

REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2013

RECREATION & ADMINISTRATIVE SERVICES

The Recreation and Administrative Services Department submits the following report for the 4th quarter of 2013:

- Continued to work with Rob Eggers of Spicer, and Laura Ogar, Environmental Affairs and Community Development on updating the 5 year Bay County Recreation Plan.
- Worked with Bay 3 TV to highlight upcoming recreational events and announcements.
- RAS staff met monthly, as well as periodically when needed with Mr. Quinn to discuss any ongoing issues or concerns within the Recreation & Administrative Services Department.
- Recreation Plan meetings held as scheduled with all participants involved.
- The draft 2014 Recreation Plan has been distributed for review.
- Worked with finance staff member Ms. Richelle Jimenez to submit a financial expenditure report to NOAA for reimbursement his quarter.
- The Divisions of Information Systems and Animal Control have been reassigned to other Departments.
- The Americans with Disability Act Coordinator as well as the Public Information Officer duties have been reassigned to other Department Managers as well.
- Various positions within the RAS Department were evaluated and upgraded and/or changed accordingly as needed.
- We welcome aboard, Mr. Jon Morse. Our new Buildings & Grounds Supervisor, along with Ms. Cristen Lipinski, Director of Recreation & Administrative Services!
- Ms. Cortez continued to assist various divisions within the RAS as well as in other departments.

Animal Control

- The Shelter took in 510 cats and 240 dogs and 4 other animal for a total of 754 animals. Owners claimed 16 cats and 62 dogs.
- We adopted out 89 cats, 92 dogs, and 2 rabbits were adopted.
- 73 cats and 53 dogs were euthanized as per owner's request .
- 332 cats, 33 dogs, and 2 raccoons were euthanized due to aggressive behavior, lack of interest, and illness.

- Field Activity: Officers went out on 1109 calls, this quarter, which include the following:
 - ▶ 64 Animal bites
 - ▶ 113 Cruelty calls
 - ▶ 12 Loose and Aggressive
 - ▶ 39 Barking
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder, and veterinarians' offices. We keep finding more shelters and rescues that are willing to pull animals when the shelter is filling up. We have seen 246 animals, 147 dogs and 99 cats, transferred to other shelters and rescues this year.
- We are preparing for our fifth year with Dr Musselman and BAISD where about 20 animals from that shelter will be sterilized for their new owners. This will be starting at the end of February 2014.

Buildings & Grounds Division

- Security updates –panic devices added to Treasurer, Register of Deeds & Clerk's offices;
- Community Center security upgrades included, (5) cameras, (4) wireless panic alarm devices, (2) parking lot bases & poles with (4) light fixtures So. parking lot by pool, (3) motion sensors w/lights for the three main entrances, with all cable & wiring installed by County staff;
- Civic Arena camera system installed with County staff assisting with installing all cables;;
- Civic Arena brine change out and replaced with glycol;
- Civic Arena sign fabric measured and designed for replacement;
- Pinconning Park ordered front end mower;
- Pinconning Park–(2) additional floating docks ordered/received for installation in Spring 2014;
- County facilities fire pumps tested and fire alarms tested;
- Carpet squares purchased for 7th floor Co. Bldg. & Courts Jury Assembly room to be installed by County staff;
- Removed old roof materials & re-roofed 120 bundles of shingles at Bangor Rd. Adult Foster Home;
- Community Center Pool pavilion roof – tear off and replaced;
- Patched & painted vacant Executive Assistant's office;
- Repaired exhaust motors in Co Bldg. restrooms;
- Rebuilt showers in cell blocks R & EE at Jail;
- Removed plaster from Jail cell ceilings and fabricated new metal covers;
- By direction of Jail Administrator, County staff welded and assembled steel bunk beds to replace old ones and increase bed count in Jail cells – 16 bunks completed to date;
- Moved and set-up Command Trailer for various events for 9-1-1;
- Juvenile Home East wing replaced motor in air handler;
- Replaced sections of roof at Courts with approx. 5,000 square foot of rubber membrane;
- Removed & demolished several roof top curbs of old steel units using lift & plasma saw to cut and haul out for scrap off the Court facility roof;
- RPZ testing in several County facilities completed;
- Jail concrete repair of steps, brick walls & ceilings;
- Replaced several security glass panels in Jail blocks & cells;
- Replaced sewer lines over the Evidence Room in Jail;

- ▶ Fitness class (with membership) \$3.00
 - ▶ ½ hour Fitness class (w/membership) \$2.00
 - ▶ Punch card \$50.00
 - ▶ Fitness classes
 - ▶ Fitfun – 30-35 participants MWF 9:30a-10:30a
 - ▶ YogaFit – 20-25 participants M 5:30p-6:30p
 - ▶ YogaFit – 10 participants Th 10:00a-11:00a
 - ▶ Fit in 30 – 12-15 participants MWTh 12:15p-12:45p
- Senior Fitness Classes in collaboration with Division on Aging
 - ▶ Senior Fit in 30 – 18 participants T 11:00a-11:30a
 - ▶ Senior Ready, Set, Go – 8 participants Th 11:00a-11:30a
 - ▶ Osteo Class – 24 participants MW 9:30a-1:30p
- In addition the participants were able to have lunch at the Riverside Center after class, which has increased the meal numbers at Riverside Center
 - The weight room has steady numbers.
 - We have about 50 members using the weight room on a regular basis.
 - We have had as many as 94 members in the Fall
 - County Employees/Retirees about 11 people
 - Other rentals that occurred were Bay Arenac ISD Adult Ed. Classes, Michigan Drivers Training, MS Yoga, Pigeon Show, Toys for Tots Craft Show, Recreational Volleyball, Badminton, Shuffleboard, baby and bridal showers, and birthday parties.

Civic Arena

- The arena is under a new management structure:
- The Arena Manager position was eliminated
- A current part time staffer was promoted to Full Time Night time Manager
- Another part timer was promoted to Supervisor in Charge
- The Recreation Manager will oversee the overall operations
- Due to concerns the building has seen tremendous strides in overall cleanliness.
- The heating issue that was causing the Olympic Arena to be so cold was fixed.
- New security cameras were installed.
- We hosted a Halloween skate (a themed public skate) for kids.
- We hosted a New Year's Eve Lock in for kids.
- We promoted a 3 on 3 Holiday Showcase hockey tournament that we did not have enough teams for this year, but plan on trying again next year.
- Our fall Adult league had 14 teams.
- We are making improvements for the Winter league to attract more teams.
- The Bay Arena Thunder and Bay City Wolves High School hockey started their seasons.
- The Tri City Icehawks started their season.
- The Hockey Association hosted Play Hockey for Free day which had the best turnout in the entire program. Over 120 kids.
- The Bay County Hockey Association is allowing us to sell Blizzard gear in our pro shop.
- Using Bay Alerts for Recreation. Starting sign ups.
- With the help of Kelly Duhaime the Arena has made a contact with Cumulus Media to try and partner up with future dry floor events.

CENTRAL DISPATCH 911

1. Most emergencies begin with a call to 9-1-1. The call must be handled correctly every time by professionals using the best standardized processes and systems available. When processes fail, analysis is required and remedial action must occur in a timely manner. During the first 3 quarters of 2013, Central Dispatch implemented Quality Assurance for Call Taking. In the 4th Quarter, Central Dispatch has developed a Radio Traffic Quality Assurance component. The Radio Traffic component of the Quality Assurance program will be implemented during the first Quarter of 2014.
2. 9-1-1 answered: 16,789 calls in the month of October; 16,134 calls in the month of November; and 15,803 calls in the month of December. In total, Central Dispatch has answered 159,075 calls for 2013.
3. Central Dispatch continued the monthly scenarios/drills program. The scenarios/drills are focused on high risk / low frequency incidents, and are intended to prepare dispatchers to respond to incidents that rarely occur and are also complex in nature.
4. As part of the ongoing efforts toward communications interoperability, Central Dispatch developed voice prompts for the 800MHz Radios. This feature allows for prerecorded voice prompts, notifying the first responder what channel the radio is on as the radio channel select knob is moved.
5. Central Dispatch has filled to the two Dispatcher vacancies. Congratulations to Jennifer Malott and Michael Rayl, their start date is January 2nd 2014.
6. Bay County Central Dispatch is working with the First Responder Community to enhance access to mobile data. The mobile solution replaces the current Fire Department static Rip&Runs. The mobile solution provides Fire Departments not only Rip&Run data, but also access to mapping data as well as numerous other mobile applications. Currently, all Departments, with the exception of Bay City PS Fire Operations Division are using the mobile solution. Bay City will begin using the application in the first quarter of 2014. The success of this project has been the direct result of the collaborative efforts of local Fire Departments, Bay County ISD, Bay County Emergency Management and 9-1-1.
7. Began working with Tuscola County 9-1-1 and Midland County 9-1-1 with the goal of purchasing and implementing a new 9-1-1 phone system. The new 9-1-1 phone system will service Bay County 9-1-1, Midland County 9-1-1 and Tuscola County 9-1-1. This collaborative effort will increase capabilities and increase network redundancies; while at the same time reduce costs.

CORPORATION COUNSEL & RISK MANAGEMENT

- During the fourth quarter of 2013, the Department of Corporation Counsel/Risk Management continued to draft and review agreements.
- With the increase in requests submitted under the Freedom of Information Act, the Department of Corporation Counsel Legal Coordinator reviewed and responded to a very large number of FOIA requests. Many of these requests were very extensive and involved coordination with various County offices and required numerous staff hours to

generate. Documents were reviewed and provided within the statutory time period.

- The Department has spent considerable time assisting in added service to the Bay County Employees' Retirement System Board of Trustees, assisting with updating of policies and providing other service following resignation of the long-time Retirement Coordinator.
- With extensive effort of the Legal/Risk Management Coordinator, the Department prepared the application for Bay County's liability insurance coverage for 2014.
- Finally, Corporation Counsel was pleased to supervise a third-year law student extern who graduated from Cooley Law School at the end of this year. The Board of Commissioners added an assistant corporation counsel to the Department and recruitment of that position will occur during the first quarter of 2014.

FINANCE

Accounting/Budget

- Attended interviews with Personnel for positions in Accounts Payable, Information Systems, and Retirement.
- Monthly meetings continued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with three bond issues in the quarter.
- Discussions continued with Chris Izworski relating to a 911 surcharge.
- Attended numerous contract negotiation sessions with the personnel director.
- Held several meetings regarding updates to the Bay County Purchasing Policy.
- Coordination meetings ensued to update Category 2 of the State of Michigan Department of Treasury, "Cooperation, Collaboration, and Consolidation." This is the second of three requirements necessary for receipt of funds from the County Incentive Program (Revenue Sharing) due February 1, 2014.
- Held follow-up meetings with the Bay County Treasurer's Office regarding cash handling procedures relating to a cash handling audit conducted in the prior quarter.
- Attended the Michigan Governmental Finance Officer's Fall Institute held in Grand Rapids, MI.
- Met with Mary Davidson of Abel Noser to discuss the services they provide to the Bay County Employees Retirement System.
- Met with Kimberly Doran of ConvergEx regarding the contract extensions for services they provide to the Bay County Employees Retirement System.
- Staff attended the annual GAAP update webinar.

- Preparation of the 2014 Adopted Budget was an important focus of the budget department in the fourth quarter of 2013.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2013 were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.

Purchasing

- ECM bid awarded to ImageSoft
- Attended MPPOA Conference
- Business Reviews with Verizon and Office Max
- Attended BAHI Board Meetings
- Discussions/meetings with Republic Waste & Pro-Tech
- Webinars:
- Cost Evaluations for RFP's
- Risk Management
- Spend Analysis 101
- What's Procurement Worth?
- Qualitative Evaluation Criteria
- Negotiating the Contract-Getting to Yes

Information Systems Division

- The Help Desk has reported 145 current open projects and work orders, of those 7 are open projects. During the 4th quarter a grand total of 729 work orders were completed.
- Upgraded the iSeries Hard Drives and memory, enhancing system capacity and performance
- iSeries maintenance plan was created. Updates will be applied quarterly.
- Created various reports including GL history and budget reports
- Deb participated in a Microsoft SQL class
- Completed electronic billing for Health Department with Blue Cross Blue Shield
- Deb completed a Microsoft SQL reporting curriculum.
- Updated Jail Population report
- Brandon Participated in NG911 Meetings
- Meeting with 911 and IT to discuss Fiber connectivity to Midland and Tuscola was held
- Continued ECM project work
- Meeting was held to discuss phone system and PRI with Rick, Andy, Crystal, Brandon, and Frances
- Assisted with further implementation of iPads for 911 Rip and Runs

- Upgraded 1 of 3 VMware servers, with an anticipated completion set for January
- Installed and provided training/overview on iPads to District court.
- Participated in several meetings/discussion regarding our Storage architecture and ECM.

JUVENILE DETENTION & CHILD CARE SERVICES

- Youth Development Workers received quarterly training in Safe Crisis Management and CPR
- Director is secretary of the Michigan Juvenile Detention Association and attended quarterly meetings in July and October.
- Director chairs the TriCap Executive Board and September and November. Also attended the groundbreaking for new addition.
- Director attended MJDA Higgins Lake Conference focus on at risk youth
- Continue to work with the Sheriff's Office regarding menu planning to meet the needs of the National School Lunch and School Breakfast Programs, as required by the Healthy, Hunger-Free Kids Act of 2010. Submitted meal plan to receive an additional 6 cents per meal, also to prepare for audit in 2014.
- Provided tours for SVSU Nursing program
- Food health inspection conducted in November with no violations.
- The Intermediate School District is continuing the education program for residents in the facility
- Gale fire and Dynamic piping inspections
- Received approval for funds through Bureau of Justice Assistance Grants benefitting programs in the Sheriff's Office and the Bay City Police Department
- Summary of population for 4th quarter
- Census has been low; Director has sent out information promoting the Bay County Juvenile Home to many out of county agencies. Developing a brief digital marketing presentation.

Report Name: TLH Monthly Repo-20140109-165107	
Filter:	
Date In Detention (Search Only) between '10/1/2013' and '12/31/2013'	
County	Count Days
BAY	774
HURON	2
HURON DHS	45
IOSCO	25
ROSCOMMON	13
SANILAC	12
SHIAWASSEE	9
TUSCOLA	30
Total	910

Community Corrections

Community Corrections FY2013 Year End Report has been completed and submitted to the Office of Community Alternatives. In Summary, all programs were utilized as projected for FY2013, with no significant lapse in funds.

Program Name	<u>Program Numbers</u> Number of New Enrollees	Jail Days Saved
Pretrial Services	503	5,954
Outpatient Treatment	157	7,959
Cognitive Change Program	20	2,767
Drug Testing Program	62	5,999

- Jail overcrowding and effective jail utilization continue to be concerns for Community Corrections. Programs such as Pretrial Supervision, Drug Testing, and Residential Treatment serve as alternatives to incarceration. The Pretrial Specialist supervises offenders on bond, allowing them to work within the community rather than spend time in jail awaiting their next court date. In this quarter, the Pretrial Supervision program has seen an 83.3% success rate, with 5,954 jail bed days saved. Releasing low risk offenders under Pretrial supervision allows jail space to be used for high risk and violent offenders, improving the level of effective jail utilization.
- The Community Corrections Coordinator oversees the Sheriff Work Program. Non-violent offenders work with Buildings and Grounds staff to cut grass, shovel, clean and maintain county property, and participate in any other approved projects within the community. In recent weeks, the inmates have been working with county staff to maintain clear sidewalks throughout the county, as well as assisting with various county projects. This quarter the Sheriff Work Program has saved 822 jail bed days, which amounts to a savings of \$55,074.
- The Community Corrections Coordinator attends several meetings each month. Throughout this quarter, the Coordinator attended bi-weekly Treatment Court Admissions Committee meetings, monthly meetings with Circuit Court Probation staff, bi-monthly Tricap Board meetings, bi-monthly Division Managers meetings, and quarterly MPRI Steering Team meetings. The Coordinator also hosts bi-monthly CCAB meetings with Community Corrections stakeholders.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

- **October Chamber Eye Opener Breakfast:**

Attended the Chamber Eye Opener Breakfast on October 1, 2013 at the Bay Valley Resort featuring Dick Forton, Blue Cross/Blue Shield of Michigan.

- **BACC 2nd Annual Great Lakes Bay Regional Chamber Summit:**
Attended BACC 2nd Annual Great Lakes Bay Regional Chamber Summit on October 2, 2013 at the DoubleTree Hotel in Bay City.
- **CAG Results and Action Items - BUI Followup:**
Participated in the CAG Results and Action Items - BUI Followup on October 2, 2013.
- **Regional Water Strategy Roundtable:**
Attended the Regional Water Strategy Roundtable discussion on October 3, 2013 at SVSU.
- **Great Lakes Bay Regional Alliance Leadership Institute:**
Attended the Great Lakes Bay Regional Alliance Leadership Institute on October 3, 2013 at SVSU.
- **Igniting STEM Excellence Business and Education Summit:**
Attended Igniting STEM (Science, Technology, Engineering and Math) Excellence Business and Education Summit on October 4, 2013 at SVSU.
- **Presentation Coordination Meeting:**
Attended the Presentation Coordination Meeting on October 7, 2013 at the DEQ Office.
- **Saginaw River/Bay AOC Public Meeting:**
Attended the Partnership for Saginaw Bay's Saginaw River/Bay AOC Public Meeting on October 8, 2013 at the Wirt Library. Made comments opposing the proposed Delisting of Fish and Wildlife Habitat.
- **Department Directors/Division Managers Meetings:**
On October 10, 2013 attended the Department Directors/Division Managers Meeting.
- **DEQ Director Dan Wyatt Site Visit:**
Invited and attended the Meet Up with DEQ Director Dan Wyatt during his site visit to the Kawkawlin River On October 11, 2013.
- **Saginaw Bay Access Meeting:**
Invited/Presented Saginaw Bay Access Initiatives to the Bay Community Foundation Board on October 12, 2013 at the Depot.
- **Township Association Dinner Meeting:**
Presented Bay County Recreational Plan at the Annual Township Association Dinner Meeting on October 16, 2013.

- **SBCI Meetings:**
Facilitated the October 17th, November 21st and December 19th SBCI Meetings held at the Bay County Building. The last three meetings concentrated on the Saginaw Bay Water Trail project.
- **2013 Michigan Premier Public Health Conference:**
Presented with Bay County panel on Saginaw Bay Initiatives at the 2013 Michigan Premier Public Health Conference and gave a Keynote Presentation on October 18, 2013.
- **Public Advisory Meeting:**
Met with Kyle from Rep. Brunner's Office regarding the Public Advisory Council issues, Partnership for Saginaw Bay lack of public representation on October 21, 2013.
- **Stakeholder Workshop for BCSRA:**
Attended the Stakeholder Workshop for BCSRA on October 21, 2013.
- **Regional Ambassadors Advisory Board Meeting:**
Attended the Regional Ambassadors Advisory Board Meeting at the GLBRA office in Freeland on October 23, 2013.
- **Partnership for the Saginaw Bay Watershed Speakers Series:**
Attended the Partnership for the Saginaw Bay Watershed Speakers Series at SVSU on October 23, 2013.
- **Partnership for the Saginaw Bay Annual Meeting:**
Attended the Partnership for the Saginaw Bay Annual Meeting at SVSU on October 23, 2013.
- **Saginaw Bay Coordinating Council Meeting:**
Attended the Saginaw Bay Coordinating Council Meeting at the Delta College Planetarium on October 24, 2013.
- **SVSU Economic Summit:**
Attended the SVSU Economic Summit at SVSU on October 25, 2013.
- **Kawkawlin River I & E Meeting:**
Attended the Kawkawlin River I & E Meeting on October 28, 2013.
- **BACF Environment Committee Meeting:**
Attended the BACF Environment Committee Meeting at the Bay Area Community Foundation Office on October 29, 2013.
- **Saginaw Bay Water Trail Steering Committee Meeting:**

Facilitated the Saginaw Bay Water Trail Steering Committee Meeting at the Bay County Building on October 29, 2013.

- **WIN Land & Water Task Group:**
Attended the WIN Land & Water Task Group Meeting at the Delta College Planetarium on October 31st and November 26th.
- **Michigan Water Trails Summit:**
Participated in the Michigan Water Trails Summit on November 4, 2013.
- **November Chamber Eye Opener Breakfast:**
Was the featured speaker at the November 5, 2013 Chamber Eye Opener Breakfast at the Bay Valley Resort & Conference Center.
- **Pollution Response Meeting:**
Attended the Pollution Response Meeting at the Pere Marquette Depot on November 6, 2013.
- **Victor Mobley Meeting:**
Met with Victor Mobley on November 6, 2013.
- **NOAA Grant Discussion Meeting:**
Attended the NOAA Grant Discussion Meeting on the 4th floor of the County Building on November 7, 2013.
- **Recreation Plan Meeting:**
Facilitated the Recreation Plan Meeting at the Bay County Community Canteen on November 7, 2013.
- **BACF Board Meeting Presentation:**
Made a presentation at the November 12, 2013 Bay Area Community Foundation Board Meeting at the Pere Marquette Depot.
- **EA&CD Division Head Staff Meeting:**
Held an EA&CD Division Head Staff Meeting on November 14, 2013.
- **CAG Meeting:**
Attended the CAG Meeting at SVSU on November 18, 2013.
- **Friends of BCSRA Meeting:**
Attended the Friends of BCSRA Meeting at the Bay City State Park on November 19, 2013.
- **Citizens Community Council Meeting:**

Attended the Citizens Community Council Meeting on November 19, 2013.

- **Road End Field Work:**
Conducted Road End Field Work to assess various county road ends for potential access sites for the Blueways Water Trail project on November 20, 2013.
- **Saginaw Bay Reef Restoration Project Funding Conference Call Meeting:**
Participated in the Saginaw Bay Reef Restoration Project Funding Conference Call Meeting on November 21, 2013.
- **BCSRA Planning Team Meeting:**
Attended the BCSRA Planning Team Meeting at the State Park Visitor's Center on November 22, 2013.
- **Great Lakes Phragmites Collaborative Emerging Research Webinar:**
Participated in the Great Lakes Phragmites Collaborative Emerging Research Webinar on November 22, 2013.
- **Rob Eggers Meeting:**
Met with Rob Eggers on November 26, 2013.
- **Saginaw Bay Audubon Meeting:**
Attended the Saginaw Bay Audubon Meeting in Saginaw on November 26, 2013.
- **December Chamber Eye Opener Breakfast:**
Attended the Chamber Eye Opener Breakfast on December 3, 2013.
- **Kawkawlin River I&E Meeting:**
Attended the Kawkawlin River I&E Meeting at the Bay County Soil Conservation District on December 3, 2013.
- **East Coast Paddlers Meeting:**
Attended the East Coast Paddlers Meeting at the Bay City Community Center on December 6, 2013 to discuss the Blueways Water Trail Project.
- **Saginaw Bay Reef Restoration Funding Telephone Conference:**
Participated in the Saginaw Bay Reef Restoration Funding Telephone Conference on December 9, 2013.
- **Saginaw Bay WIN Resource Group Meeting:**
Attended the Saginaw Bay WIN Resource Group Meeting on December 10, 2013.
- **GLRI Conference Planning Committee Meeting:**

Participated in the GLRI Conference Planning Committee Meeting conference call on December 11, 2013.

- **Rex Ainsley Meeting:**
Met with Rex Ainsley to discuss the Blueways Trail Project on December 12, 2013.
- **LIAA Web Data Access Webinar:**
Participated in the LIAA Web Data Access Webinar on December 16, 2013.
- **2013 BACC Congressional Luncheon:**
Attended the 2013 BACC Congressional Luncheon at the Bay Valley Resort on December 17, 2013.
- **Regional Sanitary Code Discussion:**
Participated in the Regional Sanitary Code discussion on December 17, 2013.
- **Recreation Plan Meeting:**
Facilitated the Recreation Plan Meeting at the Bay County Canteen on December 19, 2013.

Geographic Information Systems (GIS)

- Continued discussion with ESRI regarding best approach for integrated GIS Utility Mapping.
- Continued maintenance on 9-1-1 GIS data and CAD Map
- Continued update of GIS Mobile Application for First Responders with ArcGIS Online.
- Work with ISP and 9-1-1 to develop a simple web Addressing Application for Sheriff.
- Misc GIS Projects and GIS tech support for: Bay County Executive, Division on Aging, Bay County Road Commission, Transportation, Portsmouth Twp., Equalization, Environmental Affairs & Community Development, and private data requests.
- Continue research into migrating Bay County digital tax parcel layer to the ESRI Parcel Fabric data design.
- Held meetings with LIAA about Blue Ways database and web application.
- Attended Regional GIS meeting in Midland to discuss cooperative Emergency Management data sharing between adjacent counties with Midland and Saginaw and continue discussions on a cooperative Digital Orthophotography project in 2015.
- Hosted a presentation from Pictometry for GIS, Equalization, 9-1-1, and IS departments.
- Attended webinar on state 9-1-1 GIS Data Repository.
- Began Geo referencing of Bay City Tax Maps.
- Initial research into Macomb County Economic Development website.
- Public Map Service of parcel layer for use in Bay County Road Commission new incident tracking software.

Gypsy Moth Program

- Mid- October through the beginning of December, Gypsy Moth Suppression Program staff focused on conducting Gypsy Moth Egg Mass Surveys. All annually visited survey sites were evaluated and no increasing gypsy moth populations were found. This

follows both the state-wide and national trends of decreased gypsy moth populations. In most parts of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques so during the summer male trapping survey were done and the results indicated that Gypsy Moths are still present throughout Bay County and populations continue to be stable. Staff recommendation is that Bay County not contract to have Gypsy Moth Suppression treatments done in the spring of 2014 since no areas meet the program requirements for population density.

- The program Coordinator attended the Annual Gypsy Moth Conference and learned that the national "Slow the Spread" program is having good success in the southern states where the gypsy moth population appear to be receding back to areas that have been infested for many years. The Slow the Spread program has also seen little or no expansion of the gypsy moth's range in the north central states. While the U.S. and Canada are seeing decreased populations of gypsy moths, the far east is experiencing major outbreaks which puts the Customs Service on alert to be on the lookout for the importation of new gypsy moth populations.
- During the beginning of October, data entry and evaluation of the tree inventory was completed. Treatment of 748 additional ash trees is recommended for the spring of 2014. Program staff several web seminars on the effects of emerald ash borers on the forest community and how municipalities continue to deal with this invasive pest. In November a new Quarantine map was published showing that the range of EAB has expanded to 4 additional states. They now are found as far east as Boston, Mass., south into Georgia and as far west as Bolder, Colo. At the Gypsy Moth Conference, information was shared about the range expansion of the emerald ash borer and the discovery of native north American ash trees that appear to have some resistance to EAB. This gives hope for the survival of north American ash species and could explain why Bay County ash trees are so far behind the rest of the state in decline though we are now seeing major decline of ash in our area.
- Program staff also participated in educational programs at the Bay City State Recreation Area Visitors Center and the Bay-Arenac ISD to help promote the Michigan Green Schools Initiative and general environmental stewardship. In addition, the coordinator contacted all schools in the county with information about the application for the 2013-2014 Program. Pinconning schools requested a report on the MI Green schools at there November School Board meeting which was given by the Program coordinator. The four participating schools from 2012-13 and several others have expressed interest in the program.

Mosquito Control

- It's once again time to both look back at our fourth quarter accomplishments and think about the upcoming year. The last treatment date of the 2013 season was September 20 (about a week ahead of schedule) due to the dry conditions and virtual lack of mosquitoes. The season wrapped up on September 27 when we finished the last of our clean-up. The second scrap tire drive of the season was held September 7 and 1,071

tires were collected. In total for the year, 3,671 scrap tires were collected, which is 3.5% more than what was collected in 2012. Since then we've been busy with invoices, correspondence, cleaning, inventories, orders, equipment and vehicle repairs, and preparations for the 2014 season. The 2013 Annual Report is nearly complete and will be presented to the Board of Commissioners as well as to the Mid-Michigan Technical Advisory Committee in March, 2014. It will soon be available for viewing at our website www.baycounty-mi.gov/MosquitoControl under the "Resources-Reports, Brochures, Flyers" link.

- We happily took part in the Michigan Mosquito Control Association's (MMCA) 7F Training Session in October, giving several presentations to the attendees. At this, the fifth annual training session, there seems to be continued interest in having recertification seminars in the future. Not only are we providing a service to others, but our own staff benefits by attending and qualifying for recertification credits. The training session is held at Bay County Mosquito Control.
- The 2014 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 in mid-January 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. On November 14, staff attended an American Mosquito Control Association webinar – Effective Presentations – A Primer, which was hosted by the AMCA's Technical Director, Joe Conlon.
- The Michigan Department of Environmental Quality's National Pollutant Discharge Elimination Plan (NPDES) annual report was due November 30. This was the first year we were required to submit a report in order to be in compliance. In December we met with representatives from the Bay City State Recreation Area on 2014 permits.
- We look forward to meeting with colleagues and listening to presentations at the upcoming MMCA Conference February 18-20 (held at the Radisson Lansing at the Capitol). In the next few months we'll be working on MMCA annual meeting plans, the 2014 program plan, hiring of new seasonal staff – always a challenge, 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

- Maintain the Transportation Planning Website
- Attended various Roadsoft Training classes
- Attended Riverwalk/Rail Trail meeting
- Updated GLBR Trail data

- Continued Traffic Count Database Updated with 2013 traffic counts
- Completed BCATS Annual Report
- Completed BCATS Annual List of Projects
- Amendments to '11-'14 and '14-'17 TIP
- Began HPMS data collection
- Attended meeting on Bay-Zilwaukee trail meeting with Bay City
- Held various BCATS Technical and Policy Committee meetings
- Attended monthly MTPA Meetings in Lansing
- Attended Midland MPO Policy Committee Meetings.

EQUALIZATION

- No Report Submitted.

HEALTH DEPARTMENT

Administration

- The Bay County Health Department Administration continues to implement its Strategic Plan to provide a framework for future growth and direction. A dozen key staff from the Health Department were chosen by management to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The BCHD Strategic Plan has three main goals:1. The Health Department will increase the community's knowledge of Programs & Services provided by October 2015.
- The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
- The Health Department will establish a workforce development plan by October 2015.
- Key accomplishments during this period include:
 - Completion of a PowerPoint presentation of the Public Health Foundations workforce standards and is in the process of relating them to BCHD's policies and procedures, linking them to the Public Health National Accreditation standards. This will be completed and introduced at our Staff In-service in March.
 - BCHD will revise & implement an Orientation Operations Manual by March 2014.
 - BCHD has begun to continuously review client Survey data (for quarterly basis) starting Sept. 2013.
 - Administration provided staff training on golden rules (existing customer service policies) in October 2013.
- Health Department Administration (Joel Strasz and Kathy Janer) has been meeting on a continuous basis with representatives from Saginaw Valley State University's School of Health and Human Services regarding ideas and initiatives to align services and develop training and education opportunities between the two entities. BCHD is assisting SVSU in a grant application project that may expand services to underserved populations in

Bay County. Furthermore, SVSU students are assisting the Health Director in assembling an application to the United States Department of Health and Human Services to have Bay County recognized as a federally Medically Underserved Area.

Meetings/Trainings attended by Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Quarterly Bay Health Plan Board Meeting
- Meetings McLaren Bay Region, Bay Health Plan and Bay-Arenac Behavioral Health regarding the Bay County Community Health Improvement Project
- Meetings with Health Department Fiscal and Finance Department staff to discuss financial reporting, payroll corrections, billing and budget issues
- Meetings with SVSU regarding potential collaboration with Nurse Practitioner Program/future grant applications.
- Presented with Laura Ogar and Charles Bauer at the Michigan Premier Public Health Conference on the Kawkawlin River Restoration Project and Bay County Septic System Database Project

Children's Special Health Care Services (CSHCS)

- CSHCS provides supplemental insurance benefits and services of a registered nurse to children who have a qualifying medical diagnosis. A child is invited to enroll whether they have private insurance or a Medicaid Health Plan. The CSHCS program applied for and was awarded a \$10,000.00 mini grant from MDCH. This grant will be used to hire a parent of a CSHCS recipient who will provide outreach to other parents to encourage participation in all the CSHCS benefits. We are in the process of writing the job description for this grant to post for parent applicants. We are extremely pleased to have received this grant as we believe a parent of a CHHCS child will relate well with other parents and provide effective outreach to other families enrolled in CSHCS. This grant runs until September 1, 2014.
- The billable income in this program has been increasing over the past year and there is potential for increased revenue as more hours are devoted to the program. As a result we have increased the registered nurses hours in the program. Mary Jo Hill, RN, has increased her hours in CSHCS to 32-40 week in the CSHCS program, she will work variable hours in the immunization clinic. Sandy Graff, CSHCS representative works 20 hours a week in CSHCS and 20 hours week as clerical support in MIHP. Both participate in the monthly CSHCS Registered Nurse Consultant (RNC) conference call.

- During this quarter the following billable services were provided with an approximate income of \$9,493.18.
 - ▶ 7 Annual plan of cares the RN completed in the home
 - ▶ 11 Annual plan of cares the RN completed by telephone
 - ▶ 32 Level II care coordination activities, combined efforts of RN and clerical staff
 - ▶ 21 Case management visits by the RN

Communicable Disease (CD) Division

- The CD nurse investigated 163 reportable disease cases this quarter, of which 135 were laboratory confirmed. These confirmed cases include 25 animal bites; 2 Aseptic Meningitis; 1 Cryptosporidiosis; 16 Chronic Hepatitis C; 3 Streptococcal Pneumoniae, invasive; 1 Norovirus; 2 Salmonellosis;
- 5 Influenza; 3 Campylobacter; 1 Syphilis-secondary; 1 Shingles; 1 VZ Infection-unspecified; 1 Hepatitis B-acute and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- The 15 reported and investigated but not found to be cases include: 1 Amebiasis; 1 Lyme disease;
- 1 West Nile Virus; 1 Hepatitis B-acute and 11 Hepatitis C-chronic.
- The 13 Probable but not confirmed cases include: 1 Meningitis-Bacterial; 1 Animal Bite; 3 Chickenpox; 1 Pertusis; and 7 Hepatitis C-chronic.
- This quarter the schools reported 372 cases of Flu like Disease.

Health Screening Clinic (HIV/STI)

The CD/HIV/STI nurse investigated the following confirmed cases: 69 Chlamydia and 4 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 41, 4 were court ordered, 22 males & 19 females.

Number of clients tested for HIV this quarter: 20, 4 were court ordered, all results were negative, and of these 20 tested, 10 had previously been tested while 10 had no previous test.

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

- 10-09-13 Epi-lab Capacity Work group, Office of Public Health Preparedness
 - 10-08-13 Partner Services NYS/STD/HIV Prevention Training, Webinar (1CEU)
 - 10-15-13 MDCH webinar: Bed Bugs, What is working in Pest Control, Can we apply this to Community Health?
 - 11-01-13 Vaccine Administration Across the Lifespan and Pain Management (1 CEU)
 - 11-19-13 MDCH Regional Fall Immunization Conference, Doubletree Hotel (5.75 CEU)
 - 11-26-13 East Central Infection Control Meeting, St. Mary's Hospital, Saginaw, MI
- SVSU Nursing Students every Monday 9:30 until 12 noon.

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	12	11	1	0	1
School aged:	0	0	0	0	0

Special Education	0	0	0	0	0
Total screened	12	11	1	0	1

Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	11	8	2	1	0
School aged:	5136	4227	403	506	98
Special Education	157	115	14	28	1
Total Screened	5304	4350	419	535	99

* Unable to complete screen, under care, absent for re-screen

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

Division on Aging (DOA)

- On October 7, Division on Aging celebrated 20 years of providing senior meals and activities at Riverside Friendship Dining Center.
- The Commodities program delivered 119 boxes of commodities in October, 119 boxes in November, and 140 boxes in December, for a total of 378 for the quarter.
- In cooperation with the Community Center and Bay County Recreation Assistant Beth Trahan, Division on Aging offered the following health and wellness classes: Senior Fit in 30 Minutes (65 participants) and Senior Fit -- Ready, Set, Go (9 participants). These wellness programs generated an additional 71 meals.
- Division on Aging served 1,091 meals at special events from October through December.
- There were 1,259.56 hours of volunteer activity this quarter.
- Transportation requests totaled 70 in October, 52 in November, and 43 in December, for a total of 165 for the quarter.
- Case Managers delivered 34 Holiday Baskets to seniors in need.
- From October 1 through December 31, Division on Aging has served:
 - ▶ 9,504 congregate meals
 - ▶ 32,996 home delivered meals
 and provided:
 - ▶ 116 caregiver hours
 - ▶ 1,454 homemaker hours
 - ▶ 222 personal care hours
 - ▶ 1,093 case coordination hours
- Kitchen Renovation/Expansion Project:
Design meetings with architectural services to complete preliminary floor design

- Elder Abuse Grant:
In this quarter, a required needs assessment was completed. A statistically significant number of surveys were returned from both individuals aged 50 and older and professionals and service providers who work with this group. It was found that the top three services needed were: affordable legal help, case management, and transitional housing. Emotional, financial, and physical abuses were the most frequent types that individuals experienced or had encountered through an acquaintance. A summary of the survey data was prepared for submission to the Department of Justice.

A presentation summarizing the survey results was provided to the Division on Aging Advisory Committee. A general presentation about abuse in later life was also provided to a senior group at St. Stanislaus Church. The Project Coordinator participated in a Health and Wellness Expo at Saginaw Valley State University.

Additionally, the Bay County Elder Abuse Coordinated Community Response Team met in October, November, and December. Each session consistently had 20 to 25 participants representing service agencies. Officers were elected in November for the first time.

- Medicare Part D Help Sessions:
Total number of clients seen/served: 141 (decrease of 65 clients from 2012)
Total number enrolled in a new plan: 70 (decrease of 55 clients from 2012)

Health and Wellness classes offered:

- ▶ Blood Pressure Clinics
- ▶ Walking Club
- ▶ Low Vision Support Group
- ▶ Commit to Be Fit
- ▶ Line Dancing
- ▶ A Matter of Balance
- ▶ Wii Bowling League
- ▶ Shuffleboard
- ▶ Osteoporosis Strength Training Classes
- ▶ Chair Yoga
- ▶ Senior Fit in 30 Minutes with Beth Trahan
- ▶ Senior Fit – Ready, Set, Go with Beth Trahan
- ▶ Flu Vaccination Clinic
- ▶ In the Know About Rheumatoid Arthritis
- ▶ Medicare – What You Need to Know

Dining Center Activities:

- ▶ Acrylic Painting classes
- ▶ Book Club
- ▶ Veterans' Day Tribute
- ▶ Fresh Thanksgiving Table Arrangement Class

- ▶ Craft Classes
- ▶ Fire Prevention Week presentation

Special Events:

- ▶ Annual Country Fireside Picnic
- ▶ Moonglow Dinner Theatre at Bay City Players
- ▶ Movie/Lunch Series at Wirt Library and at Auburn Branch Library
- ▶ Wrap Up A Great Attitude In-Service
- ▶ Les Miserables Dinner Theater at Bay City Players

Trainings Provided:

- ▶ Nutrition Services Manager:
- ▶ Excelling as a Manager Workshop
- ▶ Area Agency Nutrition Providers Meeting
- ▶ Risk Management training
- ▶ Staff Meetings
- ▶ Site Managers' meeting
- ▶ Kitchen Staff meeting
- ▶ Drivers' meeting

In-Home Services Coordinator:

- ▶ Risk Management training
- ▶ Staff Meetings

Case Management Team:

- ▶ Social Security Disability and SSI Training
- ▶ Staff Meetings

Meetings Attended by Director:

- ▶ Human Services Collaboration Council Steering Committee
- ▶ Kitchen Design with Spicer Group
- ▶ Region VII Area Agency on Aging Regional Directors
- ▶ Elder Abuse Task Force
- ▶ Region VII Area Agency on Aging Board Meeting
- ▶ Senior Advisory Committee Meeting
- ▶ Experience Works
- ▶ Elder Abuse Grant Update
- ▶ Second Act Advisory Board
- ▶ Division on Aging staff meetings
- ▶ Kitchen Tour – Flint Council on Aging
- ▶ Department Managers' meeting

Emergency Preparedness

- 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
- ▶ Bi-monthly LEPC Meetings
- ▶ Quarterly 800 MHZ radio drills for MDCH OPHP
- ▶ Monthly 800 MHZ radio drills for Region 3 HPN
- ▶ Monthly BCHD Staff Meetings
- ▶ Emergency Preparedness & Health Education Division Meetings

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

October

- MCIR All Hazards Module Refresher Training
- Immunization Coalition Meeting
- Successfully completed MDCH OPHP After Hours Unannounced Communication Drill
- Submitted annual update of SNS Plan (Melissa & Tracy)

November

- Attended Department Heads/Division Managers Meeting
- BHS Forum Teleconference

December

- FAB Team Meetings (Melissa & Tracy)

Health Education

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- Healthy People Healthy Bay (HPHB) CHIP Leadership Meetings (Tracy)
- WIC Staff Meetings (Tracy)
- Bay County Prevention Network Meetings (Tracy)
- Dental Core Team Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy)
- Facilitate Monthly WIC Breastfeeding Classes (Tracy)
- SBCE/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa, Melanie & Julie)
- SBCE/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Class (Melanie & Julie)
- During this quarter, presented to 1 class and spoke to a total of 8 people

October

- MPPHC Planning Conference Call (Tracy)
- Bay Area Breastfeeding Coalition Meeting (Tracy)
- FAB Team Goal Keepers Meeting (Tracy & Melanie)
- Completed FEMA IS-400 In-person Training (Tracy)

- HPHB Children's Health Workgroup Meeting (Tracy)
- Health Navigator's Role in the Affordable Care Act Webinar (Melanie)
- STEM (Science, Technology, Engineering & Mathematics) Fair at Delta College (Melanie & Julie)
- Halloween Health & Safety Fair at BAISD (Melanie & Julie)
- Project Connect at Community Center (Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

November

- WIC Breastfeeding Class (Tracy)
- HPHB Behavioral Health and Children's Health Workgroups Meetings (Tracy)
- Women 2 Women Expo at SVSU (Melanie & Julie)
- Parent-Teacher Conferences at Verellen Elementary – Outreach (Melanie)
- Health for Life Health Fair at Delta College (Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)
- December
- Quality Improvement Meeting (Tracy)
- CHIP/Strategic Planning Meeting (Tracy)
- BCPN Integration Conference – Outreach (Tracy & Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

Acronyms:

EPC = Emergency Preparedness Coordinator	BCSRA = Bay City State Recreation Area
CDC = Centers for Disease Control and Prevention	CHA = Community Health Assessment
EMC = Emergency Management Coordinator	CHIP = Community Health Improvement Plan
SNS = Strategic National Stockpile	PIO = Public Information Officer
ARC = American Red Cross	ARRA = American Recovery & Reinvestment Act
HST = Homeland Security Team Meeting	GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators
LEPC = Local Emergency Planning Team	HSEEP = Homeland Security Exercise and Evaluation Program
T&EPW = Training & Exercise Planning Workshop	MEMS = Modular Emergency Medical System
BRMC = Bay Regional Medical Center	NEHC = Neighborhood Emergency Help Center
EAP = Emergency Action Plan	MPPHCP = Michigan Premier Public Health Conference Planning
EOC = Emergency Operations Center	BRFSS = Behavioral Risk Factor Survey Statistics
GIS = Geographic Information Systems	MALPH = Michigan Association for Local Public Health
HPN = Healthcare Preparedness Network	BHS = Behavioral Health Sciences
HSPB = Homeland Security Planning Board	NNPHI = National Network of Public Health Institutes
ICS = Incident Command System	COPPHI = Community of Practice for Public Health Improvement
JIC = Joint Information Center	QI = Quality Improvement
LPT = Local Planning Team	MI = Michigan
MHAN = Michigan Health Alert Network	HPHB = Healthy People Healthy Bay Coalition
PHEP = Public Health Emergency Preparedness	ESF = Eat Safe Fish
SOP = Standard Operating Procedure	FWCC = First Ward Community Center
EPA = Environmental Protection Agency	MOHC = MI Oral Health Coalition
SBCA = Saginaw Bay Cooperative Agreement	
MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness	
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division	
FAB TEAM = Forever Achieving Better - Together Everyone Achieving More	

Bay 3 TV Videos/Presentations - October November December

1. Health Screening Program presents the video "Taking Charge of Your Life"
2. WIC Program presented the video "WIC Cooking Class"
3. Health Screening Program presents the video "Making the Right Choice"
4. Maternal Infant Health Program (MIHP) aired outreach information about the program
5. Communicable Disease Program presents the video "Removing Head Lice Safely"
6. Health Screening Program presents Jamie Foxx HIV/AIDs PSA video shown periodically
7. Maternal Infant Health Program (MIHP) aired outreach information about the program
8. Health Screening Program presents the video "Teen Talk- How to Protect Yourself in the Age of AIDs"

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	174	Parcels Evaluated	32
Mobile, Vending & STFU Inspections	22	On-Site Sewage Disposal & Tank Permits Issued	16
Temp. Food Est. Inspection	5	Alternative Engineered Sewage Systems Approved	0
Follow Up Inspections	57	Failed System Evaluations Conducted	4
Plans received for review	1	Sewage Complaints Investigated	3
Plans Approved	0	Well Permits Issued	10
Consumer Complaints Investigated	5	Abandoned Wells Plugged	3
Food borne Illness Complaints Investigated	3	DHS Related inspection Completed (Day Cares, AFC Homes, Etc.)	7

- The Environmental Health Division continues its special project to classify septic systems and build a database for such systems. As of December 31, 2013 over 14,000 parcels and systems have been inputted into the database. This is considerably higher number than was originally anticipated. It is expected that by the completion of the project over 15,000 parcel records for sewage and water will be evaluated and inputted.
- The Environmental Health Division was awarded a \$11,500 grant from the Michigan Department of Agriculture and Rural Development to instruct non-profits and churches regarding food safety preparation practices and develop a correction system for non-compliant food service establishments.

Cremation Permits Processed

October	57
November	48
December	55

Family Planning

Number of Unduplicated persons Receiving Services in Family Planning Clinic	380
Number of Encounters in Family Planning Clinic	531

- Our Family Planning Clinic was able to provide Family Planning health exams by a Nurse Practitioner on a limited basis during this last quarter, as Sue Montei, NP agreed to stay on until a replacement could be hired. Fortunately, we have found a Nurse Practitioner who is willing to work 8 hours a week in the Family Planning Clinic. The Board of Commissioners approval has been completed and we are waiting to receive her contract from Corporation Council so that she may approve and sign it with an anticipated start date of January 14, 2014.
- Family Planning staff continues to work with Dr. Hazen and his students from Synergy Medical, who provide gynecological exams and pap smears for some of our clients in the interim.

Immunizations

TB Tes	5
Hep. A. Adult	15
Hep A. Peds	112
Hep A/Hep B	0
Hib	69
HPV	89
Flu	787
PCV13	78
Rotavirus	28
Dtap	40
Dtap/IPV	26
MMR	27
IPV	16
Td	1
Tdap	138
Varicella	62
Dtap/Hep. B/IPV	54
Pneumonia	1
Meningococcal MCV4	113

Zoster	0
Hep B. Peds	12
Hep B. Adult	20
MMRV	36
TOTAL	1749

Laboratory

Number of Tests/Clinical Services	343
Number of Tests/Water/Non-Clinical	334
Total Tests	677

Lead Program

- MDCH introduced a new program called Healthy Homes and Lead Poisoning Surveillance System (HLPSS). It is a state wide site for the reporting of blood lead levels for all children in Michigan. It assists the local health department (LHD) by identifying children in their jurisdiction who have an elevated blood lead level (EBLL) and need follow up and it will also track homes where a child has been diagnosed with an EBLL. We along with the state are transitioning to this new program.
- 14 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter, none were opened during this quarter. 10 phone or mail contacts to parents were made and 1 telephone contacts to physician offices completed for EBLL follow up. Kelly Dore RN, BSN is the Lead nurse for the BCHD.

Maternal Child Health Services

- The Maternal Child Health Services' Manager is responsible for supervision over Maternal Infant Health Program, Children's Special Health Care Services, Hearing and Vision, Communicable Diseases/Sexually Transmitted Infections, Fiscal and now with the loss of the Public Health Services' Manager's position, she has assumed supervision over the Immunization and Family Planning Clinic.
- In addition, she is responsible for TB follow up including medication refills and labs for 2 clients that are being treated for latent TB in Bay County. Dr. Kirk Herrick had 1 office visit for latent tuberculosis this quarter.
- Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:
- FAB TEAM strategic planning meetings; Monthly MIHP, CSHCS, Immunization, Management & Health Department staff meetings.

10-15-13	Nurse Administrators Forum teleconferences
10-16-13 to 10-18-13	Michigan Premier Public health Conference, Doubletree Hotel
11-18-13	Healthy People Health Bay, meetings at BCHD
10-2-13/11-15-13	Great Start Collaborative Steering Committee Mtg, BAISD

10-22-13	MDCH TB conference call
11-2-13	Meningitis education provided at Linwood Elementary for staff
11-4-13	Meningitis education provided at Linwood Elementary for parents
11-19-13	MDCH Annual Immunization Conference
12-10-13	IAP/Immunization Coordinators meeting, Lansing, MI
12-17-13/12-18-13	MIHP certification review by MDCH

Maternal Infant Health Department (MIHP)

- This quarter MIHP received 139 maternal and infant referrals from which 34 maternal and 17 infants were enrolled. A total of 290 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN.
- MIHP received MDCH Certification review on 12-17-13 and 12-18-13. It passed certification with two non-critical not mets that have already been resolved and were due to a technicality with the transition from paper records to electronic records. We are fortunate to have on MIHP staff Jennifer Don, who has been able to build our MIHP electronic forms per state specifications into our Mitchell & McCormick electronic charting. The transition to electronic charting for MIHP is almost complete and we anticipate increased efficiency in completing the mandatory MDCH forms for the program. The MIHP is the only program in the Health Department that requires certification every 18 months.
- MIHP professional staff have participated in the following trainings and meetings:
 1. Monthly MIHP meetings,
 2. As preceptors for SVSU senior RN students.
 3. Health department monthly staff meetings
 4. MDCH MIHP Certification 12-17-13 and 12-18-13

Mary Jo Braman RN and Kelly Dore RN participated in following:

- 11-1-13 Vaccines across the Lifespan and Vaccine Administration and Pain Management Inservice;
- 11-19-13 MDCH Fall Regional Immunization Conference

In addition, Mary Jo Braman, RN, BSN worked:

- Immunization Flu Clinics on 10-11-13, 10-23-13, 10-25-13, 11-5-13, 11-13-13, 11-20-13 and the
- Halloween Health and Safety Fair on 10-19-13 at the BAISD.
- Kelly Dore, RN, BSN also completed tasks for the Bay County's Childhood Lead program including weekly download for state STELLAR Program and follow up for children with EBLL.
- Jennifer Don LMSW spent 25.5 hours updating and developing MIHP electronic charts and 8.5 hours updating and reviewing MIHP policy. She also participated in the following meetings and committees.

10-15-13, 11-12-13	Diaper Bank meeting
10-25-13	Psychosocial Aspects of Pain, in service
10-15-13, 11-19-13	Self Sufficiency Task Force Meeting

11-21-13 Severely Emotionally Disabled meeting
 10-28-13, 12-6-13, 12-20-13 Health Department Recognitions meeting
 12-4-13 FAB TEAM meeting

WIC-Women, Infants and Children Program

Bay County Health Department and Pinconning Clinic

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
October	1	186	141	44	33	109	157	0	200	880
November	0	251	125	54	43	79	133	0	193	778
December	1	249	130	67	55	94	159	0	86	842

Lead Tests Billed

October	63
November	53
December	46

HOUSING DEPARTMENT

Housing Director Activities

- Attended Monthly Elder Abuse Coordinated Community Response Meetings; was elected as co-chair of the Bay County Elder Abuse Coordinated Community Response Team (CCR)
- Attended Bi-Monthly Senior Task Force Meetings
- Attended Quarterly Blue Cross Blue Shield Community Advisory Committee (BC/BS CAC) Meeting
- Attended Board of Commissioner and Various Board Committee Meetings
- Met with several residents to discuss tenant concerns
- Met with Schindler Elevator to Discuss Elevator Modernization Center Ridge Arms
- Met with a Franklin Energy representative to secure a \$9,000 energy-efficiency rebate thru the Consumers Energy multifamily incentive program for the boiler replacement project at Center Ridge Arms
- Met with corporation counsel on several occasions to discuss tenant matters and contracts

- Met with field superintendent from J.E. Johnson on several occasions to discuss boiler replacement project plans and progress
- Completed inspections for 21 apartment units with maintenance staff
- Worked with Purchasing Agent, Building and Grounds Superintendent and Corporation Counsel to finalize contract for boiler replacement project at Center Ridge Arms
- Attended boiler project awarded contractor walk-thru on October 31st
- Conducted Interviews for Admissions and Occupancy/Administrative Assistant position
- Conducted Interviews for the Maintenance II position

Admissions and Occupancy Specialist Activities

- Completed annual recertification's for 21 residents
- Completed move-in orientation for four new residents
- Jonelle Box, was hired as Admissions and Occupancy Specialist
- Met with several residents to discuss tenant concerns

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed inspections for 21 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Attended boiler project awarded contractor walk-thru on October 31st
- D.J. Ross transferred to Jail (Maintenance III position)
- Tim Keyes worked temporarily in the housing department until December 20th

Resident Services Activities

- Coordinated five resident informational and educational activities
- Hosted a health and wellness event with 16 vendors

MICHIGAN STATE UNIVERSITY EXTENSION (MSUE)

Local Programming through Bay County 4-H

Livestock Association

- Elected 4 new teen officers. These 4 youth will lead the organization in 2014. They will learn many difference life skill will through organizing meeting, events, and activities for 4-H youth.
- Purchased 10 new horse stall fronts for the Bay County Horse Barn. These stall cost 4-H over \$6,000 to complete. 4-H has purchased 20 stall fronts to improve the horse barn in Bay County.

4-H Council

- Elected 4 new officers to lead the group in 2014. These adults are volunteers that help to develop a strong 4-H program in Bay County.
- Organized the 4-H Soup Supper in November at the Crump Conservation Club. They served over 200 people.

Local Programming and Support

- 4-H staff presented at Hampton Elementary and Washington Elementary during this quarter to over 100 second graders. The staff led 2 lessons around science. The topics included plants and measuring. They will continue these lessons in January on Landforms.

- 4-H Staff organized programs with the Boys and Girls Club of Bay County, Bay City Public Schools and Bangor Township Schools to present Maps and Apps a 4-H Science programs. This presentation will be given to over 1500 youth.
- 4-H staff planned Family Science nights at 3 local elementary schools in Bay City. These events will have 15 family science experiments that families can come afterschool and learn with their child.
- Leader Update Training – 30 Bay County 4-H Leaders were trained about upcoming expectations and programs. 4-H leaders participate in this event annually to stay current on new activities and regulations.
- Planning was started for a statewide 4-H workshop called 4-H Winterfest. This event brings 4-H youth from around the state to Kettunen Center in Tustin MI. Youth who attend participate in educational workshops and activities.
- Final reporting and organizing for the new program year was completed this quarter. New 4-H enrollment year has begun and 4-H staff is planning for the new program year.

State-wide Programming through Bay County 4-H Staff

Academic Success: Life Skills

- Provided ELM presentation material to a PC so they could use it in their annual leader's update
- Provided school enrichment (science) to 4 teachers at Hampton Elementary on December 4, 2013. 61 girls, 36 boys= 97 total youth. Topic was "measurement."
- Workshop Facilitated - 10-5-13 thru 10-6-13: 4-H Family Fun Discovery Weekend at Kettunen Center for families with 5-8 year olds.
- Wrote a session description for a professional development session that I'll be doing for Bay City Public Schools in January
- Reviewed draft of the life skills educational wheel as it will look when the marketing company makes them.
- Wrote and submitted proposal for the a program at U.P. Leadermete
- Proposed suggestions for changing the MSUE catalog description for life skills and experiential learning.

Articles: 4-H Staff wrote the following educational articles to be shared on the MSUE Website.

- Have Your Kids Help Keep the Family Pets Safe During the Holidays
- Simple Citizenship for Cloverbuds
- What's a Michigan 4-H SPIN Club
- Fostering Creativity in Kids

Capacity Building

- Co-facilitated 4-H Programming- Inclusive of Special Needs Youth webinar with Dixie Sandborn. (20 staff present)
- Organized 4-H SPIN CLUBS Pilot program.

PERSONNEL & EMPLOYEE RELATIONS, BENEFITS, RETIREMENT, BUILDINGS & GROUNDS/RECREATION

Personnel

- Considered several different cost effective methods for health plan implementation.
- Prepared preliminary budget for Personnel/Employee Relations.
- Investigated alternatives for employee supplemental insurance.
- Facilitated BABH Special Early retirement for 71 employees.

- Participated in VOIP plans.
- Discussed and investigated different software options for timekeeping.
- Discussed and developed several options for software for pension board.
- Participated in Retirement Board meetings.
- Interviewed for and hired a ISD Manager.
- Also conducted numerous interviews for Supervisor Buildings and Grounds, Retirement Administrator, Account Clerk IV, and Director Administrative Services and Recreation.
- The Personnel Department said goodbye to Jonelle Box when she transferred to a full-time position in the Housing Department.
- In late December, we welcomed Melanie Holihan to the Personnel Department as a part-time Typist Clerk filling the vacancy created by Ms. Box.
- Positions were also filled in the Finance Department and Building and Grounds Division.

Employee Relations

- Continue with contract negotiations with the County's 12 bargaining units.
- All units achieved tentative agreement, except part-time Correctional Facility Officers
 1. Sheriff's supervisory unit
 2. Dispatchers
 3. District Court
 4. Circuit Court & Friend of the Court
 5. USW Full Time
 6. USW Part Time
 7. BCAMPS
 8. Circuit Court
 9. District Court
 10. Correctional Facility Officers
- Investigated workers' compensation claims
- Two mediation sessions
- Assisted in a number of disciplinary interviews

Retirement

- Conducted group employee meetings/informational sessions regarding early retirement for the Bay Arenac Behavior Health (BABH) group.
- Prepared estimates for 71 potential BABH retirees.
- Participated in individual meetings with over 60 Bay County Employees' Retirement System employee regarding retirement.
- Updated the Bay County Employees' Retirement System health insurance rates on pension checks for January 2, 2014.

Payroll/Benefits

- Prepared and updated health insurance budget for 2014.
- Made necessary changes to health insurance, retirement, self-insurance and life insurance rates in MUNIS for 2014.
- Participated in several meetings with Brown and Brown on implementing health insurance changes.
- Held open enrollment and coordinated meetings for health insurance, Unum life insurance, Flexible Spending and AFLAC for active employees and retirees.
- Held several health insurance meetings with employees and retirees regarding upcoming changes.
- Educated employees through mail, email and meetings on benefit changes.

- Preparation for the 3% pay increase.
- Disputing FICA penalties due to 2013 late tax changes.

Wellness Center and Wellness Initiatives

- Conducted new wellness initiatives at Civic Arena.
- Conducted several employee meetings regarding the Wellness Center.
- Met with representatives of the proposed Wellness Center.
- Exchanged correspondence with McLaren leadership regarding Wellness Center.
- Developed and drafted scope of work for Wellness Center.
- Met with Wellness Center Representatives and agreed on essential contract terms.
- Passed resolution with Board of Commissioners for Wellness Center.
- Educated employees on the benefits of the Wellness Center.
- Relayed information on Wellness Events, Activities and Awareness to employees.

Community Involvement

- Participated as Board member of the United Way of Bay County and the Valley Society of Human Resource Professionals.
- Conducted Mock Interviews for three local high schools.
- Continue to participate as a Board Member of the Michigan Labor Management Association (MLMA), an initiative to develop more productive relationships between labor and management in Michigan.
- Tiffany Jerry, Payroll Supervisor, is participating in the Bay Leadership Class of 2014.
- Attended Chamber of Commerce networking event, eye opener breakfast and business after hours.

Buildings and Grounds

- Developed a plan to move the HR Department to the third floor; the GREAT Program to the north end of the third floor and MSUE to the ground floor of the County Building.
- Developed and implemented needed safety repairs at the Community Center.

Recreation

- Developed and proposed re-organization (Act 139) of recreation activities in Community Center which should increase participation, reduce costs, and increase revenues.
- Assumed supervisory duties of Recreation, Buildings and Grounds Director until a replacement is named for Mike Gray.
- Developed action plan for increasing revenues at the Civic Arena and Community Center, as well as the golf course.

PUBLIC DEFENDER

- No Report Submitted.