



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

**November 3, 2020**

### OPEN SESSION AGENDA

*The meeting of the Board of County Commissioners of Washington County will be held at 100 West Washington Street, Suite 1113, Hagerstown. Due to Governor Hogan's Executive Order and gathering restrictions, Board members will be practicing social distancing. County buildings remain closed to public access except by appointment. Therefore, there will be no public attendance in the meeting chambers, unless previously scheduled. The meeting will be live streamed on the County's YouTube and Facebook sites.*

- 10:00 AM**     **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**  
**CALL TO ORDER**, *President Jeffrey A. Cline*  
**APPROVAL OF MINUTES**: *October 27, 2020*
- 10:05 AM**     **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:10 AM**     **STAFF COMMENTS**
- 10:15 AM**     **CITIZEN PARTICIPATION** (*citizens are required to submit a request to [khart@washco-md.net](mailto:khart@washco-md.net) or by calling 240.313.2204 at least 24 hours in advance of the meeting*)
- 10:20 AM**     **PROPERTY ACQUISITION FOR EASTERN BOULEVARD WIDENING** – *Todd Moser, Real Property Administrator*
- 10:30 AM**     **HAGERSTOWN REGIONAL AIRPORT BUDGET ADJUSTMENT** – *Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:35 AM**     **INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG20-0050)**  
**PLAYGROUND EQUIPMENT, PARKS & FACILITIES** – *Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works*
- 10:40 AM**     **CONTRACT AWARD (PUR1479) TREATMENT FOR SUBSTANCE USE DISORDERS** – *Rick Curry, Director, Purchasing; Rebecca Hogamier, Programs Director, Day Reporting Center*
- 10:45 AM**     **RESTAURANT RELIEF PROGRAM** – *Susan Small, Director, Business Development*
- 10:50 AM**     **POTENTIAL LEGISLATIVE ITEMS** – *Kirk Downey, County Attorney / Interim County Administrator*
- 10:55 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; or any other personnel matter that affects one or more specific individuals; To consult with counsel to obtain legal advice on a legal matter; To consult with staff, consultants, or other individuals about pending or potential litigation*)
- 11:45 AM**     **ADJOURNMENT**



## Agenda Report Form

### Open Session Item

**SUBJECT:** Property Acquisition for Eastern Boulevard Widening

**PRESENTATION DATE:** November 3, 2020

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Division of Engineering

**RECOMMENDED MOTION:** Move to approve the option agreement for partial property acquisition including fee simple and/or easements for 536 Antietam Drive and to approve an ordinance approving said purchase and to authorize the execution of the necessary documentation to finalize the acquisition.

**REPORT-IN-BRIEF:** Option agreements have been executed for the above-stated property. The fee simple and easement acquisitions are shown in the table below.

Property	Fee Simple	Easement	Acquisition Cost
536 Antietam Drive	4,092 SF	1,756 SF Revertible Slope Easement 6,734 SF Temporary Construction Easement	\$6,506.21

**DISCUSSION:** Eastern Boulevard will be widened from two lanes (one lane in each direction) to four lanes (two lanes in each direction) from Jefferson Boulevard (MD 64) to Antietam Drive and the construction will occur in several phases of work as indicated in the Capital Improvement Plan (CIP).

**FISCAL IMPACT:** \$6,506.21; CIP Budgeted Project

**CONCURRENCES:** Director of Engineering, County Attorney

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Maps, Ordinance

**AUDIO/VISUAL NEEDS:** Aerial Maps



# 536 Antietam Drive





ORDINANCE NO. ORD-2020-

**AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY**

*(Eastern Boulevard Widening Project – Phase III:  
Property acquisition – part of 536 Antietam Drive, Hagerstown,  
Washington County, Maryland)*

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the “County”) believes that it is in the best interest of the citizens of Washington County to acquire certain real property identified on the attached Exhibit A (the “Property”) to be used for public purposes.

2. The County approved the acquisition of the Property on November 3, 2020.

3. A public hearing was not required by Section 1-301, Code of the Public Local Laws of Washington County, Maryland, as the funds utilized to purchase of the Property are not to be expended from the General Fund of the County.

4. The acquisition of the Property is necessary for the Eastern Boulevard Widening Project – Phase III in Washington County, Maryland.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the acquisition of the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the acquisition of the Property.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Kendall A. Desaulniers  
Deputy County Attorney

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

## EXHIBIT A--DESCRIPTION OF PROPERTY

### PROPERTY ACQUISITION:

#### Part of 536 Antietam Drive, Hagerstown, Maryland

All that parcel of land consisting of 4,092 square feet or 0.0939 acre of land, more or less, situate along the easterly margin of Eastern Boulevard in Election District No. 18, Washington County, Maryland, and shown and/or indicated on a plat entitled "EASTERN BOULEVARD WIDENING II, SECURITY RD. TO CHARTRIDGE DR.," dated Jan. 2, 2019 and intended to be recorded among the Land Records of Washington County, Maryland, in the Washington County Lands and Roads Record Book as Right-of-Way Plat No. 100-10-576.

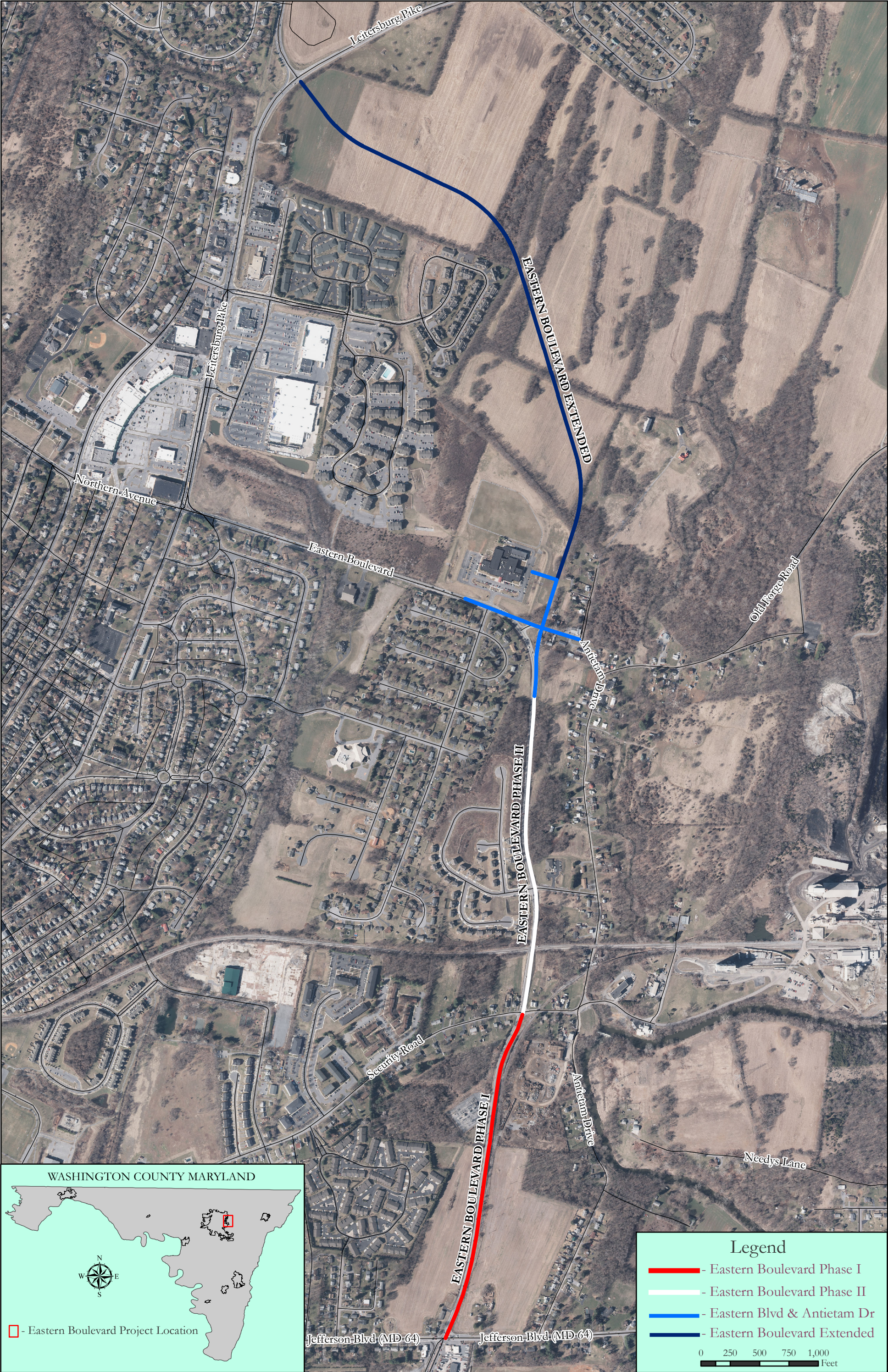
Together with a revertible easement for supporting slopes containing an area of 1,756 square feet or 0.0403 acre of land, more or less, referred to as "REVERTIBLE ESMT. AREA NO. 14", the outline of which is depicted on the above-mentioned Right-of-Way Plat No. 100-10-576.

Also together with a temporary construction easement encompassing an area of 6,734 square feet or 0.1546 acre of land, more or less, referred to as "TEMP. CONSTRUCTION ESMT. AREA NO. 9", the outline of which is depicted on the above-mentioned Right-of-Way Plat No. 100-10-576.

The above parcels of land being a portion of that tract or parcel of land conveyed unto Ansa A. Pasha and Tanvir A. Pasha by Stanley Klick, et al, by a deed dated July 19, 2014, and recorded among the Land Records of Washington County, Maryland, in Liber 4818, folio 352.



# Eastern Boulevard







## Agenda Report Form

### Open Session Item

**SUBJECT:** Hagerstown Regional Airport Budget Adjustment

**PRESENTATION DATE:** Nov 3, 2020

**PRESENTATION BY:** Garrison Plessinger, Director, Hagerstown Regional Airport

**RECOMMENDED MOTION:** Consensus to move forward with the budget adjustment as presented.

**REPORT-IN-BRIEF:** The Airport is the recipient of federal CARES act funding is the amount of \$1,126,907. This funding will be utilized for wages and benefits from 1/26/2020 through December 31, 2020.

**DISCUSSION:** The first CARES Act reimbursement for \$442,621 provided for certain wage and benefit costs through June 30, 2020. The second reimbursement is anticipated at \$684,286 and will be for wage and benefit cost incurred during FY21.

These funds have provided an opportunity to utilize other Airport revenues for various purposes. We are requesting a budget adjustment to provide for the following:

Account Name	Acct #	Amount
Airfield Ops Controllable Assets	599999	\$ 123,950
ARFF Controllable Assets	599999	\$ 9,100
General Ops Controllable Assets	599999	\$ 9,732
Land and Improvements	600100	\$ 12,000
Rental Properties Capitalized Renovation	600200	\$ 20,000
Terminal Controllable Assets	599999	\$ 6,100
CIP-Capital EQP	EQP031	\$ 294,000
CIP-Airport Security	COM026	\$ 25,000
Total		\$ 499,882

**FISCAL IMPACT:** \$684,286 in additional grant revenue

**CONCURRENCES:** N/A

**ALTERNATIVES:** Make no adjustment, surplus at year end will become cash reserves

**ATTACHMENTS:** Airport Budget Adjustment and Additional Details Spreadsheet

**AUDIO/VISUAL NEEDS:** N/A



# Washington County, Maryland Budget Adjustment Form

[Print Form](#)

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance	<input type="text"/>
Deputy Director - Finance	<input type="text" value="Kelcee Mace"/> <small>Digitally signed by Kelcee Mace Date: 2020.10.14 11:43:35 -04'00'</small>
Preparer, if applicable	<input type="text"/>

Department Head Authorization	<input type="text"/>
Division Director / Elected Official Authorization	<input type="text" value="Garrison Plessinger"/> <small>Digitally signed by Garrison Plessinger Date: 2020.10.15 07:16:35 -04'00'</small>
Budget & Finance Director Approval	<input type="text"/>
County Administrator Approval	<input type="text"/>
County Commissioners Approval	<input type="text"/>

Required approval with date	<input type="text"/>
If applicable with date	<input type="text"/>
Required approval with date	<input type="text"/>
Required approval with date	<input type="text"/>
Required > \$ 25,000 with date	<input type="text"/>

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
495100	45	45010		GRT095	FEDR	Operating - Federal Grants	684,280
502000	45	45010				Appropriations - CIP	319,000
505906	45	45010				Operating Reserves	184,400
599999	45	45010				Controllable Assets - Gen Ops	9,730
600100	45	45010				Land and Land Improvements - Gen Ops	12,000
599999	45	45020				Controllable Assets - Airfield Ops	123,950
599999	45	45040				Controllable Assets - Terminals	6,100
600200	45	45070				Building & Improvements - Rental Properties	20,000
599999	45	45080				Controllable Assets - ARFF	9,100

Explain Budget Adjustment	The Airport is the recipient of federal CARES act funding is the amount of \$1,126,907. CARES Act funding will be utilized for wages and benefits from 1/26/2020 through December 31, 2020. The CARES Act funds have provided an opportunity to utilize other Airport revenues for various purposes.
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Required Action by County Commissioners	<input type="radio"/> No Approval Required	<input checked="" type="radio"/> Approval Required	Approval Date if Known	<input type="text"/>
--	--	--	---------------------------	----------------------



[illegible]



Account Name	Acct #	Project Items:	Qty.	Price	Total Price	Notes
Airfield Ops Controllable Assets	599999	Portable radios	25	\$ 4,494	\$ 112,350	replacement of current handheld airport radios due to age and failing radios
Airfield Ops Controllable Assets	599999	Airfield radios	2	\$ 800	\$ 1,600	replacement of broken units
Airfield Ops Controllable Assets	599999	Airfield Painting Supplies	1	\$ 10,000	\$ 10,000	Airfield markings are in need of remarking.
ARFF Controllable Assets	599999	Stretcher carrier	1	\$ 2,600	\$ 2,600	Prior FAA recommendation from 2017 Full Scale Drill. High priority recommendation, with a hope we never have to use them beyond drills.
ARFF Controllable Assets	599999	ICS Vest Kit	1	\$ 500	\$ 500	Recommendation from 2017 Full Scale Drill. Should have them here for use during incidents.
ARFF Controllable Assets	599999	Hand Held Thermal Camera	1	\$ 6,000	\$ 6,000	While a desired item for ARFF, this enhances their capabilities.
CIP-Capital EQP	EQP031	Fork Lift	1	\$ 30,000	\$ 30,000	replacement due to age and increase costs of repairs
CIP-Capital EQP	EQP031	Flail Mower budget adjustment to purchase outrigh	1	\$ 145,000	\$ 145,000	replacement due to age and increase costs of repairs
CIP-Capital EQP	EQP031	Tug	3	\$ 30,000	\$ 90,000	replacement of current tugs due to age and increase costs of replacement of 2nd belt loader due to age and increase costs of repairs
CIP-Capital EQP	EQP031	Belt Loader	1	\$ 29,000	\$ 29,000	replacement to fix portion of security system in parking lot
CIP-Airport Security	COM026	Replacement Media Converts for parking lot camera	1	\$ 25,000	\$ 25,000	replacement of aged equipment
General Ops Controllable Assets	599999	New computer monitors	12	\$ 187	\$ 2,250	replacement of slow equipment
General Ops Controllable Assets	599999	New Office Staff Computers	6	\$ 1,164	\$ 6,983	replacement of aged equipment
General Ops Controllable Assets	599999	Printer	1	\$ 500	\$ 500	replacement of aged equipment
Land and Improvements	600100	Gate for the Maintenance Yard	1	\$ 12,000	\$ 12,000	New to secure maintenance shop area
Rental Properties Capitalized Renova	600200	Rental Properties supplies	1	\$ 20,000	\$ 20,000	Fix Gyer House and pay for Boiler, flooring, cabinets, counter tops
Terminal Controllable Assets	599999	Walk Behind Snow Blower	1	\$ 2,000	\$ 2,000	replacement due to age and increase costs of repairs
Terminal Controllable Assets	599999	Push Mower	1	\$ 600	\$ 600	replacement due to age and increase costs of repairs
Terminal Controllable Assets	599999	Terminal Parking lot and road painted (Alpha Space)	1	\$ 3,500	\$ 3,500	Lines are faded, and need to be remarked.
Total Airport Requested Needs					\$ 499,882	

Account Name	Acct #	Amount
Airfield Ops Controllable Assets	599999	\$ 123,950
ARFF Controllable Assets	599999	\$ 9,100
General Ops Controllable Assets	599999	\$ 9,732
Land and Improvements	600100	\$ 12,000
Rental Properties Capitalized Renovation	600200	\$ 20,000
Terminal Controllable Assets	599999	\$ 6,100
CIP-Capital EQP	EQP031	\$ 294,000
CIP-Airport Security	COM026	\$ 25,000
Total		\$ 499,882



**Agenda Report Form**

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**Open Session Item**

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-20-0050) Playground Equipment for Parks and Facilities

**PRESENTATION DATE:** November 3, 2020

**PRESENTATION BY:** Brandi Naugle, CPPB Buyer, Purchasing Department and Andrew Eshleman, Director of Public Works.

**RECOMMENDATION:** Move to authorize, by Resolution the Parks and Facilities to purchase playground equipment from Playground Specialist, Inc. of Thurmont, MD and to utilize the Houston-Galveston Area Council (HGAC) contract No. PR11-20 for the total sum amount of \$148,680.58.

**REPORT-IN-BRIEF:** Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

Acquisition of the equipment by utilizing the Houston-Galveston Area Council (HGAC) contract and eliminating our County's bid process would result in administrative efficiencies for the Parks and Facilities as well as overall better pricing due to economies of scale offered by the subject contract. The Houston-Galveston Area Council (HGAC) contract is a nationwide strategic sourcing program designed by public purchasing professionals for use by government agencies and public-benefit non-profits throughout the country. The County would be purchasing new playground equipment to replace the playground equipment at Marty Snook Park.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's Capital Improvement Plan (CIP) account REC037. Project funding source: 90% Project Open Space (POS) monies and 10% local match.

**CONCURRENCES:** N/A

**ALTERNATIVES:** 1) Do not award the purchase of the playground equipment and process our own bid for the equipment in which pricing would not be favorable, or (2) utilize the Houston-Galveston Area Council (HGAC) contract which does offer better pricing than processing a single bid through our bidding process because of the economies of scale.

**ATTACHMENTS:** Playground Specialists, Inc. Proposal 22883A dated October 14, 2020

**AUDIO/VISUAL NEEDS:** N/A





29 Apples Church Road  
Thurmont, MD 21788  
(800) 385-0075  
www.playspec.com

**ADDRESS**

WASHINGTON COUNTY  
PARKS AND RECREATION  
ATTN: ANDREW ESHLEMAN  
11400 ROBINWOOD DRIVE  
HAGERSTOWN, MD 21742

**SHIP TO**

MARTY SNOOK PARK  
OPTION #2  
C/O PLAYGROUND  
SPECIALISTS

**Proposal 22883A****DATE** 10/14/2020**SALES REP**

TIM BOYLE

TYPE	QTY	RATE	AMOUNT
<b>NOTE</b> HGAC CONTRACT #PR11-18			
<b>GRADING</b> GRADING TO PREP EXERCISE STATION AREA FOR NEW EQUIPMENT AND SURFACING - ALL MATERIALS TO REMAIN ON SITE	1	1,250.00	1,250.00
<b>PLAYWORLD EQUIPMENT</b> ZZXX0151 - SPINAMI	1	4,739.00	4,739.00
<b>DISCOUNT</b> HGAC CONTRACT 10% DISCOUNT OFF PLAYWORLD LIST PRICE ABOVE	1	-473.90	-473.90
<b>BERLINER PLAY EQUIPMENT</b> BOO.02	1	49,466.00	49,466.00
<b>BERLINER PLAY EQUIPMENT</b> TERRANO HAMMOCK	1	6,509.00	6,509.00
<b>BERLINER PLAY EQUIPMENT</b> CLOUD 9	1	7,967.00	7,967.00
<b>BERLINER PLAY EQUIPMENT</b> IKO MEDIUM	1	16,149.00	16,149.00
<b>DISCOUNT</b> HGAC CONTRACT 6% DISCOUNT OFF BERLINER LIST PRICE ABOVE	1	-4,805.46	-4,805.46
<b>DISCOUNT</b> ADDITIONAL PRICE REDUCTION FOR CHANGING BOO.02 W/ STAINLESS SLIDE TO FASTLANE SLIDE	1	-1,474.86	-1,474.86
<b>PARIS SITE FURNISHINGS</b> P072920-15B - 7 PIECE EXERCISE STATION CIRCUIT PER DRAWING	1	18,770.00	18,770.00
<b>DISCOUNT</b> HGAC CONTRACT 6% DISCOUNT OFF PARIS LIST PRICE ABOVE	1	-1,126.20	-1,126.20
<b>INSTALLATION</b> CERTIFIED INSTALLATION OF BOO.02 W/ FAST LANE SLIDE AND EXERCISE STATIONS ONLY	1	21,673.00	21,673.00



TYPE	QTY	RATE	AMOUNT
<b>EPDM RUBBER</b> INSTALL 1,230 SQ FT 1/2" EPDM CAP 100% COLOR OVER 1.5" BASE RUBBER	1,230	15.00	18,450.00
<b>FILTER FABRIC</b> PROVIDE AND SPREAD 1,230 SQ FT FILTER FABRIC	1,230	0.60	738.00
<b>STONE</b> # 57 COMPACTED STONE FOR PLAYSPEC RAINBOW BASE	1	2,550.00	2,550.00
<b>NOTE</b> INSTALLATION IS FOR BOO.02 W/ FAST LANE SLIDE AND EXERCISE STATIONS ONLY. SPINAMI, HAMMOCK, CLOUD 9, AND IKO MEDIUM TO BE DELIVERED ONLY TO PARK FOR INSTALLATION TO BE DONE BY OTHERS			

**NOTE**  
SAFETY SURFACING FOR BOO.02 W/ FAST LANE SLIDE  
TO BE DONE BY OTHERS

\*Net 30 w/ PO

\*3% service charge for all credit card payments.

\*Pricing only guaranteed for 30 days unless specified above.

\*Absolutely no engineering, permit fees, bonding, or additional  
insurance included in above pricing unless specified on line item.

\*Additional mobilization, poor soils, limited access, or utility  
issues may result in change orders.

\*Standard lead times always apply. Contact sales agent for  
details.

\*\*Sign and return when approved. Thank you!

SUBTOTAL	140,380.58
TAX (0)	0.00
SHIPPING	8,300.00

<b>TOTAL</b>	<b>\$148,680.58</b>
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Accepted By

Accepted Date



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1479) – Treatment for Substance Use Disorders at the Washington County Sheriff's Office - Day Reporting Center

**PRESENTATION DATE:** November 3, 2020

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing Department and Rebecca Hogamier, Program Director, Day Reporting Center

**RECOMMENDED MOTION:** Move to award the contract for the Treatment for Substance Use Disorders at the Washington County Sheriff's Office, Day Reporting Center (DRC) in Washington County, Maryland to the responsible, responsive proposal.

**REPORT-IN-BRIEF:** Attached is an excerpt from the Request for Proposal (RFP) outlining the Overview of the Washington County DRC minimum requirements under the resulting contract. The contract is for an initial term that commenced on July 1, 2020 and end June 30, 2021 with an option to renew the awarded contract for up to four (4) additional one (1) periods. If the Contractor wishes to renew the Contract, he/she shall submit a letter of intent to the County Purchasing Director at least ninety (90) calendar days prior to the expiration of each contract period. The County reserves right to accept or reject any request for the renewal any increase in cost. All other terms and conditions shall remain unchanged. Renewal of this agreement is at the discretion of the Washington County Sheriff's Office and is also contingent upon the following: 1) the continual award of funds from the Governor's Office of Crime Control and Prevention (GOCCP) 2) the performance of the Contractor and 3) the goals/outcomes desired by the GOCCP and the Washington County Sheriff's Office.

The Coordinating Committee was comprised of the following members: Day Reporting Center Director (Chairman Designee), Washington County Sheriff, Warden for Washington County Detention Center, Captain for Washington County Detention Center and Purchasing Director. The RFP was advertised locally in the newspaper and on the County's web site, as well as on the State's "eMaryland Marketplace Advantage" web site. One hundred eighty-four (184) persons/firms accessed the RFP document from the County's web site. One (1) provider was represented at the pre-proposal teleconference. One (1) proposal was received.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Governor's Office for Children (State) funds in the amount of \$53,958 is available for these services.

**CONCURRENCES:** Award as recommended by the Coordinating Committee.

**ALTERNATIVES:** N/A

**ATTACHMENT:** (1) Minimum Requirements Excerpt from the RFP document.

**AUDIO/VISUAL NEEDS:** N/A



## SCOPE OF WORK

The Washington County Sheriff's Office Day Reporting Center (DRC) is alternative to incarceration. The program is a highly structured, non-residential program that offers a comprehensive range of services to non-violent adult male and female offenders with substance related disorders that are sentenced to the DRC and meet eligibility criteria for admission. Offenders live at home and report to the center on a frequently basis. While attending the program, the offender receives various services including intensive treatment for substance use disorders, individual and group counseling, intensive case management, community supervision, reentry coordination, health and wellness, vocational, life skills, soft skills, peer support, financial management and mentoring services. The program spans over approximately six (6) months encompassing five (5) phases, see outline of Phases One through Five.

### A. Overview of the Washington County DRC

#### 1. Minimum Requirements:

- a. The treatment for substance use disorders will target criminogenic needs, such as antisocial thought, cognitive restructuring, and provide medication assisted treatment, using Vivitrol.
- b. All services must be provided at the DRC facility.
- c. Clinician(s) will work at the DRC facility for a minimum of 40 hours a week at the DRC. Clinicians will be required to work some evenings and some Saturdays to cover DRC hours of operation Monday through Friday, 8:00 a.m. to 8:00 p.m., Saturday, 8:00 a.m. to 4:00 p.m., The DRC will be closed on Sundays and holidays observed by the County. (Attachment No. 6)
- d. Clinicians must open and secure DRC facility when scheduled.

#### 2. Program Design:

- a. The DRC will provide:
  - 1) Assessment and referral
  - 2) Individual case management
  - 3) Reentry Services
  - 4) Soft and life skills training
  - 5) Peer support services
  - 6) Mentoring services
  - 7) Treatment for substance use disorders
  - 8) Medication Assisted Treatment, using Vivitrol
  - 9) Job training, job search and job placement skills

- 10) Parenting coaching
- 11) Anger management
- 12) Referrals to specialized services
- 13) Financial Management
- 14) Health Visits
- 15) Random drug and alcohol testing

b. The Independent Treatment Service Provider will:

- 1) In jail assessments, to include substance use disorder and trauma screenings, medication assisted treatment and risk assessments for Day Reporting Center candidates and medication assisted treatment using Vivitrol candidates.
- 2) Provide ASAM, Levels of Care I and II. 1 treatment at the DRC facility, individual and group counseling.
- 3) Coordinate referrals to higher ASAM Levels of Care.
- 4) Coordinate service delivery as it relates to treatment for substance use disorders with other DRC team members and community service providers.
- 5) Coordinate medication assisted treatment services with prescribing provider.
- 6) Screen and assist program participants in applying for Maryland Medical Assistance.
- 7) Seek reimbursement for service provision.
- 8) Participant in monthly Community Service Provider conference calls.
- 9) Attend weekly Service Delivery Team meetings.
- 10) Collect urine specimens, under direct observation for drug and alcohol testing, based on Drug & Alcohol Testing Industry Association standards.
- 11) Open and secure DRC facility as scheduled.
- 12) Collect and report demographics and indicator data for performance measures and outcomes tracking.
- 13) Coordinate insurance authorizations for medication assisted treatment using Vivitrol.



- 14) Coordinate medication delivery to maintain 28-day schedule for all participants receiving Vivitrol
- 15) Collaborate with Washington County Health Department to provide Hepatitis A vaccines to DRC participants.
- 16) Coordinate medication assisted treatment prescribing with program's certified registered nurse practitioner.
- 17) Provide a registered nurse to coordinate and conduct medication assisted treatment clinic, using Vivitrol, provide medication assisted treatment using Vivitrol education, collect and interpret urine specimens prior to injections, provide injections.
- 18) Coordinate and obtain medication assisted treatment prescription insurance authorization.

3. Service Quality and Clinician Accountability:

a. The Independent Service Provider will:

- 1) Comply with all Washington County Sheriff's Office, Detention Center and Day Reporting Center policies and procedures.
- 2) Clinician(s) will work at the DRC facility for a minimum of 40 hours a week.
- 3) Ensure coverage for services when primarily clinician is off due to sickness, vacation or training.
- 4) Function as a member of the DRC service delivery team.
- 5) Agree to conditions of Qualified Service Organization Agreement as it relates to sharing of confidential information.
- 6) Applies cognitive restructuring and moral reconnection strategies and techniques during treatment for substance use disorders.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Restaurant Relief Grant Program and remaining CARES Act Funding

**PRESENTATION DATE:** Tuesday, November 3, 2020

**PRESENTATION BY:** Susan Small, Director of Business Development

**RECOMMENDED MOTION:** Move to approve the acceptance of \$1,352, 231 of grant funds from the Maryland Department of Business Management through the Department of Commerce for the provision of a restaurant relief grant program in Washington County

**REPORT-IN-BRIEF:** Maryland is launching a new \$50 million grant program to provide direct relief to restaurants across the State. These grants can be used for working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs that are permitted under a COVID-19 restaurant assistance program that your jurisdiction may already be operating.

These funds will be allocated to local jurisdictions in the form of a grant from the state and must be disbursed to businesses by no later than December 31, 2020. The state will provide clear guidelines that jurisdictions must follow to disburse the funds. Additionally, the \$50 million in funds will be distributed proportionally based on the number of restaurant establishments located in each jurisdiction. Based on our current data, we expect Washington County's share of the \$50 million to be \$1,352,231.

Additionally, the Department of Business Development has approximately \$800,000 left in CARES Act Rise Up Business Stabilization fund. We would like to disburse the remaining amount evenly to previously awarded businesses. Which is approximately \$1,057 per business.

**DISCUSSION:** Washington County Department of Business Development will be utilizing the previous Rise Up Grant guidelines as a basis for the new Restaurant Relief Grant Program. A new application must be filled out and submitted for review and approval by each restaurant, although the required accompanying documentation has been simplified. If a restaurant has applied to the Rise Up Grant and received an award, they are entitled to apply for this as well. With a maximum of \$20,000 for each grant, on a first come, first serve basis, we hope to assist the restaurant community in Washington County as swiftly as possible. The deadline for applications will be December 18<sup>th</sup>, 2020.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Kirk Downey, Interim County Administrator/County Attorney; Susan Buchanan, Director of Grant Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Restaurant Relief Application

**AUDIO/VISUAL NEEDS:**



**Rise Up Restaurant Relief  
Washington County Grant Assistance Program**

**APPLICATION FORM**

**By completing this application, the applicant accepts the following terms:**

1. All of the information set forth in the Application is true and correct.
2. The Grantee and the person signing below have the authority or right to sign this formal application and agree to its terms.
3. The applicant is and will remain, in compliance with the laws of the Federal Government and the State of Maryland and its political subdivisions, including all laws prohibiting discrimination.
4. If any information or certification in the Application or any attachments to the Application are false or materially misleading, the Grantee shall repay any awarded grant funds back to Washington County in the full amount.

**Eligibility Criteria**

1. Must own, rent, or lease a permanent or mobile commercial food and/or beverage service location in Washington County as of March 1, 2020 (non-profit organizations, commissaries, food banks, groceries, farmers markets, vending machines, home kitchens, etc. are not eligible)
2. Business must have a current Washington County business license and have been in business on March 1, 2020, and the business must be in good standing with Washington County Government and the State of Maryland with no outstanding taxes, fees, or other charges, and registered with the state, if required by law.
3. Demonstrate operational expenses or purchases incurred due to COVID-19 in the periods from March 1, 2020 through December 30, 2020.
4. Eligible expenses may include, but are not necessarily limited to working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs related to continuity of business.
5. Applications from franchise restaurants will be accepted as long as the franchisee does not own more than 2 franchise businesses in Washington County.
6. The maximum amount awarded for this grant will be \$20,000 per applicant.

### **Criteria Questions:**

If you answer NO to any of the following questions, then your business does not qualify for this grant. Please visit [www.washcorises.net](http://www.washcorises.net) for additional financial assistance.

Is the business in good standing with Washington County Government and the State of Maryland with no outstanding taxes, fees, or other charges, and registered with the state, if required by law?

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

Have you owned, rented, or leased a permanent or mobile commercial food and/or beverage service location in Washington County as of March 1, 2020

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

Are you a For-profit, locally owned and operated restaurant?

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

I understand all funds must be dispensed by December 30, 2020.

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**



## **Applicant Information**

Business Legal Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Tax ID/EIN: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Business Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Business: (Choose below)

\_\_\_\_\_ Restaurant \_\_\_\_\_ Convenience Store \_\_\_\_\_ Mobile \_\_\_\_\_ Carry-out only

\_\_\_\_\_ Brewery/Vineyard/Distillery \_\_\_\_\_ Other: \_\_\_\_\_

Year established: \_\_\_\_\_

Do you own (with a mortgage), lease, or rent your business site?

\_\_\_\_\_ Lease \_\_\_\_\_ Rent \_\_\_\_\_ Own with a mortgage \_\_\_\_\_ Own without a mortgage

Current number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Business Structure:

\_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Limited Liability Company (LLC) \_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership \_\_\_\_\_ S-Corporation

**Amount of Funds Requested: \$** \_\_\_\_\_

(The award amount will be based on the amount demonstrated as financial stress or disrupted operating expenses or \$20,000, whichever is less. These grants can be used for working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs related to the impact of COVID-19)

**Please explain how COVID-19 has impacted your business and how this grant would benefit the stabilization of your restaurant business.**

**Please indicate if you have applied for, been awarded or plan to apply for the following programs?**

US SBA Economic Injury Disaster LOAN (EIDL)

☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

US SBA Economic Injury Disaster GRANT (EIDL)

☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

US SBA Paycheck Protection Program (PPP)

☐ Plan to Apply ☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

Maryland Small Business COVID-19 Emergency Relief Grant

☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

Maryland Small Business COVID-19 Emergency Relief Loan

☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

Washington County Rise Up Business Stabilization Grant

☐ Applied ☐ Received (Amount \$\_\_\_\_\_)

**Please list any additional funding efforts in which you have applied for. (personal loan, etc.)**

**Application Submission Checklist:**

The following documents are required in order for an application to be considered complete. It is the applicant's sole responsibility to ensure everything is submitted in a timely manner. For consideration of your application, the following must be submitted:

- ☐ Complete and attach Vendor Form and W-9 Form. (required to process payment.)
- ☐ Completed and Signed Application

Additional financial information and/or financial statements may be requested and required.

## ACKNOWLEDGMENT AND CERTIFICATION

I/We hereby certify that I/we have read and understand the information contained in the Application and meet the eligibility guidelines for the program. I/we have willing intentions to continue operating my/our business for at least the next 12 months, subject to further guidelines from the Maryland Governor and accompanying Governors Order(s). I/we also certify that the above information is true and correct and understand that any misinformation submitted or omitted could result in the dismissal of this request for program assistance. I/we understand that this application does not guarantee assistance and all eligibility guidelines, terms, and conditions must be met in order to receive benefits. Applicant acknowledges that "confidential commercial information" and "confidential financial information" submitted with or on this Application Form are entitled to protection under the Maryland Public Information Act (the "Act"). The County shall produce this Application (and any attachments thereto) to third parties only in accordance with the Act and cases construing same.

Applicants must comply with all conditions indicated on their application form and there may be additional supporting documentation requested by the review team at any time during the process.

If the application has been approved, the applicant will receive an award notification letter which will serve as the grant agreement document. Signing the grant application and depositing or negotiating the grant award check indicates Applicant's acceptance of all grant terms and conditions. The Applicant further agrees to provide any additional documents that may be need in the future if a federal audit is required. If an audit determines that grant funds were used for an ineligible, impermissible, or disallowed purpose, the recipient acknowledges that recipient is liable to and must reimburse the County in the amount of the grant funds used for an ineligible, impermissible, or disallowed purpose.

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the above Rise Up Restaurant Relief Grant Eligibility Criteria and Application, and I understand that if my application is approved, failure to comply with said terms and conditions will result in termination of the Grant Award letter.

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Applicant Signature

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Date

### **Submit application to:**

Washington County Department of Business Development  
100 W. Washington Street, Suite 1401  
Hagerstown, MD 21740  
[Riseup@washco-md.net](mailto:Riseup@washco-md.net)





## Agenda Report Form

### Open Session Item

**SUBJECT:** Potential Legislative Items

**PRESENTATION DATE:** November 3, 2020

**PRESENTATION BY:** Kirk C. Downey, County Attorney/Int. County Admin.

**RECOMMENDED MOTION:** N/A. Discussion only.

**REPORT-IN-BRIEF:** This is a discussion about potential issues the County may like to see addressed during the next session of the General Assembly.

**DISCUSSION:** The following have been identified from as being items of potential interest:

1. Medical Assistance Program - Emergency Service Transporters - Reimbursement for Transportation and Medical Services;
2. Requirement for a zoning certification prior to issuance of a business license; and
3. Any other matter identified as requiring legislative action.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A