REPORT TO THE COUNTY EXECUTIVE
FIRST QUARTER, 2015

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

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 County Executive.

1. Continued to work with Information Systems and NetSource One to improve and update the Bay County website. Key staff continued to update website and maintain Bay County Facebook page. Information Systems staff continued to oversee the training needs of departments in anticipation of rolling out the revised website during the second quarter of 2015.
2. Assisted the Veterans Offices in their financial expenditures and resolving any issues that arose.
3. Continued to receive, compile, respond to and coordinate numerous Freedom of Information Act requests which involved working cooperatively with various Bay County offices.
4. Reviewed revisions to the Michigan Freedom of Information Act and continue to plan for implementation of changes for Bay County.
5. Received and processed Incident Reports for multiple traffic accidents involving Bay County vehicles. Processed and coordinated the claims that were received during this quarter.
6. Met with MMRMA Regional Risk Manager for his presentation to the Board of Commissioners meeting on February 14th.
7. Attended State of the Community event sponsored by the Bay Area Chamber of Commerce.
8. Attended MISHRM developments session at the DoubleTree.
9. Attended MMRMA Risk Management Workshop and meeting in Lansing.
10. Continue to work with Corporation Counsel on pending litigation, distribution of agreements and electronic storage of agreements on CherryLan.
11. Worked cooperatively with other departments as a liaison in resolving constituent concerns on various issues and drafting correspondence in response to complaints.
12. With key staff, attended monthly meetings of City/County GIS/Technology Workgroup and also Information Systems Workgroup.
13. Continued to receive Bay County retention schedule updates from other departments.
14. Requested and received programming ideas from Bay County Act 139 departments and divisions for submission to the County Executive and Bay 3 TV for 2015. Drafted and coordinated a programming schedule.
15. Regular discussions and coordination with Animal Control Manager on current issues.

Animal Control

The Shelter took in 248 cats and 186 dogs and 3 other animals for a total of 437 animals.

- Owners claimed 3 cats and 58 dogs
- Adopted out 81 cats, 87 dogs, and 3 others

- 33 cats and 32 dogs were euthanized per owner request
- 71 cats and 10 dogs euthanized (aggressive behavior, lack of interest, or illness)

Field Activity: Officers went out on 927 calls, which include the following:

- 52 Animal bites
- 90 Cruelty calls
- 226 Loose and Aggressive
- 90 Barking

- Animal Control continues to promote our adoptable animals through various social media. We continue to work with other shelters and rescues willing to pull animals when the shelter fills up. Several special interest groups also promote the shelter through internet media and special events. One such group, Shelter Angels has five veterinarian clinics sponsoring animals at the shelter for adoption. Dr. Tina of Saginaw Vet Health Care Center sponsors four cats while Bay Animal, Bangor Vet, Vetmed, and Bay Valley each sponsor one cat and one dog. Animals from the Shelter are chosen and a certificate accompanies the animal. When adopted, the new owner receives the certificate which covers sterilization, rabies vaccination, distemper vaccine, heartworm check, and deworming by one of the above vets. Once sterilized and with the proper paperwork, they receive their license. We see very positive results from this program.

- Shelter Angels has another program which involves someone adopting a sterilized pet in need of a rabies vaccination. They are given a certificate for a free rabies vaccination from Shelter Angels. After the vaccination by the participating vet, they return with proof of the vaccination and receive their license. This program has been very successful in helping to get animals out of the shelter and promoting vaccination and proper licensing.

- Shelter Angels conducted a "baby" shower at the shelter to help promote the need for blankets, towels, puppy and kitten food and formula, and many other items. These items will help when we start receiving litters of animals in the spring and summer. The shower was a big success and offered an opportunity for the public to come and check out our Animal Shelter.

- Friends of the Bay County Animal Shelter have helped set up a monthly sterilization clinic at St Albin's Church. One Saturday a month the Animal Hospital of Lowell performs various services. On an average they sterilize 22 dogs and 35 cats and other services such as giving vaccines to pets.

- We are almost through our yearly session with BAISD. By the end of the session, twenty adopted shelter animals will be sterilized by Dr Musselman.

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.

   On January 1st, Bay County Central Dispatch began dispatching Emergency Medical

Calls based on Priority. The implementation of priorities was a collaborative effort of 9-1-1, Bay County Medical Control Authority as well as the EMS agencies and Fire Departments that serve Bay County.

With the successful implementation of Priority Dispatch ProQA Software, Priority Dispatch AQUA Quality Assurance program, the ProQA steering group and Priority Dispatching, 9-1-1 Central has advanced a ProQA Dispatch Review Committee. This group, made up of Paramedics, First Responders, Dispatchers and Quality Service Representatives, met for the first time in March. The group reviews Quality Assurance data to identify training, procedure and protocol needs.

The ongoing project will help to decrease the risk to Medical First Responders when enroute to a medical emergency.

2. 9-1-1 answered: Emergency calls in the month of January 6,349; Emergency calls in the month of February 5,519; and Emergency calls in the month of March 6,353. In total, Central Dispatch has answered 18,221 Emergency calls for 2015.

3. Central Dispatch received 357 applications for two Dispatcher Vacancies. 9-1-1 tested 150 applicants using Criticall 9-1-1 Dispatch Software. 23 individuals passed the Criticall test. Central Dispatch interviewed 17 of those and candidates. Two individuals will begin April 20th.

4. The VHF Fire paging project is complete. All the radio hardware has been installed at the tower sites, the County Building, the 911 Center and the Backup 911 Center. Central Dispatch staff programmed approximately 350 Fire Pagers (saved Fire Depts approximately $3,500 by programming the pagers in-house). All AT&T phone circuits that were once utilized for Township Fire radio communications have been removed. Thanks again to Brietburn Energy for their generous donation of $120,000 for this project.

5. 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 went out for bid the third week in January and closed in late February. Vendors who bid on the RFP presented their proposals the Great Lakes Bay 9-1-1 Consortium. A vendor will be selected in the month of April.

   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. Several additional Counties are interested in joining the Great Lakes Bay 9-1-1 Consortium.

CORPORATION COUNSEL

- Assisted with sensitive employee matter;
- Conducted discovery in ongoing lawsuits;
- Prepared witnesses for and attended depositions in ongoing lawsuits;

- Drafted response to motion and attended motion hearings in on going lawsuits;
- Prepared Orders in Treasurer Foreclosure Matters;
- Attended foreclosure show cause hearing and final foreclosure hearings;
- Met with IRS field agent regarding Ingersoll land transfers;
- Attended Michigan Association of Municipal Attorneys' FOIA Conference;
- Prepared Equalization Director's Independent Contractor Agreement;
- Drafted Notice of Commencement for DOA Kitchen Project;
- Reviewed and approved Elevator repair contracts;
- Responded to various subpoenas;
- Assisted in response to various FOIA requests;
- Prepared FOIA Public Policy Summary and new FOIA Policy;
- Proceeded with Center Ridge Arms Evictions and responded to resident issues;
- Reviewed Monitor DDA issues;
- Reviewed new core real estate money manager agreement for BCERS;
- Wrote opinion regarding GASB 67 status for BCERS;
- Continued collections work;
- Review of Market Agreement and ongoing Lease issues;
- Review Assigned Counsel contract vs. additional in-house attorneys;
- Proceeded with evictions for Recreation and Facilities;
- Attended Michigan Association of Public Employees Retirement Systems training;
- Attended Valley Society for Human Resources meeting;
- Followed up with Michigan Department of Civil Rights complaint;
- Reviewed contracts and requests for proposal for many departments;
- Prepared Independent Contractor Agreement for Circuit Court Microfilm Project;
- Prepared both formal and informal legal opinions for various departments.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Director's Report

- Bangor DDA – Shrestha Subdivision – The Bangor DDA has a commercial development proposed for ground breaking in April within the Shrestha Subdivision when the DEQ informed them of the expired wetlands fill permit for the subdivision. As Bay County had the previous wetlands fill permit documentation and wetlands mitigation records Bangor DDA called requesting assistance in securing a renewal of the expired permit. The EA&CD Director prepared wetlands fill permit renewal application materials and submitted updated information and the previous mitigation documentation to DEQ, on behalf of Bangor DDA. DEQ determined that new field parameters of wetlands boundaries, cut and fill profiles and fill impacts were needed, and the Director worked with Bangor DDA to contract services for this data.

- Saginaw Bay Coastal Initiative (SBCI) - Resumed third Thursday meetings after the holiday break on February 19th and also met on March 19th. These meetings take place on the third Thursday of the month in the Old Commission Chambers located on the 2nd floor of the Bay County Building from 1:00 p.m. to 3:00 p.m. There was a review of the 2010-2014 Work Plan with discussion of accomplishments and identification of priority issues for the updated SBCI Work Plan.

- Shoreline Access to the bay has directly improved with the Phragmites Treatment and Control projects from Arenac County down into Bay County with USFW Funds. The Saginaw Bay Cooperative Weed Management group has a proposal in for State of

Michigan Funds for Invasive Species. Muck, Bacteria, and beach issues are still a concern though generally conditions have improved in most locations. Continued monitoring is critical. The Revolving Septic Loan Program was established in Bay County but there continues to be a need to have that set up in Huron, Tuscola and Arenac as well. A SBCI Workgroup drafted the Regional Septic Code that was put together with help from Huron County and the Bay County Health Department and this is still pending. We would like to see the Regional Septic Code move forward towards completion. Discussion took place on the proposed changes to the Area of Concern Beneficial Use Impairment (BUI) Delisting Criteria, with suggested changes offered. (See SBCI meeting notes for more details)

- Bay City State Recreation Area (BCSRA) Shoreline Access Improvements: Met with the Army Corps of Engineers (ACOE) in Detroit with DNR Parks representatives and learned of the deed restrictions in place on the beach – below the ordinary high water line-

- Attended the Friends of BCSRA Meetings that took place on January 21st and March 4th.

- Bay County Roadmap to the Future - Participate in the Bay County Roadmap to the Future Steering Committee Meetings on January 9th, for Sense of Place, with a priority being improved access to the beach and waterfront, and coordination of shoreline activities.

- NOAA Grant - NOAA has continued reporting needs with duplicate Bay County reports submitted, then deleted by NOAA and then requested again. The NOAA Grant for land acquisition for Bay County has been completed but on-going reporting needs continue.

- DOW CAG (Environmental Affairs) - Participated in the annual DOW Community Advisory Group (CAG) Retreat on January 19, 2015. The meeting was held at the EPA Saginaw Community Information Office. Attending DOW CAG Meetings on the dioxin clean up in the Saginaw River and bay area.

- DOW CAP Meeting (Community Development) - Attended the DOW Community Advisory Panel Meetings on January 20th, February 17th, and March 17th. The mission of the Dow Community Advisory Panel (CAP) is to actively promote a mutually beneficial relationship between the communities surrounding the Dow facility and the company through ongoing interaction, supporting shared goals and dedication to identifying and resolving issues of concern.

- Presentation on Saginaw Bay Coastal Initiative Success (SBCI) at the Saginaw Bay RC&D's 2015 Celebration of Success Annual Conference - Attending the Saginaw Bay Resource Conservation and Development (RC&D) 2015 Celebration of Success on February 26th at the Delta College Planetarium. The Saginaw Bay RC&D is a nonprofit organization working on resource issues in the Saginaw Bay Watershed. This "Celebration of Success" was a day to celebrate Saginaw Bay RC&D's 24th year in existence and allowed us to see and hear about the positive things that have been and are continuing to being done to make the Saginaw Bay a better place.

- Muck Workshop - Participated in a Muck Workshop at the Bay City at the Alice and Jack

Wirt Library on February 25th. The workshop titled "Moving towards a solution: Identifying management scenarios and public perception for Muck at the Bay City State Recreation Area." The goal of this work was to summarize the current state of knowledge on the causes and consequences of muck conditions at the Bay City State Recreation Area (BCSRA), including the socio-economic aspects, and develop a series of feasible management actions that can be implemented at the park (and greater Saginaw Bay) to address both near- and long-term strategies for managing and/or controlling muck. The information gained from this workshop will be used to better guide policy and management and to develop useful tools to address proliferation of beach muck in the BCSRA. This project is funded by the Michigan Sea Grant College Program and led by Wayne State University.

- Transportation Planner/Geographic Information (GIS) Technician - Conducted interviews in March to fill the vacant position of Transportation Planner/GIS Technician for the Environmental Affairs and Community Development Department. We welcome Michael McBain to our department staff on April 13th.

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 adding LiDAR to the 2015 Orthophotography project
- Misc GIS Projects and GIS tech support for: Bay County Executive, Transportation, City of Auburn, Bangor Twp, City of Essexville, Frankenlust Twp, Garfield Twp, Hampton Twp, Merritt Twp, Monitor Twp, City of Pinconning, Pinconning Twp, Portsmouth Twp, Williams Twp, Equalization, Environmental Affairs & Community Development, 9-1-1, Bay City Public Schools, Bay County Road Commission, Drain Office, Gypsy Moth, and private data requests.
- Interview candidates for vacant Transportation Planner/GIS Tech position.
- 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.
- Continued a regional discussion on a 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 working with Saginaw and Midland Counties on the digital orthophotography project in spring of 2015
- Worked with Corporation Counsel on contract for 2015 Orthophotography and LiDAR project.
- Worked on Land Value Map requests from local assessors.
- Continued organizing GIS meetings with City of Bay City staff and other local agencies to explore ways to improve GIS services.
- Began exploring options with the City of Bay City GIS Coordinator to develop a new GIS

web viewer for both the county and city to share.

Gypsy Moth Program(A. Wallace)

- Emerald Ash Borer (EAB) Treatment Project: The Request for Proposals for the EAB Treatment Project was developed, published on January 22, 2015 and the resulting six (6) bids were evaluated. All were accepted. A full report of the evaluation was sent to the Finance Department for final review. The bid was awarded in its entirety to Bay Landscaping Inc of Essexville, MI and the contract was signed by Mr. Somalski on March 26, 2015. The contract will include the treatment of up to 2,516 ash trees scattered throughout the County. Most of the trees being treated this spring were last treated in 2013. Maps and Lists of the trees to be treated are also being developed and provided to the applicator.

- Population Monitoring - Egg masses were collected for winter mortality and none have yet to begin hatching after 11days 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 attended live and web based training programs about the how EAB are now attacking White Fringe Tree, a native tree in found in the mid and southern States of the USA. Also attended the Michigan Mosquito Control Association Conference to learn about changes to the new National Pesticide Discharge Elimination Permit being published in 2016.

- Programs about the Gypsy Moth, EAB and other none native invasive species were also presented to the Pinconning Rotary Club and students at Auburn Elementary School. A display was also provided at area events such as the Bay- Arenac ISD Career Day.

- Green Schools Program - Area schools were kept abreast of updates to the Michigan Green Schools Program. Auburn Area Catholic School, All Saints Catholic School, Bay-Arenac ISD and John Glenn High School submitted application and will be recognized as Evergreen Level Michigan Green Schools for all their hard work to encourage Environmental Stewardship.

Mosquito Control (T. Putt & Staff)

- Though the calendar says "Spring", we're patiently awaiting the end to winter and a return to woodlot patrol. We officially found first instar larvae on March 19 as we checked some of the woodlots that historically produce mosquitoes. The main thing we noticed was how dry the woods were. In some of our traditionally dryer woodlots, there was absolutely no water. Hopefully we receive some much-needed rain before aerial treatment begins.

- Since announcing that applications were being accepted for seasonal employment in mid-January, we have collected quite a few. Interviews took place from early to late March and most positions are full. About one-half of last year's employees plan to return.

- Last October we applied for a Michigan DEQ Scrap Tire Cleanup Grant and were notified that we were awarded $6,000 to help defray the costs of our community scrap tire drives. February had us attending the MMCA 29th annual conference in Bellaire at Shanty Creek. The 2015 Program Plan was compiled in January, followed by hosting the Mid-Michigan Technical Advisory Committee meeting on March 4. The comprehensive community outreach program plan was submitted to MDARD, and we've been working on other community outreach documents as we gear up for the season. A narrated Powerpoint was paired with a live interview on Bay 3-TV to discuss the 2014 season; this was broadcast to Bay County citizens.

- Control material bids were opened in January with prices seeing nominal changes compared to 2014. The two-year fixed wing aerial contract awarded to Earl's Spray Service of Breckenridge will expire after the 2015 season.

- 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.

- Mechanic, Justin Krick, earned Automotive Service Excellence (ASE) Master Technician status after passing a series of tests.

- Staff attended Science Day at Auburn Elementary School to discuss the mosquito life cycle, habitats, and disease with 1st-5th grade classrooms on March 18. Students seemed to enjoy themselves as they viewed mosquitoes through microscopes, handled vials of aquatic insects, and played games.

- On February 6, Tom Van Paris retired after 30 years of service. Tom joined Saginaw Bay Mosquito Control Commission in 1978 and later made the move to Bay County Mosquito Control in early February 1985 where he remained, serving for 30 years as a Field Supervisor. He worked many years on the day shift, but more recently was charged with the duties of the nighttime adulticiding Supervisor, leading a crew of eight or nine individuals in their quest to rid the county of as many mosquitoes as possible! Tom was among the first group of people involved with mosquito control in Michigan.

- We are looking forward to a successful 2015 season!

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 1st quarter expense billings and finalized the FY 2014 Reconciliation and Final Acceptance Report.
- Maintain the Transportation Planning Website
- Attended various Roadsoft Training classes
- Attended Riverwalk/Rail Trail meetings
- Attended Great Lakes Bay Region Trail Group meeting in Midland.

- Updated GLBR Trail data.
- Continued researching and understanding of Proposal 1 for May 5th Ball
- Finalize reports for 2014 traffic counts.
- Coordinate traffic counts for 2015 with local agencies.
- Attended Pre-UWP meeting by MDOT in Lansing.
- Attended GPA Training by MDOT in Lansing.
- Interviewed candidates for the vacant Transportation Planner/GIS Tech Position.
- Work with MDOT, Bay County Road Commission, and the City of Bay City on Euclid Ave/Wilder Rd Access Management Study project.
- Begin working on FY 2016 UWP.
- Attended PASER Training in Saginaw.
- Continued NFC Review with Bay County Road Commission
- Continued Reviewing GLBR Model SE data in GIS.
- Attended RPI Strategic Team Meeting by EMCOG in Saginaw.
- Attended Euclid Ave (M-13)/Wilder Rd Access Management Project Public 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 grant.
- Attended US-10 Projects Open House in Auburn/Williams Twp.
- Attended Bay Future Board Meeting to discuss Complete Streets.
- Attended Town Hall Debate on May 5th Ballot Proposal 1 for Road Funding
- Work with EMCOG on Regional Transit Mobility.

EQUALIZATION

- Finalized Sales Studies and Appraisal Studies and published 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.

- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors.

- Assigned 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.

- 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.

- Redrafted problem portions or entire sections of the Equalization maps.

- Worked with Township/City Assessors after the Board of Review to finalize their Assessed and Taxable Values.

- Added new reports & removed old reports from the Equalization web pages on the internet.

- Prepared 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 99,367 document references for public and Department use.

FINANCE

Accounting/Budget

- Participated in the "Work Experience Program" through Baker College by hosting an accounting intern in the Finance Department. The premise behind this program is to assist the student in gaining work experience as a supplement to the student's education and as a bridge to employment.

- 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 bond issues.

- Coordinated with the Bay County Treasurer and other municipalities to research the implementation of a PACE program at Bay County. On March 10, 2015, the Bay County Board of Commissioners authorized entering into the PACE Special Assessment Agreement.

- Facilitated the workflow modifications and role security required as part of the implementation of the HR Module.

- Attended several meetings related to retirement ordinance changes.

- Coordinated with corporation counsel in contracting with a new core real estate investment manager for the Bay County Employees' Retirement System (BCERS). Initial funding was completed in late March.

- Assisted the consultants and corporation counsel in updating the retirement investment policy for BCERS, which the BCERS Board adopted in March. This includes the guidelines associated with separately managed investment managers.

- Attended interviews for the new ISD technician approved by the Bay County Board of Commissioners earlier this year.

- Staff attended the State of the Community Luncheon and a luncheon sponsored by VSHRM related to improving managerial skills.

- Staff attended the MGFOA and MMTA Spring 2015 seminar in Lansing.

- Staff attended a 2015 Governmental GAAP Update (webinar) on January 21, 2015.

- Researched and held meetings to prepare for GASB 67, new pension accounting. Consulted with the actuary and compiled data for the completion of the actuary associated with these standards that are required for the 2014 Audit.

- Revised the retention schedule for submission to the State of Michigan.

- Met with the Sheriff's department to review procedures and reconcile accounts for inmate trust and jail receivables.

- Performed County Wide physical inventory for year ended 12/31/14 in January and February.

- The Finance and Budget Department met with Buildings and Grounds Administrative staff to develop expenditure allocations.

- Four hundred and thirteen (413) 1099'S were issued for the year ending 2014, totaling $7,074,574, which is about the same amount as 2013.

- Met with the following departments to review their financial statements as well as their budgets: Division on Aging, Health Department, B.A.Y.A.N.E.T., and Community Center.

- Finance, Budget, ISD and Treasurers office met with Independent Bank regarding EFT's and other new banking options for cash handling.

Purchasing

- Bids in Development:
  - Treasurer's Office Banking Services
  - Sheriff's Department and Juvenile Home Medical Care Services Rebid
  - Housing Rehabilitation Third Party Administrator
  - Jail Commissary Services
  - Community Center Gym Floor Project
- Bids Released:
  - Register of Deed's Scanning
  - Emerald Ash Borer Treatment
  - Community Center Gym Floor Project
- Bids Awarded:
  - Register of Deed's Scanning
  - Emerald Ash Borer Treatment
  - Information Systems Gateway (Firewall)
- 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 vendor presentations in relation to the ISD Gateway
- Oversaw vendor demonstration for the Register of Deeds scanning project
- Finalized the process maximizing our credit card program options
- Conducted the vendor walk-through for the Community Center Gym Floor Project

- Closed out 2014 PO's and prepared end of year reports and documents
- Attended meetings concerning Electronic Funds Payment with Treasurer, Finance, Financial Institution and Board Analyst
- Met with OfficeMax/Office Depot representatives for mid-year business review and merger update
- Conducted training for employees regarding requisitions and purchase orders
- Met with our Coca-Cola representative to discuss future contract options
- Participated in on-line training for the credit card program new reporting options
- Finalized employee vendor incentive programs
- Attended the meeting of the I.T. Users group
- Attended a training for the new website
- Rolled out the new gas card purchase program
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Housing Rehabilitation

- Attended Board Meetings at Bay Area Housing.
- Continued day to day oversight of the program.
- Began Request for Qualifications bid for Third Party Administrator.
- Started year end/project close process.
- Attended the "Community Development Division 2015 regional Training – Round One" in Gaylord.
- Began the grant submittal process.
- Prepared documents and files for the "Onsite Monitoring – Grant Review" scheduled for April.

Information Systems Division

- 894 work orders were completed in the first quarter for ISD.
- There are 66 open projects, 39 open work orders and 12 waiting on user or in the ordering process.
- Webinars were attended for Michigan's High Speed Internet and a GMIS VOIP web conference.
- Ten vehicles for the Sheriff's department received new Tough pad tablets. The Video San for video was ordered and received.
- The Palo Alto Network firewalls were ordered.
- The new website design was integrated into more pages and training was provided to members of the departments who update the website.
- Thin clients were deployed at the front counter in the Treasurer's office and the Health Department clinic.
- Meetings were attended for updates on the charge card program with the Treasurer's office and the Courts; VHN server updates for the Health Department; 9-1-1 Tech Meeting; State of the Community Luncheon; VSHRM Meeting; City/County GIS Group; Jury Clerk software to replace an outdated system.
- Interviews were held for a new position in ISD. A new employee was hired second shift to cover the technical support for after-hours departments and locations.
- A meeting was provided with ImageSoft and the Prosecutor's office to showcase a demonstration of the OnBase system.
- First meeting of the new IT Steering Committee was held.
- The HR module was implemented and provides for a workflow of changes to the system.

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 in cooperation with Saginaw Valley State University has opened a clinic for persons with multiple chronic conditions, called the University Clinic. The clinic focuses 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 Bay County Health Department was featured prominently in the Carnegie Foundation community engaged community award to Saginaw Valley State University. The Health Department has partnered with SVSU since 2009, first in developing and implementing real-time qPCR measurements of surface water quality and also in the aforementioned University Clinic.

- A renovation of offices for the Bay Health Plan was started in February of 2015 and is slated for completion by May 2015. The work is part of an ongoing project to increase security and ensure privacy at the Health Department.

- The Health Department is working with the Bay County Department of Environmental Affairs to potentially revise the current Sanitary Code and provide a more permanent structure for hazardous waste collection services throughout the county.

- The Health Department received a Building Healthy Communities grant from the Michigan Department of Community Health in the amount of $75,000. The proceeds from this grant will allow the Health Department to work with Community Schools to develop Safe-Routes-to School Programs and assist with minor infrastructure/traffic changes to make safety changes for commuting students. The grant will also allow the Health Department to work with a local supermarket(s) and primary care offices to provide a "Prescription for Healthy Eating Program" for local residents who are in need

of improved diet and nutrition services to combat chronic disease and poor eating.

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 Health Information Alliance – Population Health Working Group
- Michigan Public Health Law Conference – Ann Arbor, MI March 2015
- 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 University Clinic for persons with multiple chronic conditions.

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 the second year in a row, the CSHCS program was awarded a $10,000 mini grant to provide outreach to CSHCS recipient families with a focus in 2015 on developing local, affordable, fun activities for children with disabilities. On January 2, 2015, from 6 to 9 pm, the CSHCS program staff working with the The Bay Area Family Y (BAFY) offered an evening of fun with free admission for CSHCS families to the BAFY. The event was a huge success with 100 people participating. Another similar event is planned for May 2015 at the BAFY.
- 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 $6478.44.
  - 21 Annual plan of cares the RN completed by telephone
  - 0 Annual plan of care by the RN in client's home
  - 25 Level II care coordination activities, combined efforts of RN and clerical staff
  - 18 Case management visits by the RN

Communicable Disease (CD) Division

- The CD nurse investigated 174 reportable disease cases this quarter, of which 149 were laboratory confirmed. These confirmed cases include:
  15 animal bites; 1 Streptococcal Disease, invasive Grp A; 5 Norovirus; 13 Influenza;2

Meningitis Aseptic; 1 Giardiasis; 1 Shigellosis; 2 Streptococcus pneumonia, invasive; 1 Guillain-Barre; 1 Hepatitis B-chronic; 1 VZ Infection, unspecified; 1 Hepatitis C-acute; 14 Hepatitis C-chronic and the Chlamydia and Gonorrhea cases referenced under Health Screening.

- The 6 Probable cases reported and investigated but not laboratory confirmed include: 1 Meningitis-Aseptic and 5 Hepatitis C chronic.

- An additional 19 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: 83 Chlamydia and 8 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 33, of which 1 was court ordered, 23 males & 10 females.

- Number of clients tested for HIV this quarter: 15, of which 1 was court ordered. All results were negative, and of these 15 tested, 11 had previously been tested while 4 had no previous test.

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

01-30-15	HIV webcast offered by HIV Oral health grand Rounds
02-17-15	Pets In Healthcare Facilities- One Health Webinar by MDCH
03-04-15	2015 Child & Adult Immunization Schedule training update
03-03-15	Emergency Preparedness Operation Training 2015 Complete Power Point
03-06-15	Basic Life Support/AED recertification for Healthcare Professionals

Hearing and Vision Program

An Otology Clinic was held on March 18 at the Health Department. Thirteen children were examined by a nurse practitioner from the SVSU University Clinic and by an audiologist from HEAR USA. The Hearing and Vison technicians, in addition to the Otology Clinic and providing hearing and vision screenings in the schools 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:	100	85	9	2	4	1
School age K-12:	3920	3672	90	76	82	90
Totals	**4020**	**3757**	**99**	**78**	**86**	**91**

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:	103	91	7	2	3	5
School age K-12:	0	0	0	0	0	144
Totals	**103**	**91**	**7**	**2**	**3**	**149**

* Unable to complete screen/ pending rescreens/absent for screening
** Medical follow up from previous quarters counted as they come in

Division on Aging (DOA)

- Moved into the new Kitchen facility and began meal production Monday, March 9.

- Director Tammy Roehrs was appointed Co-Chair of the Elder Abuse Coordinated Community Response (CCR) Team and Co-Chair of the Bay County Senior Task Force.

- Newly appointed 2015 Senior Advisory Committee members are: Chairman Gena Gates, Vice Chairman Paul Rabidoux, and members Sandra Gromaski, Kathleen Sutter, Dian Behmlander, Michael Olk, Leone Brashaw, and Robert Anderson.

- There were two requests filled in March for the Friendly Caller Program, which is in collaboration with United Way and the RSVP Program.

- The Commodities program delivered 128 boxes of commodities in January, 128 boxes in February, and 280 boxes in March, for a total of 536 for the quarter.

- Division on Aging served 603 eligible meals at special events from January thru March.

- Division on Aging volunteers provided 270 hours of time in January, 260 hours of time in February, and 316 hours of time in March, for a total of 846 hours of their time this quarter.

- Dining Center volunteers provided a total of 1,079 hours this quarter as follows:

Dining Center	January	February	March
Canteen	3	3	3
Hampton A.M.	36	30	25
Hampton P.M.	78	70	75
Kawkawlin	27	32	33
Riverside	196	180	210
Williams	22	27	29
Totals	**362**	**342**	**375**

- In January, Division on Aging recruited two new volunteers, there were no new volunteers in February, and there were four new volunteers in March.

- Transportation requests were 75 in January, 72 in February, and 93 in March, for a total of 240 for the quarter.

- The Senior Tax Credit Program assisted 14 homebound seniors through March.

- From October 1 through March 31, Division on Aging has served:
  - 16,109 congregate meals
  - 59,326 home delivered meals

and provided:

  - 337 caregiver hours
  - 3,558 homemaker hours
  - 557 personal care hours
  - 2,742 case coordination hours

- 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 20 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.

January

- Presentations regarding services available for victims of abuse:
- Education Committee of McLaren Bay Region Surgery Department
- Bay City Lions Club
- Organized poster distribution
- Initiated development of event announcing services

February

- Presentations regarding services available for victims of abuse:
- Business Networking International
- Rotary of Pinconning
- Perceptions—LGBT Group
- Met with McLaren Bay Region discharge planners department head
- Met with new McLaren Bay Region CEO Clarence Sevillian
- Personnel/Human Services Committee and Board of Commissioners accepted and received new Bay County Vulnerable Adult Protocol

March

- Presentations regarding services available for victims of abuse:
- UAW Local 362 – presentations over two days
- Bay-Arenac Behavioral Health Medical Staff
- Sheriff Department Roll Call over two days
- Saginaw Valley State University Nursing Students
- McLaren Bay Region Physicians Quarterly Meeting
- Region VII Advisory Council
- Met with Courts Administrator to explain services
- Arranged meetings with AAA Transport and quarterly meeting of Firefighters
- Bay 3 TV Videos/Presentations
- Assisted in coordinating filming of Michigan State Trooper conducting senior financial exploitation programs

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:
- "Scams, Schemes, and Fraud — How to Avoid Becoming a Victim," Michigan State Police Trooper Michael Darrow, Hampton/Kawkawlin/Williams/Riverside
- Country Western entertainment with Kathy Niemic at Williams
- Movie and Lunch at Williams
- "What Seniors Should Know About Prescription Medication," Bay County Prevention Network, Hampton A.M.
- Valentine's Day parties
- Mardi Gras Party at Williams
- Appetizers by Caretel Inns of the Tri-Cities at Riverside
- Drake, the Therapy Dog, at the Canteen
- St. Patrick's Day parties

Special Events:
- Movie/Lunch Series at Wirt Library each month
- In-Service Program regarding Self-Defense with MSP Trooper Michael Darrow
- Keep the Memory Sharp In-Service Program with Bonnie Fritz, Golden Horizons

Trainings Provided:

Nutrition Services Manager:
- Kitchen Progress meetings
- Senior Advisory Committee meetings
- Staff meetings
- Dining Center Site Manager meetings

In-Home Services Coordinator:
- Senior Advisory Committee meetings
- Staff meetings
- Case Management meetings
- In-Home Staff meetings
- Dementia Training

Staff:
- HIPAA Training
- CPR Recertification
- Dementia 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
- Delta College Second Act Advisory Board meeting
- Department Managers' meetings
- Region VII Area Agency on Aging Directors' meetings

- Community Health Assessment Planning Meeting
- IT User Group Meeting
- Website Training
- HSCC Steering Committee Meeting
- Met with new McLaren Bay Region CEO Clarence Sevillian

Emergency Preparedness & Health Education

Meetings/trainings attended by Division Manager over the quarter:

- Monthly Region 3 HCC Advisory Committee Meetings
- Monthly Region 3 HCC Planning Board Meetings
- Monthly 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 HCC
- 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

- Health Sciences Intern from SVSU started
- SNS Review Teleconference with MDCH OPHP (Melissa & Tracy)
- Met with SVSU Nursing Student regarding Emergency Preparedness Project
- Staff In-Service Planning Meeting (Melissa & Tracy)

February

- Presented Public Health Emergency Preparedness information to SVSU Nursing Students
- Second Health Sciences Intern from SVSU started
- BCHD Foodborne Illness Team Meeting (Melissa & Tracy)
- McLaren Bay Region Ebola Task Force Meeting
- Staff In-Service Planning Meeting (Melissa & Tracy)
- FAB Team Meeting (Melissa & Tracy)

March

- Conducted BCHD Incident Management Team Assembly Drill
- BCHD Staff In-Service Meeting & Training (Melissa, Tracy, Julie & Liz)
- BCHD Foodborne Illness Team Meeting (Melissa & Tracy)
- Met with SVSU Nursing Student regarding Emergency Preparedness Project
- Presented Public Health Emergency Preparedness information to SVSU Nursing Students
- BCHD Foodborne Illness Team Meeting (Melissa & Tracy)
- I.T. User Group Meeting
- MI-SNS Sharepoint Request Drill
-

Health Education

- Meetings/trainings attended by Division Staff over the quarter:
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- 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)
- Monthly WIC Quality Improvement Workgroup Meetings (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa, Julie & Liz)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Classes & WIC Infant Feeding Choices Classes (Tracy)
- During this quarter, presented to 9 classes and spoke to a total of 39 people

January

- MPPHC Planning Conference Call (Tracy)
- Attended MiHIA Population Health Meeting (Tracy)
- Attended Prescription Drug Meeting (Tracy)
- Building Healthy Communities Grantee Call (Tracy)
- Attended Bay County Relay for Life Meeting (Tracy)
- Pre-diabetes Webinar (Tracy)
- Meeting with National Kidney Foundation of Michigan (NKFM) about diabetes program (Tracy)
- CHA/CHIP Report Meeting with McLaren (Tracy)
- Presented Safe Fish Consumption Advisory information to SVSU nursing students (Julie)
- Worked with MDCH on revisions to Eat Safe Fish brochure (Julie & Liz)
- Assisted BCSRA in LLFBE/ESF at Sebewaing Elementary School (Liz)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Liz)

February

- Meeting with NKFM about Enhanced Fitness Program (Tracy)
- Prescription for Health Meetings (Tracy)
- MiHIA Diabetes Prevention Program (DPP) Lifestyle Coach Meeting (Tracy)
- Attended MiHIA DPP Lifestyle Coach Training (Tracy & Liz)
- County Health Rankings Meeting (Tracy)
- Web Design Meeting (Tracy)
- ESF Outreach at BCSRA Winter Fishing Festival (Julie & Liz)
- Presented Fish Consumption Advisory to WIC and MIHP staff at the Saginaw County Health Department (Julie)
- Assisted BCSRA in LLFBE/ESF at Jefferson Middle School (Liz)
- Assisted BCSRA in LLFBE/ESF at Martin G. Atkins and Plymouth Elementary (Liz)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Liz)

March

- 2015 CHA Meetings (Tracy)
- DPP Phone Conference (Tracy & Liz)
- Quality Improvement Webinar (Tracy)
- Meeting with Bay County Wellness Coordinator about prevention programs for County Employees (Tracy)
- Attended Region 3 EPC Meeting (Tracy)
- Attended DPP Maestro Training (Tracy & Liz)
- Building Health Communities Meeting with Health Officer (Tracy)

- BCHD Website Updates (Tracy)
- Presented Fish Consumption Advisory to representatives from the 16 Saginaw Neighborhood Associations at First Ward Community Center (Julie)
- ESF Outreach at Flint Steelheaders Boat and Fishing Show at the Birch Run Expo Center (Liz)
- ESF Outreach at Birth to Five Easter event at Handley Elementary school in Saginaw (Liz)
- Assisted EPA with ESF Outreach at Saginaw Medical Society Health Fair (Liz)
- ESF presentation to SVSU Nursing Students (Liz)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Liz)

WIC Breastfeeding Peer Counselor (Tracy)

Monthly BFPC Meetings with WIC Coordinator

January

- Bay Area Breastfeeding Coalition Meeting
- 45 Client Contacts (either face to face or by phone)
- Breastfeeding Basics Class – 2 Classes with 11 participants
- Infant Feeding Choices Class – 1 Class with 3 participant

February

- Peer Counselor Webcast
- 30 Client Contacts
- Breastfeeding Basics Class – 2 Classes with 8 participants
- Infant Feeding Choices Class – 1 Class with 3 participants

March

- 37 Client Contacts
- Breastfeeding Basics Class – 2 Classes with 6 participants
- Infant Feeding Choices Class – 1 Class with 8 participants

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
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
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

Bay 3 TV Videos/Presentations

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

- "Removing Head Lice Safely"
- "Silent Killer – CO2"
- "Preconception Health"
- "Hepatitis C Defined"
- "Hepatitis and Your Liver"
- Maternal Infant Health Program Information

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	78	Parcels Evaluated	12
Mobile, Vending, & STFU Inspections	2	On-Site Sewage Disposal & Tank Permits Issued	12
Temp. Food Est. Inspections	10	Alternative/Engineered Sewage Systems Approved	0
Follow-Up Inspections	6	Failed System Evaluations Conducted	0
Plans Received for Review	0	Sewage Complaints Investigated	0
Plans Approved	0	Well Permits Issued	0
Consumer Complaints Investigated	11	Abandoned Wells Plugged	0
Foodborne Illness Complaints Investigated	3	DHS Related Inspections Completed (Day Cares, AFC Homes, Etc.)	4

Cremation Permits Processed

January	68
February	63
March	67

- Staff from the Environmental Health Division revised the Foodborne Illness Investigation protocol for the county. On average, there are approximately 12-20 investigations of foodborne illness in Bay County during a given year.

- Staff working with the Kawkawlin River Phosphorus Reduction grant project have built a database of well and septic information for over 17,000 parcels in Bay County. Currently, old records are being scanned and uploaded to the database. It is anticipated that the project will be completed by Fall of 2015.

- Local pool operators were trained by Environmental Health Staff on proper pool cleaning, testing and disinfection techniques in March.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
327
Number of Encounters in Family Planning Clinic
370

- 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.

Immunizations

TB Test	62
Hep. A Adult	22
Hep. A Peds	82
Hep. A/Hep. B	0
Hib	60
HPV	57
Flu	102
PCV13	74
Rotavirus	16
Dtap	43
Dtap/IPV	24
MMR	46
IPV	10
Td	0
Tdap	51
Varicella	51
Dtap/Hep.B/IPV	36
Pneumonia	4
Meningococcal MCV4	32
Zoster	3
Hep. B Peds	3
Hep. B Adult	31

MMRV	24
Rabies	0
DT	0
TOTAL	**833**

- Lisa Condon, RN, BSN, Immunization nurse, was asked to speak at the Nurse Administrators Forum meeting on January 13, 2015, in Lansing, MI to share Bay County policy and procedure on School Immunizations Waivers. Lisa was asked to speak as a result of Bay County's ability to work with our local schools to keep our immunizations waivers the lowest in the state.

Laboratory

Number of In-House Tests: Clinical Services	386	Number of Other (Outgoing) Tests: Clinical Services	96	Number of Tests: Water/Non-Clinical	347	TOTAL TESTS	829

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. The services for this program are run by a PHN.
- 11 children are currently opened to case management for EBLL greater than 10 micrograms per deciliter,
- 2 children was opened to case management and 0 were closed during this quarter, 9 phone or mail contacts to parents were completed along with 6 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
- Monthly MDCH Nurse Administrator Meeting by teleconference

01-13-15	Nurse Administrator's Meeting, Lansing MI
01-15-15	MIHP Thumb Area Coordinators Meeting, Frankenmuth, MI
01-16-15, 03-20-15	Great Start Collaborative (GSC) Executive meeting, BAISD
01-15-15, 03-12-15	Bay County Division/Directors Mtg
01-22-15	FEMA 800 On line course
01-23-15	SVSU Nurse Advisory Meeting at SVSU
01-27/28-15	ICS 400 training, Saginaw, MI
01-30-15	Head Start Lead Presentation
03-06-15	Basic Cardiac Life Support/AED for health care professional recertification
03-17-15	MIHP Coordinator's Training, Bellaire, MI

This quarter was dedicated to updating Health Department policies.

Maternal Infant Health Department (MIHP)

- This quarter MIHP received 103 maternal and infant referrals from which 17 maternal and 21 infants were enrolled. A total of 266 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 30.5 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 2 hours in Communicable Disease.

Kelly also participated in the following trainings/meetings:

03-06-15	Basic Cardiac Life Support/AED for health care professional recertification
03-16-15	MIHP Coordinator's Training, Bellaire, MI

Mary Jo Braman, RN, BSN provided 8 hours back up to Immunization Clinic and 5 hours for TB case management. She also participated in the following meetings/trainings:

01-21/22-15 TB Nurse Network call and TB Webinar "It's never just TB"

01-16-15 Safe Journey mtg, a McLaren led Community Program to provide middle school education on the harmful effects of substance abuse to an unborn baby.

01-29-15	Safe Journey Presentation at Western Middle School
03-06-15	Basic Cardiac Life Support/AED for health care professional recertification
03-11-15	Safe Journey Meeting

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:

- 01-30-15 Early Head start Presentation
- 02-23,03-09,03-26 Bay Expo Meetings with MClaren Bay Region

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	3	175	103	53	32	72	187	0	118	743
Feb	1	160	86	41	28	56	124	0	89	585
Mar	3	195	89	52	46	64	152	0	92	693

Lead Tests Billed

January	62
February	58
March	61

HOUSING

Housing Director Activities

- Housing Director Activities
- Attended NAHRO Occupancy Training in Livonia February 9th-11th, 2015
- Attended "Managing Difficult Behaviors" training at Golden Horizon's on February 12, 2015
- Attended Monthly Elder Abuse Coordinated Community Response Meetings
- Attended NAHRO Washington Conference March 14-18th in Washington D.C.
- Attended Monthly Department Head Meetings
- Attended Monthly Senior Task Force Meetings
- Attended quarterly BC/BS Community Advisory Committee Meetings
- Attended Board of Commissioner and Various Board Committee Meetings
- Attended I.T. user group meeting
- Completed 6 housekeeping inspections
- Met with Schindler Elevator representatives to discuss upcoming Elevator Modernization project
- Met with several residents to discuss tenant concerns
- Met with corporation counsel on several occasions to discuss tenant matters
- Participated in Capital Fund /Operating Fund Processing training webinar on March 3, 2015
- Participated in "How to Successfully Adopt a Smoke-Free Policy in Public and

Multifamily Housing" training Webinar on March 5, 2015

Admissions and Occupancy Specialist Activities

- Attended NAHRO Occupancy Training in Livonia February 9th-11th, 2015
- Attended "Managing Difficult Behaviors" training at Golden Horizon's on February 12, 2015
- Completed annual recertification's for 20 residents
- Completed 4 housekeeping inspections
- Completed move-in orientation for 4 new residents
- Met with several residents to discuss tenant concerns
- Completed inspections for 34 apartment units with maintenance staff, including Pre-REAC inspections

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Completed unit turnaround maintenance for 4 apartments
- Completed inspections for 25 apartment units
- Completed quarterly maintenance on air handlers and roof top exhaust units
- Ponder Door installed new exterior refuse room doors
- Repaired several washers, dryers and refrigerators
- Repainted administrative offices
- Supreme Carpet installed new carpet tiles in administrative offices and in first floor lobby and hallway
- Repainted fifth floor lobby and installed new vertical blinds
- Replaced sewer pipe for south wing

Resident Services Activities (Housing Director and Admissions and Occupancy Specialist)

- Distributed food commodity boxes from Mid-Michigan Community action agency to 65 residents
- Held two Resident Advisory Board (RAB) meetings to discuss the agency 5 year plan and policy changes
- Coordinated Impact Medical Presentation and BINGO on February 26, 2015
- 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, Disability Resource Center, Do-All Material Assistance Center, Hart Medical Supply and Mid-Michigan Community Action Agency.

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.
- Employees received training on Safe Crisis Management theory and Emergency Drills
- 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.

Number of intakes
Date Admitted between '1/1/2015' and '3/31/2015'

County	Count
BAY	68
HURON DHS	4
IOSCO	1
SANILAC	5
SHIAWASSEE	1
TUSCOLA	6
TOTAL	**85**

Monthly Number of days in Detention
Date In Detention (Search Only) between '1/1/2015' and '3/31/2015'

County	Count Days
BAY	859
HURON	8
HURON DHS	27
IOSCO	10
PRESQUE ISLE	3
SANILAC	39
SHIAWASSEE	6
TUSCOLA	66
TOTAL	**1,018**

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's Website Reaches 10 Million Page Views

- MSU Extension's website, www.msue.msu.edu has just passed a milestone – 10 million page views. That's quite an accomplishment considering the site only launched April 18, 2012. What is even more remarkable is our continued rate of growth. The site received 1.8 million page views in Year 1, 3.64 million in Year 2 and 4.48 million with more than a month to go before we hit our three-year anniversary.

- This couldn't be possible, of course, without the one thing that is driving people to the website on a daily basis – quality content that they can trust. Thanks to the wonderful expertise of educators and specialists, MSU Extension sees a constant influx of new and returning visitors on MSU Extension News articles – whether through a Google search, clicking on a link from Facebook shared by a friend or as a subscriber to one of our news digests full of information they know they are interested in.

- Because we are constantly answering questions people in Michigan and elsewhere have, and sharing our knowledge in a way people can easily access more and more people are viewing our event postings, program information and county pages.

- This is a truly amazing accomplishment made possible only because of the quality educators and specialists with a passion for outreach. This passion has always been at the heart of MSU Extension, and now we have a website that can help us achieve our mission in the 21st century.

MSUE Water Resources Educator, Monica Day

- We are pleased to welcome Monica Day to MSU Extension as the new Water Resources Educator. Monica will work with both the Greening Michigan Institute (GMI) and the Agriculture and Agribusiness Institute (AABI), to provide local and statewide leadership and educational programming expertise in alignment with the Natural Resources and Public Policy workgroups in GMI and the Environmental Quality workgroup in AABI. She will develop and implement educational and capacity-building programs that serve Michigan residents and their water-related interests, including water use, availability, conservation, planning, and management. Monica's office is located in Shiawassee, however, she covers all of District 9 which includes Bay County.

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 launched 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.

- Jodi is currently looking for 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** - 4-H Winterfest which was held at Kettunen Center on January 31st—February 1st. Over 175 youth participated in this hands-on event which included a variety of workshops for youth and for parents such as Snow Science, Sled Dogs, Fender Blender Smoothies and Outdoor Cooking.

4-H Life Skills and Capacity Building, Jodi Schulz

- There are new 4-H products available for staff, volunteers and youth at shop.msu.edu that were created by the state-wide work team, Academic Success. This work team has a group that focuses on youth life skill development. As a part of that group, we were able to create and market the following products: Experience 4-H with the Experiential Learning Model Workshop Kit, 4-H Experiential Learning Model Pocket Cards, 4-H Health Life Skills Sheets, and 4-H Health Life Skills Pocket Cards. The development of these products was made possible through grant funding.

- State-wide 4-H staff provided support to colleagues in Wexford and Livingston Counties to create science and literacy family enrichment programming. The delivery

model has been very successful in Bay County and there is need for replication across the state. Several schools in both Wexford and Livingston Counties have successfully held these evenings to educate families about hands-on, educational activities that can be duplicated at home and in the classroom.

- Co-presented at a Kettunen Center workshop, held in Tustin, MI. Presentations included 4-H Life Skill Development and the Experiential Learning Model for volunteers, life skills through marshmallow shooters for youth, and snow science for youth. The event targeted youth ages 8-12.

- Created a workshop titled "Delegation for Volunteer Managers" that will be presented at the National Extension Conference on Volunteerism in Portland, Maine in May.

- Wrote fact sheets focused on program development and delivery for 4-H Cloverbud (youth ages 5-8) Camps. Because of the success of the Bay County 4-H Cloverbud Camp there is a need to replicate the camp in communities across Michigan. These fact sheets provide program standards and resources for staff to use when creating their 4-H Cloverbud Camp.

- Things to look forward to:
  - Delivery of webinars: Educational Standards and MSU Extension Staff
  - Interviewing Skills workshop (Tips to interviewing potential volunteers): To be held in Bay County April 8
  - Programming with Hampton Elementary focused in time, money, fractions, and soybean seed germination
  - Delivery of webinar: Building Community Relationships
  - Delivery of two workshops (Delegation for Volunteer Managers and Targeted Recruitment) at the National Extension Conference on Volunteerism in Portland, Maine in May

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

- Health and Nutrition staff continues to do nutrition education to residents in Bay County. One unique program is called Fender Blender. This activity is a fun way for staff to teach the benefits of healthy eating. Healthy fruits, vegetables and yogurt smoothies are made from a human powered smoothie bike. Youth can volunteer to pedal a bike, which the back fender is attached to a blender filled with healthy ingredients. The combination is blended into delicious smoothies and sampled by participants.

Upcoming Events

- **MSU Extension Open House**
  Date: April 14, 2015-04-05 Time: 2:00 pm-4:00 pm
  Location: MSU Extension Bay County Office 515 Center Ave. Suite G-102 Bay City, MI
  Contact: 989-895-4026

Come learn about MSU Extension programs and meet the staff.

- **2015 HNI Spring Conference - Strategic Connections and Diverse Partnerships**
  Date: April 15, 2015 - April 17, 2015
  Location: Bay City Doubletree Hotel, 1 Wenonah Park Place, Bay City, MI 48708

Contact: Janet Olsen, 517-432-7630, olsenj@msu.edu

Health and Nutrition Institute Spring Conference is designed for MSU Extension educators, program leaders and specialists who work within one or more of the HNI work teams: Nutrition and Physical Activity, Food Safety, Disease Management and Prevention, Extension Health Research, and Social and Emotional Health. The theme of the 2015 conference is Strategic Connections & Diverse Partnerships. The agenda is designed to help us build, strengthen and maintain our connections within the communities we serve, as well as within the Health and Nutrition Institute, MSU Extension and MSU.

- **2015 Lake Huron Regional Fisheries Workshops**
  Date: April 30, 2015
  Time: 6 - 9 p.m.
  Location: Knights of Columbus Hall 360 S. River Road (M-13), Bay City, MI 48708
  Contact: Brandon Schroeder, Michigan Sea Grant Extension at schroe45@msu.edu or 989-354-9885.

Michigan Sea Grant and Michigan State University Extension, in partnership with the Department of Natural Resources Fisheries Division, USGS Great Lakes Science Center, and local fishery organizations will be hosting three evening regional workshops across Lake Huron's coastline. Workshops will include information and status updates on topics such as fish populations and angler catch data, forage or prey fish surveys, recovering native lake trout populations, status of Saginaw Bay perch and walleye, habitat restoration efforts, updates on fisheries management activities, among many other Lake Huron related topics of local interest.

- **Underwater Robotics—ROV—Training**
  Date: May 5, 2015
  Time: 6 - 8 p.m. Location: Saganing Tribal Center 5447 Sturman Road Standish, MI
  Contact: Melissa Prohaska at prohask1@anr.msu.edu or 989-846-4111.

This workshop provides 4-H Program Instructors, teachers, and volunteers, an introduction to the skills and experiences they need to incorporate marine science, technology, engineering and math (STEM) topics into their projects, clubs or classrooms.
The 2015 Basic Level ROV Workshop will provide a forum for non-formal and formal educators, especially those interested in participating in future underwater robotics (ROV) competitions.

Participants will have the opportunity to design, build, and test drive their own ROV. The session will begin with a brief presentation outlining the basics of ROV construction, what they are used for and careers in marine technology. Participants will then work in teams to build a kit ROV and pilot the vehicle through underwater mission tasks.
Cost: $10 per person

- **Learn to Blanch & Freeze Auburn Library**
  Date: May 7, 2015
  Time: 6 - 7:30 p.m.
  Location: 235 West Midland Road, Auburn, MI 48611
  Contact: 989-832-6643, treiber@anr.msu.edu.

Learn how to successfully freeze foods. This class will provide you with handouts and resources to reference.
This workshop is free to all participants. Pre-registration is necessary to make sure there are

materials for everyone attending.
This workshop will be taught by an experienced MSU Extension food safety educator.

- **Discover the Fun of Dehydrating Produce & Herbs Auburn Library**
  Date: June 4, 2015
  Time: 6-7:30 p.m.
  Location: 235 West Midland Rd., Auburn, MI 48611
  Contact: Lisa Treiber, treiber@anr.msu.edu, 989-832-6643

Discover the Fun of Dehydrating Produce and Herbs is a free food preservation course being held at the Auburn Library in Bay County. Pre-registration is necessary to make sure there are materials for everyone attending. This workshop will be taught by an experienced MSU Extension food safety educator.

PERSONNEL & EMPLOYEE RELATIONS

Employee Relations and Personnel

- Continued as Co-Chair of the Michigan Labor Management Association.
- Served as program chair and diversity and legislative chairs for the Valley Society for Human Resources.
- Continued to monitor and facilitate Wellness initiatives.
- Worked with ISD and Finance to implement the HR Module in MUNIS.
- Dealt with a sensitive employee issue at the Sheriff Department.
- Participated in Strategic Plan meetings with the United Way.
- Assisted in employee matters with the Division on Aging.
- Discussed building space issues at the County Building.
- Explored options of Employee Assistance Programs.
- Met with deputies union to discuss contract language.
- Attended the State of the Community Luncheon at Bay Valley.
- Dealt with an employee issue at the Community Center.
- Met with representatives from the USW union regarding health insurance rates.
- Facilitated a grievance meeting with the USW union.
- Participated in Bay Area Runner's Club St. Patty's Day Race in the 5k walk, sponsored by the Bay County Wellness Program.
- Attended a Lunch & Learn on Heart Healthy Diet in February, sponsored by the Bay County Wellness Program.

Retirement

- Attended MAPERS one day seminar in Troy, MI on March 13, 2015.
- Began attending classes online and on campus at Saginaw Valley State University to earn Certified Public Manager certification (completion in July 2015).
- Attended State of the Community Luncheon at Bay Valley on February 18, 2015.
- Continued to oversee ongoing scanning project to convert all retirement files into electronic format.
- Continued to oversee ongoing project to convert wage and contribution cards to electronic format.
- Participated in Bay Area Runner's Club St. Patty's Day Race in the 8k, sponsored by Bay County Wellness Program.
- Worked with actuary to complete the final implementation new benefit calculation software.

Payroll/Benefits

- Participated in a meeting with the Wellness Center staff to review 2014.
- Participated in a meeting with EHIM, Wellness Center, McLaren Pharmacy and Brown & Brown to discuss changing the way prescriptions are handled through the Wellness Center.
- Educated employees through mail, email and meetings on the steps to ensure they are in the Enhanced BCBS Plan.
- Coordinated with the union presidents to develop a Wellness Committee.
- Participated in several webinars to ensure compliance with the PPACA regulations in regards to the 30-hour rule.

Wellness Center and Wellness Initiatives

- We ended 2014 with 255 out of the 377 eligible contracts who had visited the Wellness Center. 68% of the eligible contract holders utilized the Wellness Center in 2014.
- The total number of lives that were eligible to use the Wellness Center in 2014 was 968, of those there were 492 who did. This is 51% of all eligible lives used the Wellness Center in 2014. Please note that there are some eligible people who do not live in the area or who may have dependents who do not live in the area as well, but they are still eligible to use the Wellness Center.
- In January, there were 110 appointments, 12 of which were new patients. February there were 140 appointments, 14 of which were new patients.
- In January and February the majority of the visits were for acute illness.
- The Satisfaction Rating has continued to be 99%.
- The most frequent referrals year-to-date have been for Physical Therapy, and Dermatologist.
- Hosted a Lunch & Learn on Heart Healthy Diet in February.
- Educated employees on the benefits, offerings and hours of the Wellness Center.
- Educated employees on the new generic medications.
- Educated the employees on the Fitness Classes offered, the fitness rooms available, and the use of Delta College.
- Biggest Loser competition was extended to Bay County employees to participate in on a volunteer basis. There were 23 employees who participated this time around.
- Coordinated reimbursement for employees to participate in the St. Patty's race. There were 36 employees who participated this year. Whereas in 2013 there were 30 who participated.

Community Involvement

- Participated in the search for new director for the Bay Area Chamber of Commerce.
- Attended mock interviews at Western High School for the Chamber of Commerce.
- 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.
- Attended the Bay Area Chamber Eye Opener Breakfast.
- Attended the State of Community Luncheon.

PUBLIC DEFENDER

- No Report Submitted.

RECREATION & FACILITIES

- Hired temporary painters for a long list of paint projects county wide.
- Reviewed rules, posted and began hiring summer staff positions.
- Met with Emergency Manager, Ryan Manz to discuss security in the County Building.
- Finalized the elevator contract to begin the repairs to the elevator in the Bay County Building.
- Examined storage and space in the County Building
- Continued work on the Gym Floor Project at the Community Center, including a tour of St. Cecilia's gym floor in Detroit and repainting of the two gyms.
- Researched possible improvements for the Bay County Market.
- Continued to monitor water sample results and action plans for the Community Center.
- Worked with staff to implement a free youth hockey program for grades k-4th to create long term customers at the Civic Arena
- Researched mail machines for the required upgrade to our current mail machine.
- Continued research on recreation software that will improve the gym membership/point of sale/online booking for the department.
- Obtained coverage in various areas due to staff shortage.
- Continued to send out a monthly Recreation Newsletter to over 1,400 email addresses.

Buildings & Grounds

- Continual snow removal & salting top priority during winter months.
- Juvenile Home had numerous repairs on boilers pumps, leaks in kitchen, bathroom sink repairs, air handler repair & security alarms all handled by County maintenance.
- Sterling Dump truck purchased for Parks & Rec snow removal, sand hauling, etc.
- Equipment Operator I fabricated a steel Plat Map rack for Register of Deeds office.
- 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 and serviced engines for both Zamboni's at Civic Arena, big savings for County by not outsourcing.
- Fairgrounds/Rec Barn had 2 furnaces replaced.
- Power pole installed in Under-Sheriff's office.
- LEC - installation of water shut off valves in "R" Block (8).
- LEC - new pressure relief valve on boiler #2.
- Server room on 8th floor (ISD) had new electrical circuits and exhaust fan installed.
- County staff
- County staff building offices, erecting walls in Health Dept. for Bay Health Plan.
- County staff configuring 6 offices for Saginaw Valley State University clinics.
- 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).
- Carpet replaced in Sheriff's office, Under-Sheriff, Secretary, Sergeants Records office & Arraignment room offices by County staff.
- 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 motor & heating unit in commercial oven at Jail.

Recreation

Civic Arena

- Hosted the Annual Home Builders and Lifestyle Show on our dry floor

- Have a lead for a future dry floor event (billiards tournament).
- Hosted 2 Hockey tournaments
  - The January Freeze
  - The Puck O' The Irish

    Both tournaments were spread over the course of 2 weekends.
- We had 18 teams in our Winter Adult League.
- The Bay County Hockey Association completed their winter season.
- We received new hockey and figure skates for rent using funds from the Bay Area Community Foundation.
- We also purchased helmets, sticks, and gloves with the Bay Area Community Foundation money to start a new Youth Rec League inspiring new skaters and hockey players to the Arena.
- The Bay City Wolves and Bay Area Thunder played their respective season out of the Civic Arena.
- The Tri City Icehawks and Junior Icehawks played out of the Civic Arena.
- Hosted numerous birthday parties (which have become very popular).
- Sk8 Bay Figure skating club played out their season and continued a successful learn to skate program.

Community Center

The Fitness Center

Month	Clients	County Employees
January	657	249
February	577	178
March	625	175

Fitness classes

Class	County Employees	Non-County Employees	Total Clients
FitFun	2	29	31
YogaFit (a.m.)	2	17	19
YogaFit (p.m.)	15	8	23
Fit in 30	4	11	15
Chair Yoga	0	35	35

Rentals:

<u>January</u>

- Pigeon Show - We had many from the Community come see the pigeons. It is an annual rental for us.
- Men's Basketball and Women's Volleyball continued their league play through March.

<u>February</u>

- Pickleball demo by Jerry Barz , Pickleball Ambassador for our area. 30 participants came out for the demo. With so many interested, I began a Pickleball league T/ Thursdays - 1:15 - 3:15 and Wednesdays 11a - 1pm.

- Little League teams began indoor practice.

March

- Pickleball league continues. Weekly participants - 36

Weekly permanent rentals and activities:

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
Tues - Fri	Room 128 BAISD	12p- 3p
Thursday	Room 132 Peer Support	2p - 3p
Mon. - Thurs.	Room 124 Drivers Training	Time varies

Fairgrounds:

- There are currently no rentals scheduled at the Canteen.

Horse Stalls:

- We currently have 7 renters in the stalls.

Golf Course

- Started an Instagram account.
- Sent out a letter to past members regarding membership renewals.
  - Feedback has been positive
- Officially opened the doors April 13th for walking only
- April 14th the back nine opened for cart path only.