



## REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2016

The following reports for the 2nd quarter of 2016 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.

- Assisted the Veterans Offices in their financial expenditures and resolving any issues that arose including vehicle repair & maintenance and future planning issues. Requested and received authorization from the Board of Commissioners to hire a contractual support person to offer additional support for veteran services and provide information on a daily basis to veterans needing direction and/or assistance in the suite of offices allocated to veterans services on the second floor of the Bay County Building.
- Worked cooperatively with various County offices in processing numerous Freedom of Information Act responses for the first quarter including multiple responses that required extensive hours and records from various Bay County offices and departments.
- 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.
- Regular discussions and coordination with Animal Control Manager and staff on current issues including upcoming events. Adoption waiver event presented by Animal Control and was approved by the Board of Commissioners. (See Animal Control Quarterly Report for more detail).
- Participated in interviews for Finance Officer.
  - Attended multiple meetings and worked with staff on Proposed Action Plan for assuming role as Managing Partner for Bay 3 TV on July 1<sup>st</sup>.
  - Presented Plan and request for position for this new division within Bay County

- government.
- Director received approval from the Board of Commissioners to proceed with the business plan and approval to post the Community Outreach/Production Coordinator vacancy.
- Conducted interviews for the above position and awarded the position to Nick Paige.
- Assisted staff in preparation of monthly County Executive newsletter.

### Animal Control

The Shelter took in 373 cats and 219 dogs and 11 other animals for a total of 603 animals. Owners claimed 4 cats and 69 dogs.

- We adopted out 151 cats, 93 dogs, and 9 others were adopted.
- Euthanized per owner's request were 63 cats and 38 dogs.
- Euthanized due to aggressive behavior or illness were 114 cats and 10 dogs.

Field Activity: Officers went out on 1051 calls, this quarter, which include the following:

- 65 Animal bites
  - 50 Investigations of cruelty
  - 110 Loose and Aggressive
  - 41 Barking
- We are still promoting our adoptable animals on the various websites, Facebook, Petfinder.com, Bay 3 TV, etc., and working with other shelters and rescues that are willing to pull animals when the shelter is filling up. We have several special interest groups such as the Michigan Shelter Animals (formerly Friends of the Bay County Shelter) and Shelter Angels also helping to promote the shelter through internet media and special events.
  - We had our first Clear the Shelter event on June 25, 2016. Thirty six dogs and cats were adopted that day. All nine dogs came with certificates for free sterilization, rabies vaccination, etc courtesy of the Shelter Angels & Happy Tails. All the cats came with a free spay or neuter certificate due to the grant we received from Department of Agriculture. We were able to get the grant by using Shelter Angels as our go between for the sterilization. People are already coming in and stating they can't wait till the next Clear the Shelter which will be on September 10, this will coincide with the 2<sup>nd</sup> annual Paws In The Park sponsored by THE MOOSE, 94.5 on the radio.
  - We have been doing so well with dog adoptions that we have been taking adoptable dogs from Saginaw, Arenac, and Clare County Animal Controls, on occasion. We have even helped out several rescues by taking adoptable dogs that they could not find a new home.
  - Our support group Shelter Angels, has formed a partnership with PetSmart where Shelter Angels have pulled, from our shelter, ten cats at a time that are fully vetted and sterilized, then the cats are placed up for adoption by Shelter Angels at PetSmart which received a good response from the public. Several cats have already been adopted. Shelter Angels has started a partnership with Passion for Paws, a groomer and pet store

in Freeland. The store owner features six cats or kittens at time that Shelter Angels has pulled from the shelter for adoption and they have seen a good response with the public.

### **CENTRAL DISPATCH 9-1-1**

1. 9-1-1 answered: Emergency calls in the month of April 5,676; Emergency calls in the month of May 7,147; and Emergency calls in the month of June 5,547. In total, Central Dispatch has answered 36,452 Emergency calls for 2016.
2. Conducted numerous Critical Testing sessions as well as several 9-1-1 "Sit-Alongs" as part of the hiring and recruitment process. This is part of our revamped employee recruitment program that we began in the last quarter of 2015.
3. Bay County 9-1-1 currently has 2 trainees in the training program, who are expected to complete training in the 4th quarter 2016. We had several promotions in the 2nd Quarter. Ryan Gale has been promoted to Assistant Director, Jeff Whelton has been promoted to Supervisor 1 and Evan Sisk has been promoted to Supervisor 2.
4. Bay County 9-1-1 completed the transition from analogue 9-1-1 CAMA trunks to Digital SIP Trunks. The move from analogue to digital service is a milestone for Bay County 9-1-1. As 9-1- are now part of a regional Emergency Services IP Network of ESINet. The Great Lakes Bay 9-1-1 Consortium is the first remote/hosted 9-1-1 solution in the State of Michigan

The Incident Command Trailer upgrades are complete. The Command Trailer now has several new capabilities that improve communications. Most notably is the capability to send and receive 9-1-1 phone calls.

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. Bay County 9-1-1 has partnered with McLaren Bay regional EMS. The partnership is the sharing of Computer Aided Dispatch (CAD). The software has been installed and the network connection has been established. 9-1-1 has trained McLaren's EMS Admin and plans to train their staff in the 3<sup>rd</sup> Quarter 2016. The project expected completion is slated for 3<sup>rd</sup> quarter 2016.
6. The Smart911 marketing plan has been implemented. Currently, 5.5% of Bay County Residents are signed up for Smart911.

### **Emergency Management**

1. Held a Public Officials Conference which outlined the Emergency Management program to county officials. Representatives from Michigan State Police Emergency Management Homeland Security Division, Bay County Emergency Services, Bay County Central

- Dispatch, and Bay County Health Department each presented topics regarding their role in emergency response.
2. Participated in several meetings with the workgroup tasked with implementing the new county phone system.
  3. Chaired 1 LEPC meetings and 2 LPT meeting.
  4. Completed a project that implemented a short-range radio repeater that was installed in the Incident Command Trailer for use by public safety responders. This project addresses communications issues that were part of several festival after action reports.
  5. Attended the Great Lakes Homeland Security Conference in Grand Rapids. The 3 day conference held workshops with topics that covered active shooter response in schools and business, critical infrastructure risk assessment, and cyber-crime prevention and response.
  6. Attended 3 Heroin Taskforce meetings.
  7. Provided an informational talk regarding the fundamentals of emergency management to 2 Boy Scouts and 30 SVSU nursing students.
  8. Acted as an exercise evaluator for two exercises in Tuscola County. They held a table-top exercise and a Health Department drill regarding a foreign agent being delivered in the food supply.
  9. Acted as a controller for two lockdown drills at the Bay Arenac Career Center.
  10. Participated in 3 monthly radio drills with the District 3 Emergency Management Association.
  11. Led the Bay City Fireworks Incident Action Plan development meeting, and developed the Incident Action Plan for the fireworks festival.
  12. Deployed the Incident Command Trailer to both the Bay Area Amateur Radio Club Summer Field Day, and the fireworks festival.
  13. Participated in a table-top exercise put on by Marathon Oil. It was a simulated response to a rupture of one of the gasoline holding tanks at their Bay City facility.
  14. Provided ALICE (Alert, Lockdown, Inform, Counter, Evade) training to eight county employees on the 4<sup>th</sup> floor. This training provides them with information on how to react to an active shooter.

### **CORPORATION COUNSEL**

Reviewed contracts or provided legal opinions to:

- Central Dispatch
- Health Department
- Environmental Services/Affairs

- Personnel and Employee Relations
  - Board of Commissioners
  - County Executive
  - Animal Control
  - Prosecutor
  - District Court
  - Administrative Services
  - Register of Deeds
  - Building and Grounds
  - Recreation and Facilities
  - Sheriff
  - Finance
  - Retirement Board
  - ISD
  - Land Bank
  - Treasurer
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- Responded to more complex FOIA requests and/or Appeals
  - Attended Board of Commissioners Meetings
  - Attended Retirement Board Meetings
  - Attended MAPERS Conference
  - Attended VEBA Board Meetings
  - Attended Quadrant Meetings
  - Attended ICLE Labor and Employment Institute Seminar
  - Provided legal opinions and guidance on employee issues
  - Drafted Pleadings in Unemployment Matter, Attended Unemployment Hearing
  - Attended Hearings on Tax Foreclosed Properties
  - Drafted Petition for Foreclosure, Notice of Hearings and Orders
  - Drafted Summons and Complaints on eviction matters
  - Attended Eviction Hearings
  - Participated in employee interviews
  - Participated in the RFP process
  - Attended meetings regarding reorganization of the Public Defender Department
  - Drafted and/or reviewed and filed pleadings in Gills vs. County lawsuit (U.S. District Court and Court of Appeals)
  - Drafted and/or reviewed and filed pleadings in Walraven vs. County lawsuit (U.S. District Court and Court of Appeals)
  - Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (circuit court case)
  - Managed and reviewed attorney correspondence, filings and billings in Clerk vs. Bay County et al (court of appeals case)
  - Managed and reviewed attorney correspondence, filings and billings in Payne vs. Bay County et al (Federal Court case)
  - Managed and reviewed attorney correspondence and filings in Joseph Groulx vs. Bay County (Circuit Court Case)
  - Managed and reviewed attorney correspondence in Lee vs. Bay County et al (U.S. District Court case)

- Attended Michigan Association of Municipal Attorneys Legal Education Seminar
- Researched, reviewed and amended Collective Bargaining Agreements for future discussion
- Participated in employee grievances regarding retirement and workers compensation issues
- Participated in meetings regarding upcoming collective bargaining strategy and finances

## ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

### Director's Report (L. Ogar)

- **Saginaw Bay Coastal Initiative (SBCI):**  
Continue to facilitate the monthly SBCI Meetings that take place on the third Thursday of the month in the Personnel Conference Room located on the 3<sup>rd</sup> floor of the Bay County Building from 1:00 p.m. to 3:00 p.m.
- **Friends of Bay City State Recreation Area (BCSRA):**  
Continue to participate and attend the Friends of BCSRA Meetings that took place on May 9<sup>th</sup>.
- **Saginaw Bay WIN:**  
Continue to participate and attend the Saginaw Bay WIN Meetings that took place on April 21<sup>st</sup>, May 25<sup>th</sup>, and June 17<sup>th</sup>.
- **DOW CAP Meeting:**  
Attended the DOW Community Advisory Panel Meeting on May 7<sup>th</sup>. The mission of the Dow Community Advisory Panel (CAP) is to actively promote a mutually beneficial relationship between the communities surrounding the Dow facility and the company through ongoing interaction, supporting shared goals and dedication to identifying and resolving issues of concern.
- **Bay County Land Bank Authority:**  
Attended the Bay County Land Bank Authority held meetings on April 14<sup>th</sup> and June 9<sup>th</sup> held in the 3<sup>rd</sup> Floor Conference Room.
- **Earth Day Celebration:**  
Organized and facilitated an Earth Day Celebration on April 22<sup>nd</sup> at the Pere Marquette Depot. Information was presented from Bay City Wastewater Treatment Plant and the Bay County Health Department, with featured Guest Speaker Dr. Joan Rose on water quality sampling. The informational presentations were followed with Bay County and Saginaw County Waste Water Treatment Plant Open Houses.
- **Rotary Presentation:**  
Gave a presentation at the May 24<sup>th</sup> Rotary Club Meeting regarding Saginaw Bay Access and Phragmites.

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

- Continued maintenance on 9-1-1 GIS data and CAD Map.
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online.

- 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.
- Reviewed Bay Area GIS Viewer and coordinated public launch.
- Launched new Bay Area GIS Viewer as a joint project with the City of Bay City.
- Presented new Bay Area GIS Viewer to the Bay County Board of Commissioners.
- Held training sessions on the new Bay Area GIS Viewer.
- Performed annual tax parcel update to GIS.
- Continued update of GIS data to 9-1-1 Intrado software.
- Misc GIS Projects and GIS tech support for: Transportation Planning, City of Auburn, Auburn Chamber of Commerce, Bay Metropolitan Transportation Authority, Drain Office, Board of Commissioners, 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, Health Dept., Mosquito Control, Gypsy Moth, and various public GIS requests.
- Attended MiCAMP Board Meetings.
- Worked with Saginaw, Midland, and Gratiot Counties on Environmental Health GIS application.
- Work with Environmental Affairs & Community Development staff on advising interns from SVSU for county projects.
- Attended Department/Division Head Meetings.
- Attended IT User Group Meeting
- Began coordinating with the Register of Deeds office on linking GIS to recorded documents.
- Posted vacant position for Transportation Planner/GIS Technician position.
- Interviewed candidates for vacant Transportation Planner/GIS Technician position.

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

- **Gypsy Moth Treatment Project:** After five years with no spraying to control the gypsy moth populations, treatment was once again required this spring. The Contract was awarded to **Hamilton Helicopters, Inc.** located in Hamilton, Michigan. Spraying in the northern spray blocks was done on May 30, 2016 from Kawkawlin Township Park and the City Spray blocks were treated on June 1, 2016 from the Bangor Township Boat Launch. Caterpillars began to die within a few hours of the treatment. The immediate population reduction was dramatic however the population on the huge Oak tree on Boehringer Court was still able to cause significant defoliation. To further help this tree, it was banded to prevent caterpillars from climbing back up the tree once they went down it as is the habit of gypsy moth caterpillars. The caterpillars at this location continue to die and were nearly all gone by the end of June. Caterpillars collected at the end of the month died shortly after they were collected. This tree is recovering having put out a new flush of leaves by the end of June. Treatment has significantly reduced the population of gypsy moth caterpillars in all the spray areas so no re-treatments are expected in 2017. No additional populations of gypsy moth caterpillars were noted anywhere in the County. Monitoring for adults will continue in the next quarter. The Certificate of Coverage (NPDES) for the Gypsy Moth Treatment Project was complete prior to spraying.
- **Emerald Ash Borer (EAB):** During the second quarter, the contract for the 2016 EAB

Treatment Project were finalized and awarded to Bay Landscaping of Essexville, MI who had the lowest bid at just under \$195,000. This is a two year contract wherein 790 ash trees will be treated in 2016 for approximately \$39,000 and 2400 ash trees will be treated in 2017 at a cost of approximately \$150,000. Work began on May 23, 2016 and was completed on June 29, 2016. The ash trees treated this year will be protected from EAB for the next two to three years. Verification of treatment has been completed and the trees will again be evaluated during the next quarter. Early observations indicate that most of the trees continue to grow and remain healthy. Untreated trees throughout the County continue to die with 85% of these unprotected trees showing major dieback.

- **Population Monitoring**

Egg masses were collected for winter mortality studies and all of the egg masses hatched and showed no winter mortality. This was expected due to the mild winter that we experienced.

Staff members answered complaint calls from homeowners throughout the county. During May, the majority of these complaints were due the Emerald Ash Borer and other insects that are native to our area.

- **Educational Programs**

Educational Programs were held at Bay City State Recreational Area, Shoreline District Cub Scout Camp, aboard the Schooner Appledore and in Pinconning Park with over 2,400 students being informed about invasive species and the impacts they have on our region.

Staff members also attended live and web based training programs about ongoing research on the gypsy moth, EAB and other invasive pests.

- **Green Schools Program**

Area schools were kept abreast of updates to the Michigan Green Schools Program.

- **Geographic Information**

Program staff updated ArcMap data files with information pertaining to the gypsy moth, EAB and assisted with other projects within the Environmental affairs and Community Development Department.

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

- The annual spring woodland-pool treatment program marked the beginning of BCMC's mosquito control season, beginning on April 12. Control efforts included aerial larviciding (48,567 acres) using three fixed-wing aircraft (Earl's Spraying Service, Inc.), with the focus on areas near cities, towns and large developments. Based on successful past trials, woodlots were treated this year at a 3 lb/acre dosage with an overall average mortality of 91.4%. Spring mosquito species emerged as adults by May 15, but were not much of a problem except for untreated areas in the northernmost portions of the county.

- Most areas of the county have seen below-average rainfall for the months of April, May and June. In fact, Bay County has received an average of less than 4 inches during that 3-month period when the historical average is closer to 9 inches of rain. Our largest rain event came in mid-June with a 2-2.5" rainfall that created a hatch of *Aedes vexans* mosquitoes especially in roadside ditches. Due to the dry conditions, we only saw a



small rise in adult mosquitoes due to that rainfall, with many ditches drying up before mosquitoes could complete their life cycle.

- As of the Independence Day holiday, we have been battling pockets of *Anopheles* and *Coquillettidia perturbans* mosquitoes especially along the Saginaw Bay from Hampton Township north to Pinconning Township. Thankfully, the *Cq. perturbans* mosquitoes typically run their course by the end of July. Usually the bulk of our mosquitoes at this time of year are comprised of *Aedes vexans*, the floodwater mosquito, but little rain has given us a reprieve from this nuisance species (at least until the next heavy thunderstorm drops an inch or more of rain).
- Field technicians have treated tires, roadside ditches and catch basins and are now onto the search and destroy sheets where they're spending days searching for mosquitoes in a variety of breeding habitats - mostly cross country drains, artificial containers, and ponds. They are mostly reporting that conditions are quite dry and that they're not finding many larvae. Throughout the warm weather months, BCMC will continue to treat larval or adult mosquitoes originating from woodlots, floodplains, freshwater wetlands, grassy fields, wet meadows, roadside ditches, ponds, catch basins, as well as containers.
- Two training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDARD as certified technicians. A full staff meeting was held in early July to keep technicians up-to-date with the goings-on of all mosquito control divisions.
- Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques. A new Zika Virus rack card (developed as a joint effort with the Bay County Health Department) is being printed for distribution and presentations were recently given at Auburn Elementary School.
- We continue to monitor for West Nile virus this season by testing American Crows and Blue Jays using the Vector Test kit and by submitting mosquitoes to MSU. Through July 7, we have tested two crows and one blue jay that were negative. One hundred thirty-nine mosquito pools containing nearly 5,000 adult females were also submitted to MSU; results are pending.
- A scrap tire drive was held June 4 with 1,733 tires collected. The cost of holding the scrap tire drive will be off-set by a MDEQ Scrap Tire Grant.

### Transportation Planning Division (J. Anderson)

- 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
- Regular updates to the BCATS website.
- Continued coordination with MDOT, BCRC, DNR, and Environmental Affairs & Community Development on a non-motorized project at BCSRA.
- Attended various Roadsoft Training classes/webinars

- Continued recording 2016 traffic counts
- Continued review of GLBR Model – Capacity deficiencies
- Reviewed and approved future projects for 2017-2020 TIP document
- Continued drafting chapters for the FY 2017-2020 TIP document
- Held Open House for the BCATS FY 2017-2020 TIP at the Wirt Public Library.
- Approved FY 2017-2020 TIP through BCATS Committees
- Continued drafting chapters for the 2045 Long Range Plan
- Continued working with EMCOG on Regional Transit Mobility
- Met with the Midland & Saginaw MPOs to discuss regional issues.
- Attended Environmental Justice training in Lansing
- Coordinated with Bay City and MDOT on potential NFC updates
- Continued discussions with Bay City, the Bay County Road Commission and MDOT on potentially extending M-15 north of Center Avenue along Trumbull Street and Wilder Road to I-75 in Monitor Twp.
- Coordinated PASER Collection for Bay County and Bay City.
- Completed PASER Collection of Bay County.
- Continued review of new state and federal transportation bills.
- Finished drafting and approved BCATS FY 2017 UWP through BCATS Committees.
- Attended Transportation Summit at MDOT Bay City TSC Office.
- Posted vacant position for Transportation Planner/GIS Technician position.
- Interviewed candidates for vacant Transportation Planner/GIS Technician position.
- Attended FHWA Webinar on Final Planning Rule.
- Attended Riverwalk/Railtrail Committee meetings.
- Attended Non-motorized meeting with Arenac County on linking with Bay County and Iron Belle trails.
- Completed BCATS Quarterly reports and billings as required.

### EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2017 Assessment Roll.
- Compile and update parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculate and verify millage rates, prepare and submit pertinent reports, verify tax bill due dates and messages, compile that data and submitted for tax bill printing.
- Email / mail digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Personal Property assessment records verification project underway with goal to study 100% of Industrial & Utilities Classes and 20-30% for Commercial Classes in all of Bay County.

- Continue to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, update property ownership information.
- Review older sales and legal transfer documents in our database and update them to show corrected information.
- Currently have 107,828 sale and transfer documents listed for public and Department use.
- Assign new parcel numbers for split or combined properties, write legal descriptions and update the Equalization Maps as well as the GIS parcel layer.
- Have Equalization Maps scanned and linked to department web site, printed for townships and cities and for public use in office.
- Assist in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assist Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepare computerized tax bill data for township officials and assist them in uploading that data and printing necessary billing reports and documents.
- Begin Real Property sales studies and audits for 2017 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

### FINANCE

#### **Accounting/Budget**

- Meetings continued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the bond issues.
- Issued the 2015 Comprehensive Audited Financial Report (CAFR). This was the second CAFR issued since 2009. Meetings to coordinate with the auditors, board representatives and administration were held every two weeks, including an introduction and exit meeting.
- Submitted the state mandated F-65 by the June 30, 2016, deadline.
- Participated in the Bay County Auction in May 2016.

- Continued assisting with workflow modifications and role security required.
- Staff attended a webinar sponsored by Rehmann entitled “Navigating the Changes: OPEB and Pensions, cyber security and fraud.”
- Attended the Michigan Association of Public Employee Retirement Systems (MAPERS) Spring conference held in Mount Pleasant.
- In an effort to consolidate grant operations as part of the implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UAR), a central location for grant documentation is maintained on the Q:Drive. This drive is assessable to all grantees.
- Staff worked with Treasurer’s office and Sheriff department on the new inmate trust software.
- Staff attended an April 6<sup>th</sup> Building Authority Meeting where the board approved bond payments for the general obligation bonds.
- Staff attended training for a new Office of Highway Safety Planning grant that the County was awarded for Fiscal Year 2016.
- Finance department staff met with Maximus regarding the 2015 indirect costs plan – draft copy of 2015 indirect cost plan was received, reviewed and entered in the 2017 department level budget.
- Worked on Mosquito Control Analysis
- 2017 Budget packets were prepared and distributed on June 27, 2016.
- Worked with Personnel on Health Insurance Rates for 2017 Budget Projection
- Worked to update grant guidelines.
  - 1). Documented Bay County’s Determining the Allowability of Costs for Federal Grants.
  - 2). Updated the already approved Board Resolutions with the new reference to OMB 2 CFR 200 (the Uniform Grant Guidance).
- Trained new people regarding Accounts Payable, Purchase Order’s and Generating Reports using the Financial Software.

### **Housing Rehabilitation**

- Attended Board Meetings at Bay Area Housing.
- Continued day to day oversight of the program.
- Answered various questions and supplied documentation to program participants.

### **Purchasing**

#### **Bids in Development:**

- Central Dispatch Server Replacement
- County Elevator Maintenance – review various cooperative agreements
- Land Bank Executive Director

**Bids Released:**

- Waste Removal
- Homeland Security Mobile Data Terminal
- Jail Inmate Video/Phone Visitation System

**Bids Awarded:**

- Emerald Ash Borer
- Gypsy Moth Aerial Spray Treatment
- Mosquito Control Work Truck – bid cancelled
- Law Enforcement Center Parking Lot Repair
- Health Department/Court Facility Roof Replacement
- Waste Removal
- Homeland Security Mobile Data Terminals
- Jail Elevator Repair – awarded via cooperative agreement

**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)
- Attended the meeting of the IT Users group.
- Complete transition from OfficeMax ordering platform to Office Depot ordering platform
- Attended presentations for Homeland Security Mobile Data Terminal RFP.
- Participated in the walk-through for the Jail Inmate Video/Phone Visitation RFP
  - Participated in the following trainings:
    - NIGP Webinar: Notes from a Hearing Officer (bid protests)
    - NIGP Webinar: Ethics
    - Office Depot Ordering Platform review/training
  - Legal Aspects of Public Procurement three (3) day class in Grand Rapids

**Information Systems Division**

- ISD closed 871 work orders in the second quarter of 2016.
- There are 130 open projects currently left for 2016.
- The Information Systems Manager attended the ImageSoft, Inc. Justice Summit and presented in a round table for full service clients with three other counties using OnBase and ImageSoft, Inc.
- Preparedness testing and installation on IT equipment for the Incident Command Trailer was done in preparation for the 4<sup>th</sup> of July weekend fireworks.

- Probate Court went live on OnBase to start an electronic workflow process.

### 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 in cooperation with Saginaw Valley State University has stated its second 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 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. The Health Department funded by a \$94,000 grant from the Michigan Health Endowment Fund at the will integrate mental health services with the University Clinic with Bay Arenac Behavioral Health. Additionally SVSU has notified the Health Department that it has been recently funded two supplemental grant wards of \$248,775 and \$227,356 over the next three years to further develop nursing education in University Clinic activities, further integration of needed mental health and primary services and to expand the clinic to operations of five days per week. The grant sub awards directed to the Health Department will allow for additional activities such as outreach and marketing, credentialing of medical professionals, electronic health records funding and assistance to further develop clinic protocols.
2. 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 partnering with the Bay Health Plan to implement a community telephone survey regarding health and health care concerns of Bay County residents in the summer of 2016. A provider survey that will ascertain areas of unmet need in Bay County has been completed by staff at the Health Department. An analysis is being 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. Furthermore, the Health Department is convening area health and human services leaders in late July to develop

a community health improvement plan for the coming four years.

3. The Health Department convened the Bay County Heroin Task Force to develop a comprehensive strategy in regards to the upswing in heroin and opioid based overdoses that have occurred in the past year. The initial comprehensive strategy was completed in May of 2016 and focused on three areas: law enforcement and legal issues with the illicit use of opioids; finding treatment and expanding opportunities for treatment for opioid addiction; and public education regarding the issues at hand. A complete rollout of the plan is scheduled for July 22, 2016.
4. The Health Department with assistance from MiCEITA/Altarum, is in the process of obtaining Meaningful Use Incentives via funding through the Affordable Care Act that was provided to the State of Michigan. It is estimated that the Health Department may be eligible for up to \$225,000 via incentives for ensuring that meaningful use methods are incorporated into electronic health records and reporting. In addition the Health Department will leverage resources with MiCEITA to perform a Security Assessment at no extra charge which is a savings of approximately \$30,000 - \$50,000 to the county. The Health Department is seeking authorization to submit an RFP for new electronic health record software in July of 2016.

**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 Heroin Task Force (April, May)
- Several Community Heroin Summits (April, May)
- Michigan Health Information Alliance – General Board Meeting (June)
- Michigan Health Information Alliance – Population Health Working Group (April, May, June)
- Michigan Health Information Alliance – Diabetes Prevention Program (April, May)
- Weekly meetings with SVSU regarding the University Clinic
- Tri Cities (Midland, Bay, Saginaw, Gratiot counties) Health Officer Forum – Monthly
- United Way Community Impact Committee
- 2016 Great Lakes Homeland Security Conference
- Saginaw Bay Coastal Initiative
- Saginaw Bay Partnership

**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 includes a PHN position for 32-40 hours a week and a clerical CSHCS Representative position for 20 hours each week which had been vacant for approximately one year. During this quarter the CSHCS Representative position was filled. In addition, due to an increased demand for nursing services in the program we are we are in the hiring process to add another full time PHN. The CSHCS parent liaison, supported by a mini grant, continues to be a huge asset to our program to provide outreach to CSHCS families. In addition to family outreach, the CSHCS program reached out to families and community members by sponsoring the following events.
- CSHCS sponsored an evening for families who have children with a seizure disorder and local medical providers to come and listen to a speaker from the Epilepsy Society of America to update on new technology and medical care to help clients with seizure disorders.
- CSHCS presented at the Bay City Lion's Club meeting about the benefits and services of CSHCS
- During this quarter the following billable services were provided with an approximate income of \$5,360.54.
  - 43 Level II care coordination activities, combined efforts of RN and clerical staff
  - 11 Level I Plan of Care visits with the nurse
  - 13 Case management visits by the RN

### Communicable Disease (CD) Division

- **The CD nurse investigated 155 reportable disease cases** this quarter, of which **131 were laboratory confirmed**. These confirmed cases include:
  - 14 animal bites; 3 Salmonellosis; 3 Mycobacterium-other; 19 Influenza; 2 Streptococcus pneumoniae, Inv.; 1 Streptococcal Dis. Inv. Grp A; 6 Hepatitis C Chronic; 2 unusual outbreak or occurrence and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- **The Probable Cases reported and investigated but not laboratory confirmed include:** 8 Hepatitis C chronic and 1 Varicella; 1 meningitis-aseptic; 1 histoplasmosis; and 1 chlamydia. An additional **12 Cases were reported** that the CD nurse investigated and were later found **not to be a case**.
- This quarter also included multiple scabies outbreaks.

### Health Screening Clinic (HIV/STI)

The CD/HIV/STI nurse investigated the following confirmed cases: 69 Chlamydia, 12 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: **29** of which **1** was court ordered, **17** males & **12** females.

Number of clients tested for HIV this quarter: **9** of which **1** was court ordered. **All** results were negative, 6 males, 3 females.



Mary Jo Braman, RN, BSN, transferred into the CD program upon Susan Guc, RN, BSN retirement. As the CD/HIV/STI nurse she participates in the following on a quarterly basis:

- Foodborne Illness Qtrly meeting at BCHD
  - East Central Infection Control mtg; St. Mary's Hospital, Saginaw
- 04-01-16 MI Epidemiology Conference, E. Lansing, MI  
 04-08-16 World TB Day, Lansing, MI  
 04-18/19-16 MI Epi-Ready Foodborne Disease Outbreak Investigation Training, Midland, MI  
 05-18-16 2016 MI Communicable disease Conference, E. Lansing, MI  
 05-24-16 TST Recertification, Mt. Pleasant, 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.

<b>Hearing</b>	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	726	706	18	0	2	14
School age K-12:	0	0	0	0	0	11
<b>Totals</b>	<b>726</b>	<b>706</b>	<b>18</b>	<b>0</b>	<b>2</b>	<b>25</b>

<b>Vision</b>	<u>Services provided</u>	<u>Passed</u>	<u>Referred</u>	<u>Under Care</u>	<u>Other*</u>	<u>MD evals**</u>
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	733	679	52	0	2	43
School age K-12:	1	0	1	0	0	240
<b>Totals</b>	<b>734</b>	<b>679</b>	<b>53</b>	<b>0</b>	<b>2</b>	<b>283</b>

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

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

**Division on Aging**

- The Spring Osteoporosis Strength Exercise class was held April 4 through May 11 with 97 participants and serving 497 eligible meals.
- The Diabetes Personal Action Toward Health (D PATH) Workshop was held April 5 through May 10 at the Canteen. There were six sessions with five participants initially enrolled and five completing the program. While most participants are already regular participants at the Activity Centers, D PATH generated 13 eligible meals.
- The Aging Well Chair Yoga class continues in collaboration with the Community Center and Beth Trahan. There were 62 participants in April with 76 eligible meals, 67 participants in May with 99 eligible meals, and 50 participants in June with 66 eligible meals.
- Another session of A Matter of Balance was held from April 12 through May 24 with ten participants and 24 meals served.

- The Movie/Lunch Series continues to be a popular event with 50 participants in April, 73 participants in May, and 43 participants in June, with a total of 159 eligible meals for the quarter.
- The Crazy for You Dinner Theatre event was held in conjunction with Bay City Players and Bay Metro Transit on April 21 with 189 eligible meals and 192 participants.
- The Volunteer Recognition Dinner was held April 28 at Riverside Friendship Center. The theme was “Seeds of Kindness Always Bloom.” There were 93 volunteers who attended.
- An In-Service Program for volunteers, caregivers, and seniors was held May 19 at Riverside Friendship Center with Bonnie Fritz, LPN, Nurse/Educator at Golden Horizons, “Stress--How to Survive It,” with 13 participants.
- A new educational program for those age 60 and older, Ask the Lawyer Series, was held May 20 with Attorney Laura Marie Kubit from Lakeshore Legal Aid with 40 participants.
- The 2016 Bay County Senior Olympic Games was held from June 1 with the annual kick-off breakfast through June 17 with the awards ceremony and closing banquet. The theme was “For the Love of the Games.” There were 267 participants and 16 medal events. There were 39 gold medals, 41 silver medals, and 42 bronze medals awarded. In addition to recognizing the medal events and winners, the awards banquet honored the ten participants who are age 90 or better. There were 696 additional meals served.
- The Commodities program delivered 149 boxes of commodities in April, 131 boxes in May, and 302 boxes in June, for a total of 582 for the quarter.
- Division on Aging served 2,192 meals at special events from April through June, including Senior Olympics, for a total of 4,758 eligible meals this grant fiscal year.

Division on Aging volunteers provided a total of 1,267 hours this quarter as follows:

Activity	April	May	June
Food Commodities	47	58	61
Special Events	17	0	0
Knit/Crochet	105	83	86
Memorial Garden	0	6	4
In-Service	0	8	0
Meal Delivery	23	14	15
Senior Olympics	47	47	388
Student Intern	0	0	0
Transportation	28	32	23
VITA Tax Program	100	0	0
Wonderful Times	28	17	30
<b>Totals</b>	<b>395</b>	<b>265</b>	<b>607</b>

Dining Center volunteers provided a total of 1,073 hours this quarter as follows:

Dining Center	April	May	June
Canteen	4	5	5

Hampton A.M.	21	27	24
Hampton P.M.	53	67	62
Kawkawlin	28	32	32
Riverside	221	197	186
Williams	23	40	46
<b>Totals</b>	<b>350</b>	<b>368</b>	<b>355</b>

- Transportation requests were 159 in April, 152 in May, and 136 in June, for a total of 447 for the quarter.
- Through the Volunteer Income Tax (VITA) Assistance program, 192 meals were provided to the volunteers from February 9 through April 14.

From October 1 through June 30, Division on Aging has served:

- 26,461 congregate meals
- 95,118 home delivered meals

and provided:

- 356 caregiver hours
- 5,560 homemaker hours
- 919 personal care hours
- 3,974 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.

June

- Attended Michigan Elder Justice Summit, Lansing  
The Abuse in Later Life Case Manager has received 29 referrals since October; 17 clients have been served through the grant. In addition, there have been numerous telephone calls regarding the manner in which to report abuse and inquiring about available resources.

Health and Wellness classes offered:

- Blood Pressure Clinics
- Walking Club
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- Chair Yoga at Williams
- Shuffleboard
- Spring Osteoporosis Strength Exercise Classes
- Aging Well – Chair Yoga with Beth Trahan
- Cornhole Toss
- A Matter of Balance
- Diabetes Personal Action Toward Health (D PATH) Workshop
- Low-Impact Exercise with Millisa

Dining Center Activities:

- Detroit Tiger Day at Hampton A.M.
- Floral Gardens burial essentials at Riverside
- Linda Lee polka music at Williams
- Disability Services Resource Center with Sandy Miner at Hampton A.M.
- Acrylic Painting classes
- Mother's Day celebrations
- Brian's House reopening by Compassus at Hampton P.M.
- Memorial Day celebrations
- Jolly Hammers & Strings at Williams
- The Recyclables readers' theatre troupe from Bay City Players at Williams
- Father's Day Celebrations
- "Keeping Your Brain Fit," Kayla Tolstyka, Brookdale Assisted Living, at Riverside

Special Events:

- Crazy for You Dinner Theatre at Bay City Players
- Movie/Lunch Series at Wirt Library
- Volunteer Recognition Dinner
- In-Service w/Bonnie Fritz, LPN, Golden Horizons, "Stress--How to Survive It"
- Ask the Lawyer Series – Laura Marie Kubit, Lakeshore Legal Aid – Estate Planning
- 2016 Senior Olympics "For the Love of the Games"

Trainings Provided:

Nutrition Services Manager:

- Area Agency Nutrition Providers Meeting
- Senior Advisory Committee meeting
- Division on Aging staff meetings
- Nutrition Staff meetings
- Presented a program at Central Michigan University for dietetic students

Program/Event Manager:

- Site Manager meetings
- Senior Advisory Committee meetings
- Division on Aging staff meetings
- Monthly Department Managers' meetings
- Webinar – Five Essential Qualities for Great Leadership

Senior Services Managers:

- Senior Advisory Committee meetings
- Division on Aging staff meetings
- Bi-monthly Case Management meetings
- Bi-monthly in-home services staff meetings
- Monthly Department Managers' meetings
- Webinar – Five Essential Qualities for Great Leadership
- Ethics/Pain Management Conference

Case Management Team:

- Division on Aging staff meetings
- Bi-monthly Case Management meetings

- Wellness Wednesday luncheons
- Meningitis B

In-Home Staff:

- Bi-monthly in-home services staff meetings
- Training to prevent adult abuse and neglect
- Self-defense training
- Relaxation training
- Blood-borne pathogens training
- First aid training

Nutrition Staff:

- Site Manager Meetings
- Kitchen staff meetings
- Drivers' meetings

Meetings Attended by Director:

- Region VII Area Agency on Aging Board Meeting
- Senior Advisory Committee Meetings
- 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
- Human Services Collaborative Council Meeting
- Delta College 50+ Just Like Gold Board Meeting
- State Nutrition Summit
- Self-Defense Class

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

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

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

**Emergency Preparedness**

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

**April**

- Presented at Bay County Public Officials Conference
- Facilitated tabletop exercise for BCHD Foodborne Illness Outbreak Team
- Participated in MDHHS DEPR MCM ORR Training Webinar

**May**

- Attended 2016 Great Lakes Homeland Security Conference (Melissa & Tracy)
- Attended DEPR/LHD/Tribal Face-to-Face Meeting (Melissa & Tracy)
- Bay County Exercise Planning Meeting
- Zika Messaging Coordination Meeting with Mosquito Control (Melissa & Tracy)
- Participated in MDHHS DEPR MCM ORR Training Webinar (Tracy)

**June**

- Bay County Exercise Planning Meeting
- Bay County IT User Group Meeting
- MDHHS Zika Conference Call
- Presented Emergency Preparedness information to McLaren Resident Doctor

**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)
- Monthly Bay County Prevention Network (BCPN) Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy & Liz)
- 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)
- Monthly BCHD FAB TEAM Strategic Planning Meetings (Tracy & Liz)

**April**

- Weekly DPP Classes, and make-up sessions as needed, at Dow Corning Auburn Site (Liz)
- Diabetes PATH Program in collaboration with Division on Aging (Weekly Sessions for 6 Weeks) (Liz)
- Facilitated sixth (of eight) monthly post-core DPP classes (Liz)
- ESF Outreach at Cabela's Great Day Outdoors Event (Liz)
- Created and displayed table highlighting BCHD departments for PH week (Liz)
- ESF activity during LLBE program in Bay County elementary schools (Liz)
- Emergency Mobile Food Pantry (Midland Co) event-provided food insecure persons with ESF items/knowledge (Liz)
- ESF Outreach at Earth Day Event (Assisted EPA) at Midland Center for the Arts (Liz)

- Diabetes Health Fair at Covenant- Distributed ESF advisory with mindset that persons with Diabetes will increase fish consumption as a way to eat healthier (Liz)
- BCHD Outreach at Sexual and Gender Diversity Community Workshop at Lincoln Center (Liz & Tracy)
- ESF Outreach at BCSRA Wetland Wake-Up Day (Liz)
- Freeland Walleye Festival-Passed out ESF advisory, cookbooks while individuals were fishing (Liz)
- Increased ESF community outreach to 4 new businesses in Bay, Saginaw, and Midland Counties (Liz)
- Distributed a total of 33 WG brochures and 4,171 ESF brochures through outreach events, presentations, and community outreach to physicians and local businesses in Bay, Saginaw & Midland Counties (Liz)
- Attended Heroin Task Force Meeting at Lincoln Center (Tracy)
- DPP Master Trainer Training Follow Up (Tracy)
- Attended Bay County Public Officials Conference (Tracy)
- Facilitated first (of eight) monthly post-core DPP classes for Dow Corning Bay City Uptown Site (Tracy)

### May

- Weekly DPP Classes, and make-up sessions as needed, at Dow Corning Auburn Site (Liz)
- Weekly PATH Program sessions in collaboration with Division on Aging (Liz)
- Facilitated seventh (of eight) monthly post-core DPP classes (Liz)
- ESF advisory fishing game with LLBE program at BCSRA (Liz)
- BCHD/ESF Outreach at Great Start Day at the Zoo Event at Saginaw Zoo (Liz)
- ESF Outreach at Cabela's Ladies' Day Event (Liz)
- BCHD/ESF Outreach at GM Powertrain Health Fair (Liz)
- ESF Outreach at Emergency Mobile Food Pantry (Midland Co) event (Liz)
- ESF Outreach at Child Abuse and Neglect Baby Academy event – Saginaw (Liz)
- Distributed a total of 85 WG brochures and 2,951 ESF brochures through outreach events and community outreach to physicians and local businesses in Bay, Saginaw & Midland Counties (Liz)
- Attended United Way Luncheon (Tracy)
- Attended Heroin Town Hall, Summit, and Task Force Meetings (Tracy)
- DPP Data Collection – Maestro Training (Tracy)
- Facilitated second (of eight) monthly post-core DPP classes for Dow Corning Bay City Uptown Site (Tracy)

### June

- Facilitated first (of eight) monthly post-core DPP classes for Dow Corning Auburn Site (Liz)
- Facilitated final (of eight) monthly post-core DPP classes (from original session last year) (Liz)
- BCHD/ESF Outreach at "Night in June" event in Pinconning (Liz)
- ESF advisory fishing game with LLBE program at BCSRA
- BCHD/ESF outreach at COPOCO Kids Safety Day (Liz & Tracy)
- ESF Outreach at BCSRA Free Fishing Festival (Liz)
- ESF Outreach at Emergency Mobile Food Pantry (Midland Co) event (Liz)
- ESF Outreach at DEQ Clean-Up Criteria Event (Liz)
- Increased ESF community outreach to 1 new business in Bay County (Liz)

- Distributed a total of 233 WG brochures and 2,299 ESF brochures through outreach events and community outreach to physicians and local businesses in Bay, Saginaw, & Midland Counties (Liz)
- Community Trials Planning Meeting (Tracy)
- Diabetes Prevention Recognition Program Conference Call with CDC (Tracy)
- AIDS Walk/Run Planning Meeting (Tracy)
- DPP Lifestyle Coaches Training Planning Meeting (Tracy)
- Facilitated Diabetes Prevention Program Lifestyle Coaches Two-Day Training (Tracy)
- Facilitated third (of eight) monthly post-core DPP classes for Dow Corning Bay City Uptown Site (Tracy)

### WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

#### April

- 50 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 2 Classes with 12 participants
- Infant Feeding Choices Class – 1 Class with 7 participants

#### May

- 22 Client Contacts
- Breastfeeding Basics Class – 1 Class with 1 participant
- Infant Feeding Choices Class – 1 Class with 6 participants
- Attended statewide WIC Conference

#### June

- 40 Client Contacts
- Breastfeeding Basics Class – 2 Classes with 11 participants
- Infant Feeding Choices Class – 1 Class with 4 participants

#### Acronyms

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



FAB TEAM = Forever Achieving Better - Together Everyone Achieving More

### Bay 3 TV Videos/Presentations

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

- “The Slippery Slope”
- “Reality Matters: Sex and STDs”
- “Teen Talk: How to Protect Yourself in the Age of AIDS”
- “Take Charge of Your Life”
- “It’s in Your Hands”

### Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	149	Parcels Evaluated	38
Mobile, Vending, & STFU Inspections	7	On-Site Sewage Disposal & Tank Permits Issued	32
Temp. Food Est. Inspections	30	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	12	Failed System Evaluations Conducted	18
Plans Received for Review	2	Sewage Complaints Investigated	5
Plans Approved	0	Well Permits Issued	13
Consumer Complaints Investigated	2	Abandoned Wells Plugged	13
Food borne Illness Complaints Investigated	5	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	8

### Cremation Permits Processed

April	NA
May	NA
June	NA

### 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.
- Kathy Janer RN, BSN presented on Childhood Lead Poisoning at the Head Start Regional Conference on May 6, 2016 at the Doubletree Hotel & Conference Center in Bay City, MI
- 1 child is currently opened to case management for EBLL greater than 10 micrograms per deciliter, 0 children were opened to case management and 10 were closed during this quarter 12 phone or mail contacts to parents were completed during this quarter along with 1 call to medical provider for follow up on a child’s EBLL.
- 1 call to MDHHS lead office for follow up.

### Maternal Child Division

During this quarter several interviews were conducted to fill 4 PHN positions. Three nurses remain in the hiring process and one position was filled by an internal candidate.

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 two 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 provides case management for one case of 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 Forum (NAF) Meeting by teleconference
- Monthly MDHHS CSHCS Nurse Conference calls
- Monthly Great Start Collaborative meeting at BAISD
- Food borne illness meeting with Environmental Health and Emergency Preparedness staff
- FAB TEAM meetings with BCHD staff and consultant

04-08-16	World TB day in Lansing, MI
04-12-16	Family Planning review with state consultants on site
04-21-16	MIHP Thumb Area Coordinators meeting
04-26-16	Immunization Action Plan Coordinator meeting, Lansing , MI
05-02/03-16	NAF Conference, Roscommon, MI
05-06-16	Childhood Lead Poisoning presentation at the Head Start Michigan Regional Conference, Doubletree, Bay City
05-18-16	CSHCS presentation to Bay City Lion's at their monthly meeting,
06-09-16	CSHCS Regional Conference, Harrison, MI

### Maternal Infant Health Department (MIHP)

- MIHP clerical supported was hired during this quarter and the vacant MIHP nurse position is in the hiring process. This quarter MIHP received **114** maternal and infant referrals from which **13** maternal and **17** infants were enrolled. A total of **177 billable visits** were completed by Jennifer Don LMSW and Kelly Dore, RN, BSN.
- 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.
  - 06-14-16 MIHP Spring Coordinator’s Meeting, Thompsonville, MI
  - Jennifer Don LMSW participates in the additional following monthly meetings:
    - Bay County Self Sufficiency Task Force Meetings
    - Bay Arenac Diaper Bank meeting for Community groups
    - BCHD FAB TEAM meeting
- 05-16/17-16 ASIST Training (Suicide First Aide) BAISD, Bay City, MI  
 06-14-16 MIHP Spring Coordinator’s Meeting, Thompsonville, MI

**Immunizations**

The Immunization nurse attended the Spring Immunization Action Plan (IAP) Coordinator meeting on 04-26-16 in Lansing, MI. She also received recertification for Tuberculin Skin Testing (TST) by MDHHS. Immunization clerical also received this recertification for “Read Only TST”. A part time IAP nurse was hired this quarter to assist with administration and oversight duties for local medical providers who participate in the Vaccine for Children program.

VACCINE	COUNT
TB Test	104
Hep. A. Adult	17
Hep. A. Peds	50
Hep. A./Hep. B	0
Hib	48
HPV	73
Flu	37
PCV 13	52
Rotavirus	24
Dtap	33
Dtap/IPV	20
MMR	27
IPV	13
Td	0
Tdap	43
Varicella	35
Dtap/Hep. B/IPV	34
PPSV 23	3
Meningococcal MCV4	35
Zoster	4
Hep. B. Peds	1
Hep. B. Adult	21
MMRV	25
Rabies	1

DT	0
TOTAL	700

**Family Planning**

<b>Number of Unduplicated Persons Receiving Services in Family Planning Clinic</b>
290
<b>Number of Encounters in Family Planning Clinic</b>
341

Tammy Hill NP-BC works 8 hours each week in the Family Planning Clinic, this quarter Tammy began mentoring a Nurse Practitioner student from Walden University who will be with her for 80 hours of clinical experience.

**Laboratory**

<b>Number of In-house Tests: Clinical Services</b>	382	<b>Number of Other (outgoing) Tests: Clinical Services</b>	93	<b>Number of Tests: Water/Non-Clinical</b>	322	<b>TOTAL TESTS</b>	797
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**WIC - Women, Infants and Children Program  
Bay County Health Department and Pinconning Clinic**

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
April	7	120	135	43	37	60	144	0	144	690
May	6	98	96	42	36	55	139	0	151	623
June	5	104	164	40	31	77	171	0	149	741

**Lead Tests Billed**

April	66
May	41
June	43

**HOUSING**

**Housing Director Activities**

- Attended NAHRO Washington Conference In Arlington, VA April 8-13, 2016. Housing Director met with Senators Stabenow and Peters as well as Congressman Dan Kildee's staff to discuss public housing related issues and legislation including H.R. 3700 and Small Housing Authority Reform Proposal (SHARP). Housing Director, Rachelle Anderson was selected to be on the National Small Agency Task Force Committee and the National Professional Development Committee.
- The Housing Department Financial Audit was conducted by Smith & Klaczkiewicz, PC on April 21-22, 2016. The auditors determined no findings of material weaknesses or significant deficiencies.

- Attended MiNAHRO conference in Detroit on May 4-6
- 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
- Met with several residents to discuss tenant concerns
- Met with corporation counsel on several occasions to discuss tenant matters and policy changes.

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

- Completed annual recertification's for 17 residents
- Completed 4 move-in inspections
- Completed move-in orientation and lease paperwork for 4 new residents
- Met with several residents to discuss tenant concerns
- Completed annual UPCS inspections for 17 apartment units with maintenance staff

### **Maintenance Activities**

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed annual UPCS inspections for 17 apartment units Completed quarterly maintenance on air handlers and roof top exhaust units
- Repaired several washers, dryers and refrigerators
- Generators were serviced
- Completed cyclical painting in an apartment unit on the 2<sup>nd</sup> floor
- Prepared resident garden and planter boxes for planting
- Patched areas in parking lot

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

- Resident Service Coordinator Joy Bishop began work at Center Ridge Arms on May 31, 2016
- Distributed food commodity boxes from Mid-Michigan Community action agency to 71 residents on 4 separate occasion. MMCAA recertified 22 residents for the commodity program on May 3, 2016
- Held community garden meetings to discuss plans for vegetable garden and flower beds and worked with 5 resident volunteers to plant the community garden on June 6, 2016.
- Coordinated resident rummage sale which was open to the public June 24-25, 2016.

- Coordinated resident birthday party which was held June 29<sup>th</sup>; 16 residents were in attendance
- 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

#### **Community Corrections**

- **No Report Submitted.**

### MSU EXTENSION

#### **Sea Grant Programming, Katy Hintzen**

- Michigan Sea Grant and 4-H recently collaborated on a youth development and environmental stewardship project funded through the Saginaw Bay WIN Action Grant, Bay County Farm Bureau and The Andersons, Inc.. This innovative project engaged Bay County youth in watershed education, public art and green infrastructure.
- More than 150 youth and 30 teachers participated in the project from Washington Elementary, Hampton Elementary, MacGregor Elementary, Bay County 4-H, and the Bay County 4-H Tech Wizards Mentoring Program. Youth learned about the impacts of stormwater and runoff pollution on water quality in Saginaw Bay from Sea Grant experts, designed and painted rain barrels, and wrote educational signs on what they learned.
- The rain barrel art display will launch on August 9, 2016, at the Bay County Board of Commissioners meeting, with youth representatives from each project location speaking. The barrels will be featured August 11-13 at the Bay County Fair, August 15- 21 at the Bay City State Recreation Area, August 22-28 at the Alice and Jack Wirt Library, and August 29-September 2 at the Bay County Building. Through the art display, Bay County youth will share their knowledge of green infrastructure with the broader public and encourage Bay County residents to take their own actions to decrease stormwater runoff and improve water quality in local waterways.
- In September 2016, the barrels will be installed for use at Bay City schools and public buildings.

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

- In addition to being very involved in the rain barrel project described above, Jodi completed in-school programming with several local elementary schools in the Bay City Public School District. She is in the process of creating partnerships for new programming with various Bay County school districts and 21<sup>st</sup> Century afterschool sites.

- Jodi also continues to partner with 4-H staff nationally to bring new resources to Michigan. She is currently working closely with staff in Nebraska and Wisconsin to bring attention to 4-H SPIN Clubs. 4-H SPIN Clubs encourage youth and volunteers to focus on a special interest or topic for a defined amount of time, typically 6-8 weeks.
- In the future, Jodi looks forward to working on a team that is revising an international mentoring curriculum to include more information for general volunteerism. In this project, she will be writing activities, finding community partners to pilot activities and provide feedback, and editing the work of colleagues.

### 4-H Programming, Jodi Wrzesinski

- A Saginaw Bay 4-H Fishing Camp, organized by Jodi and Sea Grant Educator Katy Hintzen, will run July 18-21, 2016, from 8-noon each day. Registration opened in May and filled within one week with 40 youth registered and 20 youth on the waiting list. Through a \$12,000 grant from the Saginaw Community Foundation, each youth participant will receive a rod, reel and tackle box. In addition, the grant will fund education in fish biology, aquatic ecology, casting, basic fishing safety, baiting a hook, watershed education, as well as provide a family night. To prepare for the camp, 20 volunteers were trained in Project Fish to enable them to serve as volunteers at the Camp as well as potentially serve as new volunteers to the 4-H youth after camp. Program partners include the Bay City State Recreation Park, Ed Clements from Bay City Public Schools and the Bay City Walleye Club, Michael Kelly from the Conservation Fund, and Mark Stevens from MSU who will facilitate the camp.
- Jodi provided math and science educational outreach programs for 330 second graders at Hampton Elementary, Mackensen and Washington Elementary. The program topics were plant science, fractions, telling time and money.
- Bay County 4-H club based program highlights include:
  - The Bay County 4-H Archery program wrapped up in April with over 35 youth shooting archery in 2016.
  - The 4-H Proud Equestrian program began its spring program in April where 15 youth with disabilities learn to horseback ride along with many other skills. This program would not be possible without the 30+ volunteers that help throughout the 6 week program.
  - A new sewing SPIN club was created for 6 youth this spring.
- 4-H Exploration Days at MSU was attended by 9 Bay County youth and 2 adult chaperones to experience what college and MSU has to offer. This program brings together over 2500 youth and adults from around the state of Michigan annually. Jodi was able to write to provide a grant for each of the youth to receive a \$40 discount for this event.
- Plans have been started for Bay County 4-H Cloverbud Day Camp for youth ages 5-8 years old. Twenty (20) youth will spend the day at MSU Extension – Bay County learning about science and nutrition.

#### 4-H Tech Wizards Program, Cydney Insixiangmay

- For a featured article on this program, see:  
[http://msue.anr.msu.edu/news/bay\\_county\\_4\\_h\\_tech\\_wizards\\_tom\\_and\\_talon](http://msue.anr.msu.edu/news/bay_county_4_h_tech_wizards_tom_and_talon)
- Jodi and Cydney have 46 youth and 11 adults involved in the 4-H Tech Wizards mentoring program that focuses on recycled material, VEX robotics, and environmental education. The Handy Middle School youth worked on a community service project with the Midland Recyclers where they were creating and built a recycled sculpture around the Star Wars theme.
- The Washington Elementary School program held a Family Fun Night for the youth and their families, school staff and local leaders. They enjoyed a night of activities, dinner, and the opportunity for families to connect with their child's mentor. The superintendent of the Bay City Public Schools visited the program in April of 2016 and talked with mentoring staff about the impact the program has on the local community and also the school community.
- A summer program will meet weekly from 10:00 a.m. to 12:00 p.m. on Tuesday to keep youth and mentors together focusing on learning how to cook with the Health and Nutrition Program associate Jessica Foss.

#### Health and Nutrition Education, Jessica Foss

- Show Me Nutrition education is being provided for over 100 K-6<sup>th</sup> grade youth at the Bay County Summer Recreation Camp which will continue throughout the summer. A Show Me Nutrition series with the Bay County Juvenile Home residents started in July. The residents are learning how to make healthier food choices, better beverage choices and why physical activity is so important for overall health.
- Project Fresh is being taught every Tuesday and Thursday in collaboration with Bay County WIC. The participants receive \$20 in coupons for fresh produce from the local farmers markets.
- Cooking Matters is being taught at Washington Elementary where 20 families learn to prepare healthy meals as a family. The families learn to make the recipe in the class and are given groceries and the recipe to take home each week to prepare the recipe at home.
- Eat Healthy Be Active nutrition education is being taught to MIWORKS participants on Wednesday morning. Participants learn why it is important to make healthy food choices, better beverage choices and how to read nutrition labels. The series also promotes easy active lifestyle changes they can make.
- Finally, Jessica conducted a 3 presentations for 31 youth at 4-H cloverbud camp on healthy snack choices, germs and physical activity.

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

- Karen partnered with Mid-Michigan Community Action at the Pinconning commodity distribution site to make start a tasting and sampling series throughout the year with the first sampling being a Tomato Florentine.



- Adult nutrition SNAP-Ed series were held at Smith Manor, Pine Towers and Bradley House and Karen is continuing monthly presentations at Good Samaritan Rescue Mission.

**Sustaining Community Prosperity Education, Frank Gublo**

- Home soil samples and pest control requests are popular this time of year. Six separate soil sample interpretations and recommendations for fertilizer were provided which resulted in residents limiting the amount of phosphorus when fertilizing lawns. One client was counseled on organic sprays for controlling worms on fruit trees.
- Business counseling included three sessions with one client on starting a small farm on a rural residence. Business formation and structure, marketing, grants, and high tunnel farm management were all topics covered with the client. In addition, 22 counseling sessions were held with clients from other counties coming to Bay County for service and local purchases.

**PERSONNEL & EMPLOYEE RELATIONS**

**Employee Relations and Personnel**

- Posted, advertised, interviewed and hired a new Finance Officer with the Finance Department. Ms. Jan Histed started employment in May.
- Staff kept very busy processing necessary paperwork for the summer hiring with Mosquito Control, Building and Grounds, Pinconning Park, Golf Course, Summer Recreation and Community Center Pool.
- 2 attorney positions were posted, advertised and interviews were held for new positions in the Public Defender's Office, although positions have not been offered as of this date.
- Tiffany Jerry attended the Labor and Employment Law Conference, as well as the MPELRA conference and monthly VSHRM meetings.
- Much time was spent dealing with sensitive employee matters in 2 different departments.
- Preparations have begun during the 2<sup>nd</sup> quarter for contract negotiations with the 12 unions. Negotiation sessions will be scheduled during the 3<sup>rd</sup> and 4<sup>th</sup> quarters of this year.

**Payroll/Benefits**

- Participated in a meeting with Angela Garner to discuss Wellness Center contract.
- Participated in a meeting with Brown & Brown, and BCBS to discuss the outcome of the Health Assessment.
- Participated in several webinars on ACA, health plans and wellness.
- Educated employees and retirees through inter-office mail, email and regular mail on the steps to ensure they are in the Enhanced BCBS Plan.

- Moved necessary retirees and employees into the appropriate BCBS plans, based on the BCBS reports.
- Participated in a meeting with Legal Shield to discuss open enrollment.
- Set up Legal Shield open enrollment meetings.
- The new health insurance rates were calculated and distributed to employees.

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

- In April there were 179 appointments, 6 of which were new patients. May there were 203 appointments, 16 of which were new patients.
- In this quarter the majority of the visits were for acute illness, wellness care and follow-up.
- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals in this quarter have been for Physical Therapy, and Gastroenterology.
- Continue to send out Your Health Matters email newsletters on Mondays, and Wellness Wednesday newsletters on Wednesdays to provide education to employees on various topics.
- Continue to send out Fun Fact Friday email on Fridays to provide a quick fact on various wellness topics.
- Hosted three Lunch & Learns, one in April on Quick Tips on Stress & Exercise, another in May on Routine Health Screenings, and June was on Identity Theft.
- Hosted two self-defense classes in April; this was available for free to all Bay County employees and retirees.
- Educated employees on the benefits, offerings and hours of the Wellness Center.
- Educated employees on the newly released generic medications.
- Educated employees on the Fitness Classes, fitness rooms available, the use of Delta College.
- Coordinated reimbursement for employees to participate in the Eagle by the Bay Run/Walk, Cheesetown Challenge Run/Walk and Beach Wellness Race and Volleyball tournament. There were 25 employees who participated this year.
- Coordinated a second Step Challenge for 2016, which was extended to all Bay County employees. The challenge began April 11 and ended June 19, 2016. There were over 100 employees participating.

- Coordinated a team for the BCBS Win-by-Losing weight loss challenge. 24 employees participated and the team won first place in the division.
- Coordinated a Bay County Biggest Loser Challenge. 24 employees took part in this 10 week challenge. The challenge ended May 4, 2016 with the top person losing 17.78% of their body weight.
- We recently received a letter from AHA congratulating us on becoming a Gold Fit-Friendly Worksite. Bay County is among an elite group of awardees for this initiative. With this award, Bay County will receive recognition on the American Heart Association's website, at local events and through other communications. Bay County will be presented with a plaque from the American Heart Association to recognize the efforts of this award.

### **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.

### **PUBLIC DEFENDER**

- **No Report Submitted.**

### **RECREATION & FACILITIES**

The Recreation and Facilities Department submits the following report for the 2nd quarter of 2016:

During the 2<sup>nd</sup> quarter of 2016, 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:

- Met with City officials to discuss County market options.
- Received the new and much needed Zamboni for the Civic Arena.
- Opened the golf course and welcomed our new Recreation Supervisor/Golf Course Manager, Daniel Neering to our Department. Accompanied Mr. Neering to financial trainings, arranged Smyth training and other various golf course informational sessions as the course was opening.
- Hired summer staff.
- Met with Civic Arena staff to discuss new internal control and cash handling procedures.
- Submitted and received a grant proposal for Knockerballs to the Bay Area Community Foundation – Youth Advisory Commission.

- Local veteran, Mr. Jim Carbary once again generously presented the County with a check for the Bay County Community Center pool. This will allow us to continue offering free swim Thursday for many children of Bay County. Swim season started June 20<sup>th</sup> with many kids already utilizing the pool to stay cool during this hot and dry summer. Swim teams, swim lessons, and swim meets have all been held at the pool.
- Summer Recreation program is up and running. Staff is hired, events are planned and kids are having a great time.
- Attended the Active shooter training given by Emergency Manager, Ryan Manz.
- Continued to send out a monthly Recreation Newsletter to over 1,300 email addresses.
- Sworn in as the newest member of the Bangor DDA board.

### Buildings and Grounds

- Staff installed new window in Jail-intake.
- Staff added new electrical outlets in Jail-intake.
- Staff assisted with concrete installation in front & side of LEC building.
- Staff assisted in parking lot repairs & repainting of curbs at Jail.
- Staff rebuilt several leaking actuators.
- Staff installed 3 additional phone lines in 911 for their new phone system.
- Staff moved several additional offices at Division on Aging.
- Staff installed new wiring in Veteran's Office for computer & phone use.
- Staff painted Jail Squad room & moved all furniture.
- Staff repaired 1 & installed new exhaust motor with electrical timer at County Building.
- Juvenile Home - continual repairs on boilers pumps, generator repairs, air handlers & rooftop air conditioning unit repaired - all handled by County staff.
- Juvenile Home kitchen remodel is completed by County staff.
- Staff wired remote gas meter at Community Center.
- Staff installed chemical controller at Community Center pool.
- Staff replaced circulating pump at Community Center pool.
- Staff assisted with concrete setting of sidewalk at Community Center & Diving on Aging.
- Staff constructed a steel handrail for sidewalk at Division on Aging-Riverside Center.
- Staff re-installed multiple ceiling tiles in Prosecutor's office & hallways.
- Staff continues to maintain/repair vehicles for Health Dept., Parks & Rec., Veterans Van and Buildings & Grounds.
- Staff repaired hot dialers for 2 City Fire Stations.
- Staff removed ice sheet (during spring/summer season) at Civic Arena.
- Staff constructed steel box for drug disposal located in LEC lobby.
- Staff rebuilt feed water float for boilers at County Building.
- Staff continues to cut lawns for Treasurer's foreclosed homes until auction in August.

- Staff continues to cut grass at Vet’s Park, along with grading fields, chalk lines & repairs.
- Staff assisted Grounds Coordinator in retrieving items from all facilities for the County’s annual auction.
- Staff hung 10 blinds for entire Treasurer’s office.
- Painters continue to keep up with numerous projects at hand. Latest being the Commissioner Chambers.
- 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. Staff has put in numerous in-kind hours pouring concrete, excavating, building of pedestal for cannon placement, markings & purchasing of requested items.
- Adult Foster Homes – several air conditioning units repaired.

**Community Center**

**The Fitness Center:**

April	765 clients	160 County Employees	Day pass - 27
May	568 clients	98 County Employees	Day pass - 14
June	478 clients	110 County Employees	Day pass - 12

**Fitness classes:**

FitFun -	45 participant’s -	40 pay clients,	5 Bay County employees
YogaFit (a.m.) -	15 participants -	12 pay clients,	3 Bay County employees
YogaFit (p.m.) -	12 participants -	9 pay clients,	1 Bay County employee
Fit in 30 -	9 participants -	6 pay clients,	3 Bay County employees
Chair Yoga -	Meets Tuesdays	45 clients and Thursdays	36
Cardio Drumming	continued in May for the morning session.		

**Rentals:**

- We had every Saturday booked with at least two of our four spaces rented for showers, and meetings.
- We closed on Sundays in May and have remained open on Saturdays for the summer.
- The rooms were rented every week-end in April, May and June.

**Pickleball :**

- We have 16 -18 participants each day we offer the program. Have 14 new players in the beginners group. Total of 35 people in the program. I have expanded the Pickleball days to 4 days per week with emphasis on skill level for certain days of the week.
- I continued with beginner pickleball lessons through June 13. I will continue lessons in the fall.
- 12 men and 8 women played in the Senior Olympics. Men: Don Walsh – gold, Mike Luptowski – silver and Tim Johnson bronze. Women : Celina Borden – gold, Carolyn Luptowski – silver and Carolyn Wittbrodt – bronze.

### **Pool:**

- The pool opened June 20 with a refurbished circulation pump motor for the pool. It was a nice hot week when we opened and had many swimmers. Average of 40 -50 people per day. Mr. Carbary donated money for our Free Thursday program. We have had 600 swimmers for the first two Thursdays. We have two supervisors and 11 lifeguards. We are open Monday through Friday 12p – 7p. Closed week-ends. The rates were changed for children this year. \$2 per child, instead of \$4. The guards have noticed that we have more repeat customers this year.
- We had to replace the sump pump motor.

### **Summer Recreation:**

- 175 children have signed up for our program. Amy Fetter and Allysa Ginter are the supervisors. We have 14 counselors.

### **Division on Aging:**

- They use the small gym for Shuffleboard (Thursdays) and Badminton (Thursdays) We added Corn Hole toss on Tuesday afternoon. The Senior Olympics used our small gym for various events and also held the kick-off breakfast and banquet in there.
- Men's Basketball Spring league - Large gym (April, May)
- Co-ed Volleyball league - Large gym (April, May)
- Open play volleyball April: 39 players and May: 17 players..

### **Fairgrounds:**

- Two Canteen rentals this quarter; weddings in June.
- Horse stall rentals going smoothly. No issues and we have ceased renting the stalls for now.
- Rented the Merchants Building out for an antique festival May 7, that was a huge success and will be renting again in October.