

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse in Barnstable, on the 26th day of October, A.D. 2016.

Board of the Barnstable County Commissioners:

Mary Pat Flynn	Present
Sheila R. Lyons	Absent
Leo Cakounes	Present

Staff Present:

Jack Yunits, Jr.	County Administrator
Kara Mahoney	Interim Administrative Assistant
Mary McIsaac	Director of Finance/Treasurer
Bob Lawton	Finance Department
Justyna Marczak	Assistant Human Resources Director
Nancy Cushing	Payroll/Benefits Administrator

Commissioner Flynn called the meeting to order at 11:05 a.m.

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

I. Public Comment

Chairman Flynn asked if anyone would like to speak under public comment. None offered.

II. General Business

- a. Presentation by Administrator, Finance Director and Human Resources Coordinator on internal strategy to optimize IT and Finance Administration including possible vote.**

Under the Commissioner's direction Jack Yunits explained that he, Mary McIsaac, Justyna Marczak and Bob Lawton have spent the last few months reviewing County functions and positions. They looked at Administrative positions and Dredge and came back with the following recommendations:

Assistant Human Resources Director: Justyna Marczak's position will change from Human Resources Coordinator to Assistant Human Resources Director and will be increased to an SPT7. She will be involved in every step of Department's hiring process so that there will be more uniformity throughout the County for every new hire.

Facilities Director: Steve Tebo's position as Facilities Director has been upgraded as his responsibilities will be increased. He will now be involved with any type of infrastructure work happening on County grounds. His added responsibilities will include being in charge of the Fire Training Academy cleanup and the business management side of running the dredge that includes billing and scheduling. He expects that his position may continue to grow as more trial court needs increase as they look to expand court space and move the Cape Cod Cooperative Extension offices to the former House of Correction.

Executive Assistant: The Commissioner's Administrative Assistant position has been replaced with the creation of a new position, Executive Assistant. In addition to a salary increase they changed some of the dynamics of the position. The position will now provide back up to Assembly Clerk and work with the communications team. The Administrative Assistant position will remain open and unfunded.

Assistant County Administrator: They are looking to refund this position with money from existing cut backs. In order to fill this position, the candidate will need a background in Information Technology, Municipal Finance and Grant Management. If they cannot find a candidate with these skills and qualifications, they will not fill the position.

Director of Department Health & Environment: George Heufelder has stepped down as Director and will be focusing on the Alternative Septic Program. Sean O'Brien, Emergency Preparedness Coordinator, has been promoted to Interim Director. His current position will remain open for 9 months and at that point they will re-evaluate the position.

All these positions are already funded in the budget. They are not asking for any fund transfers. Funds to cover managing the dredge will come from the dredge enterprise account. Funds to cover work being done on IT transitions will come from IT budget.

Motion made by Commissioner Cakounes to create a new position of "Executive Assistant" as described in the job description sheet dated September 2016, as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

Motion made by Commissioner Cakounes to approve the changes within the job description of the "Assistant County Administrator", as presented in job description dated October 2016, 2nd by Mary Pat Flynn, approved 2-0-0.

b. Discussion only and update on healthcare status by Finance and Payroll.

Mary McIsaac and Nancy Cushing reported on the status of healthcare plans and Cape Cod Municipal Health Group (CCMHG) meetings. Mary explained that CCMHG has taken a vote to introduce low premium, high deductible plans with Health Savings Account (HSA). The account is linked to the plan and employee owned with various ways to contribute to it. It will help to relieve employees of the cost to their medical care.

Nancy Cushing further explained that HSA's are only attached to the high deductible plans. The CCMHG Board recommends for employers (at least during the first year) to contribute half the cost of the deductible to the HSA. The Commissioners would need to vote on whether or not to add the option of high deductible plans to the employees. They will keep the Commissioners informed as they learn more.

c. Discussion on Administrators and Finance Directors recommendations for reserve contributions process and policy.

A discussion was held on the need to establish written policies. Jack Yunits stated the County needed a better policy to determine what goes in to what reserves and ultimately it should be the Commissioners decision. Commissioner Cakounes stated his concern with the current process. He would like to see the Finance Director come to the Commissioners with recommendations on the allocations first and then the Commissioners vote on it. He does not want to take any action today and offered to work with Mary McIsaac on putting a policy together.

Mary McIsaac explained they have to consider the Municipal Modernization Act that goes in to effect on November 7, 2016 that makes changes to that section. Then they have to come to the Commissioners and ask them to approve the changes so that the Finance Department can operate under the enhanced language in the law. They're creating an investment policy for the Commissioners to adopt and a declaration of trust for them to vote on. They'll be coming forward after Nov 7th and asking them to do that.

d. Discussion on the Annual Report, County Administrator and Finance Director.

Jack Yunits notified the Commissioners that the Communications Group will work with the Chief Procurement Officer on putting the annual report together. He asked the Commissioners for input and suggestions of what they want to see in the annual report.

e. Continued discussion from the October 12, 2016 Commissioner's meeting and possible vote on the Commissioners' budget message pursuant to Article 5 of the County Charter.

Commissioner Flynn prepared a budget message for discussion. Jack suggested we put Pat's narrative and Leo's bulleted points together and staff will send it to them. Then come back to the next Commissioner's meeting next week to finalize it.

III. New Business – Other business not reasonable anticipated by the Chair

Bob Lawton announced that today was his last Wednesday with the County. He was filling in as acting town manager for Yarmouth beginning the following week. He thanked the Board for the opportunity to work with the County.

IV. Commissioners' Actions

a. Approval of the October 19, 2016 Meeting Minutes

Motion made by Commissioner Cakounes to approve the Minutes of the regular session meeting of October 19, 2016 as presented, 2nd by Mary Pat Flynn, approved 3-0-0.

b. Appointment of Stephen Wisbaurer as the Provincetown representative to the Barnstable County Coastal Resources Committee

Motion made by Commissioner Cakounes to appoint Stephen Wisbaurer as the Town of Provincetown's representative to the Barnstable County Coastal Resources Committee, term to expire October 11, 2018, 2nd by Mary Pat Flynn, approved 2-0-0.

c. Re-appointments of Paul Thompson, Rita Ailinger and Patricia Oshman to the Barnstable County Health & Human Services Advisory Council

Motion made by Commissioner Cakounes to appoint Paul Thompson, Rita Ailinger and Patricia Oshman to the Barnstable County Health and Human Services Advisory council terms to expire December 31, 2019, 2nd by Mary Pat Flynn, approved 2-0-0.

d. Amendment to the Cape Cod Commission technical assistance through District Local Technical Assistance Grant program

Motion made by Commissioner Cakounes to approve and execute the amendments to the Cape Cod Commission's technical assistance through the District Local Technical Assistance Grant program as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

e. Cooperative Agreement with the Town of Mashpee to dredge 1916 Channel in Popponeset Bay

Motion made by Commissioner Cakounes to approve and execute the Cooperative Agreement with the Town of Mashpee to dredge 1916 Channel in Popponeset Bay as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

f. Discharge of HOME mortgage for May Institue, Inc.

Motion made by Commissioner Cakounes to approve and execute the Discharge of HOME mortgage for the May Institute Inc. as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

g. Amendment to the Deed Rider and Eligible Purchaser Certificate for 55 Osprey Lane in Sandwich

Motion made by Commissioner Cakounes to approve the Amendment to the Deed Rider and Eligible Purchase Certificate for 55 Osprey Lane in the Town of Sandwich as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

h. Amendment to the Standard Contract Form with the Commonwealth of Massachusetts Department of Public Health for MA Opioid Abuse Prevention Collaborative Services

Motion made by Commissioner Cakounes to approve and execute the Amendment to the Standard Contract Form with the Commonwealth of Massachusetts Department of Public Health for MA Opioid Abuse Prevention Collaborative Services, as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

i. Addendum to the FY17 Prevention Wellness Trust Fund Partner Agreement with YMCA Cape Cod

Motion made by Commissioner Cakounes to approve and execute the addendum to the FY17 Prevention Wellness Trust Fund Partner Agreement with the YMCA Cape Cod, as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

j. Approval of the timesheet for Jack Yunits for the period of October 2-15, 2016

Motion made by Commissioner Cakounes to approve the timesheet of Jack Yunits for the period of October 2-15, 2016 as presented, 2nd by Mary Pat Flynn, approved 2-0-0.

V. Commissioners' Reports

No Commissioner's reports provided.

VI. County Administrator Report

Jack Yunits stated he would pass on giving his report today in order to move in to Executive Session.

VII. Notice of Executive Session Pursuant to MGL Chapter 30A, 21 (a) (3):

Motion to enter into Executive Session to discuss strategy with respect to litigation filed by the Town of Barnstable against the County as Open Meeting may have a detrimental effect on the litigating position of the County. Commissioners shall not reconvene in open session.

Motion to enter into Executive Session to discuss strategy with respect to pending litigation filed by the Town of Barnstable against Barnstable County. Furthermore, the Chair has determined that an Open Meeting may have detrimental effect on the litigating position of the County.

The Commissioners will reconvene in Open Session only for the purpose of adjourning.

Roll call vote:

Cakounes aye

Flynn aye

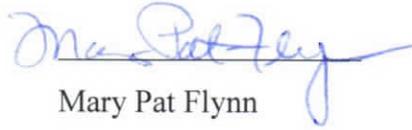
Barnstable, ss. at 1:52 p.m. pm on this twenty sixth day of October, A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2nd by Mary Pat Flynn, approved 2-0-0.

Attest:



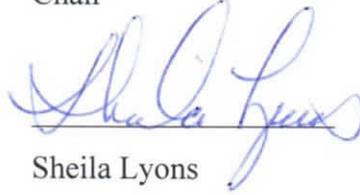
County Clerk

The foregoing records have been read and approved.



Mary Pat Flynn

Chair



Sheila Lyons

Vice-Chair



Leo Cakounes

Commissioner

List of documents: