

MEETING NOTES

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At a regular meeting of the County Commissioners held in the Superior Court House in Barnstable on the eleventh day of September, A.D. 2013.

Chairman Flynn called the meeting to order at 11:04 a.m.

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. No Public Comment

Commissioner Lyons arrived at 11:07 a.m.

II. Bill Traverse, Interim Director, Information Technology Department and Kristy Senatori, Deputy Director, Cape Cod Commission - Update on Strategic I.T. Plan.

Kristy Senatori said that there was a subcommittee created for the purposes of reviewing the IT needs of the County. The members of that subcommittee were the volunteers from the Departments and include: Bill Traverse, Kristy Senatori, Brian Baumgaertel, Environmental Project Assistant from the Department of Health and Environment, David Sullivan, Application Implementation Manager at the Cape Cod Commission and Angela Hurwitz, Service Desk Analyst at IT Department.

The mission of the Strategic IT Plan is to address the IT needs of all County Departments, and promote a strategically aligned, enterprise approach to provide services and products throughout Barnstable County. The IT needs to be integrated into all the County programs. The plan also includes the need for Data warehouse, applications and platforms. There are three towns involved in e-permitting and the goal is to bring more towns on board (three more in FY14). Ms. Senatori said that the draft plan should be ready in 60 days to be presented for the Commissioners.

Mr. Traverese talked about the Scope of works for the IT Plan to determine the needs, status and direction in the following areas:

- Strategy - provide an approach for the most efficient delivery of IT services within Barnstable County;
- Technical - address IT needs as they more directly affect the County;
- Structure - review of how known business process within the County will be enhanced;

- Staffing - review of IT - related staffing across all departments;
- Budget - incorporate key findings into FY15 budget

Commissioner Flynn expressed her interest in strategy and how will the plan be developed looking from regional perspective. She would like the Commissioners to be updated periodically on the progress of the implementation of those regional strategies. She also asked Mr. Traverse how the IT Department could be helpful on the regional basis.

The County, according to Mr. Traverse, will be offering general IT services in addition to improving the regional phone systems and e-permitting.

Mr. Zielinski asked if the budget impact of the Plan will be mostly IT related or will other departments get involved as well.

Mr. Traverse said that IT Department will be mostly responsible for the cost; however the Departments might be sharing some of the cost in the future.

Commissioner Flynn thanked Mr. Traverse and Ms. Senatori for getting involved in that project and asked them to come back in a month to give periodic updates.

**III. Paul Niedzwiecki, Executive Director, Cape Cod Commission -
Update on Joint Communications Plan**

Mr. Niedzwiecki joined Kristy Senatori to discuss the update on the Joint Communications Plan. The Cape Cod Commission and the Barnstable County Commissioners have identified the need for internal and external communications strategies to provide consistent, accurate and timely information about the County agencies and services. The joint program will examine existing communications strategies and recommend implementation plans and strategies to meet the current and future needs of the Commission and the County to engage towns and residents.

Mr. Niedzwiecki pointed out the need to improve the public outreach, letting people know about the achievements of the County in a more understandable way. There is a need of better communications on the County Level - Assembly of Delegates and the County Commissioners. There should be improvement with the county websites, meeting agendas, meeting minutes, reports, and newsletters. Those improvements will show the transparency in government.

Mr. Niedzwiecki also presented an idea of creating the Barnstable County Citizens Academy to educate and engage citizens about County functions and operations.

Mr. Zielinski suggested that all the County Departments get involved in that project and create a Communications Committee to work collectively.

Mr. Niedzwiecki would like to come back and present the Commissioners the final report in mid-November.

Motion made by Commissioner Lyons to support the Joint Communications Plan, 2nd by Commissioner Doherty, approved 3-0-0.

Jari Rappaport, League of Women Voters, expressed her wish for a user-friendly County website.

Next Andrew Gottlieb, Cape Cod Water Protection Collaborative (CCWPC) joined the County Commissioners to thank Augusta McKusick for her years of service on the CCWPC.

Motion made by Commissioner Lyons to execute the letter of appreciation for years of service for Augusta McKusick, 2nd by Commissioner Doherty, approved 3-0-0.

IV. Proclamation for the Suicide Prevention Week 2013.

The Commissioners have announced the week of September 8 through 14, 2013 as a Suicide Prevention Week in Barnstable County. Commissioner Flynn has read the Proclamation.

Commissioner Lyons moved to accept the Suicide Prevention Week Proclamation, 2nd by Commissioner Doherty, approved 3-0-0.

V. Beth Albert, Director, Department of Human Services - Discussion on FY13 Year End.

Beth Albert has presented the Commissioners the supplemental budget request in the amount of \$20,970.00 to support the SHINE program. The SHINE Program, *Serving the Health Information Needs*

of Everyone, is a state health insurance assistance program that provides free health insurance information, counseling and assistance to Massachusetts Executive Office of Elder Affairs in partnership with elder service agencies, social service and community based agencies and Councils on Aging. The program is partially funded by the federal agency Centers for Medicare & Medicaid Services. The program was awarded 3 year grant beginning July 1, 2013 in the amount of \$69,092.00.

The Commissioners would like to invite Sheila Curtis, the new SHINE Coordinator to their meeting to give a presentation on the program.

The Human Services Department would also require funds for substance abuse program if the department decides to get involved in it. The drug related issues on the Cape have risen dramatically and the Human Services Department recognizes the need to get involved in that matter.

VI. Sean O'Brien, Coordinator, Barnstable County Regional Emergency Planning Committee (REPC) and Chief Kyle Takakjian, Commanding Officer, Emergency Management Director, Truro Police Department - Discussion on FY13 Year End.

Sean O'Brien talked about the creation of Regional Technical Rescue Team and Dive Team. The County Regional Emergency Planning Committee is requesting \$6,000.00 in supplemental budget to cover expenses for Diving team and preventive maintenance for FEMA rescue vehicles.

Chief Takakjian talked about the financial needs of his Department. Each one of the 15 towns pays \$2100 in dues and that is the only source for funding. The requirements of in service training of the police officers have outstretched the budget. Currently the department trains 600 police officers. All of the equipment has gone way beyond its lifecycle. The funding would help support some of the following: Regional SWAT team, I.T. team, computer crimes team (the high cost of equipment and licensing software), school resource team, and motorcycle unit.

Chief Takakjian also talked about the human services aspect of training that would involve getting help for the police officers throughout their years in service.

The Department is requesting \$33,000.00-35,000.00 of funding this year. That would only meet the current needs and would not allow expanding into anything else.

George Heufelder, Director of the Department of Health and Environment also spoke of the need of funding for shelters and staffing. Mr. O'Brien said there is a need for support for equipment maintenance in shelters and the implementation of the Regional Sheltering Plan.

VII. Commissioners Actions

Motion made by Commissioner Doherty to approve the Minutes of September 4, 2013, 2nd by Commissioner Lyons, approved 3-0-0.

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

- 1) Executed the Agreement between Cape Cod Commission and Nixon Peabody LLP for the legal services provided for the 208 Wastewater Management Plan Update, effective upon execution.
- 2) Executed the Contract Amendment between Barnstable County (Cape Cod Commission) and Housing Assistance Corporation to provide administration of the HOME Consortium Down Payment Program.
- 3) Executed the Contract between FM Generator, Inc. and the County of Barnstable in the amount of \$30,947.35 for the supply and delivery of a Self-Contained Main Breaker Generator for the Barnstable County Health Lab.
- 4) Executed the Contract between Woods Hole Oceanographic Institution and Cape Cod Cooperative Extension in the amount of \$83,914.00 for the WHOI-SeaGrant award to pay a portion of salary and fringe for the Cape Cod Cooperative Extension staff until January 31, 2014.
- 5) Executed the 4th Contract Amendment between Cape Light Compact (CLC), in accordance with our responsibility as fiscal agent for CLC, and Kema in the amount of \$75,000.00 for large Commercial & Industrial Energy Efficiency Evaluation Services, for the period of January 1, 2013 - December 21, 2013.

- 6) Executed the Contract between Lawrence Lynch Corp. and County of Barnstable in the amount of \$33,110.00 to furnish all labor, materials and equipment to perform all operations required for paving and repaving the parking lot at the new Health Lab.
- 7) Executed the Contract between Lawrence Lynch Corp. and County of Barnstable in the amount of \$16,757.00 to furnish all labor, materials and equipment to perform all operations required for paving the parking lot at the Children's Cove.
- 8) Approved the establishment of new fund in the amount of \$83,914.00 for the WHOI-SeaGrant award to pay a portion of salary and fringe for the Cape Cod Cooperative Extension staff until January 31, 2014.
- 9) Approved the transfer request from the Finance Department in the amount of \$1,124,783.00 from Cape Light Compact Power Supply Reserve Fund to Operating Fund.

Barnstable, ss. at 1:28 p.m. on this eleventh day of September, A.D. 2013, Commissioner Doherty moved to adjourn, 2nd by Commissioner Lyons, approved 3-0-0.