



**Administration and Human Services**  
**Committee**  
**Standing Committee Meeting Agenda**  
**Monday, November 17, 2014**  
**5:51 PM**

**Location:**

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

<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 from September 15, 2014.**

**III.**       **Committee Agenda**

**Item No. 1 - PRESENTATION: 8TH STREET YMCA**

**Synopsis:**

Presentation and update on the 8th Street Family YMCA, presented by Simeon Henderson, Executive Director, 8th Street Family YMCA.

**Tracking #: 140379**

**IV.      Public Agenda**

**Item No. 1 - APPEARANCE: DAVE & JOAN SPERO**

**Synopsis:**

Dave and Joan Spero to share their concerns regarding recent changes in US Post Office delivery to certain blocks in the Cathedral and Highland Crest neighborhoods; also potential future changes to house-to-house mail delivery.

**Tracking #: 140377**

**V.      Outcomes**

**Item No. 1 - OUTCOMES: GENERAL TOPICS**

**Synopsis:**

The Unified Government Commission conducted a strategic planning session on November 1, 2014, resulting in the continuation of specific goals tying them into the county-wide survey previously conducted.

- Education/Workforce Development
- Healthy Communities/Recreation
- Social Services
- Innovation
- Customer Service

**Tracking #: 120153**

**VI.      Adjourn**

**ADMINISTRATION AND HUMAN SERVICES  
STANDING COMMITTEE MINUTES  
Monday, September 15, 2014**

The meeting of the Administration and Human Services Standing Committee was held on September 15, 2014, at 5:30 p.m., in the 5<sup>th</sup> Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Walker, Kane and Philbrook. Commissioner Maddox was absent. The following officials were also in attendance: Joe Connor, Interim Assistant County Administrator; Bridgette Cobbins, Unified Government Clerk; and Jody Boeding, Chief Counsel.

**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 July 21, 2014. **On motion of Commissioner Kane, seconded by Commissioner Philbrook, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

**Item No. 1 – 140300...GRANT: HEALTHY COMMUNITY**

**Synopsis:** Request approval of an application submitted by MARC to the CDC for a Greater Kansas City Partnership for a Healthy Community Grant, submitted by Terry Brecheisen, Public Health. Wyandotte County will be a sub-recipient of this grant and will receive \$160,000. Focus will be on good nutrition, physical activity, tobacco-free environments, and access to chronic disease prevention and management. No cash match. In-kind staffing support for Healthy Communities Wyandotte staff and Safe Routes to School Coordinator.

**Wesley McKain, Coordinator for Healthy Communities Wyandotte,** stated I appreciate the opportunity to speak tonight. We have a couple of items up, a couple grants that we have written recently. One of them, the first one, is the Center for Disease Control Grant, for a request for \$160,000. The Center for Disease Control are like the big players on the block when it comes to

health funding. They dropped a bunch of grant requests like bombs on everyone in the nation. They are large. This was an opportunity up to \$3M per year for three years. Thankfully the Mid-America Regional Council started an initiative, a metrowide initiative to pull together all of the local Health Departments to come together to work on a lot of the stuff that Healthy Communities Wyandotte is already working on. Access to healthy food, increasing physical activity, working with chronic disease management like diabetes and then there is a new one which we haven't really worked on a lot before and that's smoking. They wanted to take on smoking and so that's an element of it as well. We worked with them for over a month, those were difficult meetings, very long, but put together a \$2.2M request per year and the Health Department asked for \$160,000 of that to do the activates that I just said. There is no cash match. There is some in-kind staffing for me and the second person in the office. This would effectively double our staff for the next three years and so we're very excited about the opportunity. I will say these national grants are very competitive and so we're not planning on getting it, we're hopeful that we're going to get it but we're not planning on it.

**Commissioner Philbrook** asked so either we get it as a group through MARC or nobody gets it in this bunch, is that what you're saying? **Mr. McKain** stated exactly. **Commissioner Philbrook** stated I just wanted to know. MARC does a pretty good job of their request so I can understand why we would be part of that so thank you for jumping in there.

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

#### **Item No. 2 – 140304...GRANT: TAKE CHARGE OF YOUR HEALTH**

**Synopsis:** Request approval of an application to the Healthcare Foundation of Greater Kansas City for a Take Charge Grant in the amount of \$256,082, submitted by Terry Brecheisen, Public Health. Healthy Communities Wyandotte, the YMCA and the Community Health Council will work together to create an integrated system that will educate Wyandotte County residents who are newly insured through the Affordable Care Act on how to use their insurance.

No cash match. In-kind staffing support for Wyandotte Community Health staff and one Dietitian.

**Wesley McKain, Coordinator for Healthy Communities of Wyandotte**, stated this is a little bit closer to home. This is just Wyandotte County. We're really excited about this. Our enroll of Wyandotte initiative which was a partnership with a lot of different agencies in Wyandotte County to help enroll people through all of the new affordable health insurance plans with Obama Care, the Affordable Care Act has a lot of names, but there is a lot of uninsured people in Wyandotte County who could now get health insurance at a reasonable rate. We wanted to organize as many people who had an interest in that as possible. We enrolled about 900 applications so we actually don't know how many people that was but we tracked applications and it turns out people enrolled as families. We're not sure but it was over 900 people in that. We found out that those people, a lot of them, did not know how to use health insurance because it's complicated and that was a problem across the country. This was a grant that we did in partnership with the YMCA and the Health Council to have a follow-up with them when they were enrolled in health insurance we would help them – we have some basic health insurance literacy that is involved in that so we are going to be adding some staff hopefully you got the grant to help people understand what in-network out-of-network, how to navigate the health insurance system. A lot of people don't know what is a copayment, they have no idea and then they go thre and they think it's a scam because the doctor is asking them for money and they've already paid for health insurance. Educating people with that and then we also have a partnership with the YMCA.

We have a very high rate of diabetes in Wyandotte County and so the YMCA is going to put in for about \$85,000 or \$90,000 of that to help people who get enrolled, get connected to their weight management and diabetes prevention programs. No cash match. A smaller amount of in-kind from me because a lot of the money is going to be pushed out to our partners on this one. If we get the grant, I'll be working probably 10% of mine is on this.

**Commissioner Philbrook** stated do we have the names of the people then that did sign up and that were granted so that we follow through on those, is that how that happens or is this is just an outreach and we hope they come to us? **Mr. McKain** stated we will be hopefully capturing, that

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may be the wrong word, getting them when they come to enroll and we'd like without making it seem mandatory because it really isn't mandatory to bill it as a first appointment. Here is your first appointment, we're going to educate you about health insurance, about the health system, and also we're going to do some screenings. We are going to have nurses there to check blood pressure, do a free diabetes test and things and hopefully the YMCA will be there to route them to those programs. That was the hard thing the first time because there is some privacy issues that we had that we will have to navigate but we have forms and things and so we're hopefully going to be able to do that. **Commissioner Philbrook** stated thank you. I'm glad you managed to work through that part of it because that can be really difficult.

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

**Dr. Tammy Counts, 824 State Ave.,** stated I'm a long time member of the Wyandotte County area. I did have a question about this. **Chairman Markley** asked is it a question we can answer or would you rather just ask thhim directly? **Dr. Counts** stated it's just an overall question that I have in regards to this. My understanding is this a partnership with the YMCA and there is going to be discussion and information shared about the Affordable Care Act with the community. The reason why I am asking that is I am no longer an employee so I would be a person in this community looking for affordable health care. **Mr. McKain** stated yes, we will be sharing information about it. We would be very happy to talk to you about the new health insurance options. The open enrollment starts on November 15 and is going to go to February 15. If you have recently lost a job, or if you have been married, or if you've adopted a child; those are a couple of things that can make you do it now so afterward I'd be happy to talk to you. I'm a licensed, certified application counselor myself. **Dr. Counts** stated it's just saw that this was in partnership with the YMCA and because I am no longer employed, I am no longer a member of the YMCA so I was wanting to know how that relationship was going to be. If you're not a member of that, then how would I have access to this information and their healthy activities. **Mr. McKain** stated it's not a membership program. People who we assist through the health insurance enrollment process if, and this is if we get this grant because we haven't got

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these funds yet. If we get this grant then there are some discounted rates for the YMCA program through this but it's not like a general YMCA membership. They have certain classes, like they have the Y weight class and go. There's exercise components of it but I don't think it provides like a general membership would.

**Commissioner Kane** stated ,Wesley, when we find out whether we got the grant, can we put this on our website. **Mr. McKain** stated, yes. **Commissioner Kane** stated where if somebody wants to call and ask questions. Just like Dr. Counts just asked how are we going to know? I think we need to let people know if we get it, put it on our website, and when we're going to have a meeting and if there's any questions leave a phone number for somebody to call. **Joe Connor, Interim Assistant County Administrator**, stated I think the Enroll Wyandotte folks have been working on this coming enrollment period since the last one ended. I fully expect this component or any other component will be fully advertised everywhere. **Commissioner Kane** stated thank you.

Action: No action taken.

### **Item No. 3 – 140306...COMMUNICATION: BOARDS AND COMMISSIONS PROCESS**

**Synopsis:** Proposed improvements to the Boards and Commissions appointment process, submitted by Jody Boeding, Chief Legal Counsel, and Joe Connor, Interim County Administrator.

**Chairman Markley** stated Jody Boeding and Joe Connor have beautifully done some research for us on Boards and Commissions. As you may recall, those of you that have been up here and for on public, we had a special session where we talked about Boards and Commissions process and how confusing it can be for commissioners and how we may not be appointing to some of the vacancies that we should be appointing to and we were referred that matter as this committee. We are going to look at this research tonight and then we are going to ask to come back with any recommendations or changes in that process.

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## **BOARDS & COMMISSIONS**

**Administration Standing Committee**

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**Joe Connor, Interim Assistant County Administrator**, stated thank you very much and I have with me tonight Jody Boeding, Chief Legal Counsel, and Bridgette Cobbins. Bridgette is our Clerk. I want to thank both of them for their work as well as Emerick Cross, Janet Guilfoil and Carol Godsil. This has become quite a project. It's a good project. It just needs to be kind of reorganized and redone. I think we want to provide you with a product and a process we can all be proud of. I think we're on the way to doing that tonight. Just to kind of recap some of the things we talked about at the last meeting. We have General Provisions that are in our UG code, I won't go through all of those but these are things that generally cut across all the Boards and Commissions that the UG – These are the General Provisions that the commissioners used to appoint and they've generally kind of cross-cutting provisions.

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## GENERAL PROVISIONS IN UG CODE

### CHAPTER 2, ARTICLE VIII – GOVERNING APPOINTED BOARDS AND COMMISSIONS

**UNLESS OTHERWISE PROVIDED BY FEDERAL, STATE, OR LOCAL LAW:**

- The Mayor and each Commissioner nominate an individual to the board or commission.
- Nominees are voted on by the Full Commission.
- A term is 4 years.
- Vacancies are filled for the remainder of an unexpired term.
- Automatic forfeiture of the position upon failure to attend 3 consecutive meetings without providing prior notice of the intended absence to the chairperson.
- Appointees receive no compensation, although reimbursement of reasonable expenses is allowed.
- The UG Clerk shall notify the Mayor and Commissioners at least 30 days before expiration of the term. The Clerk also shall advise the Mayor and Commissioners of all vacancies and forfeitures of office.
- The Kansas Open Meetings Act applies to all appointed boards and commissions.
- Each Chair must prepare an agenda for meetings and have minutes taken. Minutes are filed with UG Clerk.
- The Mayor appoints the chair of each board or commission.



The next slide is we're building on what we presented last time so you see around the red boxes around the columns those are information we've added to the spreadsheet from last time. This first slide is Board and Committees that are required by Kansas Statute. You do notice that we've got agencies and departments that are responsible for those particular boards and commissions. That was one of the things that was asked for. We've also added the frequency, when they met last, and who they are appointed by. We're starting to build a pretty good list, a summary list of what we have.

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## Board/Committee by KSA

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Stipend/ Reimb/Other	Last Meeting	Appointment by
Community Corrections Adult Advisory Board	Community Corrections	12 / 0	2	Monthly (4 <sup>th</sup> Wednesday)	No	August 27, 2014	Mayor
Library Board (WVCO)	Finance/Legal	10 / 1	4	Meets (4) times a year	No	April 2014	Mayor/ Commission
Planning Commission (Zoning & Appeals)	Planning	10 / 1	4	Monthly	Yes (\$100 Mileage Reimb)	August 11, 2014	Mayor/ Commission



This next one is boards by ordinance. This is by city ordinance. The same kind of information that we've updated. If there is a gap, it either doesn't exist or we're still working on it. You can see most of the information has been filled in.

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## Board/Committee by Ordinance

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Stipend/ Reimb/Other	Last Meeting	Appointment by
Alcohol & Drug Fund Advisory	Public Safety Business Office (PSBO)	10 / 1	4	Annually	No	July 9, 2014	Mayor/ Commission
Board of Building & Fire Code Appeals	Fire Department/ Code Enforcement	4 / 7	4	As Needed (1 <sup>st</sup> of the year)	No	1 1/2 Years Ago	Mayor/ Commission
Golf Advisory Board	Parks & Recreation	Current	4	Quarterly	Yes (Golf)	June 2014	Mayor/ Commission
Human Relations Committee		5 / 6	4	Monthly (2 <sup>nd</sup> Thursday)	No	August 14, 2014	Mayor/ Commission
Landmarks Commission	Planning & Zoning	Current	4	Monthly	No	June 2014	Mayor/ Commission
Rental Lease Appeals Board	Rental License	5 / 6	4	Monthly (2 <sup>nd</sup> Monday)	No	April 8, 2014	Mayor/ Commission
SSMID Advisory Board	Finance	8 / 3	4	Not Specified (3-4 times per year)	No	July 14, 2014	Mayor/ Commission



Boards and Committees by resolution. These are more a resolution on the county side.

## Board/Committee by Resolution

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Stipend/ Reimb/Other	Last Meeting	Appointment by
Area Wide Advisory Council on Aging Wyandotte/Leavenworth	Area Agency on Aging	17 / 1	2 (No more than 4-consecutive years)	Monthly (4th Wednesday)	Yes (Mileage Reimb)	August 27, 2014	Mayor/ Commission
Casino Grant Fund	Administrator	5 / 1	1	Annually	No	May 27, 2014	Mayor/ Commission



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We have another list on ordinances and resolutions.

## Board/Committee by Ordinance & Resolution

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Stipend/ Reimb/Other	Last Meeting	Appointment by
Advisory Committee on Disabilities Issues		5 / 5	4	Bi-Monthly	No	June 2014	Mayor/ Commission
Housing Authority		Current	4	Monthly (3 <sup>rd</sup> Thursday)	No	July 2014	Mayor/ Commission
Law Enforcement Advisory Board	Police Department	5 / 5	4	Monthly (2 <sup>nd</sup> Wednesday)	No	July 9, 2014	Mayor/ Commission



Then we have some that are on the charter ordinance and resolution. That's the Park Board.

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## Board/Committee by Charter Ordinance & Resolution

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Stipend/ Reimb/Other	Last Meeting	Appointment by
Park Board	Parks & Recreation	9 / 2	**	Monthly (2 <sup>nd</sup> Wednesday)	Yes (\$100 Mileage Reimb)	July 9, 2014	Mayor/ Commission

\*\* Term ends with commissioner in office.



Then we get into Boards and Committees that are either named officials or Mayoral appointees.

## Board/Committee Named Officials or Mayor Appointees

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Last Meeting	Appointment by
Area Transportation Authority Board	Transit	10 / 0	4	Monthly (4 <sup>th</sup> Wednesday)	August 27, 2014	Mayor
Development Review Committee	Building Inspection	Named Officials	-	Twice a Week	September 11, 2014	UG Departments/ SPU
Mayor's Council Against Domestic Violence		-	-	-		Mayor



Same list there. Just more information on that. That's kind of the last list from last time.

## Board/Committee Named Officials or Mayor Appointees

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Last Meeting	Appointment by
Wyandotte Homeless Services Coalition/ Continuum of Care	Mayor's Office	10/0	2	Monthly (3 <sup>rd</sup> Tuesday)	August 19, 2014	Mayor
Jail Population Committee	Sheriff	2 / 0	-	-	July 10, 2014	Mayor
Juvenile Corrections Advisory Board	PBSD	Named Official	3	Monthly	August 7, 2014	Mayor/ Commission
Regional Homeland Security Committee (MARC)		/ 2	3	Bi-Monthly (4 <sup>th</sup> Friday)	July 25, 2014	
Transit Coordinating Council (MARC)		10/1	-	Bi-Monthly (2 <sup>nd</sup> Wednesday)	September 3, 2014	



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## Board/Committee Named Officials or Mayor Appointees

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Last Meeting	Appointment by
Solid Waste Management Committee	Public Works	18 / 3	-	Annually & As Needed	June 2014	Mayor
Teen Advisory Council (INACTIVE)		-	2	Quarterly		Administrator
WYCO Developmental Disabilities Organization Advisory Board	CCDO	0 / 11	4	As Required		
Public Building Commission	Finance	5 / 0	As Specified	As Needed	February 28, 2013	Named Officials



## Board/Committee Named Officials or Mayor Appointees

Name	Agency/ Department	Current/ Vacancy	Terms (Years)	Frequency	Last Meeting	Appointment by
Kansas City Kansas Tree Board	Perks & Recreation	6 / 1	2 (Citizens members only)	As Needed	September 2014	Administrator
Land Bank Advisory Board	Land Bank	3/0	-	As Needed	August 22, 2014	Mayor/ Commission
Convention & Visitors Board	CVB Contract (501 C 6)	3 / 1	Changes with Election	Monthly	August 27, 2014	Named Officials
Economic Opportunity Foundation		-	-	-		
T-Bones Uncommitted Recreation Fund (TURF)	Perks & Recreation/ Finance	4/0	Not Specified	As Needed	6-Months Ago	



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Again, we're just trying to update this list and make it comprehensive, make sure and catch everything. We have found a lot of things that we didn't even think about or we kind of come across when we were reviewing the ordinances and so it happened to turn into quite a bit of work but it's really good work to do.

I want to get into now, as part of your attachment we've kind of put a guide together, it was in your agenda packet and we want to try to restructure on the boards and committees different roles and responsibilities. The first was we talked about the role of the Commission Liaison. We know that person right now tries to address all of your needs and concerns. We'd like to see that role expanded to include being your main point of contact for boards and committees. We think the liaison would do a good job of maintaining the list of all boards and commission positions which contains the requirements and terms so you'll know what's out there. Examine and report on alternatives to the current appointment process. I think this information you need to have and be updated on an ongoing basis and then examine and report on other reforms to the appointment process which may include the consolidation of appointments. As we start to review this in more detail and as years go on the Commission Liaison would be the person if you guys have questions why are we doing this, why is this happening, can we change it, that would be your first point of contact to get that and make that happen.

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## Board/Committee Recommendations

- Role of the Commission Liaison
  - Maintains a list of all boards/commissions and positions which contains requirements and terms
  - Examine and report on alternatives to the current appointment process, including regularizing terms of service, rules which prevent stalemates on appointments such as current vacancies and rules that address service under expired terms
  - Examine and report on other reforms to the appointment process which may include the consolidation of appointments



One of the other things that was talked about at the last meeting was define the appointment term and process for filing vacancies. We're recommending that the standardized start date should begin on June 1 in odd number years, that would coincide with the election cycle. That would require an ordinance change kind of throughout each particular one. It's nothing we can kind of wave a magic wand over and make changes. We want to move in that direction and get to that point if you guys so desire.

**Commissioner Philbrook** asked how do you feel about that on having to go through and change all of those dates. Is it going to be a big thing? How extensive does that look? **Jody Boeding, Chief Counsel**, stated it might take a couple of months just giving the other business that we have. **Commissioner Philbrook** stated so just fitting it in. It's not going to be really extensive then. I just wanted to ask because I know we're asking a lot of everybody for the last year and we haven't quite yet so I was just wanting to know.

**Mr. Connor** stated the other recommendation that we have is that appointees whose terms have expired will continue to serve until a new appointment is made. Let's say if the June 1 date

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comes around and you haven't been able to find someone, to keep a quorum and keep the committee full, that person will remain until an appointment can be made. The same term would apply, it would still go back to June 1.

One question that we heard from the committee last month was appointees whose terms have expired, do they continue to serve when a commissioner changes office. For example, this spring, if we have a new commissioner but the person still has two years left on their term; is that automatic you fill that spot or do you wait until their term expires. Again, based on last time we heard a little bit of both and we weren't sure, that's still a question that we're looking to plan for.

**Commissioner Kane** stated I wouldn't want to do that. If the commissioner chooses and those people have committed to us for four years and if the commissioner who gets elected in two years wants to remove them, I think it would be an easier thing and a cleaner way. When a commissioner first comes in there is so much that they are trying to absorb that throwing the change of committees on there might be a little bit difficult but I would not want to see that part changed. **Chairman Markley** stated just to clarify, you would be in favor of having them serve out their term. **Commissioner Kane** stated, yes.

**Commissioner Walker** stated I would agree with Commissioner Kane with one or two exceptions. These people that have stepped up and agreed to serve doing so without compensation, they're giving their time and just because elections have changed the personnel - when you really get down to it there is just a not a lot of political work in these boards. I'm not in favor, I'm just another one. Somebody agrees to serve four, they serve four, and the commissioner gets the opportunity to appoint someone for four years who they would like to have service four years. If they don't get re-elected or chose not to run, I don't see why all the people, well okay. The whole idea in the beginning when that was done and I can tell you because I had a hand in writing that at that time, was to depoliticize these boards a little bit. Most of these boards you are lucky to find someone who agrees to serve and then to throw them off because of an election outcome.

**Chairman Markley** stated, Joe, can I mention that there are a couple of boards that traditionally have been fairly political, let's just be honest, that have traditionally rolled over with the

commissioner which includes our Planning and Zoning appointments and our Parks and Recreation appointment. Are we okay with those being treated the same way, which means that if someone were to drop, they could still potentially be appointed at the time of the new election just because their terms could line up with that, their four-year term? If someone dropped off early and then someone new came in and was filling a term, I don't know how that would work. I'm not sure that it's going to have the impact that you think it's going to have on all of those boards. **Commissioner Walker** stated you only appoint someone to fill an unexpired term if someone quits. **Chairman Markley** stated if they are all four-year terms then we don't have to have this discussion. **Commissioner Walker** stated well they all are four-year terms. **Ms. Boeding** stated there are a couple of boards that their legislation says two but the vast majority, it's four. **Commissioner Walker** stated Area Agency on Aging is two years, limited to four years altogether. **Ms. Boeding** stated I can't tell you from memory which ones they are. **Commissioner Walker** stated one other one and I forget which other one it was. **Mr. Connor** stated I think elections could be part of the issue but the other issue is any change in the commission, a resignation or how do you handle appointees after that. **Commissioner Markley** stated that was my question because one of those issues is going to come up because most of these are four-year terms and they are at the beginning lined up with the commissioner's term and we're only going to appoint for unexpired terms. We're not going to appoint for another four years in the middle. It seems like this issue wouldn't arise very frequently.

**Commissioner Philbrook** stated something else about this, on each one of these Boards or Commissions are there regulations about how active you have to be before you're dropped. You could name somebody to that Board or Commission and they're not being active with it. **Commissioner Walker** stated if you miss three consecutive meetings. **Commissioner Philbrook** stated thank you guys, that's why I'm asking you. It's supposed to be an automatic forfeiture but is it? **Ms. Boeding** stated well it says three unexcused absences. If the person calls the chair and says hey, I won't be there, I think that's generally treated as an excused absence. You could do that unlimited times. If you just blow it off and don't call, then it's three that you're automatically removed. **Commissioner Walker** stated and here again the problem is finding people to serve, maybe you don't have that problem. **Commissioner Philbrook** stated not so far. **Commissioner Walker** stated I'd had more no's than yes. **Chairman Markley** was

inaudible. **Commissioner Walker** stated certainly if there's anybody out in TV land watching this committee meeting and they want to serve on boards, I'll be happy to consider them. **Commissioner Philbrook** stated Hal is putting out the all call please, lighting up 311 and let them know you that you want to serve on a committee. Well, I'm just trying to help you Hal. When they call in, when you say they call in, who are they calling into, to the board chair? **Ms. Boeding** stated, yes. **Commissioner Philbrook** stated the board chair is keeping track of this. That was part of our discussion, I think last time around all the committees about the fact that we really weren't getting information about what the committees were up to, what was going on, how active they were, when they were meeting. **Ms. Boeding** stated I think with the posting of minutes which is planned on the website and taking of minutes will be mandatory. It currently is. I think we'll assign staff people to the Board and Commissions so the minutes will be done. It will be easy to track who was not there. **Commissioner Philbrook** stated I'm getting the picture. I really do appreciate the assignment of staff to be committed with these people. I don't mean committed to anything other than doing their job. It's nice to have a line of information, that pipeline where we were kind of losing that and not getting information we really needed, otherwise, why even have the committee.

**Commissioner Walker** stated before I make this statement, this is not in any way a statement about any particular individual or group of individuals. I would like, first of all, who in the Administrator's Office oversees Human Relations. **Mr. Connor** stated Gordon Criswell. **Commissioner Walker** stated I really think that committee is important and it has important work to do. We all are fresh in our mind of what can happen and at different times board members have indicated to me that there is a disfunctionality with the current board, not being able to fill the quorum, not dealing with matters of substance. In general, a concern about the progress of the work that they do and their involvement in the issues that are pertinent to their assignment. I guess I'm asking you if you know whether that is in fact true, if not, then I certainly would like Gordon to discuss that with me and the board. I think we need to take an examination of that board and elevate it. I don't know that boards really have a ranking but clearly Parks and Planning are viewed as important appointments. I think Human Relations is in the same tier. It has been underutilized as a tool in this community. I don't know whether it's the result of who we appoint or what they're doing or if they just can't get enough people to

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participate or if that's even in fact true. Again, I'm relying on what two people who I have great confidence in have told me their experience has been. **Mr. Connor** stated I'm not familiar with that particular commission. I'll certainly have Gordon give you a call, that's probably the best way to answer that.

**Chairman Markley** stated can I move us back quickly to see if we've provided direction on that final point. What I'm hearing is that there is a consensus and there a few cases where we think it would arise we would not boot the appointee off the expiration of the elected officials term. Is that accurate? **Commissioner Walker** stated that's my opinion. **Commissioner Philbrook** stated they were appointed by a commissioner and I think they should serve out. **Commissioner Walker** stated if they want. If they want to resign it's certainly an option to them. **Commissioner Philbrook** stated I agree. **Mr. Connor** stated I'm assuming that means unless it's already specified in the code, like Parks, do you want to leave that the same? **Chairman Markley** stated for the boards that specifically state they'll roll over. We have a couple of boards like the Planning Commission that specifically state that they'll roll over, are we going to go ahead and amend those to match all the other boards are we going to leave those the same. I think it's just Parks and Planning.

**Commissioner Walker** stated personally I don't think we ought to change anything that's in place right now. If those two roll over a couple of months after a new commissioner might be elected, then that's fine. **Mr. Connor** stated unless specifically stated we'll change it for everything else. **Commissioner Walker** stated but I don't think we have to have every board come due June 1 after that Commissioner's April election or if there is an election. **Mr. Connor** stated I think we're trying to ensure that there is a timely start and stop date that is consistent. **Ms. Boeding** stated it's mostly silent so if there is a resignation on the board, they are willing. **Commissioner Walker** stated we can recommend whatever but this is really a special session item I think. I appreciate the information, but I know we have other commissioners on those boards that are very strongly opinionated about some of these questions. **Mr. Connor** stated I think if we can get through the rest of this and maybe we can talk about next steps because I wasn't sure where to go from here whether it's special session or full commission. I think we got that last questioned answered.

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## **Board/Committee Recommendations**

- Defined Appointment Terms and Process for Filling Vacancies
  - Standardize the start date for the terms to begin on June 1<sup>st</sup> on odd-numbered years.
    - Requires ordinance changes
  - Appointees whose terms have expired will continue to serve until a new appointment is made.
  - Do appointees whose terms have NOT expired continue to serve?



## Board/Committee Recommendations

- Standardized Application and Recruitment Process
  - A standardized application form will be submitted for each appointment to Commission Liaison.
  - The form will be available to the public electronically and on paper.
  - Recruitment will be on-going – interested members of the public can submit an application anytime.
  - Forms are maintained for a two-year period.



The next point we are going to talk about was developing a standardized application and a recruitment process. **Chairman Markley** stated, Hal, this is your all call. They're developing the all call for you. **Mr. Connor** stated this is one of the things that we as staff started talking about how do we do this a little bit better. Again, with the Commission Liaison kind of leading the way we want to develop a form and have it online year round and we want to be able to direct people if they have interest in a Board or Commission, number one is to be able to look up and see what that Board or Commission is all about and number two, put an application together so that when one of your appointments come due and you don't have anybody we can hand you a stack of applications to take a look through that. **Commissioner Philbrook** stated this will also have the dates of their meeting and everything so if they really want, all of these are open to the public, and they could go and be part even if they aren't on that commission. **Mr. Connor** stated that's right. We think that would be a good resource for you as a commission to have. I think we're proposing to maintain the applications for a two-year period. Again, if somebody has an interest or you see someone that is interested, you can direct them to the website or you can direct them to fill out the form and turn it in to the Commission Office and we'll maintain it. We think that would be a good way to continue to engage the public and put people where their

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interest are. If they have an interest in a specific area, give them the information and see if we can make a connection. **Commissioner Philbrook** stated the only disclaimer I would make sure that we made because they filled it out that there's no guarantee that they'll be called to serve. **Mr. Connor** stated absolutely. **Commissioner Philbrook** stated because people get disappointed once they put themselves out there to show a willingness to serve and then they don't hear anything. **Mr. Connor** stated as part of the information will be are there any vacancies so if they want to put their name in for something and it's already full, hopefully, they'll know that going in.

## **Board/Committee Recommendations**

- Agency/Department Staff Support
  - Proposal outlined in Appendix A
  - Many of the boards/committees have staff support



On the staff support we kind of mentioned this a few times but we got for the most part we have a lot of staff departments that we're already providing some support for these boards and committees. I think where we're taken it to the next level is we want agendas, some type of minutes, whether it be a summary or some form of minutes to be recorded. I think that the staff support, well we will have to expand some of our staff support to the Boards and Commissions but a lot of it already existed which was a good fine for us.

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## Board/Committee Recommendations

- Role of Clerk's Office
  - The Clerk will be responsible for:
    - Maintaining all agenda and minutes from board/committee meetings.
    - Posting information received on the UG website.



**Mr. Connor** stated last but not least is the role of the Clerk's Office. I think again, this is where specifically defined roles that weren't in existence at that point. What we want the Clerk to be responsible for is maintaining all the agendas and minutes from the Boards and Commissions meetings so the Liaison will ensure that each Board and Commission, their minutes and agendas will be given to the Clerk and the Clerk will be responsible for posting to the UG website similar to what she does now for the Standing Committee and the Regular Commission and the Planning and Zoning. This will be added to that so it will be posted from the Clerk's Office. I think that clearly delineates who's doing what throughout this process and, hopefully, somebody's else's life when they go through this again it will be a lot easier to do. **Commissioner Philbrook** stated that sounds like a desire. **Mr. Connor** stated a long-term goal.

**Chairman Markley** stated I will say the Clerk's Office has been trying to maintain this craziness all this time and I'm not sure that everybody fully appreciated just how many boards and how crazy that tracking process was until this research was happening. Ms. Cobbins thank you for your long-term effort to try to keep track of all of this and all of our appointments and lack thereof. **Commissioner Philbrook** stated I want to tell you thank you too because I was

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probably one of the most profisious critters on the block asking plenty of questions, wanting to know what am I supposed to be doing and when, you're like good question and I will find out for you.

**Mr. Connor** stated that's the end of our presentation. I think we kind of gotten the feedback that we need to try to formalize this. I guess, Commissioner Walker, the next step is kind of what we're looking for in this process. There's no timeframe on it, there's no rush obviously, special session is fine. If you want us to bring it back here for a final vote because we have some clean-up stuff we need to do on this now. We can do that and take it to full commission. **Commissioner Philbrook** stated we'll it got kicked to us from the original meeting and so I don't know how the rest of everybody feels on this but we're pretty happy with the direction and everything you've done so far. If you would put something together and shoot it out to us so we can take a look at it and get any comments back to you and then I would suggest if you think there's changes that really need to be met or changed then just bring it back to us as a finished thing and then we can send it on to the full commission. **Mr. Connor** stated okay. **Commissioner Philbrook** stated does that sound good to everybody. **Ms. Boeding** stated I need some clarification. Do you want me to start changing all of the ordinances or wait until the full commission gives feedback in case there's a difference of opinion with the other commissioners. **Commissioner Walker** stated I was asking for the floor from that commissioner, not you. I didn't mean for you to be quite. I'm going to tell you this is one of those things where I think, it's just my opinion okay, we vote on something and we send it to the full commission to be adopted down in the lobby, there's going to be a lot of discussion and a lot of disagreement. I would prefer that whatever we're going to send, we send it to a work session before we have Legal redraft all those ordinances. It's a lot of work. I really think it's a lot of work. I got a feeling, call it whatever you want, I got a feeling we're going to have a lot of debate over who gets appointed when and how they currently correspond and some people think some boards ought to just disappear or be incorporated underneath the umbrella of other boards. I think the best place to do that is in a work session rather than out in a public meeting where, if we rangle with the other committee members, well Tarence is not here tonight, and the other four and then the Mayor, he weighs in. Maybe I'm wrong, maybe there isn't that much heartburn on

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it but I think after listening to a couple of them I got a feeling there's some opinions that we're going to have to hear one place or the other.

**Commissioner Kane** stated I agree with Hal. I've been the recipient of the reverse side where it came to me after the committee had already made a decision and I don't want to do. If it takes three-on-three's or a special work session or something like that so everyone has input, especially because some of those committees, Parks and Recreation, Planning and Zoning, those are huge. I darn sure don't want to see, like I said before, I don't want to see somebody who's dedicated a couple of years of their time to be removed because of an election. Some of them, if you had like what we did, for our five different people all at once which make it sometimes better sometimes worse. I don't this to leave this committee without the rest of the commissioners knowing what's going on.

**Chairman Markley** stated I want to remind this committee that we had a special session on this and the other commissioners basically told us to deal with it so now we're here at this committee.

**Commissioner Walker** stated we have dealt with it. **Chairman Markley** stated I don't know that they're going to want to go through another special session. I'm not sure these are all the same concepts that were presented at that special session. The only point of discussion at that special session was about whether we did the expiration of terms concurrent with the commissioner leaving or whether we let people hold on. I think that's still something that there could be some debate over. I'm not sure whether it's a debate we want to schedule a special session for because it's kind of a yes or no sort of deal, either people are going to be onboard with it or they're not going to be onboard with it and we're going to not change that.

**Commissioner Kane** asked are you wanting us to make a motion for them to go forward or not go forward. **Chairman Markley** stated I think Commissioner Philbrook's recommendation was that they finalize this report; fill in what blanks they can, and come back with a full recommendation and present it to us for final adoption. Jody is not going to do anything to our ordinances until that has happened. In the meantime, what I'm wondering if staff could do is invite any commissioners that are interested to participate in three-on-three's where you can get this draft to them. Some may take you up on it and some may not, but if we say you don't have

to sit through another special session that perhaps they're not interested in, but you get all the information out to all the commissioners before the final draft comes to us. That will be my recommendation is that staff put out the invitation to three-on-threes. If people are interested in seeing this before the final form, final form will come to us, we'll say yay or nay, and it will go on to full commission at that point. **Commissioner Walker** stated I can agree to that as long as the other commissioners are briefed in three-on-threes. **Mr. Connor** stated I think what we could do also when it comes back to this committee is allow enough time between the committee meeting and the full commission. We don't need the very next one. It's not time sensitive. We could put a couple of meetings in between and get this out and address your concerns. **Commissioner Kane** stated we appreciate that. **Commissioner Walker** stated you say it's not time sensitive but in a sense it is because the election season is upon us, people after the first Tuesday in November will start making noise for the seats that are coming up. I would like to see these in place before the first of the year so that they're not cast as some kind of political shenanigan on the part of the commission to change all the rules once the filing deadline occurs. Maybe I'm overly sensitive to that but I lived with that for 25 or 30 years of making sure nothing that had political cogitation came up between the filing deadline and the election that looked like it was political in nature.

**Commissioner Philbrook** asked, Mr. Connor, could you kind of give an idea of what kind of timeline that you'd recommend that would come in compliance with his request. **Ms. Boeding** stated when you say final form. I guess I'd like some clarification on what that is, what you don't have before you what you would like. That would help us give the timeline. **Chairman Markley** stated we want to clarify how the rolling over is going to occur and I think we probably want to know how many ordinances we're talking about changing and sort of how that process would work. I'd think we would want to have some sort of a timeline of how that would work to help us understand both Commissioner Walker's comment, when we can actually expect this to be finished and we can start to see changes in terms of when we're going to be asked for appointment. **Commissioner Walker** stated I would like to see us, as a commission, either adopt or not adopt whatever we're going to do no later than the second meeting in December. That would be the timeframe. **Ms. Boeding** stated I think we could come back to this commission in October, I mean standing committee in October with how many ordinances need

changing and how the rolling over would work. In fact probably would bring a draft of the general ordinance that applies to all the boards and commissions so you could see that and then you could have more discussion and we would maybe put out to the other commissioners do they want a briefing or if they want to attend the standing committee meeting to give input. Three-on-threes, if you're going to vote on it, you're really not allowed to discuss much. They would be one-way briefings from staff. We could offer both those things to them. If they want to discuss it, they could come to your meeting or we could give them a staff briefing. **Chairman Markley** stated what would be nice is give them the opportunity for the staff briefing and if they hear the briefing and decide they think they have some input then they could bring it to the standing committee and have that discussion. **Commissioner Walker** stated isn't it the rule that any commissioner can attend any committee meeting, sit at the table and participate but just not vote. **Chairman Markley** stated exactly. **Commissioner Walker** stated so when we have our next meeting, perhaps you notice them and if they want to be heard on the subject, they should come to that meeting. **Mr. Connor** stated we can certainly provide them with all the documents that you have right now. **Commissioner Philbrook** stated that would definitely save a lot of staff time. **Commissioner Walker** stated yes it would. **Commissioner Philbrook** stated good idea. **Chairman Markley** asked do you have the direction you need from us at this point. We don't need a motion necessarily, do we? **Ms. Boeding** stated, no. **Mr. Connor** stated I think your timeliness is well within. **Ms. Boeding** stated we'll focus on the October and November meeting.

Outcomes:

#### **Item No. 1 – 120153 and 140238...Outcomes**

##### **Synopsis:**

Add:

Innovation/open data

Social Services

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

**September 15, 2014**

opportunities in our community.

- b. Healthy communities/recreation
- c. Tax sales and local residence preference (completed)
- d. Customer service
- e. UGTV (completed)

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 recourses 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](http://www.wycokck.org/dotmaps)  
LANDSWEB [www.wycokck.org/landsweb](http://www.wycokck.org/landsweb)  
APPRAISER PARCEL SEARCH [www.wycokck.org/appraisal/publicaccess/](http://www.wycokck.org/appraisal/publicaccess/)  
NRC E-LINK [maui.wycokck.org/citizenaccess/](http://maui.wycokck.org/citizenaccess/)  
SPOTCRIME [spotcrime.com/](http://spotcrime.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.

**Chairman Markley** stated as you may recall last month we talked about social services a little bit. Staff was not prepared with the report of the social services that we provide in time for this meeting. I think Mr. Connor said he thought in October they would be prepared to present that. **Mr. Connor** stated we're collecting all that data now and we fully expect to have the goals that

**September 15, 2014**

are currently listed with our current activities around social services and we can open up the discussion then.

**Chairman Markley** stated unless there are other comments on the outcomes we'll just wait until October to discuss that.

**Mary Ann Flunder, 1236 Grandview Blvd.,** stated she would like to discuss C. The one with the Board of Regents and school district of KCK, and KCK Community College.

**Chairman Markley** asked are you looking at the outcome summary.

**Ms. Flunder** stated, yes. The Number C, the work with the Board of Regents, personnel and School Districts and KCK to improve the process and increase the number of students signed up to use Senate Bill No. 155. With the relationship that you all have with the school districts, is it possible to include the students that go to Sumner High School that are interested in going but can't go because it's a prep school?

**Chairman Markley** stated I can probably tell you more about this after the meeting just one-on-one. We have had discussion with the Board of Regents about their requirements for that Senate Bill No. 155 and how those requirements sort of eliminate the possibility and Sumner's requirements also, eliminate the possibility of their participation. Those discussions are taking place on both ends or have been but I don't think there's been any resolution on that front.

**Commissioner Philbrook** stated just for clarification, so as I understand it because Sumner is a special school, whatever special that is. **Ms. Flunder** stated I know their special but you know other cities still, the ones with prep schools, are still invited to go to AVTS and those kids earn enough credits that they can take that certificate and work during the summer and pay for their own college. It's got its advantages. Everybody that goes to Sumner does not go to college. **Chairman Markley** stated the problem that we're seeing is it's not just the Senate Bill requirements that are an issue. Sumner requirements also prevents the students from participating in this program. **Ms. Flunder** stated Sumner is the one. **Chairman Markley**

stated like I said we're having discussions on both ends but we have not resolved that issue. **Ms. Flunder** stated really try to work hard on that.

**Action: For Information Only.**

**Chairman Markley** adjourned the meeting at 6:18 p.m.

**tk**

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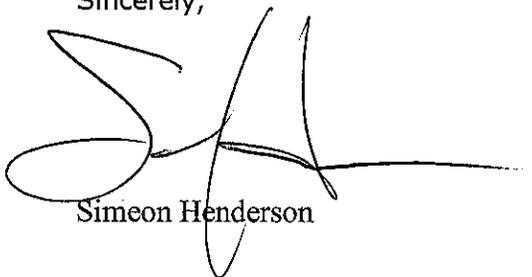
FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Simeon Henderson  
Executive Director  
8<sup>th</sup> Street Family YMCA  
900 N 8<sup>th</sup> St. Kansas City, KS 66101  
October 27, 2014

To Whom It May Concern:

In 2014, The Unified Government of Wyandotte County and Kansas City, Kansas, graciously committed to a \$75,000 proposal that helped allow the 8th Street Family YMCA remain open for an additional year. The YMCA of Greater Kansas is grateful that the Unified Government agreed to make a financial investment so that together we can continue to serve the Kansas City, Kansas, community. I would like to share with the Commissioners and interested stakeholders how the allocated funds were utilized to support programs, membership, operations, and collaboration at the 8th Street YMCA. I look forward to receiving communication regard how I can accomplish my goal of updating your organization. I can be reached be via email: [simeonhenderson@kansascityymca.org](mailto:simeonhenderson@kansascityymca.org) or by phone at 414-238-1843. Thank you in advance for your time and consideration.

Sincerely,



Simeon Henderson

FILED

NOV 03 2014

UNIFIED GOVERNMENT CLERK



**Our Mission.** The YMCA of Greater Kansas City, founded on Christian principles, is a charitable organization with an inclusive environment committed to enriching the quality of family, spiritual, social, mental and physical well-being.

140377

FILED

B.D.C.

OCT 09 2014

UNIFIED GOVERNMENT CLERK

We are requesting  
to appear before the

Administration and  
Human Services  
Committee  
Monday, October 13,  
2014

This concerns customer  
and postal patron,  
and property owners  
rights to retain their  
existing door to door  
delivery their safety.

We will provide  
all pertinent information  
on this issue including  
a letter that Commissioner  
Yoder sent on this  
issue to the BLS,  
Postmaster.

204 # 573-5005

To: Unified Government  
Clerk: Bridgett

From: Dave & Joan Spero  
5017 West 12  
S.L. Ks. 66106-3442  
913-262-5017

Janet G.

**From:** McKiernan, Brian  
**Sent:** Monday, October 06, 2014 12:58 PM  
**To:** Guilfoil, Janet  
**Subject:** Meeting request

Janet,

Joan Spero (913-620-2951) wants to meet with the Commission to share her concerns regarding recent changes in US Post Office delivery to certain blocks in the Cathedral and Highland Crest neighborhoods. Additionally, she wants to discuss her concerns about potential future changes to house to house mail delivery.

She requested to be included on the agenda for a Full Commission meeting, but I'm wondering if this might be better for a standing committee (like Administration and Human Services).

Could you please forward this request to the appropriate person and have them communicate with her about getting on the appropriate agenda?

Thank you,  
Brian



# Unified Government Clerk's Office

Bridgette D. Cobbins  
Unified Government Clerk

701 North 7th Street, Suite 323  
Kansas City, Kansas 66101-3064

Phone: 913-573-5260  
Fax: 913-573-5229  
<http://www.wycokck.org>

November 6, 2014

Dave & Joan Spero  
5017 Crest Dr.  
Kansas City, KS 66106

Mr. & Mrs. Spero:

This is to confirm that your request to appear before a standing committee of the Unified Government to share your concerns regarding recent changes in US Post Office delivery to certain blocks in the Cathedral and Highland Crest neighborhoods has been approved for:

**COMMITTEE:** Administration and Human Services Standing Committee

**DATE:** Monday, November 17, 2014

**TIME:** 5:51 p.m.

**LOCATION:** Municipal Office Building  
701 North 7th Street, 5th floor conference room (Suite 515)  
Kansas City, KS 66101

You will be given three minutes to present your views. All comments must pertain to the subject matter.

If you have any questions, do not hesitate to contact me at 573-5263.

Sincerely,

Carol Godsil  
Deputy UG Clerk

c: Commissioner McKiernan