

REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2014

The following reports for the 1st quarter of 2014 are presented to the County Executive:

ADMINISTRATIVE SERVICES

- Reorganization of some departments under the County Executive has recently taken place. With that reorganization, certain responsibilities within the Department of Administrative Services were reassigned and the new Department of Recreation & Facilities was created. Cristen Gignac assumes supervision for those areas.
- In the first quarter of 2014, County Executive Tom Hickner appointed Debra Russell as Director of the Administrative Services Department. Within that Department, supervision will be provided to the Bay County Animal Control Division, managed by Michael Halstead. Assistance of the financial affairs of the Veterans programs has also been assigned to Administrative Services.
- Providing timely and effective communication with departments, divisions, elected officials and the citizens of Bay County is the goal of Administrative Services. With that as a focus, key areas include responding to and facilitating requests for information (FOIA Coordination), research and resolution of complaints, risk management coordination and written correspondence from the Executive.
- Specifically for the first quarter:
 1. Efforts have been under way to research options in order to provide programming to areas within Bay County that presently do not receive governmental programming currently provided by Charter Communication.
 2. Reconvene the Bay County Web Team.
 3. Department assumed coordination of all financial assistance for the Bay County Veterans programs.
 4. Responding to and Coordinating of multiple FOIA requests.
 5. Assisting Corporation Counsel during transition.
 6. Working with other departments in resolving constituent concerns.

Animal Control

- During the first quarter, the Shelter took in:
 - 283 cats
 - 249 dogs
 - 19 hamsters
 - 551 total animals
- Disposition included:
 - Owners claimed 17 cats and 80 dogs
 - Adopted out 70 cats, 102 dogs, and 19 hamsters
 - 62 cats and 59 dogs were euthanized at owners' request
 - 119 cats and 6 dogs euthanized (due to aggressive behavior, lack of interest, and illness)
- Officers went out on 1038 calls, which include the following:

52 Animal bites
78 Cruelty calls
213 Loose and Aggressive
41 Barking

- We are still promoting our adoptable animals on various social media: Facebook, Petfinder.com, and veterinarians' offices. We will be on WNEM TV5's Facebook this year too. Work continues with other shelters and rescues that are willing to pull animals when the shelter is filling up. We are hoping to find more rescues for the cats since we receive so many cats during the year, but, unfortunately, most rescues fill very quickly with cats needing adoption. We have several special interest groups such as the Friends of Bay County Animal Shelter and Shelter Angels helping to promote the shelter through internet media and special events.
- We are into our fifth year with Dr. Musselman and BAISD whereby twenty animals from the shelter which were adopted by the public will be sterilized and will receive all required vaccines. The last BAISD surgery for this year will be April 30, 2014.

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. In an effort to enhance Bay County 9-1-1 Emergency Medical Dispatching, we have invested in ProQA Dispatch & AQUA Software.

The ProQA software integrates the power of the International Academies of Emergency Dispatch's protocols with today's critical computer technologies. It helps dispatchers move smoothly through Case Entry and Key Questioning. It assists dispatchers in quickly identifying the Chief Complaint for each case and clearly displays the response configuration specifically assigned by local agency authorities. The Software then guides dispatchers in providing all relevant Post-Dispatch and Pre-Arrival Instructions, as well as important case completion information.

In preparation of the new ProQA Software; all Dispatchers are taking the Priority Dispatch Advanced EMD Certification course. The Course will help Dispatchers to:

- a. Improve quality of service and caring to the caller;
- b. Correctly identify Chief Complaints;
- c. Assign needed resources;
- d. Improve scene safety;
- e. Provide effective Dispatch Life Support;
- f. Learn the new Compressions 1st CPR;
- g. Provide crucial Pre-Arrival Instructions even in high-risk childbirth situations (breech, etc.)
- h. Safely prioritize calls
- i. Acquire national certification.

Along with the ProQA software, 9-1-1 Central Dispatch purchased the companion software, AQUA. AQUA is a Quality Improvement Software that automates the entire

Emergency Medical Dispatch case review process. It assists with many tasks such as data entry, compliance scoring, record-keeping, reporting, and more. AQUA helps ensure that emergency dispatchers are providing quality service in compliance with all standards established by the International Academies of Emergency Dispatch. The software pinpoints specific training needs and liability risks, and helps to document continuous improvement efforts

2. 9-1-1 answered: 7,830 Emergency calls in the month of January; 7,758 Emergency calls in the month of February; and 5,833 Emergency calls in the month of March. In total, Central Dispatch has answered 21,421 Emergency calls for 2014.
3. Jennifer Malott completed phone One and Two of her Dispatcher Training. She is currently in Phase Three of Dispatcher Training. It is anticipated that she will complete training in late May, 2014.
4. Bay County Central Dispatch is working with the First Responder Community to continually enhance access to mobile data. The mobile Fire Dept 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. All Fire Departments are now using this mobile solution. 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.
5. The NG911 Phone System Intergovernmental Agreement was signed by all Counties.

9-1-1 Central Dispatch is working with Tuscola County 9-1-1 and Midland County 9-1-1 in the development of an RFP for the purchase of the new NG9-1-1 phone system.

The NG9-1-1 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.

Emergency Management

1. **BreitBurn Energy** – Last year, we were contacted by a representative from BreitBurn Energy regarding a donation to the first responders in Bay County. BreitBurn has agreed to donate \$284,680.46 to fund 3 projects. They have agreed to purchase a total of 4 outdoor public warning sirens. One each for Pinconning, Linwood, Kawkawlin, and Hampton Township. 2 VHF towers for the fire department paging system, and 16, 5 gas air monitors for the fire departments.
2. **Region 3 Homeland Security Planning Board** - Emergency Mgmt. attended various Region 3 Homeland Security Board meetings and subcommittee meetings.
3. **Presentations** – Emergency Mgmt. attended the Saginaw River All-hazards Committee meeting. At this meeting Emergency Mgmt. presented a briefing to all of the maritime stakeholders on the Saginaw River regarding the Bay County Flood Planning meeting that was held. This presentation gave the stakeholders an overview of the current flood risk associated with the harsh winter we had undergone, as well as a synopsis of the steps being taken by the first responder community to mitigate the risk and prepare to

respond.

Emer. Mgmt. attended a meeting of local Cub Scouts and Boy Scouts. The presentation regarded severe weather awareness and the outdoor public warning system. This presentation prepared the Scouts for their Emergency Management badge.

A video was developed that provides Bay County Staff members an overview of the Fire/Evacuation Procedures appendix of the Bay County Emergency Action Plan. The video also provides many useful tips to help provide a safe evacuation. A link to the video is now posted on the employee intranet. A series of 7 more videos covering the other appendixes of the EAP are planned for the near future.

4. **Planning** – Due to the increased flood risk this year, a meeting was held on March 20th to discuss the current situation, review plans, and talk through any pressing concerns. Representatives from fire, law enforcement, EMS, Central Dispatch, Emergency Management, Public Works, American Red Cross, and municipalities attended.

Emerg. Mgmt. met with representatives from the Juvenile Detention Center and the Hampton Township Fire Department to review the Center's emergency plan. Some deficiencies have been noted, and an updated plan is currently being developed.

The Bay County Community Center is used as a temporary shelter in times of emergency. It may be used as a warming or cooling shelter, or as a short-term resident shelter. Emerg. Mgmt. met with the Director of Recreation and Facilities to review some of the policy and procedures regarding sheltering activities.

Cristen Gignac was selected as the new Public Information Officer annex holder for the Emergency Action Guidelines (EAG). The EAG provides a framework for first responders, government officials, non-profits, and other emergency response stakeholders to provide services during an emergency. As a new PIO was identified, a review of the PIO annex was held.

5. **Training** – Emerg. Mgmt. held a training regarding the Emergency Action Plan for the Division on Aging staff members.

The Emergency Management Coordinator attended two separate trainings in Lansing. Both trainings are required for the Professional Emergency Management certification process. A 4 day training regarding Exercise Design, Development, and Evaluation Improvement Planning, and a 3 day training on Michigan Core Emergency Knowledge Requirements were attended.

6. **Incidents** – In March, a 12 inch water main broke on the City's West Side. The main rupture in turn caused a gas main to break, cutting off gas supply to >70 households. The water from main was pushed into the gas main and then froze. At that point it became necessary for Consumer's Energy to replace all of the gas main, as well as the individual gas service lines for all of the affected residences. In support of this response, a warming shelter was opened at the Bay County Community Center for two days. Consumer's Energy worked with the affected residents to ensure they had adequate shelter. The gas was restored after five days.

7. **Exercise** – As part of the requirements for the Emergency Management Program Grant, Bay County is required to conduct one exercise each year. In support of the exercise development a Training and Exercise Planning Workshop (T&EPW) was held. At the T&EPW the emergency response stakeholders reviewed past exercises, and determined that a table-top exercise regarding an Improvised Explosive Device would be the most beneficial. Several exercise planning session dates were set, as well as training that would help support the exercise was identified. The table-top exercise will take place on June 24th.

CORPORATION COUNSEL

- See Personnel & Employee Relations.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

- **Congressman Dan Kildee:** Congressman Kildee attended the March 20th SBCI Meeting to learn more about what concerns there are for the citizens here in the Bay Region. He was very interested in hearing what the SBCI group has been working on and about current regional projects.
- **SBCI Third Thursday Meetings:** Attended and facilitated the monthly SBCI Meetings on January 16th, February 20th and March 20th. The SBCI Members meet on the 3rd Thursday of every month.
- **Saginaw Bay Blueways Trail Update:** The SBCI Members have decided on a Saginaw Bay Blueways Trail logo to be used for the website, handouts, maps and signage. Bay County is in the process of mapping accessible sites and coming up with a working map for the Saginaw Bay Blueways Trail. This information will be added to the State trail website.
- **Environmental Affairs Intern:** Cristen Bardoni, SVSU Student Intern, has been helping to develop public education efforts for homeowners of septic systems. It's important to convey what goes into a person's septic system really does have an impact on the ground water, the surface water and the public.
- **Bay City State Recreation Area (BCSRA) Boardwalk Project:** The BCSRA Boardwalk Project is moving forward with help from the DNR.
 - **Geographic Information Systems(GIS)(D. Englehardt/J. Anderson)**
 - 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 ISD and 9-1-1 to develop and deploy a simple web Addressing/location mapping Application for Sheriff's department.
- Misc GIS Projects and GIS tech support for: Bay County Clerk, Bay County Executive, Division on Aging, Bay County Road Commission, Transportation, Frankenlust Twp, Fraser Twp, Auburn, Garfield Twp, Equalization, Environmental Affairs & Community Development, SVSU and private data requests.
- Continue research into migrating Bay County digital tax parcel layer to the ESRI Parcel Fabric data design and/enhancement of our current tax parcel layer to include a dimensional annotation layer by use of intern.
- Met with Health department staff to discuss thoughts and ideas regarding septic permitting application
- Held meeting with Amalgam a somewhat local GIS development firm to discuss options for enhanced routing/mapping application for Sheriff department and to discuss possible septic permitting application
- Continued trouble shooting geocoding issues with our existing ArcGIS Online applications with ESRI Tech support due to change on their geocoding app
- Met specifically with Mosquito Control to update new GIS staff on their GIS status
- Processed ESRI annual maintenance agreement for all county departments and Bay Future.
- Continued Georeferencing of Bay City Tax Maps.
- Met with Tuscola County Equalization Director and staff to discuss and make suggestions regarding the development of a county GIS system
- Started more formal discussions with Saginaw and Midland Counties regarding a updated digit orthophotography project in spring of 2015

Gypsy Moth Program(A. Wallace)

- **Emerald Ash Borer (EAB) Treatment Project:** The Request for Proposals for the EAB Treatment Project was developed, was published on March 3, 2014 and the resulting seven (7) bids were evaluated. All were accepted. A full report of the evaluation was sent to Finance for final review and award of the contract which will be completed in April. The contract will include the treatment of up to 735 ash trees throughout the County including 11 from the Bay City State Recreation Area which will be treated for the first time in 2014. The rest of these trees were treated in 2012 and were in fair to good condition in the fall of 2014. They will be evaluated and measured again before treatment begins.
- **Population Monitoring**
Egg masses were collected for winter mortality and none have yet to begin hatching after 10 days indoors. This was not unexpected due to the cold and prolonged winter. If

the eggs survived the winter, they should take 16 to 25 days at 70 degrees to hatch. Staff members answered complaint calls from homeowners and checked ash trees for signs Emerald Ash Borer infestation.

- **Educational Programs**

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. They also provided a display about the EA&CDD at several annual meetings such as the RC&D meeting held in February.

- **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. John Glenn increased their efforts and submitted 15 point to reach the Emerald Level of recognition this year.

Mosquito Control (T. Putt & Staff)

- Like others, we're patiently awaiting the end to a frigid, snowy winter so we can get out in the woodlots. 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 show that a slight warm-up is set for the end of March and early April so maybe we'll be out soon. 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. About half of employees from last season are actually returning.
- Last October we applied for a Michigan DEQ Scrap Tire Cleanup Grant and just found out that we were awarded \$3,750 to help defray the costs of our community scrap tire drives. February had us attending the MMCA 28th annual conference in Lansing. The 2014 Program Plan was compiled in February, followed by hosting the Mid-Michigan Technical Advisory Committee meeting on March 5. 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. Updates to our hazard communication plan, including label and safety data sheet (SDS) changes, have been incorporated into our seasonal technician training program.
- Control material bids were opened in January with prices seeing nominal changes compared to 2013. The two-year fixed wing aerial contract was awarded to Earl's Spray Service in Breckenridge.

- Staff continue to update training materials, attend customer service presentations, watch AMCA webinars, revamp presentations that will soon be broadcast on our local Bay 3-TV (including the AMCA's "I'm One" program), order supplies, continue with maintenance projects and monthly storm water inspections, gather supplies for seasonal technicians, 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. We have also purchased and installed 13 new truck radios, purchased 7 hand-held radios, and had 21 older radios reprogrammed from analog to digital.
- Looking forward to a successful 2014 season and hoping for steady, but small rainfall events without a deluge!

Transportation Planning Division (D. Engelhardt)

- Held various BCATS Technical and Policy Committee meetings
- Amendments to BCATS 14-17 TIP as required
- Attended monthly MTPA Meetings in Lansing
- Finalized BCATS PL 4th quarter expense billings and finalized the FY 2013 Reconciliation and Final Acceptance Report
- Maintain the Transportation Planning Website
- Attended various Roadsoft Training classes
- Attended Riverwalk/Rail Trail meetings
- Updated GLBR Trail data
- Continued Traffic Count Database Updated with 2013 traffic counts
- Attended Bay Area Community Foundation Beautification Committee meetings and provided both Transportation and GIS technical support, data and maps
- Assisted the submission of projects from the Bay County Road Commission, City of Essexville and the City of Bay City for the additional funding available through the Roads and Risks Reserve fund
- Attended MDOT ITS Architecture meeting at MDOT Bay Area Region office in Saginaw

EQUALIZATION

- Finalize Sales Studies and Appraisal Studies and publish the tentative equalization ratios in the newspaper.
- Met with State Tax Commission District Representative as to our yearly sales/appraisal studies. His recommendation is to use ours versus their limited studies.
- Review Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.
- Assign new parcel numbers on split or combined properties, write those descriptions

and update the Equalization Maps, as well as the GIS parcel layer.

- Assisting in updating GIS parcel layer for new parcels and parcel corrections.
- Assisting in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisting Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Redrafting problem portions or entire sections of the Equalization maps.
- Working with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.
- Adding new reports & removing old reports from the Equalization web pages on the internet.
- Preparing the Equalization Reports for the Bay County Board of Commissioners.
- After approval from the Board of Commissioners, the final values will be submitted to the State Tax Commission.
- Reviewed older sales in our database and update them to show corrected information. Currently have 91,650 document references for public and Department use.

FINANCE

- Attended interviews with Personnel for positions in Corporation Counsel and Information Systems.
- 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 auditing, accounting and depository of funds associated with year-end activities for bonds issued in 2013.
- Discussions continued with Chris Izworski relating to budget projections for 911. Also, attended several discussions on LEIN access.
- Issued Category 2 of the State of Michigan Department of Treasury, ACooperation, Collaboration, and Consolidation.@ This is the second of three requirements necessary for receipt of funds from the County Incentive Program (Revenue Sharing) which was due February 1, 2014.
- Staff attended the Michigan Governmental Finance Officer=s Spring Seminar held in

Lansing, MI, which provided legislative and personal property tax updates and GASB information.

- Attended web demo for the HR Module with personnel staff and ISD.
- Attended two half-day trainings on Tyler Content Management SE, the county's financial content management system.
- Staff attended several meetings with the ECM steering committee, Purchasing and ISD to formulate a statement of work to accompany the contract. The review included modules, licensing, and training. Implementation plans are scheduled to begin in June.
- Preparing for the 2013 audit in anticipation of early issuance.
- Finance and Budget staff attended a webinar on the 2014 GAAP update on January 28, 2014.
- The Budget Department met with Division on Aging several times and developed a construction work paper to reflect construction and other program costs, versus millage revenue inflows.
- Four hundred and twenty three (423) 1099's were issued for the year ending 2013, totaling \$7,536,527, which is nearly double the amount issued in 2012.
- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Housing-Center Ridge Arms, the Health Department, Golf Course and B.A.Y.A.N.E.T.
- The Accounts Payable division held two training sessions in the War Room on March 13, 2014, which included the Abasic MUNIS inquiry@, invoice entry and workflow.

Information Systems Division

- The Help Desk currently has 140 open projects and work orders. There is 66 open projects out of the 140.
- During the first quarter 844 tickets were completed.
- Two new PC Technicians were hired. ISD is now up to full staff after being down staff for over two years.
- Weekly meetings were started with 911 to discuss their project needs and priorities to better serve their needs.
- A Televox integration was started and one section of the Health Department is utilizing

the integration.

- A conversion of the Division of Aging labels was taken from the AS400 and put into Excel.
- On the AS400 system for Probate court, the case index file was increased from five to seven characters to allow for growth.
- Equipment was installed and deployed at Saginaw Valley State University for the Disaster Recovery site.
- The CAD system, New World, was upgraded at 911.
- An updated version of Pro Q&A was installed at 911.
- Admin training was completed for Pro Q&A.
- Installed and deployed approximately 24 new computers.
- A complete physical inventory of computers was started. The complete physical inventory is being done to locate any extraneous XP computers that may be out in other departments.
- Assisted in the install of a new video recording system in two court rooms.
- The MUNIS committee met and an upgrade is being discussed.
- There were 30 MDCs installed and deployed with new Verizon air cards.
- Attended a quarterly GMIS meeting in Lansing. VOIP phone systems, BS&A upgrade and working with the state departments were discussed.
- A website for First Responders was created that displays school blueprints, for use in the case of an emergency.

Purchasing

- Worked with the budget supervisor and accounts receivable clerk concerning issues that arose during the 2013 fiscal year end close.
- Completed 2013 fiscal year end purchasing process.
- Attended training seminars and participated in webinars for purchasing related duties.
- Conducted a business review with office supply vendor.

Housing Rehabilitation

- Attended Spring Training Conference for Regions 3 & 4.

HEALTH

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.
2. The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
3. 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 began revising its Orientation Operations Manual.
- BCHD has analyzed two client Survey data (for quarterly basis) for the third and fourth quarter of 2013.
- Health Department Administration (Joel Strasz and Kathy Janer) assisted representatives from Saginaw Valley State University's School of Health and Human Services in a grant application project that may expand services to underserved populations in Bay County.
- The Health Department has begun to plan with Saginaw Valley State University to develop opportunities for teaching and placing nursing/allied health students in the public health setting. It is anticipated that a Memorandum of Understanding will be drafted by May, 2014.
- The Health Director has begun to assemble an application to the United States Department of Health and Human Services to have parts of Bay County recognized as a Health Professional Shortage Area (HPSA). Initial efforts to have the county designated as a federally Medically Underserved Area proved unsuccessful. The Health Department is being assisted on this project from students from SVSU, the Bay Health Plan and McLaren Bay Region. It is anticipated that the HPSA application will be submitted during the summer of 2014.

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
- Bay County Community Health Improvement Project Meetings
- 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.
- Michigan Health Information Alliance – Population Health Working Group

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 mini grant of \$10,000.00 is in the final steps of implementation with plans to have the selected CSHCS recipient parent begin duties shortly after April 1, 2014. The selected CSHCS recipient parent will provide outreach to other parents to encourage participation in all the CSHCS benefits. This grant runs until September 1, 2014.
- The billable income in this program has been increasing over the past year with the exception of this quarter due to a need for FMLA for the CSHCS nurse, Mary Jo Hill, RN. This program supports a nursing position for 32-40 hours a week and a clerical position for 20 hours each week, as the nurse also works the immunization clinic and the clerical works 20 hours weekly in MIHP. Both participate in the monthly MDCH CSHCS Registered Nurse Consultant (RNC) conference call.
- During this quarter the following billable services were provided with an approximate income of \$5,578.96.
 - 13 Annual plan of cares the RN completed by telephone
 - 62 Level II care coordination activities, combined efforts of RN and clerical staff
 - 12 Case management visits by the RN

Communicable Disease (CD) Division

- The CD nurse investigated 117 reportable disease cases this quarter, of which 99 were laboratory confirmed. These confirmed cases include 8 animal bites; 2 Aseptic Meningitis; 1 Cryptococcosis;

- 12 Chronic Hepatitis C; 1 Streptococcal Pneumoniae, invasive; 1 Mycobacterium-other; 1 Salmonellosis;
- 5 Influenza; 1 Campylobacter; 1 Streptococcal Disease Inv Grp. A 2 Shingles; 2 Hepatitis B-chronic and the Chlamydia and Gonorrhea cases referenced under Health Screening.
- The 16 reported and investigated but not found to be cases include: 3 Aseptic Meningitis;
- 1 Chlamydia; 2 Lyme disease; 1 Hepatitis B-acute and 9 Hepatitis C-chronic.
- The 2 Probable but not confirmed cases include: 2 Hepatitis C- chronic
- This quarter the schools reported 1214 cases of Flu like Disease.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 59 Chlamydia and 4 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 32, 5 were court ordered, 23 males & 9 females.
- Number of clients tested for HIV this quarter: 24, 5 were court ordered, all results were negative, and of these 24 tested, 13 had previously been tested while 11 had no previous test.
- The CD nurse received a report of a positive HIV result for a Bay County resident. This report, per protocol, was forwarded to the Disease Intervention Specialist at Central Michigan Health Department for investigation and follow up. The CD nurse will assist as requested by the Disease Intervention Specialist if her assistance is needed to complete this investigation.
- The CD/HIV/STI nurse participated in the following:
 - 01-19-14 Rabies 101 Webinar from MDCH, Dr. Kim Signs & Dr. Michael Schalow
 - 01-28-14 East Central Infection Control Mtg, Saginaw, MI
 - 02-13-14 Multijurisdictional Foodborne Outbreak Training 2014, Saginaw, MI (5 CEU)
 - 03-20-14 Epi-Lab Capacity Work group, Lansing, MI
 - 03-21-14 Annual BCHD staff Meeting, Double Tree Hotel, Bay City, MI
 - 03-28-14 Michigan Epidemiology Conference, East Lansing, MI

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	26	24	2	0	2
School aged:	3856	3613	94	149	88
Special Education	31	26	2	3	2

Total screened	3913	3663	98	152	92
Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	25	25	0	0	4
School aged:	0	0	0	0	94
Special Education	0	0	0	0	2
Total Screened	25	25	0	0	100

* 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)

- Division on Aging received a Certificate of Partnership Appreciation from Mid Michigan Community Action Agency.
- Newly appointed 2014 Senior Advisory Committee members are: Chairman Robert Anderson, Vice Chairman Gena Gates, and members Sandra Gromaski, Kathleen Sutter, Dian Behmlander, Michael Olk, Paul Rabidoux, and Leone Brashaw.
- On March 11, the Health Department presented "Food Safety Education Program for Senior Citizens" at Riverside.
- The Commodities program delivered 105 boxes of commodities in January, 112 boxes in February, and 263 boxes in March, for a total of 480 for the quarter.
- Additionally, in January, Division on Aging collaborated with the Salvation Army Giveaway Program and distributed 200 boxes of food to homebound seniors.
- Division on Aging served 814 meals at special events from January through mid-March.
- Division on Aging volunteers provided 915.55 hours of their time for special programs and 672 hours of their time at the Dining Centers from January through March.
- Transportation requests totaled 62 in January, 65 in February, and 70 in March, for a total of 197 for the quarter.
- The Senior Tax Credit Program assisted 20 homebound seniors through March.
- From October 1 through December 31, Division on Aging has served:
17,040 congregate meals
57,209 home delivered meals

and provided:

253 caregiver hours

2,857 homemaker hours
418 personal care hours
2,229 case coordination hours

Elder Abuse Grant:

- A milestone was reached for the Elder Program Grant when the Outreach Strategy and Service Proposal (OSSP) was submitted to the Office on Violence Against Women (OVW). The proposed services include: an abuse in later life case manager housed at Division on Aging, support services from the Bay Area Women's Center, and funds for helping victims to become safe and independent from their abuser. Strategies for reaching victims across the County include: in-person presentations, posters, brochures, and wallet-sized cards to promote the telephone numbers for reporting abuse and obtaining assistance. In addition, radio and newspaper advertising was proposed. The OSSP will be reviewed by the OVW. Approval is expected in the next three to six months.
- Presentations regarding the grant and recognizing and reporting abuse were conducted for: County Commissioners, Division on Aging Homemakers, seniors at Riverside Friendship Center, and the Bay City Kiwanis Club.
- News articles providing grant information were delivered to the County Executive newsletter and County human service agencies, including: McLaren Bay Region's Stat Line, Division on Aging's Wonderful Times newsletter, Region VII Area Agency on Aging, and Center Ridge Arms.
- Monthly Elder Abuse Coordinated Community Response Team meetings have been held. A total of 25 people representing human service agencies, law enforcement, and the Prosecutor's Office participated at each meeting.

Health and Wellness classes offered:

- Blood Pressure Clinics
- Walking Club
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- Chair Yoga
- A Matter of Balance
- Wii Bowling League
- Shuffleboard
- Osteoporosis Strength Exercise Classes
- Chair Yoga with Beth Trahan
- Senior Fit in 30 Minutes with Beth Trahan

Dining Center Activities:

- Acrylic Painting classes
- Presentation by Right at Home, a home health care service company
- What Have You Forgotten Today? by Golden Horizons
- Primitive Folk "HeArt" Sweatshirt Craft Class
- Constituent Relations Division of Michigan State Government "Services for Seniors"
- Valentine's Day Party
- Enhanced Vision Aids presentation
- St. Patrick's Day Party
- Greeting Card-Making Class

Special Events:

- Born Yesterday Dinner Theatre at Bay City Players
- Movie/Lunch Series at Wirt Library and at Auburn Branch Library
- Abuse in Later Life In-Service
- Little Shop of Horrors Dinner Theater at Garber High School
- Planning for Peace of Mind In-Service

Trainings Provided:

Nutrition Services Manager:

- Area Agency Nutrition Providers Meeting
- Gordon Foods – Food Show
- Staff Meetings
- Site Managers' meeting
- Kitchen Staff meeting
- Drivers' meeting

In-Home Services Coordinator:

- MUNIS training
- Staff Meetings

Case Management Team:

- Pain Management presented by Southern Care Hospice
- Staff Meetings

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

Emergency Preparedness

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

January

- Trained Pinconning School District Staff on the MDSS and submitting CD reports via the electronic system instead of by fax/mail.
- Met with prospective SVSU Health Sciences Intern (Melissa & Tracy)
- Immunization Coalition Meeting
- Attended Bay County Emergency Management's Training and Exercise Planning Workshop (TEPW) (Melissa & Tracy)
- Foodborne Illness Outbreak Investigation Meeting with EH Staff
- Held first round interviews for Part-Time Health Educator Position

February

- Met with SVSU Nursing Student to discuss his emergency preparedness project for school
- Attended Regional Multi-Jurisdictional Foodborne Illness Outbreak Investigation Training in Saginaw along with Sanitarians and CD Nurse
- Held second round interviews for Part-Time Health Educator Position
- Attended Initial Planning Conference for County Exercise (Melissa & Tracy)
- Attended Emergency Management Program Advisory Committee Meeting at SVSU
- MISNS Tiered Approach to Dispensing Webinar/Teleconference (Melissa & Tracy)
- Attended Public Health Week Planning Meetings conducted by Tracy

March

1. Attended County Flood Planning Meeting at EOC (Melissa & Joel)
2. Facilitated and conducted emergency preparedness trainings and exercise at BCHD all day staff in-service
3. Attended Public Health Week Planning Meeting conducted by Tracy
4. SNS Quarterly Call Down Drill
5. Annual Emergency Preparedness Trainings for all staff and other key individuals in the County

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)
- Oral Health Improvement Team Meetings (Tracy)

- Monthly BCHD Staff Recognition Committee Meetings (Tracy)
- Facilitate Monthly WIC Breastfeeding Classes (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa & Julie)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Class (Julie)
- During this quarter, presented to 3 classes and spoke to a total of 17 people

January

- MPPHC Planning Conference Call (Tracy)
- HPHB Chronic Disease Workgroup Meeting (Tracy)
- HPHB Children's Health Workgroup Meeting (Tracy)
- HPHB Access to Care Workgroup Meeting (Tracy)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

February

- Michigan Oral Health Coalition Conference Planning Meeting (Tracy)
- Oral Health 2020 Webinar (Tracy)
- Strategic Planning Meeting with BCPN and NRC (Tracy)
- Facilitative Leadership Training (Tracy)
- Prescription Drug Meeting (Tracy)
- National Public Health Week Meeting (Tracy)
- Winter Festival at BCSRA (Rusty)
- Assisted BCSRA with classroom presentation at Pine River Middle School in Midland (Rusty)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

March

- WIC Outreach to Dental Offices (Tracy)
- 2014 County Health Rankings Webinar (Tracy)
- FAB TEAM Meeting (Tracy)
- National Public Health Week Meetings (Tracy)
- County PIO Meeting (Tracy)
- Meeting with SVSU Nursing Students (Tracy)
- Meeting with Prospective MPH Student (Tracy)
- BCHD Outreach at Handy Middle School Health & Wellness Fair (Julie & Rusty)
- BCHD Outreach at Bush Elementary Kindergarten Round-up (Julie)
- ESF Outreach at Flint Steelheaders Boat, Outdoor & Fishing Show at Birch Run Expo Center (Julie & Rusty)
- BCHD Outreach at Bangor North Elementary Kindergarten Fair (Julie)
- ESF Outreach at Saginaw Medical Society Event (Julie)

- SBCA Face-to-Face Partners Meeting at Saginaw EPA (Melissa, Julie & Rusty)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Rusty)

WIC Breastfeeding Peer Counselor (Tracy)

January

- Bay Area Breastfeeding Coalition Meeting
- BFPC Meeting with WIC Coordinator
- 17 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 6 participants on 1/24/14

February

- 25 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 4 participants on 2/24/14

March

- 18 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 2 participants on 3/3/14; 1 participant on 3/24/14

Acronyms:

CDC = Centers for Disease Control and Prevention

EMC = Emergency Management Coordinator

ARC = American Red Cross

T&EPW = Training & Exercise Planning Workshop

BRMC = Bay Regional Medical Center

EOC = Emergency Operations Center

HPN = Healthcare Preparedness Network

ICS = Incident Command System

LPT = Local Planning Team

PHEP = Public Health Emergency Preparedness

EAP = Environmental Protection Agency

BCSRA = Bay City State Recreation Area

CHIP = Community Health Improvement Plan

ARRA = American Recovery & Reinvestment Act

NEHC = Neighborhood Emergency Help Center

MALPH = Michigan Association for Local Public Health

NNPHI = National Network of Public Health Institutes

MISNS = Michigan Strategic National Stockpile

ESF = Eat Safe Fish

MOHC = MI Oral Health Coalition

BFPC = Breastfeeding Peer Counselor

NRC = Neighborhood Resource Center

GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators

HSEEP = Homeland Security Exercise and Evaluation Program

MPPHCP = Michigan Premier Public Health Conference Planning

COPPHI = Community of Practice for Public Health Improvement

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

EPC = Emergency Preparedness Coordinator

SNS = Strategic National Stockpile

HST = Homeland Security Team Meeting

LEPC = Local Emergency Planning Team

EAP = Emergency Action Plan

GIS = Geographic Information Systems

HSPB = Homeland Security Planning Board

JIC = Joint Information Center

MIHAN = Michigan Health Alert Network

SOP = Standard Operating Procedure

SBCA = Saginaw Bay Cooperative Agreement

CHA = Community Health Assessment

PIO = Public Information Officer

MEMS = Modular Emergency Medical System

BRFSS = Behavioral Risk Factor Survey Statistics

BHS = Behavioral Health Sciences

HPHB = Healthy People Healthy Bay Coalition

QI = Quality Improvement

MI = Michigan

FWCC = First Ward Community Center

BCPN = Bay County Prevention Network

Bay 3 TV Videos/Presentations

The following programs were aired on Bay 3 TV during the quarter:

- Removing Head Lice Safely – 2 Times
- UnNatural Causes – Segment 1 – 1Time
- UnNatural Causes – Segment 2 – 1 Time
- UnNatural Causes – Segment 4 – 1 Time
- UnNatural Causes – Segment 6 – 1Time
- UnNatural Causes – Segment 7 – 1 Time
- Reality Matters: Sex and STD’s – 2 Times
- Hepatitis C Defined – 5 Times
- Hepatitis and Your Liver – 3 Times
- Maternal Infant Health Program – 2 Times
- Silent Killer Co2 – 5 Times
- Me? Have a Baby? (Preconception Health) – 5 Times
- Safe Sleep for Your Baby – 2 Times

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	221	Parcels Evaluated	6
Mobile, Vending, & STFU Inspections	3	On-Site Sewage Disposal & Tank Permits Issued	9
Temp. Food Est. Inspections	7	Alternative/Engineered Sewage Systems Approved	0
Follow-Up Inspections	31	Failed System Evaluations Conducted	2
Plans Received for Review	1	Sewage Complaints Investigated	4
Plans Approved	4	Well Permits Issued	7
Consumer Complaints Investigated	7	Abandoned Wells Plugged	6
Foodborne Illness Complaints Investigated	7	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	7

Cremation Permits Processed

January	46
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February	53
March	64

- 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 began implementing 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. Three trainings were held during the quarter, one for non-profits and two for senior citizens.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
322
Number of Encounters in Family Planning Clinic
368

- This quarter our Family Planning Clinic welcomed Tammy Hill FNP-BC. Tammy brings a wealth of past experience and knowledge with her. She has been a Nurse Practitioner since 2010 and prior to that worked over 15 years as a registered nurse in high risk OB-GYN. In addition she currently is a NP instructor at SVSU. Tammy began servicing our clients in January 2014 and works one eight hour day each week.

Immunizations

TB Test	65
Hep. A Adult	29
Hep. A Peds	98
Hep. A/Hep. B	0
Hib	85
HPV	69
Flu	241
PCV13	94
Rotavirus	33

Dtap	46
Dtap/IPV	26
MMR	43
IPV	17
Td	2
Tdap	73
Varicella	61
Dtap/Hep.B/IPV	68
Pneumonia	2
Meningococcal MCV4	54
Zoster	0
Hep. B Peds	10
Hep. B Adult	37
MMRV	29
TOTAL	1182

- The immunization/fiscal departments are gathering data to increase options for billing immunization services. Joel and Kathy attended a Credentialing and Contracting Conference where they learned about the importance of credentialing to assist with contracting with more health insurances. Also, Kathy is reaching out to other local health departments to see how they run their immunization clinics to develop a best practice for Bay County.

Laboratory

Number of Tests: Clinical Services	499	Number of Tests: Water/Non-Clinical	278	TOTAL TESTS	777
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Lead Program

- MDCH introduced a new program called Healthy Homes and Lead Poisoning Surveillance System (HHLPSS). 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 will need PHN 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, 1 new case management was opened and 1 was closed during this quarter. 15 phone or mail contacts to parents were made and 4 telephone contacts to physician offices completed for EBLI 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 Division and the Immunization and Family Planning Clinics.

- Duties also include TB case management coordination with Dr. Herrick Medical Director. Currently the Bay County Health Department does not have any TB case management.
- Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:
- Monthly MIHP, CSHCS, and Immunization staff meeting and MDCH teleconferences for program updates; Monthly Health Department Staff and Management meetings; Coordinated with the SVSU Nursing Department the student nurse clinical experience at the Bay County Health Department.

01-14-14, 02-11-14	Nurse Administrators Forum teleconferences
01-22-14	TB nurse network teleconference
01-28-13	Healthy People Health Bay, meetings at BCHD
01-17-14/02-21-14	Great Start Collaborative Committee Mtgs, BAISD
01-28-14	Health People Healthy Bay Meeting
01-31-14	Food borne illness meeting
03-03-14	Credentialing, Contracting Seminar, MPH, Lansing, MI
03-21-14	Annual Staff In service for Health Department employees
03-25/26/27-14	Incident Command Systems (ICS) 300 training, Standish, MI
03/2014	MDCH-MIHP Maternal POC2 Depression Interventions on line training

Maternal Infant Health Department (MIHP)

This quarter MIHP received 124 maternal and infant referrals from which 36 maternal and 24 infants were enrolled. A total of 351 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN.

MIHP has taken an active role in the Bay Arenac Diaper Pantry by serving as a site for a Diaper Closet. Being identified as a Diaper Closet allows our clients in need to receive diapers directly from us.

The 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. WIC breastfeeding pump education class on 2-25-14
5. MDCH-MIHP Maternal POC2 Depression Interventions online training
6. Annual BCHD training

The MIHP nurses are trained in other programs to provide nursing services as well. Mary Jo Braman, RN, BSN, provides back up for the immunization clinic, and Kelly Dore, RN, BSN, was trained for 56 hours during this last quarter to provide back up for the Communicable Disease nurse. Kelly also participated in:

1. 01-31-14 Environmental Health Food Borne Illness meeting.
2. 03-11-14 STD Conference in Grand Rapids, MI
3. 03-2014 Epidemiology Lab Capacity Mtg. Lansing, MI
4. 03-25-14 MIHP Coordinator's Training, Cadillac, MI
5. 03-28-14 Annual Epidemiology Conference, Lansing MI

Kelly also worked 13 hours in the Bay County Childhood Lead program including the weekly download of lead results, from the STELLAR Program, and follow up for children with EBLL.

On 01-29-14, Mary Jo Braman, RN, BSN, participated in the Safe Journey Meeting in coordination with McLaren Bay Region. This group has developed and will implement an educational program in the local Public Schools this next school year to educate Middle & High School students on the risks to the unborn baby when a woman uses alcohol and drugs during pregnancy.

Jennifer Don LMSW spent 25.5 hours updating and developing the MIHP electronic charts to be compliant with the updated MDCH MIHP plan of cares for the infant that go into effect on April 1, 2014. Updating Mitchell & McCormick electronic health records for MIHP has become an ongoing process as MDCH updates the MIHP forms every six to twelve months and our electronic records need to be updated to match them. Jennifer participates in the monthly Bay County Self Sufficiency Task Force Meetings and the monthly BCHD staff recognition meetings, in addition to the following:

01-14-14, 02-11-14, 03-11-14	Bay Arenac Diaper Bank meeting
01-15-14, -1-29-14, 02-11-14, 02-25-14, 03-11-14, 03-25-14	Baby Expo Planning Meetings
02-26-14	MIBridges Training
02-27-14	WIC Breastfeeding Pump inservice
03-25-14	MIHP Coordinator's Training,

**WIC ~ Women, Infants & 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
Jan	2	217	104	51	38	89	192	0	89	782
Feb	3	225	89	49	50	77	122	0	51	666
Mar	4	203	98	61	67	113	151	0	52	749

Lead Tests Billed

January	65
February	55
March	49

HOUSING

Housing Director Activities

- Attended Monthly Elder Abuse Coordinated Community Response Meetings
- Attended Monthly Department Head Meetings
- Attended Bi-Monthly Senior Task Force Meetings
- Attended the Human Services Collaboration Council annual meeting on January 16, 2014
- Attended Board of Commissioner and Various Board Committee Meetings
- Attended the National Association of Housing and Redevelopment Officials (NAHRO) Legislative Conference in Washington D.C. March 8-12th
- Attended boiler start-up/maintenance training
- Conducted Interviews for the Maintenance II position
- Department audit was conducted by Smith & Klaczkiewicz, PC the week of March 24th
- Met with several residents to discuss tenant concerns
- 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 progress (Boiler installation began January 13th)
- Met with Abell pest control to discuss pest control needs
- Met with UP engineers & architect (UPEA) to complete final walk thru for boiler replacement project
- Met with ISD manager and Bay County Finance Director to discuss IT needs for 2014
- Participated in Congressional District Contacts- Budget and Appropriations 101 webinar

Admissions and Occupancy Specialist Activities

- Assisted with Interviews for the Maintenance II position
- Completed annual recertification's for 22 residents
- Completed move-in orientation for two new residents
- Met with several residents to discuss tenant concerns
- Completed inspections for 22 apartment units with maintenance staff
- Met with Abell pest control to discuss pest control needs

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 2 apartments
- Completed inspections for 22 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Dan Elliot was hired for the vacant Maintenance II position
- Attended boiler start-up/maintenance training
- Removed coil from air handling unit so it could be replaced
- Assisted with installation of new coil in air handling unit
- Assisted ACI technicians with installation of digital conversion cable boxes in 85 apartment units

Resident Services Activities

- Distributed food commodity boxes to 62 residents
- Coordinated six resident informational and educational activities
- Held an anniversary celebration on January 27th for two residents who have lived at Center Ridge Arms for 30 years

JUVENILE DETENTION & CHILD CARE SERVICES

- Director attended the Michigan Juvenile Detention Association's Administrator Conference focus was on Emergency Preparedness and Prison Rape Elimination Act (PREA) compliance
- Facility passed State licensing inspection, fire inspection, and environmental inspection and is preparing for the school nutrition review and health inspection.
- Employees received training on Safe Crisis Management

- Interviewed candidates for the Community Corrections Coordinator position. Dujana Roberts was awarded the position. Need to post and fill Pre-Trial Specialist position.
- Director attended the Tri-Cap Board retreat. Program houses sentenced felons as a deterrent from incarceration.
- Director coordinated with the Health Department to administered required TB tests on all employees.

Date In Detention (Search Only) between '1/1/2014' and '3/31/2014'

County	Count Days
BAY	778
HURON DHS	23
IONIA	36
IOSCO	36
ROSCOMMON	21
SANILAC	7
TUSCOLA	27
Total	928

MSU EXTENSION

4-H Program Coordination, Jodi Wrzesinski

- In School Education Programs—During the first quarter of 2014 Jodi Wrzesinski has facilitated 21 educational outreach programs to the Bay City Public Schools System. Jodi partnered with Jodi Schulz, 4-H Extension Educator to facilitate these in-school educational programs ranging from a lesson on Landforms, and GIS mapping lessons called Maps and Apps. Jodi has also co-facilitated 3 family science nights at Washington, Linsday and Hampton Elementary and a Reading Literacy night at Hampton Elementary. During the literacy event at Hampton Elementary, Bay County 4-H gave out over 200 children's books and kitchen timers to elementary students and their families. This event provided 12 educational centers geared toward literacy education and students were encouraged to read 20 minutes a day with the free book and timer they received.
- Through these programs 4-H will have reached over 800 youth in Bay County.
- 4-H Winterfest—In February Jodi coordinated a camping program for youth ages 8-12 years old called 4-H Winterfest. This event was held at Kettunen Center in Tustin, Michigan. The program included youth from around the state to experience an overnight educational camp. In attendance were 174 people. Jodi was the lead coordinator for this project. She organized the entire event including coordination of the educational sessions. Youth learned about topics ranging from outdoor cooking to global cultural education. Registration for 2014 was 180 youth which is a significant increase from 2013 where 107 youth attended.
- 4-H Club Based Program -The Bay County 4-H Archery program began in January.

This year the program has grown to 40 youth participants ranging in age from 7-19 years old. Youth learn basic archery skills from 3 trained 4-H instructors at the Bay City Bowmen's Club in Linwood.

- In January, Jodi presented 50 youth with awards at the 2014 Youth Awards Banquet. Youth were honored for the many hours of hard work and dedication they put into the 4-H program every year.
- Livestock Association held their annual Spaghetti Dinner on February 20, 2014. This event helps to raise funds for livestock programs that benefit the 4-H youth of Bay County. During this event 170 people were served and over 50 youth volunteered to work this event.
- Jodi presented 19 volunteers with certificates at the annual Leader Banquet held February 24, 2014. Diane Julian of Kaleidoscope 4-H Club was chosen as 4-H Leader of the Year.
- Jodi has been working with 4-H superintendents to plan the upcoming Bay County Fair and is planning for 4-H Exploration Days a pre-college event for 4-H youth ages 11-19 years old. Bay County plans to have 13 youth attend this year.

4-H Life Skills and Capacity Building, Jodi Schulz

- Jodi Schulz along with other staff in her statewide work team received two grants to provide 4-H staff and volunteers with an educational display that focus on life skills development. The grant included art work for the physical wheel, the development of a user guide, and an evaluation component. Training was created about the use of the 4-H Life Skills educational displays and the March with training and dissemination of the displays in May.
- Jodi has been working on piloting 4-H SPIN Clubs. 4-H SPIN Clubs are short-term special interest clubs which get youth exposed to 4-H through combining the concept of special interest groups with the 4-H Club model. This effort is largely focusing on expanding the 4-H program into areas of the community we have not connected with yet. Due to the success Michigan 4-H is currently having in the pilot, there are an additional three states that are utilizing our developed resources to model and modify 4-H SPIN Clubs in their states.

Supplemental Nutrition Assistance Program (SNAP-Ed), Karen Parker, Jessica Foss and Ann Arnold

- Jessica Foss, MSUE Nutrition Program Associate began her appointment in November. Jessica has certainly hit the ground running with completion of her Nutrition Education training and Eat Smart Live Strong curriculum training. The Health and Nutrition team in Bay County continue to do outreach throughout pre-schools and elementary schools in Bay County. The team has completed one-time presentations throughout the

community such as Handy Middle School Health Night completing the Think Your Drink activity teaching families about the amount of sugar there is in soft drinks and offering flavorful options for them to try.

- Ann, Jessica and Karen will be attending Choices Conference at MSU in March. The conference is focused toward Health and Nutrition professional development sessions.
- Jessica is currently scheduled to start the Show Me Nutrition series in three new schools, Linsday, Washington and MacGregor. She is also currently working with her supervisor to do the Eat Healthy Be Active series at the County Jail in Bay County.
- Karen is working with community partners in getting a kids gardening group together for the summer. She is also working with Bay City housing to do an Eat Smart Live Strong series.
- Ann is working with numerous pre-school groups in Bay County. She is also working with a woman's senior group at St. Luke's.

Building Stronger Families, Ann Arnold

- Ann Arnold continues parenting education efforts to at-risk families in Bay County. Ann uses the Nurturing Parents curriculum which is an early childhood family support and parent education 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 completed a parenting series recently at Delta college and one-time presentations with parent groups throughout Bay County. She will be attending the Parenting Conference April 3-5.

A Few Upcoming Events:

Chronic Pain Self-Management Class

Dates: May 13,20,27 June 3, 10, 24

Time: Tuesdays 1:00-3:00 pm

Location: Bay County Building, Ground Floor

515 Center Avenue

Bay City, Michigan 48708-5124

Contact Dawn Earnesty, 1-989-758-2514, wilcoxd4@msu.edu

Chronic Pain Self-Management is designed to provide the skills and tools needed by people living with chronic pain to improve their health and manage their pain. As a result, people are better equipped to face the daily challenges of living with a chronic pain. Two trained leaders

conduct the workshop (one or both may have a lifelong chronic pain). This is a fun, FREE interactive workshop that helps participants improve their health and feel better. Snacks are provided!

Getting Started with Hoophouses - Webinar

Date: April 2, 2014

Time: 7:00 p.m. - 9:00 p.m. EST

Location: webinar

Contact: Jim Isleib: 906-387-2530 or isleibj@anr.msu.edu

Hoophouse production provides a significant opportunity for season extension in colder climates like Michigan. Selecting, siting, building and operating a hoophouse successfully can contribute to a profitable, new enterprise for small, or larger farms.

This 2-hour Adobe Connect webinar is part of the ongoing "2014 Beginning Farmer Webinar Series." Vegetable and fruit production in unheated hoophouses provides a significant season-extending opportunity. MSU hoophouse specialist Adam Montri and Alger County hoophouse farmer Rowan Bunce will present information on hoophouse siting, construction, operation, opportunities and problems. The presentation is designed to provide helpful information for beginners and people considering getting started with hoophouses. Questions and discussion will take place through the webinar 'chat' function. Supporting written materials will be available for download during and after the webinar.

Michigan 4-H Dairy Conference

Date: April 25, 2014 - April 27, 2014

Time: 4 - 5 p.m.

Location: Bay Shore Camp & Family Ministries, 450 N Miller Street, Sebawaing, MI 48759

Contact: Melissa Elischer, 517-432-4306, elischer@msu.edu

Do you have an interest in learning more about the dairy industry in Michigan? Then this is the conference for you! You'll learn about real-world dairy management topics, like nutrition, reproduction, welfare, health, and cattle evaluation. You'll have the chance to practice for the state dairy skill-a-thon and quiz bowl contests and get to tour area farms. Experts from the dairy industry and Michigan State University will lead educational, hands-on sessions about dairy management to bring the learning to life! This conference is open to youth ages 13-19 as of January 1, 2014.

PERSONNEL & EMPLOYEE RELATIONS

Employee Relations

- Finalized in contract form most of the collective bargaining agreements reached in 2012 (12).
- Conducted several grievance meetings and mediation meetings. (One grievance in 911

concerning discipline is now slated for arbitration in June, 2014).

Personnel

- Posted, interviewed and hired Janie Tacey as Retirement Administrator/Accountant.
- Posted, interviewed and hired Nick Percy as Systems Administrator in the Information Systems Division.
- Posted, interviewed and hired Amber Davis-Johnson as Assistant Corporation Counsel.
- Posted, interviewed and hired two (2) PC Technicians in the Information Systems Division: Lukus Harbourne and Jonni Phillips.
- Posted and hired Dujana Roberts into the Community Corrections Coordinator position vacancy.
- Posted, interviewed, and hired a Julie Coppens as the ISD Manager.
- Posted, interviewed, tested and hired Tracy Cederquist as a Part-time Typist Clerk I in the Retirement Office.
- Assisted with filling a temporary position in the Public Defender's Office.
- Posted and hired Eric Auch as the new Equipment Operator with the Building and Grounds Division.
- Began with the preparations of the relocation of the Personnel Department to the 3rd floor of the County Building.
- Michele Reilly participated in the MUNIS HR Module presentation.
- Made arrangements for Nationwide Representative Ken Kelbel to visit with Bay County employees.
- Melanie Holihan attended MUNIS/accounts payable training in the WAR room.
- Moved the Personnel Department from the 7th and ground level to the 3rd floor.
- Intervened in sensitive issues occurring at Center Ridge Arms.
- Continue to monitor and administer the start-up of the wellness center.
- Tim Quinn conducted a seminar for various business people on HR issues in small businesses.
- Assisted in helping determine a turn-around plan for the Bay County Golf Course.

Retirement

- Janie Tacey started in the position of Retirement Administrator on January 6, 2014.
- Spent a considerable amount of time training with former Benefits Supervisor Sue Gansser.
- Participated in processing over 40 newly retired individuals into the Bay County Employees' Retirement System due to incentive of Bay Arenac Behavioral Health.
- Began working with Jeanette Bateman to learn procedure to reconcile to General Ledger.
- Attended MGFOA workshop of basic governmental accounting.
- Attended on-site Accounts Payable training and now submit invoices using MUNIS.
- Hired new clerk/typist Tracy Cederquist to perform duties for Retirement System previously done by Naomi Wallace.

Payroll/Benefits

- Discussed various possible benefit enhancements which could increase benefits while reducing the County's cost with several vendors.
- Updated Employee Wages with the negotiated 3% increase effective 1/1/2014.
- Prepared and Distributed W2s.
- Calculated, reconciled and filed year end payroll tax reports.
- Continued communication and efforts with IRS disputing FICA penalties.
- Coordinated benefit changes with Brown and Brown and BCBS.
- Updated employee paid time off accruals.
- Training of new Retirement Administrator.

Wellness Center and Wellness Initiatives

- Executed free fitness classes with the Community Center.

Corporation Counsel

- Tim Quinn assigned as Corporation Counsel following Marty Fitzhugh's retirement in February.
- Set up a system for tracking all open legal matters so that anyone can find the status of his or her legal matter at any time.
- Cleared some of the backlog of legal matters.
- Participated in facilitation of the Holsapple matter.

Community Involvement

- Participated as Board member of the United Way of Bay County and the Valley Society of Human Resource Management (VSHRM).
- Published monthly newspaper for VSHRM.
- Conducted Mock Interviews for three local high schools.
- Tim Quinn attended the State of the Community Luncheon at Bay Valley Hotel and Resort.
- 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.
- Tim Quinn selected as the closing keynote speaker at the annual MLMA Conference in East Lansing in April 2014.
- 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.
- Jeanie Deckert is on the Member Connections Committee for VSHRM. She is also the Treasurer of the Business Professional Woman's group and a Board Member of the Ogemaw County Economic Development Corporation.

PUBLIC DEFENDER

- No Report Submitted.

RECREATION & FACILITIES

During the 1st quarter of 2014, the Recreation and Facilities Department provided day-to-day supervision to the Buildings & Grounds Department and the Recreation Department.

Additionally, the department worked on various tasks including, but not limited to:

- Posting, interviewing and hiring for various maintenance and recreation positions
- Addressed cash handling procedures
- Researched recreation software that will improve the gym membership/point of sale/online booking for the department
- Implemented new programs and ideas to increase revenues/activities/events at the Civic Arena
- Implemented and released a new recreation newsletter for the first time March 2014
- Researched and participated in preliminary discussions for repair/replacement of the Community Center gym floor
- Held discussions of mailroom operations at all buildings
- Recommended space alterations for the DOA construction at Riverside
- Appointed the Public Information Officer for Bay County.

Buildings & Grounds

- Snow removal during the long winter and salting daily at all facilities;
- Community Center gym floor study for future replacement;
- Civic Arena hosted 2 state wide hockey tournaments;
- Civic Arena hosted 2 dry floor events: RV & Camper show and Home Builders show;
- Pinconning Park new facets installed & painting completed in bath house;
- Carpet squares purchased for 7th floor, 3rd floor of Co. Bldg. & Courts Jury Assembly room have been installed by County staff;
- Total remodel of 3rd floor by Maintenance staff, including but not limited to: Office built, phone lines installed, cabling & power poles set, ceiling tiles removed & replaced, new carpet installed, addition of kitchen/break room, old wallpaper removed & new paint applied throughout floor, glass windows installed;
- Personnel Dept. successfully moved to remodeled 3rd floor;

- Great Program moved to 3rd floor North side with painting & carpet cleaned;
- MSU Extension was successfully moved into former Personnel office after repairs made;
- Repaired walls & painted Tom Hickner's office move to Marty's vacant office;
- 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 – 28 bunks completed to date;
- Juvenile Home East wing replaced motor in air handler;
- Juvenile Home had numerous repairs on furnace, leaks in kitchen, security alarms all handled by County maintenance;
- Replaced 18 remote guard boxes for digital lock boxes in LEC;
- Equipment Operator II has been mechanically in-house fixing all facility vehicles including sheriff, health & Vet's for cost effective purposes.

Recreation

Civic Arena

- Having a very nice start to the 2014 season.
- The January Freeze tournament boasted 26 teams which was the same number of teams in 2013.
 - Next year we plan on having 2 tournaments back to back weekends to try and gain more teams.
- The Puck O'Irish tournament had another full field of 28 teams compared to 27 teams in 2013.
 - Again we plan on having back to back weekend tournaments next year with the hopes of having more teams.
- The fall Adult League Hockey had 19 teams which was up from 14 teams just a year ago.
 - With solid staffing in place the needs and expectations are being met by players which in turned increased our numbers.
- The Hockey Association continues to battle the storm of player decline and their Board members are doing a good job at finding ways to get kids back to playing the game.
- The 2 high school teams had very successful seasons:

- The Bay Area Thunder boasted a 21-3 record and nearly made it to states.
- The Bay City Wolves were Regional Champions and also nearly made it to states.
- The Tri City Icehawks made the playoffs this season, but did not make it out of the first round.
- In January, International RV hosted a dry floor event at the arena. They had 36 campers in the Olympic Arena, had a successful event, and plan on returning for next year.
- The Home Garden and Lifestyle Show ran by the Bay County Home Builders Association had their annual event in February. This year's event was the best event they have had in the last couple of years and plan on returning for 2015.
- We have concentrated on advertising through dasher boards, banners, and scoreboards. We have renewed our current advertisers and continue to gain new ones as well. Year to date we are at about \$11,000 in revenue.
- The weight room has seen an increase in usage and volume of individuals as well.
- The professional arena ice comes out April 25th and we plan on pursuing dry floor sports for the summer months (broomball, roller hockey, kickball, etc.)
- We have a Gun and Knife Show scheduled for April 27th on the Professional Arena.

Community Center

Over the course of the last three months there has been lots of activity at the Community Center.

Fitness:

- Fitfun 30-35 participants ,YogaFit 15 in the morning class, 20 -25 in the evening classes.
- Step Class has 12 participants and NoonFit 12 -15 participants.
- The partnership with the Division on Aging has been going well. We have the Osteoporosis Class (68) , Senior Fit (13), and Chair Yoga (15). There is also Shuffleboard every Thursday in the small gym with about 14-20 participants.
- The Fitness Center has 25-30 participants daily. Over the course of the month we service 500 members.
- County employee participation is low, only about 6-8 employees use it daily.
- Throughout the Winter we have had men's basketball leagues four nights a week (306) and women's volleyball (262)two nights per week.
- Thursday mornings we have a drop in Badminton league. There are usually 8-12 participants. Tuesday mornings we have a drop in volleyball league with 12-15 players.

Room rentals:

- We have had a steady booking of our rentals. Our rooms are reserved every week-end and many times during the week for various events such as bridal showers, baby showers, birthday parties, family reunions and other special events.

Special Events:

- Over the last three months we had many special events:
- The Annual Pigeon Show which attracted about 800 people to view the pigeons.
- McLaren Hospital Daddy Boot Camp - a fun day of activities for dads and kids. There were about 300 participants in attendance.
- Salvation Army Food Give-Away - Bay County partnered with The Salvation Army and Division on Aging and had a day that food commodities were packaged up and then delivered to 200 homebound seniors.
- The St. Patrick's Day Expo and kids race. 1000 adults came to the Community Center on Saturday, March 15 and picked up race shirts, visited vendors in the gym and 500 kids participated in the Leprachaun Run that day!!

Golf Course

There was a restructure in Personnel:

- The full time Assistant Greens Superintendent position was eliminated due to budget cuts
- A part time Spray Technician position was created
- Summer GC maintenance staff has been hired.
- A cut of \$5000 in the clubhouse temporary help
- Working with Cumulus radio (93.3, 96.1, 102.5, 104.5 FM) as a part of their golf card to gain radio exposure to our entire listening area.
- The maintenance equipment has been serviced and ready for the new season to begin.
- Unfortunately the weather has not cooperated to this point and we are looking at a mid to late April opening.