



County of Barnstable
Finance Department
Superior Court House, P.O. Box 427
Barnstable, MA 02630
508-375-6915

P.O. 20-19
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Elizabeth J Braccia
Finance Director/County Treasurer

To: County Commissioners
From: Elizabeth J Braccia, Finance Director/Treasurer
Date: August 20, 2020

Re: Emergency Management Fund

We respectfully request a transfer of \$150,000 from the General Fund (0001) Unreserved fund for the purpose of establishing an Emergency Management Fund. Said fund will be managed by our Health Director or his assignee and used specifically for expenditures associated with a declared emergency.

Emergency Management Fund	Amount
8081	\$150,000

Respectfully Submitted,

Elizabeth J Braccia



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Elizabeth J Braccia
Finance Director/County Treasurer

To: County Commissioners
From: Elizabeth J Braccia, Finance Director/Treasurer
Date: August 20, 2020

Re: Food Coordinator Position

We respectfully request a transfer of \$85,660 from the General Fund (0001) Unreserved fund for the purpose of funding a new position of a Food Coordinator in the Cooperative Extension Department.

Accounts	Amount
0012301.5100 Wages	\$ 63,000 (prorated for remainder of the FY)
0012309.5930 Employee Benefits	\$ 21,750 (Health, Life, Dental)
0012309.5984 Medicare	\$ 910
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	\$85,660

Respectfully Submitted,

Elizabeth J Braccia

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BARNSTABLE COUNTY JOB DESCRIPTION

Title: Food Access Coordinator	Classification: Barnstable County
Department: Cape Cod Cooperative Extension	Grade: SPT-4
Reports to: Director	FLSA Status: Non-Exempt
Effective Date: July 2020	Union Status: Non-represented

Summary

Professional, technical, outreach and coordination work in organizing, planning, scheduling and executing programs pertaining to food access within Barnstable County; all other related work, as required.

Supervision

Works under the administrative direction of the Director. Guidance and technical assistance provided by Extension Nutrition, Buy Fresh, and Horticulture staff with input from Barnstable County Human Services department.

Performs varied responsible professional duties, requiring considerable judgment in coordinating, planning, organizing, and delivering outreach and food related service delivery programs.

Work is performed independently with regular communication required from the Director and related Extension staff. Work is evaluated through a performance appraisal process, periodic meetings, and review of programs. Change in community need and response to food access changes may result in change in mission. Unanticipated and unusual situations are immediately reported and discussed with supervisor.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates community need as identified by food distribution entities including food pantries as well as the general public with local and regional growers and producers and state and national distribution agencies and organizations.

Responsible for linking local producers and distributors with state and federal funding opportunities to maximize efficient distribution of resources to those in need within Barnstable County.

Facilitates the distribution of food and local products to people in need in Barnstable County and provides information to funders on where best to assist in the fluctuating climate of food insecurity and access in the region.

Represents Barnstable County in public meetings, with state and community leaders and agencies to provide accurate information about local food systems. Participates in meetings with agencies, industry, government and culturally diverse groups.

Interfaces with all 15 towns to assess status of food availability and accessibility of local and other sourced food to meet the needs of their consumers.

Engages farmers and fishing communities for the purpose of food access, economic stability and linking them with consumers.



BARNSTABLE COUNTY JOB DESCRIPTION

Assists growers by identifying potential local market streams for product.

Works with other Extension and County employees regarding current work, sharing potential opportunities for collaboration and education as is needed for support and to foster future projects.

Documents activities; prepares necessary reports and maintains records; may seek sources of funding, write grants and assist in administration of grants; may undertake research projects.

Maintains personal and professional competence, attends workshops and in-service training, and participates in professional associations and development program; represents Cooperative Extension at local, State and federal levels.

Conveys findings to the County and assists in forming a framework of understanding of need and opportunity and shares this information with funders from a regional and local perspective.

Communicates, promotes and connects Supplemental Nutrition Assistance Program Education (SNAP-Ed) activities with community, complementary organizational and institutional programs supporting PSE changes.

Performs similar or related work as required, directed or the situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree required in nutrition or other related disciplines with five years of professional work experience in developing programs and teaching or counseling adults or equivalent combination of education and experience.

Knowledge Thorough knowledge of nutrition. Knowledge of program development and evaluation. Knowledge of research methods and practices. Knowledge of local food systems and government programs including their funding and function.

Ability: Ability to develop programs and curricula and teach programs to adults. Ability to develop exhibits. Ability to communicate effectively both orally and in writing. Ability to drive and interact with community members and organizations to assess food access issues on a continuing basis, as this need shifts with seasons and demographics. Flexibility to adjust schedules to accommodate day and evening meetings and programs

Skill: Excellent communication and interpersonal skills. Strong public speaking, public presentations and computer software skills. High level of organizational skills.

Required Licensing/Certification: A valid U.S. Driver's License

Job Environment

Work is generally performed in the field, in an office setting, or in a remote work setting depending on work demands and fluctuations in daily requirements and public health conditions. Frequent meetings with food producers, distributors, non-profit and public officials is expected. Occasional



BARNSTABLE COUNTY JOB DESCRIPTION

workshop or trainings will be led by position. Some exposure to adverse weather conditions during travel; work requires conducting programs and seminars in a variety of locations.

Operates computer, standard office machines, automobile and audio-visual equipment; may also use specialized tools or equipment, based on responsibilities.

Makes regular contact with public officials, private industries, and the general public. Coordination responsibilities will include contact with state and federal funding agencies, food pantries, growers, producers, town and county staff and officials, and others in the food access chain.

Errors could result in loss of program funding, delay in food access, and/or delay or loss of program services.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform most duties; must be able to drive and may occasionally be required to lift up to 30 pounds when moving exhibits and supplies used in educational programs; frequently lifts between 10 and 30 pounds. May use audio-visual equipment, frequently required to sit, talk and listen with approximately one-half time in an office setting, and one-half work time devoted to meetings, technical assistance and teaching.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer



CAPE COD CENTER FOR PUBLIC SAFETY TRAINING
FIRE TRAINING DIVISION
155 SOUTH FLINT ROCK ROAD
PO BOX 746
BARNSTABLE, MA 02630
508-771-5391

*PO
20-19
Sech. 3*

TO: Barnstable County Finance
FROM: Phil Burt
RE: County Match
DATE: 8/19/20

The Town of Provincetown Fire Department, in coordination with the Cape Cod Center for Public Safety Training – formerly the Barnstable County Fire Training Academy – was awarded a \$636,363 grant from the FY19 Assistance to Firefighters Grant (AFG) program. The application was filed as a “Regional Request” under FEMA’s AFG program with the Provincetown Fire Department serving as the host agency for the grant. The funds will be utilized to purchase a new fire training asset – a pre-fabricated propane burn unit to support regional fire training programs for Barnstable County fire departments. As part of the grant application, Barnstable County provides \$63,637 in matching funds to support the purchase of this regional training tool.



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Sept 4

Elizabeth J Braccia
Finance Director/County Treasurer

To: County Commissioners
From: Elizabeth J Braccia, Finance Director/Treasurer
Date: August 20, 2020

Re: MSW Funding

We respectfully request a transfer of \$150,000 from the General Fund (0001) Unreserved fund for the purpose of funding the Solid Waste and Recycling Study.

Accounts	Amount
0012302.5239	\$ 150,000

Respectfully Submitted,

Elizabeth J Braccia