

AGENDA PACKET

08/15/18 REGULAR MEETING

DOCUMENT LIST

Item 5a: No documents included

Item 6a: Section 2.3(c) of the Administrative Code of Barnstable County

Item 8a: 1) Memorandum dated August 13, 2018 to the County Commissioners from Owen Fletcher, Executive Assistant with the subject "Grounds Request from Harbor to the Bay Inc. and; 2) Letter to Jack Yunits, County Administrator, dated August 9, 2018, from Jan Peters, Administrative Assistant, Harbor to the Bay Inc. requesting permission to use the County Courthouse Parking Lot on Saturday September 15, 2018 in conjunction with the 16th Annual Harbor to the Bay Aids Benefit Bike Ride

Item 8b: No documents included

Item 8c: No documents included

Item 8d: No documents included

Item 8e: Memo dated August 15, 2018 to the County Commissioners from Julie Ferguson, Director, Resource Development Office, regarding a New Fund Creation

Item 8f: Memorandum dated August 10, 2018 to the County Commissioners from Elaine Davis, Chief Procurement Officer regarding a "Contract Renewal"

Item 8e: No documents included

AGENDA ITEM 6a

Discussion on authorizing the County Administrator to retain special counsel for issues related to County owned properties, pursuant to Section 2.3(c) of the Administrative Code of Barnstable County

The Board of County Commissioners shall appoint an Assistant County Administrator.

(d) Powers, Duties and Responsibilities

The Assistant County Administrator shall assist the County Administrator with the development of policy and procedure recommendations relating to all aspects of County government. The Assistant County Administrator acts as the County Administrator in the absence of the County Administrator. The Assistant County Administrator acts as the County Human Resources Director and advises the County Administrator and the County Commissioners on personnel matters. The Assistant County Administrator has supervisory responsibility for the Office of the County Commissioners, Dredge Department, Resource Development Department, Cape Light Compact, Human Services Department, and Children's Cove.

SECTION 2.2 Office of County Clerk 7

(a) County Clerk

The Board of County Commissioners shall appoint a County Clerk for a one-year term subject to an annual review of performance.

(b) Powers, Duties and Responsibilities

The Clerk shall be a person especially qualified by education, training and experience to perform the duties of the office. The office of the County Clerk shall coordinate and supervise all election and election related matters affecting County government with city and town clerks, boards of registrars of voters, election commissions and other local officers performing similar duties. The Clerk may, if chosen by the Assembly of Delegates, serve as Clerk of the Assembly of Delegates. The County Clerk shall have such other powers and duties as may be provided by County ordinance or the Administrative Code.

SECTION 2.3 Office of Legal Services 8

(a) Legal Services Generally

The Board of County Commissioners shall coordinate and administer legal services for all County departments, offices and agencies and may appoint a General Counsel for the County for a definite term of office to be established by the Board of County Commissioners. Retention of General or Special Counsel by a department head or employee is prohibited unless authorized by the Board of County Commissioners or County Administrator.

6 Ordinance 01-04: To amend Part 2, Section 2 of the Barnstable County Administrative Code to add and amend language for Office of County Administrator.

7 Ordinance 01-05: To amend Part 2, Section 2.2 of the Barnstable County Administrative Code to add and amend language for the County Clerk.

8 Ordinance 97-9: To change Section 2.4 (c) "Special Counsel, Coordination of Legal Services" of the Barnstable County Administrative Code by adding "(d) Counsel for the Assembly of Delegates".

(b) General Counsel

The County Counsel shall perform such duties as may be required and directed by the Board of County Commissioners to meet the general legal service need of the County including the prosecution, defense or compromise of claims, actions and proceeding to which the County is a party. The General Counsel shall prosecute actions and proceedings by direction of the Board of County Commissioners and shall generally advise County officers and agencies. The General Counsel shall have such other powers, duties and responsibilities as may be provided by County Ordinance or this Administrative Code.

(c) Special Counsel, Coordination of Legal Services

It is understood that County departments, offices and agencies may have different and unique needs for legal services and, thus, appropriations for special legal services or special counsel are expected. Nothing in this section shall limit the authority of the Board of County Commissioners to employ special counsel. In special circumstances, the Board of County Commissioners may also authorize department heads to employ special counsel. Department heads shall provide the Board of County Commissioners with estimated costs for legal services and with detailed summaries on a quarterly basis of the use and costs of legal services.

(d) Counsel for the Assembly of Delegates

Nothing in this section shall limit the authority of the Assembly of Delegates from utilizing the services of County Counsel or from employing separate counsel.

SECTION 2.4 Office of the County Sheriff, Jail and House of Corrections

(a) Mode of Selection, Term of Office

There shall be a County Sheriff elected as provided by law.

(b) Powers, Duties and Responsibilities

The County Sheriff shall have the general care and superintendency of all jails and houses of correction maintained by the County. The County Sheriff shall have all of the powers and duties which are given to county sheriffs by the general laws of the commonwealth and such other powers, duties and responsibilities as may be provided by County ordinance or this Administrative Code.

SECTION 2.5 Resource Development Office 9

(a) Department Generally

There shall be a Department of Resource Development under the direction of the Resource Development Manager.

9 Ordinance 01-11: To add to the Barnstable County Administrative Code language to establish the Resource Development Office as a department of the County.

(b) Resource Development Manager

The Board of County Commissioners shall appoint a resource development manager.

AGENDA ITEM 8a

Authorizing the approval of a grounds request from Harbor to the Bay Inc. to use the County Complex Parking Lot on September 15, 2018 in conjunction with the 16th Annual Harbor to the Bay Aids Benefit Bike Ride



BARNSTABLE COUNTY

OFFICE OF COUNTY ADMINISTRATOR
SUPERIOR COURTHOUSE
3195 MAIN STREET
P.O. BOX 427
BARNSTABLE, MASSACHUSETTS 02630

Jack T. Yunits, Jr.
County Administrator
Cell: (508) 510-1127
Office: (508) 375-6771
Fax: (508) 362-4136
Jack.yunits@barnstablecounty.org

MEMORANDUM

DATE: August 13, 2018
TO: County Commissioners
FROM: Owen Fletcher, Executive Assistant
SUBJECT: Grounds Request from Harbor to the Bay Inc.

Please authorize the approval of a grounds request from Harbor to the Bay Inc. to use the County Complex Parking Lot on September 15, 2018 in conjunction with the 16th Annual Harbor to the Bay Aids Benefit Bike Ride, subject to the County Use Policy, including yet not limited to, proof of insurance, post event clean-up, and any other provisions set forth by the Facilities Director/Assistant County Administrator

Approved:

Board of Regional Commissioners

Leo G. Cakounes, Chair

Ronald R. Beaty, Vice-Chair

Mary Pat Flynn, Commissioner

Date

Harbor to the Bay, Inc. · Box 990243 · Boston, MA 02199
Telephone: 855-422-2453 · www.harbor-to-the-bay.org

August 9, 2018

Jack Yunits, County Administrator
Barnstable County
Superior Courthouse
3195 Main Street
Barnstable, MA 02630

Dear Mr. Yunits,

I am contacting you to once again request permission to use The County Courthouse Parking Lot on Saturday September 15, 2018 in conjunction with the 16th Annual Harbor to the Bay Aids Benefit Bike Ride.

I have already received the Ride approval from the town and have the insurance certificate which is attached.

We appreciate your support in past years and look forward to working with you again this September!

Sincerely,

Jan Peters

Admin. Asst. Harbor To The Bay

AGENDA ITEM 8e

Authorizing the creation of a new fund for a cooperative agreement with the Massachusetts Service Alliance for a grant to implement and oversee the Cape Cod AmeriCorps Program, in the amount of \$357,472.00 for a period from August 15, 2018 through August 14, 2019



County of Barnstable

RESOURCE DEVELOPMENT and AMERICORPS CAPE COD

P.O. BOX 427

BARNSTABLE, MASSACHUSETTS
02630

Phone: (508) 375-6869

FAX (508) 375-6887

resourcedevelopment@barnstablecounty.org



Date: August 15, 2018

To: County Commissioners

Cc: Jack Yunits, Jr., County Administrator

From: Julie Ferguson, Director

RE: New Fund Creation

Please vote to create a new fund for a cooperative agreement with the Massachusetts Service Alliance for a grant to implement and oversee the Cape Cod AmeriCorps Program, in the amount of \$357,472.00 for a period from August 15, 2018 through August 14, 2019

Mary Pat Flynn

Leo Cakounes

Ron Beaty

AGENDA ITEM 8f

Authorizing the renewal of a contract with Housing Assistance Corporation, to administer the Barnstable County HOME Consortium's Down Payment and Closing Cost (DPCC) Program, for a period from September 21, 2018 through September 20, 2019

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

August 10, 2018

MEMORANDUM

TO: County Commissioners

FROM: Elaine Davis, Chief Procurement Officer

RE: Contract Renewal

The County issued an Invitation for Bids for a firm to administer the Barnstable County HOME Consortium's Down payment and Closing Cost (DPCC) program. The contract was awarded to Housing Assistance Corporation for one year with two one-year options to renew.

Please vote to renew the contract with Housing Assistance Corporation for one additional year under the same terms and conditions of the original bid. The term of the contract will be September 21, 2018 through September 20, 2019.

Thank you.

County Commissioners:

Ronald R. Beaty, Jr.

Mary Pat Flynn

Leo Cakounes

Date