At the regular meeting of the County Commissioners held in the Superior Courthouse in Barnstable, on the twenty-first day of September, 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
Mary McIsaac Director of Finance
Steve Tebo Director of Facilities
Bobbi Moritz Resource Development Officer
Sean O’Brien Deputy Director of the Department of Health & Environment
Brian Baumgaertel Environmental Project Assistant, Dept. of Health & Environment

Commissioner Flynn called the meeting to order at 2:04 p.m.

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

I. Public Comment

E.J. Albright, Reporter with the Barnstable Patriot, announced he would be recording the meeting.

Mr. Albright asked if they settled the law suit with the Town of Barnstable. Commissioner Flynn responded not yet, they are still in discussions.
II. General Business

a. Report from Bobbi Moritz, Resource Development Officer, on her attendance at the Grantsmanship Training in Washington D.C.

Ms. Mortiz explained in the world of grants everything is always changing and it’s important to stay current and ahead of the curve in many capacities for the work they do in the Resource Development Office. Grant opportunities are constantly changing, requirements are highly competitive, and compliance is ongoing because everything is transparent. They need to be sure that everything they do in grant writing and grant management are understood by the general public.

The Grantsmanship Center does trainings all over the Country helping grant seekers target funding sources, understand the technical aspects of how grants have to be written and presented. She participated in a very engaging five day intense series of workshops, trainings and hands on experience.

Her recommendation to the County is to create a rubric or an assessment tool for listing criteria that can be used when looking at grants in the future, prior to the effort of writing it, so they have key clear guidelines of what they’re seeking and how the funds will be used so that they can determine whether or not to apply for the grant.

b. Report from Sean O’Brien, Department of Health & Environment, on the grant received from Southern New England Estuary Protection to further research a non-proprietary means for nitrogen removal in onsite septic systems.

Sean O’Brien announced that George Heufelder received a grant from the Southeast New England Coastal Watershed Protection program. The grant will be used to look at two things. One, to look at alternative septic systems technologies for leaching areas and soil absorption systems. Two, to look at an expansion of an existing program that Brian Baumgaertal already works on.

Brian Baumgaertal explained the program has only serviced Barnstable County but is now offering services to towns off Cape. So far Wareham and Nantucket have joined. The Grant will give them the opportunity to bring in other alternative systems to the tracking database from outside the immediate region. Hopefully, they will learn more about I/A systems, because the more data they have the better. They currently track 2,400 I/A systems within the County. The Grant will provide the opportunity to track 500 more with no cost to the towns or homeowners.

Sean O’Brien said that the program will see 12 new systems go in as a part of the new technology. Six will be placed in year-round homes and six in seasonal homes.
will be able to see how seasonal and year-round occupancy may effect flow and treatment. The grant award is for $728,511.42.

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

Commissioner Lyons notified the Commissioners that she was at the National Seashore Advisory Committee meeting and was asked if Board of Commissioners would consider writing a letter in support to a swift and safe shutdown of the Pilgrim Plant due to leaking and safety threats. A Committee was formed for the decommissioning of the Plant but there is no one to represent the Cape & Islands. She suggested placing it on the agenda to vote on next week. She will forward the draft letter that is being worked on to the other Commissioners. Commissioner Cakounes requested the two subjects be separated in regards to requesting some kind of representation for Cape Cod to be put on the closure board, and the 2nd letter in support of closing it immediately. He sees it as two issues and would like the opportunity to vote on it separately.

IV. Commissioners’ Actions

a. Approval of the September 14, 2016 Regular Session Minutes

Motion made by Commissioner Cakounes to approve the Minutes of the regular session of September 14, 2016, as presented, 2nd by Sheila Lyons, approved 3-0-0.

b. Request from the Massachusetts State Police WIVES to place blue ribbons on County Courthouse grounds in support of law enforcement.

Representatives from MSP WIVES discussed their efforts to place blue ribbons in the Barnstable Community to spread a positive message and respectfully requested to place them on the Superior Court House front lawn.

Motion made by Commissioner Cakounes to approve the request from the Massachusetts State Police WIVES to place “Blue Ribbons” on County Superior Courthouse grounds in support of Law Enforcement, subject to the County Use Policy and any criteria put forth by the Facilities Director, 2nd by Sheila Lyons, approved 3-0-0.

c. Amendment to action taken on August 31, 2016, item 4e, extending the use of Special Legal Counsel requested by the Human Resource Director to include for the purpose of “other personnel matters approved by the administrator”.

Motion made by Commissioner Cakounes to amend the action taken on August 31, 2016, item 4e, extending the use of “Special Legal Counsel” requested by the Human
Resource Director to include for the purpose by adding the following “other personnel matters approved by the Administrator”, 2nd by Sheila Lyons for discussion.

Commissioner Cakounes stated the amendment was due to an oversight on his part and the original motion only specifically said to review the personnel policies and procedures handbook. This amendment is to clarify the motion should include other personnel matters.

All in favor, approved 3-0-0.

d. Approval of Proposed Resolution 16-07 for Resource Development Office/AmeriCorps Cape Cod Program budget transfers.

Motion to approve and send to the Assembly of Delegates, the Resolution 16-__ (to be numbered) for Program Budget Transfers under the Resource Development Office and AmeriCorps Cape Cod Program as presented, 2nd by Sheila Lyons, approved 3-0-0.

e. Approval of Summary of Actions over $35,000.00 (contracts, bid awards, prepayments, fund transfers, establishment of new funds)

Motion to approve the following items under the Summary of Actions as presented, items 1-7, 2nd by Sheila Lyons, approved 3-0-0.

3. Discharges of HOME Mortgages
5. Bid award for a firm to administer the Barnstable County HOME Consortium’s Down Payment and Closing Cost (DPCC) Program to Housing Assistance Corporation.
6. Bid award for Marketing Services for the Department of Human Services Regional Substance Abuse Council to Grouper Design.
7. Agreement with Ellicott Dredges for the supply and delivery of a new conventional diesel powered 14” cutter suction dredge.

V. Commissioners’ Reports

Commissioner Cakounes expressed his opinion to create a policy that require contracts that exceed a certain contractual amount threshold should be reviewed by an Attorney before coming before the Board for approval.

Meeting Minutes of September 21, 2016
He reminded the Commissioners per Section 5.3 of the Charter they need to prepare a budget message to the Department Heads.

VI. County Administrator Report

Jack Yunits reported the Immediate Response Action Report was filed today with DEP and sent to the Town of Barnstable, and emailed to the Commissioners and Assembly. It is a public record at this point and time.

He informed the Commissioners that he and Paul Niedzwiecki began meeting with Boards of Selectmen this week. They are emphasizing at these meetings the importance of getting town feedback. He will be putting together a simple survey to send to towns in order to get feedback.

Friday there is a ribbon cutting ceremony in Provincetown for an artist affordable housing community, funded by HOME funds, and facilitated by the Cape Cod Commission. The ceremony starts at 1:00 p.m.

He and County Counsel Bob Troy have scheduled two meetings with Cape Light Compact Administrator and Attorneys to see if they can work out a contract agreement and bring it before the Commissioners and Cape Light Compact Board.

He has a conference call scheduled for tomorrow with the IT firm hired to review the County IT Department.

In response to Commissioner Cakounes request to put together a Budget Messages, Mr. Yunits commented they are just about done meeting with Departments individually, and it would be helpful to have their message as Managers have asked for direction. He is meeting with Department Heads again Oct 3rd.

Barnstable, ss. at 3:00 p.m. on this twenty-first day of September A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2nd by Sheila Lyons, approved 3-0-0.

Attest:

Janice O'Connor
County Clerk

The foregoing records have been read and approved.
List of documents:

- Bobbi Moritz Travel Report
- Letter of request from MSP WIVES
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: Bobbi Moritz
Title: Resource Development Officer
Department: Resource Development Office
Dates of Trip: August 7, 2016 through August 12, 2016
Name of Meeting: The Grantsmanship Center Training
Location: Washington, D.C.
Report Submitted for Commissioners’ Meeting On:

Purpose: [describe the purpose and goals of the trip and about the organization hosting the event]
- To acquire current information regarding grant research, development, preparation, writing, reviewing.
- To collaborate with grant writers representing a variety of disciplines including those from the private, public, non-profit, and government sectors across the nation.
- To return to Barnstable County with knowledge and recommendations for reviewing and strengthening existing procedures for seeking, applying for, and securing grants for the County departments and its municipalities.
- Host Organization: The Grantsmanship Center: Los Angeles California – is dedicated to delivering training programs that produce results, publications that support best practices, consulting that propel missions, tailored presentations that provide solutions. Since 1972, the Center has promoted rigorous program planning and grant proposal development as an avenue for creating positive social change. The organization helps grantseekers target funding that will have impact within their domain. The training sessions were held at Boardsource in D.C.

Highlights: [describe achievements, meetings attended, or successes or new information, etc.]
- Participants represented organizations (higher education, local government, non-profits and foundations) from Alaska, California, Florida, Puerto Rico, New England, and Mid-Atlantic states.
- Topics included: Problem Identification, Logic Models, Time Lines, Program/Process Outcomes; Evaluation Plans, Methods, Sustainability, Budget Preparation – Federal Guidelines
- All participants who complete the program become alumni of the organization and have access to additional resources provided through The Grantsmanship Center.
- Participants receive certificates of completion.

Outcomes: [describe the goals that were achieved, how they were achieved & the short or long-term impact for Barnstable County].
Achieved goals: The training increased my knowledge and understanding of the grant process, technical requirements, and interpersonal skills a grant writer/development professional must have in order to be successful.

Method: Interactive instruction, followed by hands-on application of learned skills in a collegial team setting were extremely effective. Teams were required to build consensus, plan, develop, write, evaluate, and review grant proposals.

Understanding: Grantsmanship is a philosophy, a code of ethics, and a set of skills that, when practiced together, can produce positive change.

Wisdom: Grant writers never lose sight of their organization's mission/vision.

Teamwork: Grants require strong collaborations with multiple stakeholders to assure that the planning and implementation process includes diverse perspectives that can enhance project outcomes.

Building organizational capacity depends on strong relationships.

Funders: are partners, allies, and advocates to the work that will be undertaken.

Discretion: All grant opportunities should be chosen wisely. It is beneficial to have a team that conducts a preliminary review of a Request for Proposal to assure funding will “drive” the organization's mission forward. This process needs to be time-efficient since deadlines are critical to every grant that is submitted.

GOAL: To secure funding for programs that align with Barnstable County focus on regional issues and resources that impact “our coastal waters, environment, public health, and safety.”
To whom it may concern:

We are the Massachusetts State Police WIVES. We are on a mission to cover the entire State of Massachusetts with Blue Ribbons to support ALL our Law Enforcement.

We are asking each town/city for the approval to place the ribbons in/or around the center of the town/city. We invite all town/city officials to be part of the event when it comes to your town/city and we also invite the police department in your town/city to be part of this wonderful event.

Our group would be thrilled if we get your blessing for this to happen in your town/city.

If you have any questions feel free to reach out. Our email address is above for contact.

Thank you in advance for all your kindness and support.

Respectfully,
MSP WIVES