

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse in Barnstable, on the twenty-second day of June, A.D. 2016.

Board of the Barnstable County Commissioners:

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

Staff Present:

Jack Yunits, Jr.	County Administrator
Kara Mahoney	Interim Administrative Assistant
Bob Lawton	Finance Department
Mary McIsaac	Director of Finance/Treasurer
Julie Ferguson	Deputy Director of the Resource Development Office

Commissioner Flynn called the meeting to order at 1:00 p.m.

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

I. Public Comment

No public comment.

II. General Business

- a. Report by Julie Ferguson, Deputy Director of the Resource Development Office, on her attendance at the Indirect Cost Rate Proposal – Management Concepts Conference.*

Ms. Ferguson reported the purpose for attending this conference was to continue course work in the Management Concepts Certification Program for Pass-Thru Entities and to gain further knowledge and understanding in the area of Indirect Cost Rates, and the

proper applications, with regard to current and future use for Barnstable County. She met with the Director of Finance to discuss the policies around the Indirect Cost rates when applying for Federal Grant Awards and made recommendations to use the De Minimis of 10% at this time since the County award threshold is under \$35 million in Federal Awards. She also made herself and the RDO (Resource Development Office) team available to work on the writing of a proposal if desired.

b. Set the date and process for Paul Niedzwiecki, Executive Director of the Cape Cod Commission, Performance Evaluation.

The County Commissioners and Paul Niedzwiecki discussed how his performance evaluations have been handled in previous years and shared ideas on how to proceed for this year and going forward. Mr. Niedzwiecki shared his preference to have his evaluation be public and to evaluate his own performance on his personal goals and objectives as Executive Director that are separate from the goals and objectives of the Cape Cod Commission. He mentioned the possibility of using a 360 format that would reach out to his peers in the community to give a confidential and anonymous evaluation.

Commissioner Cakounes distributed a draft evaluation form that he created last year using Paul's contract and last year's goals and objectives. He would like to take the existing form and divide it in to two sections so that when they evaluate his personal review they can evaluate his current performance year and use it to then metamorph in to the next year's goals and objectives. Mr. Niedzwiecki volunteered to separate the document in to the two sections and will email it to Jack Yunits, County Administrator. He will come back on the agenda for the July 6th meeting to review the document with the Commissioners.

c. Request to approve and sign the rollover of the Bond Anticipation Note in the amount of \$2,207,100 from Mary McIsaac, Director of Finance.

Before beginning Jack Yunits clarified a procedural issue stating that normally bonds have to be approved by the Assembly but what is being presented in front of the Commissioners today is not a new loan authorization, it is a rollover of the existing bond.

Mary McIsaac explained that last year when Bob Lawton was the Interim Director of Finance, the County advanced (temporarily) funded numerous projects that were authorized in FY2014 and FY2015 that had greenlight letter from bond council with the anticipation that the County would be issuing bonds this year. Mary explained with

the need for more time they extended the projected date of issuing bonds to next May. The note that Bob Lawton had them execute last year had a maturity date of June 30, 2016, allowing the County to rollover. Four bids were received with three bids that were the same. The bid was awarded to Cape Cod Five Bank.

Motion made by Commissioner Cakounes to approve and execute all documents as presented to rollover the bond anticipation note for the amount of \$2,207,100 to a new maturity date of May 18, 2017, 2nd by Sheila Lyons, approved 3-0-0.

d. Follow up discussion on the Strategic Plan

Chairman Flynn expressed she felt the Strategic Plan discussion from last week was a really good discussion and she heard a lot of input. From that discussion she wants to come up with a list of goals and objectives and to get the other Commissioners sense if that is the direction they want to go too.

Jack Yunits reported that he started to put together an internal population's team which included staff from Cape Cod Cooperative Extension and Department of Human Services. They have met a couple times and reviewed a potential vendor from NACO (National Association of Counties), and received a pretty exciting proposal relative to messaging. He keeps hearing repeatedly that the messages are not getting out to the Town Managers and Selectman. They are making messaging and talking about reclassification focuses this summer. Objective for the second meeting in September or October is to have structural changes in place or in the pipeline to report to the Commissioners in regards to the Strategic Plan.

Commissioner Lyons commented on hearing that the County does really good things but are they part of the County's mission. Are services being provided overall beneficial to the municipalities? What bothered her from the discussion was that no one could articulate the County's mission.

Commissioner Cakounes feels they are spinning wheels and wasting time on Strategic Planning. He is still advocating to come up with goals and objectives for the County Administrator. He thinks it's wrong that they still haven't done it. They need to address looking at County Departments and do better within. He expressed that they need to start getting things done.

Commissioner Lyons said that now since Jack has been here three months and he has a sense of what is before him that they should now sit down with him and set goals.

Commissioner Cakounes requested they work with Bob Lawton to put together a survey that will go out to the Administrator and then put out to the Department Heads to get the answers needed.

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

No new business was discussed.

IV. Commissioners' Actions

a. *Approval of the Regular Session Minutes of June 15, 2016*

Tabled approval as Commissioners did not receive Minutes in advance of meeting to review.

b. *Approval of the Summary of Actions over \$35,000 (including prepayment and transfer requests, bid awards, contracts and contract amendments, establishment of new funds)*

Motion made by Commissioner Cakounes to approve the following items under the Summary of Actions; under contracts, items 1-3; under bid awards, items 4-9; under transfers, item 10; under personnel, item 11; as presented, 2nd by Sheila Lyons, approved 3-0-0.

Summary of Actions:

Contracts

1. Accepted a Quotation from **Esri, Inc.** to renew Cape Cod Commission's GIS software maintenance in the amount of \$39,525.98 for the period of July 1, 2016 – June 30, 2016.
2. Executed an Amendment to the Tobacco Cessation and Prevention Program Contract between Barnstable County and the **Commonwealth of Massachusetts, acting by and through the Department of Public Health** to renew services in the amount of \$119,419 for the period of July 1, 2016 – June 30, 2017.
3. Executed an Amendment to the SHINE (Serving Health Insurance Needs for Everyone) Program Contract between Barnstable County and the **Commonwealth of Massachusetts, acting by and through the Executive Office of Elder Affairs**, to exercise the option to renew the contract in the amount of \$110,546 for the period of July 1, 2016 – June 30, 2016.

Bid Awards

4. Executed the Contract between Barnstable County and **JB Holdings** to provide toner supplies to Barnstable County and other Political Subdivisions including Martha's Vineyard for the period of July 1, 2016 – June 30, 2017. (bid awarded on May 11, 2016)
5. Executed the Contract between Barnstable County and **KenMark** to provide toner supplies to Barnstable County and other Political Subdivisions including Martha's

- Vineyard for the period of July 1, 2016 – June 30, 2017. (bid awarded on May 11, 2016)
6. Executed the Contract between Barnstable County and **Calico Industries, Inc.** to provide janitorial supplies to Barnstable County and other Political Subdivisions including Dukes County for the period of July 1, 2016 – June 30, 2017. (bid awarded on May 11, 2016)
 7. Executed the Contract between Barnstable County and **Browntech, Inc.** to provide computer programming and maintenance services to the Registry of Deeds for the period of July 1, 2016 – June 30, 2017, with the option to renew for two additional one year periods. (bid awarded on June 8, 2016)
 8. Awarded the bid to monitor the HOME program to **FinePoint Associates, LLC** in the amount of \$55,000 upon execution of the contract through June 1, 2017.
 9. Awarded the bid for Chemicals for the Water Departments as listed in the Chief Procurement Officer's memo dated June 16, 2016 for the period of July 1, 2016 – June 30, 2017.

Transfers

10. Approved the transfer request in the amount of \$147.05 for the Commissioner's Office.

Personnel

11. Approved Paul Niedzwiecki's reimbursement request for the period of June 6-17, 2016.

V. Commissioners' Reports

Commissioner Cakounes met with MOW (Mercy Otis Warren) Committee members and had a discussion on the Memorandum of Agreement with the County. There are issues that Mary McIsaac and he encountered with the way it was established. He will be working on a new format and then will bring it before the other Commissioners. One possibility they are looking at is to make it a formal committee of Barnstable County.

As the Commissioners representative to the CVEC (Cape and Vineyard Electric Cooperative) Board he reported that they are working on moving forward with divorcing CVEC from the County. He is pushing it to be done by July 1st.

VI. County Administrator Report

Jack Yunits informed the Commissioners that he would be asking Maggie Downey, Cape Light Compact Administrator, to come to next week's meeting to explain what is going on with National Grid.

Mike Maguire and George Heufelder will be attending the July 6th meeting to give a presentation on mosquitos.

He met with DEP (Department of Environmental Protection) the morning on new test results in Hyannis. Barnstable Town Council is inclined to move forward with litigation. Attorney Bob Cox will be coming to next week's meeting to discuss in Executive Session.

EOEA is meeting with him in the middle of July to talk about DEP and coastal zone and their new lease on the campus.

Barnstable, ss. at 2:10 pm on this twenty-second day of June, A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2nd by Commissioner Flynn, approved 3-0-0.

Attest:



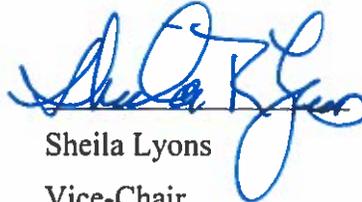
County Clerk

The foregoing records have been read and approved.



Mary Pat Flynn

Chair



Sheila Lyons

Vice-Chair



Leo Cakounes

Commissioner

List of Documents

- 1. Travel report from Julie Ferguson



Out of State Travel Report

Fill out this report and submit it to the County Administrator (copy the County Administrative Assistant) within 30 days of completing your travel. Be prepared to speak about the subject at the following Regional Board of Commissioners' meeting.

Name: Julie Ferguson

Title: Deputy Director

Department: Resource Development Office

Dates of Trip: May 10-13

Name of Meeting: Indirect Cost Rate Proposal – Management Concepts

Location: Denver, Co

Report Submitted for Commissioners' Meeting On: June 22, 2016

Purpose: [describe the purpose and goals of the trip and about the organization hosting the event]

- To continue course work in Management Concepts Certification Program for Pass-Thru Entities.
- Continued training by experts in the field of Grant Management around best practices in the management and administration of Federal, State, Local, and Private Grants.
- To gain further knowledge and understanding in the area of Indirect Cost Rates, and the proper applications, with regard to current use and in the future.

Highlights: [describe achievements, meetings attended, or successes or new information, etc.]

- Received the most up to date informative training around the Indirect Cost Rate Proposal, and the CFR 200, which are the current Federal Regulations of Compliance.
- Gained further knowledge on the subject of indirect cost rates, and the actual writing of the indirect cost rate proposal to be submitted to the Cognizant Agency .
- Received Certificate of Completion of Course.

Outcomes: [describe the goals that were achieved, how they were achieved & the short or long-term impact for Barnstable County].

- Met with the Director of Finance upon return to discuss the policies around Indirect Cost rates when applying for Federal Grant Awards.
- Made myself and the RDO team available to work on the writing of indirect cost rate proposal if so desired.
- Made recommendation to use the De Minimis of 10% at this time since our award threshold at the County is under 35 million in Federal Awards.
- Advised about case for separation from the current use of CC Commission indirect cost rate.