



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157
<https://carrollcountymd.gov>

Open Session

~ Voting Record ~

Admin

Thursday, June 20, 2019

10:00 AM

County Office Building Rm 311

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Stephen Wantz	Board of Carroll County Commissioners	President	Absent	
Ed Rothstein	Board of Carroll County Commissioners	Vice-President	Present	
Richard Weaver	Board of Carroll County Commissioners	2nd Vice-President	Present	
Dennis Frazier	Board of Carroll County Commissioners	Commissioner	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

II. Priority Carroll

III. Briefing/Discussion/Possible Decision~Request Approval to Submit Grant Application and accept Grant Award FY2020 VAWA ~ State's Attorney's Office

The Special Victims Unit of the Carroll County States Attorney's Office addresses the challenges of prosecuting domestic violence (DV) and sexual crimes and working with victims of those crimes. This specialized unit includes three prosecutors and an advocate who aggressively prosecute domestic violence and sexual assault cases, shifting the focus of these crimes from victim responsibility for prosecution to offender accountability. The Unit holds perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Training is another priority of the Unit with training taking place for the unit's prosecutors in the specialized areas of domestic violence and sexual assault, as well as continued training of law enforcement.

The VAWA grant supports the salary of the DV prosecutor which opened 398 DV cases in 2018.

The County provides the required match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

Projected Budget	10/1/19 to 9/30/20			
Position	Grant Funds*	County Cash Match**	Total	
DV Prosecutor Salary	\$55,453	\$31,573	\$87,026	
DV Prosecutor Benefits	\$0	\$48,347	\$48,347	
Total	\$55,453	\$79,920	\$135,373	

* GOCCP has limited the grant request to the FY 2019 award which was \$55,453. Please note, if this grant is not approved, the State's Attorney's office will ask the Board of Commissioners to fully fund the DV Prosecutor position.

**County Cash Match is already budgeted

- 1. **Motion To:** approve the submission of the FY 2020 VAWA grant application and acceptance of the award.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

IV. Briefing/Discussion/Decision Bid Approval ~ Work Order and Asset Management Software

The Bureau of Facilities current work order management system is antiquated resulting in lost productivity and efficiency. The Bureau currently passes paperwork along from employee to employee with data being added along the way. Upon completion the information is then entered in a data file for future reference. While the information is stored it is not in a format that is conducive to creating a highly productive outcome when needed for future reference or reporting. This deficiency leads to field staff and management delays in all areas of the operation.

- 1. **Motion To:** award the contract for the purchase of a work order and asset management software system to Dude Solutions in the amount of \$31,163.25.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

V. Briefing/Discussion/Decision Bid Approval ~ Facility Condition Assessment

The Bureau of Purchasing in cooperation with the Department of Public Works requests your approval to contract with Dude Solutions (Cary, NC) to perform a facility condition assessment in the amount of \$125,729.22. This contract will be awarded off the Sourcewell national purchasing cooperative contract which was competitively bid. This amount is within the adopted budget and no additional funds will be necessary.

Dude Solutions is a cloud-based tool to efficiently process work orders, create preventative maintenance schedules, reduce costs, reduce lost time and provide staff a system to effectively and efficiently perform work on the 40 plus buildings and other properties throughout the county. The system also provides an asset management tool which allows staff to recognize deficiencies within our buildings systems and provides them the reporting needed to develop short and long term maintenance, repair and replacement plans. The second phase of this project is to perform facility

condition assessments at all county buildings. Data will be collected at each site and entered in the database by the vendor. This information will allow facilities to better identify deficiencies and plan for future needs.

- 1. **Motion To:** award the contract for the facility condition assessment to Dude Solutions in the amount of \$125,729.22.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Dennis Frazier, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

VI. Briefing/Discussion/Decision Bid Approval ~ SeeClickFix Software Purchase

The Bureau of Purchasing in cooperation with the Department of Public Works requests your approval to award the purchase and integration of the SeeClickFix Software to SeeClickFix, Inc. (New Haven, CT) in the amount of \$82,500. This is a three (3) year agreement at \$27,500 annually and will be from a contract which was competitively bid by Virginia Beach, VA. This amount is within the adopted budget and no additional funds will be necessary.

It was identified that the county has no standardize documentation procedures for issues between departments and other agencies. County employees handling citizen concerns related to infrastructure and abatement issues would use SeeClickFix for both public and inter-departmental communications if implemented.

SeeClickFix can be used as both a mobile app and web compatible tool that lets citizens report issues in real time. This will simplify and consolidate internal communication by reducing calls, email, spreadsheets, sticky notes, etc.

No additional positions or equipment are needed. Public Works staff recommended integration of SeeClickFix with two (2) other programs currently being used by county staff, Accela and Cityworks, to help maximize efficiency in responding to citizens. Technology Services staff would need to establish a webpage link to SeeClickFix and integrate SeeClickFix with applicable existing Accela Enforcement Module and City Works data fields,

A 3-year agreement with SeeClickFix is more cost efficient with regard to the integration.

- 1. **Motion To:** award the purchase and integration of the eSeeClickFix Software to SeeClickFix, Inc. in the amount of \$82,500.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Dennis Frazier, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

VII. Briefing/Discussion/Decision Request Approval to Submit Application & Award Acceptance Level One Screen Funding

Maryland's Community Options Waiver Registry currently has approximately 21,000 individuals waiting to apply for services. In the fall of 2019, Maryland Department of Health will begin prioritizing the Waiver Registry to ensure individuals with the highest level of need are able to access services of the Community Options Waiver. Individuals on the Waiver Registry must complete a Level 1 Screen in order to be given a ranking score and placed on the Registry. Funding will be utilized to support a temporary increase in staffing hours to handle the larger volume of individuals who will contact Area Agencies on Aging to complete a Level 1 Screen.

FY2020 Level 1 Screen Budget

Staffing	\$11,586.07
Total Grant Award	\$11,586.07
County funds	\$0
Total Program	\$11,586.07

- Motion To:** approve the Level 1 Screen grant submission and acceptance of the award.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

VIII. Briefing/Discussion/Decision Request Approval to Submit Application & Award Acceptance Nursing Facility Program Education FFP Matching Funding

The Nursing Facility Program Education (NFPE) is funded through Medicaid Administrative Federal Financial Participation (FFP). This grant was formally known as Money Follows the Person or MFP. The purpose of the grant is to ensure that individuals residing in nursing homes are aware of services and financial supports, available to assist them to return to the community in a less restrictive environment. The Bureau of Aging & Disabilities (BOAD) receives referrals for individuals residing in long term care facilities that have voiced a desire to return to the community. The designated BOAD staff member schedules and provides in person options counseling, and if desired, assists the individual with making application for the corresponding Home and Community Based Waiver.

The NFPE is an activity that Medicaid has designated for reimbursement through Federal Financial Participation.

FY2020 Nursing Facility Program Education FFP Matching Budget

Staffing	\$6,480.60
Total Grant Award	\$6,480.60
County funds	\$0
Total Program	\$6,480.60

- Motion To:** approve the Nursing Facility Program Education FFP Matching Funding grant submission and acceptance of the award.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

IX. Briefing/Discussion/Decision Request Approval for Public Safety Director to Execute FY2020 Motorola Solutions Agreement or County's Emergency Communications System

The multiple components of the County's Emergency Communications System are covered by a Maintenance, Support, and Upkeep Agreement with Motorola Solutions, requiring annual renewal. The agreement proposed for FY2020 includes, among other features, 24 x 7 x 365 support of the County's 800 MHz radio system infrastructure, microwave network, as well as VHF paging system. The proposed agreement also includes continuous upgrades of the 800 MHz radio systems operating software to ensure the system remains current. The full cost of the proposed Agreement (\$1,051,053.10) is included in the Approved FY2020 Budget, thus no additional monies are needed in order to proceed. However, due to the value of the proposed transaction, Board of County Commissioners' concurrence is required. Accordingly, I respectfully request authorization to execute the Proposed Agreement, as presented.

- Motion To:** authorize the Director of Public Safety to execute the FY2020 Agreement with Motorola Solutions, as proposed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

X. Briefing/Discussion/Decision Request Approval for Public Safety Director to Execute FY2020 Motorola Solutions Agreement for Central Maryland Area Radio Communications regional radio system

On June 15, 2006, Carroll County entered into an agreement to contribute annually towards the cost of the support, maintenance, & upkeep of the CMARC regional radio system. The cost of this annual

contribution (\$65,000 for FY2020) is the same for each member jurisdiction of CMARC. This annual expense was anticipated, thus full funding for same is included in the County's Approved Budget for FY2020. As the dollar value of this expenditure exceeds my delegated signatory authority, Board of County Commissioner authorization is required in order for me to approve payment.

- Motion To:** authorize the Director of Public Safety to execute the referenced FY2020 Agreement with Motorola Solutions and approve payment of the resulting invoice, as proposed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XI. Briefing/Discussion/Decision Bid Approval ~ Carroll County Public Network Maintenance Contract

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the Carroll County Public Network maintenance contract to Skyline Technology Solutions in the amount of \$82,099.49 . This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase. The maintenance covers all the edge devices on the county fiber network. The money is in the Fiber Operating Budget. This amount is within the adopted FY20 budget and no additional funds are necessary.

The original cost of the equipment was \$1,073,550. The maintenance cost of the equipment is \$82,099.49. The maintenance cost is approximately 7.6% of the original purchase price. It is well below the industry standard of 15-20%.

- Motion To:** approve the maintenance contract for the Carroll County Public Network equipment for \$82,099.49.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Dennis Frazier, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XII. Briefing/Discussion/Decision Bid Approval ~ CourtSmart Support Services

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with CourtSmart for Digital Recording Systems Support Services in the amount of \$36,444.82. This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase.

- CourtSmart is Carroll County Circuit Court's digital recording system. CourtSmart is in use in every District Court, as well as the majority of Circuit Courts in the State of Maryland.

2. The existing support services agreement ends June 2019.
3. The support service is funded under the adopted FY20 budget and no additional funds will be necessary.

1. **Motion To:** award the contract for the Digital Recording Systems Support Services to CourtSmart in the amount of \$36,444.82.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Dennis Frazier, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XIII. Briefing/Discussion/Decision Bid Approval ~ Microsoft Engineering & Consulting Services

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval for the purchase of Microsoft Engineering and Consulting Services to Computer Discount Warehouse (CDW) in the amount of \$33,750. This purchase was made off of a state contract that was competitively bid. This amount is within the FY19 budget and no additional funds will be necessary.

1. Microsoft Exchange engineering and consulting services
2. Scheduled maintenance
3. Small installation projects

1. **Motion To:** approve the purchase for Microsoft Engineering and Consulting Services in the amount of \$33,750.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XIV. Briefing/Discussion/Decision Bid Approval ~ Annual Renewal of Maintenance & Support for the Mitchell Humphrey Financial Management System

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with Mitchell Humphrey Financial Management System for service and maintenance support in the amount of \$56,940.00. This will allow for the renewal of the current term contract through July 8, 2020. This is a sole source purchase.

1. FMS is used by every department to track and manage expenditures and is used for all County Government financial accounting functions.

2. The existing service agreement ends in July 2019.
3. Funded under the Adopted FY20 budget and no additional funds will be necessary.

1. **Motion To:** approve the annual maintenance and support for the Mitchell Humphrey Financial Management System (FMS) for \$56,940.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XV. Briefing/Discussion/Decision Bid Approval ~ Annual Renewal of Maintenance, Enhancement & Support for Community Service Point

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with WellSky Corporation for maintenance, enhancement and support for Community Service Point in the amount of \$28,650.00. This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase.

1. Funded under the adopted FY20 budget and no additional funds will be necessary.
2. Community Service Point is a web-based data collection tool produced by WellSky Corporation, formerly known as Bowman Systems LLC. It is used as the Homeless Management Information System to document and analyze the extent of homelessness in Carroll County and the effectiveness of programs that serve the homeless. Carroll County must maintain this capability to be eligible to receive related HUD grant awards.
3. Contract includes one hundred twenty-six (126) licenses

1. **Motion To:** Concurrence for the purchase of annual maintenance, enhancement, and support of the Community Service Point software for \$28,650.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz

XVI. Public Comment

XVII. Administrative Session ~ Open

XVIII. Adoption of Closed Minutes Summary

Upon motion of Commissioner Weaver second by Commissioner Bouchat the Board (Commissioners Wantz, Rothstein, Weaver, and Bouchat) voted to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(3), on June 13, 2019 at 12:30 PM with Roberta Windham, County Administrator; Tim Burke, County Attorney; and Jeff Degitz, Director of Recreation and Parks to discuss acquisition of land for future park.

1. **Motion To:** adopt closed minutes for Land Acquisition from June 13, 2019

RESULT:	ADOPTED [3 TO 0]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Ed Rothstein, Richard Weaver, Eric Bouchat
ABSTAIN:	Dennis Frazier
ABSENT:	Stephen Wantz

XIX. Adjournment

1. **Motion To:** adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Ed Rothstein, Richard Weaver, Dennis Frazier, Eric Bouchat
ABSENT:	Stephen Wantz