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BOARD OF COUNTY COMMISSIONERS

February 4, 2025

OPEN SESSION AGENDA

6:30 AM STATE OF THE COUNTY PRESENTATION
*Location: Meritus School of Osteopathic School of Medicine
11120 Health Drive
Hagerstown, Maryland 21740*

HOSTED BY: HAGERSTOWN-WASHINGTON COUNTY CHAMBER OF
COMMERCE

9:00 AM DEPART FOR 100 WEST WASHINGTON STREET, HAGERSTOWN, MD

9:30 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *January 14, 2025*

9:35 AM COMMISSIONERS' REPORTS AND COMMENTS

9:50 AM STAFF COMMENTS

9:55 AM CITIZEN PARTICIPATION

Convene as the Board of Health

10:05 AM 1. STATE OPIOID RESPONSE/MOBILE CRISIS INTERVENTION SERVICES
FOR THE WAY STATION, INC./SHEPPARD-PRATT
Earl Stoner, Health Officer, Washington County Health Department

Reconvene as the Board of County Commissioners of Washington County

10:15 AM 2. WASHINGTON COUNTY COMMISSION ON AGING/AREA AGENCY ON
AGING'S FY2026 BUDGET PRESENTATION
Amy Olack, CEO; Ed Lough, President; Al Martin, Treasurer, Commission on Aging

10:30 AM 3. MARYLAND 9-1-1 BOARD – APPROVAL TO SUBMIT APPLICATION AND
ACCEPT AWARDED FUNDING
*Kelly Fisher, Deputy Director, Emergency Communications; Richard Lesh, Grant
Manager, Grant Management*

- 10:35 AM 4. MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS, DEPARTMENT OF JUVENILE & FAMILY SERVICES – APPROVAL TO APPLY FOR AND ACCEPT GRANT AWARD
Kristin Grossnickle, Court Administrator, Circuit Court for Washington County; Richard Lesh, Grant Manager, Grant Management
- 10:40 AM 5. REJECTION OF BID (PUR-1719) – SHARPSBURG WTP BACKWASH PUMP REPLACEMENT
Brandi Kentner, Director, Purchasing; Mark Bradshaw, Director, Environmental Management
- 10:45 AM CLOSED SESSION – *(To consult with counsel to obtain legal advice on a legal matter. Discussion in open session would violate attorney-client privilege and weaken County bargaining position as it relates to sale of property.*
- *Update from County Attorney on effect of certain legislation and County involved litigation.)*
- 11:05 AM RECONVENE IN OPEN SESSION

ADJOURNMENT



Agenda Report Form

Open Session Item

NOTE: The Board will need to convene as the *Board of Health* when considering this request.

From: Michelle Hutchinson, Purchasing-Washington County Health Dept.

SUBJECT: State Opioid Response/Mobile Crisis Intervention Services for the Way Station, Inc., /Sheppard-Pratt

PRESENTATION DATE: February 4th, 2025

PRESENTATION BY: Earl Stoner, Health Officer

RECOMMENDED MOTION: The health department is recommending that the Board of Health approval the contract to Way Station, Inc. of Washington County in the amount of \$119,813.00 for funding legislated for the Crisis Response Grant providing a Mobile Crisis Team to increase mobile crisis services beyond normal business hours. Contract period of September 29th, 2024, through June 30th, 2025.

REPORT-IN-BRIEF: **Mobile Response Teams** are community -based services to provide face to face intervention with children, adolescents, and adults deployed in real time to the location of the person in crisis. With a goal of de-escalating the individual's behavioral health crisis, to help stabilize the individual and make an easier handoff to the appropriate level of care that is needed. This service is designed to reduce the unnecessary engagement with criminal legal system and the emergency department. Teams are staffed by one or two people and can be a combination of licensed behavioral health professionals, peer specialists and/or paraprofessionals who have experience in substance crises in the community to help de-escalate the situations.

DISCUSSION:

FISCAL IMPACT: 100% of the funding for this contract is provided through a Maryland Department of Health Behavioral Health Administration. No additional funding is being requested.

CONCURRENCES:

ATTACHMENTS:

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
FY25 F871N-0881
Way Station, Inc./Sheppard-Pratt

THIS CONTRACT (the "Contract"), is made as of the 14th day of January, 20 25 by and between the STATE OF MARYLAND, acting through the MARYLAND DEPARTMENT OF HEALTH, Washington County Health Department ("Department"), and

Way Station, Inc.

("Contractor") whose principal office in Maryland is

328 N. Potomac Street, Hagerstown, Maryland 21740

and whose principal business address is

Same

The parties agree as follows:

1. **Scope of Contract.**

(a) The Contractor shall provide the following goods or services:

Way Station, Inc., will provide crisis intervention services to individuals experiencing an opioid crisis. This funding will be used to increase hours beyond business hours and when the WCHD crisis peers are unavailable.

Performance measures include:

- 2% reduction of readmissions to Meritus Behavioral Health Unit
- Reduce the number of emergency calls by 2 %
- 25 individuals will be served by an ED Peer Support Specialist who has experienced an overdose.
- Reduction of overdoses within the community by 2 %
- Service 250 individuals through mobile crisis who have experienced an overdose

The scope of work or solicitation dated N/A is attached and incorporated by reference as Exhibit A. The Contractor's bid or proposal dated N/A is attached and incorporated by reference as Exhibit N/A. If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision: Exhibit A - the scope of work or solicitation and Exhibit B - the Contractor's bid or proposal.

(b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).

2. **Term of Contract.** The term of this Contract shall be for the period of September 30th, 20 24 through June 30th, 20 25.

3. **Compensation and Method of Payment.**

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall **not exceed \$119,813.00**

(b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after services are rendered and the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

(c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is 52-1162749. The Contractor's Social Security Number is _____ (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by the Contractor to the Department for payment.

(d) **Invoicing.** All invoices for services shall be signed by the Contractor and submitted to wchd.invoice@maryland.gov. All invoices shall be submitted along with any supporting documentation to prove the expenses were incurred by the contractor. All invoices shall include the following information:

- Contractor name.
- Remittance address.
- Federal taxpayer identification number.
- Invoice period.
- Invoice date.
- Invoice number.
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information and inclusive of the supportive documentation cannot be processed for payment until the Contractor provides the required information.

Supporting Documentation Requirements

The Washington County Health Department is required to ensure that all expenses disbursed under grant programs are made within the scope of the Condition of Awards and only appropriate expenses are reimbursed under the grant. As such, supporting documentation is required to support expenses invoiced under this contract.

- For reimbursement of salaries and related personnel costs, copies of payroll reports or other proof of payments/costs must be submitted along with the invoice. Reports must detail amounts paid to or on behalf of (salary and fringe costs) individual employees.
- For equipment purchases that are approved under the grant award, originals or copies of receipts for the equipment must be submitted along with the invoice.
- For any sub-contracted services allowable under the grant award, copies of invoices from the sub-contractors must be submitted along with the invoice. Sub-contracted services must be pre-approved by the Contract Monitor. Supportive documentation proving the costs and expenses of the sub-contractor will also need to be provided.
- For any supplies, utility costs, fuel purchases, or other expenses allowable for reimbursement under the grant award, copies of receipts or invoices must be submitted along with the invoice.

Onsite Visit/Audit

For service contracts, the Washington County Health Department, will perform one or more onsite visits to ensure that services provided by the contractor are consistent with this contract and any applicable conditions of award. This site visit may include a financial review to audit the accuracy of invoices and billed expenses. If a visit is made to ensure that a service is being performed at a specific time, it may be unannounced.

4. **Procurement Officer.** The Department designates Michelle Hutchinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.
5. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
6. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for

any anticipatory profits which have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).

7. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.
8. **Termination for Non Appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.
9. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.
10. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.
11. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
12. **Contract Monitor- Contract Monitor is [Ebise Bedye](#).**

SOW is attached (exhibit A)

Mobile Response Services : To be completed by the Way Station, Inc.

1. Include a licensed and/or credentialed clinician capable of assessing the needs of individuals within the region of operation, to include;
2. Respond in person (preference) where the person is (home, work, park, etc.) and not restrict services to select locations within the region or particular days/times; and
3. Connect individuals to facility-based care as needed through warm hand-offs and coordinating transportation when and only if situations warrant transition to other locations.
4. When not on the scene, licensed staff should be available "on call" to provide consultation and higher-level interventions.
5. Where possible, peers should be incorporated within the mobile crisis team.
6. If the local jurisdiction's practice model allows, respond without law enforcement accompaniment unless special circumstances warrant inclusion in order to support true justice system diversion;
7. Plan, develop and implement real-time GPS technology in partnership with the region's crisis call center hub to support efficient connection to needed resources and tracking of engagement;
8. Schedule outpatient follow-up appointments in a manner synonymous with a warm handoff in order to support connection to ongoing care.
9. Facilitate follow-up access to mental health providers within 48 hours either via telehealth or inperson services.
10. Services will be provided to individuals with opioid use disorders.
11. Individuals will be assessed for stimulants. Those testing positive for stimulant use will receive the appropriate treatment and care.

Deliverables/Milestones/Unit Measure:

- o 2% reduction of readmissions to Meritus Behavioral Health Unit
- o Reduce the number of emergency calls by 2%
- o 25 individuals will be served by an ED Peer Support Specialist who has experienced an overdose.
- o Reduction of overdoses within the community by 2%
- o Service 250 individuals through mobile crisis who have experienced an overdose.
- o Tentative Dates/Time frames for Delivery
- o July 1, 2024 - June 30, 2025 Monthly

- o Invoices are due by the 15th of the month for the previous month

Monthly reporting on performance measures/deliverables are due by the 15th of every month. For example, data collected from January 1-3. 1st will be due on February 15th to the data platform specified by BHA.

Attachment A: Statement of Work

Purpose:

Mobile Response Teams are community-based services that provides face-to-face intervention for children, adolescents, and adults, deployed in real time to the location of a person in crisis. The immediate goal is to de-escalate the individual's behavioral health crisis, help them stabilize, and make warm handoffs to the appropriate levels of care. This service is designed to reduce unnecessary engagement with the criminal legal system and emergency departments.

These teams are staffed by one or two people and can be a combination of licensed behavioral health professionals, peer specialists, and/or paraprofessionals who respond to individuals experiencing substance use crises in the community to help them de-escalate and provide stabilization services. The purpose of this service is to to promote prevention, treatment, and recovery; increase medication assisted treatment, reduce opioid deaths and stimulant addiction through evidence based prevention, treatment, and recovery support services; and reduce harm and unmet treatment needs.

Evaluation Language: This statement of work details the evaluation activities to be performed by grantees to meet the requirements of the Maryland State Opioid Response IV (MD-SOR IV) grant initiative. The specific activities to be performed include four core work areas:

- 1) Monthly Progress Reporting.
- 2) Government Performance Results Act (GPRA) client-level data collection.
- 3) Trauma Informed Care Training and Assessment; and
- 4) Quarterly Evidence-Based Practice (EBP) Reporting.

The Local Jurisdiction shall provide or contract for the provision of the services listed below. Services will be provided to individuals with opioid use disorders. Individuals will also be screened and assessed for stimulants. Those testing positive for stimulant use will receive the appropriate treatment and care.

Task/Activities:

The activities and services include:

- Respond to crisis situations in the community
- Triage/Intake
- De-escalation
- Assessment
- Evaluate for Opioid and Stimulant Use Disorders
- Collaborate and maintain working relationships with various treatment services
- Care coordination and referrals (to medication and psychological supports)

- Reduce immediate risk of harm to self and others
- Peer support services (to include receiving transportation services/supports, legal services supports, self help and support groups, referrals to medical health care services, referrals to mental health services)
- Safety plan
- Transportation
- Follow up
- Enhance public awareness of opioid and stimulant use disorders
- Psychoeducation
- Referred to ongoing care coordination / case management
- Provide peer services in the hospital emergency department
- Referral to MOUD
- Facilitate transportation
- Provide transportation
- Insert other activity or service(s): _____

Deliverables/Milestones/Unit Measure:

Following are performance measures and associated goals for this grant. All measures related to the number of individuals are requesting unduplicated individual information unless otherwise indicated. Reporting is monthly, but all goals are annual.

Process

- Number of individuals screened
- Number of times mobile response team (any model) is requested -
- Number of individuals who engaged with mobile response team - **Goal: 100**
- Number of individuals engaged in MAT services upon program enrollment
- Number of individuals who were referred to care coordination services
- Number of peer staff in the organization
- Number of individuals who received peer support services - **Goal: 25**
- Number of peer encounters
- Number of community events attended that aimed to reduce substance use
- Number of advertising campaigns that aim to reduce substance use
- Number of individuals who received Narcan training at a community event

Service Outcomes

- Number of individuals referred to:
 - Peer support services who connected with the service
 - MAT treatment
 - Standard Outpatient Substance Use Treatment in a month; this includes individuals treated by: outpatient substance use treatment programs that do not provide MAT, or physicians practicing in a non-ASAM clinic, such as a general practitioner.
 - Mental health or psychiatric services
- Number of individuals who receive a warm handoff to:
 - Step-down levels of care
 - Higher levels of care

Tentative Dates/Timeframes for Delivery:

- September 30, 2024 - June 30, 2025

The Local Jurisdiction will provide monthly reports to the Behavioral Health Administration's Contract Monitor and SOR Evaluation Team as outlined below. Not complying with reporting requirements can delay current year or future funding.

- (1) **Progress Reporting:** All SOR-funded programs are required to collect data elements that are derived from the following: federal reporting requirements; and the BHA, SOR and program-level outcomes. Programs will be required to conduct the following activities: collect program progress reporting data on SOR-funded service recipients; review collected data for accuracy and submit aggregated progress reports to the web-based application for review by the SOR evaluation team.

Progress Reporting Requirements:

- a. Submit monthly progress reports to the web-based system by the 15th of each month 100% of the time. Make corrections to errors that are identified by the evaluation team within two business days 100% of the time.
- (2) **GPRA Reporting:** All SOR funded GPRA eligible programs will be required to conduct the following GPRA related activities: introducing the GPRA evaluation to all SOR-funded clients, completing the participation agreement with each client, conducting the GPRA interview(s), submitting the signed participation agreement and client contact form, and submitting the completed interview(s) to the SOR Evaluation Team via the web-based platform.

GPRA-eligible initiatives include Crisis Beds, EMOCHA, Hub and Spoke, Intensive Care Coordination, Medication Adherence, MOUD in Detention Centers, OUD MEETS, Peer Recovery Supports, Recovery Residences

GPRA Performance Requirements:

- a. GPRA baseline interviews are completed on a minimum of 80% of clients who are enrolled in GPRA-eligible services.
- b. Baseline interviews are completed on 100% of clients who agree to participate in GPRA within 3 days following enrollment in a residential program or 4 days following enrollment in a non-residential program and uploaded to the Evaluation Team.
- c. Signed Participation Agreements (signed by the provider) are submitted to the evaluation team on 100% of clients served in the GPRA-eligible program. Those clients who decline participation in the GPRA evaluation will need to be signed by the provider and then submitted to the evaluation team.

- (3) **Trauma Informed Care Assessment:** All SOR-funded programs will be required to participate in the following trauma-informed care activities: attend the Trauma Informed Organizational Assessment Tool (TIOA) training and other technical assistance events and develop an organizational trauma-informed care action plan.

Trauma Informed Care Performance Requirements:

- a. SOR-funded programs will be trained on and administer the Trauma Informed Organizational Assessment Tool (TIOA)
- b. SOR-funded organizations will develop an Organizational Trauma Informed Care Action Plan
- c. SOR-funded partner organizations will demonstrate improvement in the adoption and implementation of Trauma Informed and Healing Centered practices

(4) Quarterly Evidence Based Practice Reporting: The LAA/LBHA/CSA and SOR contractors must monitor the direct service providers to ensure interventions are adhering to the proposed EBP(s). All SOR funded programs will be required to provide quarterly updates on the implementation and adherence of EBPs that are delivered to individuals receiving prevention, treatment, and recovery services. The quarterly reporting is required to be completed by providers or staff of SOR funded initiatives.

Quarterly Evidence-Based Practice Performance Requirements:

- a. Submit a quarterly EBP report to the web-based platform on a quarterly basis. The following components are an example of elements to be collected:
 - i. Name of the EBP
 - ii. Initiative/Program where the EBP is implemented and being utilized
 - iii. Barriers to implementing the EBP, if any
 - iv. Process for ensuring interventions adhere to intended EBP
 - v. Description of, and reasons for any adaptations made to EBPs
 - vi. Mechanisms used to provide ongoing EBP training to providers
 - vii. EBP resources used for receiving technical assistance (TA) support
 - viii. Plans for any future EBP implementation
 - ix. Other - to be determined based on the discretion of BHA

Oversight and other requirements:

- All conditions of this award as detailed in the 'Condition of Award' document will be adhered to by the Local Jurisdiction (LBHA/LAA/CSA).
- The Local Jurisdiction will ensure that for all subgrantees, if any, there is an executed contract on file, which will at minimum contain expectations for the program, including service delivery, performance measures, and outcomes, reporting frequencies and formats.

Special Terms of SOR-IV Award

- SOR funds *shall not* be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, (e.g., HHS, CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA)), and non-federal funds, third party insurance, and sliding scale self-pay among others.
- SOR funds for treatment and recovery support services *shall only be utilized to provide services to individuals that specifically address opioid or stimulant misuse issues*. If either an opioid or stimulant misuse problem (history) exists concurrently with other substance use, all substance use issues may be addressed. Individuals who have no history of or no current issues with opioids or stimulants misuse shall not receive treatment or recovery services with SOR grant funds.
- Funds *may not* be expended through the grant or a sub-award by any agency that would deny any eligible client, patient or individual access to their program because of their use of FDA-approved medications for treatment of substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations, naltrexone products including extended-release and oral formulations or long-acting products such as extended-release injectable or implantable buprenorphine.) Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder. Similarly, medications available by prescription or office-based implantation must be permitted if it is appropriately

authorized through prescription by a licensed prescriber or provider. In all cases, MOUD must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. Recipients must assure that clients will not be compelled to no longer use MOUD as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.


- SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 CFR § 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).
- **Contingency Management (CM) must be approved by the SOR Project Director before implementation.** To mitigate the risk of fraud and abuse, while also promoting an EBP, recipients who plan to implement CM interventions as part of their SOR grant will be required to comply with special conditions before the implementation of CM. The SOR Project Director will provide the guidelines. Contingencies may be used to reward and incentivize treatment compliance. Clients may not receive contingencies totaling more than \$75 per budget period. No person shall market the availability of a CM Incentive to induce a patient to receive federally reimbursable items or services or to receive such items and services from a particular provider or supplier.
- General Provisions under Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act Public Law 117-328, Consolidated Appropriations Act, 2023, Division H, Title V, Section 526, notwithstanding any other provision of this Act, **no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.** Provided, that such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant state or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the state or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.
- Recipients must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in Section H of the Application Guide.
- All training, conference, and travel activities must first be approved by the SOR Project Director.
- Minor alterations and renovations (A&R) must receive prior approval by the SOR Project Director. Minor A&R may not include structural change (e.g., to the foundation, roof, floor, or exterior or loadbearing walls of a facility, or extension of an existing facility) to achieve the following: Increase the floor area; and/or change the function and purpose of the facility.
- Non-Federal recipients that expend \$750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR § 75.501. Guidance on determining Federal awards expended is provided in 45 CFR § 75.502. Recipients are responsible for submitting their Single Audit Reports and workbooks (SF-SAC) electronically to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.
- Failure to comply with these Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

SDI Issues and Response:

The Strategic Data Initiative (SDI) reviews data-related agreements and data use policies to protect MDH data. The SDI status is covered only in the Administrative Award COA. The Award Recipient has submitted for and obtained SDI provisional approvals where appropriate, for all awards being processed per each jurisdiction.

Agreement/Approvals:

Signature of LBHA/LAA/CSA Program Staff:

 ACSW C, LAA

Printed Name of LBHA/LAA/CSA Program Staff:
Victoria E. Sterling, LCSW-C Date: 11/21/24

Signature of BHA Program Staff:



Printed Name of BHA Program Staff:
Lynera Gregory Date: 1/14/25

IN WITNESS THEREOF, the parties have executed this Contract as of the date hereinabove set forth.

CONTRACTOR
Way Station, Inc./Sheppard-Pratt

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
WASHINGTON COUNTY HEALTH DEPARTMENT

By: _____ (Seal)

By: _____

Dr. Harsh Trivedi, CEO
(Printed Name and Title)

Earl Stoner, Health Officer
(Printed Name and Title)

Date

Date

Attachment: Exhibit A - Statement of Work



Open Session Item

SUBJECT: Washington County Commission on Aging/Area Agency on Aging's FY2026 Budget Presentation

PRESENTATION DATE: February 11, 2025

PRESENTATION BY: Amy Olack, CEO; Ed Lough, President; Al Martin, Treasurer

RECOMMENDED MOTION: Motion to approve the Washington County Commission on Aging/Area Agency on Aging's request for an annual allocation of \$250,000 for the next five years, totaling an additional \$1,250,000 over that period. Each year's funding will accumulate, building upon the previous year's allocation.

REPORT-IN-BRIEF: The Washington County Commission on Aging, Inc. (WCCOA) respectfully requests an additional \$250,000 annually for the next five years 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.

The County's funding for Fiscal Year 2025 (FY 25) is allocated at \$1,170,980 (not including in kind space). For Fiscal Year 2026 (FY 26), we are requesting an increase to \$1,420,980. Even with this proposed increase, WCCOA anticipates a projected operating loss of \$812,371 assuming all our requested funding is met, highlighting the critical need for further financial support.

DISCUSSION: Per the Older Americans Act (a Federal mandate), the Washington County Commission on Aging, Inc. (WCCOA) is designated by the State of Maryland as the Area Agency on Aging for Washington County. The WCCOA proudly provides essential programs and services to older adults, caregivers, and individuals with disabilities, regardless of age. For WCCOA, this is more than a mandate or requirement—it is a privilege to collaborate with the County Commissioners in our shared mission to serve those who need it most.

In FY25, WCCOA successfully secured over \$1 million in benefits for older adults in Washington County. These funds contribute directly to the local economy through the benefits and savings identified. Additionally, with the support of County funding, WCCOA accessed over \$1 million in supplementary funding from external sources.

As you are aware, we are serving the fastest-growing demographic in our population: individuals aged 60 and older. This demand for services is projected to continue increasing for at least the next decade. Together, we must develop a strategic plan to address the needs of this rapidly growing senior population and ensure they have access to basic programs and services. Creating a sustainable funding stream is just the first step to addressing the growing waitlists for programs and services.

Without your increased support, we will face difficult decisions, including reducing services and expanding waitlists. Your partnership is vital to meeting these growing demands and ensuring we can serve seniors, caregivers, and individuals with disabilities effectively.

FISCAL IMPACT: \$250,000 per year over the next 5 years.

- FY 26 - \$1,420,980
- FY 27 - \$1,670,980
- FY 28 - \$1,920,980
- FY 29 - \$2,170,980
- FY 30 - \$2,420,980

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Handout.

AUDIO/VISUAL NEEDS: N/A.



Impact Report

FEDERALLY MANDATED

Mandated by the Older American's Act, the Washington County Commission on Aging was designated by the State Department of Aging as Washington County's Area Agency on Aging in 1981.

A YEAR WITH UNIQUE CHALLENGES

As the American Rescue Plan funds come to an end, the demand for programs and services continues to grow. Court-appointed guardianship cases have tripled, placing unprecedented strain on resources. Waiting lists remain a persistent challenge, with an average of 500 individuals waiting at any given time throughout the year. Some are waiting to determine program eligibility, while others are in urgent need of food, personal care support, or other home and community-based services. Adding to this pressure, state and federal mandates require the implementation of additional programs and services starting in FY 2025 and beyond. Without an increase in sustainable funding, flat or reduced budgets will inevitably lead to service reductions, leaving many vulnerable individuals without the critical support they need.

2024 IMPACT SNAPSHOT

10,500+
Number Served

52,533
Meals Provided

\$1,632,314
Value of Benefits

90,843+
Phone Calls

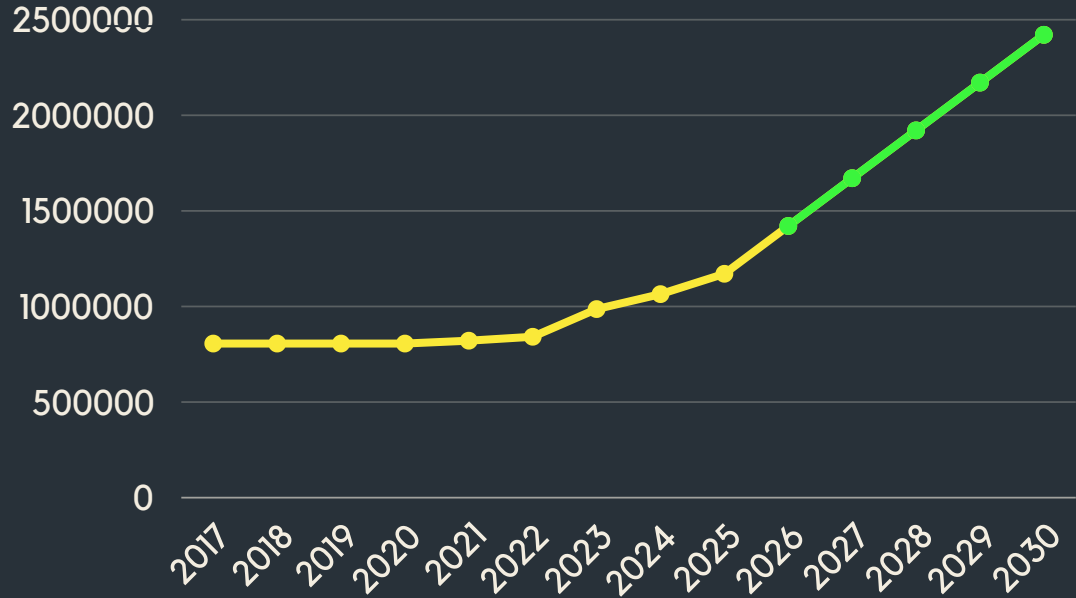
1498
Active Senior
Center Members





FY 2026 FUNDS REQUESTED

\$1,420,980



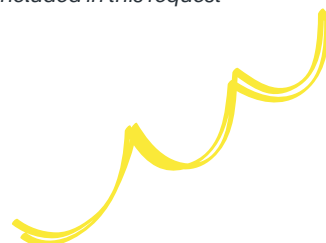
We are requesting \$250,000 increase each year for the next 5 years.

INVEST IN WASHINGTON COUNTY'S OLDER ADULTS!

YEAR	COUNTY FUNDING WITHOUT INKIND SPACE	INCREASE FROM PRIOR YEAR	
2017	\$806,000	+\$55,470	
2018	\$806,000	0	
2019	\$806,000	0	
2020	\$806,000	0	
<hr/>			
2021	\$821,000	+\$15,000	
2022	\$841,530	+\$20,530*	*County provided COVID one time funds and included in-kind building space in their budget
2023	\$986,313	+\$144,783*	**County did not include in-kind building space in their budget
2024	\$1,064,530	+\$78,217**	
2025	\$1,170,980	+\$106,450***	***County included in-kind building space in their budget

REQUEST - \$250,000 INCREASE PER YEAR FOR 5 YEARS

2026	\$1,420,980	+\$250,000	
2027	\$1,670,980	+\$250,000	County in-kind building space not included in this request
2028	\$1,920,980	+\$250,000	
2029	\$2,170,980	+\$250,000	
2030	\$2,420,980	+\$250,000	



We couldn't have
done it without your
generous *support.*

Thank you

to all our donors,
grantors and
volunteers.

*We acknowledge the
contributions of the staff and
volunteers who worked tirelessly
to serve older adults, caregivers
and those with disabilities.*



DONATE NOW



www.wccoaging.org



535 East Franklin Street
Hagerstown, MD 21740



301-790-0275

THE TIME HAS COME...

WE HOPE YOUR CONTINUED SUPPORT RISES TO MEET THE NEED



**Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Requested	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
502000 - Appropriations	1,420,980	0	1,420,980	250,000	21.35%	1,170,980	1,064,530	1,486,313
502400 - In-Kind Expense	433,600	0	433,600	0	0.00%	433,600	433,600	433,600
Operating Expenses	1,854,580	0	1,854,580	250,000	15.58%	1,604,580	1,498,130	1,919,913
Total	1,854,580	0	1,854,580	250,000	15.58%	1,604,580	1,498,130	1,919,913

**Washington County, Maryland
General Fund
Department 93230 - Commission on Aging
FY26 Expenses**

	2026 Operating Budget Requested	2026 Variance Comments Requested
502000 - Appropriations	1,420,980	Increase in request due to an anticipated loss of Federal revenue due to the Older American's Act final rule changes effective October 2025.
502400 - In-Kind Expense	433,600	To record in-kind expense related to office/commercial space provided to outside agencies.
Total	1,854,580	



Washington County, Maryland
 Outside Agency Funding Request
 FY2026

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

Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
WC Commission on Aging, Inc.	\$ 3,905,865	\$ 5,132,042	\$ 4,905,639	-4.4%	Form 2	\$ 1,064,530	\$ 1,170,980	\$ 1,420,980	21.3%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 3,905,865	\$ 5,132,042	\$ 4,905,639	-4.4%		\$ 1,064,530	\$ 1,170,980	\$ 1,420,980	21.3%

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 *A. Olack* Date 12/20/2024

Washington County, Maryland
Outside Agency Funding Request

Program Budget

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,420,980

Program Name: Washington County Commission on Aging, Inc. # Clients Served: 6500+

Program Description: The Commission on Aging, Inc. serves Washington 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				The overall 1% increase in wages is the result of the reduction of 1 full time position and additional hours for Guardianship and MAP.
	1,369,382	1,852,386	1,869,965	
Fringe Benefits	457,283	642,354	654,881	Corresponds with above salaries.
Payroll Taxes	113,436	153,446	154,902	Corresponds with above salaries.
Total	\$ 1,940,101	\$ 2,648,186	\$ 2,679,748	
Operating Costs:				
Audit	45,000	30,000	30,000	In line with anticipated expenses.
Contract Services				The reduction in contract costs in FY26 is due to prior funding sources no longer available, namely American Rescue Plan (ARP) funding and additional Meals on Wheels (MOW) funding provided by the county. This results in a significant reduction in the number of people we will be able to serve.
	832,880	986,423	745,661	
Equipment Maintenance	1,594	7,400	7,761	In line with anticipated expenses.
Equipment/Lease	7,246	25,284	38,231	Includes the replacement cost of computers nearing the end of their useful life and requiring replacement.
Insurance	13,824	46,717	46,712	In line with anticipated expenses.
Office Supplies	33,525	36,690	34,317	In line with anticipated expenses.
Rent Expense	427,412	509,949	509,949	In line with anticipated expenses.
Utilities	63,553	64,812	65,530	In line with anticipated expenses.
Vehicle Maintenance	1,938	6,500	6,000	In line with anticipated expenses.
Other (detail below):				
1. Communications/Marketing	146,911	195,907	178,670	Reduction is due to reduction in ARP funded projects.
2. Volunteer Expenses	24,199	34,032	21,000	In line with anticipated expenses.
3. Other Operating Costs				Includes additional fees for legal services related to guardianship, organizational needs related to final rule of Older Americans Act such as policy creation, updates, contracts, etc.
	145,881	369,080	371,997	
4. Staff Travel	13,585	18,998	17,999	In line with anticipated expenses.
5. Housing Subsidies	184,050	152,064	152,064	Based on current budget trends
Total	\$ 1,941,598	\$ 2,483,856	\$ 2,225,891	
Capital				
Equipment Purchases	24,166			
Other Capital Purchases				
Total	\$ 24,166	\$ -	\$ -	
Grand Total	\$ 3,905,865	\$ 5,132,042	\$ 4,905,639	

Washington County, Maryland
Outside Agency Funding Request

Program Revenue

Organization Name: Washington County Commission on Aging, Inc Funding Request: \$ 1,420,980

Program Name: Washington County Commission on Aging, Inc. # Clients Served: 6500+

Program Description: The Commission on Aging, Inc. serves Washington 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:				
County - general operating	1,064,530	1,170,980	1,420,980	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 - Gaming	42,731	19,096	40,000	Requested to support Aging in Place and Adult Education to promote healthy lifestyles and choices.
County - Community Funding	29,000	23,800	-	Included SeniorFit in general operating.
Federal	1,058,053	1,257,070	968,698	Based on anticipated cuts in funds. Older American's Act Final Rule changes effective October, 2025. New requirements will increase appointment times thus lowering the number served.
State	838,924	892,394	920,686	Includes funds for new required State Program - Dementia Care Navigation. Supplemental funds from 2025 are included assuming they may be renewed. State funding changes are anticipated but unknown. Built budget off current State trends.
Contributions and bequests	459,275	515,799	515,799	In-kind space for all 3 buildings at 535 E. Franklin St. (per county CFO \$433,600), volunteer in-kind contributions, as well as in-kind space at seven congregate meal sites.
Total	\$ 3,492,513	\$ 3,879,139	\$ 3,866,163	
Operating Income:				
Fundraising	100,767	172,164	122,164	Fundraising reduced due to endowment received in FY25 and is not anticipated in FY26.
Other:				
1. Grants - Other	464,750	271,114	90,005	Based on anticipated financial trends.
2. Net Assets	(565,401)	586,925	812,371	Increase in net assets expected due to the completion of MOW funds and ARP funds in 2025. With this level of net asset usage, it will NOT address the waitlists or demands. Waiting lists and demands are driving requests, which will require net asset usage AND additional funds. The Board will determine final net assets used based on actual county, state, and federal funds received. If net assets are reduced, MOW, congregate meals, and staffing will be reduced.
3. Restricted Funds	372,497	207,764	-	ARP and County MOW funds all expended in FY25.
Total	\$ 372,613	\$ 1,237,967	\$ 1,024,540	
Other:				
Investment Income	40,739	14,936	14,936	Based on anticipated financial trends.
Total	\$ 40,739	\$ 14,936	\$ 14,936	
Grand Total	\$ 3,905,865	\$ 5,132,042	\$ 4,905,639	



Agenda Report Form

Open Session Item

SUBJECT: Maryland 9-1-1 Board – Approval to Submit Application and Accept Awarded Funding.

PRESENTATION DATE: February 4, 2025

PRESENTATION BY: Kelly Fisher, Deputy Director of Emergency Communications, and Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of grant application to the Maryland 9-1-1 Board in the amount of \$74,741.00 and accept funding as awarded for annual maintenance costs for the NICE System.

REPORT-IN-BRIEF: The Department of Emergency Communications is requesting approval for the submission of grant application and to accept grant funds in the amount of \$74,741.00 from the Maryland 9-1-1 Board for the annual maintenance costs for the 911 recording platform.

DISCUSSION: The NICE System is a critical 911 recording platform. This system is essential to the 911 operations, ensuring that all emergency calls are accurately recorded and stored for quality assurance, training, and legal purposes. The annual maintenance of the NICE System is crucial to ensure its continual functionality, reliability, and security, supporting the seamless operation of emergency services. Without proper funding for this maintenance, the 911 call center risks potential disruptions to their ability to respond effectively to emergencies, which could impact public safety.

FISCAL IMPACT: Provides \$74,741.00 for the Department of Emergency Communications.

CONCURRENCES: Maria Kramer, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



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 4, 2025

PRESENTATION BY: Kristin Grossnickle, Court Administrator, 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 \$442,809 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.

The Office of Grant Management has reviewed the grant funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: Provides \$442,809.00 for the Washington County Circuit Court

CONCURRENCES: Maria Kramer, Director, Office of Grant Management

ALTERNATIVES: Deny the application and acceptance of funding.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Rejection of Bid (PUR-1719) – Sharpsburg WTP Backwash Pump Replacement

PRESENTATION DATE: February 4, 2025

PRESENTATION BY: Brandi J. Kentner, CPPO, Director, Purchasing; Mark Bradshaw, Division Director of Environmental Management.

RECOMMENDED MOTION: Move to take action, in the best interest of the County and to request the bid for the Sharpsburg WTP Backwash Pump Replacement be rejected due to the submitted bids not meeting the specifications of the solicitation. The department shall make all necessary adjustments to the solicitation and request approval to re-advertise.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was listed on the State of Maryland’s “eMaryland Marketplace Advantage” (eMMA) website, on the County’s website, the County’s new online bidding website and in the local newspaper. Twenty-six (26) persons/companies registered/downloaded the bid document online and two (2) bids were received.

After reviewing the Two (2) Bids received for this project it has been determined that both bids failed to meet the specifications of the bid document, therefore both have been deemed non-responsive. Justification for rejection as follows: 1 - Westex Group - The bid document specifically states that if a bidder seeks to quote an alternative pump and motor, they must obtain prior approval from Washington County and provide written confirmation that the alternative unit can be installed in the same piping configuration as the existing backwash pump. Neither of these requirements were met by the vendor. Subsequent communication with the pump manufacturer confirmed that the model pump proposed was for a different application than the pump being replaced. 2 - Sydnor Hydro – The bid did not include mechanical seals as specified in the bid document.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1719
Sharpsburg WTP Backwash Pump Replacement

1	Furnish and deliver a replacement Backwash Pump as specified in the terms of this Bid Solicitation.				
Supplier	QTY	UOM	Price	Extended	Supplier Notes
Westex Group Rockville, MD	1	Lump Sum	\$21,086.58	\$21,086.58	
Sydnor Hydro, Inc. Richmond, VA	1	Lump Sum	\$61,985.00	\$61,985.00	<u>Remarks / Exceptions:</u>
					<p>Important Notes:</p> <ul style="list-style-type: none"> -Pricing is for direct replacement pump and motor, Fairbanks Model 8" 5721 horizontal Angleflow pump with 15 HP, 230-460V, 3-phase, 1800 RPM motor. This pump is a dimensional and hydraulic duplicate for existing pump serial # K2N1-050496. -Exception to 30-day delivery requirement. Current lead time is 26-weeks after receipt of order. -Exception to mechanical seal requirement, as Fairbanks has never provided a mechanical seal for this pump model in the past. The new pump will include packing for the shaft seal, which is the same arrangement as the existing pump. -Pricing is for pump, motor and coupling only. Accessories such as anchor bolts, nuts, valves, piping, fittings, air lines, control devices, pressure gauges, etc. are not included. -Existing pump baseplate to be re-used. -Installation and electrical connections to be performed by others.