REPORT TO THE COUNTY EXECUTIVE
FOURTH QUARTER, 2014

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 fourth quarter:

- Continue to work with Information Systems and NetSource One to improve and update the Bay County website. Key staff continues to update website and maintain Bay County Facebook page.

- Assisted the Veterans Offices in their year-end budget and financial expenditures, event planning and media contact for fundraising events.

- Submitted request for renewal of Veterans Service Officer to the Board of Commissioners and worked with Corporation Counsel for updated Agreement.

- Continued to receive, compile, respond to and coordinate numerous Freedom of Information Act requests which involved working cooperatively with various Bay County offices.

- Completed renewal application with Michigan Municipal Risk Management Authority (MMRMA) for liability and property coverage for 2015 which included extensive coordination with many departments and elected officials.

- Submitted request for renewal of property and liability coverage for 2015 to the Board of Commissioners and worked with Corporation Counsel on execution of Coverage Document.

- Prepared informational packet for the Board of Commissioners on background of Bay County's membership with MMRMA.

- Submitted request to the Board of Commissioners to apply for Grant funding for the 800 MHz radios for Bay County Animal Control due to the inoperability of their current equipment as of 12/31/2014 and, with the assistance of Bay County 9-1-1, prepared and submitted Grant Application to provide effective communication system with Bay County 9-1-1 and Bay County law enforcement.

- Received and responded to risk management claims and worked with Corporation Counsel on pending litigation.

- Continued coordination with other departments in resolving constituent concerns.

- Organized a County-wide shred day in order to eliminate records in storage that could be purged.

- Key staff worked cooperatively with Finance in the preparation and submission of the State of Michigan Economic Vitality Incentive Program (EVIP).

- With key staff, attended monthly meetings of City/County GIS/Technology Workgroup.

Animal Control

Statistics for the Fourth Quarter are as follows:

- The Shelter took in 427 cats, 233 dogs and 1 rabbit for a total of 661.
  - Owners claimed 27 cats and 72 dogs.
  - 76 cats, 109 dogs, and 1 rabbit were adopted or went to rescue.
  - 93 cats and 43 dogs were euthanized per owner's request.
  - 231 cats and 9 dogs euthanized due to aggressive behavior, lack of interest, and illness.

- Field Activity: Officers responded to 1389 calls, which included the following:
  - 57 Animal bites
  - 126 Cruelty calls
  - 209 Loose and Aggressive
  - 49 Barking

- We continue to promote our adoptable animals on various websites, Facebook, Petfinder.com, WNEM TV5 Facebook, and veterinarians' offices. We are still working with other shelters and rescues that are willing to pull animals when the shelter is filling up. 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 still working with other shelters and rescues in our efforts to get dogs, cats, and other animals out of the shelter. Over forty rescues and shelters are willing to assist us when we need to find room in our shelter. As a result, we had a total of 132 cats, 156 dogs, and 16 other animals go to other shelters or rescues this year.

- Preparations are under way for the BAISD Program where 20-22 animals that have been adopted from Animal Control will be sterilized by Dr. Musselman at the Skill Center for the Veterinarian Technician Program. This will be our sixth year that the shelter has been involved in this program.

- We have received confirmation by Bay County Humane Society that they will no longer finance the purchase of vaccinations for the animals at the shelter, as of January 1, 2015 but they will continue to offer rebates to match the County Sterilization Rebate for pets adopted from the BCAC and sterilized. We appreciate the assistance of the HSBC.

CENTRAL DISPATCH 911

- 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.

- With the successful implementation of Priority Dispatch ProQA and AQUA, 9-1-1 Central has advanced a ProQA steering group. The group's main focus is to identify Emergency Medical Dispatch responses and modes. The group is composed of representatives from Urban Fire, Rural Fire, All EMS agencies, 9-1-1 and Medical Control.

- The ProQA Steering group has reviewed and tentatively approved Bay County Emergency Medical Dispatch (EMD) Recommendations. The recommendations have been approved by the Bay County Medical Control Authority. 9-1-1 begins dispatching by Medical Recommendation Priorities on January 1st 2015. The project will help to decrease the risk to Medical First Responders when enroute to a medical emergency.

- The ProQA Steering group is now turning to the final implementation phase of the project. The Steering Group is identifying front line stake holders to be part of a Dispatch Review Group. This group, made up of Paramedics, First Responders, Dispatchers and Quality Service Representatives, will review Quality Assurance data to identify training, procedure and protocol needs.

- 9-1-1 answered: Emergency calls in the month of October 7,333; Emergency calls in the month of November 6,881; and Emergency calls in the month of December 6,227. In total, Central Dispatch has answered 89,910 Emergency calls for 2014.

- Congratulations are in order for Nathan O'Neil and Evan Sisk both. Both Nathan and Evan successfully completed the 9-1-1 Training program.

- The VHF Fire paging project is moving forward. The FCC approved our request for a change of use for several existing VHF frequencies. All the radio hardware has been installed at the tower sites, the County Building, the 911 Center and the Backup 911 Center. The final phase of the project is reprograming all Fire Pagers. This will occur in the 1st quarter of 2015. Thanks again to Brietburn Energy for their generous donation of $120,000 for this project.

- After reviewing the Next Generation 911 Phone proposals, the Great Lakes Bay 9-1-1 Consortium chose Intrado as the phone vendor.

  - The Great Lakes Bay 9-1-1 Consortium has developed a network RFP. The Network RFP is for the design and implementation of a network that links the 9-1-1 centers together. The RFP goes out for bid the third week in January and closes in late February.

  - 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

- **Bay Alerts** – Emergency Management, working with Central Dispatch, undertook a promotional campaign for the Bay Alerts public notification system. The effort included billboards, radio ads, and social media throughout the holiday season. The marketing campaign has resulted in a 20% increase in enrollees with the system.

- Region 3 Homeland Security Planning Board - Emergency Mgmt. attended various

- Region 3 Homeland Security Board meetings and subcommittee meetings.

- **Planning** – The Local Planning Team met in December to discuss the FY14 Homeland Security Grant. Bay County was allocated $34,885.46. The LPT discussed allocating the funds into 2 projects. $27,394 was allocated to complete a Mobile Data Terminal project for Law Enforcement. $3,800 was allocated to send 5 individuals to the Homeland Security Conference in May. The remainder will be allocated at the next LPT meeting.

- Several security concerns emerged at the Health Department and the County Building recently, prompting a review of the physical security, as well as proper credentialing and public access throughout the buildings. Members of Emergency Management, Central Dispatch, Human Resources, Sheriff's Department, Buildings and Grounds, and the Health Department met to address these concerns. This has led to Emergency Management laying the groundwork for developing a comprehensive Workplace Violence Prevention program. It will be comprised of multiple components including policy review/revision, facility risk assessment, Violence Prevention Questionnaires, and employee training and feedback.

- The questionnaire has been completed and some of the findings were shared with staff at the Department Head meeting in January. The results will be compiled and shared with the board, administration and staff in January. There is also a risk assessment scheduled for January 28th that will be conducted by a risk assessment professional from MMRMA.

- **Exercise** - Emergency Management participated in all three region-wide 800Mhz radio drills that were held this quarter.

- **Training** – The Emergency Management Coordinator has been working toward State certification in the Emergency Management field. He has attended various self-study and classroom trainings throughout the last 5 years that culminated in the Professional Emergency Management certification exam in November, which he passed.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS) (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 research a web Addressing/location mapping Application for Sheriff's department.
- Received BOC approval for 2015 Orthophotography project

- Misc GIS Projects and GIS tech support for: Bay County Executive, Transportation, City of Auburn, Bangor Twp, Beaver Twp, City of Essexville, Frankenlust Twp, Gibson Twp, Hampton Twp, Kawkawlin Twp, Merritt Twp, Monitor Twp, Portsmouth Twp, Williams Twp, Equalization, Environmental Affairs & Community Development, Register of Deeds, Health, Drain Office, and private data requests.
- Work with Environmental Affairs & Community Development to assist with Phragmites Treatment Grant Application.
- 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.
- Attended regional GIS meeting in Midland to discuss 2015 Ortho Photography, Environmental Health application, and potential training opportunities.
- Organized a regional meeting 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
- Continue to provide support to Tuscola County Equalization Director and staff to develop a county GIS system.
- Continued formal discussions with Saginaw and Midland Counties regarding a updated digit orthophotography project in spring of 2015
- Worked with Corporation Counsel on contract for 2015 Orthophotography project.
- Work on 2015 budget for GIS program.
- Worked on Land Value Map requests from local assessors.
- Help organize GIS meetings with City of Bay City staff to explore ways to improve GIS services.
- Help with job posting to fill vacant GIS position.

Gypsy Moth Program (A. Wallace)

- Mid- October through the beginning of December, Gypsy Moth Suppression Program staff focused on conducting Gypsy Moth Egg Mass Surveys. All annually visited survey sites were evaluated and no increasing gypsy moth populations were found. This follows both the state-wide and national trends of decreased gypsy moth populations. In most parts of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. Staff recommendation is that Bay County not contract to have Gypsy Moth Suppression treatments done in the spring of 2015 since no areas meet the program requirements for population density.

- The program Coordinator attended the Annual Gypsy Moth Conference and learned that the national "Slow the Spread" program is having good success in the southern states where the gypsy moth population appear to be receding back to areas that have been infested for many years. The Slow the Spread program has also seen little or no expansion of the gypsy moth's range in the north and central states. While the U.S. and Canada are seeing decreased populations of gypsy moths, the far-east is experiencing major outbreaks which puts the Customs Service on alert to be on the lookout for the importation of new gypsy moth populations.

Emerald Ash Borer

Quad	#1	#2	#3	#4	Totals
Min # Trees	600	580	640	600	2420

Max # Trees	629	601	669	617	2516
Min DBH	8200	8200	8800	9200	34400
Max DBH	8475	8596	9200	9450	35711

- Data entry and evaluation of the ash tree inventory was completed in the fourth quarter of 2014. Treatment of up to 2516 ash trees is recommended for the spring of 2015 as detailed in the table below. The RFP was updated and sent to the finance Department.

- Program staff also attended several web seminars on the effects of emerald ash borers on the forest community and how municipalities continue to deal with this invasive pest. December 1st a new Quarantine map was published showing that the range of EAB has expanded to 3 additional states. EAB are now are found in Tennessee, Arkansas and New Hampshire with the total range being from south-western Quebec and across to Minnesota in the north and as far south as center Georgia and Arkansas and as far west as Colorado.

Michigan Green Schools

- Program staff also participated in educational programs at the Bay City State Recreation Area Visitors Center and the Bay-Arenac ISD to help promote the Michigan Green Schools Initiative and general environmental stewardship. In addition, the coordinator contacted all schools in the county with information about the application for the 2014-2015 Program. The four participating schools from 2013-14 and several others have expressed interest in the program.

Mosquito Control (T. Putt & Staff)

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

- It's once again time to both look back at our fourth quarter accomplishments and think about the upcoming year. The mosquito season wrapped up on October 1 when we finished the last of our clean-up. Since then we've been busy compiling data for the annual report, processing invoices, correspondence, cleaning, taking inventories, ordering supplies, organizing a major 7F Training Session, conducting equipment and vehicle repairs, and preparing for the 2015 season. The 2014 Annual Report was completed in early December and will be presented to the Mid-Michigan Technical Advisory Committee in March, 2015. It will soon be available for viewing at our website www.baycounty-mi.gov/MosquitoControl under the "Resources-Reports, Brochures, Flyers" link. More recently, we have been putting together the 2015 Program Plan that will also be linked to the website.
- Staff took part in the MMCA's 7F Training Session in October, giving several presentations to the attendees. At this, our sixth annual training session, there seems to be continued interest in having recertification seminars in the future – this year there were 81 attendees! Not only are we providing a needed service, but our own staff benefits by attending and qualifying for recertification credits.

- Our Biologist, Mary McCarry, teamed up with Saginaw County Mosquito Abatement Commission's Director, Bill Stanuszek, at Michigan's Premier Public Health Conference (MPPHC) on October 24, 2014 at Shanty Creek Resorts with a presentation titled

"Mosquito Control and West Nile Virus Surveillance in Michigan". They shared information with health department staff that included history of mosquito control, threats to public health, West Nile Virus transmission, types of mosquitoes and habitats to target, WNV surveillance, public education, traps, testing, and cost. Erik Foster with the Michigan Department of Community Health provided information that they were able to incorporate into the presentation regarding the state's efforts to work with local health departments in mosquito trapping and testing this past summer. Post-conference evaluations were very favorable and one attendee commented that he would consider re-establishing a surveillance program.

- The 2015 chemical order was compiled and bid specifications were sent out to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland January 14 and vendors will be notified.

- We continue our community-outreach efforts, which include presentations at local elementary schools and developing new information for Bay3TV. Database and map updates continue to take place. Operations Supervisor, Bob Kline, passed his "aerial" category test with the MDARD in November. MDARD also conducted an inspection of our bulk storage facility this quarter, which we passed.

- The MDEQ's NPDES annual report was filed in mid-November, which was the second year we were required to submit a report for compliance. In December we mailed a "2015 Application/Permit to Use State Land" to the Bay City State Recreation Area. 2014 New Jersey Light Trap summary data (for the trap maintained at the park) was mailed concurrently. We expect to hear that treatment of the park property will continue as in 2014.

- We look forward to meeting with colleagues and hearing presentations at the upcoming MMCA Conference February 4-5 (held at Shanty Creek, Bellaire). In the next few months we'll be working on MMCA annual meeting plans, the 2015 program plan, hiring of new seasonal staff, and continuing our mission of mosquito education.

Transportation Planning Division (J. Anderson)

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

- 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
- Finalized BCATS Asset Management expense billing
- Maintain the Transportation Planning Website
- Attended various Roadsoft Training classes
- Attended Riverwalk/Rail Trail meetings
- Updated GLBR Trail data
- Coordinate traffic counts for 2014 with local agencies

- Attend NFC Update meeting at MDOT Bay Region office in Saginaw.
- Attend Travel Demand Modeling seminar by MDOT at Bay City TSC.
- Work with MDOT, Bay County Road Commission, and the City of Bay City to select contractor for Euclid Ave/Wilder Rd Access Management Study project.
- Finalized a stand-alone BCATS Public Participation Plan
- Finalize Transportation Dept. budget
- Begin NFC Review process
- Begin Reviewing GLBR Model data in GIS
- Reviewed and updated HPMS collection information
- Attend joint MPO (BCATS/SMATS/MATS) meeting hosted at MBS International Airport.
- Attended Euclid Ave (M-13)/Wilder Rd Access Management Project Kick-off meeting at MDOT Bay City TSC.
- Work with Health Department on grants for Safe Routes to Schools and Non-motorized transportation as part of a Michigan Dept. of Community Health's Building Healthy Communities and Implementing Public Health Prevention Strategies for Obesity, Diabetes, and Heart Disease and Stroke through Chronic Disease Coordinating Networks grants.
- Attended Transportation Bonanza in Lansing.
- Help with job posting to fill vacant Transportation Planner position.

EQUALIZATION

- Apportionment Report presented to the County Board of Commissioners, to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations, and finally submitted to the State Tax Commission.
- Finalized sales studies and appraisal studies and reviewed with local unit assessor for the 2015 assessment roll.
- Filed form L-4018 with the local units and the State Tax Commission. (2015 equalization studies for 2015 starting bases for all classifications in all units.)
- Compiled and updated parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculated and verified millage rates, prepared and submitted pertinent reports, verified tax bill due dates and messages, compiled that data and submitted for tax bill printing.
- Winter tax bills sent for Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning.
- Emailed / mailed digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Mailed Personal Property Statements.

- Appraised properties in each real property class, for land values, economic condition factors, and appraisal studies.
- Continued to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, updated property ownership information.
- Assigned new parcel numbers for split or combined properties, wrote legal descriptions and updated the Equalization Maps as well as the GIS parcel layer.
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepared computerized tax bill data for township officials and assisted them in uploading that data and printing necessary billing reports and documents.
- Input December Board of Review information into the assessing and taxing database.
- Input new sales, and reviewed and updated older sales in our database. Currently have 97500 sales for public and Department use.
- Updated website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting/Budget

- Worked with ISD to run a report regarding Active vendors not currently set up as EFT (Electronic Fund Transfers) for Accounts Payable. Performed a mass mailing of 2600 vendor set up forms to vendors not participating in the EFT setup. Coordinated with Accounts Payable and Payroll to work on the responses received to input information into MUNIS to prepare for the mandate on Jan 1 per board resolution 2014-151.
- Held meetings with Equalization and the Bay County Treasurer to complete filing regarding personal property tax loss relative to debt.
- Monthly meetings continued between Finance, the Bay County Treasurer and administrators of the Department of Water and Sewer to continue the coordination and assistance concerning financing, accounting and depository of funds associated with the fourth bond issue.
- Worked with ISD and Munis to convert 9.3 Munis over to the 10.5 version. Tested various 10.5 functions. Proofed the TCM-Storage converted from 9.3 camera to 10.5 paperclip. Successfully completed and implemented the upgrade to MUNIS 10.5.
- Coordinated with the Administrative Office to file all necessary documents for the County Incentive Program (Revenue Sharing) that was due Dec. 1st. This included updating the county's dashboard, citizen's guide, and debt schedules.
- Completion of closeouts for multiple grants related to Pinconning Park for both Land Acquisitions and Land Improvements.
- Held several meetings with the treasurer's office and grantees on audit compliance

regarding follow-up discussions with the Department of Justice.

- Staff attended the annual 2015 GAAP (Governmental Generally Accepted Accounting Principles) update webinar on November 6.
- Preparation and distribution of the 2015 Adopted Budget was an important focus of the Budget Department in the fourth quarter of 2015.
- During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30, 2014 were closed out by accruing accounts payable, receipts and payroll in the same manner used to close out county financials in December.
- Held meetings and conference calls with bond counsel and the Bay County Department of Water and Sewer to ensure the County was in compliance with the Securities and Exchange Commission's Municipalities Continuing Disclosure Initiative.
- Worked with corporation counsel to update the retirement investment policy for BCERS.
- Attended conference call with the Center Ridge Arms financial advisor and director.
- Assisted departments to review and discuss upcoming fiscal year end responsibilities, including copying codes for 2015 and inventory.
- Attended a meeting with the county auditing firm, Rehmann, to discuss the outcome of the single audit, audit, and management comments.
- Met with a representative from (Judicial Management Systems) JMS to discuss functionality and reporting processes for the Court. Attended a one day training session with staff from the Treasurer's Office and JMS.
- Worked with the Treasurer's Office to prepare for year-end issues, specifically transfers, cash balances, liquidity, and FMV adjustment.
- Utilized the new grant reporting system for the VOCA grant, which is now on E-Grams instead of Intelligrants. Followed up on a few items from the VOCA site audit held last summer.
- Met with Bay County Treasurer, his staff, ISD staff and Independent Bank regarding EFT's/ACH and other various Electronic Payment methods.
- Met regarding Community Center and Pinconning Park budgets.
- Met with staff regarding an update to the travel voucher form.
- Interviewed College Co-op (for college credit/no pay).

Housing Rehabilitation

- Attended Board Meetings at Bay Area Housing
- Met with program participants to discuss their various needs
- Continued day to day oversight of the program
- Began Request for Qualifications bid for Third Party Administrator
- Started year end/project close process

Purchasing

Bids in Development:

- Treasurer's Office Banking Services
- Sheriff's Department and Juvenile Home Medical Care Services Rebid
- Register of Deeds Document Scanning
- Emerald Ash Borer Treatment
- Housing Rehabilitation Third Party Administrator
- County Auditing Services

Bids Released:

- Equalization Tax Printing
- Information Systems Security Gateway (Firewall)
- Retirement Board Actuarial Services
- Sheriff's Department Inmate Health Care – Original Bid
- Division on Aging Kitchen Equipment

Bids Awarded:

- Division on Aging Kitchen Equipment
- Retirement Board Actuarial Services

Bids Cancelled:

- Sheriff's Department Inmate Health Care – Original Bid

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared journal entries for credit card allocation
- Assisted various departments and vendors with purchasing questions/bid preparations
- prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Participated in meetings with Spicer Engineering, Division on Aging and Buildings and Grounds regarding the renovation at the Riverside Senior Center
- Worked on revisions to the Purchasing Policy
- Continued process to maximize the potential of our credit card program
- Finalized 2015 Budget submission
- Participated in the financial system upgrade
- Attended meetings to review and revise the travel authorization voucher

- Attended Michigan Public Purchasing Officers Association Conference
- Attended "Contracting with Federal Funds" two day class
- Attended meeting concerning Electronic Funds Payment with Treasurer, Finance, Financial Institution and Board Analyst
- Met with new Office Depot representative
- Renewed Office Depot contract for an additional two years
- Extended office supply cooperative agreement for two years
- Began Year End Process
- Participated in webinars for purchasing related duties
  - RFP Specifications to Reduce Contract Risk
  - Fraud

Information Systems Division

- 122 work orders are currently open, with 44 regular work orders and 62 open projects.
- Work orders completed for the quarter: 862.
- An RFP was developed and released for ISD for firewall/network appliances to replace aging equipment and allow for better reporting, access configuration and management by IT.
- Additional battery expansion was ordered and received for battery backup in the ISD data center to provide backup power in the event of a total power failure for at least one hour.
- Budget requests from various departments was analyzed and adjusted to reflect the needs for each department under the proper fund list.
- Finished implementing new servers which included migrating and re-purposing existing servers and moved the backup servers to their temporary backup location.
- A network backup solution for was worked on for AS/400 backups. There was a daily tape process being done where ISD staff and a building and grounds maintenance person each day dealt with tapes. With the new backup process, the backup is done electronically with no human intervention.
- ISD worked with ImageSoft, our ECM vendor to implement backup filing access to the Friend of the Court to access three years of scanned in cases.
- Weekly, ISD meet with court facility staff to discuss the ECM project.
- Discovery and finalization of the Prosecutor's department process for ImageSoft to work towards finishing the building of the Prosecutor's OnBase workflow and processes.
- ISD worked with Tyler MUNIS to upgrade our MUNIS system to 10.5. Many hours were spent working with departments once the upgrade was implemented.
- Purchased time clock for Sheriff's Department.
- Worked with video camera vendor to install and configure cameras at the Jail.
- Purchased 14 Tough Pads via a grant for Law Enforcement.
- Productivity pack software used for Law Enforcement inventory at the Sheriff's

Department was replaced with newer software.

- Installed and configured Polycom Video Conferencing system in Jail. This allows for reduced travel costs and time for Jail employees.
- Attended the Michigan Broadband Conference in Lansing.
- Attended tech meetings with the City of Bay City and Bay County GIS staff to discuss coordination of service.
- Attended meetings with various internet providers and Bay-Arenac ISD to discuss the expansion and exchange of services regarding communication.

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:
- The Health Department will increase the community's knowledge of Programs & Services provided by October 2015.
- The Health Department will develop & implement a fiscal strategy that meets the needs of our clients, while promoting fiscal responsibility by October 2015.
- The Health Department will establish a workforce development plan by October 2015.
  - BCHD continues to revise its Orientation Operations Manual
  - BCHD has implemented a series of client satisfaction surveys for analysis.

Key accomplishments during this period include:

- The Health Department continues to work with Saginaw Valley State University in the creation of an Academic Health Department to develop opportunities for teaching and placing nursing/allied health students in the public health setting, and to create a clinic for persons with multiple chronic conditions. The clinic will focus on persons who are uninsured/underinsured, especially veterans and persons with behavioral health issues. The grant, funded at $1.1 Million dollars, will also help SVSU develop and implement an interprofessional (i.e. multidisciplinary) approach to teaching primary care to its Nurse Practitioner, Nursing, Social Work, Occupational Therapy and other Allied Health students. The clinic is scheduled to open January 20, 2015.
- As part of a fiscal review by the Michigan Department of Community Health (MDCH) of the WIC and Family Planning Divisions in June 2014, fiscal staff will redouble efforts to work with clients so that services may be reimbursed by third party payers such as Medicaid, Blue Cross and other private insurances. In addition, all fees and costs will be analyzed and re-evaluated for services in Family Planning. Finally, to ensure that clients and the general public understand the billing and fee process, a Guide to Billing at the Bay County Health Department will be completed and published in the Fall of 2014.
- The Health Department directly participated in meeting and events related to Ebola preparedness in October, November and December. The Health Officer, the Maternal

Health Services Manager and the Emergency Preparedness Manager took part in meetings at the Emergency Operations Center and directly with McLaren Bay Region.

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
- Michigan Premiere Public Health Conference – Lewiston, MI October 2014
- Meetings with Health Department Fiscal and Finance Department staff to discuss financial reporting, payroll corrections, billing and budget issues
- Meetings with SVSU regarding implementation of the upcoming interprofessional clinic for persons with multiple chronic conditions.
- Michigan Health Information Alliance – Population Health Working Group
- Bay County Ebola Preparedness – EOC Operations Group, October - December 2014

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.
- For fiscal year 2013-14, the CSHCS program was awarded a $10,000 mini grant to provide outreach to CSHCS recipient families. This quarter the program reapplied and was granted a second $10,000 mini grant for the 2014-15 fiscal year. Marzi Thompson, the parent Liaison hired with mini grant funds, has done a fantastic job reaching out to CSHCS families. Grant initiated CSHCS family survey results identified that Bay County lacks affordable, fun activities for children with disabilities. As a result, the 2014-15 mini grant plans will focus on developing & implementing plans to meet this need, both short and long term.
- 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.
- In addition, due to the newly developed Primary care clinic coming to the Health department in January, the CSHCS program was able to utilize the services of 3 SVSU

MSW students and their instructor to work with CSHCS families in the interim.

- During this quarter the following billable services were provided with an approximate income of $5,450.02:
  - 12 Annual plan of cares the RN completed by telephone
  - 0 Annual plan of care by the RN in client's home
  - 14 Level II care coordination activities, combined efforts of RN and clerical staff
  - 19 Case management visits by the RN

Communicable Disease (CD) Division

- The CD nurse investigated 151 reportable disease cases this quarter, of which 122 were laboratory confirmed. These confirmed cases include:
  - 14 animal bites
  - 1 Streptococcal Disease, invasive Grp A
  - 2 Influenza
  - 2 Campylobacter
  - 1 Cryptosporidiosis
  - 1 Giardiasis
  - 1 Shigellosis
  - 4 Streptococcus pneumonia, invasive
  - 1 Guillain-Barre
  - 1 Hepatitis B-chronic
  - 1 VZ Infection, unspecified
  - 17 Hepatitis C-chronic

Note: the Chlamydia and Gonorrhea cases referenced under Health Screening.

- The 9 Probable cases reported and investigated but not laboratory confirmed include: 2 Hepatitis B chronic and 7 Hepatitis C chronic.
- An additional 20 cases were reported that the CD nurse investigated and were later found not be a case.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 73 Chlamydia and 3 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 40, of which 5 were court ordered, 23 males & 17 females.
- Number of clients tested for HIV this quarter: 21, of which 5 were court ordered. All results were negative, and of these 21 tested, 10 had previously been tested while 11 had no previous test.

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

10-14-14 Preparing for Ebola: What US Hospitals Can Learn from Emory Healthcare,

Association for Professionals in Infection Control-Webcast

10-20-14 Hospital preparedness Call: Preparing your Health systems for Ebola-webcast

10-22-14 EPI-Lab Capacity wprk group, Lansing, MI

10-24-14 Ebola Task Force/McLaren Bay, McLaren Bay Region Hospital

10-29-14 CDC Releases Tightened Personal Protective Equipment Guidance (PPE) webcast

11-21-14 Preparing your Healthcare System for Ebola Webcast

11-24-14 Towards an AIDS-free Generation: Healthcare Outreach and Enrollment for People Living with AIDS Webcast

11-25-14 East Central Infection Control Meeting–St. Mary's Hospital in Saginaw

12-12-14 Vaccine administration & Pain, Infants & children Update, BCHD

Hearing and Vision Program

The state of Michigan has developed new forms for quarterly reporting. We will begin to use their format with this quarters report. In addition to providing hearing and vision screenings during this quarter, the technicians keep busy following up on previous referrals.

Hearing	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	52	49	0	0	3	3
School age K-12:	0	0	0	0	0	0
Totals	52	49	0	0	3	0

Vision	Services provided	Passed	Referred	Under Care	Other*	MD evals**
Under 3 years old:	0	0	0	0	0	0
Preschool 3- 5 yrs old:	54	49	4	0	1	1
School age K-12:	5433	4433	412	105	483	20
Totals	5487	4482	416	105	484	21

* Unable to complete screen/ pending rescreens/absent for screening.

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

Division On Aging

- Kristy Upton was hired as the first Abuse in Later Life Case Management Worker. Kristy will be working to prevent the mistreatment or abuse of people age 50 and older who are residents of Bay County. Her position is supported in total through the Elder Program Grant provided by the Office on Violence Against Women.

- Home Delivered Meals Drivers Dave Siefert and Mark Rubis interviewed and filmed a session for Delta College Q TV, Second Act: Life at 50+. The series filmed them during a delivery day as they shared the important role Home Delivered Meals plays in a

homebound senior's life. Good job to them both!

- Division on Aging received a donation of $3,402 to purchase a flat-screen TV and dining chairs for Riverside Friendship Center.

- The Friendly Caller Program, in collaboration with United Way and the RSVP Program, is up and running. There were three requests filled in December.

- The Commodities program delivered 132 boxes of commodities in October, 128 boxes in November, and 162 boxes in December, for a total of 422 for the quarter.

- Division on Aging served 837 eligible meals at special events from October through December.

- Division on Aging volunteers provided 340 hours of time in October, 304 hours of time in November, and 289 hours of time in December; a total of 933 hours of their time this quarter.

- Transportation requests were 78 in October, 95 in November, and 84 in December, for a total of 257 for the quarter.

- From October 1 through September 30, Division on Aging has served:
  - 8,388 congregate meals
  - 29,283 home delivered meals

  and provided:
  - 185.75 caregiver hours
  - 1,780.75 homemaker hours
  - 258.25 personal care hours
  - 1,359.75 case coordination hours

- Kitchen Project:
  - Project is on schedule; kitchen equipment is on order and scheduled for delivery and installation beginning January 15
  - Exterior concrete work completed
  - Asphalt paving completed
  - Removal of temporary fencing and job trailers complete
  - Masonry work has been completed

- Interior painting completed
- Ceiling and lighting installed

- Elder Abuse Grant:
  - Monthly Division on Aging staff meetings
  - Monthly Bay County Elder Abuse Coordinated Community Response (CCR) Team Meetings. Each meeting is regularly attended by 15 to 25 people from community agencies, law enforcement, Adult Protective Services, and the County Prosecutor's Office. The Project Coordinator arranges the agenda and a speaker for each session.

October

- Presentation, "Tactics Used by Abusers to Victimize Seniors," Kawkawlin Dining Center, 10/15/2014. Approximately 15 people attending.
- Abuse in Later Life Case Manager Interview team participant
- Directed printing and purchase of posters and brochures for Abuse in Later Life community victim services campaign
- Work with Bay Area Women's Center on Abuse in Later Life Services

November

- Conducted outreach to community organizations for Abuse in Later Life Victim Services information
- Presentation, "Don't Be Blind, Know the Signs – of Abuse in Later Life," – Riverside Friendship Center, 11/5/2014. Approximately 40 people attending.
- Presentation, "Don't Be Blind, Know the Signs – of Abuse in Later Life," – Williams Dining Center, 11/6/2014. Approximately 12 people attending.
- Presentation, "Abuse in Later Life--What You Should Know," Morning Rotary, 11/13/2014. Approximately 40 people attending.
- Update for Division on Aging Senior Advisory Committee, 11/20/2014.

December

- Presentation, "Abuse in Later Life--What You Should Know," Noontime Rotary, 12/2/2014. Approximately 45 attending.
- Bay 3 TV Videos/Presentations
- Held planning meeting with Bay 3 TV staff and Michigan State Trooper to prepare Abuse in Later Life programming for 2015

- Medicare Part D Help Sessions:
  - Total number of clients seen/served: 108 (decrease of 33 clients from 2013)
  - Total number enrolled in a new plan: 62 (decrease of 8 clients from 2013)

- Health and Wellness classes offered:
  - Blood Pressure Clinics
  - Walking Club
  - Low Vision Support Group
  - Commit to Be Fit
  - Line Dancing
  - Chair Yoga
  - Wii Bowling League
  - Shuffleboard
  - Osteoporosis Strength Training Classes
  - A Matter of Balance
  - Aging Well Chair Yoga with Beth Trahan

- Dining Center Activities:
  - Acrylic Painting classes
  - Halloween parties
  - "Know the Signs of Possible Abuse," Julie Chamberlain, Kawkawlin/Williams/Riverside
  - Holiday Craft Class by Carolynn Johnson at Riverside
  - Movie and Lunch at Williams
  - Thanksgiving Dinner parties
  - Fresh Thanksgiving Arrangement Class at Riverside
  - Healthy Heart Eating Program by Caretel Inns of the Tri-Cities at Riverside
  - Decorative Geo Mesh Wreath Class at Riverside
  - Children from Zion Lutheran School at Williams
  - Burial Planning Workshop by Floral Gardens at Riverside
  - Western High School Choir at Williams
  - Jolly Hammers and Strings at Williams

- Special Events:
  - Annual Country Fireside Picnic
  - Movie/Lunch Series at Wirt Library each month
  - In-Service Program regarding Relaxation and Meditation
  - A Christmas Carol Dinner Theatre at Bay City Players
  - Annual Holiday Party with auction

- Nutrition Services Manager:
  - Department Managers' meeting
  - Kitchen Progress meetings
  - Senior Advisory Committee meeting
  - Staff meetings
  - Dining Center Site Manager meetings

- In-Home Services Coordinator:
  - Department Managers' meeting
  - Senior Advisory Committee meeting
  - Staff meetings
  - Case Management meetings
  - In-Home Staff meetings

- Staff:
  - Capacity Building/Person-Centered Approach Training
  - Senior Medical Safety ID Program Training

- Meetings/Trainings Attended by Director:
  - Region VII Area Agency on Aging Board Meeting
  - Senior Advisory Committee Meeting
  - Division on Aging staff meetings
  - Elder Abuse CCR Team
  - Senior Task Force
  - County Commission
  - New Kitchen Project meetings
  - Second Act Advisory Board meeting
  - Department Managers' meetings
  - Finance on Single Audit meeting
  - Region VII Area Agency on Aging Directors' meetings

Emergency Preparedness & Health Education (EP&HE) Division

- 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):

October

- McLaren Bay Region Ebola Task Force Meeting
- Updated and Submitted SNS Plan to MDCH OPHP (Melissa & Tracy)
- MDCH Ebola Conference Call
- Held interviews for Part-Time Community Health Educator
- Met with SVSU Nursing Student regarding Emergency Preparedness Project
- BCHD Ebola Response Planning Meeting

November

Met with potential SVSU intern for winter semester

- BCHD Foodborne Illness Team Meeting (Melissa & Tracy)
- FAB Team Meeting (Melissa & Tracy)

December

- MDCH Ebola Conference Call
- Local Planning Team Meeting

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)
  - Monthly BCHD Staff Recognition Committee Meetings (Tracy)
  - Facilitate Monthly WIC Breastfeeding Classes & Infant Feeding Choices Classes

(Tracy)

- Monthly MALPH BHS Forum Teleconferences (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa & Julie)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Julie/Tracy)
- During this quarter, presented to 7 classes and spoke to a total of 46 people

October

- MPPHC Planning Conference Call (Tracy)
- Attended BCPN Meetings (Tracy)
- Attended MiHIA Population Health Meeting (Tracy)
- Attended Michigan Premier Public Health Conference (Tracy)
- Attended Prescription Drug Seminar (Tracy)
- The State of Obesity and Health Disparities Webinar (Tracy)
- Building Healthy Communities Meeting with Joel (Tracy)
- Designing and Planning for Healthy Cities Webinar (Tracy)
- Assisted Regional EPA office with ESF Outreach at Cabela's Ladies Day Event (Julie)
- ESF Outreach at McLaren Bay Region Halloween Health & Safety Day (Julie)
- BCHD Outreach at Project Connect Event at the Bay County Community Center (Julie)
- Presented Safe Fish Advisory information to seven Saginaw Valley Nursing Students (Julie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie)

November

- BCPN Luncheon Meeting (Tracy)
- MDCH Ebola Conference Call (Tracy)
- Liz Warmbier started as the new Part-Time Health Educator for the ESF Grant
- Completed IS-100, 200, 700, & 800 (Liz)
- Assisted Regional EPA office with ESF Outreach at Women's Expo Event at SVSU (Julie)
- Trained new staff member on ESF program (Julie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Liz)

December

- Building Healthy Communities (BHC) Coalition Meeting (Tracy)
- BHC Grantee Conference Call (Tracy)
- Conference Call with MiHIA regarding CDCN Grant Application (Tracy)
- CDCN Grant Application Meetings (Tracy)
- Participated in a conference call to discuss how to develop a high school education activity based on the EPA clean-up of the Tittabawassee River (Julie & Liz)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Liz)

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC	
Fixed Food Est. Inspections	179	Parcels Evaluated	24
Mobile, Vending & STFU Inspections	13	On-Site sewage Disposal & Tank Permits Issued	15
Temp. Food Est. Inspections	4	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	31	Failed System Evaluations Conducted	12
Plans Received for Review	2	Sewage Complaints Investigated	1
Plans Approved	0	Well Permits Issued	12
Consumer Complaints Investigated	13	Abandoned Wells Plugged	10
Food borne Illness Complaints Investigated	0	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	4

Cremation Permits Processed

Oct	62
Nov	54
Dec	57

- The Environmental Health Division completed 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.

Lead Program

- The MDCH Stellar Program 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. The transition to The Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) has stalled. **9** children are currently opened to case management for EBLL greater than **10** micrograms per deciliter, **1**child was opened to case management and **0** were closed during this quarter, **16** phone or mail contacts to parents were completed along with **4** contacts to physician offices.

Maternal Child Health Services

The Maternal Child Health Services' Manager is responsible for Management of the; Maternal Infant Health Program, Children's Special Health Care Services, Hearing and Vision, Communicable Diseases/Sexually Transmitted Infections, Fiscal Division, Immunization Clinic, Family Planning Clinic.

Supervision and hiring of the two Region 7 on Aging Agency workers who provide services in the Health Department

Other duties include TB case management coordination with Dr. Herrick the Medical Director. Currently the Health Department does not have any cases of active TB Disease or Latent TB. The last client with latent TB completed treatment in December 2014.

- Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:
- Monthly MIHP and Health Department Staff and Management meetings
- Weekly planning meetings with SVSU staff regarding developing the Nurse Practitioner Primary Care Clinic at the BCHD
- Weekly meetings throughout the Fall regarding the evolving Ebola Crisis and LHD response
- Monthly MDCH Nurse Administrator Meeting by teleconference

10-16-14	Food borne Illness (FBI) Meeting with Environmental Health
10-15-14	MIHP Thumb Area Coordinators Meeting, Frankenmuth, MI
10-17-14,	Great Start Collaborative (GSC) Executive meeting, BAISD
10-22/23-14	Michigan Premier Public Health Conference, Bellaire, MI
11-13-14	Bay County Division/Directors Mtg
11-21-14	Great Start Advisory meeting
12-09-14	Office of Population affairs Title X teleconference

12-12-14 Immunization update with CEUs provided

12-15/16/17-14 M&M Software training for University Primary Care Clinic

Maternal Infant Health Department (MIHP)

- This quarter MIHP received 103 maternal and infant referrals from which 10 maternal and 19 infants were enrolled. A total of 296 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN.
- The MIHP professional staff participated in the following trainings and meetings in addition to the monthly Health Department all staff meetings and their monthly MIHP staff meeting.
- Kelly Dore, RN, BSN also is the lead nurse for Bay County and provides back up for the Communicable Disease division. Kelly worked 11.5 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 and she worked 20.75 hours in Communicable Disease.

Kelly also participated in the following trainings/meetings:

10-21-14 MDCH Immunization Conference, Flint, MI

10-24-14 Opiates & Controlled Substances in Neonates training, Bay City, MI

Mary Jo Braman, RN, BSN provided 35 hours back up to Immunization Clinic and 2 hours for TB case management. She also participated in the following meetings/trainings:

10-09-14 Safe Journey, a McLaren led Community Program to provide middle school education on the harmful effects of substance abuse to an unborn baby.

10-21-14 MDCH Immunization Conference, Flint, MI

Jennifer Don LMSW participates in the additional following monthly meetings:

Bay County Self Sufficiency Task Force Meetings

BCHD staff recognition meetings

Bay Arenac Diaper Bank meeting for Community groups

BCHD FAB TEAM meeting

And specifically this quarter:

10-17-14 Halloween Health & Safety Fair

Immunizations

TB Test	15
Hep. A Adult	18
Hep. A Peds	98

Hep. A/Hep. B	0
Hib	72
HPV	86
Flu	522
PCV13	82
Rotavirus	32
Dtap	45
Dtap/IPV	43
MMR	39
IPV	18
Td	1
Tdap	76
Varicella	55
Dtap/Hep.B/IPV	47
Pneumonia	2
Meningococa MCV4	66
Zoster	0
Hep. B Peds	10
Hep. B Adult	29
MMRV	47
Rabies	0
DT	0
TOTAL	**1403**

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
294
Number of Encounters in Family Planning Clinic
329

- Tammy Hill NP-BC works 8 hours each week in the Family planning Clinic. The clinic is now current with annual exams for current clients and continues to add new clients weekly.

Laboratory

Number of Tests: Clinical Services	305	Number of Tests: Water/Non-Clinical	334	TOTAL TESTS	639

Lead Tests Billed

Oct	44
Nov	43
Dec	53

WIC Women, Infants and Children Program

Bay County Health Department and Pinconning Clinic

	Certification	Child Evaluation	Education	Infant Evaluation	Nutrition Care - Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
Oct	2	140	312	46	53	99	149	0	220	1021
Nov	0	140	319	54	50	70	118	0	124	875
Dec	2	188	337	56	44	91	148	0	116	982

HOUSING

Housing Director Activities

- Attended "Overview of Alzheimer's and other Dementia's" training at Golden Horizon's on December 10, 2014
- Attended Monthly Elder Abuse Coordinated Community Response Meetings
- Attended Monthly Department Head Meetings
- Attended Monthly Continuum of Care Meetings at the Good Samaritan Rescue Mission
- Attended Monthly Senior Task Force Meetings
- Attended quarterly BC/BS Community Advisory Committee Meetings
- Attended Board of Commissioner and Various Board Committee Meetings

- Completed 6 housekeeping inspections
- Completed 2 informal reviews for applicant admission denials
- Met with Schindler Elevator representatives to discuss upcoming Elevator Modernization project
- Met with several residents to discuss tenant concerns
- Met with representative from Franklin Energy regarding energy efficiency projects
- Met with mechanical contractors in order to gets quotes on adding freeze protection to fresh air make up unit
- Met with contractors to get quote on replacement of refuse room exterior door
- Met with roofing contractor to determine possible leak
- Met with corporation counsel on several occasions to discuss tenant matters and contract
- Submitted the PHA 5-year and Annual plan to HUD for approval

Admissions and Occupancy Specialist Activities

- Attended "Overview of Alzheimer's and other Dementia's" training at Golden Horizon's on December 10, 2014
- Completed annual recertification's for 23 residents
- Completed 6 housekeeping inspections
- Completed move-in orientation for 4 new residents
- Met with several residents to discuss tenant concerns
- Completed inspections for 23 apartment units with maintenance staff

Maintenance Activities

- Annual Fire System, Alarm and Generator inspections were completed by respective outside contractors
- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed inspections for 23 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Met with mechanical contractors in order to gets quotes on adding freeze protection to fresh air make up unit
- Met with contractors to get quote on replacement of refuse room exterior door
- Met with roofing contractor to determine possible leak
- Repaired several washers, dryers and refrigerators
- Prepared plow truck for snow plowing including adjusting torsion
- Winterized lawn equipment and sprinkler system

Resident Services Activities

- Distributed food commodity boxes to 65 residents
- Coordinated weekly exercise classes with American Home Health Care
- Held two Resident Advisory Board (RAB) meetings to discuss the agency 5 year plan and policy changes
- Coordinated distribution of Christmas gifts from a local church to residents who had applied for assistance
- Coordinated with local human service agencies to provide needed goods and services to residents; including Bay County Division on Aging, Region VII Area Agency on Aging, Bay Arenac Behavioral Health Geriatric Outreach Program, Bay County Department of Human Services, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Center.

JUVENILE DETENTION & CHILD CARE SERVICES

- The Child Care grant has not experienced any budget cuts thus far for the fiscal year and have maintained continued programming.
- Director attended training on RCCI School Nutrition in Lansing software.
- Employees received training on Safe Crisis Management; School Nutrition Program criteria; Safe Food Handling and Emergency Drills
- Director received training on editing the website. The website has been updated
- Residents are participating in Education program provided by the Bay Arenac Intermediate School District.
- A representative from the Neighborhood Resource Center provides weekly Life Skills classes
- Time Clock system has been implemented
- Director attended Michigan Juvenile Detention Association, Community Corrections Advisory Board and TriCap board meetings this past quarter.
- Intakes in the Bay County Juvenile Home

Date Admitted between '10/1/2014' and '12/31/2014'

County	Count
BAY	65
HURON	4
HURON DHS	3
IOSCO	2
MONTCALM	2
PRESQUE ISLE	2
SANILAC	2

TUSCOLA	5
TUSCOLA DHS	1
	86

Community Corrections

- The Community Corrections grant and budget was approved for FY 2015. We have not experienced any budget cuts thus far for the fiscal year and have maintained continued programming.

Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	115	110
Outpatient Treatment	29	425
Cognitive Change Program	3	150
Drug Testing Program	15	1636

- Jail overcrowding and bed space utilization continue to be concerns for Community Corrections. Programs such as pretrial supervision, drug testing, electronic monitoring and residential treatment serve as alternatives to incarceration. The Pretrial Specialist supervises offenders on bond, allowing them to remain in the community rather than spend time in jail awaiting their next court date. In this quarter, the Pretrial Supervision program has seen an 81% success rate. Releasing low risk offenders under Pretrial supervision allows effective utilization of jail space for high risk and violent offenders.
- The residential treatment programs have saved 412 jail bed days with a cost savings of $27,719.36 and the Drunk Driving Jail Reduction program has seen a savings of $1009.20 for the quarter.
- The Community Corrections Manager oversees the Sheriff Work Program. These are non-violent offenders who work with Buildings and Grounds staff to maintain county properties. They also participate in other approved projects within the community. In this quarter, the Sheriff Work Program has saved 154 jail bed days, which amounts to a savings of $10,361.12.
- Throughout this quarter, the Manager attended meetings for Treatment Court Admissions, Circuit Court Probation and TRICAP Board. The Manager has hosted bi-monthly CCAB meetings with Community Corrections stake holders. The Pretrial Specialist has participated in data gathering, in an effort to improve the current Risk Assessment tool used for arraignments.

MSU EXTENSION

Michigan State University (MSU) Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future.

MSU Extension Names Interim Director

- Ray Hammerschmidt has been named the interim director of Michigan State University (MSU) Extension as of January 1, 2015. He provides leadership to an organization that has staff and faculty both on campus and across the state. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information they need to do their jobs better, raise healthy and safe families, build their communities and empower their children to dream of a successful future.
- Dr. Hammerschmidt received a B.S. in biochemistry from the School of Agriculture at Purdue University in 1974. From there, he became interested in plant pathology, and in 1976, he earned a master's degree in plant pathology from Purdue. In 1980, he received a Ph.D. in plant disease resistance from the University of Kentucky
- Also in 1980, Dr. Hammerschmidt received a research and teaching appointment at MSU conducting fundamental and applied research on potato diseases. It was through the "applied" work that he became involved with MSU Extension, talking to growers, and working closely with specialists to become familiar with MSU Extension's role. He has taught many courses and has been involved with the Diagnostics Services lab and Project GREEEN (Generating Research and Extension to meet Economic and Environmental Needs). For nearly 13 years, he was chair of the Plant Pathology Department. He also directs the North Central Region part of the USDA-funded National Plant Diagnostic Network.
- MSUE Seagrant Extension Educator starting in Bay County office
- We are pleased to announce Katy Hintzen has accepted the position of Sea Grant Extension Educator for the Saginaw Bay district. Katy currently works as the Habitat Blueprint Coordinator with NOAA at the Great Lakes Environmental Research Lab. Katy has a B.S. from McGill University and a M.S. from the University of Michigan. Katy brings a background in environmental policy and is fluent in Spanish. Katy will start her new position with on January 5, 2015.

4-H Program Coordination, Jodi Wrzesinski
4-H Tech Wizards Grant

- Jodi Wrzesinski recently received a $40,000 grant to fund the 4-H Tech Wizards program at Washington Elementary School. The approximately 95 students will be involved in STEM-science, technology, engineering and mathematic-education.
- The program will launch on Tuesday, Jan 20. The grant money is being used to purchase things like iPads and laptops, LEGO robotics kits, remote operated vehicles and other supplies the kids will use to build things like stomp rockets.
- The program also pairs students up with adult mentors and Jodi is currently looking for two dozen mentors age 21 and older that are positive role models and interested in mentoring small groups of students.
- Jodi understands that she's asking mentors to volunteer during regular business hours,

so she's hoping area companies, especially those with an affinity for STEM education, commit to the program and allow employees to volunteer on company time, much the way they do for programs like Junior Achievement.

4-H Winterfest

- Planning is underway for the annual 4-H Winterfest which is held at Kettunen Center on January 31st—February 1st. The planning committee is organizing a variety of workshops for youth and for parents such as Snow Science, Sled Dogs, Fender Blender Smoothies and Outdoor Cooking. Last year 174 people participated in Winterfest.

4-H Life Skills and Capacity Building, Jodi Schulz
Academic Success- life skills

- Jodi had the honor of presenting at the National Association of Extension 4-H Agents in Minneapolis, MN with an outstanding team of colleagues. The session focused on two curriculums that the team wrote and are currently for sale at shop.msu.edu. They are titled "Promoting Life Skills Through 4-H Projects Workshop Kit" and "Experience 4-H! The Experiential Learning Model Workshop Kit."

- over the past year, the life skills team wrote several grants to create and disseminate throughout Michigan an educational, hands-on 4-H life skills display. Because of the success in Michigan, the team began selling the display nationally. The educational 4-H display features a wheel with 12 inserts listing life skills, evaluation component, table tents, and user guide.

- Bay County 4-H staff held two family enrichment nights focused on science education. One was at Washington Elementary and the other at Hampton Elementary. According to evaluation data, both events were successful.
- Bay County 4-H youth and their families also participated in an educational clinic about proper verbal and non-verbal communication with buys before, during and after an auction setting. Youth learned how to professionally shake hands, hold eye contact, and ask appropriate questions.

- Bay County 4-H staff wrapped up a partnership with the Molina Foundation and the Bay City Public Schools. Over the summer, over 45,000 were delivered to Bay County and housed in a local un-used school building. Bay County acted as the state hub for dissemination. Of those books, over 3,000 stayed in Bay County and were delivered to local Title 1 Elementary Schools. Delivery of those books in Bay County took place throughout October.

Capacity Building

- Wrote and submitted a proposal to teach at the National Extension Conference on Volunteerism to be held in May 2015 in Portland Maine. The proposal was accepted.

- Bay County 4-H staff developed and delivered a presentation at the Michigan State University Extension Fall Conference on the topic of family enrichment programs and partnering with schools.

- Lead the work team in creating a marketing list of workshops, trainings, and webinars that our work group offers. This marketing list is for internal, as well as external audiences. The target audience for all work group workshops, trainings, and webinars is 4-H staff, volunteers, community partners, and professionals.

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

- Ann Arnold has completed the Show Me Nutrition curriculum with 218 Head Start students this fall. She begins nutrition education with adults at DHS this winter.

- Jessica Foss completed food safety activities with youth at the 4-H Science Nights at Washington Elementary and Hampton Elementary. Jessica begins programming with youth focusing on making healthy choices using the Fender Blender. The Fender Blender is a blender attached to a stationary bicycle that makes smoothies as the youth pedal the bicycle.

A Few Upcoming Events

ARC-PLC Title 1 Farm Bill Educational Program
Date: January 6, 2015
Time: 9 a.m. - 12:30 p.m.
Location: The Cheesehouse • 770 E. Pinconning Rd, Pinconning
Contact: akantrov@anr.msu.edu, 616-994-4580

The objective of the Farm Bill Program is to inform producers on the changes of the 2014 Farm Bill. This includes the changes in commodity programs and the farm and risk management implications that come along with these changes. All of the meetings will include an agenda with New Provisions of the Agricultural Act of 2014and Farm and Risk Management Implications of the Agricultural Act of 2014 along with a question and answer portion. Join us at one of the MSU Extension meetings to learn more about the changes to the 2014 Farm Bill and what it means for your business.

4-H Winterfest
Date: January 31—February 1, 2015
Location: Kettunen Center
Registration details to come
Contact: Michelle Neff, hydemich@msu.edu, 989-539-7805

2015 Bean & Beet Symposium

Date: January 20, 2015
Time: 8 a.m. - 4 p.m.
Location: Horizons Conference Center, 6200 State Street, Saginaw, MI 48603
Contact: Steve Poindexter, 989-758-2500 ext. 208, poindex2@msu.edu; Karlie Van Poppelen, 989-758-2500 ext. 237, vanpopp8@msu.edu

The Michigan Bean and Beet Symposium and Trade Show is scheduled for Tuesday, January 20, 2015 at the Horizons Conference Center, 6200 State Street, Saginaw, MI. As you may already know, this is the largest agriculture trade show in central Michigan. Every year over 1,000 people attend! Businesses who work with agriculture products or producers are encouraged to exhibit and we hope you plan to be in Saginaw for this annual event. Over 700 agriculture producers, agribusiness people, and university researchers travel from throughout the Midwest, Canada and all of Michigan to attend this outstanding trade show and symposium of over 90 venders. Producers of all commodities are welcome to attend.

Effective Management of Farm Employees
Date: January 27, 2015 - January 28, 2015
Location: Double Tree, Bay City
Contact: durstp@anr.msu.edu, 989-387-5346

This event is designed for farm owners and managers who manage employees. Employees enable farm owners to do much more than they could ever achieve on their own, and to add skills and perspectives that owners don't possess. The bottom line is that employees make you better. At this informative meeting, you will have the opportunity to listen and interact with professionals on how to effectively manage your farm employees. Sessions will be focused around 4 key areas:

Attracting good applicants in today's job environment

Building teamwork on the farm

Capitalizing on your employees' desire to learn

Achieving high quality performance

Bay Area Vegetable Research and Marketing Update

Date: February 16, 2015 Time: 8:30 a.m. - noon Location: Portsmouth Twp. Fire Hall, 1171 Cass Avenue Rd, Bay City Contact: Angelique Rooney, 989-758-2500, arooney@msu.edu

Michigan State University Extension would like to invite growers from the Bay and Thumb areas to attend a free meeting at the Portsmouth Township Hall in Bay City on February 16 to learn more about last season and plan for the next. Attendees will get to meet three of MSU's four vegetable production research specialists. In addition, MSU Extension's Saginaw and Genesee county community food systems educator, Julia Darnton, will give an overview of the many local and state opportunities and incentives for selling fresh market vegetables.

RECREATION & FACILITIES

During the 4th 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:

- Held monthly meetings with staff as scheduled on topics such as cash handling, operations, increasing revenue, objectives, upcoming projects, etc.
- Continued to work with Civic Arena staff to discuss increasing revenues, increasing league numbers, and decreasing expenses to improve the overall finances of the civic Arena.
- Participated in meeting regarding the Bay City State Recreational Area.
- Submitted a grant application to the Bay Area Community Foundation for the Community Center Gym Floor replacement. $10,000 was awarded to us by the Foundation.
- Submitted the Dow Corning Donor Advised Grant for Community Center gym floor replacement. We were awarded $8,000.
- Submitted a grant application to the Michigan Baseball Association for $10,000 for the gym floor. A response to the grant application will come in March 2015.
- Met with fellow county officials regarding county record storage.
- Continued to monitor and work with city officials regarding the water at the Community Center.
- Met with Civic Arena customer regarding ideas for increasing youth hockey participation at the Civic Arena. A Free youth recreational program will start the 1st quarter of 2015.
- Interviewed SVSU students for Marketing and Graphic Design internships.
- Continued to send out a monthly Recreation Newsletter to over 1,300 email addresses.
- Met with Laura Ogar to discuss and review the NOAA grant reports.

Buildings & Grounds

- Pinconning Park Grant is almost complete, as a small amount of work is needed on the viewing tower and observation deck is near completion.
- Replaced furnace blower at Animal Control.
- New concrete exercise slab poured for Animal Control and fence reset.
- Installed new generator for 911 tower in Linwood-State Police post.

- Juvenile Home had numerous repairs on furnace, leaks in kitchen, air handler repair, camera repairs & security alarms all handled by County maintenance.
- Parks & Rec cleaned & stored all summer equipment and attached plows for winter.
- Equipment Operator II is servicing all facility vehicles including Maintenance, Health Dept., Veteran's, Probate Court to save costs.
- Equipment Operator rebuilt front end axle & bearings for a 2nd Zamboni at Civic Arena, saving County by not outsourcing.
- Fairgrounds/Rec Barn had 2 furnaces replaced.
- Civic Arena had training for new Munters service for roof top units.
- LEC - installation of more water shut off valves.
- LEC - new pressure relief valve on boiler #1.
- Server room on 8th floor (ISD) had new electrical circuits and exhaust fan installed.
- County staff pulled network cable for 4 offices in Health Dept. and 7th floor Finance had network wire pulled.
- County staff installed polycom cable in Court rooms for cameras & tv monitors.
- County staff remodeled Arraignment room, Storage room & Identification room – (paint, floors, base boards, etc).
- Removed & remounted benches in Jail visiting area.
- County staff replaced contactor on compressor & blower motors replaced.
- County staff constructed new office in Central Dispatch/911 & ran network cable for printer & fax machines relocation.
- Replaced solenoids for commercial washing machine in Jail.

Recreation

Golf Course

- Overall operating revenue was down 11% from 2013. The main contributing factor was the number of golfing days in 2013 compared to 2014 which translated to roughly $48,000 in lost revenue.
  - 138 total golfing days in 2014 compared to 151 golfing days in 2013
  - There were only 23 golfing days by the end of May and the season came to an abrupt end in October.
  - The 2014 average golfing day constituted about $3650 per day resulting in a loss of $47,500 for the season.

- The breakdown for Revenues are as follows:
  - Green Fees = 14% down
  - Cart Fees = 12% down
  - Season Passes = 22% down
  - Food Services = 10% down
  - Merchandise Sales = 24% up

- The bottom line of the golf course improved roughly 20% from 2013 even though revenues were down given the fact we reduced expenses so greatly.

- The breakdown for Expenses are as follows:
  - Personnel Services = 26% down
  - Supplies = 12% down
  - Public Utilities = 51% down
  - Other Services = 14% down

- The goal for 2015 is to maintain these levels of expenses and a combination of good weather is needed for us to be profitable.

Civic Arena

- 2014 was the first increase in total revenues since 2007. There still is a way to go, but we are heading in the right direction.

- Total revenues were up $81,000 from 2013 while the bottom line improved by 25% ($18K) over the same period.

- Expenses went up in capital improvements ($19K) and labor. Labor increased after a management realignment and the increase in minimum wage.
- The following are the breakdown for revenues for 2014:
  - Ice Rental = 10% up
  - Skate Rental = 16% up
  - Public Skate = 21% up
  - Concession = 16% up
  - Pro Shop Sales = 13% up
  - Tournaments = 29% up
  - Learn to Skate = Up $3,100 from $0 in 2013
  - Advertising = Up $10,800 from $0 in 2013

- Our Winter Men's Adult League remained at 20 teams which is the same amount of teams as our Fall League which was p from 14 teams.

- The High Schools and Tri City Icehawks are in the peak of their seasons.

- Hosted our 1st Annual 3 on 3 Holiday Tournament. We had 7 teams with very positive feedback and inquiries about next year.

- We hosted our 2nd Annual New Year's Lock In and doubled the amount of kids compared to last year (68 kids).

- We are in the final stages of creating a FREE Youth Rec Hockey League to first year players.
  - This concept was developed in an attempt to increase participation in youth hockey at the youngest age levels with the hopes of moving them into the Bay County Hockey Association.
  - The goal is to change the trend of hockey participation at the youth and high school levels which would benefit both parties.

Community Center

Fitness Center :

October	420 members	101 County Employees
November	390 members	98 County Employees
December	404 members	72 County Employees

Fitness classes :

FitFun -	49 participants -	47 pay clients,	2 Bay County employees
YogaFit (a.m.) -	20 participants -	18 pay clients,	2 Bay County employees
YogaFit (p.m.)-	35 participants -	12 pay clients,	23 Bay County employees
Fit in 30 -	20 participants -	13 pay clients,	7 Bay County employees
Chair Yoga -	15 pay clients		

Rentals:

M/W/F	Large gym	FitFun	9:30a - 10:30a
Monday	Room 124	YogaFit	5:30p - 6:30p
Tuesday	Room 124	ChairYoga	11a - 11:45a
Tuesday	Large gym	Volleyball	9:00a - 12p
Tues./ Thurs.	Large gym	Fit in 30	12:30p - 1p
Thursday	Room 124	YogaFit	10a - 11a
Thursday	Large gym	Badminton	10a - 12p
Thursday	Small gym	Shuffleboard	12p - 3p
Thursday	Small gym	Commodities	10a -12p
Tues - Fri	Room 128	BAISD	12p- 3p
Thursday	Room 132	Peer Support	2p - 3p
Mon. - Thurs.	Room 124	Drivers Training	Time varies

- The Community Center Attendant took a new position with the County. As we were in the process of hiring a new attendant, we closed the building on Sundays. We still had quite a few rentals throughout the week and on Saturdays. We had every Saturday booked with at least two of our four spaces rented for showers, and meetings

October:

- Project Connect used our facility. All meeting rooms were used. There were over 600 people who attended the event.
- Bay City Academy - Small gym Halloween party
- Pigeon Show - Small gym
- Walk to Cure Diabetes - Small gym and outside area.

November:

- Holiday Bazaar - Over 250 people attended
- Men's Basketball league - Both gyms (Nov. and Dec.)
- Women's Volleyball league - Large gym (Nov. and Dec.)
- Girls soccer - Small gym - 14 girls
- Salvation Army Thanksgiving Dinner - Large gym Served 400 people
- Girls Basketball - Large gym - 14 girls

December:
- Recovery Dance - Small gym - 200 people
- Expressions in Motion - Dance recital - Large gym - 225 people
- Women's Volleyball Tournament - Large and Small gym
- Bay Area Runners Club Christmas Race - Small gym and outside area.
- Girls Volleyball Camp - Large gym - 30 participants
- Division on Aging Christmas dinner - Large gym - 200 people

Fairgrounds:
- Canteen: The Fair Board and Division on Aging use it for various activities. We did not have any rental activity.
- Merchant Building: Butler Auction rented the space for a week. The Merchants building is being used for the storage of boats, trailers and cars. We have 16 vehicles. They are stored from October 15, 2014 - May 1, 2015
- Horse Stalls: We have six renters in the stalls. So far all has been going smoothly out there. We have had quite a few calls for boarding. We have enough stall space, but due to limited turn out space we have to turn clientele away.

PERSONNEL & EMPLOYEE RELATIONS/CORPORATION COUNSEL

Employee Relations and Personnel

- Participated in process to improve security at the Health Department.
- Continued as Co-Chair of the Michigan Labor Management Association.
- Participated in developing BCBS renewal plan.
- Discussed ways of adding Legal Services plan (at no cost to County) to benefits package.
- Participated in Volunteer Task Force for United Way.
- Designed a strategic plan for the United Way of Bay County.
- Attended Michigan Society for Human Resource Management conference in Detroit.
- Participated in interviews to replace a Public Defender.
- Attended Retirement Board Meeting and rendered opinions on subjects.

- Facilitated discussions concerning situational issues at Center Ridge Arms.
- Dealt with a serious concern with USW employee.
- Analyzed and rendered an opinion whether Bay County should be a plaintiff in a lawsuit against BCBS.
- Began investigation as to the feasibility of bringing Public Defender misdemeanor work back in-house.
- Conducted several mock interviews at local high schools.
- Served as program chair and diversity and legislative chairs for the Valley Society for Human Resources.
- Implemented a plan to scan active and inactive retirement files.
- Worked through several personnel related issues at 911.
- Continued to work on EEO Plan for the County.
- Assisted in placing two employees in GIS positions.
- Continued to supervise and oversee two attorneys in Corporation Counsel.
- Assisted in several sensitive disciplinary issues.
- Attended HR Summit in Detroit (a seminar for Michigan's top HR leaders).
- Analyzed RFP's for actuarial bids.
- Assisted in litigation preparation concerning Sheriff's Department employees.
- Facilitated meeting with union employees and BCBS representatives.
- Continued to monitor and facilitate Wellness initiatives.

Retirement

- Attended Michigan Government Finance Officers Association's "Back to Basic Session III: Public Financial Statement" seminar in Okemos, MI on October 16, 2014.
- Developed a scope of work for actuarial services for RFQ.
- Analyzed and participated in RFQ for actuarial services as committee member.
- Implemented and oversaw scanning project to convert all retirement files into electronic format.

- Implemented changes in procedures/agenda format for Retirement Board meetings.
- Implemented and oversaw project to convert wage and contribution cards to electronic format.
- Attended 19th Annual Governmental GAAP Update webinar from MGFOA.
- Coordinated the December 9, 2014 Retirement Board Elections for General group and Bay Arenac Behavioral Health group.
- Coordinated and meet with actuary develop plan to implement new benefit calculation software.
- Finalized data to actuary needed for 2013 BCERS Summary Annual Report and delivered to all active and retired members of retirement system.

Payroll/Benefits

- Educated employees through mail, email and meetings on benefit changes.
- Coordinated open enrollment meetings for Flexible Spending and AFLAC for active employees.
- Made necessary changes to health insurance, retirement, self-insurance and life insurance rates in MUNIS for 2015.
- Participated in several meetings with Brown & Brown to ensure compliance with the PPACA regulations in regards to the 30-hour rule.
- Updated records and payroll accruals for grant year-end.
- Balance and submit quarterly payroll tax reports.
- Analyze Health Insurance and Self Insurance fund for 2015 budget rates.
- Calculated estimates for budgeting the 1% lump sum payment and various other budgeted items for 2015.
- Calculate and update all health insurance premiums and rates both in Munis and Northern Trust for January 2015 effective dates.
- Formatted new health insurance open enrollment documents to be in compliance with new ACA requirements.
- Configured and implemented improved methods of Health Insurance Reconciliation and made adjustments as necessary.
- Updated Munis with open enrollment Section 125 changes and United Way Contributions.

- Compiled and submitted finalized data for the self-insurance fund valuation.
- Gathered present and historical data for the 2013 VEBA actuarial valuation.
- Met with Citizens Management for the annual workers compensation audit. Prepared all necessary reports and balancing tools necessary for the audit.
- Attended several Webinars regarding both Workers Compensation and ACA regulations.
- Attended GAAP annual update webinar.
- Set up the Health Plan Identifier according to ACA regulations.
- Calculated and submitted the first ACA reinsurance fee according to ACA regulations.
- Attended meetings and worked with Retirement Administrator on implementing Retirement Policies and reviewing ordinance updates.
- Began implementing the Retirement scanning project.
- Facilitated and attended the meeting for BCBS and Union Representatives regarding the self-funded health care plans.
- Attended VSHRM meetings for updates on Section 125 regulations.
- Reviewed Section 125 plan for compliance.
- Participated in RFQ for Retirement Actuary services including interviews for final actuary candidates.

Wellness Center and Wellness Initiatives

- Year-to-date there has been 252 contracts who have visited the Wellness Center through November 2014. There are currently 377 Contract Holders (Employees and Pre-65 Retirees) who can utilize the Wellness Center; including spouses and dependents, there are a total of 971 lives. 67% of the eligible employees/retirees have visited the Wellness Center.
- Year-to-date: 477 new appointments, with an additional 935 return appointments.
- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals year-to-date have been for Physical Therapy, Chiropractic and Endoscopy.
- There were at least 5 lives saved because of findings during their annual physical or a routine preventative appointment. These people were referred outside of the Wellness Center for further treatment which in turned saved their lives.

- Hosted a Lunch & Learn on Obstructive Sleep Apnea.
- Educated employees on the benefits, offerings and holiday hours of the Wellness Center.
- Biggest Loser competition was extended to Bay County employees to participate in on a volunteer basis. It finished and started with 30 employees.
- Win-by-Losing competition was extended to Bay County employees to participate in on a volunteer basis. 20 Bay County Employees participated and Bay County WON for the group we were in. They will present the trophy and t-shirts at the January BOC meeting.
- Attended the CMI Client Seminar for education on Workers Compensation.
- Met with the Loss Prevention Representative from CMI to plan safety training and education.

Corporation Counsel

- Participated in safety review processes for building management.
- Met with District and Circuit and District Court Judges regarding direction of assigned counsel/public defender offices.
- Attended continuing education seminar for legal issues surrounding labor and employment matters (MPERLA).
- Attended Phone System Training.
- Attended MISHRM Conference (continuing legal education).
- Reviewed numerous contracts and RFPs for numerous County entities including but not limited to Retirement Board, Board of Commissioners, Animal Control, Environmental Services, Division on Aging, Prosecutor, Treasurer, Housing Department, Register of Deeds, County Clerk, Information Services, Finance Department, Sheriff Department and Recreation and Facilities.
- Participated in RFQ Process for Retirement Board Actuarial Services.
- Participated in Employee Interview Process – Office of Assigned Counsel/Public Defender.
- Researched, drafted and filed various pleadings for three separate Federal District Court cases.
- Participated in fact finding and strategizing interviews regarding open litigation matters
- Attended Facilitation in Walraven Matter.

- Continued participation as Board Member on United Way Campaign Fundraising campaign.
- Attended Retirement Board Meetings.
- Negotiated and resolved dog-bite/animal control potential lawsuit.
- Contributed information for NOAA Grant Report.
- Continued work on EEO Plan.
- Various meetings and conferences with outside counsel in litigation files.
- Researched, drafted and filed pleadings, prepared witnesses and attended hearing in disputed abandoned vehicle matter for Sheriff.
- Assisted with potential eviction issues with Housing Department.
- Attend various meetings/conferences with HUD and Bay City Housing representatives regarding public housing options.
- Research issue/review contract and prepare release for Treasurer regarding potential dispute regarding foreclosed property sale.
- Assist with document storage issues/requirements.
- Draft and file mortgage discharges, new mortgages and mortgage notes (MSHDA).
- Participate in Actuary Interviews.
- Research, prepare, attend meetings and provide advice regarding modifications and amendments to Retirement Ordinance from DWS.
- New matters opened in 4th quarter: 83
- Matters closed in 4th quarter: 63 (some closed from matters opened before fourth quarter.

Community Involvement

- 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.
- Participated in the Mock Interviews for the Chamber of Commerce.

PUBLIC DEFENDER

- No Report Submitted.