



Administration and Human Services
Committee
Standing Committee Meeting Agenda
Monday, June 18, 2012
6:00 PM

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
6th Floor Training Room

<u>Name</u>	<u>Absent</u>
Commissioner John Mendez, Chair	<input type="checkbox"/>
Commissioner Ann Brandau-Murguia	<input type="checkbox"/>
Commissioner Angela Markley	<input type="checkbox"/>
Commissioner Tom Cooley	<input type="checkbox"/>
Commissioner Butch Ellison	<input type="checkbox"/>

I. **Call to Order / Roll Call**

II. **Approval of standing committee minutes for May 14, 2012.**

III. **Committee Agenda**

Item No. 1 - GRANT: CODE FOR AMERICA FELLOW'S PROGRAM

Synopsis:

Requesting the joint Code for America grant application be considered with the 2012 Revised and 2013 Budgets. If awarded, the two Kansas Cities would be provided with three to four fellows along with technical and management oversight from the Code Program to find ways to provide more efficient services and communication to constituents.

Tracking #: 120150

Item No. 2 - HR POLICIES: DISTRACTED DRIVERS' POLICY/SOCIAL MEDIA POLICY

Synopsis:

Recommending additions to the HR Guide, submitted by Henry Couchman, Legal, to include:

- a. Distracted Drivers' Policy
- b. Social Media Policy

Tracking #: 120151

IV. GOALS AND OBJECTIVES FOLLOW-UP

Item No. 1 - GOALS AND OBJECTIVES

Synopsis:

The Unified Government Commission conducted a strategic planning process resulting in specific goals and objectives adopted by the commission on May 17, 2012. Commission has directed that the goals and objectives appear monthly on respective standing committee agendas to assure follow-up and action toward implementation.

- a. Education/Workforce Development. Maintain a collaborative working relationship with the various educational institutions and the business community to maximize community resources and enhance learning, college readiness, and career pathway opportunities in our community.
- b. Social Services. Promote and provide social services and facilities to improve the life, health, and living conditions of our citizens, targeting the most at risk.

Tracking #: 120153

V. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, May 14, 2012**

The meeting of the Administration and Human Services Standing Committee was held on Monday, May 14, 2012, at 5:30 p.m., in the 6th Floor Human Resources Training Room of the Municipal Office Building. The following members were present: Commissioner Mendez, Chairman; Commissioners Murguia, Markley, and Ellison. Commissioner Cooley was absent.

Chairman Mendez called the meeting to order. Roll call was taken and all members were present as shown above.

Carol Godsil, Deputy UG Clerk, stated we have a change to tonight's agenda. Item No. 3 under the Committee Agenda has been deleted at the request of Commissioner Barnes. Anyone in attendance to listen to the item on the commissioners' compensation, that item will not be heard as it has been deleted.

Approval of standing committee minutes for March 12, 2012. **On motion of Commissioner Murguia, seconded by Commissioner Ellison, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 120109...Requesting approval to submit a \$100,000 grant application for Healthy Communities Wyandotte (HCW) to the Robert Wood Johnson Foundation, submitted by Joe Connor, Director of Public Health. The funding is to help design, build and run a community health “Learning Laboratory” to help increase community engagement and participation in health improvement activities and implement recommendations listed in the HCW improvement plan. No matching funds required.

Joe Connor, Director of Public Health, appeared stating this really isn't an application. This is one of the few times where we're actually being solicited. They want to give us the money. The Robert Wood Johnson Foundation has been very good to the county. As you hopefully are aware, they made kind of a video about us last year about our work in healthy communities and we're featured on their website. We've kind of had constant contact with them really for over a year. It revolves around the county health rankings, which they help fund, and they're trying to take it to a community level, which we're trying to do. We've become, again, a featured community not only from the video sense and from their website sense, but now they want to take it to the community level and create what they're calling a learning laboratory. They want to fund us to continue the Healthy Communities Wyandotte work and establish a relationship with the University of Wisconsin, their population health institute. We'll be monitored by them for at least a year. As we start the community engagement again, as we start to do implementation activities, they want to kind of learn from us.

The \$100,000 is what's being sent to us by the Robert Wood Johnson Foundation. We submitted a budget for that, a little bit of negotiation about the activities, but basically we'll have a full-time staff person in place for at least a year. We'll have some money for a communications plan. We're going to try to figure out how to communicate our messages better. We want to reengage the community and keep that positive momentum going. There is no match required for this, but it will involve a person. If approved that to be accepted, we'll start June 15. It's pretty exciting. I think, again, it's a rare opportunity for us to make a connection with a national foundation and great for me because the application was about the simplest thing I ever done. I actually did it myself this time instead of passing it off to staff. A good opportunity for us.

The other activity we've got going on—we've approached a couple of the other local foundations to help match this money and try to make it a two-year learning laboratory. The University of Wisconsin would love to engage us for two years. They would be willing to provide us technical assistance and keep that coordination going for a two-year period as well. Some of those applications are pending, but it looks pretty positive at this point.

Chairman Mendez said I'll note there's no matching funds required. **Mr. Connor** said there are none. It's very flexible.

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Action: Commissioner Murguia made a motion, seconded by Commissioner Ellison, to approve and forward to full commission. Roll call was taken and there were four “Ayes,” Ellison, Markley, Murguia, Mendez.

Item No. 2 – 120114...Presentation of the Healthy Communities Wyandotte community improvement plan by Joe Connor, Director of Public Health.

Joe Connor, Director of Public Health, appeared stating this is an informational item only. Our Healthy Communities Wyandotte group started back with a task force of commissioners and rolled out into the community and it really was a two-year process. At the end of that two-year process, we had a recommendations report put together, which I think most of you have. What the Kansas Health Institute wanted to do for us, and with me today is Katelyn McMurtry. She’s a research analyst with the Health Institute and has really lived this experience with me for the entire two-year period. I thought it was important for the Health Institute to be here tonight.

What they wanted to do was make it more of a condensed report and make it more community friendly. So the Health Institute, at their own cost, has put together this publication (referencing a 40-page document). They were very sensitive to making this a Wyandotte County report. All the graphics were done by a local artist who lives in the Argentine area and all those pictures are from school districts and Rosedale Development and all these other places. So the kids, the parents, all those are Wyandotte County residents. If somebody was to look at this book, they may recognize the scenery and may recognize the event or whatever is being highlighted there. Again, it’s a condensed version. I think it’s a much easier to read, but hopefully the message—as we start to distribute this is, what can you do to make yourself healthier in a broad variety of ways. The one thing that was nice about Healthy Communities Wyandotte initiative was it wasn’t single focused. If you remember, there were five different action teams that were being studied. The benefits to the whole community are there. If we work toward implementation of those particular activities, I think you would see the community benefit as a whole. This is an informational article. I want to thank Katelyn and the Kansas Health Institute for all of their investment in Wyandotte County in this particular effort. We are producing this in Spanish as well.

Commissioner Murguia said you may have said this—I'm kind of caught up in the booklet—this booklet is educational. It will go out to people to get people to engage in a more healthier lifestyle. Will any programs or any anything be implemented locally to actually do some of these things in the community? **Mr. Connor** said it's my hope that the organizations that get these and the leaders of those organizations would use this as a playbook. When they're going for funding—it isn't the UG's report, this is our report. If they can use this as a justification for funding, maybe help them with their grant application, we're at least trying to keep everybody on the same path. These are the things that are important. This is what we decided on for now. As we move forward, we can all kind of work from the same playbook hopefully. Hopefully it will have multiple uses not only for education/information, but also to assist with funding or if agencies are going through strategic planning, what do they want to do next; maybe they'll use this as a reference material for them. **Commissioner Murguia** said great job.

Commissioner Ellison said I see one picture here—infrastructure in need of a sidewalk. The telephone pole is sitting right on the curb. The question becomes where the sidewalk is going to go. That's one of the things that bothers me in my district. To put a sidewalk in here, you have to purchase land, if there's enough to purchase, which is almost insurmountable task. At least most folks don't bother about sidewalks. **Mr. Connor** said I think the issue with the sidewalks, and later on this summer you'll be seeing our Sidewalk and Trail Master Plan, is that if it's not feasible, it's not feasible. That's just the reality of an older urban community. There's no doubt about it. **Commissioner Ellison** said I was out west when I moved out there. That was west; now I'm center-city. **Mr. Connor** said hopefully, as decisions are made in the future, those things will be brought to the forefront. If we can afford them for them to happen then at least they'll be considered. That's the whole point. There are some tough parts of town for infrastructure, no doubt.

Action: For information only. (Item will be presented to the full commission at a special session.)

Item No. 3 – 120116...Requesting approval of two resolutions to amend the salary of the UG Commissioners by amending the Consolidation Study Commission Report, Resolution No. 1, Section 2-59(a) and Section

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2-59(b) of the UG Code, submitted by Commissioner Nathan Barnes.

Action: Item was previously deleted from the agenda at the request of Commissioner Barnes.

Adjourn

Chairman Mendez adjourned the meeting at 5:38 p.m.

cg

May 14, 2012



Staff Request for Commission Action

Tracking No. 120150

- Revised
 On Going

Type: Standard

Committee: Administration and Human Services Committee

Date of Standing Committee Action:
 (If none, please explain):

Proposed for the following Full Commission Meeting Date:

Confirmed Date: 7/12/2012

7/12/2012

Changes Recommended By Standing Committee (New Action Form required with signatures)

Date:	Contact Name:	Contact Phone:	Contact Email:	Ref:	Department / Division:
6/13/2012	Doug Bach	573-5030	pgarmon@wycokck.org		County Administrator

Item Description:

Code for America grant application - In coordination with Kansas City, Missouri, we have submitted a grant application for the Code for America Fellow's Program. If awarded this grant, the two Kansas Cities would be provided with three to four fellows along with technical and management oversight from the Code Program to help find creative ways for our governments to become more efficient in the delivery of services and communication to our citizens.

In conjunction with the Google fiber project, this is an opportune time for our communities to leverage the type of knowledge and innovation this program can bring to our community.

Action Requested:

Approve program application for consideration of funds with 2012 Revised and 2013 Budgets.

Publication Required

Budget Impact: (if applicable)

Amount: \$ 90,000

Source:

- Included In Budget
 Other (explain)

File Attachment	File Attachment	File Attachment	File Attachment
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Staff Request for Commission Action

Tracking No. 120151

- Revised
 On Going

Type: Standard

Committee: Administration and Human Services Committee

Date of Standing Committee Action: 6/18/2012

(If none, please explain):

Proposed for the following Full Commission Meeting Date:

Confirmed Date: 7/12/2012

7/12/2012

Changes Recommended By Standing Committee (New Action Form required with signatures)

Date:	Contact Name:	Contact Phone:	Contact Email:	Ref:	Department / Division:
6/13/2012	Henry Couchman	573-5060	smitchell@wycokck.org	sm	Legal

Item Description:

Social Media policy (attached). The policy sets forth rules for Unified Government social media sites. In addition, the policy addresses the responsibilities of Unified Government employees when using social media. The policy also addresses responsibilities for records retention when using social media.

Safe Driving and Use of Cell Phones and Electronic Devices policy (attached). This policy prohibits employees from using a business or personal cell phone or other electronic device while driving during the workday or on Unified Government business, except as provided in the policy.

Action Requested:

To approve and send to Full Commission for approval.

Publication Required

Budget Impact: (if applicable)

Amount: \$

Source:

- Included In Budget
 Other (explain) Policy issue

		File Attachment	File Attachment
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Unified Government Human Resources Guide

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Driver Safety and Use of Cell Phones and Electronic Devices

- I. General: For safety reasons, employees are prohibited from using a business or personal cell phone or other electronic device while driving during the workday or on Unified Government business, except as provided in this policy.
- II. Definition
 - A. “Electronic device” means any business or personal cellular phone or other electronic device that can be used for making or receiving calls or for reading, viewing, creating, typing, editing, or sending text messages, emails, or other content.
- III. Policy
 - A. Employees are prohibited from answering or making non-essential calls on a business or personal cell phone or other electronic device while driving during the workday or on Unified Government business. A non-essential call is a call that an employee reasonably can return or make later. Employees should let non-essential calls received while driving go to voicemail.
 - B. An employee who must answer or make an essential call (a call that the employee cannot reasonably wait to return or make) on a business or personal cell phone or other electronic device while driving during the workday or on Unified Government business must pull off the road and stop the vehicle before accepting or placing the call, if the employee can safely do so. If the employee cannot safely pull off the road and stop, the employee may answer or make an essential call while driving, but only if the employee does the following:
 1. Uses hands-free equipment;
 2. Uses the voice-activated or “speed dial” feature (if placing the call);
 3. Keeps the call short;
 4. Does not type or take notes during the call;
 5. Refrains from discussing complicated or emotional issues and keeps eyes and attention on the road; and



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6. Keeps both hands free to operate the vehicle.
- C. Employees are prohibited from reading, viewing, creating, typing, editing, or sending text messages, emails, or other content on a business or personal cell phone or other electronic device while driving during the workday or on Unified Government business.
- D. Employees who are charged with traffic violations resulting from the use of a cell phone or other electronic device while driving will be solely responsible for paying any fines or costs levied.
- E. Supervisors are responsible for serving as role models for proper compliance with this policy and are encouraged to remind employees regularly of their responsibility to comply with this policy.
- F. Employees who violate this policy will be disciplined, up to and including termination.
- G. This policy is not intended to interfere with the use of cell phones or other electronic devices by law enforcement officers, firefighters, or other emergency personnel in the performance of their duties.
- H. This policy is intended to establish minimum standards for Unified Government employees. Departments may establish stricter rules or more specific disciplinary consequences for employees' use of cell phones or other electronic devices while driving or may prohibit employees from carrying cell phones or other electronic devices while driving, if they deem it in the Unified Government's or the public's interest to do so.



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Social Media

I. Purpose

The Unified Government encourages the innovative and responsible use of social media to increase governmental transparency and efficiency, to communicate information to the public, and to improve services offered to its citizens. This policy sets forth rules for Unified Government social media sites. In addition, this policy addresses the responsibilities of Unified Government employees when using social media. This policy also addresses responsibilities for records retention when using social media.

II. Definitions

- A. “Chief of police” means the Chief of the Kansas City, Kansas Police Department or his or her designee.
- B. “Director” means the director of the Public Relations Department or his or her designee.
- C. “Social media” is defined broadly to mean any forum on the World Wide Web on which people can share ideas or information. Social media includes websites or web pages maintained by the Unified Government and those maintained by persons outside the Unified Government on which Unified Government employees may share ideas or information. Examples of the latter include websites or blogs having comment or feedback sections, wikis, social networks (such as Facebook, Twitter, and LinkedIn), sites for posting photographs, audio recordings, or videos (such as Flickr and YouTube), virtual worlds, and message boards. Sharing of ideas or information may take many forms, including posting of articles, comments, photographs, music, videos, or podcasts, wall postings, tweets, and other forms in which ideas or information are shared.
- D. “Unified Government social media site” means any social media site maintained by the Unified Government or one of its departments, including a location on a private social media site, such as Facebook or Twitter, at which the Unified Government or a department maintains an official presence.



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III. Work-related use of social media

- A. Unified Government social media sites are considered extensions of the Unified Government's information networks and are governed by the Responsible Use of Information Technology policy in Section 7.3 of the Unified Government Human Resources Guide.
- B. Unified Government social media sites will be administered by the director, or, in the case of the police department, by the chief of police, and used for the purposes of informing the public about Unified Government business, services, and events.
- C. Unified Government social media sites will comply with applicable federal, state, and local laws and regulations, including laws and regulations on copyrights, trademarks, records retention, open records, freedom of speech, and privacy. In addition, Unified Government social media sites will comply with all applicable terms of use, as well as with web standards and media policies established by the director.
- D. A department wishing to use a social media site must obtain the approval of the director. The Public Relations Department will assist the department with developing a social media site and determining a strategy for using social media. Each department that uses a social media site will have an official designee who is responsible for managing its social media presence. The director or, in the case of the police department, the chief of police will have administrative access to department sites, will maintain username and password information, and will monitor the sites to enforce compliance with this policy. The director (or, in the case of the police department, the chief of police) has discretion to modify or remove department content that does not comply with this policy or that the director determines is inaccurate, dated, or otherwise inadvisable or inappropriate.
- E. Unified Government employees must notify their supervisor if they intend to create or use a social media site to conduct Unified Government business.
- F. Each Unified Government social media site will include an introductory statement that specifies the site's purpose and directs users to the Unified Government's website. In addition, when possible, links to information will direct users back to the Unified Government's website for more information, forms, documents, or online services necessary to conduct business with the Unified Government.



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- G. Posting of content, including comments, by the members of the public will not be allowed on any Unified Government social media site without the approval of the director. Before giving approval, the director will establish and publish site rules governing posting of content by the public.
- H. Department heads may permit employees to participate on non-Unified Government social media sites for work-related purposes. Employees must provide their department heads with their usernames and passwords for social media sites on which they participate as part of their job duties.
- I. Employees must use sound judgment when posting comments on social media sites. While the adversarial nature of some postings may make it tempting to correct misinformation, such a response could escalate the controversy or even lead to unwanted or illegal disclosures. Rather than correct misinformation, employees should advise their department head of the problem.
- J. Employees using Unified Government or non-Unified Government social media sites must conduct themselves as representatives of the Unified Government and in accordance with the policies in the Unified Government Human Resources Guide and the Code of Ethics (Unified Government Code, Sections 2-251 through 2-270).
- K. Unified Government employees are prohibited from doing the following while using social media:
 - 1. Using profane, obscene, or insulting language or making comments that are disrespectful of any person or business;
 - 2. Engaging in discrimination or harassment on the basis of race, color, national origin or ancestry, religion or creed, sex, pregnancy, age, or disability;
 - 3. Posting sexual content or links to sexual content;
 - 4. Threatening harm to any person, property, or business;
 - 5. Knowingly or recklessly making false statements of fact;



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6. Disclosing any record or the content of any record that is not considered an open record under the Kansas Open Records Act without first obtaining the permission of their department head; or
 7. Posting content that violates the law or the legal rights or interests of any person or business.
- L. Employees who are uncertain whether content may be posted under this policy should contact their department head for advice.
- M. Unified Government employees who violate this policy may be disciplined, up to and including termination.
- IV. Personal use of social media
- A. The following rules apply to employees' personal use of social media that relates to or identifies the Unified Government, the individual's position with the Unified Government, or any Unified Government employee:
1. Employees must not engage in online conduct that would not be acceptable in the Unified Government workplace, including conduct prohibited by Section 2.1 Equal Opportunity in Employment, Section 2.2 Harassment in the Workplace, and other policies in the Human Resources Guide.
 2. Employees must follow the rules set forth in subsection III (K) of this policy, except that this policy does not prohibit or restrict speech that, under the circumstances, would be protected by the First Amendment or other law or public policy.
 3. Employees must identify themselves and clearly state that they are speaking for themselves and not on behalf of the Unified Government by using a disclaimer such as, "The postings on this site are my own and do not necessarily represent the position or opinions of the Unified Government."
- Employees who violate these rules may be disciplined, up to and including termination.
- B. Employees should remember that they are personally responsible for the content that they post on social media sites and, for this reason, should act thoughtfully

--- Social Media



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and cautiously. Employees can be held legally liable for posting content that is discriminatory, harassing, retaliatory, or defamatory, violates the site's terms of use, or is prohibited by law. Moreover, once published on the web, content may never go away.

V. Records retention

- A. Content posted on Unified Government social media sites or by employees on non-Unified Government social media sites for work-related purposes may be considered a public record under the Kansas Open Records Act, K.S.A. 45-219 et seq., and must be retained in accordance with Kansas law and Unified Government records retention policies.
- B. The director will maintain a record of each Unified Government social media site, including the following:
 - 1. A log file containing the name and location of the social media site, account ID, password, registered email address, date established, authorizing representative, and name of the person who created the account and agreed to the site's terms of use agreement or policy;
 - 2. A record of the site's terms of use agreement or policy at the time the site was created and any updated versions;
 - 3. A list of authorized site content authors and editors; and
 - 4. A list of all past and current subscribers to the site.
- C. The director must retain a copy of all content posted on any Unified Government social media site that is not maintained by a specific department and of all content removed by the director under this policy.
- D. The department head must maintain a copy of all content posted on any Unified Government social media site maintained by the department, including any content that has been removed, and on any non-Unified Government social media site used by the department's employees for work-related purposes. Employees who use non-Unified Government social media sites for work-related purposes must keep a copy of all content posted.



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- E. The director and the Unified Government's records manager will establish procedures for preserving social media content to ensure compliance with Kansas law and Unified Government records retention policies.

VI. Intent, interpretation, and application

This policy is not intended to prohibit or otherwise interfere with speech protected by the First Amendment to the United States Constitution or other law or public policy. This policy should be interpreted and applied in a manner consistent with the First Amendment, applicable law, and public policy.

Education/Workforce Development

GOAL: Maintain a collaborative working relationship with the various educational institutions and the business community to maximize community resources and enhance learning, college readiness, and career pathway opportunities in our community.

I. Short Term

- A. Develop internship, mentoring and shadowing opportunities for high school and community college students.
- B. Implement community-wide internship, mentoring and job-shadowing programs with all educational institutions, area businesses, and business organizations.
- C. Development an incentive-based economic development policy that rewards and recognizes businesses that offer these programs and a "comeback" policy.
- D. Partner with educational institutions to highlight public sector career opportunities.
- E. Establish an educational advisory board with representation from each educational institution to monitor the outcomes and effectiveness of internship, mentoring and job-shadowing programs.
- F. Work with stakeholders to improve marketing of community educational and training resources and opportunities.

II. Long Term

- A. Develop long-term partnerships with educational institutions.
- B. Encourage educational institutions to develop curriculum and certification programs that meet the demands of the marketplace, and allow students to earn credits for participation in internships.
- C. Encourage community colleges to offer pro-rated tuition rates to students based on their work experience as it relates to the course, certificate, or degree they are pursuing.

- D. Develop agreements with educational institutions for use of school facilities outside the normal school year; i.e., auditoriums, swimming pools, ball fields, etc.
- E. Coordinate capital improvement projects with educational institutions to leverage capital expenditures; i.e., paving, facility maintenance, and certain service contracts.
- F. Organize with educational institutions to implement a Unified Government event, recognizing student academic, civic, and athletic achievement.

Social Services

Goal: Promote and provide social services and facilities to improve the life health, and living conditions of our citizens, targeting the most at risk

I. Short Term

- A. Develop a plan for distribution of casino funds for Social services and charitable organizations by the end of 2012.
- B. By end of 2012, develop a database identifying social service needs and agencies in the community which meet those needs (both UG and outside).
 - Include number of clients served by each resource.
 - Identify overlaps in services.
 - Identify gaps in services
- C. Develop a realistic plan addressing the extent to which government services can address the following areas of need: aging, disabilities, mental health, substance abuse, homelessness, unemployment.
- D. Develop a plan for leveraging UG funds with federal, state, and private funds for maximum impact.

II. Long Term

- A. Determine which social services the UG should provide.
- B. Pursue federal and state funding to provide the social services.
- C. Where possible, collaborate with other organizations to provide social services.