

**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 August 29, 2016**

**Revision 1 dated August 31, 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 ~ August 29, 2016**

7:00 p.m. *Commissioner Weaver's Town Meeting  
Hampstead Fire Department ~ Hampstead, Maryland  
Commissioners Weaver & Wantz*

**Tuesday ~ August 30, 2016**

6:00 p.m. *U.S. Postal Service Public Meeting regarding  
Potential Finksburg Post Office Relocation  
Finksburg Branch Library ~ Finksburg, Maryland  
Commissioner Weaver*

**Wednesday ~ August 31, 2016**

6:00 p.m. *Planning & Zoning Commission Work Session  
County Office Building ~ Reagan Room  
Commissioners Weaver & Howard*

**Thursday ~ September 1, 2016**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting  
Baughner's Restaurant ~ Westminster, Maryland  
Commissioners Weaver & Frazier*

**Thursday ~ September 1, 2016 (Continued)**

**10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval of Operating Budget Resolutions](#)  
O-16.07, O-16.08, O-16.09 and  
Capital Budget Resolution C-16.06  
Year End Adjustments  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
Bid Approval ~ Carroll County Farm Museum  
[Wooden Shake Roof Replacement](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ One New Crew Cab Stake Body Truck](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Two New Ford Transit Vans](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Storm Drain Lining Repair](#) at  
Three Locations  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ September 1, 2016 (Continued)**

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Sykesville Freedom Sewer Study](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 7**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Annual Fire Extinguisher](#)  
Inspection, Certification and Maintenance  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 8**

~~Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Support Services for HP3000 Computer System](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers~~

**Item 9**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Playground Equipment](#) for  
Krimgold Park  
Department of Recreation & Parks ~ Mr. Jeff Degitz  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 10**

Public Comment on this item  
Briefing/Discussion/Decision  
[2016 Emergency Management Performance](#)  
Grant Award  
Department of Public Safety ~ Mr. Scott Campbell  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 11**

Public Comment on this item  
Briefing/Discussion/Decision  
[2016 State Homeland Security Program](#)  
Grant Award  
Department of Public Safety ~ Mr. Scott Campbell  
Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ September 1, 2016 (Continued)**

**Item 12**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval for the Acceptance of the  
[FY2017 Senior Assisted Living Group Home](#)  
Subsidy Grant Award  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 13**

Public Comment on this item  
Briefing/Discussion  
[2017 Health & Dental Insurance Employee Premium Rates](#)  
Department of Human Resources ~ Ms. Kim Frock

**Item 14**

Public Comment on this item  
Discussion of Legislative Proposals

**Public Comment**

Approval/Adoption of Minutes

CLOSED ~ Land Acquisition

**\*\*Closed Administrative Session immediately following Closed Land Acquisition item.**

*7:00 p.m. Commissioner Wantz's Town Hall Meeting  
Taneytown Senior Center ~ Taneytown, Maryland  
Commissioner Wantz*

**Friday ~ September 2, 2016**

*6:00 p.m. Maryland Police Training Commission Graduation Ceremony  
Sykesville, Maryland  
Commissioners Wantz, Weaver & Frazier*

**Saturday ~ September 3, 2016**

**Sunday ~ September 4, 2016**

9:05 a.m.      “The Commissioners’ Report” – WTTR  
Commissioner Wantz

**\*\* Upcoming Events\*\***

9/5/16                      *County Offices Closed in observance of Labor Day*

9/15/16                      *Joint Commissioners/Delegation Meeting*                      *2:00 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 Management and Budget**  
**Briefing Paper**  
**September 1, 2016**

**Issue:           FY 16 Year-End Adjustments**

**Background:**

- Each year, in connection with closing the books and the outside audit, variance between actual and budgeted expenditures in the general fund are identified.
- Adjustments can be made from the Reserve for Contingency or between agencies.
- Attached are the adjustments needed to meet the criteria for closing the books and the outside audit.

**Staff Recommended Motion: I move that the Board of County Commissioners approve the year-end adjustments included in resolution numbers:**

- **O-16.07**
- **O-16.08**
- **O-16.09**
- **C-16.06**

DATE: August 22, 2016

TO: The Carroll County Board of Commissioners

RE: Carroll County Farm Museum Wooden Shake Roof Replacement

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Facilities request your concurrence to award Flynn Mid-Atlantic LP, the project to repair and replace as required the wooden shake shingles on the General Store, the Octagon Pavilion and the Small Pavilion. This purchase is to provide all the necessary labor and materials to make all repairs and/or replacements as required.

Received Budget Approval: Yes

This is within the project budget and no additional funds will be needed.

FlynnMid-Atlantic	Linthicum, MD	\$32,667.00
Fichtner Services	Odenton, MD	\$35,275.00
Fitzgerald Heavy Equipment	Thurmont, MD	\$63,547.71

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for roofing repairs at the Farm Museum to Flynn Mid-Atlantic in the amount of \$32,667.00.

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Bureau of Purchasing Date

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Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				





DATE: August 16, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Two (2) New Ford Transit Vans  
 Bid 94-F-2-16/17

**Executive Summary:**

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Fleet Management) requests your approval to award the purchase of two (2) new Ford Transit vans to Apple Ford (Columbia, MD) in the amount of \$63,762 (\$31,881/van). This price was established through the State of Maryland contract which was competitively bid. The vans will be used by the Bureau of Facilities for general maintenance. This cost is within the project budget and no additional funds are necessary.

Received Budget Approval: X Yes      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Department of Public Works.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of two (2) new Ford Transit vans to Apple Ford in the amount of \$63,762.

\_\_\_\_\_  
 Bureau of Purchasing Date

\_\_\_\_\_  
 Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied

Comments: -  
 \_\_\_\_\_

Action Taken:  Accepted    Denied    Other:  
 \_\_\_\_\_

DATE: August 16, 2016  
TO: The Carroll County Board of Commissioners  
RE: Storm Drain Lining Repair at Three (3) Locations

**EXECUTIVE SUMMARY:**

The Department of Public Works (Bureau of Roads Operations) in cooperation with the Bureau of Purchasing recommends award for the contractor services to perform storm drain lining repair at three (3) locations to Pleasants Construction (Clarksburg, MD) in the amount of \$156,700. This is utilizing a term contract which was competitively bid and awarded. This amount is within the project budget and no additional funds will be necessary.

History

This is a planned project that includes the installation of Cured in Place Piping and metal piping on Jermar Drive in Sylvan Park for \$75,900, Cured in Place Piping and metal piping on Wilton Court in Cambridge Estates for \$53,600 and Cured in Place Piping and metal piping on Shenandoah Drive in Streamwood for \$27,200.

Received Budget Approval: X Yes                      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Public Works.

**Staff Recommended Motion:** I move that the Board of Commissioners award the contract for storm drain lining repair to Pleasants Construction in the amount of \$156,700.

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Bureau of Purchasing Date

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Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
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_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				

DATE: August 16, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Sykesville Freedom Sewer Study  
 Bid 74-F-4-15/16

**EXECUTIVE SUMMARY:**

The Department of Public Works (Bureau of Utilities) in cooperation with the Bureau of Purchasing recommends award for the contractor services to perform the Sykesville Freedom Water Study to GMB (Sparks, MD) in the amount of \$385,950. The County issued a Request for Proposals and initially received eight (8) proposals which were reduced to three (3) finalists who submitted full proposals. The evaluation committee scored all three proposals on technical and financial merit and GMB was the highest scoring firm. The last sewer study was performed in 1998. This amount is within the project budget and no additional funds will be necessary.

Tasks

- Develop a sewer model including all data collected in infoSWMM as well as training for County personnel
- Recommend system improvements in priority order
- Provide cost estimates of the recommended system improvements
- Determine current and future system capacity status and ranking of severity
- Provide a comprehensive analysis mapping report

Received Budget Approval: X Yes      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Public Works.

**Staff Recommended Motion:** I move that the Board of Commissioners award the contract for the Sykesville Freedom Sewer Study to GMB in the amount of \$385,950.

\_\_\_\_\_  
 Bureau of Purchasing

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Board of Commissioners

\_\_\_\_\_  
 Date

- |                          |                                 |  |                                       |                                 |
|--------------------------|---------------------------------|--|---------------------------------------|---------------------------------|
| Commissioner Frazier:    | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Weaver:     | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Wantz:      | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Rothschild: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:     | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |

Comments: -

Action Taken:  Accepted     Denied     Other:

DATE: August 16, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Annual Fire Extinguisher Inspection, Certification and Maintenance  
 Bid 78-F-1-16/17

**Executive Summary:**

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Facilities) requests your approval to award the contract for the annual fire extinguisher and fire hood inspection, certification and maintenance to Westminster Fire Extinguisher in the approximate annual amount of \$18,000. The bid prices below are a representation of possible inspection, repair and maintenance costs and were used for pricing comparison only. This price was established through a competitive sealed bid whereby the County received six (6) bids. This cost is within the project budget and no additional funds are necessary.

Number of Bids: 6

1. Westminster Fire Extinguisher	\$3,239.36
2. Fire-X Sales & Service	\$4,055.00
3. Multi Corp	\$4,728.75
4. Fireline Corporation	\$6,263.00
5. Maryland Fire Equipment	\$6,308.00
6. Getz fire Protection	\$8,530.12

Received Budget Approval: X Yes      Comments: \_\_\_\_\_  
Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Department of Public Works.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the Annual Fire Extinguisher Inspection, Certification and Maintenance to Westminster Fire Extinguisher in the amount approximate annual amount of \$18,000.

\_\_\_\_\_  
 Bureau of Purchasing Date

\_\_\_\_\_  
 Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				

DATE: August 18, 2016  
TO: The Carroll County Board of Commissioners  
RE: Playground Equipment for Krimgold Park

**Executive Summary:**

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks is requesting approval of the purchase and installation of various playground equipment from Cunningham Recreation in the amount of \$154,958.55. This pricing is off the U.S. Communities contract which was competitively bid and also includes an exclusive grant only available through GameTime, the equipment manufacturer. This equipment will be installed at Krimgold Park. This cost is within the project budget and no additional funds are necessary.

Received Budget Approval: X Yes      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved

Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved

Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Degitz, Director, Recreation & Parks

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase and installation of playground equipment to Cunningham Recreation in the amount of \$154,958.55.

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Bureau of Purchasing      Date

\_\_\_\_\_  
Board of Commissioners      Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
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## GRANT AWARD BRIEFING

9/1/16

**Program Title:** 2016 Emergency Management Performance Grant

**Funder:** U.S. Homeland Security passed through to Maryland Emergency Management Agency (MEMA)

**Grant Period:** October 1, 2015 – June 30, 2017

**Department:** Department of Public Safety

**Background:** The Emergency Management Performance Grant is awarded to states and counties to establish a joint system of emergency preparedness so that jurisdictions are prepared to protect life and property from all hazards. All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible for FY 2016 EMPG Program funds. Either the State Administrative Agency (Maryland Emergency Management Agency) or the state's Emergency Management Agency (Maryland Emergency Management Agency) applies directly to FEMA for EMPG Program funds on behalf of each state or territory, however, only one application is accepted from each state or territory. The FY 2016 EMPG Program funds are allocated in compliance with Section 662 of the Post-Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762). All 50 States, the District of Columbia, and Puerto Rico receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Title II of the Compact of Free Association Amendments Act of 2003 (Public Law 108-188), funds are also available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

**Impact:** In Carroll County, the Emergency Management Performance Grant (EMPG) is used to fund Emergency Management staff positions that develop and maintain current emergency plans; identify and assess threats and risks; and develop and conduct training exercises. This grant requires a dollar-for-dollar cash match which will be provided through current funding in the Department of Public Safety's budget; no additional County funds are required to match this grant. The 2016 award decreased by 0.16%(\$174.00).

### 2016 Budget

Emergency Management Performance Grant	\$109,077
Required County Cash Match	\$109,077
<b>Total Project</b>	<b>\$218,154</b>

**Recommendation:** I move that the Board of Commissioners accept the 2016 Emergency Management Performance Grant award.

Attending:

Scott Campbell, Public Safety

Doug Brown, Public Safety

Debby Standiford, Grants Office

**GRANT AWARD BRIEFING**  
**9/1/16**

**Program Title:** 2016 State Homeland Security Grant Program

**Funder:** U.S. Homeland Security passed through to Maryland Emergency Management Agency (MEMA)

**Grant Period:** September 1, 2016 – August 31, 2018

**Department:** Department of Public Safety

**Background:** The State Homeland Security Grant Program (SHSP) supports the implementation of the National Preparedness System (NPS) by building, sustaining, and delivering core capabilities essential to emergency preparedness. Grant funds are to be used for any planning, organization, equipment, training, and exercise costs that strengthen a jurisdiction’s capacity to protect against, respond to, and recover from acts of terrorism or other catastrophic events. The State Administrative Agency (Maryland Emergency Management Agency) is the only entity eligible to apply to the Federal Emergency Management Agency for SHSP funds. Eligible applicants include all 56 states and territories, which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The allocation methodology for FY 2016 SHSP is based on two factors: minimum amounts as legislatively mandated, and DHS’ risk methodology. Each state and territory received a minimum allocation under SHSP using the thresholds in the Homeland Security Act of 2002, as amended. All 50 states, the District of Columbia, and Puerto Rico received 0.35 percent of the total funds allocated for grants under Section 2003 and Section 2004 of the Homeland Security Act of 2002, as amended. Four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) received a minimum allocation of 0.08 percent of the total funds allocated for grants under Section 2003 and Section 2004 of the Homeland Security Act of 2002, as amended.

**Impact:** In Carroll County, the State Homeland Security Program (SHSP) is used to ensure the County is ready to respond to all-hazard events; operates an effective emergency operations center; and offers training on homeland security threats. The 2016 grant award is flat.

**2016 Budget**

State Homeland Security Grant Program	\$91,992
Required County Cash Match	\$0
<b>Total Project</b>	<b>\$91,992</b>



**Recommendation:** I move that the Board of Commissioners accept the 2016 State Homeland Security Grant award.

Attending:

Scott Campbell, Public Safety

Doug Brown, Public Safety

Debby Standiford, Grants Office

**BRIEFING PAPER**  
**September 1, 2016**

**Program Title:** Senior Assisted Living Group Home Subsidy Program

**Funder:** Maryland Department of Aging

**Solicitation Coverage Period:** July 1, 2016 – June 30, 2017

**Department/Agency:** Citizen Services/Bureau of Aging and Disabilities

**Due Date:** September 2, 2016

**Summary:** The Senior Assisted Living Group Home Subsidy Program is a State program that provides subsidies to low-income older adults to assist with the cost of services provided in assisted living facilities. The process for grant application and grant acceptance with Maryland Department of Aging has changed and therefore, Area Agencies on Aging are no longer required to provide a signature to indicate acceptance of a grant award. Submission of this grant application signifies acceptance of the grant award.

**Impact:** Each year approximately 10-15 low income adults 62 and older are served through this program. Subsidies are provided for services such as shelter, meals, housekeeping, personal services or 24 hour supervision. The program currently has 5 individuals on a wait list for assistance.

**FY17 Senior Assisted Living Group Home Subsidy (SALGHS) Budget**

SALGHS Program Coordinator	\$9,117	
Client Subsidies	\$92,194	
<b>Total Grant Award</b>		\$101,311
Required County Cash Match	0	
<b>Total Program</b>		\$101,311

**Staff Recommended Motion:** I move that the Board of Commissioners approves the application for submission of the FY 2017 Senior Assisted Living Group Home Subsidy (SALGHS) Grant Award.

Attending:

Celene Steckel, Bureau Chief, Citizen Services, 410-386-3819

Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800

Debby Standiford, Grants Office, 410-386-2212

**DEPARTMENT OF HUMAN RESOURCES**  
***Briefing Paper***  
**September 1, 2016**

**ISSUE:**

Establishing Calendar Year 2017 Health and Dental Insurance Employee Premium Rates

**BACKGROUND:**

Carroll County Government provides health and dental insurance benefits to eligible employees. The Board of Commissioners annually establishes the portion of costs to be borne by the employees.

Information packets will be sent to all eligible employees by October 12, 2016. The Open Enrollment period is October 14, 2016 through November 18, 2016. On October 19, 2016 all health insurance vendors will be on site at the County Office Building and the Maintenance Center to meet with employees.

**Briefing/Discussion:**

Regarding employee premium rates for health and dental insurance.

**Attendees:** Kimberly L. Frock, Director, HR  
Robin L. Hooper, Health Benefits & Compensation Mgr., HR