Administration and Human Services Committee
Standing Committee Meeting Agenda
Monday, August 25, 2014
5:15 PM

Location:
Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name
Commissioner Angela Markley, Chair
Commissioner Hal Walker, Co-Chair
Commissioner Tarence Maddox
Commissioner Mike Kane
Commissioner Jane Philbrook

Absent

I. Call to Order/Roll Call

II. Approval of standing committee minutes from June 16, 2014

III. Committee Agenda

IV. Outcomes

Item No. 1 - Outcomes

Synopsis:
Overview/discussion of the next phase.

AHS's outcomes presented at the following standing committee meetings:
Aug. 12, 2013
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

Sept. 16, 2013
a. Workforce development update, presented by Sharon McMillan, Commissioners’ Liaison
b. Future tracking of goals and objectives for presentation and discussion

Jan. 13, 2014
a. Create searchable centralized online compilation of employment and educational resources by September 15, 2014.
b. Foster stronger relationships with Wyandotte County school districts by meeting with those districts at least twice a year beginning in 2014, and offering the same opportunities and partnerships to each school district. Commissioners representing areas within each school district should be invited to at least one of the two meetings.
c. Work with Board of Regents' personnel, school districts, and KCKCC to improve processes and increase the number of students signed up to use the SB155 Program by 10% per district by Fall 2015.
d. Research and identify our community's ten standout education and workforce development attributes to market to businesses as "star programs." Provide information about those programs on the centralized database and in our economic development materials by Fall 2015.

Mar. 24, 2014
Public Data Access
a. A brief discussion about the data and information.
b. A tour of a handful of UG web applications that allow public data access.
DOTMAPS www.wycokck.org/dotmaps
LANDSWEB www.wycokck.org/landsweb
APPRASIER PARCEL SEARCH www.wycokck.org/appraisal/publicaccess/
NRC E-LINK maui.wycokck.org/citizenaccess/
SPOTCRIME spoterime.com/
c. A discussion about barriers to data use and strategies to overcome those barriers.

July 21, 2014
As requested by the County Administrator, discussion on the 311 operations with a presentation by Luke Folscroft, 311 Operations.

Tracking #: 120153 and 140238
V. Adjourn
The meeting of the Administration and Human Services Standing Committee was held on June 16, 2014, at 5:44 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Walker, Maddox, and Philbrook. Commissioner Kane was absent. The following officials were also in attendance: Joe Connor, Maureen Mahoney and Ken Moore.

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

Approval of standing committee minutes from April 21, 2014. On motion of Commissioner Philbrook, seconded by Commissioner Walker, the minutes were approved. Motion carried unanimously.

Committee Agenda:

Item No. 1 –140214...PROPOSED HR POLICY CHANGES

Synopsis: Proposed HR policy changes, submitted by Renee Ramirez, Human Resources.

- 2.5 Smoke-Free Workplace
- 2.9 Probationary Period
- 3.2 Performance Review
- 6.1 Workers’ Comp
- 6.2 Driver Safety, Accident Reporting, and Vehicle Use

Renee Ramirez, Human Resources Director, said with me today I have Dave Wimerly. He is the UG Safety Officer. To his left is Dustin Swartz. He is the Worker’s Compensation Coordinator for the Unified Government. Human Resources is proposing to make some modifications to some of our Human Resource Guide policies to conform with updated federal
state laws, current ordinances and other organizational practices. The first policy that I'd like to present to you is the Smoke-Free Workplace. The amendment to this policy basically is just to insert language from the current city ordinance 17-133 which prohibits any kind of cigarette from being used in Unified Government buildings or anywhere smoking is prohibited.

The second policy is the Probationary Period Policy. The amendment to this policy is just to reflect recent changes that we made to our vacation policy. Employees are now eligible to receive a portion of their vacation time at the conclusion of successfully completing the probationary period, which in many instances is six months. We just had to modify the language to match the current language in the vacation policy.

The next policy is the Performance Review Policy. It was formally known as the Performance Appraisal Policy. The revisions to this policy reflects changes which now places more emphasis on dialogue and feedback given to the employees and to implement a system that is more in line with organizational goals and objectives. This particular review process—Unified Government non-union employees have already began the rating period for this portion. It started on June 1, 2014.

The next policy that we have is the Worker's Compensation and Injury Leave Policy. This policy in particular is and the changes are to reduce worker's compensation cost by enhancing the reporting process that we have. It also holds and gives accountability and responsiveness for this policy. The amendments will actually clarify the roles for the employees, supervisors and the Human Resources staff when having to file a work comp injury and following it through the entire process.

The last policy is the Driver Safety Accident and Vehicle Use Policy. This policy was amended to conform with industry standards, to streamline the process for checking driver history and to monitor driver behavior in an effort to reduce liability for the Unified Government.

Commissioner Philbrook said I do have a question about one little section about performance review. As many times as I’ve read this you would think that I would have it memorized. Chairman Markley said we had a tablet malfunction so we’re sharing up here. In case you’re wondering. Commissioner Philbrook said somewhere in here it says something about they don’t have a right for grievance for the review. I’ve got to find that exact statement. Here it is. It’s in E-2 Employee Responsibilities. Performance Review cannot be grieved. Major

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disagreements with statements or ratings may be discussed with ascending levels of management. Can you say a little more about that? I was an employee some time ago, that’s all. Ms. Ramirez said basically when the department set the goals for the employees; this is just a measurement of their performance. It’s basically just to foster discussions on how they form. In an effort to try to foster those active discussions employees because it’s not really tied to merit increases, it’s merely to administer growth and offer suggestions on performance for the employees. That’s not a grievable item at that point. The employees do acknowledge that they may not be in an agreement to what’s there and the employee signing the review is only that they acknowledge the discussion, not that they actually agree. Commissioner Philbrook said so in other words, when they fill out their own self evaluation then they can make statements about how they feel about their eval and how they differed from what their evaluation was. Ms. Ramirez said yes. And during the process if at any time the employees feel once the goals have been set, if there are any modifications to the goals let’s just say that possibly there’s something that will hamper the employee from succeeding in that particular goal; this process gives an opportunity for management and the employee to have several conversations and to be able to update those goals as they come along.

Commissioner Walker said you still have the process of appealing up through the ranks I suppose to the County Administrator level. We still have unions that are covered by this handbook by the general Human Resource Policies. Ms. Ramirez said the unions are covered under their memorandum of understanding. We are proposing to actually have union personnel go through this review process. We’re hoping to implement that by January 2015. Commissioner Walker said the way I would read this is if my union was covered by the handbook, AFSCME used to be, are they still under the guidelines except where the contract controls? Ms. Ramirez said when the contract does not speak specifically about a certain portion, it reverts back to the Human Resources Guide. Commissioner Walker said what I’m getting at is the way I’m reading this is if we adopt this—there was a problem years ago that you would go through the process and it would either be affirmed, altered or amended. Then it was in theory to be over but then a union member with a separate grievance process would try to gripe his review or her review through the union’s grievance process. This would seem to preclude that double bite of the apple if you will. Is that how you read this? Jody Boeding,

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Chief Legal Counsel, said we have discussed this with our labor council, Carl Gallagher, and he believes that these are under management rights. **Commissioner Walker** said I'm not criticizing it. I just want my fellow commissioners to understand that we do not want employees to have two separate processes for appealing a performance review that has at least the stated purpose of mutual dialogue, understanding and improvement of performance. We don't want it to become a grievable offense or at least I'm assuming by adding this provision that it's not grievable. Grievable, you've already gone up to the County Administrator. There's nowhere to go from him other than bringing it to the commission and the commission is not to be involved in administrative personnel decisions. Grieve has to mean grieve it through provisions in a separate memorandum of understanding through a union grievance process that ultimately could lead to arbitration of whether the review was fair, balanced and so forth. That's an expensive process for a performance review so I want that to be understood by everyone up here, but if I'm wrong in that understanding then I want to know because I don't think we should have two opportunities to appeal a performance review. **Ms. Boeding** said perhaps we will look at it between now and the commission to make sure. **Commissioner Walker** said please and make sure that's the correct reading of that. **Ms. Boeding** said just to clarify, what Carl has said, management rights are defined in the purest statute, the Public Employee. I forget—**Commissioner Walker** said relations. **Ms. Boeding** said Relations Act. Thank you. That existing rights of the employer are not of a public employer are not affected by this act. Nothing in this act is intended to circumscribe or modify the existing right of a public employer to direct the work of its employees, hire, promote, demote, transfer, assign and retain employees, suspend or discharge for proper cause. Maintain the efficiency of governmental operation; relieve employees from duties because of lack of work or other legitimate reasons. Take actions that may be necessary to carry out the mission of the agency in emergencies. Determine the methods means and personnel by which operations are to be carried on. Those are management rights under the statute, but we will discuss further with Carl if that language could be clarified and expanded on. **Commissioner Walker** said thank you.

**Commissioner Philbrook** said I appreciate your attentiveness to this. Just as a lay person, not somebody that's in HR, you look at that and you go no right to grieve, well now wait a minute.

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What does that mean to us? Thanks for your clarification on that. I'll look forward to seeing if there are any other modifications.

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

Joe Connor, Interim Assistant County Administrator, said as they’re leaving there are another set of policies coming forth in the next few months, probably after the budget season, to kind of go through the HR Guide and make these changes. We’ll bring them to you in batches. Chairman Markley said thanks guys. We’ll look forward to seeing you in a few months. Commissioner Philbrook said thanks for warning us.

**Item No. 2 –140190...REQUEST: REMOVE USER LOGIN REQUIREMENT**

**Synopsis:** Communication recommending removal of the user login requirement for owner name search and display of real estate information on the UG website, submitted by Christian Cooley, DOTS-GSS.

Chairman Markley said thank you for helping us advance one of our goals and outcomes.

Christian Cooley, DOTS-GSS, said I certainly wanted to come to the commission. We’ve have plenty discussion with staff and with legal as well on this issue. It was decided that we should bring it to you, the policymakers. A few months ago when I spoke to you guys and showed you kind of a tour of some of our online applications; one of them was our LANDSWEB application. Currently, there are two ways public users can access that. One is just anonymous access and when they do that they don’t see the owner name and they can’t search by owner name. If they create a user account which means they give us their name, email address and a few other things, they’d go through the process like you would through like Amazon.com or something like that, creating a username, a password and they can log into the system and see owner name. This was a historical replacement for an old system that we had that allowed users to access the old

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mainframe system which went away in 2008. The cautious approach we took when we started edging into the world of online access to county records and county information back in the early 2000s, it was new territory for all of us.

Now, after doing—just today I did a survey of the surrounding counties around Wyandotte County as well as the five major counties in Kansas, Sedgwick, Shawnee, Douglas, Leavenworth and Johnson Counties. All of them either have access to owner name. You can see the owner name of a piece of property or something like that or you can even search by owner name and see all the properties that a particular person owns. The request is that we change our policy with the understanding that yes, this is personal information. It isn’t necessarily private.

There are certain owner names under state law, certain individuals can opt out. We’re going to honor those requests to opt out from being available in online searches. We’re going to still require people that access the website to acknowledge our disclaimer which it acknowledges state law when it comes to list of names and address, that they can’t use it for solicitation or other related purposes like that. Everything else is still in place, it’s just that they no longer have to log in or create a log in to be able to see owner names. They can freely and anonymously access it. It will reduce staff time, it’ll reduce some of our overhead on things we have to maintain. We no longer have to have this log in system that we have to maintain and worry about that. There will be fewer calls to our office; our office as well as the Clerk’s Office, Appraiser and Treasurer as well.

Commissioner Philbrook said I was just going to say that this sounds like you guys are really trying to do what the commission asked and that’s open data. If that saves money while we’re doing it, I’m all for it.

Chairman Markley said you mentioned the opting out concept. Would someone for whatever reason wants to just opt out be able to contact your office and do that? Mr. Cooley said the current law I believe is that they have to contact the custodian record and under statute there are only certain—there are a strict set of individuals that are allowed to opt out, judges, I think law enforcement and city council. Those kinds of individuals can opt out from being available on online searches. Chairman Markley said I guess I was just curious and this might be in the statute and it might not. If you don’t know the answer, don’t worry about it. I’m just curious if

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someone who has a restraining order or something like that, is that one of the reasons they could opt out? I could see that being an issue if we’re sort of providing someone that is trying to run from someone the information. Mr. Cooley said I’m not aware of that but I’ll certainly follow-up with legal staff and see what—Commissioner Walker said you hit on the topic. I didn’t understand how a person can keep their ownership of property private. I guess I was never aware there was an opt out provision. Mr. Cooley said it’s a recent statute, only a year or two old.

Commissioner Walker said I don’t have a real issue with what you’re trying to do but perhaps you could or maybe legal let know who it is that can opt out. Just send me the statue and I can read it myself, statute number. Commissioner Philbrook said if you would just send that to all of the commissioners and get it over with. That would save some time. Mr. Cooley said sure.

Action: Commissioner Philbrook motioned to approve the action.

Chairman Markley asked are we moving that we want him to do it unless we find something in the statute that we’re concerned about. How do we want to answer that statute issue in our motion? Commissioner Philbrook asked was there somebody really concerned about a statute issue or did we just want information. Chairman Markley said I just want to know. Maybe we move for approval with the understanding that the statute will appear in the full commission packet for our review. I’m just trying to figure out—Commissioner Walker said that might be a good idea. Chairman Markley said then if we decide we don’t like what’s in the statute we have the opportunity at full commission to deal with it. Commissioner Philbrook said thank you please do that. Chairman Markley said sorry for writing your motion for you. Commissioner Philbrook said no, no. Thank you very much for writing my motion. I so appreciate that.

Action: Commissioner Philbrook made a motion, seconded by Commissioner Walker, to approve with the understanding that the statute will appear in a full commission packet for review. Roll call was taken on the motion and there were four “Ayes,” Philbrook, Maddox, Walker, Markley.

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Outcomes:

Item No. 1 – 120153...OUTCOMES

Synopsis: Overview/discussion on the next phase. AHS’s outcomes presented at the following standing committee meetings:

August 12, 2013

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

September 16, 2013

a. Workforce development update, presented by Sharon McMillan, Director of Workforce Development
b. Future tracking of goals and objectives for presentation and discussion

January 13, 2014

a. Create searchable centralized online compilation of employment and educational resources by September 15, 2014.
b. Foster strong relationships with Wyandotte County school districts by meeting with those districts at least at least twice a year beginning in 2014, and offering the same opportunities and partnerships to each school district. Commissioners representing areas within each school district should be invited to at least one of the two meetings.
c. Work with Board of Regents’ personnel, school districts, and KCKCC to improve processes and increase the number of students signed up to use the SB155 Program by 10% per district by Fall 2015.

June 16, 2014
d. Research and identify our community’s ten standout education and workforce development attributes to market to businesses as “star programs.” Provide information about those programs on the centralized database and in our economic development materials by fall 2015.

March 24, 2014
Public Data Access
a. A brief discussion about the data and information.
b. A tour of a handful of UG web applications that allow public data access.

DOTMAPS www.wycokck.org/dotmaps
LANDSWEB www.wycokck.org/landsweb
APPRaiser PARCEL SEARCH www.wycokck.org/appraisal/publicaccess/
NRC E-LINK maui.wycokck.org/citizenaccess/
SPOTCRIME spotcrime.com/
c. A discussion about barriers to data use and strategies to overcome those barriers.

Chairman Markley said similar to our last committee our final item is related to Outcomes. We had a presentation here in March. We did not have any discussion in April or May regarding our Outcomes. The question is just how do we want to proceed. We were provided a little summary of our presentations since August 2013 in our packet. As I said, we had a presentation in March regarding open data which Chris Cooley was nice enough to present. That was our really long night if you remember. Prior to that, we worked really hard in workforce development. That’s really our most substantive sort of goal area other than open data.

 Commissioner Philbrook said so my comment on the workforce development thing is I definitely don’t want to do it until September because we’re still working on that. That’s still an ongoing project and I don’t want to nip that before we have something substantive to give you.

Chairman Markley said okay. Just to review our goals we have education and workforce development. We have healthy communities and recreation and we sort of have regular updates from that community anyways. Although we don’t traditionally talk about them under our Outcomes we are getting regular updates. The other ones were sort of asked and answered questions that are listed here regarding the sales tax and local residence preference. UGTV, we’ve obviously talked about as a full commission. Customer service, which is an ongoing issue

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and then our open data goals. I guess the question is do any of us have specific topics under those items that we want to work on and move forward other than Commissioner Philbrook and I think Commissioner Maddox as well are involved in that continuing workforce development discussion.

**Commissioner Philbrook** said what about 3-1-1. Can we talk about that? Can we bring forward? That deals with our customers. **Chairman Markley** said that was under customer service. **Commissioner Philbrook** said exactly. If we can find out a little bit more about how things are going through that. What's going on? **Chairman Markley** said that would be probably a good discussion during budget time as well because there's been some discussion about—to what extent we fund 3-1-1. Yes. We'll put that on the agenda for the next meeting for a deeper discussion and if staff could just be prepared to just summarize what's happening now with 3-1-1 and also to summarize what the possibilities are because I think it has a greater capability than what we've traditionally used it for. We just haven't been able to finish that capability. **Commissioner Walker** said I agree. 3-1-1 has a lot more potential than it's demonstrating at the current time.

**Chairman Markley** adjourned the meeting at 6:01 p.m.

**tp**

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