



## County of Barnstable

Finance Department

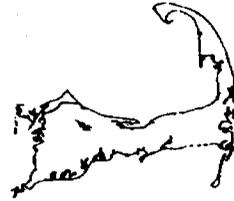
Superior Court House,

P.O. Box 427

Barnstable, MA 02630

Tel: 508-375-6645

Fax: 508-362-4136



Mary T. McIsaac  
Finance Director / Treasurer

Patricia Rogers  
Assistant Treasurer  
[trogers@barnstablecounty.org](mailto:trogers@barnstablecounty.org)

Date: January 6, 2017  
To: County Commissioners  
From: Paul V. Tucker, Program Coordinator

The Barnstable Fire and Rescue Training Academy respectfully requests the approval of an Ordinance to transfer the sum, not to exceed \$32,205 from the County's Vehicle Replacement Stabilization Fund to replace its 1995 GMC Sierra.

The vehicles at the Academy have been historically donated by the various departments on Cape Cod. The GMC was, in fact, donated to us by the Sandwich Fire Department. These donations have helped tremendously.

The GMC needs to be replaced as this vehicle tows all props that are utilized to do on-site training at the Fire Departments. It is also utilized for snow plowing at the Academy and the Facilities Director uses it as an additional piece of equipment for snow events. The requested funding would replace the only vehicle the Academy had to do these things. It will serve our needs for years to come.

Thank you for your consideration of our request.

BARNSTABLE COUNTY

In the Year Two Thousand Seventeen

Proposed Ordinance 17- \_\_\_\_\_

To add to the County's operating budget for Fiscal Year 2017, as enacted in Ordinance No. 16-02, by making supplemental appropriations for the Fiscal Year two-thousand and seventeen.

Section 1.

Based on a revised estimate of income of Barnstable County for the current fiscal year, made as of December 31, 2016, the sum set forth in section one, for the purpose set forth therein and subject to the conditions set forth in sections two through four of Barnstable County Ordinance 16-02, are hereby appropriated from the Vehicle Replacement Stabilization Fund as a supplemental appropriation for Barnstable County for the fiscal year ending June thirtieth, two thousand and seventeen. Said funds shall be derived from the Vehicle Replacement Stabilization Fund for FY2017.

<u>Budget #</u>	<u>Sub-Program</u>	<u>Group</u>	<u>\$ Amount</u>
0014605	Fire Training Academy		
	- New Vehicle	5	\$ 32,205
TOTAL SUPPLEMENTAL APPROPRIATION			\$ 32,205

Approved by the Board of County Commissioners \_\_\_\_\_ (date), at \_\_\_\_\_ (time).

\_\_\_\_\_  
Leo Cakounes  
Chairman

\_\_\_\_\_  
Mary Pat Flynn  
Vice Chairman

\_\_\_\_\_  
Ron Beaty  
Commissioner

BARNSTABLE COUNTY

In the Year Two Thousand Seventeen

Proposed Ordinance 17- \_\_\_\_\_

To add to the County’s operating budget for Fiscal Year 2017, as enacted in Ordinance No. 16-06, by making supplemental appropriations for the Fiscal Year two-thousand and seventeen.

Section 1.

Based on a revised estimate of income of Barnstable County for the current fiscal year, made as of December 31, 2016, the sum set forth in section one, for the purpose set forth therein and subject to the conditions set forth in sections two through four of Barnstable County Ordinance 16-06, are hereby appropriated from the Legal Reserve Fund as a supplemental appropriation for Barnstable County for the fiscal year ending June thirtieth, two thousand and seventeen. Said funds are to be expended for the ongoing legal costs related to the Fire Training Academy remediation. Said funds shall be derived from the Legal Reserve Fund for FY2017.

<u>Budget #</u>	<u>Sub-Program</u>	<u>\$ Amount</u>
0019107 5790	General Fund – Transfer Out	
	Into Special Revenue Fund for Legal Services	\$100,000
	 TOTAL SUPPLEMENTAL APPROPRIATION	 \$100,000

Approved by the Board of County Commissioners \_\_\_\_\_ (date), at \_\_\_\_\_ (time).

\_\_\_\_\_  
Leo Cakounes  
Chairman

\_\_\_\_\_  
Mary Pat Flynn  
Vice Chairman

\_\_\_\_\_  
Ron Beaty  
Commissioner



P.O. Box 427 • Barnstable, Massachusetts 02630  
Telephone (508) 375-0410 • Toll Free (888) 863-1900 • Fax (508) 375-0409

## MEMO

**Date:** January 13, 2017

**To:** Barnstable County Commissioners

**From:** Stacy Gallagher 

**Subject:** Proposal for Children's Cove Gift Account

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Children's Cove respectfully requests that a gift account be established on the books of the County to be named the "Children's Cove Gift Account"

This gift account is enabled by M.G.L. Chapter 34, Section 23.

Monetary donations in the name of Children's Cove will be deposited into the account the expenditures of which will serve to supplement the needs of the Children's Cove operations. The Director of Children's Cove would request that donations be used for such things as the community awareness campaign projects and supplies, financial assistance for children's and families (supplies and services), staff continued education and operation and maintenance.

In accordance with the statute, the County Treasurer is the custodian of such funds and invests and reinvests such sums and expenditures are approved by the County Commissioners.

Thank you.

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Leo G. Cakounes, Chair

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Mary Pat Flynn, Vice-Chair

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Ronald R. Beaty, Commissioner



## Cape Cod Economic Development Council

3225 Main Street, PO Box 226, Barnstable, MA 02630

### RECOMMENDATION MEMO

DATE: January 12, 2017  
TO: Barnstable County Commissioners  
FROM: Taree McIntyre  
SUBJECT: CCEDC recommendation for new appointment

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On Thursday, December 8, 2016, the Cape Cod Economic Development Council, acting on a recommendation by the Nominating Committee, voted unanimously to seek approval of the Barnstable County Commissioners for the following appointment of a new member:

- The Council recommends that the seat vacated by Ross Balboni, which said term began on January 1, 2016 and expires on December 31, 2018, be filled by Ryan Castle.

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Leo Cakounes  
Chair

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Mary Pat Flynn  
Vice Chair

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Ron Beaty  
Commissioner

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Date



Cape Cod Economic Development Council  
3225 Main Street, PO Box 226, Barnstable, MA 02630

RECOMMENDATION MEMO

DATE: January 12, 2017  
TO: Barnstable County Commissioners  
FROM: Taree McIntyre   
SUBJECT: CCEDC recommendation for new appointment

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On Thursday, December 8, 2016, the Cape Cod Economic Development Council, acting on a recommendation by the Nominating Committee, voted unanimously to seek approval of the Barnstable County Commissioners for the following appointment of a new member:

- The Council recommends that the seat vacated by Ross Balboni be filled by Ryan Castle for a 1 year term expiring December 31, 2017.

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Leo Cakounes  
Chair

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Mary Pat Flynn  
Vice Chair

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Ron Beaty  
Commissioner

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Date

# RYAN CASTLE, RCE

15 Many Oaks Circle • Yarmouth Port, MA • 02675  
CELL (843) 412-1682 • E-MAIL ryanfcastle@gmail.com

## EXPERIENCE

### **Chief Executive Officer | Cape Cod & Islands Association of REALTOR® and MLS | 2014-present**

The CEO serves as the chief staff person of a 2,500+ member non-profit 501c6 trade association (CCIAOR) and CCIMLS, a database of real property for sale offering cooperation and compensation to its members. The two companies have a combined \$1.75 million budget, \$3 million in reserves and a staff of 10 employees. The CEO is responsible for the effective administration and management of both organizations. As the organization's chief executive, strategic efforts are focused on ensuring value for members that focused on professional development, advocacy, and community building and being the 'Voice for real estate on Cape Cod, Nantucket and Martha's Vineyard.'

### **Government Affairs Director | Charleston Trident Association of REALTORS® | 2008-2014**

Runs the political, advocacy and lobbying efforts of the 4,000+ member trade association; serves as the association's spokesperson on public policy issues; handles complex policy matters and research on issues ranging from land use, environmental, economic development, taxation and development issues at the local, state and national level; serves as the point of contact and lead person in establishing relationships with local, state and national regulatory staff and elected officials; and served as the organization's stakeholder relations key contact

### **Communications Adviser | Office of the South Carolina Governor | 2008**

Serves as an advisor to the governor of South Carolina working in the communications and press office; monitors news from around the state and nationally; assist communications director in developing media and communications strategy to advance governor's political and legislative agenda; writes talking points for governor's speeches and coordinates public appearances with partner for event; wrote editorials and all official correspondence that came from the governor's office

### **Editor & Reporter | Summerville Journal Scene | 2006-2008**

Serves as the editor overseeing all newsroom operations including reporting, copyediting, layout and production of twice weekly newspaper with maximum circulation of 30,000 households; and worked as reporter covering government, economic development and politics prior to and while serving as editor

## EDUCATION

**Bachelor of Arts | Major: Political Science | Minor: Journalism**  
Randolph-Macon College, Ashland, VA

## CERTIFICATION

**Enrolled in United States Chamber of Commerce Institute of Organizational Management (IOM) REALTOR® Certified Executive (RCE) designation, National Association of REALTORS®, 2016**

## INVOLVEMENT

**Cape Cod Young Professionals, Board of Directors member, 2016**  
**Massachusetts Association of REALTORS Association Executive Committee Chair, 2016**  
**Town of Summerville Commercial Design Review Board, At-large member, 2012-2014**  
**Government Affairs Directors Advisory Board, National Association of REALTORS®, 2013-14**  
**Co-Founder & Past Chairman of Greater Summerville Chamber of Commerce Young Professionals Council**  
*In addition, he has served on numerous Advisory Boards and Committees for local and regional governments, community groups and trade associations at various levels.*

## AWARDS

**40 Under 40** by the Charleston Business Journal in 2010  
**1<sup>st</sup> place General Excellence of twice weekly newspaper** by South Carolina Press Association in 2006

# BARNSTABLE COUNTY ASSEMBLY OF DELEGATES

In the Year Nineteen Hundred and Ninety Eight

Ordinance 98-19

To amend Section 4.8 of the Barnstable County Administrative Code through the amendment of Ordinance 98-3.

## ***Barnstable County hereby ordains:***

Section 1. Ordinance 98-3 is hereby amended by striking Section 4.8 of the Administrative Code in its entirety and replacing it with the following:

### **SECTION 4.8. Cape Cod Economic Development Council**

#### **a. Goals and Functions of the Cape Cod Economic Development Council**

There shall be a Cape Cod Economic Development Council (CCEDC) established as a part of Barnstable County government and subject to the rules and regulations of the County. The CCEDC shall be responsible for advising the County with respect to economic development policy and related matters. All of the activities and goals of the CCEDC shall be undertaken consistent with the Barnstable County Home Rule Charter, the Administrative Code of Barnstable County, the Cape Cod Commission Act, and the Regional Policy Plan for Cape Cod. The CCEDC shall have the following goals and functions:

To improve the quality of life for all residents of Barnstable County by fostering public policies and by financing through grants: activities that lead to the development of a healthy year round economy, compatible with the Cape Cod environment and culture. In carrying out its functions it will bear in mind that the future of all the crucial economic sectors of the Cape (high technology, retirees and second-home owners, tourism, fisheries, arts and culture, aquaculture, and agriculture) depends on the state of the Cape environment. The attractiveness of the Cape for economic development also depends vitally on the skills of the work force, an available high quality of life, and an efficient physical infrastructure.

#### **b. Appointments to the Cape Cod Economic Development Council**

The Cape Cod Economic Development Council shall have fourteen members. Eleven of the members shall be nominated and appointed by the County Commissioners to represent the breadth, depth and diversity of the economic development community of Cape Cod. Three of the fourteen members shall be non-voting and shall be a County Commissioner, a member of the Assembly of Delegates and a member of the Cape Cod Commission.

At the first meeting of each calendar year, the CCEDC shall take nominations and elect a Chairman and Vice-Chairman who shall be members of the CCEDC. A majority of the voting members shall constitute a quorum for the transaction of any business, but the action of two-thirds of the members present and voting shall be required for any transaction.

The terms of Cape Cod Economic Development Council members in office as of December 31, 1997 shall terminate on February 27, 1998. The terms of the fourteen members appointed on or after February 27, 1998 shall run through August 31, 1998. The terms of the fourteen members appointed on or after September 1, 1998 shall be staggered such that five serve for one year, five serve for two years, and four serve for three years. All subsequent appointees shall serve for a term of three years.

#### **c. General Powers and Duties of the Cape Cod Economic Development Council**

Consistent with the provisions of the Barnstable County Home Rule Charter, the Administrative Code of Barnstable County, the Cape Cod Commission Act, and the Regional Policy Plan for Cape Cod, the Cape Cod Economic Development Council may act to improve the quality of life and to support and stimulate the economy by:

- (i) (a) Choosing the grant areas in which CCEDC controlled funds shall be expended and

recommending approval to the County Commissioners of grant applications that are directed to furthering EDC's goals; and

(b) Supplementing EDC funds, with the approval of the County Commissioners, by applying for and receiving state, federal and private grants.

(ii) Recommending policies to the County Commissioners in furtherance of EDC's mandate.

(iii) Increasing employment opportunities for Cape Codders through:

(a) promoting the improvement of skill levels across the population through education and job training by working with the Regional Employment Board and educational institutions for this purpose;

(b) Acting to secure improvements in the physical infrastructure;

(c) Helping working families through encouraging the provision of affordable housing and increasing access to adult/child care services;

(d) Enhancing the attractiveness of the Cape as a place to work through protecting the environment and encouraging the Cape cultural attractions; and

(e) Working with business, labor, social service, and arts and cultural organizations to further this employment goal.

(iv) Making recommendations for amendment, if deemed appropriate, of the Regional Policy Plan for Cape Cod pursuant to Barnstable County Ordinance 91-8.

(v) Supporting the Cape Cod Commission's economic analysis and planning.

**d. Miscellaneous General Powers**

(i) To present contracts to the County Commissioners for their approval;

(ii) To recommend to the Barnstable County Commissioners the submittal of such ordinances to the Assembly of Delegates authorizing the borrowing of money, the issuance of bonds and revenue bonds, and the acquisition, conveyance, or lease of real property to further the purposes of this ordinance, as may be provided for in the Barnstable County Home Rule Charter;

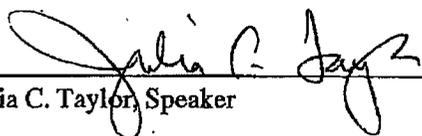
(iii) To exercise general policy supervision of the staff support to the EDC and to review the evaluations of such staff;

(iv) To appoint subcommittees as it deems appropriate to carry out its responsibilities under this ordinance;

(v) To adopt by-laws for the regulation of its affairs and the conduct of its business; and

(vi) To produce an annual report which will be included in the Barnstable County Annual Fiscal Year Report.

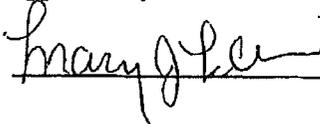
Adopted on September 2, 1998 by the Assembly of Delegates.

  
\_\_\_\_\_  
Julia C. Taylor, Speaker

Approved by the Board of County Commissioners, Sept. 16, 1998, at 12:30 p.m.

Date

Time

    
\_\_\_\_\_  
\_\_\_\_\_

**DISCHARGE OF MORTGAGE**

**Barnstable County, acting by and through the Cape Cod Commission, the holder of a mortgage**

*By*     **Marvin B. Watson & Keisha A. Wentworth**

*to*     **Barnstable County, acting by and through the Cape Cod Commission,**

*dated*   **December 23, 2013**

*recorded with the* **Barnstable County Registry of Deeds Book 27903 Page 104**

*acknowledges satisfaction of the same.*

*Witness our hand and seal this* \_\_\_\_\_ *day of January 2017*

**BARNSTABLE COUNTY,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As County Commissioners

**COMMONWEALTH OF MASSACHUSETTS**

**Barnstable, ss.**

On this \_\_\_\_\_ day of January 2017, before me, the undersigned notary public personally appeared \_\_\_\_\_

\_\_\_\_\_

and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

# COUNTY OF BARNSTABLE

## PURCHASING

### DEPARTMENT OF FINANCE

SUPERIOR COURT HOUSE

P.O. BOX 427

BARNSTABLE, MASSACHUSETTS 02630

**Elaine Davis**  
Chief Procurement Officer

Phone: (508) 375-6637  
Fax: (508) 362-4136  
Email:  
edavis@barnstablecounty.org

January 12, 2017

#### MEMORANDUM

**TO:** County Commissioners  
**FROM:** Elaine Davis, Purchasing  
**RE:** Bid Award

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Barnstable County solicited bids on behalf of the Barnstable County Shellfish Advisory Committee for the Marine Fisheries Municipal Shellfish Propagation Program. Please award the bids to the responsive, responsible bidders offering the lowest prices as follows:

Hard Clam/Quahog Seed – Aquacultural Research Corporation (ARC) at \$12,000 per million  
Regional Oyster Remote Set – Aquacultural Research Corporation (ARC) at \$15.00 per bag  
Small Oyster Seeds – Aquacultural Research Corporation (ARC) at \$12,750.00 per million  
Large Oyster Seed – Cape Cod Oyster Co., Inc. at \$49,500.00 per million

See attached memo from Mike Maguire, Director of Cape Cod Cooperative Extension.

Thank you.

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Ron Beaty  
County Commissioner

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Leo Cakounes  
County Commissioner

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Mary Pat Flynn  
County Commissioner

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Date



*Established in 1916*

## CAPE COD COOPERATIVE EXTENSION

Deeds and Probate Building

P.O. Box 367

Barnstable, MA 02630-0367

[www.capecodextension.org](http://www.capecodextension.org)

(508) 375-6690

(508) 362-4518 fax

January 10, 2017

Elaine Davis, Chief Procurement Officer  
Purchasing – Dept. of Finance  
County of Barnstable  
Superior Court House  
PO Box 427  
Barnstable, MA 02630

Dear Elaine,

Re: Barnstable County/Division of Marine Fisheries Municipal Shellfish Propagation Program

After consulting with the Barnstable County Shellfish Advisory Committee, it is our opinion that the bid price for hard clam seed and oyster remote set should be awarded to sole bidder Aquacultural Research Corporation (ARC): The hard clam seed bid being \$12,000 per million for up to 14 million 2-3mm seed to be delivered by June 15th 2017; and the remote set bid being \$15.00 per bag for up to 5600 bags with a project completion date of July 7<sup>th</sup> 2017. The small oyster seed bid should be awarded to the low bidder, ARC, with a bid of \$12,750 per million for up to 1 million 3-4mm seed to be delivered by June 24<sup>th</sup> 2017. The larger oyster seed bid should be awarded to the sole bidder Cape Cod Oyster, with a bid of \$49,500 per million for seed at least 12mm to be delivered no later than June 1<sup>st</sup> 2017. To insure that regulatory concerns are addressed, we suggest the inclusion of the following condition as part of the bid award letter:

**"Seed and remote set delivery must follow all the Massachusetts Division of Marine Fisheries Disease Control and Seed Movement Regulations."**

If you have questions, please feel free to call me at 375-6701.  
Thank you for your help in this process!

Sincerely,

Michael Maguire  
Director, Cape Cod Cooperative Extension.

cc: Tom Shields, DMF  
Josh Reitsma, Marine Program  
Conrad Caia, Chairman of the BCSAC



## RESOURCE DEVELOPMENT OFFICE

### FUND MEMO

**DATE:** 1-6-17  
**TO:** Mr. Jack Yunits, County Administrator  
**FROM:** Bobbi Moritz, Resource Development Officer  
**SUBJECT:** Cape Cod Healthcare Grant awarded to Cape Cod Cooperative Extension

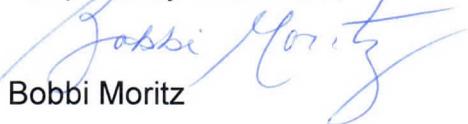
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Barnstable County- Cape Cod Cooperative Extension received a grant from Cape Cod Healthcare in the amount of \$30,000 for its project, "Passive Surveillance for Powassan Virus and Rocky Mountain Spotted Fever in Cape Cod Tick Populations."

Please establish a new fund for this grant.

Grant period: Jan. 1, 2017 through Sept. 30, 2017

Respectfully Submitted,

  
Bobbi Moritz

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Jack Yunits  
County Administrator

---

Date

**Fiscal Year 2017  
Agreement Between:  
Cape Cod Cooperative Extension and Cape Cod Healthcare, Inc.**

This agreement is made effective as of this 1st day of January 2017, by and between the Cape Cod Cooperative Extension and Cape Cod Healthcare, Inc. ("CCHC"), together known as the "Parties."

WHEREAS, CCHC awards community benefits dollars annually to support community based programs that positively impact chronic and infectious disease management, and

WHEREAS, the Parties agree that the Cape Cod Cooperative Extension provides services that will address this community benefit priority for Cape Cod residents, and

WHEREAS, the Parties wish to commit to writing their respective understandings and agreements with regard to these important community benefits.

NOW, THEREFORE, in consideration of their respective obligations as set forth below, the Parties hereby agree to be bound as follows:

**TERM OF AGREEMENT:** This agreement shall become effective on January 1, 2017 and remain in effect until September 30, 2017.

**TERMINATION:** This agreement may be terminated by either party at any time after the initial two months by a party's proving written notice to the other party at least thirty (30) days in advance of the intended termination date and, upon such termination, neither party shall have any further obligation to the other under this Agreement.

**SERVICES TO BE RENDERED:** The Cape Cod Cooperative Extension shall provide services as set forth in attachment "A."

**PAYMENT FOR SERVICES:** CCHC shall make payments to the Cape Cod Cooperative Extension as set forth in attachment "B."

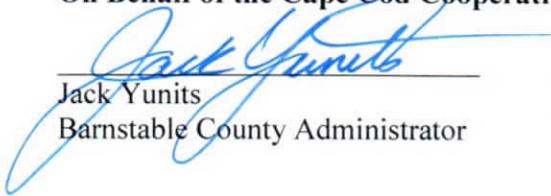
**REPORTING REQUIREMENTS:** The Cape Cod Cooperative Extension shall submit an Annual Summary and Outcomes Report to CCHC by October 31, 2017, or as otherwise requested by CCHC, as set forth in attachment "C."

**ACCESS TO BOOKS AND RECORDS:** For a period of four (4) years after the furnishing of any Services by the Cape Cod Cooperative Extension hereunder, CCHC, the United States Secretary of Health and Human Services, the United States Comptroller General and each of their respective designees shall have the right to inspect and shall be provided unlimited access by the Cape Cod Cooperative Extension to the books of account and other documents and records maintained by the Cape Cod Cooperative Extension with respect to such Services to the extent and degree necessary to verify the costs incurred by CCHC and/or applicable state/federal health care programs relating to them.

**MISCELLANEOUS PROVISIONS:** This agreement shall be governed by and construed under the laws of the Commonwealth of Massachusetts in all respects. This agreement may be amended at any time by the Parties in a writing that is signed by an authorized representative of each party.

Executed by the Parties as of this 1<sup>st</sup> day of January 2017 in Hyannis, Massachusetts.

**On Behalf of the Cape Cod Cooperative Extension:**

  
\_\_\_\_\_  
Jack Yunits  
Barnstable County Administrator

1-9-17  
Date

**On Behalf of the Cape Cod Healthcare:**

\_\_\_\_\_  
Theresa Ahern  
Cape Cod Healthcare, Inc.

\_\_\_\_\_  
Date

## **ATTACHMENT A: SERVICES TO BE RENDERED**

**Fiscal Year 2017**

**Agreement Between:**

**Cape Cod Cooperative Extension and Cape Cod Healthcare, Inc.**

### **I. Scope of Services**

The Cape Cod Cooperative Extension will manage a tick disease surveillance program for residents of Barnstable County. The program will include promotion of the mail-in tick testing program, subsidizing the cost of tick tests and evaluating how program participants utilized the epidemiological and infection information they receive once the tick is tested.

### **II. Anticipated Outcomes**

- Half of the cost (\$50) will be subsidized for up to 500 tick tests that will be submitted for testing at the Laboratory of Medical Zoology at UMASS Amherst including testing for the Pawassan virus, Rocky Mountain Spotted Fever and Tularemia,
- Tick reports for residents who submit a tick for testing will include entomological information (species of tick and its feeding status) and infection status (positive or negative for a series of pathogens),
- Residents will be encouraged to share Tick Reports with their health care providers to accurately treat possible exposure to pathogens,
- A media campaign including the distribution of brochures about the testing program will be distributed to key distribution points throughout Barnstable County, and
- Increase local resident knowledge of tick-borne illness risks, prevention tactics and testing opportunities.

### **III. Marketing or Recognition of Grant Award**

The Cape Cod Cooperative Extension will submit to Cape Cod Healthcare a copy of any language or plan for scheduled public recognition of this grant for prior approval. Please contact Mary Pumphery at [mkpumphery@capecodhealth.org](mailto:mkpumphery@capecodhealth.org) Cape Cod Healthcare for prior approval.

Cape Cod Healthcare may request photographs representing program activities from the Cape Cod Cooperative Extension during the grant term.

**ATTACHMENT B: PAYMENT FOR SERVICES**

**Fiscal Year 2017**

**Agreement Between:**

**Cape Cod Cooperative Extension and Cape Cod Healthcare, Inc.**

CCHC agrees to provide Community Benefits funding to the Cape Cod Cooperative Extension in the amount of up to \$30,000. A portion of the grant, \$5,000, will be paid directly to the Cape Cod Cooperative Extension in January 2016 to support the project equipment/supplies and administrative functions of the project. The remaining grant funds of \$25,000 will be paid to the Cape Cod Cooperative Extension to reimburse the Laboratory of Medical Zoology at UMASS Amherst for Powassan testing services of deer ticks the cost of \$50.00 per test, up to 500 tests, from January 1, 2017 to September 30, 2017. Only tests submitted from residents of Barnstable County will be subsidized through this grant.

Reimbursements will be made to the Cape Cod Cooperative Extension, based on receipt of an invoice and using the invoice template provided by CCHC. In addition, please include a copy of your W-9 with the first invoice submitted.

CCHC will provide a standardized invoice template for processing to the Cape Cod Cooperative Extension, via email, upon receipt of a signed contract. Please submit invoices by the **6<sup>th</sup> of the month**, to Cassie Dombrowski by e-mail at [cdombrowski@capecodhealth.org](mailto:cdombrowski@capecodhealth.org) for payment. Payments may take up to 4 to 6 weeks for processing.

**ATTACHMENT C: REPORTING REQUIRMENTS**

**Fiscal Year 2017**

**Agreement Between:**

**Cape Cod Cooperative Extension and Cape Cod Healthcare, Inc.**

- I. The Cape Cod Cooperative Extension agrees to evaluate and report on outcomes achieved during the term of this program. The Cape Cod Cooperative Extension will evaluate this grant by measuring the following:
- The number of tests from Barnstable County residents submitted to the Laboratory of Medical Zoology at UMASS Amherst,
  - Overview of epidemiological and infection findings through the testing and surveillance program including infection status of tested ticks by town zip code,
  - Program participant evaluation with specific information regarding the how information included on the TickReport was utilized with health care providers,
  - Distribution of brochures about the testing program, and
  - General feedback and comments regarding testing program.
- II. The Cape Cod Cooperative Extension agrees to submit an Annual Summary and Outcomes Report to Cape Cod Healthcare for inclusion in Cape Cod Healthcare’s Community Benefits reporting. The report should be sent to Lisa Guyon at [lguyon@capecodhealth.org](mailto:lguyon@capecodhealth.org) by October 31, 2017. Cape Cod Healthcare may request an Annual Summary & Outcomes Report or documentation of outcomes related to services outline in Attachment A at any time during the duration of this grant.

PROGRAM NAME: PASSIVE SURVEILLANCE FOR POWASSAN VIRUS AND ROCKY MOUNTAIN SPOTTED FEVER IN CAPE COD TICK POPULATIONS

SUBMITTED BY: LARRY DAPSI  
Name  
508 375-6642 ldapsis@barnstablecounty.org  
Telephone number & e-mail address

Additional areas for reporting:

- Define program’s objectives and accomplishments for January 1, 2017 – September 30, 2017.
- Specify target population served, including regions served, health indicators, and demographics (i.e. age, gender, ethnicity and language spoken).
- List any partners that helped accomplish this program’s objectives during this period, and describe your collaboration with each partner. Include web addresses and/or e-mails of partners if available.
- Identify any barriers to program’s success and the approach taken to address such issues.
- Develop a plan and describe progress made toward sustaining this program beyond the initial funding period, such as, but not limited to other grant proposals or fundraising efforts.