

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 September 5, 2016

Revision 1 dated September 6, 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 ~ September 5, 2016

County Offices Closed in Observance of Labor Day



Tuesday ~ September 6, 2016

*7:30 a.m. Speaking Engagement ~ Bonds Meadow Rotary Club
Carroll Lutheran Village ~ Westminster, Maryland
Commissioner Howard*

Wednesday ~ September 7, 2016

*8:00 a.m. The Mill's Crop Showcase
White Hall, Maryland
Commissioner Weaver*

3:00 p.m. Combined Education Committee Meeting
County Office Building ~ Reagan Room
Commissioners Weaver & Howard

Wednesday ~ September 7, 2016 (Continued)

- 5:00 p.m. *Carroll County Education Association Open House
Westminster, Maryland
Commissioner Frazier*
- 6:00 p.m. Carroll County Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioners Weaver & Howard
- 7:00 p.m. *Commissioner Wantz's Town Hall Meeting
Manchester Fire Department ~ Manchester, Maryland
Commissioner Wantz*

Thursday ~ September 8, 2016

- 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/Possible Decision
[Request Approval for New Contractual Position ~ Bailiff Courier](#)
Carroll County Circuit Court ~ Judge J. Barry Hughes
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Discussion/Decision
Request to Proceed to Public Hearing
[Spring 2016 Amendments](#)
Carroll County Water & Sewer Master Plan
Department of Planning ~ Mr. Phil Hager

Item 3

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval for 2016 Continuum of Care](#)
Application Submission
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ September 8, 2016

Item 4

Public Comment on this item

Discussion/Decision

[Community Partnership Grant Award](#)

Citizen Services/Local Management Board

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Submit Law Enforcement

[Training Scholarship \(LETS\) Program Grant Application](#)

To Governor's Office of Crime Control & Prevention (GOCCP)

Carroll County State's Attorney's Office ~ Mr. Brian DeLeonardo

Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item

Briefing/Discussion/Decision

[Contract Award ~ Final Abatement](#)

Floodplain Violation Compliance

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 7

Public Comment on this item

Discussion/Decision

[2017 Health & Dental Insurance Employee Premiums](#)

Department of Human Resources ~ Ms. Kim Frock

Item 8

Public Comment on this item

Deliberation on Legislative Briefings

Board of County Commissioners

Public Comment

~~Approval/Adoption of Minutes~~

Administrative Session ~ Open

Administrative Session ~ Closed

Friday ~ September 9, 2016

Saturday ~ September 10, 2016

Sunday ~ September 11, 2016

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

**** Upcoming Events ****

9/15/16

*Joint Commissioners/Delegation Meeting
New Windsor Library Headquarters Building
New Windsor, Maryland*

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

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Carroll County Circuit Court
Briefing Paper
September 8, 2016

Issue: Create a contractual Bailiff Courier position to work fifteen hours per week for the Carroll County Circuit Court.

Background:

The Circuit Court would like to hire a client from the Arc Carroll County as a Bailiff Courier to assist our Bailiffs with deliveries and other ministerial duties. This will free the bailiffs to perform security-related tasks.

If approved, the Bailiff Courier position will work fifteen hours per week at minimum wage of \$8.75 per hour. Funding for the position would come from Bailiffs' salary savings. Magistrate Brewer is leaving in February and will not be replaced, reducing the need for Bailiffs' hours.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the creation of a Bailiff Courier position to work fifteen hours per week at minimum wage of \$8.75 per hour for the Carroll County Circuit Court.

Department of Planning

Briefing Paper

September 8, 2016

Open Session

Issue:

2016 Spring Amendment to the 2014 Water and Sewer Master Plan

Background: The Water & Sewer Master Plan is a document that is prepared by the Bureau of Comprehensive Planning for the purpose of delineating water and sewer service areas, identifying planned projects and calculating water and sewer demand for the County and the eight municipal systems.

The County provides opportunities for amendments twice a year, one in the Spring and one in the Fall, to address changing conditions and circumstances. The proposed amendments for this cycle focus on changes in the Towns of Mount Airy and New Windsor and the “Unincorporated Area Water Supply” Chapter of the Water & Sewer Master Plan.

Phil Hager and Lynda Eisenberg previously briefed the Board of County Commissioners on the Spring 2016 Water and Sewer Amendment package. Since that time, an additional sewer amendment for the Town of New Windsor has been added. The purpose of this presentation is to brief the BCC on the nature of the additional proposed amendment and to request authorization to proceed to a Public Hearing. The purpose of the hearing will be to accept public comment regarding the 2016 Spring Amendments to the 2014 Carroll County Water & Sewer Master Plan.

Staff Recommended Motion: I move that the Board authorize this item to proceed to Public Hearing.

Attendees:

Philip R. Hager, Director, Department of Planning
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning
Andrea Gerhard, Bureau of Comprehensive Planning

Application Briefing Paper
2016 Continuum of Care Application
September 8, 2106

Project: 2016 Continuum of Care (CoC) Application

Agencies: Citizen Services/ Circle of Caring Homeless Board/ Human Services Programs of Carroll County, Inc. (HSP)/ Carroll County Health Department (CCHD)

Funding Agency: U. S. Department of Housing and Urban Development (HUD)

Deadline: 9/14/16

Background: Addressing homelessness in Carroll County was identified as a top priority in the Department of Citizen Services' last strategic plan. As a condition of the grant funding received by HUD, the Circle of Caring Homelessness Board focuses on meeting the following goals:

- Prevent and end homelessness among Veterans in 2016
- Prevent and end homelessness among chronic homelessness by 2017
- Prevent and end homelessness for families, youth, and children by 2020
- Set a path to ending all types of homelessness

Carroll County Homeless Statistics

Carroll County Homeless Populations/Subpopulations	Annual Unduplicated Counts*			
	FFY12	FFY13	FFY14	FFY15
Total Unduplicated Homeless	557	673	706	678
Subpopulations				
Veterans	33	45	45	23
Chronic (disabled & homeless 1 yr or 3x's in 4 yrs)	5	13	27	50
Children (17 and under)	135	195	185	218
Youth (18-24)	80	86	77	64
62+	5	10	23	17
Domestic Violence	54	73	103	131
Discharge from Institutions				
Jail	3	15	14	14
Hospital	3	2	2	6
Psychiatric Facility	1	1	2	2
Substance Abuse Treatment	12	6	12	4

*FFY12-FFY15 includes Emergency Shelters, Safe Haven, Rental Allowance Program, and some Coordinated Intake. FFY14 PATH Outreach added. FFY15 Coordinated Intake consistently entered for the 1st time.

Source: Carroll County's Homeless Management Information System (HMIS)

Other organizations in the community also serve homeless including the Rescue Mission, the County's Recovery Support Services Program and Youth Services ACT Team but those clients are not included in this count.

Program Summary: The Continuum of Care Grant, a national, competitively ranked application, offers funding each year to provide services and housing for the homeless. Renewal applications this year are divided into two tiers with projects in Tier 2 receiving funding only if the Continuum Application Score is high enough.

2016 Continuum of Care Projects			
Project Type	Rank	Tier	Project Description
Renewal	1/2	1	HSP – Permanent Supportive Housing (PSH) VIII and II Housing and case management for 18 disabled, homeless individuals, including chronically homeless, veterans and families.
Renewal	3	1	HSP- Safe Haven Supportive Housing –25 bed facility for homeless men and women with severe and persistent mentally health diagnosis. Served 52 clients last year.
Renewal	4	1	HSP- Coordinated Intake - The County-wide, central intake for homeless. Referred 480 homeless adults and children to shelter, housing & services last year.
Renewal	5	1	CCHD- Shelter Plus Care – Housing and case management for 9 households with mental health diagnosis. Served 27 last year including chronic, veterans and families.
Renewal	6	1/2	HSP – Permanent Supportive Housing (PSH) Housing and case management for 10 homeless individuals including chronic.
Unranked	NA	NA	Citizen Services – Planning Grant –Part time grant contingent position to Monitor and assist with CoC Grants

Budget: For more than a decade, the Board has supported the Continuum of Care application with matching funds.

2016 Continuum of Care Budget

(1 year projects)	Grant Request*	Match	Client Fees	Total Program
HSP – PSH VIII	\$40,419	\$3,440	\$3,878	\$47,737
HSP – PSH II	\$42,250	\$5,327	\$1,919	\$49,496
HSP Safe Haven	\$74,314	\$250,881	\$14,288	\$339,483
HSP – Coordinated Intake	\$32,098	\$14,371	\$0	\$46,469
CCHD - Shelter Plus Care	\$124,253	0		\$124,253
HSP – PSH I	\$65,747	\$4,399	\$7,971	\$78,117
Citizen Services – Planning Grant	\$11,372	\$2,843	\$0	\$14,215
Total Grant Request	\$390,453			
Total Match HSP Budget**		\$250,881		
Total Match County***		\$30,380		
Total Client Fees			\$28,056	
Total Programs				\$699,770

* HUD increased Leasing grants amounts by 5% to compensate for higher rents

**Included in HSP's budget allocation from the County Commissioners

*** The match will be included in the FY 18 County Operating Budgets and represents a slight increase over the FY17 match of \$28,998.

Recommended Motion: I move that the Board of Commissioners approve the submission of the 2016 Continuum of Care application.

Attending: Christine Kay, Citizen Services; Angela Gustus, Human Services Programs
Ed Singer, Carroll County Health Department; Debby Standiford, Grants Office; Jerry Fuss, Co-Chair, Circle of Caring Homelessness Board

GRANT AWARD BRIEFING
9/8/16

Program Title: FY17 Community Partnership Agreement (CPA)

Funder: Governor’s Office for Children

Grant Period: 7/1/16 to 6/30/17

Department/Agency: Citizen Services/Local Management Board

Due Date: ASAP

Background: The Governor’s Office for Children provides state funding to the Local Management Board to oversee and fund community agencies/services that enhance child and family well-being in Carroll County. The agencies and services selected for funding are based on an evaluation and ranking of community needs, as well as an assessment of the quality of the programming and services provided.

Impact: All current programs received continued funding for FY17; however, the \$205,975 in funding requested for new programs, including Youth Engagement Program, PAT/Detention Center Study and Dialectical Behavior Therapy, were not awarded.

FY17 Community Partnership Agreement – Funded Programs

Carroll County Programs	Description	FY16	Grant Request	Grant Award
Parents as Teachers Initiative	Provides families with early childhood development and parenting support. A focus on low income, special needs and English language learners.	LMB funds 115 families Total PAT Initiative is over 400 families	\$183,478	\$183,478
Youth Service Bureau/Brief Strategic Family Therapy	Provides therapy for families with children 6 to 16 who exhibiting problematic behavior.	57 families	\$146,338*	\$146,338*
Get Connected Family Resource Center (GCFRC)	Connects families, especially with children who have intensive needs, to community resources and provides family navigation services	4,000 individuals	\$118,286	\$118,286
Total Program Funding			\$448,102	\$448,102

FY17 Community Partnership Agreement Budget

	CPA Grant Award	Match			Total
		County Cash Match*	County In Kind Match	Cash Match Outside Agencies (see footnote)	
Baseline Funding					
Existing Program Funding	\$448,102			\$4,000 ¹	\$452,102
Administrative Costs	\$65,000	\$43,846	\$25,200		\$134,046
New Program Funding	0			0	0
Total	\$513,102	\$43,846	\$25,200	\$4,000	\$586,148

* Included in the FY17 budget

Action Requested by the Board: I move that the Board of Commissioners accept the FY17 Community Partnership Agreement Award.

Attending: Christine Kay, Citizen Services
 Vincent C. Pacelli, Local Management Board
 Debby Standiford, Grants Office

¹ Get Connected Family Resource Center Match

**Grant Application Briefing
September 8, 2016**

Program Title: Forensic Evidence Training

Grant Title/Funder: Law Enforcement Training Scholarship Program (LETS)/
Governor's Office of Crime Control & Prevention (GOCCP)

Agency: Carroll County State's Attorney's Office (SAO)

Due Date: ASAP

Background: The Carroll County State's Attorney's Office is requesting funds to cover the cost of participation in a Forensic Evidence specialized training course.

Program: The Governor's Office of Crime Control & Prevention (GOCCP) makes funds available to local law enforcement personnel for training. An agency's Total Fiscal Year LETS request cannot exceed \$5,000. The requested grant funding provides the opportunity for two criminal investigators to attend the Forensic Evidence Training from December 5 – 9, 2016 in Santa Fe, New Mexico. This specialized training provides information and skills regarding the challenges facing investigators in prosecutor's offices in the 21st century.

Impact: The information obtained through this training will be shared with several neighboring allied law enforcement agencies, as well as within the investigative team of the State's Attorney's Office.

Budget

Grant Request	\$4,854
County Cash Match	\$0
Grant Request	\$4,854

Recommendation: I move that the Board of Commissioners approve the grant application to the Law Enforcement Training Scholarship Program (LETS)

Attending:
Dean Brewer, State's Attorney's Office
Debby Standiford, Grants Office

CONTRACT AWARD BRIEFING
September 8, 2016

Project: Final Abatement – Floodplain Violation Compliance

Department/Agency: Department of Land and Resource Management, Bureau of Resource Management

Background: In conjunction with a Consent Order (Circuit Court Case No. 06-C-15-068433) dated December 4, 2015, the Bureau of Resource Management is moving forward with abatement of the violations relating to Chapter 152 Grading and Sediment Control, Chapter 153 Floodplain Management, and Chapter 170 Construction Codes on this property. This involves the placement of fill materials within a regulated floodplain in violation of the various County Codes. The Court decision provided for the County to abate the violations and recover the cost associated with such action. The following contractors responded to the Request for Proposal dated August 3, 2016:

Thomas, Bennett & Hunter	\$48,961.00
Stambaugh’s Incorporated	\$66,731.50
White Pine Construction Corporation	\$68,634.50

Action:

Discussion/Decision – Award of the contract to Thomas, Bennett & Hunter.

Staff-Recommended Motion:

I recommend the Board of Commissioners award the contract for final abatement of Case No. 06-C-15-068433 to Thomas, Bennett & Hunter in the amount of \$48,961.00.

Motion _____
Second _____
Approved _____
Disapproved _____

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management
Gale Engles, Bureau Chief, Bureau of Resource Management

DEPARTMENT OF HUMAN RESOURCES

Briefing Paper

September 8, 2016

ISSUE:

Establish Calendar Year 2017 Health and Dental Insurance Employee Contribution 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.

On September 1, 2016 the recommended employee bi-weekly contributions for 2017 were presented to the Board:

	<u>Choice Plan</u>	<u>Choice Plus</u>	<u>Dental</u>
Employee	\$28.57	\$43.98	\$4.73
Employee/Child	\$50.00	\$76.96	\$9.65
Employee/Spouse	\$57.14	\$87.96	\$9.65
Family	\$78.57	\$120.93	\$14.10

Information packets will be sent to all eligible employees by October 12th. The Open Enrollment period begins October 14 and ends on November 18, 2016. On October 19, 2016 United Healthcare and Delta Dental will be on site at the County Office Building and the Maintenance Center to meet with employees.

Staff Recommended Motion:

I move that the Board of Commissioners approve the 2017 employee contribution rates for health and dental insurance.

Attendees: Kimberly Frock, Director, HR
Robin Hooper, Health Benefits & Compensation Manager