



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

February 10, 2026

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *January 13, 2026*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. WASHINGTON COUNTY COMMISSION ON AGING/AREA AGENCY ON AGING'S FY2027 BUDGET PRESENTATION
Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice President; Al Martin Treasurer, Commission on Aging
- 9:40 AM 2. FY25 COMMUNITY DEVELOPMENT BLOCK GRANT
Maria Kramer, Director, Grant Management
- 9:45 AM 3. SOLE SOURCE CONTRACT RENEWAL (PUR-1618) CYBER INTRUSION DETECTION AND MONITORING SYSTEM FOR INFORMATION TECHNOLOGY DEPARTMENT (DARKTRACE)
Brandi Kentner, Director, Purchasing; Josh O'Neal, Chief Technical Officer, Information Technology
4. SOLE SOURCE PROCUREMENT (PUR-1798) – LIFEPAK35 MONITOR/DEFIBRILLATOR
Brandi Kentner, Director, Purchasing; David Hays, Director, Emergency Services; David Chisholm, Assistant Director-Emergency Medical Services, Emergency Services
- 9:50 AM 5. MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS, DEPARTMENT OF JUVENILE & FAMILY SERVICES – APPROVAL TO APPLY FOR AND ACCEPT GRANT AWARD
Amie Spigler, Family Support Services Coordinator, Circuit Court for Washington County; Richard Lesh, Grant Manager, Grant Management
- 9:55 AM 6. FY27 MIEMSS RURAL HEALTH GRANT – BLOOD PROGRAM – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
David Chisholm, Deputy Director-Operations, Emergency Services; Richard Lesh, Grant Manager, Grant Management

10:00 AM 7. FY26 OPERATING BUDGET ADJUSTMENT – CLEAR SPRING EMS
TRANSITION

Kelcee Mace, Chief Financial Officer

10:05 AM 8. ADOPTION OF COUNTY AI POLICY

Zachary Kieffer, County Attorney

10:10 AM CLOSED SESSION – *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. Personnel matters are confidential.*

- *Discussion of appointment to Hagerstown Regional Airport Advisory Commission*
- *Interviews for open County position*

To consider a matter than concerns the proposal for a business to expand or remain in the State.

- *Discussion of local incentive for business to remain in Washington County.*
- *Update concerning efforts to attract a business to locate in Washington County.*

To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.

- *Status update and legal advice from County Attorney on County-Involved legal matter.)*

1:00 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: contactcommissioners@washco-md.net.

You may also contact each Commissioner individually at:

John F. Barr, President: jbarr@washco-md.net or (240) 313-2205;

Jeffrey A. Cline, Vice President: jcline@washco-md.net or (240) 313-2208;

Derek Harvey, Commissioner: dharvey@washco-md.net or (240) 313-2206;

Randal A. Leatherman, Commissioner: rleatherman@washco-md.net or (240) 313-2209;

Randall E. Wagner, Commissioner: rwagner@washco-md.net or (240) 313-2207.

Additionally, you may contact Michelle Gordon, County Administrator at mgordon@washco-md.net or (240) 313-2202.

Open Session Item

SUBJECT: Washington County Commission on Aging/Area Agency on Aging's FY2027 Budget Presentation

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice-President; Al Martin, Treasurer

RECOMMENDED MOTION: Motion to approve the Washington County Commission on Aging's Fiscal Year 2027 budget in the amount of \$1,720,980, while maintaining the in kind contribution of \$433,600 for space provided.

REPORT-IN-BRIEF: The Washington County Commission on Aging, Inc. (WCCOA) respectfully requests an additional \$300,000 for FY 2027 to address the growing demand for critical programs and services supporting older adults, caregivers, and individuals with disabilities in Washington County. This increase is essential to ensure our organization can continue meeting the needs of our community effectively. Even with this proposed increase, WCCOA anticipates a projected operating loss of \$332,403 assuming all our requested funding is met, highlighting the critical need for further financial support.

We appreciate and recognize the county's in kind space provided for our Senior Activities Center, offices and storage.

DISCUSSION: Pursuant to the Older Americans Act, the Washington County Commission on Aging, Inc. (WCCOA) is designated by the State of Maryland as the Area Agency on Aging (AAA) for Washington County. In this role, WCCOA is responsible for planning, coordinating, and delivering essential services that support older adults, caregivers, and individuals with disabilities. While this designation carries a federal mandate, WCCOA views this responsibility as a privilege and values its ongoing partnership with the County Commissioners in advancing a shared commitment to serve our most vulnerable residents.

Washington County is experiencing growth in its fastest-expanding demographic—individuals aged 55 and older—a trend projected to continue for at least the next decade. As this population grows, so does the demand for core aging services. Addressing this challenge requires strategic planning, strong partnerships, and, critically, sustainable funding. Stabilizing funding is a necessary first step toward reducing waitlists and ensuring timely access to essential programs and services.

As the County's AAA, WCCOA continues to experience rising demand. While service utilization peaked during the COVID-19 pandemic, current demand remains significant and, in many areas, continues to increase rather than decline. Existing funding levels are no longer sufficient to keep pace with the needs.

As of January 9, 2026, more than 500 older adults are on waiting lists for services, including 148 individuals waiting for meals. These are residents who have already reached out for assistance

but are waiting due to limited resources. The wait time to determine service eligibility remains over three months, and for certain programs, wait times exceed one year.

Demand is also increasing for MAP assistance and 24/7 guardianship services, including court-appointed cases that are growing in both volume and complexity. These cases require intensive case management and legal oversight, resulting in increased staffing needs and rising legal costs that cannot be absorbed within current funding.

At the same time, WCCOA is adapting to significant federal and state changes. The Older Americans Act Final Rule, effective October 2025, introduced expanded compliance requirements and thus longer appointment times. While these changes enhance protections, they also reduce the number of individuals that can be served with existing resources. In addition, FY27 state funding levels remain unknown, and upcoming program mergers may further reduce overall funding availability.

Supplemental funding gaps continue to place significant strain on WCCOA's capacity. In FY26, while the Gaming Commission supported Aging in Place, it did not fund PER4M, a federally mandated health promotion program, thereby requiring WCCOA to remain compliant with federal requirements absent a dedicated funding source.

Additionally, changes in nutrition funding required WCCOA to request \$48,675 for FY 27, from County Community Grant funds simply to maintain current service levels at six congregate nutrition sites. Without continued support, service reductions will be unavoidable.

WCCOA has acted responsibly by budgeting the use of net assets and managing through significant reimbursement delays from state and federal partners; however, reserves are not a sustainable solution. Continued reliance on net assets will ultimately require reductions in meals, staffing, and core services and will further extend waitlists for essential programs.

For these reasons, WCCOA respectfully requests \$300,000 in additional county funding. This request is not intended to expand services, but to stabilize existing programs, reduce waitlists where possible, and comply with new federal and state requirements.

As the County's Area Agency on Aging, WCCOA views this request as a shared responsibility and a collaborative partnership. With your support, we can ensure timely access to essential services and uphold our collective obligation to the individuals who built, served, and sustained this community.

FISCAL IMPACT: This request includes an additional \$300,000 for Fiscal Year 2027, bringing the total appropriations budget to \$1,720,980 and maintains the in kind contribution of \$433,600 for space provided.

CONCURRENCES: Annual

ALTERNATIVES: N/A

ATTACHMENTS: Handout

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY27 Expenses

	2027 Operating Budget Requested	Adjustment	2027 Operating Budget Requested	\$ Change	% Change	2026 Operating Budget Approved	2025 Actuals Final	2024 Actuals Final
502000 - Appropriations	1,720,980	0	1,720,980	300,000	21.11%	1,420,980	1,170,980	1,064,530
502400 - In-Kind Expense	433,600	0	433,600	0	0.00%	433,600	433,600	433,600
Operating Expenses	2,154,580	0	2,154,580	300,000	16.18%	1,854,580	1,604,580	1,498,130
Total	2,154,580	0	2,154,580	300,000	16.18%	1,854,580	1,604,580	1,498,130

Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY27 Expenses

	2027 Operating Budget Requested	2027 Variance Comments Requested
502000 - Appropriations	1,720,980	Increase in request due to additional hours added for increased demands for MAP and 24/7 guardianship (case management of court appointed wards has increased 100% in the past year) and additional expenses related to Senior Fit.
502400 - In-Kind Expense	433,600	To record in-kind expense related to office/commercial space provided to outside agencies.
Total	2,154,580	



Washington County, Maryland
Outside Agency Funding Request
FY2027

The Office of Budget and Finance
100 West Washington Street, Room 3100
Hagerstown, Maryland 21740
Phone: 240-313-2300
Fax: 240-313-2301

General Information

Organization	<u>Washington County Commission on Aging, Inc</u>	Contact Person:	<u>Amy Olack</u>
Address:	<u>535 East Franklin Street</u>	Telephone:	<u>301-790-0275</u>
City	<u>Hagerstown</u>	State	<u>MD</u> Zip Code <u>21740</u>
E-mail:	<u>aolack@wccoaging.org</u>	Fax:	<u>301-739-4957</u>

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
WC Commission on Aging, Inc	\$ 4,104,640	\$ 4,905,639	\$ 4,598,023	-6.3%	Form 2	\$ 1,170,980	\$ 1,420,980	\$ 1,720,980	21.1%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 4,104,640	\$ 4,905,639	\$ 4,598,023	-6.3%		\$ 1,170,980	\$ 1,420,980	\$ 1,720,980	21.1%

Certification Statement and Other Documents

☒ Attach Year End Financial Statement (audited if available), if not already provided.

☒ Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature _____ Date _____

Washington County, Maryland
Outside Agency Funding Request

Form 2a

Program Budget

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,720,980

Program Name: Washington County Commission on Aging, Inc # Clients Served: 5500+

Program Description: The Commission on Aging, Inc. serves County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, Guardianship, home and community based services, case management, etc.

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Personnel Costs:				
Wages	1,384,257	1,869,965	1,798,052	Reduced due to the elimination of one ft and three pt staff, retirement of long term employee, new hires wages are less than staff replaced and the addition of two Maryland Access Point (MAP) staff to meet the demands of over 500 people on the growing waitlists.
Fringe Benefits	458,304	654,881	594,131	Corresponds with above salaries.
Payroll Taxes	114,668	154,902	145,632	Corresponds with above salaries.
Total	\$ 1,957,229	\$ 2,679,748	\$ 2,537,815	
Operating Costs:				
Audit	29,500	30,000	27,500	In line with anticipated expenses.
Contract Services	912,944	745,661	700,730	The reduction in contract costs is due to prior funding sources no longer available (namely American Rescue Plan funding and additional Meals on Wheels funding provided by the county). Further reduction in contracted food cost due to one time grant funds not realized. Will result in a significant reduction in the number of people we can serve.
Equipment Maintenance	3,094	7,761	6,900	In line with anticipated expenses.
Equipment/Lease	23,907	38,231	56,190	The proposed budget includes the replacement cost of computers nearing the end of their useful life, as well as one piece of exercise equipment in the Senior Center, all requiring replacement. Additional cost of security equipment updates and new placement costs are added due to increased illegal activity (theft, etc.) on property.
Insurance	34,176	46,712	32,641	Workers compensation insurance dropped following positive audit results.
Office Supplies	37,310	34,317	35,023	In line with anticipated expenses.
Rent Expense	510,449	509,949	541,321	Increase accounts for value of space for updated use such as space now utilized for offices and reassessed value of congregate sites.
Utilities	66,307	65,530	81,783	Based on actuals and anticipated expenses; increase in electric bills account for a portion of this.
Vehicle Maintenance	2,481	6,000	5,877	In line with anticipated expenses.
Other (detail below):				
1. Communications	141,847	178,670	184,215	In line with anticipated expenses.
2. Volunteer Expenses	34,393	21,000	4,350	Reduced volunteer expenses related to change in volunteer program requirements. No longer reimburse for volunteer mileage due to funds.
3. Other Operating Costs	204,189	371,997	213,028	This reduction accounts for ARP funds reduced from budget and a shift in State program I&A captured in above expenses, no longer defined as operating costs. Includes funds for HIPAA compliance.
4. Staff Travel	10,810	17,999	18,747	Federal mileage rate increase in January, 2026.
5. Housing Subsidies	136,004	152,064	151,903	Based on FY26 budget. Have not received the FY27 State funding allocation.
Total	\$ 2,147,411	\$ 2,225,891	\$ 2,060,208	
Grand Total	\$ 4,104,640	\$ 4,905,639	\$ 4,598,023	

Program Revenue

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,720,980

Program Name: Washington County Commission on Aging, Inc # Clients Served: 5500+

Program Description: The Commission on Aging, Inc. serves County residents aged 55 and older, those with disabilities regardless of age and caregivers to plan and coordinate services which help them to maintain their independence through a variety of programs and services. Programs support the Older Americans Act requirements which include but are not limited to the Senior Activities Center, Congregate Sites, Meals on Wheels, Guardianship, home and community based services, case management, etc.

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
Grants:				
				There are over 400 seniors on the waiting lists for services. Additional hours added for increased demands for MAP and 24/7 guardianship (to case manage court appointed wards which have increased 100% in the last year). Wait time is currently over 3 months. Increased staffing for Guardianship due to increased number of wards appointed by the State (program is required as part of the Older American's Act - Full time caseload is 20 per State Manual at time of this request we are at 28 with more pending). Also includes SeniorFit expenses.
County - general operating	1,170,980	1,420,980	1,720,980	
County - Gaming	19,096	40,000	20,581	Requested to support Aging in Place and Adult Education to promote healthy lifestyles and choices.
County - Community Funding	23,800	-		Included SeniorFit in general operating.
				Due to the Maryland Department of Aging audit, there were several programs that required budget formula updates. We have not received FY27 rates at this time. Budget is based on the FY 26 rate however we do anticipate potential cuts. The Older American's Act Final Rule changes effective October 2025, have increased appointment times thus lowering the overall number of individuals served.
Federal	1,213,794	968,698	952,031	
				Based on the Maryland Department of Aging funding formula changes, State funding changes are anticipated but unknown. Built budget off current State trends in 2026. Due to new state legislation, two of our programs are slated to merge into one as of July, 2026. This merger may reduce overall funding amounts. The new program will be called SOAR.
State	909,834	920,686	890,394	
Contributions and bequests	514,876	515,799	535,721	In-kind space for County buildings at 535 E. Franklin St., other in-kind contributions, as well as in-kind space at six congregate meal sites.
Total	\$ 3,852,380	\$ 3,866,163	\$ 4,119,707	
Operating Income:				
				Reduced due to one time gifts received in prior years not anticipated in FY27. Will continue to have the Gala in 2026 and 2027 but are seeing reduced donations.
Fundraising	185,867	122,164	76,973	
Other:				
1. Grants - Other	161,359	90,005	18,940	Reduced due to elimination of one time grant funds.

				<p>Prior year net assets reflect a positive balance resulting from the delayed reimbursement of the federal Fee-for-Performance program. This timing difference impacted the prior year ending balance but does not represent ongoing or recurring revenue. The FY26 budget includes the planned use of net assets in excess of the prior year positive balance to support continued operations. For FY27, net asset usage is budgeted at a conservative level; however, additional use may be required if anticipated federal, state, or local funding is delayed or not fully realized due to current funding uncertainties. The Board of Directors will review actual revenues as they are received and will formally determine any necessary adjustments to net asset usage to ensure fiscal responsibility and compliance with all applicable requirements.</p>
2. Net Assets	(503,677)	812,371	332,403	
3. Restricted Funds	352,385	-	-	ARP funds and County MOW funds expended in FY25.
Total	\$ 195,934	\$ 1,024,540	\$ 428,316	
Other:				
Investment Income	56,326	14,936	50,000	Based on anticipated financial trends.
Total	\$ 56,326	\$ 14,936	\$ 50,000	
Grand Total	\$ 4,104,640	\$ 4,905,639	\$ 4,598,023	



Agenda Report Form

SUBJECT: FY25 Community Development Block Grant

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Maria Kramer, Director, Office of Grant Management

RECOMMENDED MOTION: Move to approve submittal of grant extension, spend down waiver, and budget modification for the San Mar Community Development Block Grant.

REPORT-IN-BRIEF: In May of 2024 the BOCC signed Resolution RS-2024-13 authorizing the submission of an \$800,000 Community Development Block Grant Application for San Mar Family and Community Services Housing for Transition Age Youth. The grant was approved by Maryland Department of Housing and Community Development (DHCD) in June of 2024.

DISCUSSION: The Maryland Community Development Block Grant Program (CDBG) is a federally funded program designed to assist units of local government with activities directed toward neighborhood revitalization, housing opportunities, economic development and improved public facilities and services. The State of Maryland, specifically the Department of Housing and Community Development (DHCD), has assumed the responsibility for the administration of the program from the U.S. Department of Housing and Urban Development (HUD).

The grant application submitted and approved in 2024 was for \$800,000 for partial construction costs for San Mar's Youth Transitional Housing Project. As outlined in Exhibit C, the grant was approved by DHCD on July 11, 2024. The BOCC then entered into a grant agreement with the State of Maryland and a subrecipient agreement with San Mar in August of 2024. Submitted with the application and subsequently approved, was Exhibit B which is the budget for the project. At the time of submission, the budget allocated all \$800,000 of the award to construction.

Currently the project is behind schedule. A spend down waiver was previously submitted in March of 2025 and approved by the State to extend the expenditure deadline. Since that time, the spend down threshold has hit 50% and the only funds expended are for costs not approved in the submitted project budget. San Mar would like to move a portion of the \$800,000 to cover expenditures for accrued soft costs such as architecture and engineering costs and to extend grant period beyond July 1, 2026. The original submission also did not include any funding for project administration for county staff. An extension and waiver request letter along with a budget modification will need to be submitted by the BOCC to the state and approved.

Repercussions for the county include inability to apply for any additional CBDG grants in the upcoming cycle and requirements to reimburse the state for any costs if the project is not completed. In talking to leadership from San Mar, it is highly likely the project will be completed as they have committed additional funding streams for the project. They are also very optimistic that they will meet the expenditure threshold before the new grant submission deadline as well.

FISCAL IMPACT: Only if the project is not completed as stated above

CONCURRENCES: Kelcee Mace, CFO

ALTERNATIVES: Deny request

ATTACHMENTS: Grant award letter, approved resolution, updated budget submission, and request letter

AUDIO/VISUAL NEEDS: N/A

June 28, 2024

The Honorable John F. Barr
President
Board of Commissioners
Washington County
100 West Washington Street
Hagerstown, MD 21740

CONGRATULATIONS!

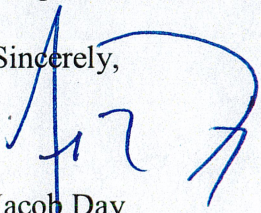
Dear President Barr:

On behalf of Governor Wes Moore and Lieutenant Governor Aruna Miller, it is my pleasure to inform you that Washington County's request for State Community Development Block Grant funds has been approved in the amount of \$800,000. These funds are a valuable resource for the nation and the State of Maryland and will allow the County and San Mar Children's Home to renovate a building to provide housing and services to young women.

This funding is conditioned upon execution of a grant agreement between the Department of Housing and Community Development (the Department) and the County. The Community Development Block Grant Program is administered by the Department through the Division of Neighborhood Revitalization. My staff is preparing an agreement that will be mailed to the County in the next week.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Ms. Cindy Stone, Director of Community Programs, at 301-429-7519 or via e-mail at Cindy.Stone@maryland.gov.

Sincerely,



Jacob Day
Secretary

cc: Ms. Nicole Phillips, Washington County
Ms. Cindy Stone, Maryland Department of Housing and Community Development

RESOLUTION NO. RS-2024-13

(Authorization to Seek Community Development Block Grant [CDBG] Funds in the amount of \$800,000.00)

RECITALS

The State of Maryland, through the Department of Housing and Community Development ("DHCD"), solicits applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant ("CDBG") Program.

The Board of County Commissioners of Washington County, Maryland, (the "Board") is eligible to apply for funds from the Maryland CDBG Program through the Maryland Department of Housing and Community Development.

The Board has held the required public hearing related to the formulation of the Board's CDBG application.

The Board understands and acknowledges that it would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County, Maryland, authorize the submission of an application for Community Development Block Grant funds in an amount of \$800,000.00 for the following project(s):

San Mar Family and Community Services – Full-Service Housing for Transition Age Youth

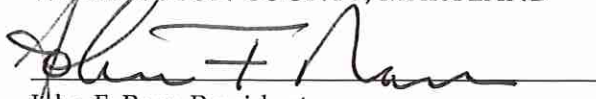
IT IS FURTHER RESOLVED, that the President of the Board of County Commissioners of Washington County, Maryland is authorized and empowered to execute any and all documents required for submission of the application and is further authorized and empowered to execute any subsequent Grant Agreement relating to the above-mentioned application for CDBG funds.

Adopted and effective this 7 day of May, 2024.

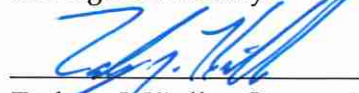
ATTEST:


Dawn L. Marcus, Clerk

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND


John F. Barr, President

Approved as to form
and legal sufficiency:


Zachary J. Kieffer, County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740

EXHIBIT B**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET**

ACTIVITY	CDBG FUNDS	OTHER FUNDS	TOTAL COSTS	SOURCE OF OTHER FUNDS
1. Property Acquisition/Disposition				
2. Demolition/Clearance				
3. Relocation Assistance				
4. Housing Rehabilitation				
5. Public Services				
6. Public Facility				
a. Construction	475,345.12	77,597.88*	552,943	Grant and Program Income
b. Construction		5,900,000	5,900,000	Other funding sources
c. Project Administration	4,108	53,712	57,820	San Mar In-Kind
7. Planning	242,949		242,949	Grant
8. General Administration				
TOTAL PROJECT COSTS	722,402.12	6,031,309.88	6,753,712.00	

**The CDBG Program Income that is in the County's bank account must be expended prior to the request of CDBG funds from the State under this agreement. The County must submit documentation supporting the use of the funds.*



BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

February 10, 2026

Justin Fair
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, Maryland 20706

Dear Mr. Fair:

The Board of County Commissioners of Washington County (BOCC) is seeking an extension and a budget modification for MD-25-CD-31 for San Mar Family and Community Development Services Housing for Transitional Youth.

The project has experienced challenges in keeping with the original timeline, including the selection of a general contractor, completion of 100% architectural drawings, increase in costs estimates due to rising costs of material, and state requirements for the project have led to a more precise number on construction. There has also been an increase in the cost of pre-development expenses incurred that will not be eligible for reimbursement from based on the original grant budget submission.

San Mar remains fully invested and committed to moving forward with this project which will deliver critically needed supportive housing for youth in Western Maryland. In support of San Mar and the delivery of this project, the BOCC is requesting support for an extension of the grant for an additional year and approval of the submitted budget modification.

If you have any questions or need additional information, please reach out to Maria Kramer, Director of the Office of Grant Management via email at mkramer@washco-md.net.

Thank you kindly for consideration of our request.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By: _____
John F. Barr, President



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Contract Renewal (PUR-1618) Cyber Intrusion Detection and Monitoring System for Information Technology Department (Darktrace)

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Purchasing Director; Josh O'Neal, Chief Technical Officer, Information Technology

RECOMMENDED MOTION: Move to renew the contract for Cyber Intrusion Detection and Monitoring System for the Information Technology Department for the improvement of network security in the amount of \$227,512.75. This contract was for a four (4) year period; this is the final one-year renewal period for this contract. The initial request was awarded as a sole source by the Board of County Commissioners on April 18, 2023. This approval is also contingent on the approval of the FY27 budget.

REPORT-IN-BRIEF: A Cyber Detection and Response system, such as the one recommended here, detects and responds to unusual network activity. The selected vendor also includes a protection component that integrates with the County's email system to provide additional intelligence and prevention of emails designed to trick staff into disclosing sensitive information or being misled into fraudulent transactions. Due to the expansion of the network, additional capacity needs to be added to the existing intrusion monitoring and response system

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the department's operating Software budget 515180-10-11000 for these products and services.

CONCURRENCES: N/A



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement (PUR-1798) – LifePak35 Monitor/Defibrillator

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing; David Hays, Director F&R, Emergency Management • Emergency Services, David Chisholm, Assistant Director, Emergency Medical Services

RECOMMENDED MOTION: Move to authorize a sole-source procurement for one (1) LifePak35 for the Division of Emergency Services in the amount of \$61,271.44 from Stryker Medical of Chicago, IL.

REPORT-IN-BRIEF: This LifePak 35 monitor/defibrillator will replace an ageing device. It will be placed on EMS 1812 and will complete the upgrade of all 3 EMS Supervisor vehicles to the most current technology.

The Department of Emergency Services wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements, and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

Section 1-106.2 (b) (2) of the Code of Local Public Laws of Washington County, Maryland requires the approval of four of the five Commissioners to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by this law; Section 1-106.2 (e) (1) & (2) 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in account 600400-10-11520. \$24,440.50 will be reimbursed via MIEMSS grant GRT730.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Stryker Sales Corporation's Quote dated January 21, 2026



Wash County Grant 35

Quote Number: 11244921

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Division:

Medical

Prepared For: WASHINGTON COUNTY DIV OF EMER SVCS

Rep:

Tom DeLore

Attn:

Email:

tom.delore1@stryker.com

Phone Number:

Quote Date: 01/21/2026

Expiration Date: 04/21/2026

Contract Start: 01/21/2026

Contract End: 01/20/2027

Delivery Address

Sold To - Shipping

Bill To Account

Name: WASHINGTON COUNTY DIV OF
EMER SVCS

Name: WASHINGTON COUNTY DIV OF
EMER SVCS

Name: WASHINGTON COUNTY DIV OF
EMER SVCS

Account #: 20188619

Account #: 20188619

Account #: 20188619

Address: 16232 ELLIOTT PKWY

Address: 16232 ELLIOTT PKWY

Address: 16232 ELLIOTT PKWY

WILLIAMSPORT

WILLIAMSPORT

WILLIAMSPORT

Maryland 21795-4083

Maryland 21795-4083

Maryland 21795-4083

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/ CELL/LN/CPRIN,STD,BT	1	\$48,881.00	\$48,881.00
2.0	11335-000001	LIFEPAK FLEX Lithium-Ion Battery	1	\$850.10	\$850.10
3.0	11140-000102	LIFEPAK FLEX Battery Charger	1	\$2,550.30	\$2,550.30
4.0	11996-000519	LNCS-II Reusable rainbow 8-wavelength Adult Sensor	1	\$600.00	\$600.00
5.0	11996-000520	LNCS-II Reusable rainbow 8-wavelength Pediatric Sensor	1	\$600.00	\$600.00
6.0	21300-008159	NIBP Tubing, Straight, 1.8 m (6 ft)	1	\$70.00	\$70.00
7.0	MVAO	Microstream Advance oral/nasal Filter Line, Adult, With O2, Box of 25	1	\$300.00	\$300.00
8.0	11240-000032	Printer Paper, 100 mm (2 per box)	1	\$13.63	\$13.63
9.0	11260-000073	Shoulder Strap	1	\$40.00	\$40.00
10.0	11330-000026	LP35 Docking Station	1	\$2,100.00	\$2,100.00
11.0	11111-000041	LIFEPAK 3-wire extended precordial ECG cable	1	\$56.11	\$56.11
12.0	11996-000536	15-Lead Patient Simulator (QUIK-COMBO)	1	\$500.00	\$500.00
13.0	11335-000008	LIFEPAK 35 Storage Bag Kit	1	\$384.00	\$384.00
14.0	11335-000005	LIFEPAK Printer Kit	1	\$2,550.30	\$2,550.30
16.0	11140-000131	AC Power Cord (North America, hospital grade)	4	\$56.50	\$226.00



Wash County Grant 35

Quote Number: 11244921

Version: 1

Prepared For: WASHINGTON COUNTY DIV OF EMER SVCS

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Division: Medical

Rep: Tom DeLore

Email: tom.delore1@stryker.com

Phone Number:

Quote Date: 01/21/2026

Expiration Date: 04/21/2026

Contract Start: 01/21/2026

Contract End: 01/20/2027

Equipment Total:	\$59,721.44
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Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
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Data Solutions:

#	Product	Description	Qty	Sell Price	Total
15.0	11150-000020	LIFEPAK Cellular Modem, North America	1	\$1,200.00	\$1,200.00
17.0	81000001	EMS Pro Tier 1: <5,000 annual run volume. Includes: device set up tools, asset management, transmission connectivity, ePCR integration, LIFENET Care app and browser access for communication, live streaming and post event analytic tools.	1	\$350.00	\$350.00

Data Solutions Total:	\$1,550.00
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Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Shipping and Handling:	\$0.00
Grand Total:	\$61,271.44

Prices: In effect for 30 days

Terms: Net 30 Days



Agenda Report Form

Open Session Item

SUBJECT: Maryland Administrative Office of the Courts, Dept. of Juvenile & Family Services
– Approval to Apply for and Accept Grant Award

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Amie Spigler, Family Support Services Coordinator, Circuit Court for Washington County and Richard Lesh, Grant Manager, Office of Grant Management.

RECOMMENDED MOTION: Move to approve the application and acceptance of funds in the amount of \$460,004 for Circuit Court Family Support Services funding.

REPORT-IN-BRIEF: This grant program provides grant funds awarded from the Department of Juvenile & Family Services (DJFS) of the Maryland Judiciary and Administrative Office of the Courts each year to the Washington County Circuit Court to deliver appropriate services to low-income families who appear before the Court to resolve family legal matters.

DISCUSSION: Each Court within the State of Maryland is required by MD Rules 16-307 to have a family support services division to implement the goals and objectives as set forth by the DJFS. Services funded through the grant include salary & fringe benefits for both the Family Services Coordinator and Permanency Planning Liaison, Family Law Self-Help Clinic, and when funding is available, ADR/Mediation, co-parenting education classes, custody evaluations, children's best interest attorneys, mental health evaluations, parenting coordinators, substance abuse evaluations, and supervised visitation services.

In the case that the amount of anticipated grant funds are not awarded, the Circuit Court Family Law Fund would request that Washington County cover the cost for the salaries and benefits of the Family Services Coordinator and Permanency Planning Liaison positions. The other services would be eliminated unless other supplemental funding could be secured from DJFS.

FISCAL IMPACT: Provides \$460,004.00 for the Washington County Circuit Court. If full funding is not awarded County is asked to make up the funding gap for two salary positions.

CONCURRENCES: Maria Kramer, Director, Office of Grant Management

ALTERNATIVES: Deny the application and acceptance of funding.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: FY27 MIEMSS Rural Health Grant – Blood Program– Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: David Chisholm, Deputy Director-Operations, Division of Emergency Services and Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY27 Rural Health Grant – Blood Program application through the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in the amount of \$26,870 and accept awarded funding.

REPORT-IN-BRIEF: The Maryland Institute for Emergency Medical Services Systems (MIEMSS) makes available to the EMS Operational Programs to either begin a whole blood program or to enhance an existing program.

DISCUSSION: This grant will allow the Washington County EMS Operational Program to enhance an existing program. Washington County Emergency Services wishes to use the funding to expand the current blood program to include the remaining 2 EMS supervisor vehicles. The amount requested provides for the equipment and disposables to accomplish this project. The Division of Emergency Services has placed money in the FY27 budget to cover the initial purchase of the equipment and disposables, so this grant will be used as a reimbursement of those funds expended.

FISCAL IMPACT: Provides \$26,870.00 for the Division of Emergency Services.

CONCURRENCES: Maria Kramer, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: FY26 Operating Budget Adjustment – Clear Spring EMS Transition

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: Motion to approve budget adjustment as presented.

REPORT-IN-BRIEF: Staff is requesting approval of a budget adjustment to transfer funds set aside for EMS transitions from the general operations department to the appropriate budget lines in the EMS operations department within the General Fund.

DISCUSSION: The EMS staffing MOU with Clear Spring Ambulance Club was approved on December 16, 2025. Staff is requesting a budget adjustment to transfer funds set aside for EMS transitions from the general operations department to the appropriate budget lines in the EMS operations department within the General Fund.

FISCAL IMPACT: The transfer is budget neutral.

CONCURRENCES: Dave Hays, Director of Emergency Services

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland

Budget Adjustment Form

Are external signatures needed?

☐ Yes ☒ No

(?)

☐ Budget Amendment

☒ Budget Transfer

Fiscal Year*

2026

BOCC Approval Date (if known)

12/16/2025

Preparer, if applicable

Kimberly K. Edlund

signed by Edlund, Kim
12/18/2025, 11:07:56 AM

Department Head Authorization

Division Director / Elected Official Authorization

☐ Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project/Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
500000	10	11520			EMS - Full time wages	273,620
500100	10	11520			EMS - FICA	20,930
500130	10	11520			EMS - Pension	71,140
500140	10	11520			EMS - Workers Comp	23,590
500120	10	11520			EMS - Health Insurance	68,000
500125	10	11520			EMS - Other Insurance	2,400
500040	10	11520			EMS - Other Wages	10,800

Expenditure / Account Number	Fund Number	Department Number	Project/Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
515280	10	10700			HR - Physicals	16,000
535060	10	11520			EMS - Uniforms	48,000
405000	50	50070			Patient Self Pay - CS	18,000
405005	50	50070			Medicare Revenue - CS	200,000
405010	50	50070			Medicaid-CS	6,000
405015	50	50070			Commercial Insurance-CS	125,700
502000	50	50070			Appropriations	66,930
505960	50	50070			Uncollectible accounts	21,100
515000	50	50070			Contracted Services	16,770
502000	50	50020			Appropriations	244,900
403115	10	00000			Miscellaneous Rev	244,900
505150	10	11200			Other - Misc	289,580

[Add another row](#)

Explain Budget Adjustment*

The Clear Spring ambulance company is consolidating with County operations.

Attach Additional Items



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Adoption of County AI Policy

PRESENTATION DATE: February 10, 2026

PRESENTATION BY: Zachary Kieffer, County Attorney

RECOMMENDATION: Motion to Approve Policy for AI Use by County Personnel

REPORT-IN-BRIEF: Board of County Commissioners consider proposed AI Policy.

DISCUSSION: With the increased prevalence and usage of AI in the workplace, the County Attorney's Office and IT Department have worked together to craft the attached policy covering use of by County personnel.

FISCAL IMPACT: N/A

CONCURRENCES: N/A.

ALTERNATIVES: N/A

ATTACHMENTS: Draft Policy

AUDIO/VISUAL NEEDS: None.

Artificial Intelligence (AI) Use Policy

Policy

The Artificial Intelligence Use Policy (the “Policy”) shall provide written rules and guidelines governing the use of artificial intelligence (“AI”) for work purposes for Washington County Government (the “County”).

1. **Purpose.** This Policy establishes guidelines for the responsible use of AI tools and systems by Washington County elected officials, employees, contractors, vendors, and volunteers (collectively “County Personnel”). The goal is to ensure AI is used ethically, securely, and effectively to improve County operations while protecting data privacy, public trust, and compliance with laws and regulations.

While AI can support County work, County Personnel are accountable for its risks and outcomes. This Policy outlines expectations for County Personnel to mitigate against risks and leverage AI in a safe, ethical, and responsible way.

Definitions

2. **AI:** a computer-based program that can, for a given set of defined inputs, analyze data, provide models, and make predictions and recommendations in an automated manner.

AI Bias: skewed content that AI tools may create that either misrepresents or under- represents certain groups of people, which can perpetuate harmful implicit and/or systemic biases. AI tools use both algorithms designed by individuals and resources that may be incomplete or not be characteristic of all communities and protected classes.

AI Tools: may be public (open), private, or County-managed/enterprise.

Principles

3. County Personnel shall adhere to the following principles whenever using AI for work purposes:

- a. **Accountability and Transparency:** County Personnel are expected to uphold high ethical standards while using AI. They are also responsible for any work materials that they produce, including, but not limited to, those with AI-generated content. County Personnel’s use of AI should be clearly documented and properly cited.
- b. **Improvement of Work Product:** AI can be leveraged to improve analyses, processes, services, and safety within the County. These opportunities for growth and development in public service are encouraged and embraced.
- c. **Fairness, Accuracy, and Equity:** County Personnel must ensure close oversight of any content produced by AI. They shall avoid using AI-generated content that appears to be

misrepresentative of individuals or communities based on their race, color, ethnicity, sex, religion, age, ancestry or national origin, disability, veteran status, marital status, sexual orientation, or any other classification protected by law.

- d. **Data Privacy and Security:** County Personnel shall ensure that all data generated by AI is secure and that individuals' privacy rights are maintained. County Personnel shall ensure the safety and security of County residents, infrastructure, systems, and data.

Authority and Acceptable Use

4. **Compliance with Existing Policies.** Any use of AI tools shall comply with this policy and all existing County policies and procedures. A violation of this policy may result in disciplinary action in accordance with the Washington County Employee Handbook or applicable Collective Bargaining Agreement.
5. **Prohibited Uses.**
 - a. AI shall not be utilized for sensitive decisions concerning employment decisions (hiring, adverse actions, etc.) or any activities that may adversely impact public safety.
 - b. County Personnel shall not use AI tools to create or distribute content that is defamatory, discriminatory, malicious, deceptive, illegal, or infringing upon the rights of others.
 - c. AI shall not be used in any manner that replicates the voice or likeness of a person. Deepfakes (media that has been manipulated by AI to make it seem like someone is saying or doing something that they have not done) will not be permitted in any capacity.
 - d. AI shall not be used for collecting, storing, or analyzing personally identifiable information without written approval from the County Chief Technology Officer and the County Attorney.
 - e. AI shall not be used to circumvent County security controls and policies.
6. **Authorized Uses.** AI may be used for:
 - a. Automating repetitive administrative tasks.
 - b. Data analysis and visualization to support decision-making.
 - c. IT operations such as system monitoring, security alerts, and help desk automation.
 - d. Training and staff development.
 - e. Enhancing engagement and citizen services.
 - f. Any uses substantially similar to those listed above. If there is uncertainty as to the permissiveness of the use of AI for a certain task, County Personnel are encouraged to confer with the Chief Technology Officer as to whether the intended use is permissible under this Policy.
7. **Acceptable AI Tools.**
 - a. Acceptable AI tools for County Personnel shall be set forth on a list actively maintained by the Chief Technology Officer. Requests for use of any other AI Tool may be made to the County Chief Technology Officer who shall approve or deny use of said AI Tool, in writing.
 - b. The County reserves the right to restrict and/or deny the use of these tools, or any other AI Tool or platforms if the use is inconsistent with requirements of this Policy, federal/state laws, or any other County policy.
 - c. County Personnel may not use County funds to purchase subscriptions, memberships,

upgraded paid tiers, or licenses to AI Tools for work purposes. Exceptions may be requested, in writing, from the Chief Technology Officer.

d. Prior to the use of any AI Tool, County Personnel must review all legal agreements, terms, and conditions provided by the vendor of the AI Tool.

e. AI Tools shall only be used with approved County accounts and devices.

8. **Data Prohibited from Use with or Entry into Public AI Tools.**

a. Public AI Tools are resources managed by external vendors, which store users' inputs to their tools. All sensitive information is prohibited from being entered into any public AI Tools. This includes any private information about individuals or the County, even if de-identified or anonymized. The only information that may be entered is that which is already publicly available.

b. Data which shall not be entered into public AI Tools includes, but is not limited to:

i. Washington County Government information that cannot be disclosed as a public record according to the Maryland Public Information Act (MPIA);

ii. Personally identifiable information (PII) or any information that can be used to identify a person (i.e., social security numbers, names, dates of birth, addresses, etc.);

iii. Protected health data, per the Health Insurance Portability and Accountability Act (HIPAA);

iv. Payment Card Industry (PCI) data, per PCI Data Security Standard (PCI DSS);

v. Students' data and education records, per Family Educational Rights and Privacy Act (FERPA);

vi. Individuals with Disabilities Education Act (IDEA) data; and

vii. Criminal Justice Information Services (CJIS) data.

9. **County Personnel Oversight of AI-Generated Content.**

a. Content developed with an AI Tool is not, and should not, be considered a final work product. County Personnel must review, fact-check, and edit all AI-generated content prior to incorporating the content in their work product. County Personnel should specifically fact-check the content using a different source than the vendor or company of the AI Tool.

b. County Personnel must ensure that AI-generated content supports the principles listed above, while also verifying that such content is accurate, complete, and unbiased. Content produced by AI must not infringe on intellectual property rights by using protected trademarks or copyrights.

c. In addition to fact-checking and editing AI-generated content, County Personnel should provide neutral prompts when using AI tools to avoid biases.

d. County Personnel should not rely on AI to create more than half of any given work product.

10. **Documented Use of AI Tool.** To ensure trust and transparency, County materials developed with the assistance of AI Tools shall disclose, through a citation or footnote, the name of the utilized AI Tool and the name of the office or person(s) that provided oversight of the AI-generated content. As an exception, AI solely used for grammar or proofreading does not require citation.

Standard Citation Format: “This content was [drafted, edited, translated] with the assistance of an artificial intelligence (AI) tool, [name of AI tool, i.e., ChatGPT, LLaMA]. The content has been reviewed and verified to be complete and accurate and represents the objectives and intentions of [office, department, the County, or a person's name].”

11. Questions and Reporting Potential Violations.

- a. County Personnel should send questions regarding this policy to the Chief Technical Officer
- b. County Personnel are encouraged to use the table in the Appendix as guidance to identify when a citation to an AI tool is needed and what level of AI use in work product is acceptable.
- c. County Personnel must immediately report potential violations of this policy to the Chief Technical Officer or the supervisor of the person alleged to have violated the policy.

12. Policy Review and Amendment.

- a. This Policy shall be reviewed annually the County IT Department in coordination with the County Attorney’s Office,
- b. This Policy may be amended in the sole discretion of the Board of County Commissioners of Washington County, in consultation with the County Administrator, County Attorney, and IT Department.

Effective Date: _____

Appendix: Guidance for Citation and Acceptable Level of Use of AI

	Proofreading Grammar	Brainstorming First Draft <25% AI	Collaborative Writing, About 50% AI	Human Edited, >75% AI	100% AI Content
Press release, prepared remarks	<input checked="" type="checkbox"/>	cite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replies to public inquiry	<input checked="" type="checkbox"/>	cite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public facing web content	<input checked="" type="checkbox"/>	cite	cite	<input type="checkbox"/>	<input type="checkbox"/>
Memos, broad internal communications	<input checked="" type="checkbox"/>	cite	cite	<input type="checkbox"/>	<input type="checkbox"/>
Internal process docs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cite	<input type="checkbox"/>	<input type="checkbox"/>
Source code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cite	<input type="checkbox"/>	<input type="checkbox"/>
Emails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cite	cite	<input type="checkbox"/>
Chat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cite	cite	<input type="checkbox"/>



Key

☒ No citation needed, use case needs approval by supervisor.



☐ cite Use one of the citation templates below, use case needs approval by supervisor.

☐ Use is not acceptable