

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

### **RECREATION & ADMINISTRATIVE SERVICES**

The Recreation and Administrative Services Department submits the following report for the 4th quarter of 2011:

- Continued with the Tyler support staff meeting updates.
- Participated in the Bay Alerts Press conference.
- Met with Commissioner Duranczyk in regards to Pinconning Park.
- Participated in the Animal Control Officer interviews.
- Met with a representative of Abilita regarding telecommunications cost savings.
- Attended the Purchasing Conference at the Doubletree.
- Attended the 2011 MSP-EMHSD Fall Summit conference.
- Met with a representative of Laserfiche and Bob Redmond to discuss.....
- Attended the first of many 2012 budget meetings.
- Met with Purchasing Agent and Health Department Director regarding a credit card journal entry process.
- Met with VIO Point to discuss progress and next steps.
- Met with Spicer and others regarding the Bay County Recreation Survey for the Prindle Property.
- Attended the Tri-County meeting at the Midland Country Club.
- Meeting with the Court staff to discuss implementing a paperless office.
- Met with IT staff to discuss migration to Outlook.
- Lunch meeting with Region 3 Homeland Security Vice-Chair Bob Rae, and Sr. SAP, John West.
- VIO Point discussion with Rob Cote and IT staff.
- Met in regards to an ADA issue at the Health Department with Rush Office Outfitters.
- Attended a two day PIO conference at the Lincoln Center.
- Met with IT staff to discuss changes within the IT division.

- Met with Regional Homeland Security Staff and Municipal Consulting Services regarding the implementation of the new Regional HS web portal.
- Met with IT staff to review and discuss the 2012 Hardware/Software budget.
- Met with Health Department and Division on Aging staff to discuss the firewall;/docking station costs at the Community Center.
- Met with Law Enforcement officials to discuss the special needs-Gerstacker Grant.
- Met to updated County Executive on shared services.
- Met with Finance staff to review the Civic Arena financials for 2012 budget.
- Attended and Imagesoft document imaging demonstration in the ISD War Room.
- Met with internal staff regarding the Hockey Association.
- Met with City of Bay City Manager, Robert Belleman, County staff, and a college intern who is working on shared services.
- Met with HS staff regarding the FY09 planning & IED requirements.
- Discussion with court staff regarding criminal justice system analysis.
- Held a HS team building session facilitated by Dr. Lew Bender.
- Met with Bay City Public Schools employee, Mr. Ed Clements to discuss the internship program.
- Met with Sheriff Office officials regarding the implementation of E-ticketing.
- Met with HS staff with regards to Mr. West's retirement announcement.
- Reviewed and updated the Chief SAP RFQ.
- Met at the request of VIOPoint with regards to a customer service survey with Bay County.
- Held a user group meeting to discuss several upcoming changes in ISD along with review and updates to the disaster recovery plan.
- Met with Emergency Manager and other county PIO's regarding press releases and dealing with media monitoring and inaccuracies.
- Met with Personnel Director and Local 15157 president to discuss an ISD grievance.
- Recreation & Administration Services staff meeting and Christmas luncheon.
- Meeting to discuss a Golf Course Business Plan.

- Conference call with Spicer regarding camping at Pinconning Park (prindle).
- Visit at Pinconning Park to review the proposed additions and improvements..
- Met several times throughout this fourth quarter with:
  - ▶ 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.
  - ▶ Spicer group representatives regarding Pinconning Park grant for improvements and additions, as well as land acquisition.
  - ▶ Bi-weekly Munis conference calls for status updates.
  - ▶ Continued weekly progress meetings with ISD staff.
  - ▶ Several meetings regarding the 2012 recreation budget.
- Met Regional Homeland Security Staff and Region 3 MSP/EMHSD District Coordinator to review/update current Regional Homeland Security Strategy metrics for an upcoming presentation.
- 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 fourth quarter is 592 cats, 355 dogs, and 7 other species. The fourth quarter total intake was 954 animals.

- 78 cats, 157 dogs, and 2 other species were adopted. Total adoptions for the shelter for this fourth quarter were 237 animals.
- 5 cats and 63 dogs were claimed by their owners.
- 553 cats and 96 dogs were euthanized.

As with the previous quarter 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 that there continue to be many animals being dropped off along the side of the road or in front of other people's homes.

### Field Activity

The officers were called out on 665 various field calls. The following is a summary of some of the calls that the officers have been out on for the fourth quarter:

- 269 of the calls were for loose and aggressive animals.
- 63 of the calls were for animal bites
- 44 of the calls were for animal pick up
- 80 of the calls were for barking complaints
- 52 of the calls were for investigations

The new Incentive Adoption Policy where the spaying and neutering of all animals are prepaid by the individual that is adopting the pet prior to the adoption continues to be a great program. We are also preparing to work with Dr. Musselman at the Bay Arenac Career Center in their Vet Program. Adopted owners have the option of prepaying for the spay/neuter with a vet or sign up to have their pet spayed/neutered at the Career Center. It is a great learning tool for the students there and the individuals adopting do not incur the cost of the spay/neuter. These surgeries will take place from February 15, 2012 through May 9th, 2012. There will be a total of 22 pets from Animal Control that will be eligible for this program. We look forward to working together with Dr. Musselman and her students!

### **Buildings & Grounds**

- Constructed TV stand for Commissioners chambers.
- Rented 34 storage spaces at the Fairgrounds for a total of \$6,290.00.
- Meeting on implementation of Munis Fleet & Facility program.
- Inspected a refurbished van that was purchased by Veterans for transporting veterans to Dr. appointments.
- Purchased a skid steer in excellent condition for the construction of Pinconning trails numerous projects around the County.
- Purchased a double axle dump trailer for the construction of the trails at Pinconning Park and numerous projects around the County.

### Pinconning Park Projects:

- Constructed 3,300 feet of stone trails at Pinconning Parks Cody Estey Road
- Poured concrete on 7 RV sites to make them handicapped accessible with fire rings
- Constructed 20'X12' fishing pier along the Pinconning River
- Poured 6 concrete pads at all cabin locations to make them more accessible added fire rings.
- Floating fishing pier has been delivered and will be installed in the spring.
- Ordered 6 new handicapped picnic tables.
- Lumber for 800 ft. of board walk has been delivered and will be constructed in sections and installed in the spring.
- Meet with ITC corporation on projects they would like to fund at the park.

### Community Center Projects:

- Added a second fitness room to the Community Center

- Added a water meter to meter pool water usage.
- Repaired water line break in front of the Community Center.

### **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 tower is live. 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 12/31/11.
- 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.
- The FY11 HSGP is for \$1,440,943 and the FY11 CCP is for \$26,539. Both grant agreements have been received and are going through the signature process. When this has been completed we expect to receive guidance from MSP and a rollout to the Region will occur.

### **Housing Rehabilitation**

- Continued to approve rehabilitation projects, file mortgages and mortgage discharges
- Review and approve payment requests from Bay Area Housing
- Review and approve payment requests to MSHDA
- Attended Board Meetings at Bay Area Housing
- Prepared supplemental files on open projects for the 2010 grant
- Reviewed audit results from MSHDA
- Met with Finance to review Housing Rehabilitation's budget and implement procedures to assist both departments with financial reporting

### **Information System Division**

- The Help Desk has reported 96 current open work orders and projects. During the fourth quarter 798 works orders were opened. A total of 781 work orders have been closed in the fourth quarter.
- We received new servers in the end of the third quarter and began the implementation and upgrade process in the fourth quarter. Disaster recovery testing scenarios have been completed with regards to proper documentation procedures on how to recover from a disaster situation on a technical basis, onsite testing was also completed. We will begin offsite testing in early 2012.
- ISD staff training was completed with Disaster Recovery procedures for the new Equallogic storage array and servers, along with iSeries troubleshooting procedures.
- The outlook/exchange server has been installed and configured. The ISD department has migrated from GroupWise to Outlook. A user group meeting has taken place, as a result we have been able to finalize some of the outstanding questions relating to system defaults such as mailbox size for initial implementation of 500mb. A training curriculum was started and will be finished in the month of January with a Train the Trainer concept which should also begin in January.
- Work has begun on creating a redundant network path in the event of a failure located at the County Building. This redundant path is located in the court facility. We anticipate this project being completed in the first quarter of 2012. Downtime will need to be scheduled accordingly.
- 7 of 10 computers located at the Bay County Sheriff's office were upgraded. Final upgrades will be completed in the Month of January.
- BSA animal control software was purchased in the fourth quarter and is scheduled to be installed at the end of January. This new software will replace the software that is currently running on the iSeries. Data will be converted from the iSeries to the new .net BSA software.
- iSeries maintenance updates were completed.

### **Purchasing**

#### Bids Prepared:

- Genesee County 9-1-1 phone
- Bay County Waste Removal (sent to legal 4th quarter)
- Chief Solution Area Planner
- Functional Needs Solution Area Planner

### Bids Awarded:

- Vulnerability & Critical Infrastructure SAP

### 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
- Had discussions with the City of Bay City to discuss elevator maintenance shared service
- Finalized 2012 Budget for Purchasing Division
- Continuing to transferred RFP files from 2006 to the County's CherryLan long-term on-line storage program
- Held quarterly meetings with key vendors
- Assisted in gathering information and speaker biography for Michigan Public Purchasing Officers Association annual training conference
- Conducted Munis training for Health Department
- Attended a two day training for PIO's in Bay City
- Worked on Projects as assigned by County Executive and Board Financial Analyst
- Updated Org/Object codes to reflect new grant periods
- Reviewed the PPI escalation guide for contracting parties to incorporate into the Waste Removal bid
- Conducted Munis training for the Health Department
- Attended a Munis training on the new 9.2 release
- Met with a company offering an analysis of our telecommunication system
- Attended meetings in relation to a software system for the Prosecutor's Office
- Began registration process to enroll the County in the Michigan Inter-governmental Trade Network (MITN)
- Met with a vendor to explore a long term physical storage of documents
- PIO duties: reviewed press release and follow up
- Began year end duties

## **Recreation**

### Civic Arena

- The Civic Arena is doing everything it can to hold its own during this economic state. Our busy hockey season is in full swing including high school hockey, the hockey association, adult league hockey, figure skating, tournaments, and public skates.
- Our High School hockey is down a couple teams from last year. We are currently hosting 5 teams and providing them with their usual ice time.

- The Hockey Association is under a new Board of Directors and is finding ways to draw kids into the sport attempting to grow their numbers. Their numbers have been declining each year and they are making an effort to hold the current numbers and begin to grow again. In the under 6 group of kids, the Arena offers a discounted price to the Association with hopes of giving new kids the opportunity to see if they like the sport without seeing that large cost. The goal is to keep them in the feeder programs for years to come. The Association did a nice job on a national free skate day to bring in potential skaters. They are now in the under 6 learn to play and are developing on a weekly basis. The rest of the Association is renting ice for the numbers they have and the season is moving smoothly.
- Our adult league is down a few teams from last year, but not to the extent where we are fearful of its future. Teams will come and go and dissolve as players join other teams. It's the nature of adult league and we continue to work on putting out a good product and keeping our core customers.
- Our figure skaters are running smooth as usual, renting ice and not seeing a decline. Per number of total skaters the figure skaters which includes learn to skate is one of our best user groups.
- Our public skate was very impressive over the Holiday break. We saw some great numbers and hope we can keep them going even though the kids are back at school. We also hosted SE Johnson's annual Christmas party that proved to be another successful event.
- Our annual Gravy Cup tournament was up from last year, but still disappointing looking at recent years. However, the tournament ran nicely and comments were positive about the event. Our upcoming January Freeze tournament is going to host 26 teams which will be one of the best tournaments we have had in recent years.
- With the weight room opened and gaining exposure we have seen revenue starting to come in and customers beginning to use it on a regular basis. We have heard nothing but compliments on this new addition.
- With the 2012 budget adopted the Arena saw a staff cut that is very unfortunate. Our operations manager of the arena was eliminated from the budget starting the end of April. This cut will greatly affect the day to day operations of the building. We are preparing the best we can with what we have to continue to operate effectively.
- In the talks is bringing in turf sports including but not limited to soccer. We were approached by a local soccer entrepreneur that would like to make the Civic Arena his home. We are looking at the overall possibility that includes eliminating 1 sheet of ice, trying to move over as much of our existing customers to 1 sheet, the savings from only having one sheet, to many other variables that come with this opportunity.

## Community Center

- The Community Center programs are in full swing. Basketball and Volleyball leagues are formed and in action. The numbers have not changed much over previous years. In addition to these leagues the Community Center acquired some pickle ball courts (which is similar to a larger version of table tennis) and hope to develop some leagues and open play as well.
- The weight room continues to bring in many customers and employees while utilizing the expansion. The numbers have grown and have become consistent. The new YMCA just opened in downtown Bay City and we see a small decrease in fees, but nothing that we are concerned with. Our goal for the weight room was never to compete with local gyms, but to be an employee wellness initiative and provide the public the a place to stay healthy. Membership numbers for this quarter were **1,848**. Which includes; **234** current Bay County employees and retirees, and **1,614** paying members.

## Golf Course

- The golf course finished the season with a revenue shortage over last year. Mother Nature took 6 weeks from us and made it difficult to reach our goals given the already short season we see in Michigan. Our daily revenue was inline with last year and previous years, but with the shortened season we were not able to be to add to our fund balance.
- When the proposed 2012 budgets were released and ready for adoption the golf course saw an elimination of staff (starters & rangers) on the budget. Concerned with losing this staff fearing operations would be greatly affected the recreation staff is coming together and developing a business plan. With this plan we hope to show how valuable the eliminated staff is to operation and hope to show other areas we could cut while finding ways to increase yearly revenues without eliminating them. With a plan in place we hope to bring back our staff to operate at an industry level standard.
- With the approval of the budget that eliminated our outside staff (starters & rangers) a media outlet distorted a newspaper article and stated the golf course may be closing. An immediate press release was sent out to correct that statement declaring that the golf course will be open.
- We just finished up our Annual Holiday Sale where we opened the golf course's clubhouse for holiday shopping. We sold merchandise that ranged from golf bags, clubs, balls, etc. to gift certificates and memberships. We continue to promote this sale and hope to gain sales in years to come.
- With everything that has been put on the table over the last couple of months the golf course is anxious to get through this winter and get back open to provide the public with a quality recreation facility.

## **CORPORATION COUNSEL**

- During the fourth quarter of 2011, the Department of Corporation Counsel/Risk Management continued to draft and review agreements.
- Patrick Czerwinski is volunteering his services in the Department and he contributes excellent research skills. He passed the BAR exam and adds a lot to the office. The Humane Society of Bay County has increased its volunteer services available to the County Animal Control Division resulting in analysis of costs and procedures. Implementation of the Pawnbroker Ordinance No. 51 and the Secondhand and Scrap Dealer Ordinance No. 52 has required coordination with the Health Department, the Sheriff's Office and the Prosecutor's Office as details continue to get worked out.
- 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.
- Creating new leases for the group foster homes owned by the County has required time and attention in addition.

## **EQUALIZATION**

- No Report Submitted.

## **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

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

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

- Completed the correction of Bangor Twp Parcels to Remonumentation GPS corners
- Continued work with 9-1-1 on GIS data and addresses
- Development of GIS data layer for Fire Hydrant using GPS locations for use in
- 9-1-1 CAD system
- Parks and Recreation Finder initial setup
- 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 requests by private individuals

## **Gypsy Moth Program**

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

- Between October and December 2010 the main focus of the Gypsy Moth Suppression Program staff was to conduct both the Fall Gypsy Moth Egg Mass Surveys. All annually visited survey sites were evaluated and no increasing gypsy moth populations were found. This follows both the state-wide and national trends of decreased gypsy moth populations. Surveys were completed on December 12, 2011. In most parts of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. However, Male Trapping during the summer indicated that Gypsy Moths are still present throughout Bay County and populations of Gypsy Moth appear to be stable. Staff recommendation is that Bay County not contract to have Gypsy Moth Suppression treatments done in the spring of 2012 since no areas meet the program requirements for population density.
- Program Staff completed evaluation of the trees treated to control EAB infestations and updated the Ash Tree Inventory with the resulting data. An additional 223 trees were added to the inventory and tree evaluations indicate that up to 826 trees qualify for treatment in spring of 2012. Of the 2573 trees treated in 2012, 2434 of the trees appeared to be in good condition showing that the treatment was very successful; 32 trees have been removed due to other injuries and; 25 should be removed because they are dead or dying. Data entry on the more than 3683 ash trees was ongoing throughout the 4th quarter.
- The Program Coordinator also attended the National Gypsy Moth Review Conference in early November where she learned that the Gypsy Moth population throughout the US is down from previous years and most of the limited federal funds dedicated to Gypsy Moth programs continues to go to the Slow the Spread Program. In addition, information about the new finding of Asian Longhorn Beetle in Ohio was presented. In December she attended the NPDES stakeholder meeting to give input into the newly released Michigan NPDES permits. This new permitting process will apply to future treatments to control gypsy moth larvae.

## **Mosquito Control**

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

- As always, we're taken aback at the passage of time. Seems like 2011 just began and here we are watching the calendar turn to 2012. It's once again time to both look back at our fourth quarter accomplishments and forecast the upcoming year. The season wrapped up on October 1, when we finished the last of our clean-up and hosted the second scrap tire drive of the 2011 season. In total for the year, 4,266 scrap tires were collected during two tire drives. Since then we've been busy with invoices, correspondence, cleaning, inventories, orders, equipment and vehicle repairs, and preparations for the 2012 season. The 2011 Annual Report has also been completed and will be presented to the Board of Commissioners as well as to the Mid-Michigan Technical Advisory Committee in March, 2012. It's available for viewing at our website

[www.baycounty-mi.gov/MosquitoControl](http://www.baycounty-mi.gov/MosquitoControl).

- We happily took part in the MMCA's 7F Training Session in October, giving several presentations to the attendees. At this, our third annual training session, there seems to be continued interest in having re-certification seminars in the future. Not only are we providing a service to others, but our own staff benefits by attending and qualifying for re-certification credits.
- The 2012 chemical order was compiled and bid specifications were sent out to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland on January 11 and vendors will be notified.
- We continue our community-outreach efforts, which include presentations at local elementary schools and developing new information for Bay3TV. Database and map updates continue to take place. Staff members recently watched the EPA's webinar on the new National Pollution Discharge Elimination System (NPDES) permits and look forward to the American Mosquito Control Association webinars to come.
- We look forward to several presentations planned at the upcoming MMCA Conference in February regarding NPDES and how it will impact our operations. We remain optimistic after the last few stakeholder meetings that the permitting process will not be too cumbersome.
- In the next few months we'll be working on MMCA annual meeting plans, the 2012 program plan, hiring of new seasonal staff – always a challenge, following with great interest the NPDES process, updating our display board, and continuing our mission of the promotion of mosquito education. Before we all know it April and the spring treat campaign will be upon us!

### **Transportation Planning Division**

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

- Completion and approval of the BCATS Title VI Plan and the Limited English Proficiency Plan
- Continued work toward the 2040 Long Range Plan
- HPMS Data Collection
- Began development of a new TIP Project Selection Criteria Guidelines
- Compiled Traffic Count Data from Bay City and the Bay County Road Commission
- Developed the BCATS annual list of projects
- Maintain the Transportation Planning Website
- Continued Modifications and amendments to TIP maps and eTIP
- Facilitated Derek Bradshaw, Principal Planner for the Genesee County Metropolitan Planning Commission presentation to the Community & Economic Development Council meeting
- Drafted and published the BCATS Annual Report in the Bay City Democrat

- Attended regular meetings for:
  - ▶ Riverwalk/Railtrail
  - ▶ BCATS Tech and Policy Committees

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## **FINANCE**

### **Accounting**

- Met with Heidi Bolger, the new client ambassador from Rehmann.
- Staff attended several webinars in the War Room including BMI Scanning for inventory, Fixed Assets, 1099's and the GAAP Update.
- Staff attended the TCM Kickoff meeting with ISD in the War Room. An upgrade to TCM will be downloaded and available to all MUNIS users in early 2012.

### **Budget**

- Preparation of the 2012 Adopted Budget was an important focus of the budget department in the fourth quarter of 2011.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2011 were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.

## **HEALTH DEPARTMENT**

### **Division on Aging**

- Acrylic painting classes were held October 3, November 7, and December 5.
- A Driver Safety Program was held October 4 and October 6 in collaboration with AARP and Hampton Township.
- The Country Fireside BBQ was held at Bay City State Recreation Area on October 12.
- A Fall series of Osteoporosis Strength Training Classes was held in October and November with 52 persons attending.
- Medicare Part D Help Sessions were scheduled for Tuesday afternoons beginning October 18 and ending December 6. Individuals scheduled prior appointments for a counselor to assist in researching the various drug plans. Division on Aging counselors

assisted a total of 178 persons during open enrollment, which includes appointments, walk-ins, and telephone assistance.

- The Movie and Lunch Series at Alice & Jack Wirt Public Library continued with programs held October 19, November 16, and December 14.
- Two Fall Flu Clinics were held October 28 and November 4.
- Division on Aging, in cooperation with Bay City Players and Bay Metro Transit, sponsored a dinner theatre program, A Little Murder Never Hurt Anybody, on November 10.
- A support meeting for caregivers was held on November 16.
- Case Managers distributed food baskets supplied by the Bay County Emergency Food Pantry. On November 21, there were 29 Thanksgiving baskets distributed; and on December 19, there were 29 Christmas baskets distributed.
- The Holiday Dinner Dance was held at the Canteen on December 7.
- The Holiday Wreath Extravaganza was held to raise funds for the Memorial Garden. Eight artificial wreaths were donated; volunteers decorated each with a different Holiday theme. Tickets were sold for a chance to win one of the wreaths. This event raised \$642.00, which meets the goal of \$7,500 for Phase I. Phase II will continue with more fundraisers and plans for design, hardscape, and planting.

## **HOUSING DEPARTMENT**

October:

- Our annual flu clinic was held. Any resident, family member or friend was invited to come to Center Ridge Arms for their flu and/or pneumonia shot. Several residents took advantage of this program.
- We started a new exercise program presented by Bay Medical Regional Center. Any resident, regardless of limitations, was invited to participate. Classes are held two days a week.
- Congratulations to Tracy, our Occupancy Clerk. Tracy spent a week in training, passed all the exams and received her Occupancy and Rent Calculation certification from HUD.
- Maintenance staff conducted the annual inspection of every apartment in the building and followed up with work orders to correct any defects.

November:

- Our biennial HUD inspection was conducted with no major deficiencies recorded.
- Small artificial Christmas trees were purchased and put on every floor. The large trees were once again decorating the Community Room and the entry area.

December:

- Our building became totally smoke-free as the grand-fathered in smokers had their final puffs in the building by midnight December 31<sup>st</sup>. The only area where resident smokers are allowed to smoke is the gazebo in the courtyard. Earlier in the month the gazebo was wrapped in plastic to protect smokers against the winter winds. Small quit kits have been handed out to all those smokers who are trying to cut down or quit smoking. We applaud them for their efforts.

## **JUVENILE AND CHILD CARE SERVICES**

- No Report Submitted.

## **MSUE**

### **4-H Youth Development**

- Michigan State University Extension (MSUE) 4-H Youth Development was awarded a grant to support the coordination of a multi-state health initiative, funded by the United States Department of Agriculture (USDA) through the National 4-H Headquarters. The outcome of this initiative is to increase the physical activity and fitness of military and non-military youth participating in 4-H programming, during out of school time.
- As a result of MSU Extension being awarded this grant, Bay County youth benefitted by becoming more aware of the importance of physical activity and becoming equipped with the tools and knowledge they need to change their attitudes and behaviors related to overall fitness.
- During November and December, MSU Extension-Bay County 4-H staff held events with our identified local partners: Shining Star Dance Academy, Hampton Elementary School, and The Boys and Girls Clubs of Bay County (4 locations).
- Identified objectives were that youth will learn how to: stay physically active this winter, incorporate physical activity into their everyday activities, track their activities and fitness both online and through pedometers, and eat healthy snacks such as smoothies. Approximately 300 youth in Bay County were reached through this grant.
- The Bay County 4-H Youth Program also received science grants for three local elementary schools. Washington, Hampton and MacGregor Elementary schools each received \$350 to enhance their science education programs from Michigan State University Extension 4-H Youth Programs.

- During the month of October, students at these elementary schools joined millions of young people across the nation and became scientists for the day during the fourth annual 4-H National Youth Science Day (NYSD).
- Students designed and built wind turbine blades and tested them to see how much electricity they could generate. They worked together in teams to see how they could design a light weight fast moving blade. This was a great opportunity for them to team-up and design a plan. They worked like scientist to test their blades and make changes based on their results.
- As part of 4-H NYSD, youth participated in Wired for Wind: the 2011 National Science Experiment, which demonstrated how young people can implement alternatives to traditional energy production and have a positive impact on their communities and ecosystems. Approximately 300 youth in Bay County were reached through this project.

Many other activities occurred through the Bay County 4-H program in October, November, and December of 2011, including:

- ▶ Livestock Association Officer Training
- ▶ 4-H Advisory Council's soup supper
- ▶ 4-H Advisory Council's Annual Bazaar
- ▶ MSUE Volunteer leader training
- ▶ Livestock Association barn improvements prioritization meetings

### **Building Strong Families**

- There were a total of 65 home visits delivering parenting information. Meetings that were attend were the MEAFCS regional meeting, local providers meeting, Bay Human Services Collaborative, Great Start Collaborative meeting, Children and Youth Institute meeting, Baby Infant Signing, MSUE Fall Conference and the Bay County Food Council meeting. MSUE collaborated with Bay Regional Medical Center for the Halloween Health and Safety Fair held on October 15th. Over 200 families attend this affair.

### **Supplemental Nutrition Assistance Program-Education (SNAP-Ed) (Formally known as The Family Nutrition Program - FNP)**

- There were a total of 382 contacts with participants, adults, seniors and children that completed the SNAP Ed program. These lessons/one time presentations were held in participant's homes, the Bay City Public School preschool programs, and the parents Coffee Club program. These schools included Kolb, Washington, Linsday, Macgregor, and Hampton School. During the month of September/October, Karen Parker, Snap-Ed program associate, piloted the new MSUE curriculum 'Healthy Harvest'. There were six local gardeners from the Jefferson Street Garden that completed this program.

### **Breast Feeding Initiative Program**

- There were a total of 36 contacts for the purpose of support to breastfeeding mothers this quarter. These contacts were done through phone contact, home, hospital, and WIC

visits.

- In December the SNAP-Ed program completed a youth nutrition series with preschoolers at Washington Elementary. This was the first year the 4-year-old preschool classroom participated and they liked it so much they plan on having us come in every year. The children really looked forward to our visits and talked frequently in class about the information we presented. They especially liked the hand washing activity and looking at their "germs" under a blacklight. They were eager to try new foods and couldn't wait to share stories about how they were eating healthier and washing their hands well to make sure the germs that can make them sick wave goodbye as they circle down the drain. Good nutrition starts early and these preschoolers are well on their way to becoming healthy and active!

## **PERSONNEL & EMPLOYEE RELATIONS**

- Much of the 4<sup>th</sup> quarter of 2011 was spent negotiating and finalizing 2012/2013 labor agreements with all bargaining units. Mr. Quinn and the County's bargaining team successfully settled contracts with all but one of the county's bargaining units. It was necessary for State Mediator Tom Kreis was in Bay County to help seal the deal with a couple of the units. Through contract negotiations and on-going efforts to address the rising cost of health insurance, employees hired after 2012 will have a different level of benefit that those that are already employed.
- Much time and effort was spent working with Angela Garner of PEBS and Bay County now has new prescription coverage through EhiM. This is a four-tier program which is much different than what is currently offered to employees. County-wide meetings were held to orientate Bay County employees with the new coverage.
- Finance and personnel staff were busy with open enrollment for Health Insurance, UNUM voluntary life insurance, and AFLAC. Ken Kelbel from Nationwide Retirement Solutions was also in town for meeting with individual employees interested in saving and planning for their retirement.
- Meetings were held regarding a collaborative on-site Medical Clinic with officials from Bay Arenac Community Mental Health, the Intermediate School District, City of Bay City, Bay City Public Schools, Library, Bay Metro and the Road Commission. This is an on-going effort.
- Mr. Quinn attended the MISHRM Annual Conference, the Michigan Works Annual meeting and an MPELRA Conference at Michigan State University.

## **PUBLIC DEFENDER**

- No Report Submitted.

## 9-1-1

In May, the Federal Communications Commission (FCC) commissioned a study in conjunction with the Emergency Access Advisory Committee (EAAC) to determine how callers with disabilities interacted with 9-1-1. The study found that:

- ▶ 48.1% would prefer to use text messaging to contact 9-1-1
- ▶ 77% with hard-of-hearing would prefer to have the call taker text them back during a 9-1-1 call
- ▶ 25% have used 9-1-1 services in the past 2 years
- ▶ 31.7% used a mobile phone to call 9-1-1
- ▶ 61.8 would prefer to be able to call 9-1-1 using their cell phone

Clearly the above study and trends points toward next generation 911 and the impact it can have on our callers with disabilities. Text messaging and the ability for our 911 operators to text back all callers is just one part of next generation 911 technology. This presents challenges to all 911 centers in Michigan. As we move forward with planning on a regional basis this will certainly be a huge priority.

- On October 25th we performed a coverage demo on our new 800 MHz tower in Bay County. Motorola engineers assisted in the coverage demo along with representatives from the Bay County Sheriff Department, Bay City Police Department and Bay County Central Dispatch. Two teams of three individuals conducted the demo coverage. The drive team tested several areas throughout Bay County, including schools, police agencies, fire departments, hospital and industrial facilities. Other sites were covered where known problems have existed with regard to police, fire and ambulance responders current radio coverage. The second coverage demo team remained at Central Dispatch. The coverage demo lasted 8 hours and the results were all we could hope for and more.
- The demo coverage was conducted on two 800 MHz talk groups proprietary to only Bay County responders. The talk groups; 09SPEV1 and 09SPEV2 were the talk groups used to extract the test data. One talk group was temporarily disconnected and not part of the new 800 MHz tower in Bay County located on the roof of the Bay County Building. The coverage demo would now provide both teams an accurate comparison of the impact our new tower will have for all responders.
- The only points of failure in Bay County were with regard to the talk group that was not associated with the Bay County 800 MHz tower. The radio transmissions from the same location with the talk group associated with the tower was excellent. All testing points were recorded for outbound and inbound radio transmissions from Central Dispatch and all locations in Bay County.
- After the coverage demo was completed the one talk group was once again programed to associate with the new tower site in Bay County. Our new tower is now part of the entire 800 MHz system in Michigan. We went live the second week of December. We began the transition to the 800 MHz system starting with all Fire Departments in the county but not the Bay City Fire Department. They are the only agency that has opted to not be a part of the 800 MHz system in Bay County. They will remain on the current VHF system.

## **Emergency Management**

- BAY Alerts –The BAY Alerts system went live on October 4th. The BAY Alerts media campaign was implemented: This included paid as well as earned media. The paid media took the form of TV spots, billboards ads and radio spots. 911 and Emergency Mgmt. hosted a press conference to kick off the BAY Alerts system. This garnered BAY Alerts earned media from several media outlets including TV, radio and newspaper. The BAY Alerts webpage went live for the BAY County residents. Several First responder agencies have been trained as BAY Alerts administrators. The first responder agencies are using BAY Alerts for administrative functions.
  
- Hydrant GPS Project – Emergency Mgmt. continued to add Fire Hydrant GIS information for the 911 Central dispatch CAD mapping. Two additional Townships have been mapped this quarter and a GIS layer has been developed for the completed townships.
  
- Local Emergency Planning Committee (LEPC) –Whiting Oil and Gas Company attended the November LEPC meeting and provided the Committee with an overview of their operations and their safety plans.
  
- Warning Sirens – Emergency Mgmt. updated the Public Warning system activation SOP. The outdoor public warning sirens in Monitor Twp., Hampton Twp. and the City of Essexville are operational and tested monthly. Coordinating with Midland Emergency Management on an siren awareness campaign in the Auburn/Williams area.
  
- Region 3 Homeland Security – Emergency Mgmt. assisted several Bay County first responder agencies with their Homeland Security grant projects and also attended several Region 3 Homeland Security subcommittee meetings.
  
- Training – Emergency Mgmt. attended: the Michigan Emergency management Fall Summit; Scheduled coordinated and attended the Public Information Officials course. Several Bay County EOC Representatives completed the latest online FEMA independent study course associated with their EOC position.
  
- Planning – Emergency Mgmt. updated the Law Enforcement Annex to the County Emergency Action Plan. Updated the Bay County Emergency Action Plan (EAP) and included the EAP on the intranet.
  
- Exercise – Emergency Mgmt. developed the major and minor events for the 2012 Flood Exercise. As the Host County for the Flood Exercise, Bay County hosted three planning meetings in preparation for the Flood Exercise. Emergency Mgmt. conducted a Bomb Threat Table Top Exercise (TTX) for the Bay Arenac ISD. The TTX focused on lock-down, evacuation and relocation of the students in response to a bomb threat.