met in December to discuss survey and 2016 wellness plan.
- Purchased workout videos for employees to use on a checkout basis.
- Purchased workout equipment for the Sheriff's department fitness room.
- Purchased educational materials for employees break rooms and lunch & learns.

### **Community Involvement**

- Jeanie Deckert is on the Member Connections Committee for VSHRM. She is also the Treasurer of the Business Professional Woman's group and a Board Member of the Ogemaw County Economic Development Corporation.
- Attended the MISHRM conference in Grand Rapids in October.
- Attended Active Shooter training.

### **PUBLIC DEFENDER**

- No Report Submitted.

### **RECREATION & FACILITIES**

During the 4th quarter of 2015, the Recreation and Facilities Department provided day-to-day supervision to the Buildings & Grounds Department and the Recreation Department. Additionally, the department worked on various tasks including, but not limited to:

- Meet with fellow Public Information Officers to review and update PIO reference materials, planning and coordination of policies & procedures.
- Held an open house for new gym floor at the Bay County Community Center.
- Finalized and submitted final grant documentation for the gym floor
- Changed vendors of the credit card terminals at Civic Arena & Golf Course to sync with the POS system.
- Held monthly budget/management meetings with Civic Arena managers.
- Worked on drafting and implementing five (5) Golf Course Procedures
- Panic Alarms and Biometric Lock was installed by Ace American Alarm.
- Reviewed utilities at the community center to update an accurate split
- Held discussions on Battery Park with key stakeholders
- Hosted a County-wide Discipline Administration Training, facilitated by Personnel Director Tim Quinn at the Alice & Jack Wirt Library.
- Continued work on the future use of the Bay County Farmers Market.
- Continued to send out a monthly Recreation Newsletter to over 1,500 email addresses.

### **Buildings & Grounds**

- Staff installed new fence with standoffs for barbed wire (10'x10'x6' high) at Bangor 911 Back-up Center.
- Staff removed 6 trees in order to erect 911 Back-up Towers.
- Staff pulled and installed new phone lines in 911 for their new phone system that's up and running.
- Juvenile Home - numerous repairs on boilers pumps, generator repairs, bathroom toilet repairs, air handler repaired - all handled by County maintenance.
- Staff installed new fire hydrant at Fairgrounds.

- Staff diligently repairing roof leaks at several facilities.
- Staff tore off old roof and replaced with new metal roof at Golf Course maintenance barn.
- Staff continues to maintain/repair vehicles for Health Dept., Parks & Rec. and Buildings & Grounds.
- Staff repaired & maintained Zamboni at Civic Arena.
- Staff replaced door at the east end of the Horse barn and also repaired section of fence at Fairgrounds.
- Staff excavated Time Capsule buried in County Bldg. front lawn per Historical Society. They then transported water filled container to Fairgrounds for public opening.
- Staff repaired storm drain in Pere Marquette parking lot.
- Staff trimmed & removed numerous trees in Fairgrounds.
- Staff working on parking lots cracks filling holes.
- Staff repaired and stored all summer equipment.
- Staff cleaned and added snow removal equipment for trucks and facilities.
- Staff installed new heater for back-up heat in kennels at Animal Control.
- Painters continue to keep on track the numerous projects at hand. Employees are enjoying the updates.
- Staff removed floating dock for winter at Pinconning Park.
- Staff have been involved with the re-development of Battery Park, meeting with City staff and a committee to dignify the downtown area like it was years ago.
- Adult Foster Homes – Zielinski Home ordered patio door; Fisher Rd. had shower repaired and Grove St. needs shower threshold re-installed.

## **Recreation**

### **Civic Arena**

- Our Fall Adult League had 16 teams. The winter adult league is just starting and has 17 teams.
- The High School Teams: Bay City Wolves & Bay Area Thunder are in the midst of their seasons.
- The Tri City Icehawks are in the middle of their season.
- The Bay County Hockey Association is running their house and travel teams and are in the middle of their season.
- Hosted our second year New Year's Eve Lock In. We had 90 kids up from 63 in 2014.
- Increased daily fees by \$1 on public skate, noon skate, skate rental, and afternoon/evening stick and puck.
- The numbers for Public Skates were very popular over the holidays.

- We are starting our Learn to Play Hockey for Free Clinics at the end of January. We are running 2 sessions, because the first session filled quickly.
- We just hosted our Annual January Freeze Hockey Tournament. We had 26 teams.

**Community Center**

October:

- Pickleball began again. We have 16 -18 participants each day we offer the program.
- Shuffleboard (Thursdays) and Badminton (Thursdays) continue to be offered in our building.
- Project Connect used our facility. That event used the entire building and had over 600 people go through the building.

November:

- I conducted a beginner Pickleball class and had 4 people attend.
- Two Holiday Bazaars – Small gym Over 500 people attended
- Men's Basketball league - Both gyms (Nov. and Dec.)
- Women's Volleyball league - Large gym (Nov. and Dec.)
- Salvation Army Thanksgiving Dinner – Small Gym

December:

- Church League Basketball – Large gym (new this year)
- Women's Volleyball tournament - Large and Small gym
- Bay Area Runners Club Christmas race - Small gym
- Girls Volleyball Camp - Large gym - 25 participants
- Division on Aging Christmas dinner - Small gym - 200 people
- See attached for weekly permanent rentals and activities.
- Community Center was painted. All rooms and corridors. The painters did a great job.

**Fitness classes offered:**

FitFun	49 participant's	47 pay clients	5 Bay County employees
YogaFit (a.m.)	20 participants	18 pay clients	2 Bay County employees
YogaFit (p.m.)	19 participants	11 pay clients	8 Bay County employees
Fit in 30	12 participants	7 pay clients	5 Bay County employees
Chair Yoga	Meets Tuesdays 40 clients and Thursdays 25		

**Fitness Center:**

October	453 clients	108 County Employees
November	544 clients	85 County Employees
December	566 clients	161 County Employees

**Community Center Rentals:**

M/W/F	Large gym FitFun	9:30a - 10:30a
Tuesday	Room 124 YogaFit	5:30p - 6:30p

Tues/Thurs	Room 124 ChairYoga	11a - 11:45a
Tuesday	Large gym Volleyball	9:00a - 12p
Mon/ Wed	Large gym Fit in 30	12:30p - 1p
Thursday	Room 124 YogaFit	9:30a – 10:30a
Thursday	Large gym Badminton	10a - 12p
Thursday	Small gym Shuffleboard	12p - 3p
Tues/ Thurs	Pickleball	12:30p – 3:30p
Wednesday	Pickleball	11am – 2pm

Men's Basketball League	M, W, TH	Large gym	6pm – 10pm
Men's Basketball League	M, T	Small gym	6pm – 10pm
Women's Volleyball	Tues/ Fri	Large gym	6pm – 10pm
Church League Basketball	Sat	Large gym	9am – 12pm

- We had every Saturday booked with at least two of our four spaces rented for showers, and meetings.
- We have been closed on Sundays unless we have a room rental. Not enough fitness traffic to warrant opening the building on Sundays.

#### **Fairgrounds:**

- Canteen rentals are down. No rentals this quarter.

#### **Horse Stalls:**

- We are in the process of reviewing our rental agreement and procedures.
- We currently have six renters in the stalls.
- Two renters terminated their contract. One horse was sold and the other renter moved out of the area.

#### **Golf Course**

- Hosted our annual Big Hole Scramble. We had 25 teams.
- Hosted our annual Tough Hole Scramble. We had 6 teams.
- Overall revenue was down from 2014. The following are the breakdowns:
  - ▶ Green fees down 3.3%
  - ▶ Cart Fees down 3 %
  - ▶ Season Passes down 6.1%
  - ▶ Merchandise Sales down 104% (reduced the amount of inventory)
- Overall expenses are down roughly 5% from 2014.
- This season had a total 40 rain days. There were 13 days where we had no revenue due to the amount of rain and course condition, which were 8 more days than 2014.
- The golf course closed on November 6th. We had some good weather at the end of the year and we opened November 15th – 17th. A few extra days to end the season.