

Board of County Commissioners

Stephen A. Wantz, *President*
C. Richard Weaver, *Vice President*
Dennis E. Frazier, *Secretary*
J. Douglas Howard
Richard S. Rothschild



Carroll County Government

225 North Center Street
Westminster, Maryland 21157
410-386-2043; 1-888-302-8978
fax 410-386-2485
MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of April 11, 2016

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ April 11, 2016

Tuesday ~ April 12, 2016

8:00 a.m. *Shock Trauma Center Board of Visitors Meeting
Baltimore, Maryland
Commissioner Wantz*

9:00 a.m. Board of County Commissioners Closed Administrative Session

10:00 a.m. Board of County Commissioners Open Session
County Office Building ~ Reagan Room

Positively Carroll

Item 1

Discussion/Possible Decision
Public Comment will be taken during the Public Hearing
[Public Hearing ~ FY 2016 Streamlined Annual Plan](#)
Department of Citizen Services ~ Ms. Christine Kay

Item 2

Public Comment on this item
Briefing/Discussion
[Communications Office](#)
Department of Human Resources ~ Ms. Kim Frock

Tuesday ~ April 12, 2016 (Continued)

Item 3

Commissioners' Budget Deliberations
Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

1:30 p.m. Board of County Commissioners Open Session
County Office Building ~ Reagan Room

Item 4

Commissioners' Budget Deliberations
Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

Wednesday ~ April 13, 2016

2:30 p.m. Carroll County Board of Education Meeting
B.O.E. Boardroom ~ Westminster, Maryland
Commissioner Rothschild

Thursday ~ April 14, 2016

9:30 a.m. Board of County Commissioners Open Session
County Office Building ~ Reagan Room

Positively Carroll

Item 1

Public Comment on this item
Discussion/Possible Decision
[Request Approval to Accept the FY16 Conflict Resolution](#)
Project Grant Award
Carroll County Circuit Court ~ Judge J. Barry Hughes
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ April 14, 2016 (Continued)

Item 2

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval of Grant Application Submission
[FY2017 JJAC \(Adventure Diversion Program\)](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval of Veteran's Advisory Council Grant Award](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit Grant Application to
[HUD ~ Family Self-Sufficiency Program](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Commissioners' Budget Deliberations
Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

1:30 p.m. Board of County Commissioners Open Session
County Office Building ~ Reagan Room

Item 5

Discussion/Possible Decision
Consideration of Repeal
Resolution Requiring Super Majority for Tax Increases
Department of the County Attorney ~ Mr. Tim Burke

Thursday ~ April 14, 2016 (Continued)

Item 6

Commissioners' Budget Deliberations
Department of Management & Budget ~ Mr. Ted Zaleski

2-1/2 hours

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

2:00 p.m. ~ *West End Place Open House*
7:00 p.m. *Westminster, Maryland*
Commissioner Frazier

5:00 p.m. *Historical Society of Carroll County White Glove Premier Event*
Westminster, Maryland
Commissioners Wantz, Frazier & Howard

6:00 p.m. *Cooperative for Senior Advocacy Meeting*
Hampstead, Maryland
Commissioner Weaver

Friday ~ April 15, 2016

12:00 p.m. *2016 Volunteer Recognition Ceremony*
Mt. Airy Senior Center ~ Mt. Airy, Maryland
Commissioner Rothschild

6:30 p.m. *Elementary School Battle of the Books Bell Ringer*
Westminster High School ~ Westminster, Maryland
Commissioner Frazier

Saturday ~ April 16, 2016

6:00 p.m. *Lifebridge Magic of Life Gala*
Baltimore, Maryland
Commissioner Howard

6:00 p.m. *R. Adams Cowley Shock Trauma Center Gala*
Baltimore, Maryland
Commissioner Wantz

Sunday ~ April 17, 2016

8:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Wantz

****Upcoming Budget Sessions****

4/19/16, 4/21/16 & 4/26/16 *Commissioners’ Budget Deliberations*
4/28/16 *Proposed Budget News Conference* *10:00a .m.*

Community Budget Meetings

4/28/16 *(Westminster) County Office Bldg.-Reagan Room* *7:00 p.m.*
5/2/16 *Eldersburg Branch Library* *7:00 p.m.*
5/3/16 *Mt. Airy Branch Library* *7:00 p.m.*
5/9/16 *Taneytown Branch Library* *7:00 p.m.*
5/10/16 *North Carroll Branch Library* *7:00 p.m.*

Budget Public Hearing

5/12/16 *Scott Center ~ Carroll Community College* *7:00 p.m.*

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

CARROLL COUNTY
a great place to live, a great place to work, a great place to play

DEPARTMENT OF CITIZEN SERVICES
BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT
STAFF TIME WITH BOARD OF COUNTY COMMISSIONERS

April 12, 2016
EXECUTIVE SUMMARY

Purpose:

Public Hearing for the Consideration of the Streamlined Annual Plan for Fiscal Year 2016 for the Carroll County Bureau of Housing, which has been displayed for public comment for a 45-day period based on Federal Regulation 24 CFR 903 and to be submitted for approval to the Department of Housing and Urban Development (HUD).

Background of the Issue:

The Board of County Commissioners has acted as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) “Resident Advisory Board” throughout the existence of the County’s Section 8 housing assistance program. For that reason the Commissioners, or their designees, have signed documentation required by the Department of Housing and Urban Development (HUD) for various authorization pertaining to the program. The document under consideration is the streamlined version of the Annual Plan for our Housing Authority. Carroll County Bureau of Housing is in the second year of its 5 year plan (2015 – 2019). The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers and 524 Tenant Based Rental Assistance Vouchers for 649 total Housing Assistance Vouchers.

The FY 16 Annual Plan lists one change to allow a pilot program 10-20 of the regular tenant based rental vouchers to have a specialized preference as a pilot program. The vouchers will be designated for homeless families being assisted through the Substance Abuse and Mental Health Administration that meet the requirements established and verified by the Carroll County Health Department. As mentioned, this is a pilot program that will run for the three years and will be reevaluated at the end of this time period to determine if it will be continued, enhanced or discontinued.

There are no County funds utilized for the Section 8 Housing Assistance Program and there are no stipulations in the plan or funding streams that require the County to be liable.

The Board gave approval on February 23, 2016 for the 45 day review. To date there has been one comment submitted. (see attached)

Action Requested by the Board:

I move that the Board of Commissioners closes the public hearing and approve the Streamlined Annual Plan for Fiscal Year 2016 be submitted to HUD.

To Danielle M. Yates, Acting Deputy Director,

I am writing to express my thoughts on the housing vouchers being extended to behavioral issues like substance abuse disorder. As someone who has worked closely with people in early recovery from addictions in my previous role as a sober home owner until now as the Carroll County States Attorney's Drug Treatment & Education Liaison, I feel this is a much needed gap to fill.

Part of the process of recovery is being self-supporting and cleaning up our past mistakes to include financial amends. When an individual goes through inpatient treatment and then has moved on to a sober living home or just a safe place to live with family or friends, a vital next step is finding a place to call home.

Having a "leg up" is crucial for the recovering person to focus on recovery and to work without wondering if they can afford food and shelter. This gives them the opportunity to secure a home and build a strong foundation in recovery which, in turn, develops responsibilities to everyday living.

A person in long-term recovery is an asset to our community for many reasons. To name a few, they become tax paying citizens, voting members in our community, and they set examples to others that recovery is possible. The future of our County is better in the long run with early assistance to behavioral health issues.

Gratefully,

Tim Weber

Drug Treatment & Education Liaison

Carroll County States Attorney's Office

DEPARTMENT OF HUMAN RESOURCES

Briefing Paper

April 12, 2016

ISSUE:

On March 8, 2016 the Board of Commissioners discussed re-establishing a Communications Office to consolidate public information and marketing initiatives into one area.

BACKGROUND:

Carroll County Government maintained an on-going Communications/Public Information Office through 2010. This unit reported directly to the Executive Assistant/Chief of Staff. In 2010 as part of an organizational restructure the Communications/Public Information Office was eliminated and staff transferred to other departments.

Upon reviewing current public information/marketing focus classifications, 8 were identified as potential staffing for the Communications Office.

Potential cost for these movements is revenue neutral to approximately \$5,000.

Desired Action:

No desired action – informational presentation

Attendees: Kimberly L. Frock, Director, Human Resources

GRANT AWARD BRIEFING

4/14/16

Program Title: FY 2016 Mediation and Conflict Resolution Office (MACRO)

Grant Title/Funder: Small Conflict Resolution Project Grant/Administrative Office of the Courts

Grant Period: upon award – June 30, 2016

Department/Agency: Circuit Court/Family Law Administration

Due Date: ASAP

Background: The Family Law Administration assists the Courts, litigants, and attorneys handle domestic matters relating to families and children. Their services include self-help information - both legal and non-legal, free limited legal assistance at the Family Advice Clinic, mediation and visitation services coordination, assistance in domestic violence or emergency evaluation matters, case tracking and management, as well as referrals to other agencies. This Department was created to ensure that court cases are handled in a way that has a positive effect on the families involved and so the best possible results are achieved for each family.

Impact: The award supports four initiatives:

- Mediator training on use of agreement in child access cases
- Staff training on the use of mediation in child access and marital property cases
- Symposium to establish best practice for Guardianship mediation
- Group membership in AFCC (Association for Family and Conciliation Courts)

Budget

Grant Award	\$4,533
Training/Membership/Seminars	
County Cash Match	\$0.00
Total Program	\$4,533

Staff Recommended Motion: I move that the Board of Commissioners accept the FY16 Small Conflict Resolution Project Grant Award.

Attending:

Powel Welliver, Family Law Administration, 410-386-2401

Debby Standiford, Grants Office, 410-386-2212

DECISION TO ACCEPT GRANT APPLICATION BRIEFING
4/14/16

Program Title: FY 17 Adventure Diversion Program
Grant Title/Funder: Federal Title II Formula Grant (JJAC – Juvenile Justice Advisory Committee)/Governor’s Office of Crime Control and Prevention (GOCCP)
Department/Agency: Citizen Services/Local Management Board
Due Date: April 20, 2016

Background:

The Carroll County Local Management Board (CCLMB) is requesting approval of Federal Title II Formula Grant (JJAC – Juvenile Justice Advisory Committee) application for the Adventure Diversion Program (ADP). This formula grant is federal U.S. Department of Justice Program funding that is passed through to the Governor’s Office of Crime Control and Prevention. The Local Management Board has been the grant applicant for ADP since the program started in Carroll County in 2007. ADP is a partnership between Carroll County Youth Service Bureau, Carroll County Department of Juvenile Services, Carroll County Local Management Board and the Boy Scouts of America.

Program:

ADP is a mandatory supervised program that provides 12 to 20 hours per week of experiential learning, conflict resolution and pro-social skill development, blended with outdoor activities. The purpose of ADP is two-fold: to hold youth accountable for violating the law, and to improve skills and experiences that will change behaviors and prevent them from violating the law in the future. Referred by the Carroll County Department of Juvenile Services, up to 30 male and female youth attend for up to 90 days. The program holds juveniles accountable for violating probation, serves as an alternative to detention and strives to minimize court involvement. The Adventure Diversion Program has been classified by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) as a Best Practice Model for Deinstitutionalization of Status Offenders.

FY 17 Application Budget

Grant Request	\$22,312
Cash Match (MD Department of Juvenile Services)	\$57,000
County Cash Match	\$0.00
Total Match	\$57,000
Total Program	\$79,312

Staff Recommended Motion:

I move that the Board of Commissioners approves the application for submission of the FY 2017 Federal Title II Formula Grant (JJAC – Juvenile Justice Advisory Committee).

Attending:

Christine Kay, Citizen Services/LMB
Vince C. Pacelli, Citizen Services/LMB
Chris Pearce, Youth Services Bureau
Debby Standiford, Grants Office

GRANT AWARD BRIEFING

4/14/16

Program Title: Veterans Services Grant

Funder: Kahlert Foundation passed through
Carroll County Department of Social Services (CCDSS)

Grant Period: 5/1/16 - 4/30/17

Department/Agency: Citizen Services/Veterans Services Program of Carroll County

Due Date: 4/15/16

Program: The Kahlert Foundation has awarded, through the Carroll County Department of Social Services, a grant to provide additional case management and financial resources for Carroll County veterans who are in need. The work will be coordinated through the Veterans Services Program of Carroll County and the Veteran’s Advisory Council.

After veterans are screened and their need is verified by the case manager, they will be eligible to receive up to \$300 to assist with housing, emergency needs such as auto repairs, or job training and educational opportunities. The maximum benefit per veteran is capped at \$300 – exceptions to this cap will be reviewed on a case-by-case basis.

Impact: The grant will enable Citizen Services to hire a part time case manager in the Veteran’s Services Program and to assist approximately 100 Carroll County veterans with housing, emergencies, and job training.

Budget

Part Time Case Manager	\$25,000
Veterans’ Fund	\$30,000
Grant Award	\$55,000
County Cash Match	0
Total Program	\$55,000

Staff Recommended Motion: I move that the Board of Commissioners accepts the Veteran Services Grant Award.

Attending:
Christine Kay, Citizen Services
Gina Valentine, Bureau of Aging and Disabilities
Frank Valenti, CCDSS and Veteran’s Advisory Council
Debby Standiford, Grants Office

DECISION TO ACCEPT GRANT APPLICATION BRIEFING
4/14/16

Program Title: FFY 2016 Family Self-Sufficiency Program

Grant Title/Funder: Family Self-Sufficiency Program/Department of Housing and Urban Development (HUD)

Department/Agency: Citizen Services/Bureau of Housing

Due Date: April 20, 2016

Summary: The U. S. Department of Housing and Urban Development is accepting requests for FFY2016 funding for the Housing Choice Voucher Family Self-Sufficiency (FSS) Coordinator position. The Department of Citizen Services has operated a FSS program for the past 20 years with HUD funds. The Coordinator position is required in order to participate in the FSS Program.

Background: The Family Self-Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary Program is designed to assist residents, who are receiving Section 8 rental assistance, to become more economically self-sufficient by providing supportive services. Partnerships with outside agencies are utilized to meet the participant’s specific needs in the supportive process.

By means of a thorough assessment, eligible families establish goals and sign a five year contract. Goals may include furthering their education, attending job training, repairing credit problems, or attending housing counseling programs. The Coordinator refers Participants to services that will help improve their education, job skills, and family life. As their income increases, their portion of the rent under Section 8 increases. An amount that matches the increased portion is taken out of the Housing Assistance Payment (HAP) account and deposited into an escrow account as an added incentive to complete their contract goals. The escrow amount is disbursed upon successful completion of the contract.

In the target period of the grant, there were **33** families under a FSS contract with **24** having a positive balance in their escrow account. When they complete their contract, participants are encouraged to use their escrow accounts for activities that enhance their self-sufficiency as in reliable transportation, paying off debt, or putting a down payment on a home.

FSS Budget

	Expenses	Source of Funds
FSS Coordinator Salary and Benefits	\$38,980 (Salary) \$29,380 (Benefits) \$68,360 (Total)	
HUD Funding for FSS Coordinators (this application)		\$54,078
HUD Local Administrative Fees		\$14,282
County Match		0
Total		\$68,360

Staff Recommended Motion:

I move that the Board of Commissioners approves the application for submission of the FFY 2016 Family Self-Sufficiency Program Grant.

Attending:

Christine Kay, Citizen Services

Danielle Yates, Citizen Services

Deborah Standiford, Grants Office