REPORT TO THE COUNTY EXECUTIVE
FIRST QUARTER, 2013

RECREATION & ADMINISTRATIVE SERVICES

The Recreation and Administrative Services Department submits the following report for the 1st quarter of 2013:

- Had the Regional Homeland Security grant program re-assigned to my department.
- Attended the Prindle property appraisal bid opening.
- Met with fellow county employees regarding the Prindle Property.
- Met with Region 3 fiduciary to discuss FY2009 closeout.
- Met to begin the draft for the MRPA power point presentation for the 2013 MRPA Conference.
- Met with the Humane Society to discuss newly formed task force and the Bay County ordinance.
- Attended the preliminary meeting to discuss the Bay City Recreation Area/Public Access Study.
- Attended the Pinconning Area Chamber Awards dinner at the Cheese Haus and accepted the award on behalf of Pinconning Park.
- Met with staff to discuss Community Center issues.
- Met with Spicer to discuss a new grant opportunity.
- Meeting with Spicer and Great Lakes Bay Regional Convention & Visitors Bureau to discuss grant opportunity and marketing at the Civic Arena.
- Met with Finance and Homeland Security Fiduciary to discuss FY2010 M&A expenses.
- Met to discuss Civic Arena marketing and a Costal Zone Management grant for development of natural/historic/tourism "app" feature for Bay County.
- Met with Republic Services Waste to review expectations and answer any questions they may have.
- Began Bay County Animal Control and Humane Society task force meetings to find common ground and open communication to working together to improve relations and save rate at the shelter.
- Met with Finance and recreation staff to discuss 2012 Civic Arena overages.
- Held the first of bi-weekly Michigan Recreation & Parks Association (MRPA)

presentation work preparation meeting.

- Met with staff regarding golf carts and mowers for the golf course.
- Met with recreation staff for overview of the newly implemented County Online Payment Systems (COPS) and to allow hands on updating of the recreation division website.
- Met with key staff to discuss the 2013 golf season operations.
- Met to discuss a Division on Aging kitchen project proposal for the Community Center.
- Met to discuss collaboration between recreation and Division on Aging with regards to the recreation program.
- Met with staff and county officials to clarify issues in regards to the Costal Zone Management Grant opportunity.
- Met at the request of Commissioner Tilley to discus upcoming events requested at the Bay County Fairgrounds; Lumberjack event and "Bustle by the Bay".
- Met with Nick Wilcox to review the electronic news letter Constant Contact for possible utilization within the recreation division.
- Attended the state of the community luncheon at the Bay Valley Resort & Conference Center.
- Met with Plante Moran representatives to explain the sharepoint project expectations and layout a proposed schedule.
- Met with Finance in regards to the Pindle Pinconning Park AOC grant budget.
- Attended and presented at the 2013 MRPA Trade Show Conference in Lansing.
- Met with Finance staff to review the NOAA reporting website functions and expectations with regards to the AOC grant.
- Met to discuss the Genesee County 911 project issues.
- Met with Ms. Gretchen McGowan to review ACO training requirements, animal control ordinances, etc.
- Held a conference call with the State of Michigan to clarify concerns with the Genesee County 911 project.
- Met with Do-All representatives to discuss employment opportunities.
- Follow up meeting to discuss golf carts for the course.
- Met with Rob Eggers of Spicer to discuss the Costal Zone Management grant.

- Worked with Plante Moran to schedule IT Document Imaging interviews with court employees.
- Met with staff to implement the Homeland Security sharepoint service.
- Met at the request of Corporation Counsel to discuss Euclid Linear Park lease terms.
- Follow up meeting with Do-All to discuss concession employment opportunities at the Golf Course & Civic Arena.
- Met with recreation staff to discuss a request from Eastern Bank of Mid-Michigan to host possible winter events at the Fairgrounds.
- Worked with Plante Moran to schedule bi-weekly document management system discussion meetings with the courts.
- Met with staff to review the county's phone system.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Department Directors; Quadrant; Board of Commissioner and committee meetings; Recreation staff meetings; Recreation and Administrative Service Staff meetings, and RAS division head meetings.

Animal Control

- The Shelter took in 289 cats and 252 dogs and 1 other animal for a total of 542 animals. Owners claimed 1cat and 50 dogs.
- We adopted out 66 cats and 133 dogs for a total of 199 animals adopted.
  149 cats, 46 dogs, and one other were euthanized for a total of 196, of those euthanized 54 of those were owner requests.
- Field Activity: Officers went out on 1053 calls, this quarter, which include the following:
  - 62 Animal bites
  - 75 Cruelty calls
  - 177 Loose and Aggressive
  - 55 Barking
  - 215 Investigations
- We are promoting our animals on the county website, Petfinder.com, Facebook, Bay3TV, Mlive, and Wnem TV 5 website and even at the veterinarians' offices in the county. Jo Bollman has been sending pictures of the various adoptable pets to other shelters and rescue groups to see if they have someone who would like to adopt one of our adoptable pets. Jo is contacting shelters, specialty groups, and rescues to see if a dog or cat can not be adopted out of the Bay County Shelter if they would want to pull it for their shelter to be adopted. We have been seeing a small rise in cruelty cases with dogs.
- We have been working on a task force with the Bay County Humane Society, various veterinarians, and commissioners as to come up with ways to help improve the adoption rate even more at the shelter and to help keep our animals healthier.

Buildings & Grounds

- Replaced Heat/Air handlers at Juvenile Home;
- Repaired hydraulic door closer at Co. Bldg;
- 911 – pulled and tested 24 CAT6 computer cable lines;
- Pulled old cables & replaced with new for time clocks at 4 facilities;
- Work release inmates assisted with moving of boxes/files in Clerk's office for several days;
- MUNIS updated with all Facility assets for inventory tracking;
- 911 backup facility located at Bangor Twp. was updated;
- Modified cubicles/panels in Prosecutor's office from 14 down to 7;
- Survey work completed at Prindle Property – Environmental is completed – as were Appraisal;
- Blake & Jon inputted all assets of each facility into MUNIS;
- Assisting DOA with RFP writing for kitchen renovation project;
- Built storage shelves on 3rd floor offices;
- Dug up water line at Community Center for inspection on direction of line;
- Installed new dishwasher at LEC;
- Installed more LED lights on 2 floors of Co Bldg.;
- Painted Attorney Conference rooms in Court Facility;
- Compiled information for golf carts repair/buy new/get quotes for Golf Course;
- Repair roofs at several facilities;
- Repaired & replaced leaking drain pipe over Circuit Court;
- Repaired door locks in entrance ways at Jail;
- Rebuilt diesel mower for Golf Course;
- Replaced burner assembly at Animal Control;
- Our mechanic rebuilt transmission in one of our plow trucks;
- Carpenter built rustic credenza for Pinconning Park office;
- Recognition of "Mini Museum" atmosphere of Pinconning Park in Pinconning Journal;
- Bathroom project completed at Pinconning Park Ranger Station;

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. The fiduciary duties for FY11 & 12 have been passed to Alcona County.

- The FY09 HSGP grant is closing. All paperwork/reimbursement has been submitted to MSP.

- The FY10 HSGP is for $3,148,167 and closes April 30, 2013 and the FY10 IECGP is for $93,543 and it closes February 28,2013. Final paperwork has been submitted for the FY10 IECGP grant. The FY10 HSGP grant is closing 4/30/13. All PO's, invoices & reimbursement paperwork is being reconciled.

Information Systems Division

- The Help Desk has reported 159 current open projects and work orders, of those 31 are open projects. During the 1st quarter a grand total of 1234 work orders were completed compared to 891 in 2012's 4th quarter.

- Firewall Monitoring was implemented to assist with critical security events relating to the Bay County Networks.

- SharePoint Implementation has begun and some work groups for collaboration were created.
- Migration from Crystal reports to TRS is ongoing with an expected completion in August of 2013. TRS will offer many advantages, and enable users to create reports on demand for basic reporting needs in Munis.
- Time Clock plus (Time Entry Software) was installed on the servers along with some of the time clocks.
- VHN software updates were completed, which included many enhancements for daily processing.
- New World Software upgrade completed to Test for 10.0 SP2 Implementation to Live in 2nd quarter pending testing from 911
- Intranet/Internet training classes were held
- Outlook 2010 training classes were held
- Meet with various Department Directors/Supervisor held discussions regarding IT needs and future planning/goals.
- Ordered/Received 43 Panasonic Toughbook's for MDC Replacements began implementation process.
- Ordered/Received 75 computer replacements for county users began configuration process.
- Ordered/Received Health Department computers, implementation began.
- Ordered/Received computer replacements for Dave E, and Dirk. Dirk's pc is installed.
- Several meetings were held to discuss ECM project, RFP is currently being finalized.
- Met to discuss COPS, Cops programming should be completed, follow up is needed.

Recreation

Golf Course

- The golf carts were a large topic of discussion over the winter months. There were the ideas to update our current fleet, update a portion of our fleet, discussion on lease versus purchase, or fixing our current fleet. After these discussions the final result was to fix our 38 oldest carts (2000 and 2002) with new clutches, throttle cables, tires, and the necessary repairs to make the golf carts operational.
- The Board of Commissioners approved a resolution for a purchase of a new fairway mower should a catastrophic event happen with our current fairway mower.
- Golf course financials was another large topic of discussion. There were multiple suggestions for implementation for the 2013 season. They include the following:
  - Reduce the inventory in the clubhouse and only purchase the necessities. Items that include balls, gloves, tees, hats, etc.

- Monitor seasonal staff. Continue the reduced hours with starters and rangers as implemented in 2012.
- Having DoAll operate our snack shop as a micro enterprise. We will give them our facilities to use and they are responsible for all operation, purchasing, inventory, labor, etc.

- All equipment was entered into Munis Fleet Management to document repairs to golf carts, mowers, etc. to develop a method of tracking each piece of machinery.

Civic Arena

- Hosted January Freeze Tournament (Youth Hockey), had 26 teams come in from as far as Detroit, Grand Rapids, St. Ignace, and a couple from Canada.
- Hosted the Home, Garden and Lifestyle show. While the number of visitors were down a little the vendors were pleased with the quality of leads they received over the weekend.
- Hosted the Puck O' The Irish Tournament (Youth Hockey), had 27 teams come in from as far as Detroit, Manistique, Battle Creek and again a couple from Canada.
- Ran a successful winter Season of Men's Adult hockey League with 16 teams.
- Started our Spring season of Men's Adult League with 20 teams.
- Announced the formation of our new League... Broomball.
- All of our Hockey groups, Tri-city IceHawks, Bay City Wolves, Bay Area Thunder, Bay County Blizzard, Wrapped up their winter seasons. The IceHawks advanced to the second round of their playoffs. The Wolves advanced to the state Quarterfinals this year.

Community Center

- Successfully wrapped men's basketball league winter season for the season they had 40 teams with a little over 370 players.
- Had another successful women's volleyball season with 34 teams and over 270 palyers.
- Hosted the Bay Area Runner's Club as the sign-in facility for the Leprechaun races and the St. Patrick's day 5K that brought over 4000 people to the Community Center between Friday and Saturday.
- Brought on an Intern to help with the Fitness room.
- Intern has been successfully offering free personal training and exercise instruction to the members.
- Created a low-cost weight loss challenge program that is being run by the intern.

CORPORATION COUNSEL & RISK MANAGEMENT

- During the first quarter of 2013, the Department of Corporation Counsel/Risk Management continued to draft and review agreements, including grant agreements and documents needed to conduct Bay County's business. .

- With the increase in requests submitted under the Freedom of Information Act, the Department of Corporation Counsel continues to respond to a very large number of FOIA requests. Many of these requests are very extensive and involve coordination with various County offices.

- Participating in the tax foreclosure process and wrapping up Homeland Security activities took a significant time during this quarter.

- The Department has spent considerable time responding to and reviewing pleadings in civil actions being defended by the County of Bay.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report:

- Attended the Chamber Eye Opener Breakfast on January 8th at the Bay Valley Resort featuring Renowned local novelist, Dave Vizard.

- On January 10th attended the Department Directors/Division Managers Meeting.

- On January 11th attended the BACC Agribusiness Meeting held at Michigan Sugar. Mary Lou Benecke, Chief Marketing Officer, SSP Associates, Inc., was on-hand to discuss potential farm markets and other agribusiness opportunities at the "new" Uptown Bay City development.

- On January 21st participated in the CAG Retreat at the EPA Office in Saginaw.

- Attended several events in conjunction with the Bay City Charrette/Above PAR Meetings. Tuesday, January 29th attended an afternoon meeting to confirm information gathered and to discuss the desired Charrette outcomes. Later that evening attended the Charrette Kick-off/Workshop: Form and Preparing for the Charrette at the Double Tree Hotel in Bay City. On Wednesday, January 30th attended an afternoon session that reviewed the public input from the night before along with some preliminary designs for downtown. Later that evening, attended the Open House being held at the Pere Marquette Rail Depot in Bay City. Thursday, January 31st attended the final presentation of the Charrette at the State Theater in Bay City.

- On January 31st attended the Republic Services Meeting with Mr. Gary Hicks of Republic Services. Mr. Hicks sits on the Michigan Recycling Coalition board and they are hosting their annual convention in Bay City this year and shared information about this event.

Geographic Information Systems (GIS)

- Launched the beta version of a GIS Mobile Application for First Responders with ArcGIS Online
- Continued maintenance on 9-1-1 GIS data
- Transition to new computer, Windows 7, 64 bit
- Blue Trails Information and Mapping Options
- Review of Bay County Street Addressing Issues
- Developed Online Voter Information Web Map Application
- Updating of various GIS layers including: Hydrants, Addresses, Zoning, Roads, Parcels, and others
- Misc GIS Projects and GIS tech support for: Bay County Department of Water and Sewer, Bay County Executive, Buildings and Grounds, Gypsy Moth, Drain Office, Bay City Schools, Equalization, Clerk's Office, Personnel Office, Monitor Township, Hampton and Frankenlust Townships, Emergency Services and various private company data request
- Worked with Bay County Register of Deeds and City of Bay City Assessor's offices to scan Bay City paper tax maps, with plan to integrate the images into the Bay City GIS tax parcel data
- Facilitated local meeting with ESRI personnel to discuss best process for upgrading current digital tax parcel layer for Bay County

Gypsy Moth Program

- **Emerald Ash Borer (EAB) Treatment Project:** The Request for Proposals for the EAB

Treatment Project was developed with the work divided into four (4) independent quadrants, was published on March 14, 2013 and the resulting nine (9) bid were evaluated. 7 Bids were accepted and 2 rejected for lack of proper documentation. A full report of the evaluation was sent to Finance for final review and award of the contract/s which will be completed in April. The contracts will included the treatment of over 2500 ash trees throughout the County. Most of these trees were treated in 2011 and were in fair to good condition in the fall of 2012. They will be evaluated and measured again before treatment begins.

Staff also applied for a GLRI Grant to help with the cost of treatment, removal and replanting of trees at the Bay County Golf Course and Pinconning Park.

- **Population Monitoring**
  Egg masses were collected for winter mortality and all egg masses began to hatch by March 27th, 16 days after they were collected and held at 70 degrees. This indicates that we should expect hatch to be a later than in past years due to the slow warm up this spring.

  Staff members answered complaint calls from homeowners and checked ash trees for signs Emerald Ash Borer infestation.

- **Educational Programs**
  Educational Programs were held at Auburn Elementary School to explain the affects of the gypsy moth, EAb and other insects that are new to this Saginaw Bay Region.

  Staff members also attended live and web based training programs about the long term effectiveness of EAB treatments, budgetary and human health affects of EAB infestation.

- **Green Schools Program**
  Area schools were kept abreast of updates to the Michigan Green Schools Program. Auburn Area Catholic School, St James Catholic School, Bay-Arenac ISD and John Glenn High School submitted application and will be recognized as Michigan Green Schools. The first three submitted 20+ point each to qualify them as Evergreen level Schools.

Mosquito Control

- What a difference a year makes – the atypical March of 2012 has given way to a cold, snowy March 2013 that puts us back on track for a more "normal" treatment season. No more record-breaking warmth, which is a good thing for fruit growers in Michigan, but a return to cold if not downright frigid temperatures. As we write this article we're nearing the end of March and have yet to get out for any larval sampling. We just have too much ice and snow cover and the latest indications are that the weather pattern will continue to favor colder storms that bring snow to the Midwest into early April. Well, time will certainly tell.

- Since announcing that applications were being accepted for seasonal employment in early February, we have collected quite a few. Interviews took place from early to late March and most positions are full. In fact, over half of employees from last season are actually returning. This has been the trend for the past several years. The current economy keeps experienced staff returning to us, and we like that!

- In January we applied for a Michigan DEQ Scrap Tire Cleanup Grant and we're hoping to hear back on that soon. February had us attending the MMCA 27th annual conference here in Bay City. We were pleased that at least some folks took advantage of the field day

portion of the conference and came over to our facility to see the tools of the trade as they were displayed by Bay, Midland, Saginaw, and Tuscola County mosquito control districts. The 2013 Program Plan was compiled in February, followed by hosting the Mid-Michigan Technical Advisory Committee meeting on March 6. The comprehensive community outreach program plan was submitted to MDA, and we've been working on other community outreach documents as we gear up for the season.

- Control material bids were opened in January with prices seeing slight changes compared to 2012. The fixed wing aerial contract was renewed with Earl's Spray Service for a one-year extension and for economic reasons, we have decided to use strictly fixed-wing applicators for 2013 and eliminate the helicopter service. We are also working on quotes for the scrap tire drive.

- Staff continue to update training materials, attend customer service presentations, outreach to elementary schools, watch AMCA webinars, revamp presentations that will soon be broadcast on our local Bay 3-TV, order supplies, continue with maintenance projects, and send announcements to media and government offices in preparation for the upcoming season. Office staff is busy sending and receiving no spray, medical, and long-driveway notices as well as myriad other duties.

- Looking forward to a successful 2013 season and hoping for steady, but small rain events without a deluge!

Transportation Planning Division

- Programed into TIP additional $926,000 STP funding which has to be obligated in FY 2013 or be lost the BCATS
  - Held BCATS Technical and Policy meetings in February and March
  - Created Draft of new BCATS 2014-2017 TIP for adoption at June Policy meeting
  - Updated Online Traffic Count Maps and Data and 2013 Traffic Count Program
  - Participated in the Bay City Above PAR Project
  - Analyzed alternative funding options for recovering Surface Transportation Program revenue reduction from MAP-21
  - Completed the Update to the 2012 Adjusted Census Urban Boundary (ACUB)
  - Transition to new computer, Windows 7, 64 bit
  - Maintain the Transportation Planning Website
  - Continued Modifications and amendments to TIP maps and eTIP
  - Attended regular meetings for:
    - Riverwalk/Railtrail
    - BCATS Tech and Policy Committees

EQUALIZATION

No Report Submitted.

FINANCE DEPARTMENT

(Including budget and purchasing/housing rehab divisions)

- Preparing for the 2012 audit in anticipation of early issuance.

- A Consolidation of Services Plan was developed and posted to the website to comply with Category 2 of the County Incentive Program, Section 953(2) of 2012 Public Act 200, with assistance from Nick Wilcox.

- Staff attended the Spring Seminar for MGFOA, which touched on internal controls and legislative updates.

- Staff implemented our new BMI software, converting all old asset tags to the new bar-coded labels that are now on all county assets with values of $1,000 or greater. Thank you to all county departments who assisted Richelle on identifying and re-tagging all items.
- Staff attended a webinar on Right to Work legislation through the Michigan Chamber of Commerce.

- Revised Purchasing Policy to comply with the Michigan State Police (MSP) audit of our Purchasing Policy, in relation to administration of the Department of Homeland Security Region 3 grant procurement processes, with assistance from Corporation Counsel and Purchasing.

- Worked with the Bay County Department of Human Services to facilitate the consolidation of accounting services to a business center in Midland, required by the Michigan Department of Human Services.

- Initiated and facilitated a surveillance call with Moody's to review the County's financial position. The County's credit rating was upgraded to Aa3 from A1.

- Solicited RFP's for a cost allocation vendor and selected a vendor the County has been utilizing for many years at a reduced rate. (Maximus)

- Attended several discussions on the Bay County Golf Course equipment purchases and financial reviews.

- Two hundred and sixty 1099's were issued for the year ending 2012, totaling $4,525,390.80. For the first time, vendors can use Vendor Self Serve to view an electronic copy of their 1099.

- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Housing-Center Ridge Arms, Mosquito Control and B.A.Y.A.N.E.T.

- Several individuals were trained on the Accounts Payable system, which included invoice entry and travel requisitions.

- Staff worked on and assisted with submitting the VOCA 2014 Budget.

- Revised/updated Long-Term Housing Loan List back to 2004, as well as worked with the State of Michigan on "HOME" loan assignments.

Purchasing

Bids Prepared:

- Mosquito Control Aerial Spraying

- Mosquito Control Helicopter Spraying
- Homeland Security RIC/SAP position
- Cost Allocation Consultant
- Bond Attorney
- Division on Aging Architectural Consultant
- Emerald Ash Borer Spray Treatment

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Continuing to transfer RFP files from 2006 to the county's CherryLan long-term on-line storage program
- Worked with the budget supervisor and accounts receivable clerk concerning issues that arose during the 2012 fiscal year end close
- Worked with the budget supervisor concerning 1099 and vendor set-up's to reduce errors for 2013 year end
- Completed 2012 fiscal year end purchasing process
- Attended training seminars and participated in webinars for purchasing related duties
- Researched grant specific purchasing requirements
- Attended a meeting to discuss a possible purchase of a new phone system
- Participated in meeting to purchase a document imaging software for the Courts and Prosecuting Attorney's Office
- Continued work on the RFP process for federal grant purchases
- Conducted a business review with office supply vendor
- Participated in meeting regarding various RFP's for Homeland Security
- Attended a meeting in relation to a possible bid for a dental clinic in the Health Department
- Attended meeting for the implementation of new copiers county-wide
- Developed a check list to assist in tracking the RFP process
- Met with the Golf Course Supervisor concerning a Request for Information concerning a food service contractor

Housing Rehab

- Attended Board Meetings at Bay Area Housing
- Finished Housing Grant application process:
- Prepared the Community Development Plan

- Completed the Partnership Profile
- Drafted the Third Party Agreement
- Developed the Program Guidelines
- Held public hearing concerning grant submission
- Processed last section of grant:
- Held public hearing concerning the release of funds
- Prepared Environmental Survey and submitted to state
- Received notice of grant award and began next steps to open the grant cycle.
- Lindy continued to organize and code the Housing Rehabilitation files.
- Processed bids and invoices related to the Housing Rehabilitation Program.
- Interviewed by the Bay City Times about the program, the target area and how this will impact the disbursement of funds during the upcoming grant cycle

HEALTH DEPARTMENT

Administration

- Barbara MacGregor, Health Director, has resigned to become the new Chief Operating Officer of the County Health Plans in Flint. Joel Strasz has been named the Interim Health Director.

Meetings/Trainings attended by Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in
- Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Governance Subcommittee
- Monthly Michigan Department of Community Health (MDCH) Office of Public Health Preparedness Strategic Planning Meetings
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Monthly Valley Society for Human Resource Management 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 Assessment Project
- Meetings with HIPAA Security Ad-Hoc Committee to address HIPAA Security Compliance
- Teleconferences with Mitchell and McCormick (M&M) regarding Version 11 software upgrade implementation
- Meetings with Health Department Fiscal and Finance Department staff to discuss financial reporting, payroll corrections, billing and budget issues

- Met with Saginaw and Midland County Health Officers to discuss ways to collaborate
- State of the Community Luncheon
- Mental Health Forum
- Met with SVSU regarding potential collaboration with Nursing School.
- Met with Health Department staff to discuss opportunities to apply for various Public Health grants
- BCHD/DOA Staff In-service Day
- Monthly Division on Aging Staff meetings
- Division on Aging Advisory Committee meeting

Communicable Disease (CD) Division

- The CD nurse investigated 141 laboratory confirmed reportable disease cases this quarter, including 18 animal bites; 6 Influenza; 3 Aseptic Meningitis; 12 Chronic Hepatitis C includes 2 probable Chronic Hepatitis C, 1 Amebiasis; 2 Cryptosporidiosis; 2 Salmonellosis; 4 Streptococcus Pneumoniae, invasive; 1 Guillain-Barre Syndrome; 1 Kawasaki; 1 Pertussis; 5 Varicella; 3 Shingles, 1 unusual outbreak/occurrence-non-specific and the Chlamydia and Gonorrhea cases referenced under health Screening.

- No Bay county residents have been reported as being affected by the ongoing multistate fungal meningitis outbreak

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 75 Chlamydia and 5 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 47, 4 court ordered, 37 males & 10 females.

- Number of clients tested for HIV this quarter: 19, 4 court ordered, all results were negative, and of these 19 tested, 8 had previously been tested while 11 had no previous test.

- The CD/HIV/STI nurse participated in the following:
  - 01-08-13 MDCH conference call Influenza Season, Public Health Update
  - 01-11-13 CDC/MDCH update, conference call, Flu Vaccine Effectiveness
  - 01-17-13 Food borne Illness Quarterly Meeting, BCHD
  - 01-29-13 East Central Infection Control Meeting, Saginaw, MI
  - 03-01-13 BCHD Annual Staff In service Day, Bay City, MI
  - 03-19-13 Public Health Disaster Response MDCH web cast, (1.5 CEUs) Addressing Special Needs Services after Hurricane Sandy
  - 03-22-13 HIV Clinical Course for Nurses & Nurse Practitioners, (7 CEUs) MATEC Midwest AIDS Training & Education Center, YMCA, Flint, MI
  - 03-28-13 Epi-Lab Capacity Work group, Lansing, MI

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	6	6	0	0	0
School aged:	4,085	3,840	84	161	57
Special Education	29	25	0	4	0
Total screened	4,120	3,871	84	165	57
Total Screened	**10**	**10**			

Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	5	4	1	0	4
School aged:	0	0	0	0	118
Special Education	0	0	0	0	1
Total Screened	5	4	1	0	123

*Unable to complete screen, under care, absent for re-screen
** Medical follow up from previous quarters counted as they come in

In addition Hearing & Vision technicians, Norma Felker and Michelle Richardson participated in:

01-28-13 & 04-01-13	MDCH Hearing & Vision (1.5 hour teleconferences)
03-01-13	BCHD annual staff training day
03-25-13	American Heart Association CPR/ AED certification renewal
03-27-13	Otology Clinic held at the BCHD and staffed by Sherri Perrot CNP from Dr. Baker's office, where 11 children received follow up medical care.

Children's Special Health Care Services (CSHCS)

- CSHCS opened the new year with a significant change in how CSHCS services would be coordinated with children who are eligible for Medicaid. In the past if a child was enrolled in CSHCS they were allowed to remain on straight Medicaid, giving them freedom in choosing medical providers. Effective in January, Medicaid clients were required to choose a Medicaid Health Plan, or be automatically enrolled in a Medicaid health plan by the state. For many families this met changing primary care providers or medical specialist, and learning how to access the Medicaid health plan for transportation and hotel accommodation services they had in the past relied on the CSHCS representatives to arrange for them when their children received out of town medical care. In addition, the Medicaid Health Plans have not yet been provided with access to the state of Michigan CSHCS data base for their new enrollees. Providing education to families on all of the above and information to the Medicaid Health Plans has caused a significant strain on the CSHCS representative and nurse. The goal is that the LHD and Medicaid Health Plan will work with each other to care coordinate services for CSHCS clients, without duplicating services.

- During this quarter our CSHCS representative was on sick leave for 7 weeks, fortunately our CSHCS/Float nurse was able to provide additional hours in the CSHCS program during her absence.

- During this quarter, in addition to providing the above services, the following billable services were provided with a total income of $8,525.28.
  - 6 Annual plan of cares in the home by the RN
  - 1 Annual plan of cares by telephone by the RN
  - 110 Level II care coordination activities, combined efforts of RN and clerical staff
  - 16 Case management visits by the RN

- Mary Jo Hill, RN, CSHCS nurse and Sandy Graff, CSHCS representative work 20 hours each in CSHCS. Mary Jo Hill, RN also works in Immunizations and Sandy Graff as clerical in MIHP.

- 01-16-13 & 02-20-13 CSHCS Registered Nurse Consultant (RNC) conference call

- 02-19-13 Mary Jo Hill, RN participated in CSHCS new employee webinar 10am-3pm.

Division On Aging

- Division on Aging received the Partnership Appreciation Award from Mid-Michigan Community Action Agency.

- From January 1 through March 31, Division on Aging has served:
  - 4,861 congregate meals
  - 27,569 home delivered meals
  - and provided:
  - 138 caregiver hours
  - 1,883 homemaker hours
  - 793 personal care hours
  - 1,554 case coordination hours
  - 509 exercise hours

- Health and Wellness classes offered:
  - Osteoporosis Strength Training Classes
  - Blood Pressure Clinics
  - Yoga classes
  - Walking Club
  - Low Vision Support Group
  - Commit to Be Fit
  - Line Dancing
  - A Matter of Balance

- Elder Abuse Grant – Law Enforcement Training on Elder Abuse took place March 13 and March 20 at Region VII Area Agency on Aging. A total of 35 officers and 30 police recruits received training, which included elder abuse dynamics, statutes and legal remedies, response and investigation, and domestic violence, sexual abuse, neglect, and financial exploitation in later life.

- Dining Center Activities:
  - Identity Theft Workshop presented by Michigan Attorney General's Office
  - Acrylic Painting classes
  - Hampton P.M. celebrated the 5th Annual Hula-in-the Coola Party

- Special Events:
  - Dinner Theatre
  - Movie/Lunch Series at Wirt Library and at Pinconning Library
  - Valentine Lunch & Dance
  - Benefits for Veterans and Spouses
  - Easter Dinner

- Trainings Provided:

<u>Nutrition Staff:</u>
  - Drivers' Meeting/Training: Dementia in the Elderly and Temping Foods
  - Site Manager Meeting: Review of Operations
  - Kitchen Staff Training: Food Storage, Cleaning, and Sanitizing

Office Staff:

- In-Service Training: Emergency Procedures, HIPAA
- Elder Abuse: Law Enforcement Training
- MMAP Team Member Support

Emergency Preparedness (EP)

Meetings/trainings attended by Division Manager over the quarter:

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

January

- MDCH 2012-13 Influenza Public Health Update Teleconference
- Quality Improvement Training
- Completed Health Department Asset Inventory
- Tri-County EPC Meeting
- Submitted required documents to OPHP for mid-year PHEP Grant deadline
- Met with graduate student prospect for internship
- Attended Community Health Improvement Plan Meeting
- Presented to SVSU Intro to Public Health Class

February

- BHS Forum Teleconference
- SNS Plan Review Teleconference (Melissa & Tracy)
- School Disease Reporting Meeting (Melissa & Tracy)
- Tri-County EPC Meeting
- Conducted SNS Call Down Drill (Tracy)

March

- Viewed & participated in OPHP SNS Template Feedback Teleconference/Webinar (Melissa & Tracy)
- Organized and conducted trainings for BCHD Staff In-Service (Melissa & Tracy)
- Attended Public Health Preparedness Summit (Melissa & Tracy)
- Tri-County EPC Meeting

Health Education

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Class
  - During this quarter, presented to 5 classes and spoke to a total of 23 people
- CHIP Leadership Meetings (Tracy & Melissa)

- WIC Staff Meetings (Tracy)
- Dental Core Team Meetings (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa, Melanie & Julie)

January

- Quality Improvement Training (Tracy & Melanie)
- Submitted Oral Health Grant Documentation (Tracy)
- Submitted Public Health Accreditation Grant (Tracy)
- MPPHC Planning Conference Call (Tracy)
- Community Health Assessment Presentation (Tracy)
- CHIP discussion meeting/call with Bay Health Plan (Tracy)
- Communities Creating Healthy, Active Environments Webinar (Tracy)
- WIC Nutrition Education Meeting (Tracy)
- Organized & facilitated Community Health Improvement Plan Community Meeting (Tracy)
- Attended CHIP Community Meeting (Melanie & Julie)
- SBCA All Partners' Meeting at EPA Region 5 Saginaw Office (Melanie, Julie & Melissa)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

February

- Community Baby Shower Meeting (Tracy & Melanie)
- QI Project Meeting (Tracy)
- County Health Rankings Roadmaps to Health Webinar (Tracy)
- CHIP Workgroups Planning Meeting (Tracy)
- Dental Clinic Presentation (Tracy)
- Healthy People Healthy Bay (HPHB) Workgroup Meeting (Tracy)
- SBCA/Eat Safe Fish Booth Presentations and outreach at 2 events - Mom2Mom Sale at SVSU Ryder Center and Saginaw Exchange Club (Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

March

- Evaluating Web-Based Public Health & Public Awareness Campaigns Webinar (Tracy, Melanie & Julie)
- Attended Ways and Means Committee Meeting (Tracy)
- Meeting with Oral Health Coalition Consultant (Tracy)
- Staff Recognition Committee Meeting (Tracy)
- HPHB Leadership Meeting & sub-committee workgroup meetings (Tracy)
- Attended WIC Conference (Tracy)
- Met with Bay 3 TV to discuss options for running Eat Safe Fish outreach and education programs (Melanie & Julie)
- Home Providers Meeting at McLaren Bay Region Hospital (Julie)
- SBCA/Eat Safe Fish Booth Presentations and outreach at 5 events throughout Bay, Saginaw, and Midland Counties (Melanie & Julie)
- 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
CDC = Centers for Disease Control and Prevention
EMC = Emergency Management Coordinator
SNS = Strategic National Stockpile
ARC = American Red Cross
HST = Homeland Security Team Meeting
LEPC = Local Emergency Planning Team
T&EPW = Training & Exercise Planning Workshop
BRMC = Bay Regional Medical Center
EAP = Emergency Action Plan
EOC = Emergency Operations Center
GIS = Geographic Information Systems
HPN = Healthcare Preparedness Network
HSPB = Homeland Security Planning Board
ICS = Incident Command System
JIC = Joint Information Center
LPT = Local Planning Team
MIHAN = Michigan Health Alert Network
PHEP = Public Health Emergency Preparedness
SOP = Standard Operating Procedure
EAP = Environmental Protection Agency
SBCA = Saginaw Bay Cooperative Agreement
BCSRA = Bay City State Recreation Area
CHA = Community Health Assessment
CHIP = Community Health Improvement Plan
PIO = Public Information Officer
ARRA = American Recovery & Reinvestment Act
GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators
HSEEP = Homeland Security Exercise and Evaluation Program
MEMS = Modular Emergency Medical System
NEHC = Neighborhood Emergency Help Center
MPPHCP = Michigan Premier Public Health Conference Planning
BRFSS = Behavioral Risk Factor Survey Statistics
MALPH = Michigan Association for Local Public Health
BHS = Behavioral Health Sciences
NNPHI = National Network of Public Health Institutes
COPPHI = Community of Practice for Public Health Improvement
QI = Quality Improvement
MI = Michigan
HPHB = Healthy People Healthy Bay Coalition

MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

Bay 3 TV Videos/Presentations

- Health Screening Program presents the video "Making the Right Choice" (aired 9 times)
- Health Education/Tobacco Prevention Grant presents the video series "Unnatural Causes" (Segments 1, 2, 4, 6 & 7) the acclaimed documentary series broadcast by PBS which highlights the root causes of socio-economic and racial inequities in health (all aired once)
- Health Screening Program presents the video "Reality Matters: Sex and STD's" (aired 2 times)
- Communicable Disease Division presents the video "Removing Head Lice Safely" (aired 13 times)
- WIC Program presented "WIC Cooking Class" (aired 3 times)
- Health Screening Program presents the video "Jamie Foxx: HIV/AIDS - Break the Silence" (aired once)
- Health Screening Program presents "Viral Hepatitis and Blood Borne Pathogens" (aired 6 times)
- Health Screening Program presents "Hepatitis C Defines" (aired 4 times)
- Healthy People Healthy Bay Community Meeting (aired 2 times)

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	205	Parcels Evaluated	4
Mobile, Vending & STFU Inspections	2	On-Site Sewage Disposal & Tank Permits Issued	7
Temp. Food Est. Inspections	11	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	0	Failed System Evaluations Conducted	3

Plans Recived for Review	2	Sewage Complaints Investigated	3
Plans Approved	0	Well Permits Issued	7
Consumer Complaints Investigated	1	Abandoned Wells Plugged	6
Food borne Illness Complaints Investigated	0	DHS Related Inspections Completed (Day Care, AFC Homes, Etc.)	6

- The Environmental Health Division has fully implemented a system where all Food Service Inspection Reports can be accessed through the internet. The reports can be found at http://www.baycounty-mi.gov/health/foodserviceinformation.aspx

- Staff from the Environmental Health Division took part in a community meeting at the Kawkawlin Township Hall regarding the abatement of odors from the local municipal sewer systems.

Cremation Permits Processed

January	72
February	43
March	52

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
421
Number of Encounters in Family Planning Clinic
522

- The Family Planning Program has begun to implement innovative features such as online registration for the Michigan PlanFirst! Program. It is anticipated that these features, when fully implemented will link clients to needed resources and reduce the burden on the county in providing services.

Immunizations

TB Test	22
Hep. A. Adult	24
Hep. A. Peds	123
Hep. A/Hep. B	0
Hib	75
HPV	71
Flu	232
PCV13	87
Rotavirus	30

Dtap	34
Dtap/IPV	33
MMR	41
IPV	18
Td	1
Tdap	88
Varicella	75
Dtap/Hep.B/IPV	47
Pneumonia	1
Meningococcal MCV4	77
Zoster	0
Hep. B. Peds	9
Hep. B. Adult	38
MMRV	34
TOTAL	**1160**

- The Immunization Division welcomes back Lisa Condon, RN after the birth of her son and thanks Marilyn Laurus, RN for all of her help and support as she filled in during this absence.
- Staff from the Immunization and Fiscal Division has begun a series of conversations with the Grand Traverse County Health Department to broaden and increase the level of billing done by the Health Department for immunizations.

Laboratory

Number of Tests: Clinical Services	467	Number of Tests: Water/Non-Clinical	365	TOTAL TESTS	832

Lead Program

- Effective October 2012, as recommended by the CDC, expects will now use the blood lead level (BLL) of 5 microgram per deciliter (mcg/dl) or greater to identify children with elevated blood lead levels (EBLL). Up until then, children were identified as having an EBLL "of concern" if the test result was 10 mcg/dl or greater. This lower BLL threshold is to encourage parents and medical providers to take action sooner to prevent further exposure by providing education to families on sources of lead in the environment and methods parents could practice to reduce or eliminate lead exposure for their child. The state continues to recommend, as local resources allow, a public health nurse (PHN) home visit and case management for children with EBLL equal to or greater than 10 mcg/dl, and mandates PHN and environmental health EBLL investigator for children with EBLL equal to or greater than 20 mcg/dl.

- 11 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter, 11 phone or mail contacts to parents and 6 telephone contacts to physician offices completed for EBLL follow up. 6 children were closed as their BLL returned to normal values.

Maternal Child Health Services

The Maternal Child Health Services Manager, Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:

01-17-13	Food borne Illness quarterly meeting , BCHD
01-11-13 & 02-05-13	Quality Improvement trainings, BCHD
01-15-13, 02-12-13 & 03-12-13	Nurse Administrators Forum teleconferences
01-16-13, 01-30-13 & 03-12-13	Immunization Project teleconferences
01-17-13	MIHP Thumb Coordinators Meeting, Frankenmuth, MI
01-19-13	MDCH Health Homes Lead Prevention Program (HHLPP) Advisory teleconference
01-18-13 & 03-15-13	Great Start Collaborative meeting, BAISD, Bay City, MI
02-15-13	Great Start Collaborative Steering Committee
02-20-13	Michigan Community Dental Clinic Presentation
02-21-13	Healthy People, Healthy Bay Community, Wirt Library, Bay City
03-01-13	BCHD annual staff training, Double Tree Hotel, Bay City
03-05-13	Evaluating Web based Public Health & Public Awareness Campaigns Teleconference
03-07-13	MIHP infomercial for Bay 3 TV (planning & recording)
03-14-13	Department Directors & Division Manger's Meeting,
03/15/13	BCBS Health Care reform Meeting at Saginaw YMCA
03-19-13	MIHP Coordinators Spring Training, Roscommon, MI
03-20-13	Healthy People Health Bay Children's work group, BCHD
03-25-13	American Heart Association CPR/AED certification renewal

- Dr. Kirk Herrick had 3 office visits for latent tuberculosis.

- BCHD offers a site for SVSU senior nursing students to complete their community health rotation. The SVSU nursing students shadow staff in WIC, MIHP, CSHCS, Immunizations, CD, Family Planning, and school screening, to learn about providing community health care in these departments.

Maternal Infant Health Program (MIHP)

- This quarter MIHP received 164 maternal and infant referrals from which 26 maternal and 16 infants were enrolled. A total of 233 billable visits were completed by Mary Jo Braman RN, BSN and Jennifer Don LMSW during the months of January, February and March.

- MIHP staff updated their MIHP infomercial that played on Bay 3 TV during the month of March to promote the MIHP program. (Total of 9 hours planning and recording)

- New change to MIHP effective February 1, 2013, if a client needs assistance with transportation, the Medicaid Health Plan is responsible to provide transportation for all medical appointments, and preferably all other pregnancy associated appointments that are

Medicaid billable. MIHP may not provide transportation assistance to medical appointments, and will refer to the Medicaid health plan first for all other pregnancy related appointments, before assisting with non-medical pregnancy related appointments.

- MIHP welcomed Kelly Dore, RN, BSN to their staff on March 18, 2013. Kelly has been busy reviewing multiple on-line MIHP required trainings and going out on MIHP visits with staff. She plans to begin taking on her own caseload in the next two weeks.

- MIHP learned that the Great Lakes Bay Region has been selected by Huggies on the national level to receive 500,000 diapers!!! This includes Bay, Saginaw and Midland Counties, still unknown at this time how this will divided.

- Mary Jo Braman, RN, BSN provided coverage in Immunization Clinic for 3 ½ days during this quarter and participated in the following meetings/trainings.
  - 03-01-13 BCHD annual staff training, Doubletree Hotel, Bay City, MI
  - 03-25-13 American Heart Association CPR/AED certification renewal

Jennifer Don LMSW participated in the following meetings/trainings:
01-08-13 & 02-06-13, Community Baby Shower planning meetings
01-24-13 BAISD Human Services Collaborative: Severe Emotional Disorders Meeting
02-05-13 Diaper Bank Meeting
02-19-13 Self Sufficiency Task Force & Diaper Bank Meeting
03-01-13 BCHD annual staff training , Doubletree Hotel, Bay City, MI
03-06-13 Seminar by Dr. Haller on Managing Angry, Aggressive, Impulsive Children, Bay City, MI
03-25-13 American Heart association CPR/AED certification renewal
03-13-13 Handy Middle School Health Fair, display table for BCHD
03-19-13 MIHP Spring Coordinators Meeting, Roscommon, MI (attended with Kathy Janer.)

01-11-13 & 02-05-13 Mary Jo and Jennifer participated in Quality Assurance trainings, BCHD

WIC ~ Women, Infants and Children Program (Bay City and Pinconning Clinics)

	Certification	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH Education	Recertification	TOTAL
January	8	136	52	24	114	186	0	300	820
February	6	86	57	35	99	132	0	279	694
March	1	101	66	27	75	120	0	271	661

Lead Tests Billed

January	55
February	49

- The WIC Program welcomes Mandy Carmona, RN as our new Public Health Nurse. Ms. Carmona will assist clients for their WIC needs, provide counseling and help with other needs such as immunizations and lead poisoning investigations.

- The WIC staff recently attended the Statewide Michigan WIC Conference in Traverse City and was educated on updates to Federal and State WIC policy and other related curricula on dietary improvements for clients.

HOUSING

Meetings/Trainings attended by Housing Director/Administrative Staff

- Rachelle Anderson (Director) and Tracy DesJarlais (Admissions and Occupancy) attended the Michigan Housing Directors Association (MHDA) Winter Conference in Traverse City February 20-22nd
- Director attended the National Association of Housing and Redevelopment Officials (NAHRO) Legislative Conference in Washington D.C. March 16-20th
- Monthly Elder Abuse Task Force Meetings
- Human Services Collaborative Council (HSCC) Annual Meeting
- Quarterly Blue Cross Blue Shield Community Advisory Committee (BC/BS CAC) Meeting
- Monthly Department Head Meetings
- Board of Commissioner and Various Board Committee Meetings
- Conducted Interviews for Maintenance position
- Human Services Practice Session: Elder Abuse Law Enforcement Training
- Healthy People Healthy Bay Community Needs Meeting
- Meeting with Finance Department to Discuss Budget
- Meeting with Buildings and Grounds Superintendent to discuss ongoing Boiler Issues/Replacement
- Meeting with Treasurer's Office Staff to discuss accounting
- Department audit was conducted by Smith & Klaczkiewicz, PC the week of March 25th
- Met with Spicer Group to discuss engineering for boiler replacement

Maintenance Activities

- Robert Kinde retired from the Housing Maintenance Department
- David Ross was hired for the vacant Maintenance position
- Numerous work orders completed in both common areas and apartment units
- Met with Spicer Group to discuss engineering for boiler replacement
- Completed unit turnaround maintenance for eight apartments

JUVENILE DETENTION & CHILD CARE SERVICES

- Staff received quarterly training in Safe Crisis Management 16 hours
- 3 hour training received by Director and staff on : "Practical Strategies for Managing Angry, Aggressive and Impulsive Children" with Thomas Haller
- Director attended Michigan Juvenile Detention Association Administrator's conference and Quarterly meeting. Training focused on "Crucial Conversations". Appointed Secretary of the MJDA Board.

- Director attended TriCAP meetings January and March. Appointed Chair of the Tri-CAP Board.
- Provided a tour of facility for SVSU Nursing program
- The Intermediate School District is continuing the education program for residents in the facility
- Updating Policy and Procedures to align with licensing rules and current practice.

Date in Detention between 1/1/2013 - 3/31/13 2013 First Quarter	
County	**Count Days**
Arenac	11
Arenac DHS	7
Bay	997
Huron	11
Huron DHS	33
Iosco	15
Roscommon	19
Tuscola	158
Total Days	**1251**

Community Corrections

The Community Corrections midyear report for FY2013 has been completed and submitted to the Office of Community Alternatives. In summary, Bay County Community Corrections is on pace to meet the projected number of new enrollees and expenditures in each of the administered programs.

Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	152	4759
Outpatient Treatment	59	1262
Cognitive Change Program	11	379
Drug Testing Program	19	3327

- 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 89.7% success rate. 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. Thus far in CY2013 the Bay County jail has not had to declare overcrowding.

- The Community Corrections Coordinator oversees the Sheriff Work Program. Non-violent offenders work with Buildings and Grounds staff to shovel snow, clean and maintain county property, and participate in any other approved projects within the community. Several projects are anticipated to begin in the next couple months. In this quarter, the Sheriff Work Program has saved 409 jail bed days, which amounts to a savings of $27,403.

- 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.

MSUE

4-H Program Coordination

- Jodi Wrzesinski, 4-H Program Coordinator partnered with Jodi Schulz, 4-H Extension Educator to plan, implement and evaluate several science and literacy events in Bay County. Each event leans on the expertise of the MSU Extension Children and Youth Institute work group. Several of the science activities were derived from the 4-H Science Blast in the Class curriculum: http://4h.msue.msu.edu/4h/resources/4h_science_blast_in_class. Work groups also assisted in evaluation development. The events locations and participants were as follows:

  - Washington Elementary School 2nd Grade Family Science Night: 56 people
  - MacGregor Elementary School Family Science Night: 115 people
  - Linsday Elementary School Family Science Night: 101 people
  - Handy Middle School Health and Wellness Fair: 667 people
  - Hampton Elementary School Family Literacy Night: 109 people

A sample of reported impacts from these programs are:

- 94% agreed or strongly agreed that their child(ren) gained an interest in science
- 77% are more likely to attend another family night with their child(ren)
- 86% rated the event excellent!

- The Bay County 4-H program reached 667 people through a health and wellness program at Handy Middle School. This event was geared towards teaching youth in middle school how to maintain a healthy lifestyle. Over 30 community partners came together to share information with middle school families at Handy.

- Through a partnership with the content coach at Hampton Elementary Bay County 4-H gave out over 200 children's books to elementary students at Hampton Elementary during Family Literacy Night. Students and their families enjoyed 10 educational centers geared toward literacy education. Students were encouraged to read 20 twenty minutes a day with the free book they received.

- Jodi coordinated "Winterfest" an overnight camping program for youth between the ages of 8 and 12 years old. This event was held at Kettunen Center in Tustin Michigan. The program was available to youth from around the state to experience an overnight educational camp. In attendance were 42 adults and 67 youth. Youth learned about alternative energy and engineering and teamed up to build wind turbines. After the program was complete 92% reported they would be more likely to attend another 4-H event.

Many other exciting 4-H programs are happening through Bay County 4-H club based programs. The following are the highlights of events which occurred to date:

- The Bay County 4-H Archery program began in January. This year the program has grown to 30 youth participants ranging in age from 5 to 17 years old. Youth learn basic archery skills from 3 trained 4-H instructors at the Bay City Bowmen's Club in Linwood.
- Youth were honored at the 2013 Youth Awards Banquet for the many hours of hard work and dedication they put into the 4-H program every year. Overall, 50 youth were presented with awards.
- Livestock Association held their annual Spaghetti Dinner on February 21, 2013. This event helps to raise funds for livestock programs that benefit the 4-H youth of Bay County. During this event 222 people were served and over 50 youth volunteered to work this event.
- The annual Leader Banquet was held on March 11, 2013 at Kryziaks House Restaurant. There were 35 volunteers in attendance who were presented with certificates of recognition.
- Planning for 2013 Fair season, 4-H camp and Exploration Days is well under way.

4-H Life Skills and Capacity Building

- Kettunen Center is a focal point for statewide 4-H leader, teen leader, and youth development training. It serves as a learning center where programs and services reflect the values of 4-H and the center's natural resources. Currently Jodi Schulz is co-planning two state-wide workshops. The first is called Lock in Your Potential and focuses on youth exploring their personal leadership styles, communication skills, personal strengths and weaknesses, and much more. The second workshop is called 4-H Cloverbud Family Weekend and specifically targets youth ages 5-9 (Cloverbuds) and their families. During their weekend, youth will explore 4-H projects and how they connect to age-appropriate life skills. Parents/Guardians will discover ages and stages, communication patterns, parent round-table forums, and much more. Both workshops are scheduled for the fall of 2013 and planning is well underway.

- As part of the Academic Success: Life Skills team, Jodi is charged with presenting a workshop called Promoting Life Skills through 4-H Projects. Jodi presented this educational workshop in Saginaw to the 4-H Leader Council. She will also be presenting this workshop several more times across the state over the next quarter. Jodi is also working with her Life Skills team to create a workshop presentation focused on the Experiential Learning Model. It's called "Experience 4-H! Make the Most of your 4-H Experience using the Experiential Learning Model." This workshop presentation will be utilized across the state in a 30 minute, 60 minute or 90 minute version and includes hands-on, experiential, activities. Jodi will be presenting this educational workshop in Saginaw next month.

- In the fall of 2012, Michigan 4-H held an event called Michigan 4-H Volunteer Forum. Held in Lansing, adult and teen 4-H volunteers from across Michigan came together for one day to learn new skills, network, and work on developing themselves as volunteers. Due to the high level of attendance and the positive feedback, the event will be held again. Jodi serves on the planning committee to bring this event to volunteers in Michigan.

- Jodi also provides co-leadership to one of the work groups housed in the MSU Extension Children and Youth Institute. That work group is called Capacity Building. This quarter Jodi has worked diligently with her work group to identify Point of Contact people for the work group. Point of Contact people are individuals found on the MSU Extension Ask an Expert website: http://expert.msue.msu.edu/ Not only are the Point of Contact people available to help the general public across the state, but they are also available to work with local Program Coordinators. Jodi is currently assigned to be a Point of Contact person for Bay, Luce, Mackinac, Arenac, Ogemaw, Roscommon, Crawford, Oscoda, Iosco, Alcona, Alpena, Montmorency, Presque Isle, and Otsego counties. That means that she will be a resource for 4-H program coordinators and regularly provide them with information about professional development opportunities they may participate in or leadership opportunities for their 4-H leaders.

Agriculture and Agribusiness

MSU Extension Sugarbeet Advancement Program

- The 2012 sugarbeet crop set company records for both tons per acre and total tons harvested. A tremendously early start to the planting season (majority of the Michigan Sugar Company acres planted in March) set the stage for an average yield of 29.1 tons per acre and 18.44% sugar for a total of 4.74 million tons. This size crop has the potential to produce 1.3 billion pounds of sugar. The factories process about 22,000 tons per day which would put the finish date for processing around the last week of March. The 4.74 million tons is the largest crop that these factories ever attempted to process and the late March finish date is approximately 3 weeks later than normal. The drought of 2012 affected the sugarbeets, but unlike other crops, beets have the ability to wait for rains to arrive to resume growing. Had there not been a drought, this crop would have been even larger.

- Sugarbeet Advancement continues to support the Michigan Sugar growers by conducting 30 field trials on grower's farms. A large part of the work is done on variety trials and this data will be combined with Michigan Sugar Researcher's trials. The remainder of the trials are on several different agronomic practices such as fertility, disease control, soil quality, and machinery. The data from these trials will be presented to growers in both publication and another series of grower meetings. Additionally, Sugarbeet Advancement hosted the Michigan/Ontario Research Reporting Session and Bean and Beet Symposium on February 19th at The Horizons Center.

- The current charge for Michigan Sugar and Sugarbeet Advancement researchers is to help the coop increase beet sugar levels to 19%. An increase in sugar to 19% percent would increase factory efficiency and profitability. Every trial that Sugarbeet Advancement conducts has a potential impact on sugar levels and the 18.44% sugar of 2012 represents a substantial increase over the last several years.

- The 2012 sugarbeet season stands in stark contrast to those of the mid 90's when the five year average yield was 17 ton per acre (Sugarbeet Advancement was formed in 1997). In 2012, some Sugarbeet Advancement trials had yields that were 45 ton per acre, a number that would have been beyond farmer's dreams just 15 years ago.

Supplemental Nutrition Assistance Program (SNAP-Ed)

- Karen Parker, Health and Nutrition Program Instructor, made tomato florentine soup for 100 participants to sample at the March commodity distribution. Commodities were used to make the soup, it is very hearty and easy to prepare as well as being loaded with nutrients.

The recipe was included with the tasting. The participants were very enthusiastic about preparing it for their kids and grandkids.

- On March 13th, Handy Middle School had a Health Fair that over 400 parents and kids attended. Karen had various pop cans, energy drinks and 2 bins of sugar. This visual has tremendous impact on kids as well as their parents on the amount of sugar which is in these types of drinks. After measuring out the amount of sugar in a can of pop, one participant reported that this activity has made them work towards reducing the amount of pop they consume.

- In March, Ann Arnold, Extension Educator held a nutritional series with 7 preschool classrooms at Dolson Head Start. There were121 preschoolers that completed the series. The children reported they taught family members about the proper way to wash hands and trying new fruits and vegetables.

- Ann participated in the Cooking Matters training. Cooking Matters is still empowering families at risk of hunger with the skills, knowledge and confidence to make healthy and affordable meals. With the help of volunteer culinary and nutrition experts, course participants learn how to select nutritious and low-cost ingredients and prepare them in ways that provide the best nourishment possible to their families.

Building Stronger Families

- Ann Arnold, Extension Educator, completed a total of 24 home visits to at-risk families in Bay County. Ann uses the Parents as Teachers (PAT) which is an early childhood family support and parent education home-visiting model. Ann works with parents to strengthen protective factors and ensure that young children are healthy, safe, and ready to learn. The goals of the model are to increase parent knowledge of early childhood development, improve parenting practices, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children's school readiness and school success.

- Ann also attended the Health Fair at Handy Middle School on March 13, 2013. She distributed information on positive discipline with adolescents for over 400 families. She did outreach to over 200 parents. Parents stated that this was definitely good information which they will utilize.

Health and Nutrition Institute - Nutrition and Physical Activity

<u>Evolution of Reporting and Data Entry</u>

- In 2010 the Nutrition and Physical Activity work team at Michigan State University Extension identified a committee to discuss strategies to help move forward with a more centralized data entry system. The intent for this process was to move from entering data at the county level by 82 different staff to a more controlled strategic unit. Before MSUE's transition, data and evaluation information for nutrition education programs was collected and entered into a reporting system at the county level where clerical and\or program staff completed the data entry. Part of the transition for the program included moving from data entry by those local county staff to a centralized system of 6 staff located around the state. These 6 staff are currently supervised by Margaret Lashore.

- The transition to a more centralized system was implemented in two phases. The first phase began in November 2011 and consisted of identifying and training the 6 staff that

would complete the data entry. Nutrition staff around the state scans and uploads their documents into an online repository for access by the 6 data entry staff. Although there was a slight transition time to adjust to the new centralized system, the streamlined approach has proven to be successful and has saved time and valuable resources.

- The second phase, which began in April 2012, consisted of implementation of a USDA sponsored web based data entry system called WebNEERS. As with any new system, MSUE is working with USDA to work the bugs out of the system by reporting errors as encountered and segments of the system which are consistently a challenge

PERSONNEL, EMPLOYEE RELATIONS, PAYROLL, BENEFITS & RETIREMENT

Labor Relations and Contract Administration

- Met with several regional union representatives in preparation for negotiations.
- Conducted several grievance meetings with various unions.
- Conducted a mediation session.
- Developed a plan for negotiations and review with Board of Commissioners--sessions to be scheduled throughout first quarter.

Civic Involvement and Shared Services

- Conducted several mock interviews at local high schools in conjunction with Chamber of Commerce initiative
- Served as Past President on the Board of Directors for the Valley Society of Human Resources.
- Met with city officials on several occasions to discuss the possibilities of shared services between the County and City.
- Met with several department heads in facilitating discipline/corrective action for employees.
- Served on Board of Directors for the Michigan Labor Management Association (MLMA) and acted on the program committee for the annual conference.

Retirement and Worker's Compensation

- Participated in discussions regarding several work comp cases.
- Work on completing all information for the annual audit.
- Presentation by the actuary for retirement system software.
- Coordinated the updating of the Retirement Investment Policy.
- Coordinated the Retirement Election for the General group.
- Assisted in settlement of a long term W/C case.
- Started the updating of the W/C Bid for TPA services.

Veba

- Coordinated the updating of the Veba Investment Policy.

Health Care Initiatives

- Attended several seminars on the Patient Protection and Affordable Care Act and developed a work plan to ensure compliance with new regulations.
- Met with representatives of BAISD and City several times to consider the feasibility of opening a Wellness Clinic.
- Participated in bid process for Clinic and met several times with bidders.
- Developed a plan to lower health care costs without adversely affecting the quality of employee benefits.

- Reviewed current medical and pharmacy plans and proposed changes.

Humane Society / Animal Control
- Met on a periodic basis to facilitate a greater understanding and shared vision.

Payroll Benefits
- Executed a plan to institute time-clocks for temporary/part time employees.
- Configuring the time clocks and learning the software.
- Investigated the feasibility of new software for payroll implementation.
- Much time is spent wrapping up information for Year End, such as preparation and distribution of the W2s.
- Said good bye to long time employee, Penny Weiler and in turn began training the new payroll clerk, Becky Smutek.
- Finalizing the mandatory direct deposit and getting the pay card system activated.
- Calculating the RX incentive payout.
- Spent a considerable amount of time on rolling the employee time off accruals in Munis and paying out excess balances pursuant to the contracts.

Employment
- Interviewed several candidates and hired payroll clerk.
- Participated in the interviews for the Emergency Management Coordinator and recommended the hiring of Ryan Manz, who started in March.
- Participated in several interviews for part-time staff at the Bay County Civic Arena.
- Interviewed several candidates and hired Public Health Nurses at the Health Department (WIC and MIHP).
- Several other vacancies were filled within the County during the first quarter of 2013: 2 new Part-time Youth Development Workers were hired at the Juvenile Home. New commissioners were added to payroll in January. We said farewell to Leonard Norman and Christopher Izworski started in his new position as the 911 Director. In addition, a new Maintenance worker was hired at the Housing Department replacing an employee who recently retired.

Recreation
- In conjunction with Finance, developed and delivered a comprehensive turn-around plan for the golf course.

Training
- Developed and delivered training on sexual harassment and violence in the workplace to several county departments.

PUBLIC DEFENDER

No Report Submitted.

CENTRAL DISPATCH/911

1. In late March, New flooring was installed at Central Dispatch. The new flooring includes a new computer floor in the communications area. The installation required 911 operations to be conducted from the 911 backup Center. The temporary relocation of dispatch

provided the opportunity for staff to familiarize themselves with dispatching at the alternate location.

2. The annual 911 Report to the Legislature was completed and sent to the State 911 Committee. Below are a few ongoing trends sited in the annual report:

   The wireless and VOIP calls continue to increase in Bay County. That increase was 3% in 2012 as the trend continues. Landline calls decreased by that same 3% and Bay County residents continue to transition away from land line phones.

   There was a 7% increase in 2012 for total incidents dispatched. Because total operating expenses exceeded total revenue in 2012, it indicates the continuing need for state all device payments and state 911 training funds for Bay County Central Dispatch.

3. As part of the ongoing efforts towards narrowbanding and interoperability, 911 working with Bay City Fire, secured grant monies to purchase 800 MHz radios for Bay City Fire. The implementation of these radios has begun in earnest. With the successful completion of this project, all Fire, Law Enforcement and EMS agencies in Bay County will operate on the MPSCS 800 MHz Digital Radio System. This mile stone would not have been achieved without the effort and cooperation of all Bay County First responder Agencies.

4. For the first time, Central dispatch utilized Critcall Software as part of the hiring process. Research indicates that 80% of newly-hired dispatchers, who leave before the end of their probation, do so because they had inadequate job-related knowledge, skills and abilities. Central Dispatch has implemented Critcall testing in an effort to discern between those who have the ability to dispatch and those who do not. The software is designed to measure a series of skills and abilities necessary for success in the emergency services dispatch environment. 911 has completed the testing and interview portions of the hiring process. Final selections are to be made in the 2nd quarter of 2013.