



REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2018

The following reports for the 4th quarter of 2018 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Continually tracked “no kill” status of Animal Control which we obtained at year end.
- Attended MIPRIMA Fall Conference / Training in Livonia.
- Nominated and voted to MIPRIMA Board of Trustee position.
- Completed MMRMA Annual Renewal.
- Assisted in requesting an Empty the Shelter event in December.
- Met and discussed organizational topics with veteran transportation volunteer drivers.
- Assisted the Veterans Offices with coordinating financial processing expenditures through & Sailors Relief and Veteran Transportation Services.
- Completed transfer of a donated vehicle to the veteran transportation program.
- Worked with various County offices in processing Freedom of Information Act (FOIA) responses for the Third Quarter. Many responses were took coordination between several departments including the Sheriff Department, 911 Dispatch, Animal Control, and the Health Department.
- Researched various FOIA software programs and capabilities.
- Met with Animal Control staff to discuss possible outreach opportunities.
- Reviewed claims for 2018 submitted to MMRMA.
- Researched and discussed various distracted driving training for Bay County employees.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Assisted creation of the Department of Veterans Affairs
- Submitted for additional funding through the State for the newly formed Department of Veterans Affairs. These grants required an established department, and will require additional reporting to the State.
- Reviewed various opportunities for FOIA software packages.
- Met with Animal Control and Prosecuting Attorney’s staff.
- Evaluated the need for Animal Control to have their own Facebook page. Included in that evaluation are additional promotional items that could be accomplished.
- Reviewed BCTV Sponsorship Agreement Renewals.

Animal Control

- The Shelter took in 199 cats and 168 dogs and 8 other animals for a total of 375 animals.
 - Owners claimed 1 cat and 57 dogs.
There were 121 cats, 36 dogs, and 8 others adopted.
 - Per owner request there were 51 cats and 47 dogs euthanized.
 - Due to aggressive behavior or illness 12 cats and 6 dogs were euthanized.
 - We were able to transport 49 dogs and 45 cats to other shelters and rescues.
- Field Activity: Officers went out on 752 calls, this quarter, which include the following:
 - 67 Animal Bites
 - 72 Investigations of Cruelty, Neglect, or Abandonment
 - 168 Loose and Aggressive
 - 66 Barking
- We have received a grant from the Department of Agriculture for \$3000.00 to use for the sterilization of shelter animals for 2019.
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder.com, Youtube, Instagram, Twitter, etc. We are still working with other shelters that are willing to pull animals when the shelter is filling up or take an animal that needs more care than we are able to provide.
- On October 6th we had an Empty The Shelter Event with the Bissell Pet Foundation. We adopted out 29 cats and 4 dogs. With very short notice Bissell Pet Foundation decided to do an adoption event on December 1st. At this event people who wanted to adopt a dog they would have to pay \$20.00 and they would pay \$5.00 for a cat. With such short notice, less than a month in fact, we did still adopt out 24 cats and 7 dogs. Please note that the week before these events we do get more people coming into the shelter and deciding to pay the full amount of the adoption fees to be able to adopt the pet they want to take home. The consensus is they are afraid if they wait till the day of the event they may not get a chance to be able to adopt the pet they want.
- We are ready to start in February the BAISD Program with Dr. Musselman where we will have 18 shelter adoptable shelter animals sterilized by Dr. Musselman as part of the Veterinarian Technician Program out at the Bay Arenac Skill Center. The students will get to help prep shelter animals for surgery, observe the surgeries, and care for the shelter animals post op.
- We currently have a Vet Tech student who is doing a work study program at the shelter. The student comes in four mornings a week for about 2.5 hours and helps with socializing shelter animals, assist with administering medication, and vaccines. The student is supervised by Officer Olivia Shields.
- Our Support group Furfest Rockin' The Rescues is still going strong and have been a big help in assisting with the socializing and the care of the cats at the shelter which in turn has helped keep down the Upper Respiratory Infections that can occur in cats who are in an animal shelter environment.

Veterans ~ Soldiers & Sailors Relief Program

- We served 50 Veterans this quarter and some with multiple services. There were 13 denied that didn't provide sufficient paperwork to complete the application process. The decline in dollar amount for this quarter on food and gas I believe was due to having the gift card donations.
- Fifty-two \$50.00 gift cards were given out to families during the Thanksgiving and Christmas Holidays. These gift cards were donated by the American Legion, American Legion Auxiliary and Schram Charities.

SERVICES	EXPENSES
Food	1625.00
Gas	600.00
Heat/Furnace	2600.00
Water/Sewer	448.77
Car Repair	465.74
Rent Mortgage	1409.72
Bus Passes	97.50
Insurance	236.82
Bay City Utilities	2422.77
Consumer Energy	714.46
TOTAL	\$10,620.78

CENTRAL DISPATCH 9-1-1

- **No Report Submitted**

CORPORATION COUNSEL

- Reviewed contracts for or provided legal opinions to:
 - Administrative Services
 - Board of Commissioners
 - Buildings and Grounds
 - Central Dispatch 9-1-1
 - Circuit Court
 - County Executive
 - Criminal Defense
 - Department on Aging
 - District Court
 - Emergency Management
 - Environmental Affairs & Community Development
 - Finance
 - GIS

- Health Department
 - Information Systems Division
 - Personnel and Employee Relations
 - Probate/Juvenile Court
 - Prosecutor
 - Purchasing
 - Recreation and Facilities
 - Register of Deeds
 - Retirement Board
 - Sheriff
 - Treasurer
 - Transportation Planning
-
- Assisted with more complex FOIA requests and/or Appeals
 - Attended Board of Commissioners meetings
 - Attended Retirement Board meetings
 - Attended VEBA Board meetings
 - Attended 401k/457 Board meetings
 - Participated in FY 2019 budget discussions
 - Provided legal opinions and guidance on employee/personnel issues
 - Received, reviewed and responded to various subpoenas (Sheriff's Office - 1, Central Dispatch - 1)
 - Attended two Indigent Defense Attorney meetings
 - Attended meetings regarding the creation of the Department of Veterans Affairs
 - Attended MHT housing informational presentation for the Board of Commissioners
 - Attended RFQu interviews
 - Attended meeting with the City of Bay City regarding 1st Street Reconstruction
 - Attended Environmental Health Division meeting to discuss mapping project and data sharing
 - With input from various departments, completed and reviewed MMRMA renewal documents for 2019
 - Reviewed investment contracts
 - Attended meetings with Township Supervisors and Sheriff Cunningham regarding new road patrol agreements

Current Litigation

- Reviewed correspondence and potential pleadings in opioid litigation matter
- Attended meetings, depositions and reviewed attorney correspondence, pleadings and billings in Neal J. Papin v. Bay County litigation matter
- Review attorney correspondence, pleadings, billings and attended meetings and depositions regarding Jason Holsapple v. Bay County litigation matter
- Reviewed attorney correspondence and pleadings in Kolu Stevens v. Bay County litigation matter
- Drafted pleadings, reviewed attorney correspondence and attended meetings in Thomas McDonald, Jr. (Ramsdill Bankruptcy) v. Bay County litigation matter
- Reviewed attorney correspondence, filings and billings in C Burch v. Bay County DHHS and D. Burch v. Bay County DHHS Appeals
- Reviewed attorney correspondence in Brenda Amthor v. Adam Brown litigation matter
- Reviewed attorney correspondence and attended meetings in Delores Proctor, et al v. Bay County (class action)

Conferences/Seminars/Special Events

- Attended Michigan Association of Municipal Attorneys Training

CRIMINAL DEFENSE

Case Appointment Numbers for September 2018

- Felony Matters: 18 assignments
- Circuit Court Violation of Probation Matters: 8 assignments
- Misdemeanor/Traffic Matters: 68 assignments.
- **Total Assignments: 94**

**Assignments include new clients and current clients that have new charges*

Case Appointment Numbers for October 2018

- Felony Matters: 19 assignments
- Circuit Court Violation of Probation Matters: 9 assignments
- Misdemeanor/Traffic Matters: 50 assignments
- **Total Assignments: 78**

**Assignments include new clients and current clients that have new charges*

Case Appointment Numbers for November 2018

- Felony Matters: 23 assignments
- Circuit Court Violation of Probation Matters: 7 assignments
- Misdemeanor/Traffic Matters: 50 assignments
- **Total Assignments: 80**

**Assignments include new clients and current clients that have new charges*

MIDC Compliance Plan

- Bid accepted for arraignment attorneys and contract negotiations are pending. Held meetings with Corporate Counsel regarding contracts for arraignment and overflow attorneys.
- Jobs for the OAC position have been posted and interviews are continuing to fulfill those positions.
- A meeting has been set with all the overflow and arraignment attorneys and our MIDC regional manager to review requirements and answer questions.
- Meetings with Finance and IT have been scheduled to discuss changes to and new programs that will be initiated.

Next Quarter

- Continue MIDC plan implementation. The goal is to implement the major changes required by the MIDC in March 2019.
- Meetings with MIDC in Lansing and via webinar as required by MIDC.
- Goal is to have OAC fully staffed
- Breakdown of assignments

DEPARTMENT OF AGING (See Attached)

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

- **No Report Submitted**

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 2019 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2018 equalization studies for 2019 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.

Services
Oct. – Dec.
2018

Bay County Department on Aging Services for Seniors - 4Q18

Home
Delivered
Meals
39,990

Congregate
(Activity Center)
Meals
9,437

Commodities
Boxes
Delivered
583

Do you know what services the Department on Aging offers to the Bay County Residents 60+ who are home-bound? We offer Home Delivered Meals, Personal Care Services and Homemaking Services. There are 5 Case Managers that do home visits to complete paperwork and set up services.

Do you know that the Department on Aging offers Activity Centers in several locations throughout Bay County that provide opportunities to have a nutritious meal, experience fellowship, and participate in a variety of activities. We also can assist with transportation to any one of the Activity Centers.

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

New Elder
Abuse Cases
Served
1

Special
Event
Eligible
Meals
1,171

Transportation
(# of rides)
131

Volunteer
(Hours)
2330

Caregiver (Hours) : **122**
Case Coordination (Hours): **1,575**

Homemaking
(Hours)
2,021

Personal Care
(Hours)
455

Health & Wellness Classes

Blood Pressure Clinics - Low Vision Support Group – Various Sites Exercise Classes - Line Dancing - Wii Bowling League - Shuffleboard - Osteoporosis Strength Classes - Aging Well: Chair Yoga - Cornhole Toss – Indoor Walking Program – Grief Support Group-Cardio Drumming – Chair Dancing-Diabetics Education-- Arthritis Expercise

Special Events

Fall BBQ, 3-Movie Lunch Series, AuSable River Cruise Day Trip, 3-Chair Yoga Sessions, In Service – Ask The Sheriff, BC Players Event, Fall Osteo Program.

Dining Center Activities

Musical Entertainment – Linda Lee, Roger Tomasi, Jolly Hammers & Strings, Butch Heath, Piano Man, Sweet Friends in Music, Arlyn Willett, Western High School Select Choir **Arts & Crafts** – Beginning Scrapbooking, Mosaic Coloring, Knitting, Needlepoint Class, Wood Pallet Sign Painting, Anyone Can Paint, Fresh Flower Arrangement Class, Bead Ornament Cover Class- **Special Programs** - Medicare Open House, Foot Care, Holiday Celebrations, Bosses Day, Friends Recovery From Loss, United Healthcare, Greek Appetizer Class, Casino Bus Trip, Christmas Card Making Class, The Importance of Hearing Well, **Ongoing programs**- Bingo, Cooking Demo's, Book Club, Board Games, Dominoes, Euchre, Pinochle, Bid Euchre, Smear, Cribbage, Double Hand Pinochle, Birthday and Annivesary Celebrations, Hand & Foot Card Game,

- 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.
- Updated website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting/Budget

- Staff attended the annual 2019 GAAP (Governmental Generally Accepted Accounting Principles) update webinar on December 5, 2018.
- During the months of October and November, those activities and funds dealing with
 - grants having a fiscal year ending September 30, 2018, were closed out by accruing
 - accounts payable, receipts and payroll in the same manner used to close out county
 - financials in December.
- Attended various webinars on trends in local government and current financial issues including GASB leases.
- Met monthly with the Health Department to discuss the operations of the Health Fund revenue and expenditures.

- Worked with the Executive's office to complete the requirements for the County Incentive Program which enables Bay County to be eligible for state revenue sharing during the next fiscal year.
- Coordinated several meetings regarding 2019 Budget. Prepared the final 2019 Budget for the Bay County Board of Commissioners which they adopted December 11, 2018.
- Prepared and distributed the 2019 Adopted Budget.
- Met regarding Housing Department, Department on Aging, Health Department, Sheriff Department and Courts about budgets.
- Worked with payroll staff regarding changes in 2019 benefit rates applicable to the 2019 Budget.
- Met with State of Michigan (MIDC) and Bay County's Indigent Criminal Defense Department to set up the new 2600 Indigent Defense fund.

Purchasing

Bids Awarded:

- County Building Front Steps Repair
- Investment Consulting Services for 401k Plan and 457 (b) Deferred Compensation Plan
- Indigent Defense Attorney

Bids in Process:

- County Medical Examiner
- County Medical Director
- Animal Control Make-Up Air Unit

Cooperative Agreement Review:

- Office Supplies
- LED Lighting Upgrade

Bids Released:

- County Building Front Steps Repair
- Investment Consulting Services for 401k Plan and 457 (b) Deferred Compensation Plan
- Indigent Defense Attorney

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's.
- Prepared 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 with vendors to research cost savings plans and options.
- Met with vendors to discuss setting up a cooperative purchasing group to maximize the

- purchasing power of the Great Lakes Bay Region.
- Began year end process and analysis of 2018 purchasing trends.
- Participated in the following training webinars:
 - Improving the bid: Understanding Qualifications, Responsiveness, and Responsibility
 - Cooperative Procurement: Like a Country Love Song
 - Ready, Set, Go: Paperless Evaluation Solutions
 - NEW GASB Lease Standard Requires Significant Changes: What You Need to Know
 - The Challenges, Benefits and Best Practices of Effectively Adopting ERP Systems: A Public Procurement Perspective

Information Systems Division

- Installed new and replaced out dated cameras at the Law Enforcement Center
- 973 Work Orders and Projects Completed
- Installed and evaluated sensor for Continuous Monitoring of County system
- Installed and replaced computers and laptops with various Departments in the County
- Tested and implemented electronic documents and signing with the Prosecutor's office
- Tested and worked with Judges for electronically signing documents
- Installed and implemented Bay Metro's phone and system integration with County
- Implemented new Jury software system

HEALTH

Administration

Key accomplishments during this period include:

1. The Bay County Health Department is the recipient of the 2018 Michigan Department of Health And Human Services Director's Award. BCHD was recognized for its efforts in establishing and operating the Bay Community Health Clinic, which is entering its fourth third year of operation. The clinic is a cooperative clinic project with Saginaw Valley State University and focuses on persons with multiple chronic conditions, who are uninsured/underinsured, especially veterans and persons with behavioral health issues. The University has again secured a grant from the Health Resources Services Administration (HRSA) to fund an extra day of operation beginning in February 2019.
2. The Health Department also successfully completed its seventh triennial accreditation by the State of Michigan. The Health Department successfully met 133 out of 137 indicators (97%) pertaining to program operations in over a dozen areas. The Health Department was given special recognition for the following areas: GIS Mapping Project in Environmental Health; Efforts to Treat Complex TB Clients in Bay County; Alignment of Community Health Improvement Goals and Objectives to Regional Efforts; Eat Safe Fish Program; Quality and Presentation of Organizational Plan; Program Compliance in the Food Service Program; Quarterly Review of Communicable Disease Investigations; Efforts to Provide Outreach and Education in the Community for Communicable Disease Control; Integration of Hearing & Vision into Electronic Health Records; Partnership with Early Head Start and Head Start to provide Hearing and Vision Services; Provision of Hepatitis A and other Immunization Clinics in the Community to avert outbreak status in Bay County; Utilization of Payer Assistance Programs to Maintain high levels of vaccination status in the County; Efforts to Double Vaccination

Status of Adolescents in Bay County; Excellence in providing integrated STD/HIV and Family Planning Services to its clients; Increasing the number of Male Clients in STD/HIV and Family Planning Services; Provision of outreach efforts to families in the Children's Special Health Care Services Program;

3. The Health Officer continues to work with the Great Lakes Bay Health and Economic Initiative The Health Officer is the lone representative for public health in the four county area of focus (Bay, Saginaw, Midland and Isabella Counties and is currently the co-Chair of the Regional Preventive Care Committee, working with representative from major hospitals, mental health, education and business to formulate a regional plan for prevention services for THIRVE (Transforming Health Regionally in a Vibrant Economy).
4. The Environmental Health Division has begun to implement a \$160,000 grant to digitize and map septic and well systems within the county that was awarded by the Michigan Department of Environmental Quality (MDEQ). The grant will allow the Health Department to determine areas of risk for water quality due to failing or at risk septic systems and assist home owners in discovering problematic areas. This digital mapping project for septic systems is the first of its kind in the state of Michigan and the United States. The Health Department has entered into agreements with Amalgam LLC and the University of Michigan-Flint to fully implement the grant program.
5. The Health Officer will met with My Community Dental Centers(MCDC) Senior staff in October to discuss the logistics and location of the anticipated six seat dental facility. MCDC is currently negotiating a lease for the proposed facility. It is anticipated that the facility will open in 2019.
6. Note of Commendation - Melissa Maillette, Emergency Preparedness and Health Education Manager is commended for her efforts in coordinating the most current round of accreditation in 2018. The results of the Accreditation visit are listed above, and could not have been achieved without the hard work, diligence and leadership of Ms. Maillette.

Meetings/Trainings attended by Health Officer:

- 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
- Michigan Health Improvement Alliance (MIHIA) - General Board Meeting (December)
- Michigan Health Improvement Alliance - Population Health Working Group (Monthly)
- Bi-weekly meetings with SVSU regarding the University Clinic
- THRIVE aka Great Lakes Bay Regional Health & Economic Initiative (Monthly)
- MiHIA Bridging for Health- (Monthly)
- Opioid Priority Work Group - MiHIA (October)
- SVSU/BCHC/BABHA Sustainability Meeting (November)

- Bay & Saginaw Health Plan Joint Executive Committee (October, November, December)
- Hepatitis A Outbreak Conference Call (October)
- My Community Dental Centers (MCDC) Advisory Council (October)
- Regional Perinatal Coalition Planning Team (October, November, December)
- Bay/Saginaw Oral Health Coalition (November)

Children's Special Health Care Services (CSHCS)

- CSHCS provides supplemental insurance benefits and services of a registered nurse to children who have a qualifying medical diagnosis. A child is invited to enroll whether they have private insurance or a Medicaid Health Plan. Staff assists families to navigate the medical, health insurance and educational world of the child with medical special needs. These services promote optimal functioning for the child and family.
- The program employs two FTE nurses and one 0.5 FTE clerical. It also is a recipient of a MDHHS mini-grant of \$10,000 to hire a CSHCS Parent Liaison to provide outreach activities to CSHCS families.
- CSHCS staff participates in a monthly MDHHS CSHCS conference call.
- This past quarter CSHCS staff at the state level has been restructured and changes to billing requirements made. As a result, upon MDHHS request, CSHCS staff have spent many hours auditing their CSHCS client billing records which has allowed less time for CSHCS nurse case management and Plan of Care visits with clients.
- During this quarter the following billable services were provided with an approximate income of \$ 4,446.74.
 - 4 Level I Plan of Care face to face visits with the PHN
 - 21 Level I Plan of Care by telephone with PHN
 - 38 Level II care coordination activities, combined efforts of PHN and clerical staff
 - 3 Case Management visits by the PHN

Communicable Disease (CD) Division

- **The CD nurses investigated 207 reportable disease cases this quarter, of which 170 were laboratory confirmed or probable.** For reporting purposes, MDHHS considers probable cases as confirmed disease. These confirmed cases include:
 - 4 Campylobacter; 1 Cryptosporidiosis; 1 Salmonellosis; 1 Shigellosis; 10 Influenza; 3 Aseptic Meningitis; 1 Bacterial Meningitis; 1 Streptococcus Pneumoniae inv.; 1 Histoplasmosis; 1 Legionellosis; 1 Streptococcal Dis. Inv Grp A; 6 Animal Bites; 2 Nontuberculous Mycobacterium; 1 Shingles; 18 Hepatitis C-chronic; 106 Chlamydia; 13 Gonorrhea and 1 Syphilis
- An additional **37 Cases were reported** that the CD nurse investigated and were later found to be **suspect** but not enough data to make it probable or confirmed and others were found to **not to be a case**. These cases included: campylobacter, influenza,

aseptic meningitis, Brucellosis, CP-CRE, Histoplasmosis, chlamydia, Gonorrhea, Syphilis, Varicella, Mumps, Lyme Disease, West Nile Virus, Hepatitis A, Hepatitis B-acute and perinatal and Hepatitis C-perinatal. All which all would have been significant for our community if confirmed.

- Year end results for 2017 as compared with 2018 show a **significant decrease** in Influenza and Hepatitis C -chronic and a **significant increase** in Syphilis for this quarter in 2018 as compared with this quarter in 2017. For complete comparison see BCHD Annual Reports.
- Mary Jo Braman, RN, BSN, CD and HIV nurse, participated in the following:
 - 10-29-18 Provided presentation on Hepatitis A at Holy Cross Services, Bay City MI
 - 11-30-18 ELC meeting, Lansing, MI
- Brittany McGill, BSN, RN, CD nurse participated in following:
 - 10-10-18 CP-CRE Reporting Webinar
 - 10-18-18 Immunization Coalition Meeting
 - 11-13-18 AFM Webinar
 - 11-15-18 TST Workshop
 - 11-28-18 Hep A Guidelines: Homelessness, post-exposure prophylaxis and International Travel Webinar
 - 12-11-18 Giving Immunizations: Vaccine Administration and Pain Management
 - 12-13-18 Infants and Children Immunization Update

Personal Health Family Planning Clinic

- The Personal Health Family Planning (PHFP) Clinic provides sexual and reproductive health and contraceptive services to woman, men and teens. Staff includes 1 FTE nurse and clerk, and 2 contracted Nurse Practitioners who each work one day a week in the Clinic. During 2018 the BCHD STD Clinic and Family Planning Clinic were merger to form the Personal Health Family Planning Clinic a Title X Clinic. This combined PHFP Clinic is better able to offer Bay County residents comprehensive reproductive health care by providing client access to a Nurse Practitioner. Most all clients seeking STI services opt to become a client of the PHFP Clinic.

Number of Unduplicated Persons Receiving Services in Personal Health Family Planning Clinic
218
Number of Encounters in Personal Health Family Planning Clinic
267

HIV/AIDS Testing & Outreach

- Beginning fiscal year 2017-2018, MDHHS has provided funding for HIV Outreach and Testing.

- This includes setting up HIV education and **Rapid HIV testing** events in Bay County. **Rapid HIV testing** is now available by appointment every Wednesday at the BCHD free of charge. Clients seen in the Personal Health Family Planning or Bay Community Health Clinic, can receive same day Rapid HIV testing if the HIV nurse is available, otherwise these clients schedule an appointment with the HIV nurse. Serum HIV testing is always available in the clinics.
- Discussion is ongoing about providing the HIV outreach information & condoms packages at local bars.
- 25 Clients were tested for HIV this quarter: 15 males (6 court ordered) and 10 females.
- All HIV results were negative.
- The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools and keep busy following up on previous referrals.

Vision Screening

	SERVICES PROVIDED Total of all screenings attempted.	PASSED Total of all screenings with passing outcomes.	REFERRED Total of all screenings resulting in a doctor referral.	UNDER CARE / DIAGNOSED LOSS	OTHER Total of all screenings with an inconclusive outcome either due to UTS or pending rescreens that could not be completed.	**DOCTOR EVALS Doctor / parent reports of follow up care.
UNDER 3 YEARS OLD	0	0	0	0	0	0
PRESCHOOL 3-5 years	24	20	1	0	1	0
SCHOOL AGE ...Grades K - 12	4801	3657	396	111	368	109
TOTALS	4825	3677	397	111	369	109

Hearing Screening

	SERVICES PROVIDED Total of all screenings attempted.	PASSED Total of all screenings with passing outcomes.	REFERRED Total of all screenings resulting in a doctor referral.	UNDER CARE / DIAGNOSED LOSS	OTHER Total of all screenings with an inconclusive outcome either due to UTS or pending rescreens that could not be completed.	**DOCTOR EVALS Doctor / parent reports of follow up care.
UNDER 3 YEARS OLD	0	0	0	0	0	0
PRESCHOOL 3-5 years	0	0	0	0	0	0

SCHOOL AGE ...Grades K - 12	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

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

Childhood Lead Program

- Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) is the state website for the reporting 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) of 5mcg/dl or greater for Public Health Nurse case management services.
- Utilizing funds from the Local Maternal Child Health Block grant a PHN is able to follow up on all reports of capillary EBLL by providing education and guidance over the phone. Children who have a confirmed venous EBLL are provided PHN case management in the form of a home visit. These visits are provided regardless of insurance coverage.
- 8 children are currently opened to nurse case management for EBLL greater than 5 micrograms / deciliter, 1 child was opened to case management and 0 were closed during this quarter, 4 billable Medicaid Nursing Case Management visit was done this quarter.
- BCHD is recipient of a FY19 Lead Outreach & Education (O&E) Grant for Prosperity Region 5. The grant focus is to educate medical, social and child care providers and the general public that all children under 6 years of age should be screened for lead exposure. Lead E&O this quarter included: Lead poisoning prevention materials distributed at the Beacon of Hope Pregnancy Resource Center every Monday and staff educated on lead poisoning prevention

Maternal Child Division

The Nursing Services Manager and is responsible for Management of the:

- Maternal Infant Health Program,
- Children’s Special Health Care Services Program
- Hearing and Vision Program
- Communicable Diseases Program
- HIV/AIDS Outreach Program
- Personal Health Family Planning Clinic/Program
- Childhood Lead Nurse Case Management Program
- Childhood Lead Education & Outreach Program
- Immunization Clinic Nurse consultant

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
- Monthly State EBLL teleconference

Maternal Infant Health Department (MIHP)

The MIHP program received **175** maternal and infant referrals this quarter from which **9** maternal and **16** infant were enrolled. A total of **144 billable visits** were completed. MIHP is a voluntary program for pregnant women and infants with Medicaid Health insurance. MIHP professional staff attends monthly: BCHD staff meetings, MIHP staff meeting and MIHP Community of care teleconferences. In addition:

Jennifer Don LMSW participates in the additional following monthly meetings:

- Bay County Community Services Providers Meetings
- Bay Arenac Diaper Bank meeting for Community groups
- BCHD FAB Team meetings

Emily Nelson, RN, is also the Childhood Lead Outreach & Education nurse and provides back up PHN for Personal Health Family Planning clinic. Emily participates in monthly Breastfeeding Coalition meetings and biweekly visits to Beacon of Hope Pregnancy Education Center and to GSC Mother Baby Café to link pregnant women and infant to community services including MIHP. She also participated in the following:

Immunizations

<u>VACCINE</u>	<u>COUNT</u>
TB Test	28
Hep. A Adult	169
Hep. A Peds	55
Hep. A/Hep. B	0
Hib	31
HPV	82
Flu	372
PCV13	35
Rotavirus	16
Dtap	22
Dtap/IPV	26
MMR	22
IPV	17
Td	0
Tdap	130
Varicella	23

Dtap/Hep.B/IPV	25
PPSV 23	8
Meningococcal MCV4	131
Zoster	25
Hep. B Peds	3
Hep. B Adult	37
MMRV	31
Rabies	5
DT	0
MenB.	35
TOTAL	<u>1328</u>

Emergency Preparedness & Health Education (EP&HE) Division

On-going 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 & LHD 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):

October

- Bay County Department Directors/Division Managers Meeting
- Co-Presenter at Michigan Public Health Premier Conference Outbreak Session
- Saginaw River All Hazards River Committee Meeting
- Bay County Local Planning Team Meeting
- MDHHS Statewide Hepatitis A Outbreak Conference Call
- Accreditation Coordination throughout the month

November

- Presentation on EP & HE to SVSU Nursing Students (2 sessions)
- Toured Great Lakes Bay Health Center

- Bay County IT User Group Meeting
- MDHHS Statewide Hepatitis A Outbreak Conference Call
- Accreditation Coordination throughout the month

December

- BCHD Accreditation
- MDHHS Statewide Hepatitis A Outbreak Conference Call
- Bay County Local Planning Team Meeting

Health Education

On-Going 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 & Liz)
- Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes (Tracy)
- Monthly MPHHC Planning Conference Calls (Tracy)
- Monthly MALPH BHS Forum Teleconferences (Tracy)
- Monthly Project HOPE (Heroin & Opioid Prevention and Education) Meetings (Liz & Tracy)
- Monthly MIHIA DPP Lifestyle Coaches Conference Call Meetings (Liz & Tracy)
- SBCA/Eat Safe Fish Partners Quarterly Teleconference with MDHHS 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)
- Monthly Communications Workgroup Meetings (Tracy & Liz)
- Monthly Youth and Family Connect Meetings (Tracy)
- Monthly MIHIA Population Health Team Meetings (Tracy)
- Monthly Great Start Collaborative Executive and Committee Team Meetings (Tracy)
- Monthly Suicide Coalition Meetings (Tracy)
- Bi-Monthly HSCC General Member Meetings (Tracy)
- Bi-Monthly HSCC Steering Committee Meetings (Tracy)

October

- BCHD & ESF Outreach at Physicians Community Resource Fair (Tracy & Liz)
- ACEs Asset Mapping Meeting (Tracy)
- Performance Management Training (Tracy)
- Attended Michigan Public Health Premier Conference (Tracy)
- Attended the Youth Focus Candidate Forum (Tracy)
- BCHD & ESF Outreach at Bay County Project Connect (Tracy & Liz)
- BCHD Outreach at Fall Days at Finn Road Park Event (Tracy)
- SVSU's C of Ideas Strategic Planning Session (Tracy)
- BCHD & ESF Outreach at Family Fun Club Spooktacular Event (Tracy & Liz)
- Met with SBCA River Walker to discuss job successes/improvements for next season's work (Liz)

- Met with new BCSP Park Interpreter, discussing ideas/goals for LLBE program (Liz)
- BCPN leadership meeting (Liz)
- ESF Outreach at Mindtrekkers Event at Delta University (Liz)
- Opiate Conference at Double Tree Hotel (Liz)
- Attended CAG meeting at Thomas Township Library (Liz)
- Attended BCPN informative movie *Chronic State* discussing legalization and normalization of marijuana in communities (Liz)
- ESF Outreach at Midland's Best Western Trunk or Treat Event (Liz)
- Attended Mental Health First Aid training at Bay Arenac Behavioral Health (Liz)
- Distributed a total of 1418 ESF brochures and 142 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses in Bay, Midland, and Saginaw Counties (Liz)

November

- 3 ACEs and Resiliency Presentations (Tracy)
- Lead Education and Outreach Work Plan Meeting (Tracy)
- Partnering to Catalyze Comprehensive Community Wellness Webinar (Tracy)
- BCH & Public Health Outreach at Delta College Career Pathways Event (Liz)
- Attended BCPN movie *Stigmatic* and narcan training at Auburn library (Liz)
- ESF Outreach at Midland County Project Connect Event (Liz)
- ESF Outreach at Midland Community Center Dental Clinic/Health Expo (Liz)
- Presented ESF materials and information to SVSU nursing clinic students (Liz)
- Distributed a total of 155 ESF brochures and 316 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

December

- ACEs Planning Meeting (Tracy)
- ACEs Presentation (Tracy)
- Attended MSU Extension meeting regarding Summer 2019 youth fish camp- may have station on fish advisory and other activities (Liz)
- Distributed a total of 440 ESF brochures and 300 WG brochures (plus additional educational ESF materials as needed) through outreach events, presentations, and community outreach to physicians and various businesses Bay, Midland, and Saginaw Counties (Liz)

WIC Breastfeeding Peer Counselor Activities (TRACY)

Monthly BFPC Meetings with WIC Coordinator

Monthly MotherBaby Café

October

- WIC Staff Meeting
- Bay County Breastfeeding Coalition Meeting
- BFPC Client Centered Services Training
- Regional Breastfeeding Peer Update
- 10 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 5 participants total

- Infant Feeding Choices Class - 1 Class with 8 participants total

November

- 4 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 2 Classes with 3 participants total
- Infant Feeding Choices Class - 1 Class with 1 participant total

December

- Michigan Breastfeeding Network Webinar - Using Your Power & Privilege
- 3 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class - 0 Classes with 0 participants total
- Infant Feeding Choices Class -1 Class with 3 participants total

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
EPA = 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	

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	203	Parcels Evaluated	24
Mobile, Vending, & STFU Inspections	1	On-Site Sewage Disposal & Tank Permits Issued	8
Temp. Food Est. Inspections	9	Alternative/Engineered Sewage Systems Approved	4
Follow Up Inspections	25	Failed System Evaluations Conducted	7
Plans Received for Review	0	Sewage Complaints Investigated	3
Plans Approved	0	Well Permits Issued	8
Consumer Complaints Investigated	10	Abandoned Wells Plugged	8

Cremation & Disinterment Permits Processed

October	53
November	71
December	57

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

	Breastfeeding Lactation Consult	Breastfeeding Peer Counselor Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care-Reg. Dietitian	Other	Priority Certification	Recertification	TOTAL	
October	5	19	1	140	69	38	61	99	158	147	739
November	12	9	3	109	52	50	34	94	116	115	594
December	4	8	2	91	57	41	19	81	114	119	536

Lead Tests Billed

October	48
November	46
December	41

HOUSING

Housing Director Activities

- Current occupancy is at 96%
- Completed 5 year action plan for Center Ridge Arms through HUD.
- Several resident meetings.
- 2 Lease Violations.
- 2 30 day notice to quit.
- 5 MHT Meetings and conference calls on CRA RAD Conversion.
- Began monthly room by room bed bug inspections.
- Completed Environmental Review for HUD.
- Completed Vanguard yearly systems check on fire suppression systems.
- 10/30/18 meeting with MHT and the Board of Commissioners, status update.
- Completed new Executive Compensation report for HUD.
- Capital Drawdown, \$91,523.00 for projects to be completed in 2019.
- 3 webinars on Section 811 housing.
- Completed/coordinated yearly CSD1 Testing for boilers for Consumers rebate.
- Began to merge HUD systems into EPIC systems for buildings capital needs.
- Weekly staff meetings.

- Several budget meetings with finance.
- PHA repositioning Skype conferences with Detroit Field office.

Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 21 residents.
- Completed 3 move-in inspections.
- 3 exit inspections.
- Completed move-in orientation and lease paperwork for 3 new residents.
- Met with several residents to discuss tenant concerns.
- Completed annual UPCS inspections for 21 apartment units with maintenance staff.

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units.
- Routine maintenance and janitorial duties completed.
- Generators serviced.
- CSD1 Inspections.
- Completed unit turnaround maintenance for 6 apartments within required 30 day period.
- Rebuilt tempering valve on domestic hot water systems.
- Completed 26 apartment inspections for recertification.
- Rooftop fans inspected repaired, new motors.
- Maintained boiler operation.
- Installed carpet in 2 units.
- Lawn and grounds maintenance.

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

- Distributed food commodity boxes from Mid-Michigan Community Action Agency to 80 residents each month.
- Primary job is to act as liaison from staff to the residents.
- Coordinated with local human services to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health, Bay County Department of Health and Human Services, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply, and Mid-Michigan Community Action Agency. Information on Entitlement Programs:
 - Medicare/Medicaid
 - SSA/SSI/SSDI (Social Security Benefits)
 - Food Stamps
 - Fuel/Utility Assistance
 - Vocational Rehabilitation Services
 - Legal Assistance
 - Researching other Entitlement Programs for next quarter

- Coordinated presentations, medical clinics and programs to enhance and educate the residents at Center Ridge Arms on their mental, physical and daily living activities and coping skills utilizing local agencies. Personal Development Training:
- Assistance with Personal/Family Needs:
- Update calendar in front of office, if needed, with new activities not posted yet.
- Post Flyers on our Community Board in the Lobby (keep this board up-to-date).
- Put on Meetings, Clinics and informative sessions for life events.
- Work with Great Lakes PACE Program.
- Attended several meetings with outside area agencies.
- Hosted Thanksgiving and Christmas dinners for residents.

JUVENILE DETENTION & CHILD CARE SERVICES

- **No Report Submitted**

MSU EXTENSION

- **No Report Submitted**

PERSONNEL & EMPLOYEE RELATIONS

- Personnel Staff with the help of Nike Percy in ISD implemented the first phase of the Applicant Tracking program through MUNIS. We are no longer accepting paper applications and all jobs are being posted through MUNIS. It is still a work in progress, but we continue to move forward with this project. The current goal is to grant department heads and supervisors the proper permissions through MUNIS to be able to view applications and resumes submitted by candidates through MUNIS, rather than being printed or scanned.
- After conducting interviews with 2 different companies, it was determined to remain with York Risk Services as Bay County's third party administrator for worker's compensation purposes.
- Nationwide representative, Ken Kelbel was in Bay County meeting with employees regarding ways to supplement employees' retirement benefits.
- The wage study project is an ongoing project. Many meetings and hours have been spent working with Segal Waters on the wage classification structure. Clarification meetings were held with key officials to review the data submitted by employees through their job description questionnaire forms.
- Tiffany Jerry and Rebecca Marsters attended an employment law seminar sponsored by MPELRA (Michigan Public Employer Labor Relations Association) in Lansing. Topics included: Marijuana in the Workplace, FMLA and ADA and ACA Cadillac/Excise Tax.
- Tiffany Jerry conducted employment interviews for the new Office of Assigned Counsel Coordinator position that will now report to Andrea LaBean in the Criminal Defense/MIDC department.
- Positions were posted on behalf of the Department on Aging, Animal Control, Probate Court, Circuit Court, Friend of the Court, Prosecutor's Office, Criminal Defense, Juvenile Home, Community Corrections, Sheriff's Office and the Health Department.
- Positions were filled in the following department/divisions: Equalization, Animal Control, Sheriff's Office, Department on Aging, Civic Arena and Juvenile Home.
- The Wellness Coordinator position is currently vacant.

Payroll/Benefits

- Filed and paid all monthly and third quarter payroll taxes including MESC, 941 and Michigan state withholding.
- Processed and distributed 4,805 payroll EFT/checks.
- Held quarterly 401k Committee and 457 Board meeting.
- Participated in the RFQ process for an investment consultant to do an RFP for a service provider for both the 401k and 457 plans.
- For the first time, health insurance open enrollment was conducted online through ESS with the help of IT.
- Open enrollment meetings were also held for AFLAC and Flex Administrators.

Wellness Center

- September had 147 appointments (12 new, 135 returns); October 155 appointments (3 new, 152 returns); November had 115 appointments (5 new, 110 returns)
- Most frequent visit type in September, October and November were acute illness and wellness care.

Wellness

- Email newsletters sent out on various topics each Wednesday - Wellness Wednesday and Friday - Fun Fact Friday
- Potty Postings were hung throughout the restrooms in the County Building, Civic Arena, Community Center, Pinconning Park, Central Dispatch and the Health Department.
- Lunch & Learn in November regarding Budgeting & Saving.
- Sam's Club was onsite for vision screening.
- Extended reimbursement to employees and retirees for the Rotary Club Driathlon, Sacred Heart Walk, and Happy Campers run/walk.
- Step Challenge #4 took place September 17 - November 25, 40 employees participated.

PUBLIC DEFENDER

There were a total of 254 new cases opened during the quarter, the break down is listed below:

Assigned Criminal Matters

- Mr. Mannikko was assigned 67 new felony files.
- There were 96 new misdemeanor files assigned to; Mr. Hetherington: 78 and Mr. Mannikko: 18.
- Mr. Mannikko was assigned 19 new felony violation of probation files.
- There were 31 new misdemeanor violation of probation files assigned to; Mr. Hetherington: 26 and Mr. Mannikko: 5.

Assigned Probate Matters

- Ms. Fitzgerald was assigned 23 new delinquent files and 15 new neglect files.

Budget-Cost savings

- Ms. Fitzgerald continues to utilize the county car for home visits whenever possible. Mr. Mannikko also utilized the vehicle for the CDAM conference this fall.

Other Departmental News

- Mr. Mannikko and Mr. Hetherington attended the CDAM conference in November.
- Progress continues to be made on the new MIDC specifications.

RECREATION & FACILITIES

The Recreation and Facilities Department submits the following report for the 4TH Quarter of 2018:

During the 4TH Quarter of 2018, 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:

- Created and delivered presentations to the Board of Commissioners on the Civic Arena, Community Center and Pinconning Park.
- Worked diligently on the Bay County Recreation Plan.
- Continued work on granting opportunities at Pinconning Park. Met with DEQ officials for a Pre Meeting with the Director of Environmental Affairs.
- Attended many trainings and prepared for a go-live date of January 2 for RecPro at the Civic Arena.
- Met with Fisher Contracting to continue discussions of the pond at the Bay County Golf Course.
- Implemented and began the training process on Dude Solutions Software with Buildings and Grounds staff. Organized Alpha's presentation to the Board regarding the facility condition assessment. Continued capital discussion with officials for future planning purposes.
- Met with Segal Waters representative to discuss job classifications within the Buildings & Grounds Division.
- Met with sales associates and Finance to see if there was a cost savings mechanism with LED lights.

Civic Arena

- Fall Adult League hockey had 16 teams with 148 players and 121 substitute players
- Bay County Hockey Association had 8 house teams and 5 travel teams.
- Sk8 Bay Figure Skating club had their Christmas Exhibition with 32 skaters with 149 people in attendance.
- Bay Area Thunder and Bay City Wolves started their high school season with both teams having 21 players each.

- Rented out 1166 hours of ice for the 4rd quarter with 14 birthday parties, and 7 room rentals.
- Public Skating had 3,446 skaters with 2,287 skate rentals. Combined revenue of \$23,281.
- Drop-In hockey had 413 skaters. \$3, 506 in revenue
- Stick & Puck had 778 skaters. \$3,665 in revenue
- Skills and drills had 258 skaters. \$2,580 in revenue.
- Sharpened 517 pairs of skates. \$2,585 in revenue.
- Open ice had 17 rentals bringing in a total of \$11,366.50 in revenue.

Golf Course

- Aerated 18 greens and practice green
- Back filled, top-dressed and brushed all greens
- Verticut all greens
- Aerated 102 tee boxes
- Aerated all 18 fairways
- Backfilled low lying areas with sod plugs from aerated greens
- Disassembled nonfunctioning safety netting on the East Side of Hole #12
- Purchased new metal roof for South Cart Barn
- Met with Fisher Contracting;
 - Reconfigured material haul road plan to not affect the public while driving in and out of golf course main entrance
 - Discussed options to dig out pond on Hole #18 and directional bore to existing irrigation pond to help with drainage
 - Finalized plans for 4.5 acre pond project located between Holes #7, #8 & #9 starting Spring 2019
- Met with the Bay County Road Commission;
 - Eradicate phragmites located in ditches on Arms Road and Knight Road
 - Brush hog ditches on Arms Road and Knight Road
 - Spray eco-friendly weed and phragmites killer along ditch banks
- Met with Hampton Township Fire Department;
 - Obtain permission for a controlled burn
 - Plans set to burn brush pile located on the West Side of Hole #14