

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At a regular meeting of the Barnstable County Board of Regional Commissioners, held in the Superior Courthouse in Barnstable, on the twenty-fifth day of July, A.D. 2018

Board Regional Commissioners:

Ronald R. Beaty	Present
Leo G. Cakounes	Present
Mary Pat Flynn	Present

Staff Present:

Jack Yunits	County Administrator
Steve Tebo	Interim Assistant County Administrator/ Facilities Department Director
Justyna Marczak	Human Resources Director
Owen Fletcher	Executive Assistant, Administration
Elaine Davis	Chief Procurement Officer
Mike Maguire	Director, Cape Cod Cooperative Extension
Shannon Jarbeau	Community Rating System & Floodplain Coordinator, Cape Cod Cooperative Extension
Bobbi Moritz	Officer, Resource Development Office
Ian Roberts	Technical Support Specialist, Information Technology
Janice O'Connell	County Clerk and Clerk of the Assembly of Delegates
Gail Coyne	Chief Fiscal Officer, Cape Cod Commission

1. Call to Order

The Chairman called the meeting to order at 10:00 A.M.

2. Pledge of Allegiance**3. Moment of Silence****4. Public Comment**

No members of the public offered comment.

5. Approval of Minutes**a. Regular Meeting of July 18, 2018**

Motion by Commissioner Beaty to approve the regular meeting minutes of July 18, 2018 as presented, 2nd by Commissioner Flynn, approved 3-0-0

Chairman Cakounes clarified that there was an error on the agenda as sent out by email. He noted that the error did not appear on the agenda officially posted on the bulletin board outside the Superior Courthouse. The agenda sent out by email indicated that the Board would act on the regular meeting minutes of July 11, 2018 rather than acting on the regular meeting minutes of July 18, 2018

6. General Business**a. Travel Report from Shannon Jarbeau, Community Rating System & Floodplain Coordinator, Cape Cod Cooperative Extension, on her travel to the Association of State Floodplain Managers Annual Conference, from June 18, 2018 through June 22, 2018 in Phoenix, Arizona**

Ms. Jarbeau reported to the Board on the benefits of the conference. She also informed the Board that Barnstable County's programs are being used as a model for other programs nationwide. She further reported on her work with Congressman Bill Keating's office to obtain more funding for the County's Community Rating System and Floodplain Programs. The Board discussed assistance for flood victims as well as national funding for those programs. Chairman Cakounes thanked Bill Clark, the former Director of the Cape Cod Cooperative Extension (CCCE), for his efforts in establishing this program. He also thanked current CCCE staff for continuing it.

b. Discussion regarding appointments to the Barnstable County Coastal Management Committee

Motion by Commissioner Beaty to appoint members to the Barnstable County Coastal Management Committee, as presented, 2nd by Commissioner Flynn, approved 3-0-0,

Chairman Cakounes detailed the reasoning behind stakeholders proposing the listed individuals. He also reported to the Board on his discussion with stakeholders regarding their requests to appoint specific individuals as members. He further noted that he spoke with Suzanne McAuliffe, Yarmouth Delegate and Speaker of the Assembly of Delegates. She requested that the Board appoint James Killion, Sandwich Delegate, to the Committee. The Board discussed the possibility of Commissioner Beaty participating in the Committee as a member. However, the Board reached a consensus that he should do so initially as a commissioner, and then the Board should later revisit the issue.

Chairman Cakounes noted that as always, each appointee should be advised that they are required to be sworn in by the County Clerk, complete any training required by the Massachusetts State Ethics Commission or State law, provide the County with any relevant certificates of completion for such testing, receive County Handbook once it is completed, and comply with the State Open Meeting Laws.

c. Discussion regarding issuing a Request for Proposals for the County Farm in the Town of Barnstable

Motion by Commissioner Beaty to approve a Request for Proposals for the lease of parcels within the County Farm property as well as instruct County staff to make all necessary suggested amendments and prepare a final document for public release, as presented, 2nd by Commissioner Flynn, approved 3-0-0

Chairman Cakounes again detailed the process of drafting the request for proposals. The Board discussed the consensus it previously reached to ask that the farm be leased in parcels rather than in its entirety. Mr. Yunits and Ms. Davis noted to the Board that County staff did not send the final copy to the Commissioners prior to the meeting to avoid violating state Procurement Laws.

d. Discussion regarding a proposed revised Barnstable County Personnel Policies and Procedures Manual, as submitted by the Human Resources Director

Motion by Commissioner Beaty to approve the proposed revised Barnstable County Personnel Policies and Procedures Manual, as submitted by the Human

Resources Director, as presented and amended, 2nd by Commissioner Flynn, approved 3-0-0

The Board reviewed the manual and detailed a series of proposed amendments to the draft. It discussed whether elected officials are, and should be, covered by the policy. Commissioner Beaty requested that the Board await a legal opinion on this issue before approving the document. Mr. Yunits and Ms. Marczak participated in the Board's discussion. Mr. Yunits noted that Massachusetts law generally would exempt elected officials from the policy's provisions unless otherwise specifically indicated in that law. Chairman Cakounes stressed that he objected to exempting elected officials from the policy due to the message it would send to County employees. He argued that because the policy could not override State Law, there was no harm in including that language as an expression of the Boards' opinion on the issue. Commissioners Beaty and Flynn would not support a proposed amendment to include elected officials in the proposed revised manual. Chairman Cakounes therefore withdrew his proposed amendment from consideration. There was a lengthy discussion regarding the County's policy on employees working from home. Ms. Marczak detailed the history of the draft process and summarized changes to the existing policy.

The Commissioner voted to include the following amendments to the policy as presented.

1. Front Page, amend date from July 1, 2018 to read August 1, 2018
2. Telecommuting Policy Appendix H, (3 amendments in this section)

Third paragraph under Telecommuting Program Criteria

- Remove in its entirety the first sentence and replace it with the following, "The Decision to approve an Employee's telecommute request or schedule shall be determined by the County Administrator, after discussions with the Human Resources Director and Department Manager, on a case by case basis."

Second Paragraph, First Bullet

- Remove in its entirety the first sentence and replace with the following, "Develop a Telecommuting agreement that must be reviewed by the Human Resources Director and approved by the County Administrator."

Second Paragraph Second Bullet

- Remove “Execute a” and replace with “The” and further down the sentence, remove the word “outlining” and replace it with “must Outline”
The new sentence should read as follows, “The “telecommuting Agreement” with employees must outline the specific....”

7. New Business – Other business not reasonably anticipated by the Chair

There was no business not reasonably anticipated by the Chair

8. Commissioners’ Actions

- a. Authorizing the creation of a new fund for Fiscal Year 2019 for a grant award from the Massachusetts Office for Victim Assistance to Children’s Cove, in the amount of \$137,600.66, for a period through June 30, 2018, for a Victim of Crime Act Award**

Motion by Commissioner Beaty to authorize the creation of a new fund for Fiscal Year 2019 for a grant award from the Massachusetts Office for Victim Assistance to Children’s Cove, in the amount of \$137,600.66, for a period through June 30, 2019, for a Victim of Crime Act Award, as presented, 2nd by Commissioner Flynn, approved 3-0-0

Ms. Moritz clarified that the period of the new fund would end in the year 2019 rather than the year 2018 as it appeared on the agenda.

- b. Authorizing the creation of a new fund for Fiscal Year 2019 for a grant award from the National Children’s Alliance to Children’s Cove, in the amount of \$7,000.00, for a period from January 1, 2018 through December 31, 2018, as a sub-award under the Quality Improvement and Accreditation Advancement State Award**

Motion by Commissioner Beaty to authorize the creation of a new fund for Fiscal Year 2019 for a grant award from the National Children’s Alliance to Children’s Cove, in the amount of \$7,000.00, for a period from January 1, 2018 through December 31, 2018, as a sub-award under the Quality Improvement and Accreditation Advancement State Award, as presented, 2nd by Commissioner Flynn, approved 3-0-0

c. Authorizing the execution of Certificates for Dissolving Septic Betterments

Chairman Cakounes noted that this item was placed on the agenda as a placeholder due to the rolling nature of processing these certificates and the need for quick approvals. No certificates were received for this meeting.

9. Commissioners' Reports

Chairman Cakounes reported that he met with representatives of the Orenda Wildlife Land Trust with Mr. Maguire and discussed compiling information on the state of wildlife, insects, and plant life on Cape Cod. He also reported that he contacted Alan Milsted, Chair of the County's Human Rights Commission, to schedule a joint meeting with the Board in August. He noted that the meeting could not occur in July because its members were unavailable.

Chairman Cakounes also reported on his attendance at Cape Cod Metropolitan Planning Organization and Barnstable County Retirement Board meetings as obligated. He further informed the Board that he planned to soon meet with an individual with that wishes to discuss the potential of County involvement in education for young (14 to 18-year-old) work force members. Finally, Chairman Cakounes spoke regarding a presentation that he, Mr. Yunits, and Mr. Tebo gave to the Barnstable Town Councilors on current County Fire Rescue Training Academy usage.

10. County Administrator and Staff Reports

Mr. Yunits discussed the recent meeting with the Barnstable Town Council as Chairman Cakounes described during his report. He also noted that online payments to the County for the Community Septic Management Loan Program were working well. Finally, he gave special thanks to all individuals who helped draft the approved revised Barnstable County Personnel Policies and Procedures Manual.

Mr. Tebo discussed proposed plans for the Board to officially thank organizations that assisted with providing County services during recent storms. He noted that the Commissioners would be asked to officially present certifications at an upcoming Barnstable County Regional Emergency Planning Committee meeting. He also spoke regarding possible opposition to dredging in the Town of Chatham.

Before adjournment, Commissioner Cakounes vented his frustration with the State Legislature's reluctance to place the County's Early Retirement Incentive Program legislation on the floor for a vote. He gave notice that he intended to comment on this issue publicly and to the press.

Commissioner Flynn reminded all that today was Barnstable Superior Court Judge Gary Nickerson's last day of work before his retirement. The entire Board gave special thanks to

him for his efforts through the years. Chairman Cakounes noted his great appreciation for Judge Nickerson's help in improving relations between the State and County.

11. Adjournment

Barnstable, ss. at 11:25 A.M. on this twenty-fifth day of July A.D. 2018, Commissioner Beaty made a motion to adjourn, 2nd by Commissioner Beaty, approved 3-0-0

List of Documents:

- Draft Minutes for the Regular Meeting of July 18, 2018
- Travel Report from Shannon Jarbeau, Community Rating System & Floodplain Coordinator, Cape Cod Cooperative Extension, on her travel to the Association of State Floodplain Managers Annual Conference, from June 18, 2018 through June 22, 2018 in Phoenix, Arizona
- Second Draft of a Request for Proposals for the lease of portions of the Barnstable County Farm property located at 3675 Main Street, Route 6A, Barnstable
- List of proposed appointees to the Barnstable County Coastal Management Committee provided to the Board and referenced by Chairman Cakounes at the Regular Meeting of July 18, 2018
- Proposed revised Barnstable County Personnel Policies and Procedures Manual
- New Fund Memo Request to the County Commissioners from Bobbi Moritz, Resource Development Office, dated July 19, 2018 with the subject: "Fund Request: FY19 – Children's Cove – VOCA grant"
- Contract for a Fiscal Year 2019 grant award from the Massachusetts Office for Victim Assistance to Children's Cove, in the amount of \$137,600.66, for a period through June 30, 2019, for a Victim of Crime Act Award
- New Fund Memo Request to the County Commissioners from Bobbi Moritz, Resource Development Office, dated July 13, 2018 with the subject "Fund Request: FY19 – National Children's Alliance (NCA)"
- Sub-awardee Cooperative Agreement for a grant award from the National Children's Alliance to Children's Cove, in the amount of \$7,000.00, for a period from January 1, 2018 through December 31, 2019, under the Quality Improvement and Accreditation Advancement State Award

Approved, Board of Regional Commissioners:



Leo G. Cakounes, Chair

Ronald R. Beaty, Vice Chair

Mary Pat Flynn, Commissioner

08/01/2018
Date

The foregoing records have been read and approved, August 1, 2018.

A true copy, attest:



Janice O'Connell, Regional Clerk