II. Approval of standing committee minutes from December 17, 2012.

III. Committee Agenda

Item No. 1 - REAPPOINTMENT: REACH FOUNDATION'S CAC

Synopsis:
Communication requesting the reappointment of Maria Cecilia Ysaac-Belmares to the REACH Foundation's Community Advisory Committee (CAC) for a second three-year term commencing June 1, 2013, submitted by Gary Ortiz, Assistant County Administrator.

Tracking #: 130149
Item No. 2 - AWARD ACCEPTANCE: MIHOPE

Synopsis:
Communication requesting acceptance of an award for MDRC to conduct an evaluation of the effectiveness of the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program, submitted by Joe Connor, Director of Public Health. This is a US Department of Health and Human Services' (HHS) project known as the Mother and Infant Home Visiting Program Evaluation (MIHOPE).
Tracking #: 130150

IV. GOALS AND OBJECTIVES

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. Tax sales and local resident preference
c. Customer service
d. UGTV
e. Customer service

Tracking #: 120153

V. ADJOURN
The meeting of the Administration and Human Services Standing Committee was held on Monday, December 17, 2012, at 6:04 p.m., in the 6th Floor Human Resources Training Room of the Municipal Office Building. The following members were present: Commissioner Mendez, Chairman; Commissioners Ellison, Commissioner Cooley, Markley and Murguia.

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

Approval of standing committee minutes for November 13, 2012. On motion of Commissioner Cooley, seconded by Commissioner Ellison, the minutes were approved. Motion carried unanimously.

Committee Agenda:

Item No. 1 – 120343… Communication regarding the multiyear contract with Chris Fritz and New West Presentations for the operation of Cricket Wireless Amphitheater (formerly known as Sandstone), submitted by Gary Ortiz, Assistant County Administrator.

Gary Ortiz, Assistant County Administrator, said I would like to remind you, I think this was the standing committee that we came to get the contracts established. I think it was Administration. At the time you know that Chris reluctantly agreed to the $80,000 flat fee approach and we talked to you that the multiple year contracts included $80,000 in 2012, again $80,000 in 2013 then the escalator in $85,000 in 2014 and then $90,000 ultimately in 2015. Just to remind you this is a one year contract renewable for three additional years based on mutual agreement. Just to brief you, 2012 from a concert vending perspective was just a horrendous year. Chris actually ended up losing money, but toward the contractual obligation of $80,000 that he had to the UG he’s already put up $25,000 of that. He’s asking special consideration at this time, because of the year that he’s had, to have some of the capital expense that he incurred early on be considered toward the $80,000 that he owes us for contract year 2012.
We met with Doug, the way we have it envisioned is that we get back on schedule for an $80,000 payment in 2013 because of the management plan that Chris has put together. I don’t want the UG staff to be in a position to ask for exceptions in this manner so at this point I’m going to let Chris plead his own case to you.

Chris Fritz, New West Presentations, said I hate to be sitting here like this. This is not what I was expecting. When we took over the amphitheater in 2008 everything seemed good, the climate was there. Unfortunately in the last five years it has been nothing but pain and agony. You know I’ve been involved with the amphitheater since 1991 so it’s sort of like new an adult son that I’m trying to take care of. We’ve had a tough time. The capital improvements that Gary was talking about those were just the improvements we’ve put in this year. Throughout the course of the operation we’ve put over $500,000 in what we consider capital contributions. They are things that are going to stay there and the UG and the Parks Department own.

We just hit the wall. The shows were disasters. We ended up only having 35,000 actual tickets sold for the whole season. We had some 65,000 people in attendance but it was all about comps and just trying to get anybody in the doors. It was a miserable year. I’ve changed the plan dramatically. We were monogamous promoter with one other company. We’re going all over with different promoters now. We have AG interested. They are doing some shows with us. We have Pipeline so we’re opening up considerably to new promoters which will help us get better inventory, more shows and hopefully put us back on the track where we believe it. We still believe in the place, we love the place. My staff works their heart out, work almost for nothing and unfortunately financially we’ve hit a bad place in the road. We want to stay, we want to operate the place and we want to make it look bigger and better every year. Already and I’ll hand this out to you, here’s a tentative show schedule. We’ve got eight shows confirmed. This could be one of our best years yet. I hope I never have to sit here like this.

Mr. Ortiz said what we have before you, you have an adopted contract. What we have to do if we concede to this point, we have to make administrative modifications to the 2012 contract. That’s why we’re appearing to you now. The attorney thinks that we can do that administratively, but going forward I think we’re going to be tied by the contract originally adopted by the full commission. What we’re looking for is an exception to this year if that’s clear.

December 17, 2012
**Commissioner Cooley** asked what is the exception that we’re asking. **Mr. Ortiz** said contractually they have an $80,000 obligation to us. They’ve paid $25,000 to us so for this year and this year only we’re going to take into consideration some of the capital investment he’s been putting in to say that this will make up his obligation for the contract year 2012. **Commissioner Cooley** said I got you.

**Commissioner Murguia** asked when did you assume ownership of the theater. **Mr. Fritz** said in 2008, but we took it over actually in 1991 and refurbished it. That’s when we put almost $4 million dollars in the place. Then the corporation was bought out by SFX, then it became Clear Channel then it was Live Nation. Then Live Nation left and that’s when I came back in 2007 and we took over in 2008. Through that amount of time I’ve lost $850,000 personally and we’ve put over $500,000 just in the building with repairs, maintenance, asphalt, cement, and seats. **Mr. Ortiz** said the pressure is on him to improve it to operate it, but really the improvements that he does accrue to our asset. It’s still our asset. That’s our rationale to make the exception.

**Commissioner Murguia** said yes I hear you, so 800,000 something dollars. **Mr. Fritz** said personally over five years. This year was $275,000. **Mr. Ortiz** said so why keep doing it. **Commissioner Murguia** said yes. **Mr. Fritz** said put it this way, the place can make money, unfortunately—**Commissioner Murguia** said eternally hopeful. **Mr. Fritz** said maybe, yes that’s what you’ve got here. I’ve always loved—when I went and saw Manure Under the Christmas Tree I thought I had a pony coming. I really believe there’s a place for this. Obviously we got caught right in the beginning of Sprint which we knew that’s why Live Nation walked out. They said we’re not going to compete against that so they went over to Starlight so there’s competition there. I know we can get the shows. If we operate it differently than we have the last five years, that’s a big improvement and I don’t mean from the band standpoint. I’m talking about a complete—we were only with one promoter and we relied on them and they weren’t the big guns. **Commissioner Murguia** asked did you have a contract with them. **Mr. Fritz** said yes. **Commissioner Murguia** said for five years. **Mr. Fritz** said well it was for four, but then it extended. **Commissioner Murguia** said but then you said— **Mr. Fritz** said I drank the Kool-Aid last year because they told me all these great shows and they didn’t materialize. A lot of the shows materialized, but they were major losers. Some of these shows lost in the neighborhood of $160,000 to $170,000 each and that’s not going to happen anymore. It can’t.

December 17, 2012
Commissioner Ellison said we don’t want you committing suicide. Mr. Fritz said no, that’s not the way I want to exit. Commissioner Ellison said you built equity into our property and if you don’t run it, it will sit there for another summer and deteriorate. The deal makes sense to me. Commissioner Cooley said Chris, were you still able to pay the surtax to the city of Bonner Springs.

Mr. Fritz said we paid everything we were obligated to and the police. I know the other promoter had some shows and I’m trying to figure out exactly where that stands, but I talked to Rita Hoag, City Clerk of Bonner Springs actually today and we said we would try to give her a hand. I know that one reason that they are not doing well at all. I don’t know where that lies. We gave our partners all the revenue. I know you probably want to get out of here, but I’ll make this real brief. We gave our partners all the revenue. All we kept was the sponsorship as it flowed in.

We gave them the parking, the concessions, the merge, the rebates and the ticket revenue and they were supposed to pay all the stuff. I didn’t like where things were going in August and I said we’re going to take this over different. I think this could be a plan for the future which it worked great for us. We’re going to pay everyone the night of the show and we’re going to collect and then pay out. We’re not going to give the money away this time. We’ll let other people control the money and that’s going to help us just from our cash flow and then just wish me luck.

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

Adjourn

Chairman Mendez adjourned the meeting at 6:17 p.m.
Request to re-appoint Maria Cecilia Ysaac-Belmares as the Unified Government's appointee to the REACH Foundation's Community Advisory Committee (CAC). Cecilia's first three year term expires May 31, 2013. Cecilia is eligible for a second term and has expressed interest in being re-appointed.

The sole function of the CAC is to serve as the nominating committee to the REACH Board of Directors. The appointment is entirely at the discretion of the UG Commission. Commissioners may access Cecilia's biographical information on the reach website at the following: http://reachhealth.org/people/ceciliaysaac/ or find it attached below.

Action Requested:
Re-appoint Maria Cecilia Ysaac-Belmares as the Unified Government's appointee to the REACH Foundation's Community Advisory Committee (CAC) for a second three year term commencing June 1, 2013.

Publication Required

Budget Impact: (if applicable)

Amount: $
Source:
☐ Included In Budget
☑ Other (explain) Policy action.
Maria Cecilia Ysaac-Belmares

Appointed by: Unified Government of Wyandotte/Kansas City, KS

Maria Cecilia Ysaac-Belmares is a life-long resident of Wyandotte County and Kansas City, Kansas. Since 1998, she has been a freelance interpreter/translator in private practice, providing interpreting for conferences, trials, health care providers and other entities. She also is a founding member of the Kansas Association of Interpreters - Foreign Language Interpreters Consortium.

Throughout her life, Ysaac-Belmares has been involved in various areas within the Hispanic and Latino community. She attended the University of Kansas, majoring in Latin American Area Studies. She worked as a community liaison for the Guadalupe Center in Kansas City, Missouri, and as Family and Education Outreach Advocate at St. Joseph-St. Benedict Parish in Kansas City, Kansas. In 1998, she found her calling as a Spanish-English Language Medical Interpreter at KU Medical Center. She maintains ties to her community through membership with MANA de Kansas City, Los Promotores de Salud-El Centro Inc., University of Kansas Medical Center Community Advisor on Latino Health and Research Projects, JayDoc Free Clinic, and the Unified Government of Wyandotte County/Kansas City, Kansas Sister Cities program.

Details

Title

- Member

http://reachhealth.org/people/ceciliaysaac/

4/4/2013
**Staff Request for Commission Action**

**Type:** Standard  
**Committee:** Administration and Human Services Committee

**Date of Standing Committee Action:** 5/13/2013  
(If none, please explain):

**Proposed for the following Full Commission Meeting Date:** 6/6/2013  
**Confirmed Date:** 6/6/2013

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

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<th>Date</th>
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<tr>
<td>4/11/2013</td>
<td>Joe Connor</td>
<td>573-6704</td>
<td><a href="mailto:ljenicke@wycokck.org">ljenicke@wycokck.org</a></td>
<td></td>
<td>Public Health</td>
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**Item Description:**  
Healthy Families Wyandotte has been selected for an evaluation by the US Dept of Health and Human Services to learn about the effectiveness of the Maternal, Infant and Early Childhood Home Visiting program. $22,000.00 is being offered to offset the expense of the evaluation.

**Action Requested:**  
Acceptance of award.

**Publication Required**

**Budget Impact: (if applicable)**

- **Amount:** $
- **Source:**  
  - Included In Budget  
  - Grant funded  
  - Other (explain)

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[File Attachment]  
[File Attachment]  
[File Attachment]
March 28, 2013

Joseph Connor
Director
Unified Government of Wyandotte County & Kansas City, KS Public Health Department
Healthy Families Wyandotte
619 Ann Avenue, Room 321
Kansas City, KS 66101

Re: MDRC Mother and Infant Home Visiting Program Evaluation Site Agreement

Dear Mr. Connor:

Welcome to the Mother and Infant Home Visiting Program Evaluation ("MIHOPE" or the "Evaluation"). The U.S. Department of Health and Human Services ("HHS") has launched MIHOPE to learn more about the effectiveness of the Maternal, Infant, and Early Childhood Home Visiting ("MIECHV") program in its first few years of operation and provide information to help states and others develop and strengthen home visiting programs in the future (Contract No. HHSP23320095644WC). HHS has chosen our organization, MDRC, a nonprofit, nonpartisan, education and social policy research organization, to conduct the Evaluation, which will involve approximately 85 program sites in 12 states around the country. By accepting the federal MIECHV funding, your state has agreed to participate in the Evaluation and will support our work together.

In order to administer the Evaluation, MDRC has assembled a MIHOPE Study Team, many of whom will be working with you in the course of the Evaluation. The Study Team consists of MDRC staff and consultants, as well as academics from Johns Hopkins University and the University of Georgia and researchers from two social policy research firms, Mathematica Policy Research and James Bell Associates. Our Study Team is dedicated to helping your organization participate in the Evaluation.

We are looking forward to working with you. The purpose of this letter is to set forth respective roles and responsibilities of your organization and MDRC. This letter is our agreement. By signing this letter, you agree to your organization’s participation in the Evaluation in accordance with the terms set forth below, including the MIHOPE Reference Sheet, which is attached and incorporated in this letter as Exhibit A (the "Reference Sheet").
1. **Term of the Agreement.** The term of our Agreement is from the date of this letter through June 30, 2016 (the "Term").

2. **Payment.**
   
a. **Amount of Site Payment.** To offset expenses of the Evaluation, MDRC will provide your organization with $22,000 (twenty two thousand dollars), to be paid in three installments, assuming satisfactory completion of tasks set forth below.

b. **Schedule of Installments.** MDRC will provide the payment in three installments, on the schedule and according to the conditions described in the below schedule:

<table>
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<tr>
<th>Installment Amount</th>
<th>Installment Date</th>
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<tr>
<td>$15,000</td>
<td>Upon MDRC's receipt of a counter-signed copy of this letter agreement.</td>
</tr>
<tr>
<td>$3,500</td>
<td>Upon MDRC's receipt of confirmation that your organization has enrolled 60 families in MIHOPE, as well as your organization's satisfactory completion of MIHOPE logs and program manager surveys, as determined by MDRC. Expected to be in the second year of the Evaluation.</td>
</tr>
<tr>
<td>$3,500</td>
<td>January 31, 2015, assuming your organization's continued completion of MIHOPE activities, as determined by MDRC.</td>
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If your organization is able to enroll more than 60 families in MIHOPE, you may be eligible for an additional site payment, as also described in paragraph 7 below.

c. **Use of Payment.** MDRC expects that this payment will be used to offset expenses related to MIHOPE, including: travel for staff to attend the one day kick-off training and reimbursement for staff time spent gathering administrative data (such as cost information and local program information) for MIHOPE, filling out logs, participating in the implementation research visit, and assisting in the enrollment process. Any remaining funds after these Evaluation requirements have been met may be spent on expenses relating to your home visiting program operations.
d. **Other Payments.** As described more fully in the paragraph below on Additional Data Collection Activities, home visitors and supervisors will receive a gift card after they have completed each of the two staff surveys.

3. **Your Program Operations.** During the Term, please continue to operate your home visiting program as you would in the absence of this Evaluation. All performance standards currently applicable to your MIECHV grant and all eligibility criteria for participants requesting program services will remain the same. To the extent possible, you should follow normal intake procedures, although MDRC may request some changes to your program’s recruitment procedures. The MDRC Study Team will work to develop a process for Evaluation activities that minimizes the disruption of your program operations as much as possible.

4. **Support for Your Organization during the Evaluation.** At every step in the Evaluation, MDRC, through the Study Team, will provide support for your organization. Members of the Study Team will conduct a training session for your program staff on research procedures (the “Kick-off Training”) on the date indicated on the Reference Sheet. At the Kick-off Training, the Study Team will provide program staff with a MIHOPE Tool Kit tailored to your organization. This Kick-off Training will, among other matters, explain and describe the random assignment process to be used in the Evaluation and train staff on data collection procedures. It is your responsibility to make all appropriate staff (i.e. program managers, supervisors, and home visitors) available for the Kick-off Training. After the Kick-off Training, the Study Team will provide ongoing support and technical assistance to your program on Evaluation matters. Support will include regular phone calls and emails and may include in-person visits by the Study Team to the program.

5. **The Informed Consent Process for Families.** Nearly all aspects of the informed consent process will be handled by an organizational member of the Study Team, the social policy research firm, Mathematica Policy Research (“MPR”). The only responsibility of your organization related to the informed consent process is to maintain an individual on your staff to act as the “Study Intake Coordinator.” The name of your organization’s Study Intake Coordinator is listed on the Reference Sheet.

When a new family applies for program services, the Study Intake Coordinator will give MPR information gathered for the family (parent’s name, parent’s date of birth, child’s name (if born), date of birth or due date (whichever is applicable), address, and phone number) via a web-based system or toll-free phone call. Upon receipt of this information, MPR will send a field staff person to visit the family within 48 hours (if they are determined to be eligible for the Evaluation).
The MPR field staff person will explain the Evaluation to the eligible family and answer any questions prior to asking them to complete the informed consent form to ensure that they understand what it means to participate in MIHOPE and give their informed consent. Whether the family gives consent to participate in MIHOPE or declines to consent, the family will be randomly assigned in a lottery-like process (described more fully in the below paragraph) to the group receiving home visiting services or the group that will not receive home visiting services.

The results of random assignment will be sent to the Study Intake Coordinator via a web-based system. The Study Intake Coordinator or other designated staff person will inform your home visiting program about the assignment of that family to home visiting or not.

6. Random Assignment. The random assignment process will be conducted in accordance with the procedures mutually agreed to by you and MDRC and described in the MIHOPE Tool Kit provided at the Kick-off Training. You will work with the Study Team to support the random assignment process.

The Study Team will conduct random assignment during your program’s expected enrollment period, the start date of which is specified on the Reference Sheet. This period will continue until we have enrolled 60 families in the Evaluation. During the enrollment period all applicants who are eligible for the Evaluation will be randomly assigned either to receive home visiting services or not to receive home visiting services.

Approximately 50% of the eligible applicants will be assigned to home visiting and the remaining 50% will not be assigned to home visiting.

Your organization may exempt a maximum of three MIHOPE-eligible families from random assignment over the course of the Evaluation, among people who would otherwise be eligible for the Evaluation. Each time you grant an exemption to a family, please schedule a telephone call with your MIHOPE Liaison to notify him/her and follow up the conversation with a written notice via email.

Your program should refer families who are not selected for home visiting to alternative services in the community. You will share with the Study Team the list of alternative services to be provided to those who are not assigned to home visiting.

7. Recruitment. Our research design requires that 60 families consent to participate in MIHOPE; 30 families will receive home visiting services and 30 families will not. Recruitment of families for MIHOPE is your responsibility, but the Study Team will work closely with you to build on its existing outreach and assessment processes so that a sufficient number of families is recruited. If your organization reaches 60 enrollments in the 18 month period following:
the date of this agreement, we will discuss a revision to this agreement to increase your enrollment target and provide your organization with an additional site payment.

8. **Embargo Period.** You will work with the Study Team to ensure that the two groups (those assigned to home visiting and those not assigned to home visiting) are maintained through the approximately two-year Embargo Period (as defined in this paragraph) and will take all reasonable steps to prevent participants who were not assigned to home visiting from gaining access to your home visiting program during such Embargo Period. The Embargo Period will begin on the day a participant is randomly assigned and will end when their child is two years old.

The steps that your organization will be expected to take to maintain the Embargo Period include: intake staff checking the list of approximately 30 families who were not assigned to home visiting before enrolling a new family into your home visiting program and periodic monitoring by the Program Liaison (as defined below in paragraph 12) of the program’s list of enrolled families against the list of those not assigned to home visiting and of your program’s intake procedures to ensure that staff are following the agreed-upon procedures.

9. **Implementation Study.** During the Term, you may be asked to host a one to two day implementation study visit by the Study Team. During this visit, the Study Team will interview staff and observe program operations. You agree to make staff available to members of the Study Team and allow them to observe your program activities during this visit. The Study Team may ask for assistance in scheduling interviews with participants and community partners. The Study Team will give advance notice of any site visit, and will schedule the visits to minimize the disruption of program activities.

10. **Additional Data Collection Activities.** There are two types of data collection activities for staff:

   a. **Required Data Collection.** The following activities are a required part of MIHOPE:

      i. Program managers will be expected to complete web-based surveys at two points during the Term.

      ii. Supervisors and home visitors will complete weekly logs, recording information about each supervisory session or home visit that occurred that week for MIHOPE families receiving home visiting. The Study Team estimates that completion of these logs will take an average of 12 minutes per week. Logs will be completed weekly as long as the families who are
enrolled in MIHOPE are enrolled in the program, or until the end of the Term, whichever comes first.

iii. Your organization will give the Study Team access to manuals and other program materials.

b. Voluntary Data Collection. In addition to the above, supervisors and home visitors will be asked to participate in MIHOPE as research subjects. Their involvement will be thoroughly explained, and if they agree, they will sign informed consent forms. Participation of these individuals is voluntary and your organization may participate in MIHOPE even if some staff decline to participate in these particular research activities.

i. Supervisors and home visitors will be asked to complete staff surveys twice during the course of the study. They will receive a gift card for each completed survey in acknowledgement of their time.

ii. Field staff from the Study Team will videotape a sample of the home visitors and families during selected home visits. Current plans call for videos of up to approximately 18 home visits.

iii. As also described in the paragraph below on MDRC’s Confidentiality Pledge, the data collected in staff surveys and in videotaped home visits will be kept confidential, will not be published with any names associated, and will not be shared with other program staff or managers.

11. Cost Study. You will provide cost information for your organization for one upcoming fiscal year for the MIHOPE Cost Study. This information is information that most home visiting programs maintain in normal accounting records and will not require new data collection by your organization. The Study Team will provide further information about the cost data needed at the beginning of the relevant fiscal year.

12. Program/State/MIHOPE Liaisons. You will work with MDRC to designate a staff person from your program as a Program Liaison to work with the Study Team to schedule and participate in regular conference calls and possibly site visits. This Program Liaison will facilitate the completion of weekly logs or other data needed for MIHOPE and will provide regular updates to the Study Team on changes in home visitors working with MIHOPE families or supervisors working with home visitors. Your state has designated a representative to be the State Liaison to MIHOPE. In addition, MDRC has designated a member of the Study Team to act as a MIHOPE Liaison to your
home visiting program. The names of the liaisons are listed on the Reference Sheet.

13. Notices. Unless otherwise noted, whenever required to provide notice under this Agreement, please notify your MIHOPE Liaison and put such notice in writing.

14. Changes in Personnel or Program. You must notify your MIHOPE Liaison in writing within one week, but preferably in advance, of a change in your organization's Study Intake Coordinator or Program Liaison. Please also inform your MIHOPE Liaison of any significant changes in the components, staffing, or operation of your home visiting program during the Term. This would include, for example, significant cuts or increases in funding that would affect the services delivered to the approximately 30 families in your home visiting program who are participating in MIHOPE. The Study Team will learn that a family's home visitor assignment has changed via the weekly home visitor logs.

15. Review of Written Materials and Publicity. You shall provide MDRC, via written notice to both your MIHOPE Liaison and the MIHOPE Project Director, with advance notice and copies of any MIHOPE-related materials prepared for marketing, publicity or presentation purposes. MDRC will review these materials and provide you with any comments and/or approval to use the materials. You will promptly notify both your MIHOPE Liaison and the MIHOPE Project Director of any requests for MIHOPE-related press interviews in advance of such interviews. The prohibitions of this paragraph do not include marketing, presentations, or press activities related to your program that do not mention MIHOPE or are not directly related to MIHOPE.

16. Program Information and Research Information/Rights in Data.

a. Program Information.

i. Definition. MDRC considers all data and records within your custody that are collected and used in the ordinary course of business to be "Program Information."

ii. Ownership. You shall retain ownership of all Program Information at all times and you may use Program Information as you wish, consistent with the obligations under your MIECHV funding and any other funding agreements.

b. Research Information. There are two types of Research Information:

i. All data compiled or collected by the Study Team and your organization specifically for the Evaluation under this
Agreement (i.e., information that is not collected and used in the ordinary course of business) is Research Information, whether such data is in your custody or ours. This category of Research Information includes the data described in paragraph 10 (except that described in 10.a.iii) as well as all surveys, administrative records, MIHOPE weekly logs completed by program staff, notes from the site visits, and cost/expense worksheets. All information described in this subsection is the property of MDRC and is subject to the terms of HHS’s agreement with MDRC for the Evaluation.

ii. MDRC considers that when your copies of Program Information are transferred to MDRC for research purposes, in accordance with this Agreement, those copies become Research Information and will be protected by MDRC as described below.

c. Rights in Data. Under this HHS-MDRC agreement, HHS has unrestricted rights to use, disclose, and reproduce all reports and non-confidential information and data resulting from the Evaluation.

17. MDRC’s Confidentiality Pledge. As required by its agreement with HHS, MDRC shall keep all Research Information in the strictest confidence, only making it available within the Study Team to those with a need to access it. MDRC will comply with all applicable confidentiality and privacy laws and rules, and shall cause its employees, consultants, and subcontractors and subcontractors’ employees and consultants to so comply. No personally identifiable data will be referred to in any report without the permission of the person involved. MDRC’s undertaking to keep Research Information confidential does not include information suggesting that a person might be seriously harmed. In such case, MDRC may be required to make a report to law enforcement or other agency. In addition, MDRC must comply with the requirements of MDRC’s Institutional Review Board (“IRB”) and submit to the IRB all materials required for continuing IRB oversight.

18. Your Confidentiality Pledge. You may not divulge or disseminate to any third party any Research Information that becomes known to you during performance of this Agreement and/or which is in your custody. You will keep all Research Information that contains personal identification information (i.e., contact information, Social Security Numbers) confidential and secure by storing it in a locked cabinet or file until it is sent to MDRC. Use of or disclosure to any third party of any such confidential information is a breach of the terms of this Agreement. If you have any reason to believe that there has been a breach of confidentiality of Research Information, whether through deliberate or inadvertent disclosure, you will notify the MIHOPE Project Director within 24 hours of the discovery of the breach or possible breach.
Upon completion of this Agreement, you will request and then comply with written instructions from MDRC regarding the disposition of any Research Information. Program Information is subject to the confidentiality and privacy laws and rules applicable to your program. Anything in this Agreement to the contrary notwithstanding, when and to the extent that Evaluation materials are made public by MDRC, you shall have the same rights as the general public to utilize any such materials, including the right to make fair use of copyrighted materials.

19. Certificate of Confidentiality/Requests for Information. MIHOPE has applied for and received a Certificate of Confidentiality (dated September 13, 2012) from the U.S. Department of Health and Human Services. The Certificate provides that MDRC and its cooperating entities in the Evaluation (including your organization) are authorized to protect the privacy of the individuals who are subjects of the Evaluation and may not be compelled in any Federal, State or local civil, criminal, administrative, legislative or other proceeding to identify such individuals or provide other identifying characteristics. This Certificate will be sent to you under separate cover.

You shall promptly notify the MIHOPE Project Director if you receive notice of any request for Research Information, including but not limited to litigation or other legal action relating to the work specified herein, or are served with a subpoena or other legal process seeking to compel production of or obtain access to any data or work related to this Agreement. You shall use your best efforts to cooperate with MDRC’s decisions or actions to limit the disclosure of any such information.

20. Survival of Confidentiality Provisions. The provisions in this Agreement regarding confidentiality will continue to bind you when the Agreement is completed or otherwise terminated.

21. Insurance. During the Term, you shall maintain all appropriate insurance for your home visiting program services. Your insurance policies should be placed with suitably-licensed carriers with appropriate ratings. MDRC will provide all appropriate insurance for its work on the Evaluation.

22. Indemnification. Both you and MDRC shall defend, indemnify and hold harmless the other party and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the violating party, its employees, agents, representatives or subcontractors in connection with the Agreement, or because of any negligence or any fault or default of the violating party, its employees, agents, representatives or subcontractors; provided, however, that nothing in this paragraph shall impose any liability on a party for the acts, omissions, negligence or fault of the other party or its officers, employees and agents.

9
23. **Federal Funding.** As a recipient of federal funds under this agreement, your organization must comply with the requirements of Office of Management and Budget (OMB) Circular A-133 and as necessary, notify MDRC in a timely manner of completion of required audits. For more information about OMB Circular A-133, please see www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf.

24. **Termination.** MDRC is expecting to enjoy a mutually beneficial relationship with you during the Term. Both parties are committing to involvement for that entire period. If, however, circumstances make either party’s continued participation in the Evaluation infeasible, that party will provide the other with immediate written notice to both the MIHOPE Project Director and the signatory of this agreement and the opportunity to try to resolve the matter.

Thank you and please sign below to signal your agreement with this letter.

Sincerely,

Jesús M. Amadeo
Senior Vice President

**Acknowledged and Agreed to:**
Unified Government of Wyandotte County &
Kansas City

Joseph Connor
Date
Director

10
**Exhibit A**

**MIHOPE REFERENCE SHEET**

For the convenience of the parties, we have prepared this MIHOPE Reference Sheet as an attachment to the MDRC Mother and Infant Home Visiting Program Evaluation Site Letter Agreement. Below is information specific to the Evaluation of the home-visiting program at your organization.

<table>
<thead>
<tr>
<th>Name and Address of Organization:</th>
<th>Unified Government of Wyandotte County &amp; Kansas City, KS Public Health Department Healthy Families Wyandotte 619 Ann Avenue, Room 321 Kansas City, KS 66101.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization’s Signatory (Name and Title):</td>
<td>Mr. Joseph Connor Director</td>
</tr>
<tr>
<td>Payment Checks to be made out to the following name and sent to the following address:</td>
<td>Unified Government Treasurer c/o John Werner 619 Ann Avenue Kansas City, KS 66101.</td>
</tr>
<tr>
<td>Organization’s EIN:</td>
<td>48-1194075</td>
</tr>
<tr>
<td>Enrollment Period Start Date:</td>
<td></td>
</tr>
<tr>
<td>Kick-off Training Date:</td>
<td>Week of May 20th</td>
</tr>
<tr>
<td>Organization Liaison to MDRC (Program Liaison):</td>
<td>Emily B. Kates Healthy Families Wyandotte Program Head <a href="mailto:skates@wycokck.org">skates@wycokck.org</a></td>
</tr>
<tr>
<td>MDRC Liaison to Program (MIHOPE Liaison):</td>
<td>Susan Zaiz (713) 385-4424 <a href="mailto:Szaiz@ibaassoc.com">Szaiz@ibaassoc.com</a> Alex Cooper (703) 247-2658 <a href="mailto:Cooper@ibaassoc.com">Cooper@ibaassoc.com</a></td>
</tr>
<tr>
<td>Study Intake Coordinator:</td>
<td>Monica Gonzalez Healthy Families Wyandotte Family Information Specialist <a href="mailto:mgonzalez@wycokck.org">mgonzalez@wycokck.org</a></td>
</tr>
<tr>
<td>State Liaison to MDRC (State Liaison):</td>
<td>Deborah Richardson <a href="mailto:DRichardson@kdheks.gov">DRichardson@kdheks.gov</a></td>
</tr>
<tr>
<td>MIHOPE Project Director:</td>
<td>Virginia Knox (212) 340-8678 <a href="mailto:Virginia.Knox@mdrc.org">Virginia.Knox@mdrc.org</a></td>
</tr>
<tr>
<td>Please Return Signed Agreement To:</td>
<td>Rachel Wagner MDRC 16 East 34th Street, 19th Floor New York, NY 10016</td>
</tr>
</tbody>
</table>
## ADMINISTRATION & HUMAN SERVICES STANDING COMMITTEE
### GOALS & OBJECTIVES

<table>
<thead>
<tr>
<th>Commission Goal</th>
<th>Objective</th>
<th>Status</th>
<th>10/1/2012</th>
<th>10/15/2012</th>
<th>11/13/2012</th>
<th>12/3/2012</th>
<th>1/14/2013</th>
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<tbody>
<tr>
<td><strong>Edu/Workforce Development</strong></td>
<td>Collaborate w/educational institutions</td>
<td>Status report to Standing Committee</td>
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<td></td>
<td>Make property owners accountable</td>
<td>Status report to Standing Committee</td>
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<td></td>
<td>Enhance learning</td>
<td>Status report to Standing Committee</td>
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<td></td>
<td>Enhance college readiness</td>
<td>Status report to Standing Committee</td>
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<td></td>
<td>Create career pathway opportunities</td>
<td>Status report to Standing Committee</td>
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<td></td>
<td>UGTV</td>
<td>Status report to Standing Committee</td>
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<tr>
<td></td>
<td>Customer service</td>
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</tbody>
</table>

| **Healthy Communities/Recreation** | Encourage healthy lifestyles | | | | | | |
| | Increase well-being of citizens | | | | | | |
| | Programs, services, and facility improvements | | | | | | |
| | Provide Land Bank update | | | | | | |

1. Improve accountability and responsiveness. Monitoring relative success to determine further deployment.
2. "transit to employment."
3. Connecting H.S. students w/available youth resources.
5. Collaborating w/KCKCC Tech Ctr. and WYEDC "transition to employment.
7. Status report to Standing Committee.
9. Mike Taylor provided an overview including options for broadcasting commission meetings. No strong consensus detected.
10. UGTV: Pending current negotiations with Time Warner.
11. Rob Richardson is testing an automated system intended to improve accountability and responsiveness. Monitoring relative success to determine further deployment.
12. UGTV: Pending current negotiations w/Time Warner.
13. Gail Bragg provided an update on current practices regarding customer service training UG-wide.