



**Administration and Human Services**  
**Committee**  
**Standing Committee Meeting Agenda**  
**Monday, August 12, 2013**  
**5:30 PM**

**Location:**

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

| <u>Name</u>   | <u>Absent</u>            |
|---|--------------------------|
| <input type="text" value="Commissioner Angela Markley, Chair"/> | <input type="checkbox"/> |
| <input type="text" value="Commissioner Hal Walker, Co-Chair"/>  | <input type="checkbox"/> |
| <input type="text" value="Commissioner Tarence Maddox"/>        | <input type="checkbox"/> |
| <input type="text" value="Commissioner Mike Kane"/>             | <input type="checkbox"/> |
| <input type="text" value="Commissioner Jane Philbrook"/>        | <input type="checkbox"/> |

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

**II.**        **Approval of standing committee minutes for July 22, 2012.**

**III.**       **Committee Agenda**

**IV.**       **Goals and Objectives**

**Item No. 1 - GOALD 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. Healthy communities/recreation
- c. Tax sales and local residence preference
- d. Customer service
- e. UGTV
- f. Customer service

**Tracking #: 120153**

**V.      Adjourn**

**ADMINISTRATION AND HUMAN SERVICES  
STANDING COMMITTEE MINUTES  
Monday, July 22, 2013**

The meeting of the Administration and Human Services Standing Committee was held on Monday, July 22, at 5:05 p.m., in the 6<sup>th</sup> Floor Human Resources Training Room of the Municipal Office Building. The following members were present: Markley, Chairman; Walker, Co-Chair, Commissioners Philbrook, Kane, and Maddox.

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

Approval of standing committee minutes for June 17, 2013. **On motion of Commissioner Philbrook, seconded by Commissioner Kane, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

**Item No. 1 – 130232...**      **Communication requesting approval of a \$53,553 grant application which has been submitted to the National League of Cities for a CHAMPS grant (Combat Hunger through After School and Summer Meal Programs), submitted by Joe Connor, Director of Public Health. This application represents a partnership between the UG, USD #500, and K-State Extension. The grant would provide an opportunity to create 8-10 new after school meal sites that would serve 1,800-2,000 children per day in USD #500 and increase the daily summer meals by 20%.**

**Joe Conner, Director of Public Health,** stated I have with me today Karla Robinson. She is the Food Service Director for USD#500 and Nozella Brown. She is the Health Educator with the K-State Extension here in Wyandotte. Basically, this grant is a partnership between the three of us.

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The goal of this grant is to expand the number of meals that are served through the federal meals program to kids and families. We're the lead agency on this application because it comes through the National League of Cities. The bulk of the work will be done through Karla's shop and through Nozella's shop and then we will have an outreach and education role. I'd like them to say a little about their role in the grant. This was a very tight timeframe on applying for this grant. I brought the timeline along if you'd like to hear it. We've been approved for the grant and so now we need to basically review the grant and if you're okay in accepting it, we'll accept it and move on. The timeline was basically we went to a leadership meeting in Denver on May 22 and 23. We had to apply by June 10 and the awards were given out July 15. This is our first opportunity to come back through this process for this grant cycle.

**Karla Robinson, Food Service Director for KCK Schools**, stated this is an opportunity that we are looking forward to and very excited about. We serve a very small portion of snacks, afterschool snacks to our students. We already do the National School Breakfast and the National School Lunch Program. Currently we do the Afterschool Snack Program. This opportunity is going to allow us to transfer those snacks to actually supper meals and also add snacks in addition to that which will be a seamless day for the students breakfast, lunch, dinner, and snacks. We think that it is going to be an opportunity to enhance and increase the number of meals offered to students that are in need. We are very excited about this opportunity.

Another part of the grant is also enhancing or increasing the number of summer feeding sites that we currently serve. Currently this last summer we had 31 sites. We are wanting to increase that to serve children that are needed all over the city.

**Nozella Brown, Kansas State Research and Extension**, stated I coordinate the Supplemental Nutrition Assistance Education Program. One of the reasons we are excited about this is because it allows us to provide the nutrition education to complement the meals. One of the things we've seen is that you can serve them healthy foods and they won't eat it unless they understand why. We provide the educational components at all the meal sites that will be serving additional meals. We will also have an educational component there for the children and families as well.

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**Mr. Connor** stated the amount of this grant is \$54,000. There is no match required and it is a year-long grant. We are hoping that by this time next year the full expansion of the meal program will take place in our community, in the USD #500 School District. This program is made to be self-sustained because you bill the government for the costs of these meals so it becomes a financially sustainable program. It can just go on the next regular commission. It doesn't need to be rushed, whenever the next commission meeting is. I'm not asking for special approval for the full commission.

**Commissioner Maddox** stated you said the grant has already been approved. **Mr. Connor** stated yes. **Commissioner Maddox** stated my other question is for Ms. Robinson. Where would the money go, to what site? You said summer programs or school programs. **Ms. Robinson** stated the money would go to marketing and to any equipment needs that are necessary in order to improve or increase the number of meals that we would be able to prepare and serve. **Commissioner Maddox** stated and then when I seen summer meals on there, where exactly are the summer meals happening, currently at the moment? **Ms. Robinson** stated well currently summer meals is a little bit of different program from this afterschool meals. Summer meals can be served anywhere in the district. We transport meals to housing units, to schools of course that are having summer school programs, churches that are willing to open their doors, different recreation centers. Any organization that is willing to open their facility and serve summer meals they can be served there. However, the afterschool supper meal must be served at a school site or a site where school children are and it has to have the educational component along with it. **Commissioner Maddox** stated okay, because it does say summer meal program. **Ms. Robinson** stated yes, it is summer meals and after school supper and snack meals. There are two different agencies. **Commissioner Maddox** stated in no way do I have a problem with it. I just wanted to know where these meals are given. This information matters when you are talking to citizens because some people may have children that need summer meals. **Ms. Robinson** stated absolutely. **Commissioner Maddox** stated that's why I wanted to know.

**Commissioner Philbrook** stated it's not limited to any particular area citywide? **Ms. Robinson** stated it's citywide because our district is 80% free and reduced so it can be all over the city.

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**Action:** **Commissioner Kane made a motion, seconded by Commissioner Maddox, to approve.** Roll call was taken and there were five “Ayes,” Philbrook, Kane, Maddox, Walker, Markley.

**Mr. Connor** stated thank you very much. I think the biggest role that we can play in this particular event is the outreach and education. We certainly plan on getting everyone the information that wants to have it and can help promote what we are trying to do. That’s going to be the most helpful educational outreach we can have.

I also want to thank Wesley McKain. Wesley is sitting out there. He works for me part-time. He did the writing of the first grant and the second grant that got approved. When we got our call with the National League of Cities they rated ours as one of the best applications out there. I just wanted to thank Wesley publicly for that.

**Commissioner Philbrook** stated congratulations on having a good grant writer. **Mr. Connor** stated it’s helpful.

**Item No. 2 -130233...** **Communication requesting approval of a \$1,000 grant application which has been submitted to the Early Childhood Advisory Council and Kansas Launch for a text4baby mini grant, submitted by Joe Connor, Director of Public Health. The program educates pregnant women and new moms with timely messages and health tips. Partners in their outreach effort will be the Phoenix Theatre and the Labor/Delivery units at Providence Medical Center and KU Hospital.**

**Joe Connor, Director of Public Health,** stated this is a free service that’s available. I think Johnson & Johnson Foundation sponsors it. It runs through the Centers for Disease Control. Basically, we applied for this \$1,000 grant to increase the number of families and women that enroll in this program. It is what it says. It’s text4baby. You enroll, tell them how far along you are, and you’ll get three texts a week with reminders of hey, you’re this far along, have you had your doctors appointment, have you had your sonogram, have you had these tests done, are you taking your vitamins. Just as a reminder for folks to have a healthy pregnancy. Our goal with

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this \$1,000 is to do more basically marketing of the program and trying to get people signed up. It's very easy to do. It's a free service. It's available in Spanish as well. We are just trying to again push this program that's free to anybody in the United States.

**Commissioner Philbrook** asked what do you see the future on this. Like the next time around, next budget? **Mr. Connor** stated this is a mini grant so that tells me that is was probably one-time money or leftover money. I don't see it being sustainable through the federal government. I do see them again trying to push their service, trying to get as many places, as many \$1,000 grants out there as they could. I don't see it being a sustainable grant that we can renew.

**Action:** **Commissioner Kane made a motion, seconded by Commissioner Philbrook, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Kane, Maddox, Walker, Markley.

**Item No. 1 – 120153...** **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. **Healthy communities/recreation**
- c. **Tax sales and local resident preference**
- d. **Customer service**
- e. **UGTV**
- f. **Customer service**

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**Chairman Markley** stated as Commissioner Kane indicated we will wait until after the budget to get into those. However, for our August meeting, if you have a proposal for format for how we should look at these going forward, be prepared to discuss that and we'll lay out a road map from there on. That concludes our meeting. Thank you for your attendance.

**Action:** No action.

**Chairman Murguia** adjourned the meeting at 5:19 p.m.

**tk**

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**ADMINISTRATION & HUMAN SERVICES STANDING COMMITTEE  
GOALS & OBJECTIVES**

| Commission Goal                        | Objective                                     | Status  |  |  |  |           |  |  |
|--|---|---|--|--|--|-----------|--|--|
|  |   | 10/1/2012   | 10/15/2012   | 11/13/2012   | 12/3/2012  | 1/14/2013 |  |  |
| <b>Edu/Workforce Development</b>       | Collaborate w/educational institutions        | In progress: Internship Program w/KCKPS underway; collaboration w/KCKCC Tech Ctr. and WYEDC "transition to employment." 2) Connecting H.S. students w/available youth resources.  | Status report to Standing Committee  |  |  |           |  |  |
|  | Collaborate w/business community              | Mtgs. held w/KCKCC and WYEDC to engage business   | Status report to Standing Committee  |  |  |           |  |  |
|  | Enhance learning                              | Schools/Community orgs. encouraging youth focus in STEM, technology, and health care  | Status report to Standing Committee  |  |  |           |  |  |
|  | Enhance college readiness                     | Collaborating with high schools through internship programs, etc. to encourage and enhance college readiness skills.  | Status report to Standing Committee  |  |  |           |  |  |
|  | Create career pathway opportunities           | In Progress: On 10/26/2012, held meeting w/KCKCC rep and WYEDC rep to discuss pathways for WyCo residents   | Status report to Standing Committee  |  |  |           |  |  |
|  | UGTV  | Pending current negotiations with Time Warner   |  | Mike Taylor provided an overview including options for broadcasting commission meetings. No strong consensus detected. |  |           |  |  |
|  | Customer service                              | Rob Richardson is testing an automated system intended to improve accountability and responsiveness. Monitoring relative success to determine further deployment.   | Gail Bragg provided an update on current practices regarding customer service training UG-wide |  |  |           |  |  |
| <b>Healthy Communities/ Recreation</b> | Encourage healthy life-styles                 | Commission approved and adopted by reference the Healthy Communities Wyandotte Plan authorizing pursuit of outlined goals in the following areas: Communications, Education, Infrastructure, Nutrition, and Health Services |  |  |  |           |  |  |
|  | Increase well-being of citizens               | sponsored in conjunction with Public Safety officials a "bike rodeo" wherein bicycles were repaired, safety helmets distributed and child seats provided  |  |  |  |           |  |  |
|  | Programs, services, and facility improvements |   |  |  |  |           |  |  |
|  | Provide Land Bank update                      | Chris will provide a summary report based on his work with the Center for Community Progress. Caitlin McMurtry - future white paper.  |  | Formed task force to make process improvement recommendations  | reported findings of staff input survey...recommended adding a few internal checks to the "hold area" check prior to release of properties |           |  |  |