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
Justyna Marczak Administrative Assistant

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

I. Public Comment – none offered

II. 9:36 a.m. General Budget Discussion

Commissioner Lyons arrived at 9:40 a.m.

Reserves Budget

Mr. Mark Zielinski presented the Commissioners the proposed FY 2014 Reserves Budget that included statutory reserves, encumbrances, insurance reserves, legal reserves, pension reserves, salary reserves.

He also stated that the County is maintaining their reserves balance.

Fleet Budget

Mark Zielinski presented the Commissioners the proposed FY 2014 Fleet Budget.

Commissioner Doherty asked if the County fleet is recognizable on the road. Mr. Zielinski stated that all Barnstable County Vehicles that are on the road have a County seal.

Commissioner Doherty proposed to change the color of the seal in the future to be more visible.

Commissioner Flynn asked if the vehicles are taken home by the employees. Mr. Zielinski answered that only occasionally when they attend late meetings.
Commissioner Flynn asked if the County has a fleet management policy.

Commissioners Lyons asked if the budget includes repairs and vehicle maintenance.

Commissioners agreed to create a fleet management policy in the future.

Commissioner Lyons suggested contacting local dealerships and possibly signing a contract with them for new vehicles and maintenance.

Revenu Budget

Mark Zielinski discussed with the Commissioners the proposed FY 2014 Revenue Budget that included taxes and grants received by Departments, fees from Registry of Deeds, dredge service, sanitary services, septic repair program, AmeriCorp House rental, health lab fees, fire training, and license plate. Also interest income, regional service initiatives, Cape Cod Commission reserve, and bond issue revenue.

Mr. Zielinski explained the Commissioners that the budget policy needs to be approved by the end of the month of February.

Expenditures

Mark Zielinski presented the Commissioners the proposed FY 2014 spending that included

- dividing County Administrator’s position,
- the increase in salary classification/ job description study,
- the increase in retirement and health insurance
- Information Technology Department 2 vacancies
- Facilities department
- Human Services department vacancy
- Fire Training

Commissioner Doherty proposed that each department be responsible for using part of their budget to finance a communication plan.

Commissioner Lyons suggested hiring a person that would be responsible for updating and maintaining the County website.
All Commissioners agreed that it would have to be a full time position.

III. Commissioners Actions

Motion made by Commissioner Lyons to approve the Meeting Minutes of January 30, 2013, 2nd by Commissioner Doherty, approved 3-0-0.

Motion made by Commissioner Flynn to approve and release to the general public the Executive Meeting Minutes of January 30, 2013, 2nd by Commissioner Lyons, approved 3-0-0.

Motion made by Commissioner Doherty to approve the Summary of Items, 2nd by Sheila Lyons, approved 3-0-0:

1) Ratification of the actions of Mark Zielinski, County Administrator, for authorizing a payment in the amount of $322,801.45 for health, dental and Vision insurance for employees and retirees for the month of February 2013
2) Execute Contract Termination between Human Services and Catherine King, consultant to the Department of Human Services, in the amount of approx. $36,700 pending final invoice (original contract in the amount of $82,000) due to unsatisfactory performance, effective January 30, 2013
3) Execute Amendment to the Contract between Barnstable County and Housing Assistance Corporation, to increase the 2012 Low Income Multi Family (LIMF) budget by $81,859.06 effective January 25, 2013
4) Execute Amendment to the Contract between Barnstable County and Housing Assistance Corporation, to decrease the 2012 Low Income Single Family (LISF) budget by $81,859.06 effective January 25, 2013
5) Appoint Cindi Maule as the Town of Chatham Representative, to the Barnstable County HOME Consortium Advisory Council for a term through January 31, 2016

IV. County Administrator’s Report

Mark Zielinski asked the Commissioners to approve the appointment of Steven Tebo as a Barnstable County Facilities Director. Mr. Zielinski applauded Mr. Tebo for a wonderful job he has done in the Facilities Department. He also asked the Commissioners to waive the job description requirement that the Director of Facilities possess a Bachelor’s Degree. Mr.
Zielinski stated that Mr. Tebo’s combination of experience and his skill set mitigate the need for Bachelor’s degree.

The Commissioners all agreed that Mr. Tebo’s competence and enthusiasm is a big asset to Barnstable County!

Next Mr. Zielinski asked the Commissioners to approve the proposed Lab refurnishing.

Motion made by Commissioner Doherty to approve the Lab refurnishing proposal, 2nd by Commissioner Lyons, approved 3-0-0.

Commissioner Lyons talked about Aging and Disability Forum: Navigating the Long Term Care Service System for Older Adults and People with Disabilities. It is hosted by Barnstable County Department of Human Services and will be taking place at the Cape Codder Resort in Hyannis on February 8, 2013 from 9:00 to 12:00 o’clock.

Commissioner Doherty left at 12:05 p.m.

Barnstable, ss. At 12:10 p.m. on this sixth day of February, A.D. 2013, Commissioner Lyons moved to adjourn, 2nd by Commissioner Flynn, approved 2-0-0.