

**MEETING NOTES**

**Board of the Barnstable County Commissioners:**

William Doherty	Present
Mary Pat Flynn	Present
Sheila R. Lyons	Present

**Staff Present:**

Mark Zielinski                      County Administrator

The Commissioners recited the Pledge of Allegiance followed by a Moment of Silence.

**I. Public Comment**

William Bishop, Homeless Help Corporation, referenced his letter that was sent to the Commissioners on January 8, 2013 regarding a house on East Main Street that the Agency had purchased for homeless women. The house is in need of repairs and Mr. Bishop asked the Commissioners for 2% budget increase for the town to help operate and assist the homeless.

Commissioner Mary Pat Flynn suggested that Mr. Bishop submit a request to be placed on their agenda to further discuss his request.

**II. Vote on Resolution Protocols**

Commissioner Flynn and County Administrator Mark Zielinski explained the difference between a Resolution and an Ordinance as outlined in the memos presented by Robert Troy, County Counsel.

*Motion was made by Commissioner Doherty to adopt the revised protocol as outlined before them, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

**III. Discussion and potential vote on Signatory Powers for Accounts Payable and Payroll Warrants for the Assistant Treasurer and County Accountant**

Commissioner Flynn explained the desire to have the positions of Assistant Treasurer and County Accountant (be able to sign certain documents including those concerning accounts payable, purchasing, and payroll. Those individuals would be authorized to sign the documents in the absence of the County Administrator.

*Motion made by Commissioner Doherty to authorize Patricia D. Rogers, Assistant Treasurer, and Joanne P. Nelson, County*

*Accountant, to sign the accounts payable warrants, payroll warrants and purchasing documents, 2<sup>nd</sup> by Commissioner Lyons, approved 3-0-0*

**IV. Discussion and potential vote on the Information Technology Assessment by the Edward J. Collins, Jr. Center for Public Management**

Commissioner Flynn explained that the Cape Cod Commission recently had the Collins Institute of UMass Boston perform a study regarding the needs, methods and software of their Information Technology Department.

Commissioner Doherty suggested that the actual time that certain subjects are discussed at meetings be recorded in the meeting minutes. He also stated that those subjects could be accessed within the minutes by referring to the time.

Mark Zielinski stated that the representative from the Collins Institute would be at the Massachusetts Municipal Association meeting later in the week and could be spoken with at that time.

*Motion made by Commissioner Doherty to contract with the Collins Institute to move forward and to engage the Collins Institute to perform an Information Technology assessment with the County contingent upon the final cost of the contract, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

**V. Discussion and potential vote on the process for filling the vacancy for the Information Technology Director**

Commissioners Flynn and Lyons along with County Administrator Mark Zielinski suggested that the following be taken under consideration:

- Hiring of an Interim Director
- Waiting for the final recommendations from the Collins Institute's assessment
- Advertising the vacancy as a possibility of an outside contractor
- Having the Cape Cod Commission oversee the hiring process

Commissioner Lyons stated that she has seen the portion of the review by the Collins Institute from the work they had performed for the Cape Cod Commission. She suggested asking the Collins Institute for help with developing a job description for a new Information Technology Director. She also suggested consulting Paul Niedzwiecki, Executive Director of Cape Cod Commission, in the matter.

*Commissioner Flynn stated that there would be a need to work collaboratively. Commissioner Flynn postponed the discussion to a later time / end of that day.*

## **VI. Budget Review**

### **9:30 a.m. Cape Cod Arts Foundation - Kevin Howard and Mary LeClair**

Mr. Howard explained that the Art Education program had 275 Cape Cod artists submit their work. He stated his concerns regarding art programs being discontinued in schools and that art is a part of the economic culture of Cape Cod. Mr. Howard further explained his hopes for new initiatives such as a new website, "Arts-to Careers" program, and scholarships.

Cape Cod Arts Foundation has employed over 200 musicians for 48 free concerts over the summer with over 10,000 people attending. Approximately 11,000 people attended the Pops by the Sea concert organized by the Foundation. There are 425 events organized by the Foundation, with October being established as the Cape Cod Arts month. Also the Foundation put together the rotating art exhibit at the airport. Mr. Howard discussed the possibility of opening a performing arts center within Barnstable County and an arts information center at the rest area between exits 6 and 7 on Rte. 6.

Mary LeClair stated that arts are the economic development and critical to keeping young people on Cape Cod.

Commissioner Lyons commented on the Foundation as a hard working group that extends the reach of the arts on the Cape. She also stated that she supports their efforts.

Commissioner Doherty referred to the previous national program called "Making Art - Making a Living" and will share the information with the others present. He also asked if there was anything in particular that the Foundation needs and requested to have it put in an outline.

Commissioner Flynn congratulated the Arts Foundation on the tremendous advancement over the last few years.

Mr. Howard asked the Commissioners for \$50,000 from the FY14 budget.

Commissioners recessed at 10:00 a.m.

Chairman Flynn called the meeting back to order at 10:30 a.m.

**10:30 a.m. Elder Services- Leslie Scheer and Debra Transaglia**

Leslie Scheer provided the Commissioners with a packet of information regarding bar and pie graphs and other statistical information. She further explained the meals program. There are 197,773 meals served in the County, with Dennis being the town with the biggest need for meals. There are no wait lists or income eligibility issues. However, there is a state imposed wait list for those affected. Every effort is made to put those individuals on the "Meals on Wheels" program.

Ms. Scheer further explained what a huge difference volunteers make in the program, when participants verbalize a state of depression or other health issues to the volunteers, who, in turn, will notify the proper institution and organize help. The number of costumers that were served last year was 2400.

Commissioner Lyons stated that she had a personal experience with Elder Services and commended the agency and staff for the consistency and quality of services.

Commissioner Doherty explained that Cape Cod Hospital has recently tried to update the patient discharge planning with respect to the elderly.

Commissioner Doherty further stated that the concern is for elders to have a contact person/medical escort that would assist with patient discharge needs and help to follow through properly as many elder people are alone.

Commissioner Lyons suggested that although the elders are enthusiastic and eager to be discharged home from the hospital it is daunting because they are alone. Therefore there needs to be congregated areas for socialization that would also enhance the feeling of independence.

Debra Transaglia referred to the graphs that show a 7% fall in meals program, which is \$0.59 short per each meal, prior to that it was \$0.99 short per meal. The Agency is constantly trying to make up that difference by organizing fundraisers, i.e. a golf tournament at Thanksgiving time. The state funds for nutrition were cut in last year's budget and the Agency is hoping it won't happen this year.

Ms. Scheer asked for level funding and any additional financial support the County could offer. She furthermore

explained the cost per meal by off-Cape caterers (\$8.50 per meal). The Agency had to go out to bid for meals but would like to be able to extend the existing vendor's contract if possible.

Commissioners recessed at 11:10 a.m.

Chairman Flynn called the meeting back to order at 1:30 p.m.

**1:30 p.m. Information Technology Department - Peter Carlson and Chris Burt**

Mark Zielinski introduced Peter Carlson, a consultant for Barnstable County, to discuss the position vacancy for the Director of the Information Technology Department.

Commissioner Flynn explained the transition in assessment of goals and planning for the I.T. Department.

Commissioner Doherty invited the staff members in attendance to ask questions or offer comments now or at another time.

Peter Carlson called the attention to the budgets goals and objectives. He recommended moving ahead in regards to updating the current technology. In order to serve the public, the telephone system (The Wireless system) would need to be updated; the current phone system is maxed out for extensions.

Chris Burt commented on audio-vision information. He stated that the correct equipment is the key to accomplish this goal. The conference rooms need to be prepared for accessing adequate equipment. He suggested installing permanent cameras in rooms that are difficult to film. Also recommended to meet with Director of Facilities to select a conference room other than the Harborview Conference Room, which is not conducive to filming due to configuration and temperature. Mr. Burt also suggested obtaining a mobile device in order to distribute information in an efficient manner as well as saving paper. That would include centralized faxing and archiving emails. The goal would be to finalize it by next summer.

Peter Carlson suggested centralizing desktops use for Ipads and other mobile devices. Also to eliminate paper Mr. Carlson suggested the need for interoffice email system to be able to send documents from one Department to the other. Another suggestion was to automate the timesheet procedures for the Payroll Department. Mr. Carlson also made recommendations

regarding the Virtual Network for people to have access to documents available only on-campus. He presented the idea of "share-point" that would eliminate the need to attach documents. All the necessary security measurements would have to be undertaken to ensure confidentiality.

Chris Burt acknowledged Dave Hastings, I.T. Project Manager Contractor, for his work and assistance, without which I.T. Department would not have been able to function as well as it has.

Register of Deeds, John Meade, commented on the role the I.T. Department had in the growth, development and maintenance of the Registry of Deeds system.

Mark Zielinski suggested putting together a package to coordinate with other towns regarding the new telephone system. If such an agreement is reached Mr. Zielinski suggested the County could integrate with other towns and possibly be able to dial between each other. In addition Mr. Zielinski stated that there is funding available in the budget to fill two full-time positions: I.T. Solutions Manager and I.T. Technical Support Specialist.

Commissioner Doherty asked what has been accomplished with last year's \$1,400,000 budget. Chris Burt explained the funds were used on the phone system, software, and remote access for employees. He also stated that the I.T. Department would be making a presentation in the Harborview Conference Room on February 6, 2013 at 10:00 am.

Commissioner Lyons suggested creating a current "news page" in addition to the County website, where each department would have to contribute to it on regular basis.

Commissioner Flynn and Commissioner Lyons suggested that the issue of filling the position of the Information Technology Director be addressed at the next week's Commissioner's Meeting. That would enable time to consult with the Collins Institute. Both the I.T. Department staff and Paul Niedzwiecki, Executive Director of Cape Cod Commission will receive a copy of the Collins Institute report.

### **3:00 p.m. General Budget Discussion**

Mark Zielinski stated that there is not a lot proposed in FY 2014 budget requests that can be deferred to the next year.

Mr. Zielinski will provide the Commissioners with the final numbers.

Mr. Zielinski discussed the issue of the position of the Assistant County Administrator being shared with the position of the Human Resources Director and the possibility of splitting them. Additionally, Mr. Zielinski suggested reviewing the position grades that haven't been reviewed in a long time.

#### **VII. County Administrator Report**

Mark Zielinski informed the Commissioners on the invitation to the Commissioners for the Graduation Ceremony of the Barnstable Action for New Directions Program that will be taking place at Barnstable District Court on February 8, 2013 at 1:00 p.m.

#### **ACTIONS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS-JANUARY 23, 2013**

*Motion made by Commissioner Flynn to approve the following items, 2<sup>nd</sup> by Commissioner Doherty, approved 3-0-0.*

Approved the appointments of the following individuals to the Health & Human Services Advisory Council:

<u>Barnstable County Human Rights Commission</u>	<u>Term</u>
Scoba Rhodes     Representative	01/01/2013-
05/31/14	
Nancy Wiley     Alternate	
Cape Cod Healthcare-Community Benefits	
Lisa Guyon     Representative	01/01/2013-
05/31/2015	

1) Executed as Fiscal Agent for the Cape Light Compact a First Amendment between Cape Light Compact and RISE Engineering to amend the payment terms of the Small Commercial & Industrial Direct Install Program Services Contract to remit payment within forty-five calendar days.

2) Executed as Fiscal Agent for the Cape Light Compact a First Amendment between Cape Light Compact and RISE Engineering to amend the payment terms of the Commercial & Industrial Ancillary Services Contract to remit payment within forty-five calendar days.

Barnstable, ss. At 3:10 p.m. on this twenty third day of January, A.D. 2013, Commissioner Flynn moved to adjourn, 2<sup>nd</sup> by Commissioner Lyons, approved 3-0-0.