

## **REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2011**

### **RECREATION & ADMINISTRATIVE SERVICES**

The Recreation and Administrative Services Department submits the following report for the 2nd quarter of 2011:

- Continued interim administration within the Information System Division.
- Met with City of Bay City officials to discuss shared services between the City and County.
- Met several times throughout this second quarter with:
  - ▶ City of Bay City officials to discuss shared services; IT, Purchasing, & GIS
  - ▶ Air Advantage and MERIT representatives, Mike Duranczyk, 1<sup>st</sup> District Bay
  - ▶ County Commissioner, Bay City Public Schools and City of Bay City staff to discuss the Google fiber for communities project.
  - ▶ VIO Point and selected Bay County staff to discuss and review their scanning reports regarding the HIPAA Security Service Project.
  - ▶ Spicer group representatives regarding Pinconning Park grant for improvements and additions, as well as land acquisition.
- Participated in conference call with VIO Point and selected Bay County staff regarding HIPAA Security Service Project.
- Met with Spicer Group to discuss recreation research and summit planning for Pinconning Park.
- Met with Homeland Security staff and a Municipal Services Consulting regarding incorporating or having a separate web portal for Regional Homeland Security. development of a Homeland Security Website.
- Met with Netsource One to discuss Bay County disaster recovery and active directory modifications.
- Participated in a conference call webex regarding the new Google Cloud.
- Met with ISD staff regarding Speed Net and Charter Communications connections.
- Met with select RAS staff regarding next steps for Tyler MUNIS fleets & facilities implementation.
- Attended the MDOT ADA workshop at the Alice & Jack Wirt library hosted by BCATS.
- Participated in a close out audit review conference call with Department of Homeland Security.

- Attended the Great Lakes Bay Regional Local Government Consortium luncheon.
- Attended a Special Region 3 Homeland Security Planning Board meeting to discuss and review the project categories for the FY2010 Homeland Security Grant.
- Joined Jeff Coupie of MI Sports Unlimited in a Bay 3 TV shoot to promote this year's Thunder in the Valley event.
- Met with Buildings & Grounds Superintendent and Recreation & Clubhouse Supervisor on a number of recreation items.
- Met with Homeland Security staff regarding the FY08 SHGP year end status.
- Attended a Tri County PIO meeting at the Midland County Law Enforcement Center.
- Attended a "Waterways, Wetlands and you" public form at the Alice & Jack Wirt library hosted by US Army Corps of Engineer Regulatory Office.
- Participated in a meeting to discuss the updated of the Bay County Animal Control Ordinance.
- Participated in the Emergency Management Tabletop discussion regarding.....
- Met with ISD staff regarding the revision of the Service Level Agreement/Help Desk Procedure and Authorization for Access Form.
- Met with Mr. Pahlmer of the Boys & Girls Club, and Commissioner Duranczyk regarding the VIP Summer Recreation Program.
- Meeting with DEQ/Army Corps regarding the Pinconning Park grant permit.
- Held a pool orientation with newly hired Summer Recreation pool staff.
- Met with Health Department Director regarding ideas for the County's website.
- Attended the dedication ceremony to honor Commissioner Eugene Gwizdala.
- Met with ISD staff and Emergency Manager, Chris Izworski regarding MS Project/Disaster Recovery.
- Attended a MUNIS demonstration on decentralized payroll.
- Met with ISD staff, Law Enforcement & Court administration regarding E-ticketing.
- Offered the position Law Enforcement representatives regarding the Regional Information Coordinator position.
- Met with John Cherry of DNR to discuss the progress of our Pinconning Park grant application.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Copier/Scanner; Bay 3TV partnership meetings; Department Directors;

Quadrant; Tyler MUNIS Committee meetings; Incident Management Team meetings; Homeland Security Team meetings; Region 3 Homeland Security Grant Board; R3HSPB Committee meetings; Recreation staff meetings; Recreation and Administrative Service Staff meetings, and RAS division head meetings.

## **Animal Control**

### **Shelter Animals**

- Animal intake for the second quarter is 504 cats, 372 dogs, and 8 other species. The second quarter total intake was 884 animals.
- 42 cats, 97 dogs, and 2 other species were adopted. Total adoptions for the shelter for the second quarter were 143 animals.
- 5 cats and 91 dogs were claimed by their owners.
- 457 cats and 184 dogs were euthanized.

We continue to see many animals being turned over to the shelter due to economic hardship. The animal rescues continue to be filled to capacity. We are finding many animals dropped off along the side of the road or out in the country.

### **Field Activity**

The officers were called out on 701 various field calls. The following is a summary of the calls the officers have been out on for the second quarter:

- 104 of the calls were for loose and aggressive animals.
- 62 of the calls were for animal bites.
- 110 of the calls were for animal pick up.
- 109 of the calls were for barking complaints.
- 316 of the calls were for loose animal complaints.

We continue to place our adoptable animals on the Bay 3TV, Petfinders.com, the Bay County Website and the Bay City Times. We continue to work with Dr. Musselman who is an instructor at the Skill Center. She and her class completed the scheduled 8 sterilizations for people who have adopted from the shelter. We look forward to working with this program when school is in session for the 2011-2012 school year.

Additionally we continue to work with the Humane Society. Most recently on June 29 and 30, 2011 we worked together as we transported 34 dogs and cats to Pinconning High School for a spay/neuter clinic. Of these 23 have been adopted to date. We feel that this was a great program and promoted the adoption of these animals.

As of mid February 2011 we have been taking a census as to the amount of individuals visiting the shelter on a daily basis. There have been a total of 3781 visitors that have signed in for our census for this second quarter. This number is actually higher due to the fact that some people did not sign in if there were a lot of people at the counter. The following is the break down per month of visitors per business days:

- April 1, 2011 through April 30, 2011: 1,191 visitors with an average of 60 visitors per day.
- May 1, 2011 through May 31, 2011: 1,118 visitors with an average of 53 visitors per day.

- June 1, 2011 through June 30, 2011: 1,472 visitors with an average of 67 visitors per day.

As the summer weather is upon us and students are out of school we see an increasing number of visitors to the shelter.

### **Buildings & Grounds**

- Roof top transmitter in place and successfully tested for Central Dispatch-911
- Civic Arena cement block wall constructed by County carpenter
- Civic Arena overflow parking lot project completed by county staff with funds allocated by Bangor DDA
- Fairgrounds – Grandstand Roof demolition project completed – minor maintenance issues are still in progress
- Juvenile Home Wind Turbine is in full force
- Community Center footing for Wind Turbine has been poured
- Several Judges' offices have been fully painted
- County Building Chiller has been connected and is running efficiently
- County staff pulled wires in County Building and Courts for installation of new WI-FI devices
- Courts had new Blower Motor on roof-top installed
- LED light fixtures installed inside & outside several facilities with additional fixtures are being installed
- All facility Fire inspections have begun
- County Staff installed dry-wall at Fairgrounds Canteen for needed repairs
- Community Center Pool re-piping for water meter is 90% complete and pool has been completely painted and open to public
- County Auction held on May 12, 2011 was an outstanding success
- Lawn sprinklers replaced at several facility locations
- Red clay spread on all Softball Diamonds at Vet's Park including minor maintenance completed
- Prindle Property in Pinconning toured by DNR
- Purchased flowers for County Bldg and Health/Courts entrance planters
- Concrete base poured with engraved plaque set and Bradford Pear Tree planted on County Building grounds in Memory of Eugene Gwizdala

### **Housing Rehabilitation**

- Continued to approve rehabilitation projects, file mortgages and mortgage discharges
- Participated in a webinar for Federal Home Loan Bank program
- Attended Affordable Housing Conference in Lansing
- Attended Board Meetings at Bay Area Housing
- Prepared supplemental files on open projects for the 2010 grant

- Revised Third-Party Agreement guidelines

## **Information Systems Division**

### **Departmental Projects/Technical Projects**

- The Help Desk has reported 96 current open work orders and projects. During the second quarter 864 works orders were opened. A total of 853 work orders have been closed in the second quarter. The total number of work orders include projects that have a duration for completion beyond the SLA for the closure of open tickets.
- The Merit and Air Advantage connectivity at the Bay County location is in the final stages of agreement and installation. The conduit that will run under the Saginaw river to connect the fiber is being prepared for bidding by SVSU.
- Budget prep and presentation for the 2012 budget is being addressed and completed for submission.
- A thorough and complete Continuation of Operations Planning document is being finalized with detailed procedures to address the potential situation(s) that may exist if a disaster faces the County's IT's platforms and network.
- The VIO Point Security audit has been completed and the issues that were addressed in the document are being resolved in a work group that will meet on a monthly basis to resolve all outstanding issues.
- The vulnerability assessment has resolved the issues that were of high threat level and are finalizing other firewall and network settings to have the project come to closure. There is a scheduled monthly scan of the network identify ongoing potential new threats of vulnerabilities to the County network.
- The user group has met for discussion on Active Directory limitation and potential avenues to allow specific functions (i.e. Disk Frag) have taken place and a resolution is being developed from Net Source One.
- The user group continues to be involved with the Microsoft Outlook product for comparison of the desk top version of Outlook features versus that of the Web Access features of Outlook. A trial group is in the process of utilizing both methods and further discussion will take place on the final resolution moving forward with the Outlook roll out.
- A number of Crystal Reports have been developed and placed in production for use by the Financial department via the MUNIS finance application.
- De-centralized payroll is being analyzed and a process is in the development stage to have the ability to reduce the use of paper for employees to enter their by-weekly time sheets.

The work group on this project are meeting weekly, when applicable, to have this process in place for all employees.

- The facility and fleet function of MUNIS is in limited production for use of the fleet in Building and Grounds.
- A formal access form for all of the assets of Bay County (i.e. Accessing of computerized systems, building keys, etc.) is in the process of develop for a process that will automate the entire procedure.
- Signature forms for use with the Health department utilizing the VHN software platform is in the process of finalization.
- Upgrades to the fire wall units utilized on the County network have been updated to the current release level of the devices.

## **Purchasing**

### Bids Prepared:

- Homeland Security Thermal Imaging Camera
- Homeland Security Vulnerability Solution Area Planner

### Bids Awarded:

- Homeland Security Gladwin South Tower
- Homeland Security Gladwin Radio System
- Emerald Ash Borer Treatment

### 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
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Completed monthly reports for credit card spend and vehicle mileage
- Worked on Digital Survey with Bob Super from ISD
- Completed a project breaking down our vendor list to just active vendors for review by County Executive and Board Financial Analyst
- Re-opened 2010 PO's so the Departments can begin to reference them when making payments
- Prepared revisions to the Purchasing Policy reflecting changes in procedures and reports for submission to the Board
- Attended a meeting to discuss the Munis module "Fleet & Facilities" to discuss

- implementation and import of data from our Fleet Fuel provider
- Continued PIO training attending a “Table-top Exercise” at the DoubleTree Hotel
  - Reviewed purchasing information for County Audit
  - Assisted in gathering information for the Health Department Audit
  - Met with the City of Bay City to discuss purchasing shared service options
  - Analyzed office supply submissions from Staples, OfficeMax, Office Depot and Quill to determine the best value for the County.
  - Analyzed mailroom options to determine options
  - Held Munis training for the Health Department staff

## **Recreation**

### **Golf Course**

- The golf course was off to a slow start due to mother nature. The start of the 2011 had 4 golfing days in the month of April. (A golfing day is when the weather is above 50 degrees and there is no rain) In 2010 the golf course opened in March and we had 23 golfing days by the end of April. Every golf course in the area has expressed their concern with the weather.
- Our goals have reset for the season, trying to finish the year with positive growths in the remaining months. May and June were pretty much status quo in relation to last year. July, August, and September are the months we are looking at making up some ground.
- Our season passes are down from last year due to losing the month of April. Many expressed that they would pay for golf as they go, because of the start of the year. On a positive note all of our leagues have returned this year and are in full swing. While our group business is continuing to grow we have some new outings adding to the roster. We have our annual County Tournament quickly approaching with August right around the corner and are in preparation for that.
- We are optimistic for the remaining of the season as long as the weather cooperates. Our group business is solid, our leagues are full, and with our tournaments we are encouraged for a promising finish.
- Last year we had an issue with the number of golf carts in relation to the amount we needed to meet our customer’s needs. We rented 12 carts from a local dealer to get us through the year. We were going to purchase the golf carts, but were undecided on buying or lease to buy. The carts were never purchased. We are currently renting 12 more carts this year with the hopes of purchasing them. The amount we spend in leasing would be deducted from our purchase price. The carts are well needed for daily leagues and weekend outings.
- We are concluding an asset inventory and putting together a five year plan on equipment needs. There is some machinery that will be needed to replace to remain at our current level of operation.

- All in all, for what we have been faced with, the golf course is holding its own this year.

## **Civic Arena**

The Civic Arena started the year in full dry floor event mode. During the winter months the following events were on our dry floor:

- Bay County Home Builders Show
- Shipshewana on the Road
- Picadally Circus
  
- The events went well with some positive feedback. The Home Builders expressed their delight with the new heaters that kept their event at a very comfortable temperature. Shipshewana had a good show and looks like they will be rebooking for next year. The circus was a difficult event. The numbers were not as great as they expected and being an event during the week, our staff had a very strenuous week trying to get the floor in and out for normal ice events.
  
- Our summer ice is going well. We have 20 teams in our adult league and 13 high school teams skating this summer.
  
- With the feedback from the Community Center, a new weight room has been added to the Civic Arena with extra equipment that was in storage from the purchase of the YWCA equipment we bought for the Community Center. In addition to this weight equipment, the Bangor DDA graciously purchased 4 treadmills and 1 elliptical machine, and money for a television to complete the room. Our fees are reflective of the Community Center, with an additional monthly team fee for hockey players. The weight room opened on July 1 and we are excited for its future.
  
- The new weight room took the place of the community room and the old arcade area has been renovated into the new community room. Our buildings and grounds staff did a great job with the renovation and we are looking forward to the improvements that have been made.
  
- The busy season will be approaching this fall and we are in preparation for that as well.

## **Community Center**

The Community Center is in full swing with all summer activities. Our summer recreation program was cut from the budget this year due to budget concerns. Over the course of the winter parents and participants of past programs expressed their concern and wanted to see the program continue. Many were willing to pay a larger fee to keep it going. Through some discussions the program was reinstated for this year and will be evaluated at year end. With all the talks surrounding the program we are happy to say we have 195 kids signed up which is right on line with last year. The kids are extremely happy and are having a great time. The following is the breakdown of participants by

age:

<b>5 year olds</b>	<b>6 year olds</b>	<b>7 year olds</b>	<b>8 year olds</b>	<b>9 year olds</b>	<b>10 year olds</b>	<b>11-12</b>
19	21	26	16	30	44	39

The pool which has been another issue of budget concern is open and in full swing. Our maintenance staff has it up and running at the least possible cost. They have done a great job and the pool looks great. This weekend the BAYS swim program is hosting its Beat the Heat summer swim meet. The numbers for the pool from the start of the year to the end of June are as follows:

<b>Auburn</b>	<b>Bay City East</b>	<b>Bay City West</b>	<b>Essexville</b>	<b>Freeland</b>
14	332	375	28	0
<b>Kawkawlin</b>	<b>Linwood</b>	<b>Midland</b>	<b>Pinconning</b>	<b>Other</b>
23	46	8	4	146

From open until June 30th = **976 people** have been to the pool.

Over the fourth of July weekend the staff decided to do a little event to bring people to the pool and watch the fireworks. The evening of the big firework display the staff hosted an event for \$10 per person for a barbeque meal, swimming in the pool, and watching the fireworks from the pool deck. This was the first year for the event and it was well received by those who participated. We had 20-25 people, but we did have many interested individuals that said it was a good idea and had they known of it earlier they would have signed up. Year to date the pool has brought in just over \$5300.00.

The weight room has continued its success and usage. The board of commissioners just approved the request of an expansion to add more cardio equipment to the weight room. The renovation should happen sometime in August of this year. The following are the numbers for the weight room to date:

	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>thru June 20th</b>
Employee:	72	76	49	60	29
Retiree:	47	50	45	33	8
Gen. Public:	803	1252	557	547	215
<b>TOTAL:</b>	<b>922</b>	<b>1378</b>	<b>651</b>	<b>672</b>	<b>303</b>

The following is the monthly revenue the weight room has produced:

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June (thru 20)</b>
\$3503.50	\$3271.75	\$2456.25	\$1524.00	\$1422.25	\$1442.75

We are excited to see the growth in revenue and with the expansion we are even more optimistic.

The idea of employee wellness has expanded throughout the community.

The large gym floor was intended to be replaced and approved by the board of commissioners that would have increased the basketball and volleyball user fees by \$9.50 per year until the floor was paid off. However, when the floor was inspected the removal of the floor was put on halt, because there was a 2% sign of asbestos in the subfloor which has to be removed professionally. The cost of the removal was much higher than what the user groups were willing to pay. So at this point the gym floor will remain as is.

### **Region 3 Homeland Security**

- The Region 3 Homeland Security Planning Board (R3HSPSB) is meeting on a monthly basis. The main goal has been to purchase equipment that the R3HSPB has prioritized. We have purchased equipment for Communications, First Responder Safety and Critical Infrastructure Protection.
- The PSIC grant is moving forward. The Bay County will go live at the end of July. Some funds in this grant have been moved from projects to the 800MHz radio project. .
- The FY08 HSGP for \$3,485,750 and the FY08 CCP for \$67,234 have been allocated by the committees and the R3HSPB and MSP/EMHSD have approved Project Justifications. Purchase reqs are being submitted and PO's released. These grants end 7/31/11.
- The FY09 HSGP is for \$3,376,729 and the FY09 CCP is for \$41,523. The R3HSPB allocated these monies to the committees and Project Justifications have been submitted to and approved by MSP/EMHSD. ACJ's have been approved by the R3HSPB and are being submitted to MSP. Some purchasing has begun.
- Bay County is acting fiduciary for the FY2009 Interoperable Emergency Communications Grant in the amount of \$104,010. This grant is completed.
- The FY10 HSGP is for \$3,148,167, the FY10 IECGP is for \$93,543. PJ's have been submitted to MSP/EMHSD and have been returned approved. The ACJ process has begun and counties are submitting them for review by the appropriate committees.

### **CORPORATION COUNSEL**

- During the second quarter of 2011, the Department of Corporation Counsel/Risk Management continued to draft and review agreements.
- On April 29, 2011, a jury returned a \$497,000 verdict for Bay County in its law suit against Blue Cross/Blue Shield of Michigan. Their verdict regarding hidden access fees will likely result in the County being entitled to additional amounts for attorney fees and sanctions, with a final judgment of about \$1.2 million after motions are filed and heard. Blue Cross representatives indicated to the Bay City Times that they will appeal.

- Several grant agreements and amendments have required review. Reviewing and responding to a large number of Freedom of Information Act requests to various County offices continued to occupy many staff hours. In addition, assistance was provided to legal needs of the Region 3 Board for Homeland Security through Bay County's role as fiduciary.

## **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

### **Community/Economic Development Work Activity**

- **Agriculture Grant:** In collaboration with the Bay Area Chamber of Commerce, Bay County Farm Bureau, Michigan Sugar, Thumb Bank and several small business owners/producers, the Director led the development of an Agribusiness Grant proposal seeking funding for research and promotion of the statistical significance of the agricultural industry on the greater Bay County and the Great Lakes Bay Region economy. The project will promote the region's diverse agricultural opportunities, value added product potential, and will serve to create greater investment and job growth. An internal and external communications plan is a part of the effort for effective messaging locally as well as outside the area. The proposal was favorably reviewed during a competitive grants review process and was awarded \$5,000 from the Bay Area Community Foundation Environmental Committee. Additional grant funding is being sought (approx. \$12k). Local match of \$31,250 is being provided through the private business participants. New grant project Economic/Community Development dollars raised: \$37, 250.00 with a total of \$48,2500 pending.
- **Revolving Septic Loan Grant:** The Director developed the Septic Replacement Revolving Loan Fund proposal for the Bay County area and solicited funding from the EPA Great Lakes Restoration Initiative (GLRI), however EPA provided notice that they would not fund septic system projects for the Great Lakes. Other local foundation funding was pursued and the Saginaw Bay WIN awarded the County \$50,000 for the Fund, the Bay Area Community Foundation awarded \$14,000 for the fund, and the environmental settlement PIRGM provided \$30,000 toward the fund with additional matching funding possible based upon results. Total (new) Environmental/Community Development dollars raised: \$94,000.00 with an additional \$30,000 under consideration.
- **Regional Septic Code Work Group:** Work of the Saginaw Bay Coastal Initiative continues through facilitation of work group activity to develop a regional septic code for the Saginaw Bay communities of Arenac, Bay, Tuscola, and Huron counties. The local county Health Departments staff, waterfront landowners, environmental/conservation groups, and Bay County Commissioners are working on a draft document that will describe a framework of mutually agreed to criteria while allowing for the variety of site specific conditions. The goal is to improve and protect Saginaw Bay and those common features for improved sanitary conditions are being developed and will be shared with other communities throughout the watershed and beyond. National organizational elements are being used for formatting purposes so we are not re-creating any new work, but utilizing an already existing framework.

### **Environmental Affairs Work Activity**

- Sea Grant: Proposal for muck removal in near shore zone submitted in conjunction with NOAA and Wayne State University researchers conducting economic impact analysis of muck on the beach and its relation to property values.

- EPA Grant: Applied a second time for GLRI grant to address septic replacement system revolving loan fund and a muck removal demonstration project in nearshore waters. Both projects were rejected by EPA.
- Attended Dow Dioxin CAG Monthly Meetings in April, May and June.
- Participated in Earth Day Events on April 20<sup>th</sup> at the Bay City State Park.
- Attended WIN Task Force Meetings in April and June.
- Attended Phragmites Grant Meeting on June 15<sup>th</sup>.
- Attended America's Great Outdoors (AGO) Meeting on June 22<sup>nd</sup>.

### **Geographic Information Systems (GIS)**

- Assisted members of the Reapportionment Committee in developing various options for redistricting Bay County's Commission Districts
- Continued Correction of Bay County Parcels and annotation to highly accurate Remonumentation Section Corner GPS data. Adding parcel annotation data and other parcel mapping information. This project is a joint effort with the Bay County Equalization Department
- Continued work with 9-1-1 on GIS data, addresses and response areas
- GIS Package set up for Hampton Fire Department; Monitor Twp; Williams Twp; and Frankenlust Twp
- Updated Baygis.org with new parcels and other data layers
- Update GIS layer for Hydrants with GPS date from three townships
- GIS Tech Support for: Equalization, Mosquito Control, Bay Future, Board of Commissioner office, Health Department, Gypsy Moth, Emergency Services, Townships, Cities and others
- Miscellaneous GIS request by private individuals including the Saginaw Basin Land Conservancy
- Various meetings with ESRI representative and City of Bay City staff

### **Gypsy Moth Program**

- Emerald Ash Borer (EAB) Treatment Project: During the second quarter, contracts were finalized with three firms to treat up to 2600 ash trees on publicly owned lands throughout the County. The trees were grouped into four geographic areas with roughly the same number of tree per area. Owen's Tree Service had the lowest bid on two Quadrants (Quad 1 & Quad 3), while Begick Nursery was awarded the work in Quad 2 and Bay Landscaping was awarded the bid for trees in Quad 3. Owen's Tree Service began work on May 9, 2011 and Completed their quadrants on May 27, 2011. They treated a total of 624 trees in Quad 1 and 735 trees in Quad 3. Begick's began work on May 18, 2011 and completed on June 23, 2011 treating a total of 617 trees. Bay Landscaping treated a total of 614 trees between May 10, 2011 and June 19, 2011. 2599 ash trees were treated and are now protected from EAB. Unfortunately two treated trees have been lost to wind/ storm damage. There are also additional trees, over 1000, that look healthy enough to benefit fro treatment next year. These trees will be monitored and evaluated during next quarter to provide data for treatment contracts in 2012.

- **Population Monitoring**

Egg masses were collected for winter mortality and all egg masses had significant hatch by the last week in April. In the mid-May the larvae were placed in a rearing cage in Pinconning Park for use in Educational programs and outreach activities. Hatch on undisturbed egg masses was first observed the second week in May.

In addition to monitoring in known sites, staff members answered complaint calls from homeowners throughout the county. During May, the majority of these complaints were due to the Emerald ash Borer and other insects that are native to our area. Ash Anthraxnose, a fungal disease of ash was first noted on June 10, 2011, a full month earlier than it usually appears due to the cool wet spring.

- **EAB Parasite Release**

June 15, 2011 staff members assisted Leah Bauer of the USDA with the release of about 350 tiny wasps in the woodlot south of Pinconning Park. The wasps are in the genus *Tetrastichus* and are natural enemies of the EAB in their native range. After years of research the wasps have been approved for release in the U.S. we were finally able to get some for release here in Bay County. Hopefully, additional parasites will become available throughout the summer.

- **Educational Programs**

Program staff conducted educational programs and had informational booths at the Ed Goldson Compost Pickup held in Veteran's Memorial Park; Delta College's Earth Day Celebration, Bay- Arenac ISD, Auburn Elementary School, the Bay City Garden Club Garden Walk, Shoreline Districts Cub Scout Day Camp and lead interpretive walks at Pinconning County Park during this quarter.

### **Mosquito Control**

- The annual spring woodland-pool treatment program marked the beginning of BCMC's mosquito control season. Control efforts included aerial spraying (over 40,000 acres) using one helicopter (Clarke) and two fixed-wing aircraft (Earl's Spraying Service, Inc.), with the focus on areas near cities, towns and large developments.
- Summer has officially arrived along with a boat-load of rain that has created, as of late, mosquito numbers that are on the rise. Throw into that mix our annual influx of cattail marsh mosquitoes, *Coquillettidia perturbans*, and we are set up for a real bumper crop of the little pests! We're seeing few spring *Aedes* adults these days (except for northern Bay County woodlots), but have shifted to the bothersome *Aedes vexans* and *Cq. perturbans* adults collected in traps both of which can be troublesome to residents and disease vectors.
- Throughout the warm weather months, BCMC will be busy treating larval or adult mosquitoes originating from woodlots, floodplains, freshwater wetlands, grassy fields, wet meadows, roadside ditches, ponds, catch basins, as well as containers. We've treated ditches in townships that have received enough rain to trigger a mosquito hatch and been back in woodlots and floodplains treating larvae. The number of complaint calls has increased as expected in areas near floodplains and cattail marshes.

- Three training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDA as certified technicians. Most started working by mid May and will be with us until the end of August.
- BCMC's annual report was summarized and presented to the Bay County Board of Commissioners on Tuesday, April 12. Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques. Presentations were given at Auburn Elementary School and Handy Middle School.
- We continue to monitor for West Nile virus this season by testing American Crows, Blue Jays using the VecTest kit and by submitting mosquitoes to MSU. Through June 30, we have tested no birds, but have submitted 87 mosquito pools containing 1,451 adult females to MSU; results are pending on the latter samples, but the first 40 pools tested negative.
- A few other items of interest: the first of two tire drives was held May 21 with 2,258 tires collected; this first tire drive was held concurrently at the Bay County Fairgrounds and Pinconning County Park; Rob Cascioli of Clarke visited May 12 to use the AIMS machine to measure the MMD's of ULV machines; we've been working diligently with the MDEQ for compliance in treating catch basins and sewage lagoons and have nearly received all Water Treatment Additive Forms from businesses giving us permission to treat their catch basins.

### **Transportation Planning Division**

- Hosted a training session on Designing Pedestrian Facilities for Accessibility
- Finalizing the BCATS Non-Motorized Transportation Plan
- Conducted the PASER Data Collection for 2011
- Continued work on the Bay County Road Commission Asset Management Study
- Began work toward the 2040 Long Range Plan and the updated Travel Demand Model
- Compiled Traffic Count Data from Bay City
- Assisted the Riverwalk railtrail in development new map signs
- Maintain the Transportation Planning Website
- Continued Modifications and amendments to TIP maps and eTIP
- Facilitated cash contributions by the City of Bay City, City of Essexville, Bay County Road Commission and Bay Metro Transit Authority to cover the match requirement for the BCATS annual work program in 2012
- Met with Mike Seward of the Bay Area Chamber of Commerce regarding input to our Long Range Plan update
- Finalized the Financial Billings for FY 2010
- Coordinated two BCATS Technical and Policy Committee meeting
- Attended regular meetings for:
  - Riverwalk/Railtrail
  - BCATS Tech and Policy Committees

### **EQUALIZATION**

No Report Submitted.

## **FINANCE DEPARTMENT**

### **Accounting**

- Completed 2010 Audit.
- Completed Fixed Asset conversion with the assistance of ISD.
- Oversaw 2011 Bay County Auction procedures.
- Staff attended Fund Balance webinar in conformity with GASB Statement No. 54.
- Attended several shared services meetings.
- Crystal Hebert completed Michigan Certified Public Manager Program at SVSU.

### **Budget**

- The year-end closing process was the primary focus of the budget division in the beginning of the second quarter of 2011.
- Welcomed Judy Delestowicz as the new Accounts Payable Clerk.
- Preparation of the 2012 budget packets.

## **HEALTH DEPARTMENT**

### **Administration**

The Health Department is in the planning phase of conducting a Community Health Assessment (CHA). The three core functions of public health are assessment, policy development and assurance. Protecting and improving the health of the community begins with evaluating the current level of health and current threats to health in the community (assessment). Following the assessment, comes the step of developing policies to address the identified problems. Then these policies are implemented to improve the health of the community (assurance). The Health Department is collaborating with a number of community partners on this project, including the Bay Health Plan, Bay Regional Medical Center, and the Community Foundation. Activities planned in the near future include data collection through health surveys and focus groups.

The Health Department and Division on Aging (DOA) continue to work with Bay-3 TV to implement the yearly programming calendar. All Health Department Divisions/Programs and the Division on Aging Programs are presenting items for broadcast on Bay 3-TV. During the fourth quarter, the following Health Department segments were presented:

#### **April:**

- ARRA Tobacco Program presents the video: "Unnatural Causes "(This is the acclaimed documentary series broadcast by PBS which highlights the root causes of socio-economic and racial inequities in health.)
- Health Screening Program presents the video: "Reality Matters: Sex and STD's"
- Health Screening Program presents the video: "Educate Yourself, Protect Yourself"
- Maternal Infant Health Program staff discusses services offered to support pregnant women and families with infants throughout pregnancy and until the child is three years old

#### **May:**

- Health Screening Program presents the video: "Taking Charge of Your Life"
- Health Screening Program presents the video "In the Swim of Things"

#### **June:**

- Environmental Health Division presents the video: "Water Sampling: Start to Finish"

Meetings/Trainings attended by Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup, the Accreditation Quality Improvement Process (AQIP) Workgroup, Standards Review Committee, and the Governance Workgroup
- Monthly Human Services Collaborative Council (HSCC) Board and Steering Committee Meetings
- Quarterly Bay Health Plan Board Meeting
- Meetings Bay Regional Medical Center and United Way regarding Bay County Community Health Assessment Project
- Healthy Places Conference sponsored by the Genesee County Health Department
- MATCH Grant Web Conference
- Met with VIOPOINT Consultant regarding HIPAA Security Review and Report
- Met with Information Systems staff to discuss wireless options for the Health Department field staff
- Division on Aging Volunteer Appreciation Dinner
- Annual Staff In-service and Health Department Tabletop Exercise
- Western Middle School Anti-Bullying Program
- Meeting with Community Foundation regarding CHA grant application
- Meeting with Corporation Counsel and Sheriff's Department regarding implementation of Ordinances 51 and 52
- Legislative Briefing Breakfast; met with Senator Green and Rep Brunner
- Various staff meetings regarding planning for CHA
- Homeland Security Conference
- Saginaw Bay Coastal Initiative (SBCI) Meeting
- Met with Finance staff regarding Medicaid Full Cost Reimbursement
- Meeting with Kurt Miller and Lake Research regarding CHA
- E-Grams teleconference
- Prep Meeting for OPHP site visit
- Exit Conference for Division on Aging site visit
- Senior Advisory Committee Meeting
- Meeting with staff regarding GLRI grants
- Bay County Tabletop Exercise
- Meeting with Becky Reimann to discuss vacant job descriptions
- Mitchell and McCormick (M&M) software upgrade implementation
- Accreditation Standards Review Committee Meetings
- National Accreditation Meeting sponsored by University of Michigan Training Center

**Children's Special Health Care Services (CSHCS)**

- Kathy Janer attended a meeting for Systems of Care for Children with Developmental Disabilities
- Judy McGee and Marilyn Laurus participated in a monthly telephone conference through MDCH for CSHCS
- Judy McGee, Mary Jo Braman and Marilyn Laurus attended training for the EZ-Link system. The training was held at the Tuscola County Health Department CSHCS

#### Division

- Mary Jo Braman attended a meeting for Systems of Care for Children with Developmental Disabilities
- Judy McGee and Marilyn Laurus participated in a monthly telephone conference through MDCH for CSHCS
- Mary Jo Braman attended a meeting for Systems of Care for Children with Developmental Disabilities
- Judy McGee, Mary Jo Braman and Marilyn Laurus participated in a monthly telephone conference through MDCH for CSHCS
- During this quarter, fifteen (15) clients received a Level One Nursing Plan of Care, five (5) Care Coordination Level Two Services, and two (2) Case Management Services.

### **Communicable Disease (CD) Division**

Susan Guc, CD and HIV/STD nurse attended the following:

- East Central Infection Control Meeting at St. Mary's Hospital in Saginaw
- Regional STD Meeting at Tuscola County Health Department
- Epidemiology and Lab Capacity Work Group in Lansing

The CD nurse investigated a total of 172 reportable disease and animal bite reports for this quarter. Of those, the following were confirmed: 51 animal bite reports, 1 Hepatitis B (chronic), 2 Hepatitis C (chronic), 5 Aseptic Meningitis, 2 Cryptosporidiosis, 1 Salmonellosis, 1 Shiga toxin-producing Escherichia coli, 1 Shigellosis, 4 Invasive Streptococcus pneumoniae, 1 Histoplasmosis, 4 Gonorrhea, and 89 Chlamydia. The following were probable: 1 Salmonellosis, 1 Aseptic Meningitis (viral), 1 Bacterial Meningitis, 3 Chickenpox, and 3 Hepatitis C (chronic). The following were suspect: 1 Mumps

### **Division on Aging**

- The Volunteer Recognition Dinner was held April 6 with 109 individuals attending. At the dinner, Diamond Gem awards winners for 2011 were presented. The full board recognized the Diamond Gem awards winners at the June 14 Board of Commissioners' meeting.
- A dinner theatre program for Guys and Dolls was held April 27 in cooperation with Bay City Players. A total of 220 individuals attended the program.
- The Cinco de Mayo Celebration was held at Rainbow Center at the Canteen on May 5. A total of 47 people attended this program.
- A series of presentations were made at area Dining Centers to encourage senior citizens to attend the National Drug Take-Back Program held April 30. Division on Aging included flyers and a newsletter article to promote the locations where seniors could drop off their old medicines for safe disposal.
- Dr. Tazeen Ahmed, a local physician, visited Riverside Friendship Center on April 13 for the presentation "Memory Loss: Aging or Dementia." An invitation was extended to staff and caregivers to attend the program as well. A total of 70 individuals were in attendance.
- The Movie and Lunch Series at Alice & Jack Wirt Public Library was held on April 13, May 18, and June 15, with 30 persons attending in April, 50 individuals attending the program in May, and 56 attending the June program.

- VFW Post 6950 conducted a Flag Day Program at Riverside Friendship Center on June 15 and donated a new flag and a new State of Michigan flag for the Center. A total of 41 people attended the program.
- The Tri-City Chorus of Sweet Adelines International provided entertainment at Williams Senior Dining Center on April 26. A total of 26 individuals attended the program.
- On April 4, May 2, and June 6, the acrylic painting class was held at Riverside Friendship Center; 23 people attended the class in April, 25 attended the May session, and 18 attended the June session.
- The Bay County Olympic Games were held from May 27 through June 10. Approximately 200 individuals signed up for one or more activities, and over 15 volunteers helped with various events. There were 710 meals served at the various events.
- Division on Aging submitted a request to transfer funding from the Home Delivered Meals grant budget to the Congregate Meals grant budget. This year, our Congregate meal counts are exceeding the grant award, possibly because we do not have the American Recovery and Reinvestment Act of 2009 (ARRA) funds this year to help pay for the Dining Center meals. All budget revisions were submitted.
- Division on Aging completed the annual Request for Proposal application for funding to Region VII Area Agency on Aging. The application and all attachments were submitted in accord with the deadline of July 5, 2011.
- Customer satisfaction surveys were sent out for a number of grant-funded programs. The returned surveys are still being tabulated.
- The on-site assessment visit by Region VII Area Agency on Aging staff was completed May 18 and 19. There were several areas identified for improvement and steps have been taken to address those topics. The financial portion of the assessment had no findings.
- Permission was obtained from the Board of Commissioners to undertake fundraising activities for a Memorial Garden in front of Riverside Friendship Center. Some memorial donations have been received and a date has been set (Thursday, August 11) for a fundraising dinner to be served at Riverside Friendship Center.
- Division on Aging was designated to receive memorial gifts in memory of Paul Pabalis and Eugene Gwizdala. Letters of acknowledgment have been sent to the donors and to the family members.
- Transition plans for the Caregiver program have been made following the resignation of one of the staff members to take another position. Caregiver duties will be transferred to the Division on Aging R.N. and she will expand her role to include the Caregiver Training Program. Steps were taken to revise the job description and obtain all necessary approvals. The caseload was reviewed and new assignments have been made.

### **Emergency Preparedness (EP)**

Meetings/trainings attended by Division Manager over the quarter:

- Region 3 HPN Advisory Committee Meetings
- Region 3 HPN Planning Board Meetings
- Region 3 EPC Meetings
- MDCH OPHP Monthly EPC Conference Calls

In addition to monthly Health Department staff meetings, monthly 800 MHz radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management, and monthly 3rd District Emergency Management E-Team Drills, staff participated in the following activities:

## **April**

- Coordinated & Facilitated BCHD's Annual Staff In-Service
- New Community Health Educator/Health Analyst Started
- Region 3 HSPB CPPC Meeting (Melissa)
- GLC-SOPHE Conference Planning Teleconference (Melissa)
- GLC-SOPHE E-Board Teleconference (Melissa)
- Bay County Tabletop Exercise Subcommittee Workgroup Meeting (Melissa)
- County Health Rankings Webinar (Tracy)
- Tobacco Contractors Training Webinar "Smoke Free Parks and Beaches" (Rachelle & Julie)

## **May**

- Attended the Great Lakes Homeland and Security Training Conference in Grand Rapids (Melissa)
- Attended Bay County Community Health Assessment Meeting (Melissa & Tracy)
- Attended Bay County Tabletop Exercise & Hotwash (Melissa, Tracy, Barb, Joel, & Marilyn)
- GLC-SOPHE E-Board Teleconference (Melissa & Tracy)
- Attended MDCH Communicable Disease Conference (Melissa, Tracy & Rachelle)
- Held Emergency Preparedness & Health Education Division Meeting
- Transportation and Health Webinar (Tracy)

## **June**

- MDCH OPHP Sub-Recipient Monitoring Site Visit
- MDCH OPHP SNS Plan Site Visit
- Bay County Community Health Assessment Advisory Committee Meeting (Tracy & Melissa)
- Region 3 HSPB CPPC Meeting (Melissa)
- GLC- SOPHE E-Board & Strategic Planning Meeting (Melissa & Tracy)
- GLC-SOPHE Conference Planning Teleconference (Melissa & Tracy)
- Community Health Assessment-Related Meetings with Bay County Community Foundation, Bay County United Way and Bay Health Plan (Tracy)
- Participated in PHEP Webinar (Tracy)
- MDCH Health Assessment Regional Meeting Teleconference (Tracy)
- Attended MDCH Sponsored National Accreditation Conference (Tracy)

### Acronyms:

ARC = American Red Cross  
 BRMC = Bay Regional Medical Center  
 EAP = Emergency Action Plan  
 EOC = Emergency Operations Center  
 GIS = Geographic Information Systems

ARRA = American Recovery & Reinvestment Act  
 CDC = Centers for Disease Control and Prevention  
 EMC = Emergency Management Coordinator  
 EPC = Emergency Preparedness Coordinator  
 HPN = Healthcare Preparedness Network

HSPB = Homeland Security Planning Board  
 ICS = Incident Command System  
 JIC = Joint Information Center  
 LPT = Local Planning Team  
 MIHAN = Michigan Health Alert Network  
 PHEP = Public Health Emergency Preparedness  
 SOP = Standard Operating Procedure  
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness  
 MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division  
 REMS = Readiness and Emergency Management for Schools  
 GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators  
 HSEEP = Homeland Security Exercise and Evaluation Program  
 HST = Homeland Security Team Meeting  
 ISD = Intermediate School District  
 LEPC = Local Emergency Planning Team  
 MEMS = Modular Emergency Medical System  
 NEHC = Neighborhood Emergency Help Center  
 SNS = Strategic National Stockpile  
 T&EPW = Training & Exercise Planning Workshop

### Environmental Health Division

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	178	Parcels Evaluated	116
Mobile, Vending, & STFU Inspections	8	On-Site Sewage Disposal & Tank Permits Issued	35
Temp. Food Est. Inspections	55	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	17	Failed System Evaluations Conducted	10
Plans Received for Review	2	Sewage Complaints Investigated	7
Plans Approved	1	Well Permits Issued	26
Consumer Complaints Investigated	14	Abandoned Wells Plugged	3
Food borne Illness Complaints Investigated	5	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	5
Body Art Facility Inspections	0	Cremation Permits Processed	166
Follow-up Pool Inspections	0	Campground Inspections	0

- Bay County Health Department and Saginaw Valley State University continue to work together to develop and implement rapid testing methods (qPCR) in accordance with grant funding from the Great Lakes Regional Initiative.
- Household Hazardous Waste Collection Events were held on June 25 in Bay City and Pinconning with over 90 local households participating.
- Beach Testing season began the first week of June. To this date, the Health Department has issued one public health advisory for the Saginaw River and two temporary beach closures.

### Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic	Number of Encounters in Family Planning Clinic
<b>455</b>	<b>525</b>

- Renovations that will combine administrative space for Family Planning and Communicable Disease clinics has begun and is scheduled to be completed by July, 2011.

## **Health Education and Wellness**

### **April**

- Health Educator Specific Activities-Rachelle:
- Eat Safe Fish Cooperative Agreement Kick-Off meeting at BCHD
- Eat Safe Fish Cooperative Agreement School Curriculum Planning Meeting
- Immunization Coalition Meeting
- Attended Tobacco Free Michigan Meeting
- Conducted Four Tobacco Presentations at Bay City Western Middle School
- Conducted Four Tobacco Presentations at Bay City Central High School
- Conducted Eat Safe Fish Presentation at the Bay City State Recreation Area
- Conducted Health Presentation for Pinconning Area Boy Scouts
- Pinconning Health Fair
- Community Baby Shower
- Earth Day Event at Saginaw Children's Zoo

#### Health Educator Specific Activities-Julie:

- Eat Safe Fish Presentation to Bay County Breastfeeding Class (8 in attendance)
- Conducted Eat Safe Fish presentations for school children at Bay City State Recreation Area over two days for 220 children

### **May**

#### Health Educator Specific Activities-Rachelle:

- Tobacco Contractors Training Webinar
- Two Eat Safe Fish Grant Cooperative Agreement Meetings
- Conducted three Eat Safe Fish presentations at the Bay City State Recreation Area
- Delta College's 50+ Health For Life Expo
- Head Start Family Fun Day

#### Health Educator Specific Activities-Julie:

- Conducted Eat Safe Fish presentations to two WIC Breastfeeding classes
- Developed a three person team from Pinconning for the Building Healthy Communities Grant
- Conducted Eat Safe Fish presentations for the Community Head Start program at the Bay County Community Center for 120 children
- Staffed an exhibit on Eat Safe Fish and Pandemic Influenza at GM Powertrain
- Conducted Eat Safe Fish presentations for school children at Bay City State Recreation Area
- Began updating process for Community Resource Guide for Health Department

### **June**

#### Health Educator Specific Activities-Rachelle:

- Tobacco Contractors Training Webinar "Dr. Ron Davis Smoke Free Law One Year Later"
- Blue Cross Blue Shield CAC Meeting
- Breastfeeding Coalition Meeting
- Eat Safe Fish Cooperative Agreement Meeting

- Tobacco Reduction Coalition Meeting
- Conducted Eat Safe Fish presentation at the Bay City State Park Recreation Area
- Free Fishing Festival at the Bay City State Park Recreation Area

Health Educator Specific Activities-Julie:

- Attended Building Healthy Communities Conference in Lansing with three persons from the Pinconning Building Healthy Communities (BHC) Coalition
- Met with Dick Byrne in Pinconning to discuss BHC conference outcomes and future opportunities for Pinconning
- Conducted Eat Safe Fish presentations at Fishing School held at Bay City State Recreation Area
- Staffed booth to educate community on Eat Safe Fish at Helen Nickless Clinic
- Conducted two Eat Safe Fish (ESF) presentations to the WIC Breast feeding classes
- Continued updating Community Resource Guide for Health Department

**Employee Health & Wellness**

- The Weight Watchers at Work program which began in February continues. It will conclude July, 2011.

**Health Screening Clinic (HIV/STD)**

The HIV/STD nurse investigated the following confirmed cases: 89 Chlamydia and 4 Gonorrhea.

Clients tested for STDs: 69 total                      Clients tested for HIV: 46

**Hearing and Vision Programs**

Hearing Program:	Screened	Passed	Referred	Eval by Physician
Preschool aged:	701	665	30	14
School aged:	453	431	14	29
Special Education:	0	0	0	0
Total Screened:	1,154	1,096	44	43

- Norma Felker and Michelle Richardson attended MDCH Hearing and Vision Coordinators Mtg in Gaylord

**Immunizations**

Vaccination	Number Administered
TB Test	106
Hep.A Adult	22
Hep.A Peds	125
Hep.A/Hep.B	8
Hib	4
HPV	95
Flu	9

PCV13	136
Rotavirus	34
Dtap	73
Dtap/IPV	12
MMR	86
IPV	43
Td	2
Tdap	96
Varicella	98
Dtap/Hep.B/IPV	55
Pneumonia	0
Meningococcal MCV4	49
Zoster	0
Hep.B Peds	28
Hep.B Adult	4
MMRV	6
Rabies	3
<b>TOTAL</b>	1094

- Adult immunizations under ARRA funding continue through September, 2011
- Health Department staff completed eight audits/site visits of local medical providers participating in the Vaccines for Children (VFC) program during the first and second quarters of 2011

### **Laboratory**

<b>Number of Tests</b>	
Lead	131
Family Planning Clinic	127
Communicable Disease Clinic	64
Other Clinical	5
Drug Tests	91
DNA/Paternity Tests	60

<b>Total Clinical Tests</b>	<b>478</b>
Drinking Water	13
Pool	371
Beach	309
Misc. Water Quality	23
<b>Total Water/Non-Clinical Tests</b>	<b>716</b>
<b>Total All Tests</b>	<b>1194</b>

- Barb Watson, Laboratory Technician, retired after nearly 20 years of service to Bay County.
- The number of Beach and River water tests has risen exponentially as the Health Department works on a two-year grant to perform sanitary surveys of all public beaches in Bay County.

### **Lead Program**

- 12: Number of children with elevated blood levels opened to case management
- 01: Number of children opened to case management
- 02: Home visits by Registered Nurse
- 03: Prevention lead education via phone call or clinic visit
- 11: Follow-up letters to parents for re-test of BLL over 10 micrograms per deciliter
- 06: Phone calls to physicians re: follow up or referral for elevated blood lead levels

### **Maternal & Child Health Services**

The Maternal Child Services Manager attended the following meetings and trainings:

#### **April**

- Medical Supplies Redistribution Task Force Meeting
- Staff In-service
- Community Baby Shower held at Bay Arenac Intermediate School District
- Nurse Administrators Forum (NAF) teleconference
- Adult Needs and Resources Task Force Meeting held at United Way
- Tuberculosis Workshop held at Lansing Community College
- Great Start Collaborative (GSC) Steering Committee Meeting at BAISD
- Safe Journey Meeting held at Bay Regional Medical Center
- Spring Immunization Action Plan (IAP) MDCH Meeting at Lansing Community College (Lisa Blackmer also attended)

#### **May**

- Department Head/Division Manager Meeting
- Local Public Health System Improvement Committee teleconference
- Body Art Workgroup Meeting via teleconference
- Great Start Collaborative Meeting held at Covenant Hospital in Saginaw

#### **June**

- Nurse Administrators Forum Meeting held at Michigan Public Health Institute
- Great Start Collaborative Steering Committee Meeting at BAISD

- 1st Annual Early Childhood Services Afternoon Tea and Talk with Senator Mike Green and Representatives Charles Brunner and Joel Johnson
- Body Art Workgroup Meeting via teleconference
- “Envisioning the Future of Michigan’s Health Departments & National Accreditation” held at the Kellogg Hotel & Conference Center, East Lansing
- Michigan Tuberculosis Nursing Certification Course in Lansing

**Maternal Infant Health Program (MIHP)**

The Maternal Infant Health Program Staff attended the following this quarter:

**April**

- Jennifer Don attended the Community Baby Shower at BAISD
- Kathy Janer participated in “A Day at the Zoo”, held at the Saginaw Children’s Zoo and sponsored through the Bay Arenac Great Start Collaborative. The event was attended by approximately 2,400 people
- The MIHP staff received 170 maternal and infant referrals. Of those, 31 infants and 27 maternal clients were enrolled in addition to the 142 clients currently enrolled in the program.

**Women’s Infants and Children’s (WIC) Program**

Bay County Health Department and Pinconning Clinic

	Certification	Education	Infant Evaluation	Nutrition Care - Reg. Dietician	Other	Priority Certification	Project FRESH	Recertification	TOTAL
April	7	109	55	61	112	148	0	365	857
May	<b>12</b>	133	68	68	113	186	1	379	960
June	<b>5</b>	257	89	60	131	141	1	334	1018

**HOUSING**

**April:**

- Our bi-annual HUD inspection took place with just a few minor deficiencies which have been taken care of. Because we have been designated as a “high performer” we will be inspected every 3 years instead of every 2 years.
- The director attended the Mich. NAHRO conference held in Novi.
- A pre-construction meeting was held with Taunt Electric who will be doing the lighting and camera upgrades for us.
- Construction work started on changing all of the lighting in the common areas of the building to newer more energy efficient lights.

**May:**

- With warmer weather, the planting is in full swing and the grounds and pond are being prepared for the summer.
- The lawn sprinkler system was inspected, repaired and made ready for the season.
- The garage was cleaned out and items were shipped to the County auction.
- The Director attended the annual Director's Conference held in Traverse City.
- A meeting was held with all principals involved in the upgrade of our camera system.
- Work commenced on the CCTV upgrade. All existing cameras will be replaced and we will be adding cameras outside to include the parking lot and garage area.

**June:**

- Water was shut off in the building several times as we completed the installation of walk-in showers in the barrier-free apartments.
- Seminars held for the residents included a free service clinic from Amigo and Stokes and TIA information.
- A final punch list was prepared for the camera and lighting installation and work was completed to the satisfaction of all.
- The Smoke-Free Policy was submitted to the Human Services Committee. Our building will go smoke-free on Aug. 1, 2011, with the current smokers grandfathered in until Jan. 1, 2012.

**JUVENILE HOME AND CHILD CARE SERVICES**

No Report Submitted.

**MSU EXTENSION**

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

**Children, Youth, and Family Programs: Family Consumer Sciences, Supplemental Nutrition Assistance Program (SNAP), and Breast Feeding Initiative (BFI)**

- There were a total of 31 home visits delivering parenting information. Meetings that were attended were the MEAFCS Summer meeting, Pre-School Partnership meeting, Providers meeting, and the Bay County Food Council meeting.
- There were a total of 226 contacts with participants, adults, seniors and children that completed the SNAP Ed program. These lessons/one time presentations were held in participant's homes, Bradley House senior high-rise, Delta College, Women's Center, and Kinder Care. Project Fresh began June 2<sup>nd</sup>. A total of 251 (\$20 coupon books) books are being distributed to WIC participants through July/2011. There are a total of 215 Senior Project Fresh coupon books to be given out to local seniors starting mid July. We will be collaborating with the Bay County High rises and the Bay City Housing Commission with distribution for the senior project coupons. We have been working with these agencies by

supplying them with nutritional information for seniors.

- There were a total of 44 contacts for the purpose of support to breastfeeding mothers this quarter. These contacts were done through phone contact, home, hospital, and WIC visits. MSUE also participated in the Community Baby Shower that 221 parents attended.

#### **Master Gardener Volunteer Program**

- The Master Gardener Volunteer Program revved up the second quarter of 2011 as projects for the season started. In April some Master Gardeners learned about Fungal Diseases Control and more along with Insect ID, Control Mode of Action and more from the MSU Extension and Michigan Water Stewardship Program.
- Another program presented by Master Gardeners highlighted environmental areas for Earth Day at Bush Elementary School in Essexville.
- During this time 4 Master Gardener trainees received their basic certification as Master Gardeners. Four more attained Advance Master Gardener status and 29 total continue to be Certified Master Gardeners in Bay County for 2011.
- In May the Master Gardener Association visited the Bay City Recreation Area to discover Michigan's native plants and learn how to use them in their home landscape. They learned the importance of preserving out native species. Environmental Quality & Sustainability, is one of the focus areas for Master Gardeners. Learning about our native plants assisted with Master Gardeners understanding the one of the important initiatives of the program. This program at the Bay City State Recreation Area allows Master Gardeners increase their knowledge that they will use when assisting the public or teaching at an outreach program.
- In June the Master Gardener Volunteers assisted with the Bay City Garden Club Garden Walk. This brought attendees from surrounding counties to view area gardens and support the 2011 garden project that will receive funds from the Bay City Garden Club.

#### **Children, Youth, and Family Programs: 4-H Youth Development Programs**

- The Bay County 4-H Youth Program and the Bay County Juvenile Home are working together to help fight hunger in Bay County. The Harvest for All program, sponsored by Bay County Farm Bureau, is a unique way for 4-H families to support families in need. The Harvest for All program began five weeks ago in Bay County when Farm Bureau delivered 250 chicks to 4-H families across Bay County. Hemlock Elevator donated the feed for the project to help support the program. These 250 chicks will be raised by 4-H members and then processed for meat. The meat will be donated to feed the residents at the Good Samaritan Rescue Mission in Bay City.

Ten of the 250 chickens were delivered to the Bay County Juvenile Home to be raised by the youth housed in the Bay County Juvenile Home. Over the past several weeks Jodi Schulz, 4-H Extension Educator, and Jodi Wrzesinski, 4-H Program Assistant, have been educating the youth about the Harvest for All project, and also about raising chickens. They have had fun learning about grading processed chickens, weighing and tagging live chickens, and also how to create an educational display about what they have learned.

The Harvest for All project will conclude in July and Bay County 4-H families, along with the Bay County Juvenile Home, will have donated approximately 900 pounds of chicken to the [Good Samaritan Rescue Mission](#).

- **Barn Improvements:** The Bay County 4-H Livestock Association is working hard on livestock and horse barns located at the Bay County Fairgrounds. Youth, volunteer leaders, and parents have diligently been cleaning and hanging lights in preparation for the Bay County Fair and Youth Exposition. These improvements have been funded by several fundraisers that have taken place over the past year, including our annual Spaghetti Dinner that is held in February.
- The Bay County 4-H Horsemanship for Handicappers/Proud Equestrian Program took place at Gillespie's farm on Two Mile in Bay City. This program was made possible by one lead instructor, over 60 volunteers, 20 youth, and approximately 45 parents. Youth in this program worked through the volunteers and horses to gain skills such as confidence, cooperation, critical thinking, managing feelings, and nurturing relationships. This program runs bi-annually.
- Exploration Days: We had two wonderful adult volunteers and nine youth attend Exploration Days at Michigan State University, June 22-24. This is an annual pre-college program that attracts approximately 2,500 youth participants and chaperones who represent all 83 counties. Our Bay County youth had a great time exploring campus and learning about all that MSU has to offer.

## **PERSONNEL & EMPLOYEE RELATIONS**

- Continued to supervise Finance as well as Personnel Department.
- Oversaw audit process
- Met with and continue to meet with official from Bay City to discuss shared services.
- Held contract negotiations with 911 Dispatchers and Probate Court. Settled agreements
- Began preparations for budget 2012
- Working with ISD to implement decentralized payroll through MUNIS.
- Met with staff members in Finance to discuss the audit.

### **Personnel Labor Relations**

- Attended a 2-day Institute for Continuing Legal Education Conference in Plymouth.
- Prepared for the upcoming 312 Arbitration.
- Prepared for contract administration arbitration
- Prepared for disciplinary discharge arbitration.
- Investigated several options to reduce the burden of health care and met with various vendors.
- Met with City of Bay City officials on numerous occasions to explore cost cutting / shared services options.
- Attended Emergency manager Training at the Doubletree Conference Center.
- Posted, advertised and held interviews for the Staff/Grant Accountant and the Payroll and Benefits Supervisor positions.

### **Community Involvement**

- Led a Workforce Readiness Initiative at Delta College sponsored by MI Works.
- Attended Michigan SHRM Chapter President's meeting in Lansing.
- Attended Chamber Eye Opener Breakfast and also the Chamber's Michigan's Legislative and Economic Outlook Luncheon.
- Attended a Michigan Public Employer Labor Relations Association Program in Ann Arbor. Topics discussed were: 1) Medical Marijuana - Smokin' Hot Issues and Cases; 2) Internal

Investigations - Concerns, Cautions and Practical Tips; and 3) Emergency Financial Manager Law - How will the newly signed "Local Government and School District Fiscal Accountability Act" impact future Michigan public employer relations?

- MSHRM Planning Committee meeting in Clare to discuss upcoming conference.
- Attended a Forum Discussion on House Bill 4152 in Troy.
- Elected Chair of the Valley Society of Human Resource Professionals
- Elected Program Chair of the Michigan Society of Human Resource Professionals

## **PUBLIC DEFENDER**

No Report Submitted.

### **9-1-1**

The 2011 Bay County Information Report to the Legislature shows a continuing trend in the way our residents have been contacting us for help. Our wireless 9-1-1 calls are still on the rise. In 2010 cell phone callers comprised 58% of our total 9-1-1 calls in Bay County. In 2009 the percentage was 54% of our total 9-1-1 calls in Bay County. The additional 4,651 cell phone 9-1-1 calls last year from the prior year is a reflection of a state and nationwide trend. Some studies have concluded that many individuals will never own a landline telephone in their lifetime. Clearly, the use of landline phones to contact 9-1-1 call centers is declining. The increase use of cell phone 9-1-1 calls presents increased challenges. When the cell phone caller dials 9-1-1 the dispatcher is tasked with finding the callers location. Our Bay County responders cannot help the caller until they know the proper location. When we receive a cell phone 9-1-1 call for assistance the location of the tower is immediately relayed to the 9-1-1 dispatcher. At that point the dispatcher has to do a rebid to locate the caller. This procedure takes a couple of seconds. When the caller's location is relayed to us by latitude and longitude our sophisticated mapping shows the dispatcher where that 9-1-1 call was made from. The cell phone technology can be highly accurate, however all landline 9-1-1 calls will display the callers physical street address. Our mapping has many enhancements. The layers on our mapping system include water features, bridges, fire stations, police stations, marinas, towers, traffic signals, trails, airfields, railroad crossings, railroad lines, roads and state trunk lines, approximate property lines, cemeteries, mobile home communities, schools, health care facilities and zip codes. A special feature that our County Geographic Information System was able to get for us was a map layer of all townships that border Bay County. This includes the townships that are adjacent to Bay County in Arenac, Gladwin, Midland, Saginaw, and Tuscola Counties. There have been times when a cell phone caller dials 9-1-1 for emergency assistance from an adjacent county and we receive the call. We are now able to locate that caller on our mapping, including the aerial view. The ability to locate that caller in the township adjacent to Bay County can provide critical information to the dispatch center that receives the transfer call from us. In the past we were only able to determine that call was in a different county. We can now pinpoint the caller's location including landmarks the same way we could if the caller was in Bay County. If the caller has a phone that can supply the data to us, and most cell phones have that capability, sophisticated mapping can save time and lives.

Other information from the 2011 Bay County Information Report to the Legislature includes; 116,073 9-1-1 calls were made to us in 2010 and an additional 55,004 calls were made to us on administrative lines. We had 84,499 incidents dispatched to various Ambulance, Police and Fire responders. With the nearly 500 calls received on a daily basis it is evident why technology is so important.

Another function of Bay County Central Dispatch is acquisition of emergency warning sirens and

this endeavor continues. A new Bay County storm warning siren will soon be installed in Williams Township near 11 Mile Road and West North Union. The funding for this storm warning siren is due to the collaborative effort of Williams Township, Bay County Central Dispatch and The Dow Chemical Company.

When Bay County Central Dispatch activates the siren warning system, the Williams Township residents will be able to hear the new warning siren. When Midland County activates their siren system that same siren will be activated. Therefore, residents in Williams Township have a siren that can be activated by two different counties. Warning sirens are activated to warn citizens about impending bad weather and are sounded to advise citizens to take cover and tune into local weather station for more specific information.

The City of Essexville and Hampton Township will each contribute nearly \$5,000 for the installation of a storm warning siren to be placed near the border between Essexville and Hampton Township, at the corner of Pine and Nebobish streets. Bay County Central Dispatch will cover the remainder of the cost for the siren. The current cost for one warning siren is \$19,800 and this includes installation. Bay County Central Dispatch is tasked with siren activation and the supervisors can do that from their dispatch consoles.

Other townships have expressed interest on acquiring emergency warning sirens in their area. While warning sirens are one way of warning our citizens we are also proceeding with plans to implement our Wireless Emergency Notification System or WENS. This system will greatly enhance the ability of Bay County Central Dispatch and Bay County Emergency Services to warn Bay County residents before, during and after emergencies and disasters. We believe this system will prove to be a fast and reliable way of communicating with Bay County residents. WENS provide emergency messaging via land line telephone, cell phone, text, page, e-mail and desktop alerts. WENS is fully integrated with NOAA allowing for automated weather alerts such as flooding, tornados, winter storms and severe thunderstorms. The GIS component will allow us to delineate an emergency message to a specific geographic area. WENS also allows end-users to send images and video via their cell phone to Bay County 9-1-1 Central Dispatch. For \$17,600 annually we will have unlimited SMS Text, E-mail, Page and Desk Top Alerts. This also includes 125,000 voice calls each year. Those voice calls will be used for tornado warnings and some hazardous material situations. Another very favorable feature is the unlimited administrators and unlimited groups and subgroups. This provides many possibilities for our public safety partners and other local entities. They will be able to customize this same system to fit their individual needs at no charge to them.

The new CAD system is up and running. All dispatchers went through user training and the build team continues their work on building run cards and checking data conversion. All of our CAD data as far back as 1988 will eventually transfer on to our new CAD. It is important that the old data appears in a way we can use it. Our new CAD is very robust and it is backed up on two servers. One of those servers is located at our redundancy location in another county. We are looking forward to a new product called CAD View. Once CAD View is up and running each responding agency will be able to check their own closed calls and data search by going on the secure website.

### **Emergency Preparedness & Management Division**

#### **April**

- Met with Bay City Parks and Recs Staff on Special Event Severe Weather Safety plan
- Met with Bangor Schools to develop Bomb threat, evacuation and reunification Tabletop Exercise.
- Worked with local community on siren system project

- Presented at the Health Department in-service day.
- Met with Regional Committee to develop Volunteer Workshop
- Assisted several agencies with Homeland Security Grant Projects
- Developed Severe Weather Plan for Outdoor Special Events.
- Met with Bay City and Bay County Agencies to review Severe Weather Outdoor Special Events Plan
- Chaired Regional Citizens Preparedness and Participation Committee
- Worked on several issues related to 800 MHz Radio implementation
- Attended Regional Board Meeting
- Attended Regional Governance Meeting
- Attended Regional Vulnerable and Critical Infrastructure Committee Meeting
- Attended Region 3 All-Hazards IMT planning meeting
- Attended Region 3 First responders Resource Committee Meeting
- Evaluated Bay Arenac ISD Career Center Lockdown Drill
- Conducted Exercise Design Meetings for June Evacuation Exercise with Bay County Medical Care Facility.
- Developed exercise materials for Bay County Medical Care Facility Evacuation Exercise.
- Worked on functional Needs Mass Shelter project
- Attended Fire Chiefs Meeting
- Attended 911 Tech Meeting
- Conducted Bay County CERT Meeting
- Coordinated Annual Severe Weather Spotter Class
- Attended Region 3 HPN Meeting

## May

- Attended Homeland Security Conference
- Met with Bay City Parks and recs for Severe Weather Plan
- Met with Bay City Special Event Sponsors and rolled out the Severe Weather Plan to the sponsors.
- Attended Fire Chiefs Meeting
- Attended 911 Tech Meeting
- Attended Region 3 All-Hazards IMT planning meeting
- Attended Region 3 First responders Resource Committee Meeting
- Attended Regional Governance Committee
- Attended District 3 Meeting
- Attended Regional Board Meeting
- Attended Regional Vulnerable and Critical Infrastructure Committee Meeting
- Chaired Regional Citizens Preparedness and Participation Committee
- Met with Regional Committee to develop Volunteer Workshop
- Worked on LEPC Plans
- Met with Exercise Design Team to develop Long Term Care TTX
- Developed materials for Bay Medical Care Facility Evacuation Exercise.
- Met with Bay Arenac ISD Students and prepared them to act as victims for the Exercise
- Conducted Bay Medical Care Facility Evacuation Exercise
- Attended region 3 HPN Meeting
- Conducted LEPC Subcommittee Meeting
- Aided Municipalities with their adoption Hazard Mitigation Plan
- Worked on several issues related to 800 MHz Radio implementation
- Developed ACJs on behalf of local Responder agencies
- Assisted several agencies with Homeland Security Grant Projects

- Developed materials for Bangor Schools Tabletop Exercise.
- Worked/met with local communities on siren system project
- Chaired LEPC Meeting

## June

- Conducted CERT Meeting
- Conducted Bomb Threat, Evacuation and reunification Tabletop Exercise with Bangor Schools
- Evaluated Northern Inferno Exercise
- Evaluated Buffer Zone Protection Plan Exercise.
- Met with several communities
- Developed 800 MHz Radio Templates for Law Enforcement, Fire and EMS
- Met to update the RHSS
- Met with Red Cross and Bay Arenac Behavioral Health to develop SOP for Mental Health coordination during a disaster.
- Worked/met with local communities on siren system project
- Coordinated with Amateur Radio for field day
- Wrote After Action report for the Bay County medical Care Facility Exercise
- Chaired Regional Citizens Preparedness and Participation Committee
- Met with adhoc regional group to plan volunteer conference/workshops
- Attended Regional Governance Meeting
- Updated Regional Metrics
- Assisted with Beaver Twp Tornado
- Assisted several agencies in ACJ development
- Met with LEPC Planning Sub-committee
- Updated EOC call down list
- Attended regional Governance Meeting
- Chaired LPT meeting
- Developed ACJs for submission.
- Assisted several agencies with Homeland Security Grant Projects
- Updated the Fire Services EAG Annex
- Attended Saginaw River Coast Guard Consortium Meeting
- Worked towards implementation of a mass notification system.

## Acronyms:

NWS= National Weather Service

NIMS= National Incident Management System

CERT= Citizens Emergency response Team

EOC = Emergency Operations Center

NEHC= Neighborhood Emergency Help Center

LEPC = Local Emergency Planning Team

LPT = Local Planning Team

EMC = Emergency Management Coordinators

GIS = Geographic Information Systems

EMPG= Emergency Management Program Grant

JIC = Joint Information Center

T&EPW = Training & Exercise Planning Workshop

ACJ = Authorized Cost Justification Form

PSIC = Public Safety interoperability Communications

BSIR = Biannual Strategy Implementation Reports

AAR-IP = After Action Report – Improvement Plan

PIO = Public Information Officer

RHSS = Regional Homeland Security Strategy

REMS = Readiness and Emergency Management for Schools

IMT= Incident Management Team

PEM= Professional Emergency manger

DPW= Department of Public Works

EOP= Emergency Operations Plan

EAG= Emergency action Guidelines

ISD = Intermediate School District

HPN = Health Preparedness Network

FSE = Full Scale Exercise

EAP Emergency Action Plan

PSAC = Public Safety Answering Center

PJF = Project Justification Forms

HST = Homeland Security Team Meeting

EMNet = Emergency Management Network

ICS = Incident Command System

WPS = Wireless Priority Service

COOP = Continuity of Operations Planning

CCC= Citizen Corp Counsel

TTX = Table Tope Exercise

GETS = Government Emergency Telecommunications System  
CPPC= Community Preparedness and Participation Committee  
HSEEP = Homeland Security Exercise and Evaluation Program  
MEMAC = Michigan Emergency Management Assistance Compact  
TRANSCAER = TRANSportation Community Awareness and Emergency Response  
NIMSCAST = National Incident Management System Compliance Assistance Support Tool  
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

