



## REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2021

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The following reports for the 1st quarter of 2021 are presented to the County Executive:

### ADMINISTRATIVE SERVICES

- Planned adoption events throughout 2021.
- Attended our first “Puppy Yoga” event in over a year.
- Communicated with WNEM and Mix 106.3 to promote various animals and give interviews about pets available for adoption.
- Assisted Animal Control Officers on calls as well as a search warrant.
- Planned an upcoming 5s project at the Animal Shelter.
- Created job descriptions for the Veteran Service Officer and Emergency Relief Coordinator.
- Converted contract workers to Bay County Employees within the Veteran Affairs Department.
- Assisted the Veterans Offices in coordinating financial processing expenditures through & Sailors Relief and Veteran Transportation Services.
- Submitted the 2021 Veteran Affairs grant that will be used to fund the Bay County positions within that department.
- Resolved a number of constituent inquiries and communications made to the Administrative Services office.
- Completed course work and completed the final exam for my Animal Control Certification.
- Met and discussed various Emergency Relief items with staff.
- Transported the first 53 cats to Huron Valley Humane Society for adoptions.
- Observed monthly visits by a local veterinarian, Dr. Francke from Bay Animal in which various dogs and cats are evaluated and vaccinated.
- Answered questions and assisted in social media for Animal Services.
- Planned and implemented work adjustments due to the COVID-19 outbreak.

### **Veterans**

During this quarter we saw 15 veterans. We turned away 2 veterans do to not meeting criteria of program. And 1 that was returning too early for benefits. One (1) application was sent to the Department of Veterans Affairs Committee for approval.

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Services

Benefits	Amount
Food	575.00
Gas	250.00
Utilities (Electric)	948.49
Rent/Mortgage	539.00
Utilities (Gas)	1275.49
<b>TOTAL</b>	<b>\$3,587.98</b>

Transportation

Vehicle	Veterans Transported	Mileage	Volunteer Hours
FORD VAN	6	293	31

Marker & Burial Benefits

Veterans	Spouses	Markers	No Wartime
51	34	0	7

County Veteran Service Officers - Attached is the MVAA spreadsheet we have begun to use January 1, 2021 to track office work by fiscal years.

**CENTRAL DISPATCH 9-1-1**

**Personnel**

- NEW EMPLOYEES - Shaelyn Reed and Carson Tacy entered the Dispatcher Training program.
- CRITICALL TESTING AND INTERVIEWS - Completed Criticall testing and conducted interviews for open dispatch positions.
- EMPLOYEE EVALUATIONS - Completed annual employee evaluations.
- CPR TRAINING - Conducted our first in house CPR training. All future CPR will be completed with onsite instructors.
- FIRT PRINCIPLES TRAINING PROJECT - Meeting with communications Training Officers to identify principles of dispatching and how these can help trainees succeed.

**Technology**

- CAD SHARING PROJECT- A memo outlining the CAD sharing project with Sanilac County was sent to the Board of Commissioners, Ways and Means Committee and was approved.
- BACKUP CENTER PHONE SERVICE - Installed 8 x 8 phone service and IP to analog box. This system is more reliable and decreased the monthly phone bill by \$200 per month. ROI on the project is four months.

# Bay County FY 2021

Relationship	
Veteran	620
Spouse	175
Other	123
<b>Total</b>	<b>918</b>

War Era	
WWII	166
Korean War	81
Vietnam War	330
Gulf War	129
Peacetime	89
<b>Total</b>	<b>795</b>

County	
Bay	437
Arenac	8
Saginaw	3
Midland	0
	0
	0
	0
	0
	0
Other	7
<b>Total</b>	<b>455</b>

Claims Activity	Q1	Q2	Q3	Q4	FY 2021
Federal Burial Allowance	0	34	3	0	37
Clothing Allowance	0	0	0	0	0
Survivors Pension	0	60	8	0	68
Death Indemnity Compensation	0	9	1	0	10
Educational Claims	0	0	0	0	0
Non-Service Connected Pension	0	29	5	0	34
Special Adapted Automobile	0	0	0	0	0
Special Adapted Housing	0	2	0	0	2
Service Connected Compensation	0	137	27	0	164
Additional Forms Completed	0	32	4	0	36
<b>Total</b>	<b>0</b>	<b>303</b>	<b>48</b>	<b>0</b>	<b>351</b>

Forms directly sent to VA	Forms sent to VSO - AL, VFW, DAV, VVA
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Support Services	Q1	Q2	Q3	Q4	FY 2021
Michigan Veteran Trust Fund	0	6	0	0	6
Soldiers/Sailors Relief Fund	0	28	1	0	29
County Burial Allowance	0	94	12	0	106
Home Loan Certificate of Eligibility	0	0	0	0	0
CHAMPVA	0	2	0	0	2
Healthcare Enrollment	0	26	3	0	29
Other Support Services	0	38	8	0	46
<b>Total</b>	<b>0</b>	<b>194</b>	<b>24</b>	<b>0</b>	<b>218</b>

Appeals Process	Q1	Q2	Q3	Q4	FY 2021
Supplemental Claims	0	30	7	0	37
Higher-Level Reviews	0	4	0	0	4
Board of Veterans Appeals	0	15	6	0	21
<b>Total</b>	<b>0</b>	<b>49</b>	<b>13</b>	<b>0</b>	<b>62</b>

Other Activities	Q1	Q2	Q3	Q4	FY 2021
Personal Interviews	0	0	0	0	0
File Reviews	0	517	0	0	517
Claim Status Checks	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>517</b>	<b>0</b>	<b>0</b>	<b>517</b>

Demographics			
Aging and Elderly Veterans (70+)			
Female Veterans			

If you have a female veteran over the age of 70 each should be counted, once for age and once for gender, if a person fits both categories they should be counted under each category

- 9-1-1 PHONE SYSTEM - The INTRADO Viper A9C phone system update has been scheduled for May. All the installation and training will be completed in-house.
- MOBILE DATA MANAGEMENT-9-1-1 is implementing a web-based application for Fire I-Pads. This should be complete in June.

#### Administrative

- LEIN AUDIT -The biennial LEIN audit was conducted on February 17, 2021. There were a few small findings. All findings were corrected and the audit was successful.
- HVAC SYSTEM PROJECT: - The HVAC Project is complete. The heat in the building has been much improved.

#### Operations

- SCHOOL NOTIFICATION - 9-1-1 conducted the first test for the BAY Alerts school notification system. The system is intended to notify all school administrators of potential incident at all school buildings.

### CORPORATION COUNSEL

- Reviewed contracts or provided legal opinions to:

Animal Services	Housing Rehab
Board of Commissioners	Information Systems Division
Central Dispatch 9-1-1	Mosquito Control
Criminal Defense	MSU Extension
Community Corrections	Personnel and Employee Relations
Department on Aging	Purchasing
Drain Commissioner	Recreation and Facilities
Equalization	Retirement Board
Finance	Sheriff
GIS	Treasurer
Health Department	Veteran Affairs
Housing Department (CRA)	

- Attended Board of Commissioners meetings
- Attended Retirement Board meetings
- Attended VEBA Board meetings
- Attended Veteran Affairs Committee meetings
- Attended 401(k) and 457 Committee meetings
- Participated in multiple conference calls Bay County Housing Department (Center Ridge Arms) with representatives of HUD, MSDHA and MHT representatives
- Multiple meetings/contacts with constituents regarding constituent concerns
- Assisted with State of the County address preparation
- Attended multiple Incident Management Team meetings regarding COVID-19 Pandemic
- Assisted the County Executive by drafting various correspondence and memos
- Provided legal opinions and guidance on employee/personnel issues

- Received, reviewed and responded to various subpoenas (Prosecutor - 1, Animal Services - 1, Juvenile Home - 1, Sheriff's Office - 1)
- Participated in a meeting with BCSO regarding FOIA process

#### **Current Litigation**

- Drafted pleadings and participated in Treasurer foreclosure hearings
- Thomas McDonald, Jr. (Mattison Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Anticliff Bankruptcy) v. Bay County
- Thomas McDonald, Jr. (Bauer Bankruptcy) v. Bay County
- Purdue Pharma Bankruptcy claim
- Kolu Stevens v. Bay County
- Delores Proctor, et al v. Bay County (class action)
- Thomas McDonald, Jr. (Worden Bankruptcy) v. Bay County
- Top Shelv. Worldwide bankruptcy
- Estate of Cater bankruptcy matter
- Thomas A. Fox v. Bay County (class action)

#### **Risk Management**

- Received & filed 4 incident report forms
- New MMRMA Claim Submissions:
  - Bay County Sheriff's Office Vehicle Accident, Claim No. 2100903
- Current Claim Processing:
  - 2918 E. Fisher property damage, Claim No. 200298
- Coordinated and processed 5 Notary Bonds with MMRMA

#### **Freedom of Information Act (FOIA)**

- Processed and responded to 212 FOIA requests.
- Coordinated with the following offices and departments to complete FOIA responses:
  - Animal Services & Adoption Facility
  - Clerk's Office
  - Central Dispatch 9-1-1
  - Health Department
  - Prosecutor's Office
  - Retirement Board
  - Sheriff's Office
  - Treasurer's Office
- Revised and updated FOIA webpage

#### **Conferences/Seminars/Trainings/Special Events**

- Attended MMRMA's Virtual Freedom of Information Act Workshop - Nicole La Douce, Jayson Hoppe
- Attended Hickey Combs PLC Worker's Disability Compensation Workshop - Heather Brady Pitcher

- Attended the MSP Virtual FOIA Training - Nicole La Douce, Jayson Hoppe
- Attended the virtual State of the Community - Amber Davis-Johnson
- Attended MMRMA's Virtual Learning Lab Conference - Amber Davis-Johnson, Nicole La Douce, Jayson Hoppe
- Attended MAMA's Virtual Advanced Institute Conference - Amber Davis-Johnson

## CRIMINAL DEFENSE

### December 2020 Case Appointments

*\*\*These figures were not available for last quarter report\*\**

- 83 total case appointments

### January 2021 Case Appointments

- 97 total case appointments

### February 2021 Case Appointments

- 109 total case appointments

*\*\*March figures not available yet\*\**

### MIDC Compliance/Changes due to COVID-19

- Currently all staff is working in the office
- Jordan Case took a position in another County so his position has been posted
- Over-flow attorneys have absorbed some of the pending cases that were assigned to Mr. Case
- Began gathering information and preparing MIDC grant 2021-2022
- Started the process for Requesting Bids for arraignment attorneys as the current contract has expired

## ON AGING (DOA)

- See Attached.

## ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

### **Director's Report**

- **Brownfield Redevelopment Authority (BRA)** - The newly created county-wide Brownfield Redevelopment Authority (BRA) provides local municipalities with an opportunity to create brownfield financing resources that will enhance local economic development capacities and help market difficult sites based on private investment incentives. Through the process of township and city outreach and providing information about the BRA, an understanding of the county-wide BRA has been increased along with local membership. A virtual meeting was held in February with the State providing an informal presentation with a Q&A portion.
- **Linwood Scenic Access Site Improvement** - The Linwood Scenic Access Site



# Bay County Department on Aging Services for Seniors - 1Q21

Home Delivered Meals  
**48,023**

Congregate (Activity Center) Meals  
**5,660 COVID**

Commodities Boxes Delivered  
**521**

Our Home Delivered Meals are still going strong, Curbside Meal Pick-up has done very well even in these winter months, and In-Home Services are gaining ground but some of our clients are still worried about people coming into their homes due to the COVID Pandemic. We were able to vaccinate 48 home-bound clients in March and are will be assisting more in April. We are working with the Health Department and the City Housing Commission to provide clinics at the City High Rises, which include their Scattered Family Housing and Bradley House Apartments.

Department on Aging Mission Statement:

The Bay County Department on Aging is dedicated to providing continued opportunities for the community's older adults by maintaining independence, offering social activities, and enhancing their lives through delivery of quality services in a cost-effective manner.

New Elder Abuse Cases Served  
**4**

Special Event Eligible Meals  
**COVID**

Transportation (# of rides)  
**0 COVID**

Commodities Volunteer (Hours)  
**66**

Caregiver (Hours) : **25.5**  
Case Coordination (Hours): **1719.5**

Homemaking (Hours)  
**1808.75**

Personal Care (Hours)  
**557**

## Health & Wellness Classes

Bay County Department on Aging's.

## Special Events

Activity Centers were closed during

## Dining Center Activities

this time due to the COVID Pandemic. Curbside Meal Pick-up started 6/8/2020. Participants very happy to have this service again.

Improvement Project has secured \$150,000 through local grants for this valuable project that will provide much needed access to the Saginaw Bay. During the permitting process it was discovered that the original construction approach would need to be revised to meet the permit requirements. Due to these additional requirements, more funding will need to be secured in order to move forward with the project. Work has begun to find other funding sources to help with meeting the permit requirement changes. Historical information and background for the Linwood Scenic Access Site project has been done through the State Historic Preservation Office and the Historical Society of Saginaw County, Inc.

- **EPA Dow Dioxin Citizen Advisory Group (CAG) Retreat Meeting** - The annual EPA Dow Dioxin Citizen Advisory Group (CAG) Retreat Meeting took place in January, 2021. The topics discussed at the retreat included the update on the Dow Settlement, an update on the institutional controls, Dow Green Corridor concept, an update on fish and game advisories, an overview of the EPA national sediment cleanup activities, discussion about having a river tour that looks at the whole of Tittabawassee River to see restoration progress from older to newer cleanups, Army Corps to talk about dredging plans, and MSU- Superfund Research Program Center update.
- **SB-CISMA** - The Saginaw Bay Cooperative Invasive Species Management Area (SB-CISMA) has broken off from the larger to group to form a smaller group made up of communities around the Saginaw Bay. The new coordinator for the SB-CISMA is top-notch and will be making education and outreach priorities. The Environmental Affairs and Community Development Department will be helping the group with permitting issues.
- **Partnership for the Saginaw Bay Watershed** - The PSBW was formed to coordinate efforts and monitor progress toward restoration goals with an ultimate goal of removing the Saginaw River and Bay from the list of AOCs throughout the Great Lakes. The PSBW is the non-governmental oversight organization created to coordinate the information and activities regarding the Saginaw Bay Watershed Area of Concern. The Partnership for the Saginaw Bay Watershed (PSBW) has been holding their monthly meetings virtually.
- **Saginaw Bay Reef Sign Installation Project** - Supported the Saginaw Bay Reef Sign Installation Project efforts providing local coordination in Hampton Township to get the Reef Project signs installed at that location and working with Hampton Township for the installation of signs at the Finn Road fishing access site. Outreach to the Department of Natural Resources (DNR) included discussion for the placement of the signs at the DNR Patterson boat launch and the Bay City State Park.
- **Bay Area Community Foundation (BACF) Environment Committee Meeting** - The Bay Area Community Foundation Environment brings together Bay Area leaders and philanthropists interested in working toward projects for the long-term growth of our community. The BACF provides grants and funding for non-profit organizations to help support growth and community vision throughout Bay County and the surrounding communities. The BACF Environment Committee is a part of the vision making process to provide input and knowledge for those projects that will



enhance our environmental surroundings. The Environment Committee looks at community projects that are environmentally sound as well as beneficial to our community development. The BACF Environment Committee Meetings are held every other month and provide environmental knowledge and expertise on project taking place in our community.

- **Household Hazardous Waste (HHW) Collection Coordination -** Discussions have been taking place with Tim Botzau, City of Bay City Parks & Environmental Affairs Manager, to work towards the coordination of a county-wide Household Hazardous Waste (HHW) Collection for Bay County Residents in 2021. HHW includes products that we purchase and use every day in our homes that can harm us or the environment. Providing a safe way to dispose of these items so they don't end up in our landfills is very important.
- **Plant Trees and Wildflowers for Wildlife -** The Michigan United Conservation Clubs' volunteer wildlife habitat improvement program in partnership with the Department of Natural Resources (DNR) looking for volunteers to help with planting trees and wildflowers during three October 2021 events. We have been looking into ways that Bay County might be able to participate in this wildlife habitat improvement project.
- **New Extension Educator of Fisheries & Aquaculture Introduction -** Through outreach efforts, an introduction to Lauren Jescovitch, PhD, Extension Educator of Fisheries & Aquaculture for Michigan Sea Grant/Michigan State University Extension, was made. Lauren Jescovitch is the lead among the Michigan Sea Grant team in efforts to work with the commercial fishing industry. Since the initial introductions, several discussions have taken place to work toward sharing our local efforts.
- **Environmental Affairs & Community Development Staff Meetings -** Monthly staff meetings have continued via Mitel Phone Meetings to maintain social distancing during the Covid-19 pandemic. The meetings are a great way to answer staff questions and share information about the Covid-19 new work protocols and to share on-going work activities and projects. Staff Meetings are held the second Wednesday of each month.
- **Transportation Planning Manager Position Vacant -** The Environmental Affairs and Community Development Department Transportation Planning Manager position was vacated. The previous Transportation Planning Manager has taken a new position outside of Bay County. This position is responsible for overseeing the daily workings of the Transportation Planning and Geographic Information Systems (GIS) under the guidance of the Director. This position was posted and filled by an internal candidate.
- **Gypsy Moth Suppression Program Coordinator Position Vacant -** The Environmental Affairs and Community Development Department Gypsy Moth Suppression Program Coordinator position is vacant. The previous Gypsy Moth Suppression program Coordinator retired in December 2020. This full-time position is responsible to overseeing the daily workings of the Gypsy Moth Suppression Program

under the guidance of the Director. This position was posted and filled by an internal candidate.

- **Stronger On-Line Presence** - This past year with Covid-19 has made us realize just how important it is to have a strong on-line presence. The Environmental Affairs & Community Development Department will be focusing on increasing the department's on-line presence in 2021. It's important that we keep the public well informed and provide useful information that is easily accessible.

## **Director Training**

Laura attended the following educational and training programs:

- BACC Eye Opener Breakfast - COVID-19 Updates
- Annual CAG Retreat
- Bay County Brownfield Basics Presentation
- Annual BACC State of the Community
- Southeast MI Regional CISMA Invasive Species Training Webinar
- Linwood Scenic Access Site Presentation
- BACC Eye Opener Breakfast - Independence and Liberty Bridge Updates
- Shoreline Conference on A New Wave of Thinking

## **Administrative Assistant**

- **Personnel Updates** - Updated job descriptions for the recently vacated Gypsy Moth Program Coordinator and Transportation Planning/GIS Manager. Coordinated with the director to call and set up interview dates and times. Provided assistance on Job description updates for the Gypsy Moth Program Assistant Coordinator position and the Transportation Planner/GIS Tech positions and on making updates to the questions and point sheets for the upcoming interviews.
- **2020 Quarterly and EEOP Reports** - Obtained and assembled department report information regarding work activities, projects, and training done during the 2020 fourth quarter (October, November, and December 2020) for the Fourth Quarterly Report and the EEOP Report. Completed reports were sent to the director for review and approval.
- **Bay County Recycling Webpage Updates** - Updated the Environmental Affairs & Community Development's recycling webpage adding new menu options for easier use. Created a FAQ portion at the top of the recycling webpage, replaced broken links, researched Earth Day Events in Bay County, updated Bay County Recycling events, added Earth Day information, and provided links to Bay City Recycles.
- **Department/Division Webpage Updates** - Updated the Environmental Affairs & Community Development Department's webpage to include the Michigan Infrastructure Council Debut of the public and private infrastructure "Dig Once" Coordination Tool\_ Updated the Gypsy Moth Suppression Program webpage Pest of the month portion and updated 2021 treatment information for the Emerald Ash Borer (EAB) and Gypsy Moth aerial treatment in spring. Contacted the IT Department to have the names in the webpage headers changed for the Gypsy Moth Program, GIS,

and Transportation Planning.

- **Public Outreach** - Composed articles and provided images for the Gypsy Moth Suppression Program monthly Constant Contact Newsletter and the special Arbor Day Edition Constant Contact Newsletter. The Gypsy Moth Suppression Program decided to include a special Arbor Day Edition of the newsletter in addition to the regular monthly newsletter to be released in April. The Gypsy Moth Constant Contact newsletter goes out monthly to over 2,000 subscribers.
- **Finance Support** - Support for payroll, monthly credit card disbursement vouchers, payment of invoices, purchase order requests, and travel requests were processed for the department and the divisions within the department.
- **2020 Annual Report** - Worked on the Department Annual Report. Requested and received information and images from the divisions to incorporate into the 2020 Annual Report for the Department. Had discussions with staff about how to best coordinate and provide their information in order to place the department annual report on the County website. Completed report will be sent to the director for review and approval.
- **Monthly Staff Meetings** - Coordinated with the director on the monthly staff meetings, emailing staff, creating agendas, providing handouts, setting up the virtual meetings, and providing staff reminders.

#### **Other Staff Support**

- Reviewed PA116 requests, checked tax records, and prepared a letter for the director's signature on four PA116 letter requests for the clerks of Frankenlust Township, Monitor Township, Portsmouth Township, and Williams Township.
- Coordinated with the Transportation Planning Manager on MPO and Asset Management payments for the FY2021 First Quarter Payments.
- Scheduled, entered, and administered daily appointments in the shared Outlook calendars for the director and division managers.
- Coordinated with the director for department supply orders.
- Coordinated office and printer supply orders with the GIS Division.
- Coordinated office supply orders with the Transportation Planning Division.
- Worked on Transportation Planning monthly timesheet for reporting.
- Coordinated office supply orders with the Gypsy Moth Program.

#### **Geographic Information Systems (GIS)**

- Continued coordination with Health Department to maintain a GIS based dashboard for COVID-19 reporting to the public.
- Continued maintenance on 9-1-1 GIS data for New World System CAD Map and Intrado Software.
- Coordinated with Bay County 9-1-1 and IT to consolidate Sanilac County and Bay County 9-1-1 dispatch service.
- Assisted Equalization Department staff with GIS editing capabilities and parcel mapping scans.
- Continued maintenance and update of the Fetch GIS Mobile Application for First Responders.

- Participated in the State of Michigan’s Statewide GIS User Group’s Meeting.
- Maintained data for the Bay Area Fetch Viewer.
- Participated in the Michigan Infrastructure Council’s new collaborative “Dig Once” Project Portal for public and private infrastructure owners.
- Completed GIS Data and Map Requests at an estimated cost of:
  - \$383.52 to Private Sales
  - \$815.74 to County Dept./Div.
  - \$6,065.55 to Townships
- Attended GLBR GIS User Group Meeting.
- Continued GIS assistance to the Bay County Gypsy Moth Program to assist their field collection and reporting process.
- Continued reviewing 2020 orthophotography from Kucera.
- Participated in Two Bay County Hazard Mitigation Advisory Committee Meetings.

### Gypsy Moth Suppression Program

- During the first quarter of 2021, Gypsy Moth Program staff completed the creation of 13 spray blocks based on data from fall egg mass monitoring results. These 13 spray blocks located throughout Bay County, make up 1,881 acres of woodlots where Gypsy Moth populations have reached high enough levels to warrant aerial treatment. In other areas of the county, Gypsy Moth populations continue to be stable and at low levels which are not likely to cause defoliation or damage to local trees.
- In January, notifications were sent to 159 landowners whose wooded tax parcels were included within the initial proposed treatment area. Property owners were given the option to “opt out” of the treatment program, and 5 property owners owning 6 different properties chose this option. The “opt out” properties made up 349 total acres, and the spray blocks were adjusted to no longer include these areas. A digital map of the 13 spray blocks was then converted to a format usable by the spray aircraft, and delivered to our applicator so Bay County’s data could be included in his Conjected Air Permit Application.
- A contract extension with Al’s Aerial Spraying, LLC, out of Ovid Michigan was finalized in accordance language in the 2020 Board of Commissioner’s resolution No. 2020-231 and Contract for Aerial Treatment to Control Gypsy Moths. Treatment cost will again be \$51.56 per acre treated. Staff is currently working on the public notifications, legal notices, and information pertaining to treatment which will be shared in the coming months.

### Emerald Ash Borer (EAB)

- Approximately 971 publicly owned ash trees will be treated in Bay County in early to mid-June of 2021. This equals 15,796 inches of ash tree DBH (Diameter at Breast Height) to be treated. Tree locations for this year’s treatment includes: Frankenlust Township Park, Monitor Township Park, Kawkawlin Township Hall and Fire Department, Fraser Township Hall, Gibson Township (Park and Cemetery), Garfield Township (Park and Cemetery), City of Pinconning, Bay County Pinconning Park, City

of Linwood, and all publicly owned ash trees located on the west side of Bay City. This is the fourth and final year of contract with Kinnucan Tree Experts and Landscape Company out of Lake Bluff, Illinois, and treatment cost remains \$3.85 per inch of DBH.

- Program staff has also been in contact with Bay City Light and Power employees, sharing detailed information about our Ash Tree Treatment Operations occurring in Bay City, and also receiving information about the ash trees the city plans on cutting down in 2021.
- Staff is currently working on public notifications, legal notices, and information pertaining to treatment which will be shared in the coming months. Staff has also been developing an ArcGIS Dashboard for sharing our Ash Tree Inventory and Assessment Results with all interested stakeholders throughout Bay County. The development of this dashboard will allow staff to easily share an interactive map, graphs, and detailed information with property managers and other municipalities in the county.

### **Technology Improvements**

- Program staff continues to use cutting edge mapping techniques to make field work more efficient, and to share our data with others in a more meaningful way. Programs like ArcGIS Pro, ArcGIS Dashboard, ArcGIS Online, and Arc Collector have been leading the program towards the future of data collection and mapping needs. Improving on how data is collected in the field and how we share this data with stakeholders has been a big leap for the program.
- The program is now completely paperless when it comes to our mapping and data collection needs, making our activities more environmentally friendly, as all of our field work is now completed using digital mapping and iPads.

### **Community Outreach/Educational Programs:**

- Unfortunately due to COVID-19 restrictions still being set in place, program staff was unable to provide STEM experiences to the fourth grade classrooms of the Bay City Public School District. We look forward to having this opportunity again in the future when it is safe for us to do so.
- Staff continues to utilize the Constant Contact program for creating newsletters which are shared with interested Bay County residents who were willing to give us their email information. The program currently has over 750 contacts the newsletter is sent to, and it has been a great way for us to share information with those property owners most closely involved with our program operations. Newsletters cover a variety of topics depending on the time of year we are in, some of which include: invasive species treatment in Bay County, discovery of new invasive species in Bay County, tree maintenance tips, and an Arbor Day edition newsletter.

### Trainings/Events

- Program staff completed two webinars provided by Michigan ReLeaf, covering the topics of “Planning for Community Trees” and “Healthy Trees Healthy Community”. These were great webinars for staff to attend, as many of the topics covered lined up well with our program’s Ash Tree Treatment Operations.
- Staff also has stayed involved with the Saginaw Bay CISMA by attending meetings/webinars when possible, and by also providing information on Gypsy Moth and Emerald Ash Borer to their new coordinator. These meetings have been a great place to keep others up to date on invasive species management in Bay County, as well as a place to share ideas among other professionals in this field.
- Program staff recently traveled to Al’s Aerial Spraying in Ovid Michigan to help out during the 2021 spray plane calibration and characterization event (March 30, 2021). Not only did staff get to participate in aiding to calibrate the plane’s spray equipment that will be used in treating Gypsy Moth throughout the state of Michigan this year, but this event is also a great place for networking with other Gypsy Moth/Invasive Species professionals. This year’s event was a great experience for all those who attended, and staff looks forward to helping out in future years.

### Mosquito Control

- **Coordinated budgeted purchases for 2021:** Capital purchases for 2021 include 4 new fleet vehicles (3 Chevy Silverados and 1 Chevy Traverse), 2 new ultra-low volume foggers (Clarke Grizzly), 5 additional Windows ULV/Mesa 2 tablets to expand the use of digitized route maps with audible alarms in the nighttime fleet.
- **Coordinated installation of the TRBOnet Fleet Tracking system with Anderson Radio and ISD:** New for 2021, the TRBOnet Fleet Tracking system is installed in all fleet vehicles to provide live tracking of all vehicles and spray on/spray off for nighttime fleet.
- **Bid Openings:** Bids for control materials were opened January 13. This process is bid jointly in conjunction with Midland and Tuscola Counties. The products bid included additional extended residual materials to be used in areas that continuously hold water throughout the summer.
- **Board of Commissioners Approvals:** The following items were approved in February by the Board: approval to contract with residents to provide adult mosquito surveillance using New Jersey Light Traps in their yard through September; approval to contract with Environmental Rubber Recycling for scrap tire clean-up events to be held June 5th and August 7th; approval was given to purchase the bid control materials
- **Hiring:** Received Board of Commissioners approval to hire 32 seasonal employees in February. Interviews began in March with a noticeable lack of applicants compared to previous years; seasonal Supervisor Brad Bender was called back to work on March 1st.

- **Virtual Conferences:** Staff presented a summary of new GIS systems implemented at Mosquito Control at the Michigan Mosquito Control Association 35<sup>th</sup> Annual Conference; staff also attended the virtual American Mosquito Control Association Conference
- **Regulatory Compliance:** Submitted MDARD Comprehensive Community Outreach Plan and received approval for 2021; submitted NPDES Annual Self-Certification and it was acknowledged; received required permitting from Bay City State Park to continue surveillance and control activities through the Campground and Day Use properties.
- **Outreach and Training:** Developed a new online map on the Mosquito Control webpage using ArcGIS StoryMap as an educational tool. This map provides examples of habitats that mosquitoes breed in throughout Bay County; created new social media templates about mosquitoes to provide regular public outreach throughout the summer; staff participated in the webinar “Integrated Pest Management: After the Storm” highlighting the importance of continuing mosquito control during natural disasters; after completing 30-hour General Industry OSHA training, staff have developed new training presentations and documentation to assure safety and compliance for employees; staff presented the 2020 Annual Report and 2021 Program Plan to the Bay-Midland-Tuscola Technical Advisory Committee during a virtual meeting.
- **Spring Treatment Preparation:** Monitoring for mosquito larvae in woodlots began in March; warm March temperatures have furthered larvae development earlier than the norm; coordinated logistics with James Clements Airport staff to prepare for April aerial treatment; published a legal notice to announce the start of the treatment season in April; coordination with the contracted aerial applicator was ongoing throughout March to discuss planned aerial treatment activities and timelines; digitized aerial treatment maps were updated by staff.
- **Biology Department:** New in 2021, MDHHS will be taking over laboratory testing of adult mosquitoes for disease presence from MSU. Staff participated in meetings with MDHHS to determine logistics and protocols for mosquito testing for the year; spreadsheets for product calibration were created to provide standard operating procedures to more easily calibrate equipment for larval and adult mosquito control materials; staff are building emergence traps for adult mosquito surveillance over vegetated habitats this summer.
- **Fleet:** Staff converted some vehicles to “ditch trucks” which allows for efficient treatment of roadside ditches while driving down the roadway; enhanced lighting was installed on a ditch truck as an additional safety feature to increase visibility while treating; repairs and warranty work on fleet vehicles was undertaken in preparation for the start of the treatment season.

### Transportation Planning Division

- Held one BCATS Technical Committee meeting and one BCATS Policy Committee meeting.
- Held a meeting with local agencies, MDOT, and FHWA regarding BCATS use of Pro-

- RATA vs. Capped Funding processes.
- Attended BCATS Pre-UWP meeting virtually.
- Attended MDOT Bay Region Bike and Pedestrian meeting virtually. Presenting on the BCATS Non-Motorized Transportation Plan.
- Attended one day virtual Michigan Association of Planning (MAP) Transportation Bonanza Conference.
- Attended two JobNet Technical Committee meetings via Teams.
- Attended one JobNet Policy Committee Meeting via Teams.
- Attended three monthly MTPA meetings virtually, via ZOOM.
- Attended MDOT hosted Great Lakes Bay Region Travel Demand Model: Base Year (2017) Model Results virtual meeting.
- Attended a meeting with Representative Dan Kildee's office regarding the Community Project Funding.
- Continued development and collaboration of transportation and GIS with new virtual public engagement apps, dashboards, surveys, and web-maps, showcasing BCATS activities and information.
- Attended one Census hosted webinar regarding Urban designations from 2020 Census results.
- Attended one BCATS TIP Review meetings via Teams.
- Continued work on updating the BCATS Non-Motorized Transportation Plan.
- Attended one Riverwalk and Rail Trail Committee Meeting.
- Attended Bay County/Bay City 21<sup>st</sup> Annual State of the Community virtually.

## 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.
- Prepared computerized assessment notices and emailed to printing company for printing and mailing for the following townships and cities: Beaver, Frankenlust, Fraser, Garfield, Gibson, Merritt, Mt Forest, Portsmouth, City of Auburn and City of Pinconning.
- 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.



- Begin preliminary prep work for Real Property sales studies and audits for 2022 assessments.
- Reviewed Register of Deeds recordings, checking for full or partial coverage of parcels and print pertinent documents for Assessors, updated property ownership information.
- Assisted Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Assigned new parcel numbers for split or combined properties for tax year 2021:  
100% complete
- Wrote new legal descriptions for split or combined properties for 2021 tax year and entered in BSA database:  
90% complete - some are missing from databases that we do not maintain
- Updated the Equalization Maps for split or combined properties for tax year:  
2020 - 100% complete  
2021 - 100% complete
- Have Equalization Maps scanned and linked to the department website, printed for other departments, townships, cities and for the public use in the office:  
2020 - 100% complete
- Updated the GIS parcel layer for split or combined properties for tax year:  
2020 - 0% complete  
2021 - 0% complete
- Assisted in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit:  
0% complete

Maintenance Department painted the office and installed window blinds

## FINANCE

### Accounting/Budget

- Worked with Corporate Counsel regarding streamline conversion of Center Ridge Arms (Closed March 30, 2021)
- Preparing for the 2020 Audit
- 2020 External Audit Entrance Meeting with Rehmann
- Met with Health Department regarding their financial position
- Three hundred seventy five (375) 1099's were issued for the year ending 2020, totaling \$9,010,751.96
- Met with the following departments to review their financial statements as well as their budgets: Health Department, Drain Office, BMCF & BAYANET
- Prepare for 2022 Budget

### Purchasing

#### COVID Pandemic Emergency Purchasing:

- Maintained a tracking system for all COVID related purchases.
- Monitored final COVID related purchases.

#### Bids:

- Released Department on Aging Delivery Van IFB
- Created Arraignment Attorney IFB
- Created Equalization Printing IFB

#### Trainings:

- Procurement Law: Tales from the Dark Side (Webinar)
- Core Certificate: Foundations of Planning and Analysis (On-Demand Class)

**Purchase Orders Issued:** 99 (quarter), 99 (annual)

#### 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.
- Completed year end process and purchasing analysis (see attached)

### Information Systems Division

- ISD worked on installing new equipment and Disaster Recovery equipment. Network equipment was worked on to get to the latest version of software. ISD worked with the Courts on various OnBase solutions. The project planning with Sanilac County continued for the 911 Consortium. New equipment was configured and prepare install for Law Enforcement.

**Total Help Desk Tickets Closed: 1233**

## HEALTH

### ADMINISTRATION

Major items to note during this period include:

1. The Bay County Health Department continues to mobilize it staff, and resources to respond to the current COVID-19 pandemic. The Health Department has investigated over 5,000 of 9,300 confirmed cases of COVID-19 to date. With the measures from the initial Epidemic Orders issued in late 2020, plus the distribution of vaccine, the number of cases dramatically declined in January and February of the year only to increase substantially with the relaxation of Epidemic Order rules and the spread of variants (particularly the B117-UK and P1-Brazil). Due to the explosion of cases since the month of April, the Health Department has faced the necessity of prioritizing case investigation and contact tracing to persons ages 20 and below and persons aged 60 and above. As a result of the deluge of cases, the number of deaths in Bay County has risen again on average between 60-100 cases per day.
2. The Health Department and its partner providers have administered over 70,000 vaccines for COVID-19 since mid-December, when they were first made available. Because of its deep freeze capacity, the Health Department primarily administers

Pfizer BioNTech vaccine, which requires storage at -70c and must be administered within six hours of reconstitution. BCHD also works with other providers to administer the Moderna and Janssen vaccines.

3. Primary care clinics including Immunizations, Personal Health Services and the Bay Community Health Clinic are in limited operations and have incorporated telemedicine to the extent that is possible.

4. **ENVIRONMENTAL HEALTH**

The Environmental Health Division continues to implement the mapping project of all septic and wells in Bay Count. The mapping project has also been extended to include opioid mapping and mapping of known COVID cases for epidemiological purposes. The number of septic and well permits has increased substantially in the summer and fall of 2020. Restaurant and temporary food inspections continue unabated.

5. **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. Staff assists families to navigate the medical, health insurance and educational world of the child with medical special needs. These services promote optimal functioning for the child and family. A new CSHCS Parent Liaison has been hired and CSHCS outreach duties began in January 2021.

6. **PUBLIC HEALTH SERVICES/COMMUNICABLE DISEASE (CD) DIVISION**

**The main emphasis for this quarter remains COVID-19.** The Communicable Disease Division has 3 fulltime PHN working on pandemic issues in the department. A reorganization plan that adds 4.5 FTE has begun to be implemented and additional staff have been hired to cover investigations and immunization efforts. **In addition to COVID-19 cases, the CD nurses have investigated over 400 reportable disease cases this quarter.**

7. **PERSONAL HEALTH/FAMILY PLANNING CLINIC**

The Personal Health Family Planning (PHFP) Clinic is a Title X Clinic that provides health and contraceptive services to woman, men and teens. Client receives both contraceptives and STD services. Staff currently includes 1 FTE nurse, clerk and a FP Coordinator, and 1 contracted Nurse Practitioners who each work one day a week in the Clinic. Due to the pandemic, the Personal Health Family Planning Clinic has resumed operations at this time albeit limited, curbside services.

8. **HEARING AND VISION PROGRAM**

The Hearing and Vision technicians provide hearing and vision screenings in preschools and schools. Children who do not pass the screening are referred for medical care. Technicians follow up on referrals to assure children receive medical care. With outgoing staff, two new 'School Health Liaisons' have been hired and are in training to perform hearing and vision services within schools. Due to the pandemic, the Hearing and Vision Program has curtailed operations at this time. It is anticipated that they will be operational again by summer.

**9. CHILDHOOD LEAD PROGRAM**

Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) is the MDHHS system to report on 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)  $\geq$  5mcg/dl and need further medical care.

BCHD continues to implement of the Local Childhood Lead Poisoning Prevention Grant to fund the activities of the Bay County Childhood Lead Program. Funding allows a lead trained PHN to follow up on all reports of capillary EBLL by providing education and guidance over the phone. Children who have a confirmed venous EBLL  $\geq$  5 mcg/dL are offered PHN case management in the form of a home visit. These visits are provided regardless of insurance coverage.

**10. MATERNAL INFANT HEALTH DEPARTMENT (MIHP)**

The MIHP program received **153** maternal and infant referrals this quarter from which **18** maternal and **17** infant were enrolled. A total of **172 billable visits** were completed. MIHP is a voluntary program to promote healthy pregnancies and good birth outcomes for pregnant women and infants with Medicaid Health insurance by a LMSW and RN. It is a home based service that has moved to providing telehealth calls throughout the COVID pandemic. At the onset of the Coronavirus pandemic, MIHP took over responsibilities of the east side of Bay City diaper pantry as the local organization in the role closed. Plans are in place to return the Diaper Pantry to a community partner next quarter.

**11. WIC-Women, Infant and Children Program**

WIC continues to adapt to by tailoring processes to support the needs of WIC families. USDA extended waivers through 2021 enabling the WIC clinic to carry on with services to all eligible families via remote services. Those services are via telehealth or Zoom which allow families to complete appointments from the safety of their homes during the COVID-19 pandemic.

**HOUSING**

- **No Report Submitted.**

**JUVENILE DETENTION & CHILD CARE SERVICES**

- The facility has remained open and accepting youth during the pandemic.
- The facility experienced 0 resident restraints in the last quarter.
- Director continues to update protocols to remain consistent with Governor Order and CDC guidelines to aid in preventing the spread of the COVID-19 virus.
- Youth Development Workers received updated information and training on the COVID-19 protocols for the facility.
- Director continues to work with the State regarding the revision of licensing rules which in turn requires revisions to the policy and procedures.
- Interviews were conducted to fill part time Youth Development Worker position. Position was filled however one of the candidates have resigned

- Three part time employees have resigned this quarter.
- The Director attended the following:
  - Michigan Juvenile Detention Association Quarterly Meeting (via Zoom).
  - Child Welfare Leadership Meetings weekly with the State of Michigan(via Microsoft meeting)
  - Time Clock Plus Software Training
  - State Steering Committee to Improve Safety and Care
  - State Intervention Policy and Practice Workgroup
  - CCI Licensing Rules re-convene
  - Tri-CAP quarterly meeting
- **As of March 16, 2020 all programs that require face to face contact with youth ended due to Governor Order in response to the COVID-19 pandemic. Virtual options have been developed and continue to develop.**
- Employees and youth are following the BCJH COVID-19 Response Plan which includes sanitizing throughout the day as per the BCJH COVID-19 Response plan. All employees and youth wear masks, wash hands and watch distance to remain at least 6 feet apart.
- Bay Arenac Intermediate School District resumed face to face instruction
- Forgotten Youth Ministries implemented a virtual program weekly for youth.
- Bay Arenac Behavioral Health (BABH) will be
- The contracted medical provider met with residents on a variety of issues and maintained medication management for residents.
- MSU Extension program resumed programming virtually on a limited basis.
- The Health Department implemented an immunization clinic.
- Employees who wanted to receive COVID-19 vaccinations received them.
- The Great Lakes Bay Dental Bus resumed services this quarter.

**Community Corrections**

- Utilization for all programs has taken a negative hit from COVID19 restrictions. Jail and community groups have not resumed, but assessments for Circuit Court and Vivitrol have continued. Group sessions have begun in the community by virtual platforms. Outpatient treatment is currently being used with individual and virtual group sessions. The Pretrial Specialist is a part time position and per MDOC’s FTE Full time Equivalent position, the caseload should average 65 offenders. Caseload is currently at 117 and increasing weekly.

• **Program Numbers (10/01/2020 - 2/28/2021)**

<b>Program Name</b>	<b>Number of New Enrollees</b>
Pretrial Services	117
Outpatient Treatment	8
Cognitive Change	0
Opiate Specific	0
Education/Employability	

- At a rate of \$67.28 daily for housing offenders, these 5 programs combined is what we use to determine how much money the county has saved by supervising offenders in

the community with AOD treatment and offering education and AOD treatment in the jail. These programs assist with jail overcrowding and bed space utilization as well.

- One of the objectives for Community Corrections is to reduce the overall Prison Commitment Rate to 19% or below, that was the goal for 2020 and Bay Co met the goal at 19.1%. Goal for 2021 is 18% or below and we measured at 20.1%. However, felony dispositions have continued to decrease yearly. Bay Co will continue to try and keep the prison commitments low by utilizing the treatment programs funded through PA511 and other resources.
- Throughout this quarter, the Manager has virtually attended Drug Treatment Court Team meetings and TRICAP Board Meetings. CCAB meeting was held April 5, 2021. It was voted to approve submission of grant for 2022 and add a Methamphetamine component for treatment to the OSP program at TRICAP. Manager attended training meeting on March 8, 2021 in regards to the grant for 2022.

## MSU EXTENSION

### Michigan Sea Grant Programming

- As an Extension Educator with Michigan Sea Grant, Meaghan Gass provides programming and resources to enhance sustainable development and Great Lakes literacy in Saginaw Bay ([www.michiganseagrant.org](http://www.michiganseagrant.org)).
- Gass provided leadership for the Center for Great Lakes Literacy - working with youth, educators, and partners to increase Great Lakes literacy while contributing to the environmental, economic and social sustainability of the Great Lakes ([www.cgll.org](http://www.cgll.org)).
- Gass provided support for [Freedom Seekers: The Underground Railroad, Great Lakes, and Science Literacy Activities](#). This curriculum helps students learn how enslaved Africans had to rely on environmental science principles in their quest for life, liberty and the pursuit of happiness. These free lessons provide educators with cross-curricular teaching opportunities for middle and high school students (<https://bit.ly/3rAlJzW>). These lessons introduce an innovative way student can engage in place-based learning by discovering their local history with the Underground Railroad and its connection to the Great Lakes. Curriculum topics include maritime connections to the Underground Railroad, Harriet Tubman, how to conduct historical research, how race and historical US Census data connect to the Underground Railroad, and famous Black scientists and inventors.
- In partnership with Michigan DNR and MSU Department of Fisheries and Wildlife, Gass helped launch and pilot a Lake Sturgeon Community Science Pilot program beginning in January 2021. Through this program, students help researchers better understand biodiversity, predator-prey relationships, and lake sturgeon predators in Michigan's Black River system. After learning about Lake Sturgeon and how to identify fish, students will apply these skills and ID fish from underwater video footage of the Black River system. Some of these fish may be predators of juvenile sturgeon during the

spawning season, a critical time for this threatened MI species.

- Gass continued to work Michigan Department of Natural Resources to support their Saginaw Bay Walleye and Yellow Perch Workgroup. This group's planning purpose is to develop an angler-driven vision for the present and future Saginaw Basin (bay and rivers) Walleye and Yellow Perch recreational fishery to incorporate into Michigan DNR management processes and decisions. Gass helped host listening sessions with key partners - including Bay County Environmental Affairs and Community Development. Gass also helped design and pilot a survey to engage more anglers in this visioning exercise.
- Gass provided virtual meeting and facilitation assistance for the Lake Huron Citizens Fishery Advisory Committee Meeting. *The charge of the Lake Huron Citizens Fishery Advisory Committee is to review and provide recommendations and direction into the fishery goals, objectives and management plans for Lake Huron.* In addition to meeting facilitation, Gass developed [a Google Site to share information](#) including presentations/articles to watch/read prior to the meeting.
- [Gass also received the Michigan Department of Natural Resources \(DNR\) Fisheries Division Partnership Award.](#) The award is presented to individuals and organizations that have shown dedication and enthusiasm for developing creative and innovative approaches to recreational fisheries or protection of fisheries resources. Michigan DNR staff celebrated Meaghan's hard work in her region, noting that, "[I]n just a few years as a Sea Grant educator, Meaghan has built a strong network of stakeholders in the [B]ay region and is a trusted source of information for natural resources management and protection."
- Gass continued to serve as a board member for the Partnership for the Saginaw Bay Watershed. Serving as the public advisory group, the PSBW helps address the Saginaw Bay and River Area of Concern.

#### 4-H Program - 4-H SPIN Club, 4-H STEM Corps

- Mueller is supervising two AmeriCorps members, Lance Fowler and Mariah Kucera, who are providing local and statewide programming to the youth in their communities. In the last three months, the Bay County 4-H AmeriCorps have completed six Virtual 4-H SPIN Clubs and currently hosting one. They enrolled 15 new youth into 4-H, eight of the youth were from Bay County. They have impacted a total of 52 youth. Some of the programs Bay County 4-H hosted include Young Knitters Club, offered to Bay County youth, that focused on learning the skills and techniques to knit projects like hats, blankets, dishcloth and more. Among Us Part 2 was a 3-week virtual 4-H youth program focusing on the popular game Among Us and Hero Time was also a 3-week virtual 4-H youth program that focused on learning about heroes, discussions about heroes, playing hero themed games, and creating their very own heroes! They are currently hosting the Graphic Novels 101 Virtual SPIN Club, a 6-week virtual program

focusing on how to create graphic novels. This club has 22 4-H members participating.

- Bay County 4-H Americorps is also wrapping up a SPIN Club, Trail Camera 101 where they are impacting 26 youth statewide. This is a virtual program where youth had the opportunity to adopt trail camera footage from a club leader or use their own footage. Two guest speakers talked about their careers and how trail cameras impact their careers.
- Mueller is staying in contact with local partners, Bay City Public Schools and Bay County Farm Bureau. Working with Bay City Public Schools Mueller facilitates the financial literacy program where teens get a taste of the adult world with this fun, hands-on budget simulation complete with jobs, income, family, and debt. 4-H and Bay County Farm Bureau are partnering together in the “Harvest for All” project again this year. The Harvest for All project is where 4-H youth register and raise a minimum of 25 meat birds. Bay County Farm Bureau purchases the birds, deliver and pick-up the raised meat birds, to and from the youth, and take the birds to the processor. After the birds are processed, they are donated to an organization in Bay County.

#### **Children & Youth Program - 4-H**

- Jodi continues her work with volunteer management as a coach for 27 counties in Michigan. She also develops fact sheets related to Volunteer Central, MSU Extension’s volunteer screening and management system. In addition, Jodi trains staff on a variety of features within the system. The 4-H STEAM Corps grant, and program continues to be very strong statewide. She manages the grant that currently engages 26 AmeriCorps members that conduct STEAM (science, technology, engineering, art, and math) topics with youth. Some AmeriCorps members are hosted by a county, while others are hosted by a work team to do programming focused on a particular topic. Current members are hosted by/focused on: Bay County (2 members, one focused on shooting sports), Ingham, Marquette, Isabella, Oakland, Career Exploration and Workforce Preparation Work Team, Kalamazoo/St. Joseph, Oakland, Clinton, Leelanau/Grand Traverse, Saginaw, Delta, Livingston, Science Work Team, Shiawassee, Luce, Wayne, Wexford/Missaukee, Eaton, Macomb (2 members), Hillsdale, and the Western Upper Peninsula group. Jodi continues her work with developing Heads In, Hearts In activities for families with a focus in the next year on the development of engineering and citizenship. Jodi has engaged in the partnership between MSU Extension and Detroit Public Television to use science and social studies activities and curriculum to develop videos to be aired on their Michigan Learning Channel throughout spring, summer and fall. Through this partnership, Jodi is also engaging AmeriCorps members to develop videos. Lastly, in partnership with colleagues, Jodi will be hosting an intern this summer which will be focused on Youth Safety and Wellness.

#### **Supplemental Nutrition Assistance Program (SNAP-Ed)**

- Bay county SNAP-Ed offered virtual programming to adults and youth. All programs were open to the Bay community, as well as statewide, and were advertised online, thru posters, and fliers online. Good Samaritan Rescue Mission as well as City Rescue Mission in Saginaw participated in the virtual classes. Many schools were not participating virtually, due to COVID closures.



## PERSONNEL & EMPLOYEE RELATIONS

### Personnel

- Posted numerous jobs for vacancies throughout the county as well as the upcoming seasonal summer hiring
- Tiffany attended several webinars of miscellaneous topics including Covid-19, FMLA, and ADA.
- Tiffany has worked on the Covid-19 MIOSHA Preparedness plans
- Participated in UIA hearings
- Tracy attended a webinar on FMLA

### Payroll/Benefits

- Filed and paid all monthly and Q4 2020 payroll taxes including MESC, 941 and Michigan state withholding.
- Processed and distributed payroll EFT/checks.
- Educated employees/retirees on benefits
- Filed W-2 information with federal and state government
- There were 26 retirements processed in the first quarter.

## PUBLIC DEFENDER

- **No Report Submitted.**

## RECREATION & FACILITIES

During the 1<sup>st</sup> quarter of 2021, 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:

- Attended briefings and informational meetings regarding Coronavirus outbreak. Continued lead PIO role for County during Coronavirus pandemic.
- Hired Assistant B&G Supervisor.
- Continued to monitor what activities are allowed at our recreation sites based on the latest MDHHS orders. Made adjustments in programming to allowable activities.
- Met with constituents regarding the opening of the Community Center pool.
- Summer activity planning and seasonal hiring began. Golf Course opened mid-march with this mild spring weather. Summer Recreation and pool will open this summer. Camping season off to a good start with the nice weather.
- Started permitting process for Pinconning Park bathhouse.
- Negotiated facility lease with Mid-Michigan Hockey.
- Hosted two blood drives.

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**Buildings & Grounds***County Building*

- Staff reviewed all phone lines for fire station 5.
- Staff repaired A/C for 911 towers network room in county building.
- Staff installed network line in county building penthouse for Wi-Fi communication.
- Staff repaired and replaced equipment on both boilers in county building.
- Staff painted Equalization offices and conference room.
- Staff cleaned and reorganized Building and Grounds office and work space.
- Staff replaced fan belts in multiple county blower units.
- Staff painted four offices in DOA.
- Staff moved offices on the 2<sup>nd</sup> floor.

*Law Enforcement Center*

- Staff replaced parking lot lights on west side police side and tree trim with new wire to last pole.
- Staff changed 1<sup>st</sup> and 2<sup>nd</sup> floor filter and a few belts on air handler units.
- Staff completed off gym air handler double belt change on each (east/west) unit and greasing.
- Staff completed boiler switch over along with pressure relief replacement on boiler #2.
- Staff cleaned out law library to make into a low risk observation room.
  - Painting walls and floor
  - Cable line ran for TV
  - TV mounted
  - Electric ran to outlet for TV and cable box
- Staff replaced unit heater motor in sally port.
- Staff replaced jail kitchen steamer accu temp and refurbished old one.
- Staff cleaned dryer vent.
- Staff installed new wash machine in jail laundry room along with new electric chemical pump with plug for it.
- Staff fixed and replaced threshold on law enforcement main entrance.
- Staff filled generator.
- Staff replaced LEC parking light, city side.

*Health Department*

- Staff disconnected old phone system in Health Department.
- Staff pulled, terminated, and tested network lines for new vaccine refrigerators and freezers in Health Department.
- Staff dedicated vaccine freezers (4).

*Juvenile Home*

- Staff replaced blower motor, sink faucet, shower valve, and drain pipe.
- Staff rewired then removed old communications/camera equipment.
- Staff fixed and replaced door lock in juvenile kitchen/dayroom.

*Courts*

- Staff installed network lines, tested and installed cameras in courts.
- Staff replaced new slap bar on 2 doors at courts.
- Staff retrofitted judge hallway lighting and canopy lights.
- Staff installed new urinals and shut off valves in prosecutor bathrooms (16 total) and main water shut off.
- Staff fixed bathroom vent fans.
- Staff patched and painted offices and bathroom.

*Community Center/Civic Arena/Golf Course*

- Staff installed new drains and all new piping at Community Center.
- Staff replaced two compressors at Community Center.
- Staff installed 2<sup>nd</sup> sheet of ice at Civic Arena.
- Staff installed a new sprayer and faucet at DOA and changed locks in the kitchen.

*Fairgrounds/Animal Control*

- Staff performs routine maintenance.
- Staff plowed snow and salted grounds.
- Staff waxed and stripped floors of canteen and reorganized.
- Staff replaced hose spool in animal control.

*County Grounds and Other*

- Staff continues to collect unused materials to be taken to 1Bid.US for auction. Four county vehicles were actioned this quarter.
- Staff put safety boxes and jumper cables in county vehicles.
- Staff started up sprinkler system and trimmed trees.
- Staff installed 2 new 240 volt parts washer plugs (mosquito control).
- Staff purchased R22 refrigerant at discounted price, saving \$800.
- Staff returned refrigerant reclaim tanks recycled in return for new tanks.
- Staff installed mini split quotes at health department and jury assembly room.
- Staff continues to maintain and repair county vehicles and equipment.
- Staff continues to respond to miscellaneous service calls.

- Staff continues to collect and deliver mail.

**Civic Arena**

- Due to Covid-19 pandemic orders from MDHHS we started off January 2021 having on ice exercise and practices at our rink. We were not able to have any public skating or drop-in hockey until January 19<sup>th</sup>. Hockey teams were not allowed to have games until February 8<sup>th</sup>. We put in our Pro Sheet of ice and had it ready by February 15<sup>th</sup>.
- Bay County Hockey Association had 9 house hockey teams and finished the season with 3 travel hockey teams.
- Bay City Wolves and Bay Area Thunder season started back up with games on February 8<sup>th</sup> due to MDHHS orders. Both teams were able to finish their seasons with no more delays. We also had the Tri-Valley Titans practice and play games during this time table at our facility.
- Fall adult league was able to restart and finish out the season on 3/2/2021 after covid-19 delays.
- We were not able to have a winter adult league this quarter but started our spring league early with 15 teams.
- Sk8 Bay Figure skaters had 42 members and at the beginning of February they started up their learn to skate program after it got cancelled due to pandemic orders.
- Michigan Amateur Hockey Association (MAHA) had district house championships at our rink February 26<sup>th</sup>-28<sup>th</sup> and district travel championships on March 11<sup>th</sup>-14<sup>th</sup> with limited seating capacity at the games.
- Our U10-U14 Puck O The Irish tournament on March 5<sup>th</sup>-7<sup>th</sup> had 28 teams from all over the state, with limited seating capacity at the games. We also ran a second Puck O The Irish tournament with a combined 22 team for U6 and U8 on March 20<sup>th</sup> and 21<sup>st</sup>.
- We had to cancel our January Freeze tournament due to MDHHS orders. We also had the Copper Cup (adult tournament) and Ringette tournaments get cancelled as well. Hopefully all these tournaments are back for 2022.

**Community Center**

**Fitness Center:**

January	182 visits	0 Wellness
February	213 visits	124 Wellness
March	311 visits	115 Wellness

**Fitness Classes:**

January - March session/ Class sign up - no drop ins. Covid restrictions enforced.

FitFun	25 participants	9 Bay County employees
YogaFit (am)	12 participants	4 Bay County employees
Open Volleyball	January 0	February 36      March 48

**Rentals:**

During the months of January, February, and March both the large & small gyms and rooms 128 & 132 have been utilized for **Covid vaccine clinics**.

**Men's Basketball League:**

Began March 1<sup>st</sup> thru May 5<sup>th</sup>, 10 teams and only using the Large gym. Covid restrictions are followed; facial masks required, sanitize between games, etc.

**Fairgrounds: No Rentals.**

**Canteen: No Rentals.**

**Golf Course**

- March 20<sup>th</sup> Opening Day!
- 68 Memberships Sold to date
- 30 Leagues established for 2021 season. (Added 2 this year)
- Scheduled 15 Outings for summer to date
- Removed 10 large trees from property
- Removed brush from ditch line on Arms Road and Knight Road

**Pinconning Park**

- January brought the start of taking reservations for the 2021 camping season. With the popularity of camping and outdoor recreation we spent most of the quarter answering phone calls and on line reservations. Pinconning Park is well ahead of where we usually are for bookings.
- February brought ice and snow. Besides snow removal on parking lots, sidewalks, driveways and cement pads, the Saginaw Bay froze over resulting in an abundance of ice fishers. We sold almost 1000 day passes compared to 198 February 2020. Also cabin rentals greatly increased from the previous year. And we like to keep them clean for our guests.
- March brought the thaw. Besides the continued high volume of reservations, much time was spent preparing trails, campsites and bath house for the up - coming camping season. Duties include removing leaves, downed sticks and branches from sites and trails. Cleaning out fire rings. Dropping and tightening nuts and bolts on picnic tables. Caulking bathhouse wall and ceiling edges and preparing bathhouse and shower floors for painting in April.