

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, March 28, 2016**

The meeting of the Administration and Human Services Standing Committee was held on Monday, March 28, 2016, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson (arrived at 5:02 p.m.), Kane, Bynum. The following officials were also in attendance: Joe Connor, Assistant County Administrator; Gordon Criswell, Assistant County Administrator; Melissa Mundt, Assistant County Administrator; Terry Brecheisen, Director of Public Health Department; Terrie Garrison, Health Department; Wesley McKain, Health Department; Olliea Jarrett, Health Department; Ashley Hart, Health Department; Crystal Sprague, Municipal Court Administrator; Maurice Ryan, Municipal Court Administrative Judge; Brandi Brajkovic, Municipal Court Judge; Renee Ramirez, Human Resources Director; Shakiva Christian, Human Resources; Dustin Schwartz, Human Resources; Dave Wimberly, Human Resources; Jennifer Phillips, Human Resources; Ken Moore, Chief Legal Counsel; Patrick Waters, Senior Attorney; Henry Couchman, Senior Attorney; Angela Lawson, Senior Attorney; Misty Brown, Senior Attorney; Jennifer Myers, Senior Attorney; Jane Wilson, Assistant Attorney; Susa Alig, Assistant Attorney; Ryan Haga, Assistant Attorney; Ryan Carpenter, Assistant Attorney; Wendy Green, Assistant Attorney; Grant Williams, Assistant Attorney; Wilba Miller, Director of Community Development; and Stephanie Moore, Community Development.

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

Approval of standing committee minutes for January 19, 2016. **On motion of Commissioner Bynum, seconded by Commissioner Philbrook, the minutes were approved.** Motion carried unanimously.

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Measurable Goals:

Item No. 1 – 16445...MEASURABLE GOALS: PUBLIC HEALTH DEPARTMENT

Synopsis: Presentation and discussion of goals for the Public Health Department, submitted by Terry Brecheisen, Director.

Terry Brecheisen, Director of Public Health Department, said I have brought with me Terrie Garrison. She is the Deputy Director of the Unified Government Public Health Department. Wesley McKain, he is the head of our Healthy Communities Wyandotte, your Healthy Communities Wyandotte program and he's representing the Tobacco Initiative goal. Olliea Jarrett is the head of our Child Care Facilities section for the childcare goal. Ashley Hart works in WIC and she is the coordinator for our WIC, Breastfeeding Peer Counseling program.



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Vision & Mission Statements

Promoting good health and a clean environment for a better community.

The vision and mission of the Health Department is promoting good health and a clean environment for a better community.

Vision & Mission Statements

The Health Department seeks to prevent injuries, epidemics, and the spread of disease; protect against environmental hazards; promote and encourage healthy lifestyle behaviors; respond to disasters; and assure the quality and accessibility of health services for all residents.

The Health Department seeks to prevent injuries, epidemics, and the spread of disease; protect against environmental hazards; promote and encourage healthy lifestyle behaviors; respond to disasters; and assure the quality and accessibility of health services for all residents. That's pretty standard for health departments in the United States.

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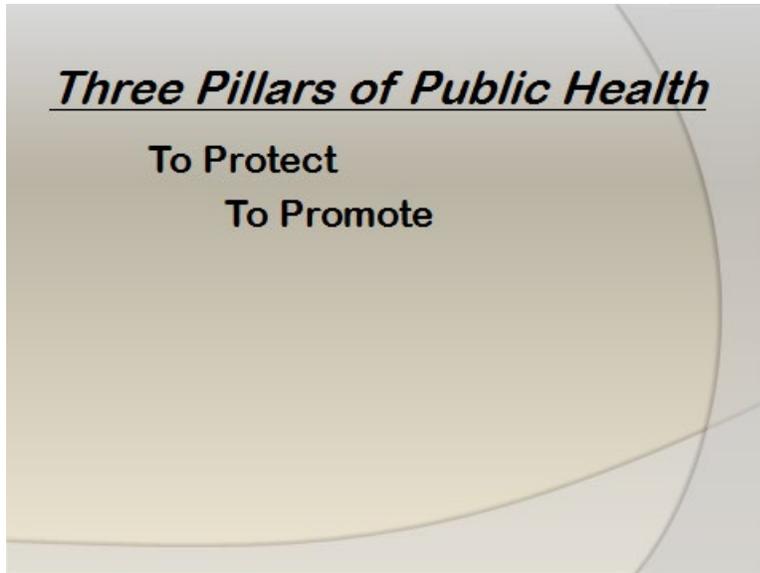
Three Pillars of Public Health

There are three pillars of Public Health.

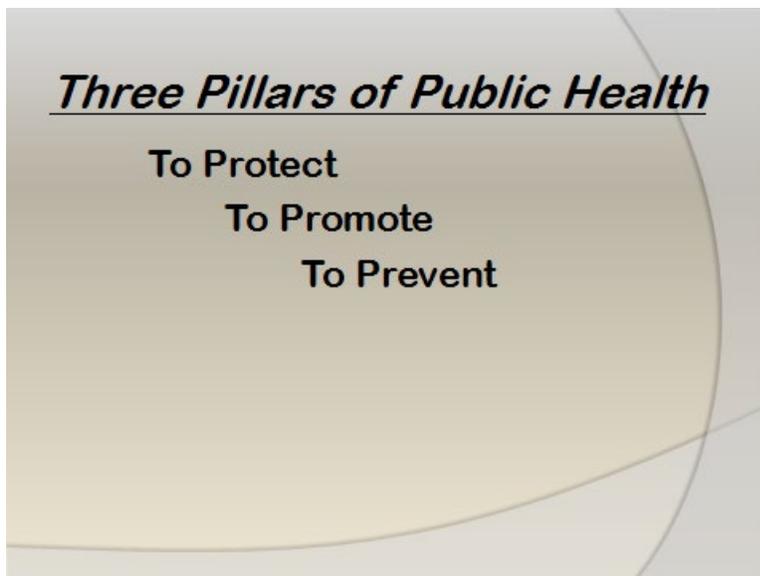
Three Pillars of Public Health

To Protect

One of them is to protect.



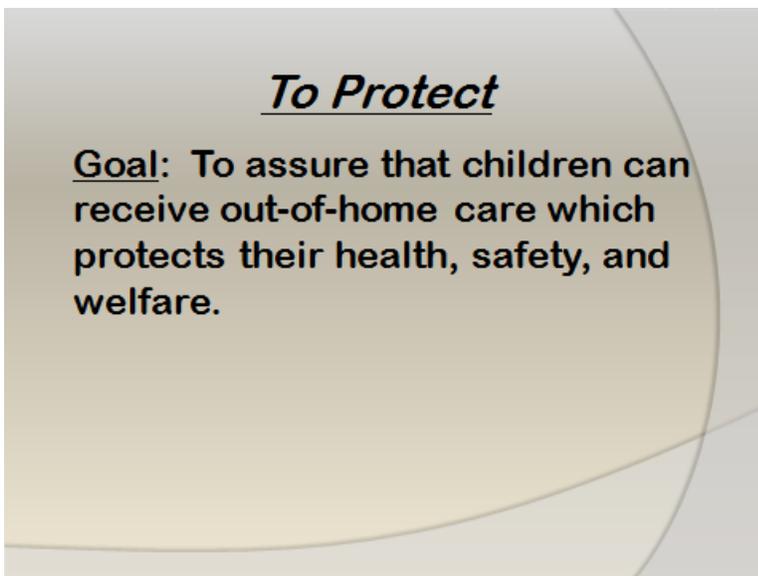
The other is to promote.



The third pillar in Public Health is to prevent.



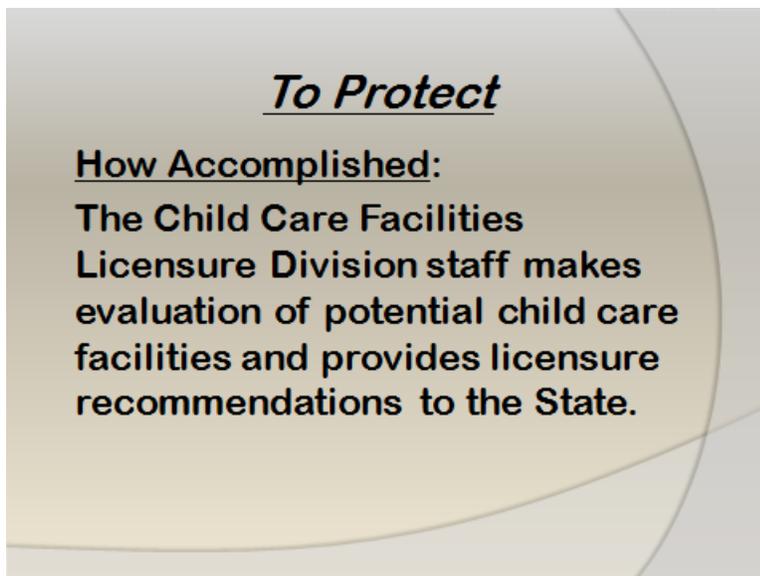
So I selected a goal in each one of these areas of Public Health.



The goal “To Protect” is to assure that children can receive out-of-home care which protects their health, safety, and welfare.



So how are we going to do that?



The Child Care Facilities Licensure Division makes evaluation of potential childcare facilities and provides licensure recommendations to the State. That's what Olliea and her staff does.

To Protect

How Accomplished:

Annual inspection visits are conducted on each facility.

We also do annual inspection facilities of the existing facilities and they're conducted each year.

To Protect

How Accomplished:

Annual inspection visits are conducted on each facility.

All complaints are prioritized and investigated on a timely basis.

All complaints are prioritized and investigated on a timely basis.

To Protect

How Accomplished:

The Child Care team makes community presentations concerning responsibilities of a provider, and child care safety and other health issues.

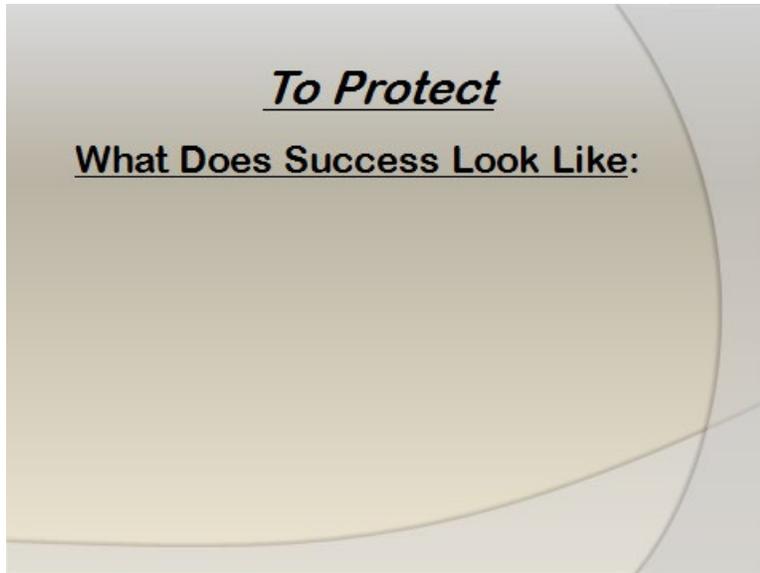
The Child Care team makes community presentations concerning responsibilities of a provider, and childcare safety and other health issues are talked about.

To Protect

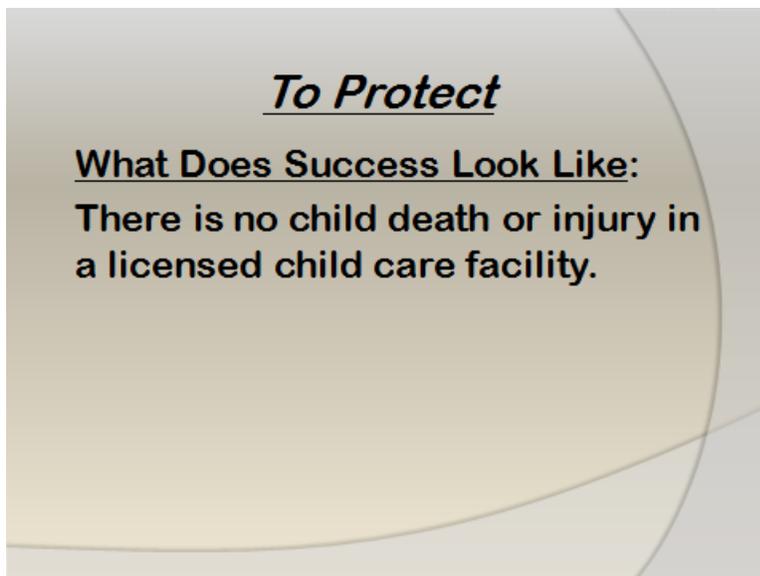
How Accomplished:

Monthly orientation meetings are held for prospective child care providers.

We do monthly orientation meetings that are held for prospective childcare providers.



So what does success look like in this program?



We want for there to be no child death or injury in a licensed childcare facility.

To Protect

What Does Success Look Like:

There is no child death or injury in a licensed child care facility.

Annual inspections are conducted each year by the anniversary date.

Our annual inspections are conducted each year by the anniversary date. We do that on a timely basis.

To Protect

What Does Success Look Like:

All high-risk complaints are investigated within one working day, and others within 3-5 working days, and followed closely for required corrections.

All high-risk complaints are investigated within one working day, and others within three to five working days, and followed closely for required corrections.

To Protect

What Does Success Look Like:

Action is taken to help unlicensed, illegal care facilities to become licensed, legal businesses.

Action is taken to help unlicensed, illegal care facilities to become licensed, legal businesses. So that's the goal, our "To Protect" goal.

To Promote

The pillar of Public Health "To Promote".

To Promote

Goal:

Promote and increase breastfeeding among WIC infants in Wyandotte County to support optimal health outcomes.

The representative goal in that area is to promote and increase breastfeeding among WIC infants in Wyandotte County to support optimal health outcomes. That's what Ashley and her staff work on.

To Promote

How Accomplished:

How's this accomplished?

To Promote

How Accomplished:

Group counselling sessions are held for prenatal clients on benefits of breastfeeding.

We do that through group counselling sessions which are held for prenatal clients on the benefits of breastfeeding.

To Promote

How Accomplished:

Group counselling sessions are held for prenatal clients on benefits of breastfeeding.

Monthly support groups are provided for prenatal and postnatal moms.

We hold monthly support groups which are provided for prenatal and postnatal moms.

To Promote

How Accomplished:

Peer counselling is conducted over-the-phone to support breastfeeding moms.

Peer counselling is conducted over the phone to support breastfeeding moms.

To Promote

What Does Success Look Like:

So what does success look like if we do that?

To Promote

What Does Success Look Like:

80% of clients will initiate breastfeeding.

We want for 80% of the clients to initiate breastfeeding.

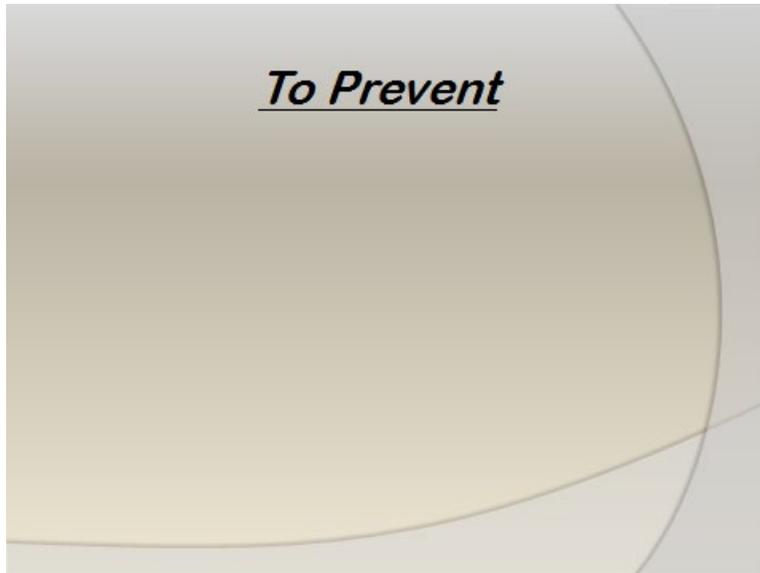
To Promote

What Does Success Look Like:

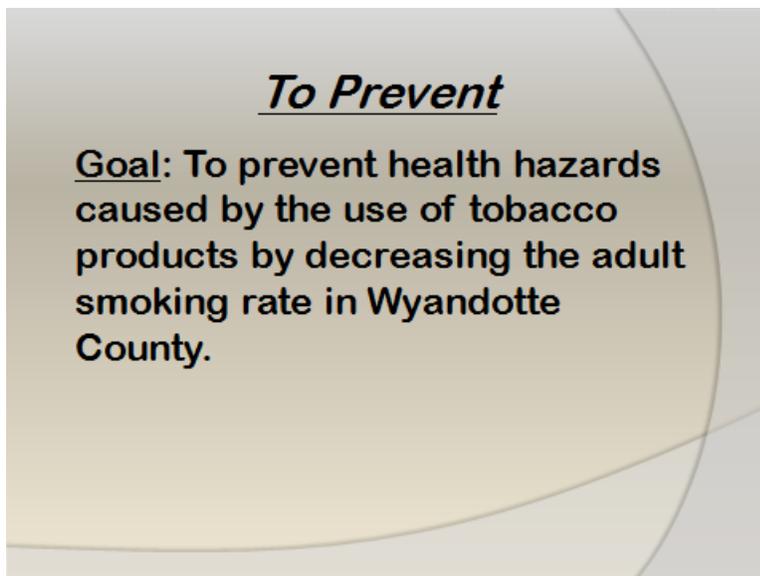
80% of clients will initiate breastfeeding.

60% of those who initiate breastfeeding will continue for at least 6 months.

60% of those who initiate breastfeeding will continue for at least six months. Those are healthy people 2020 goals for the United States.



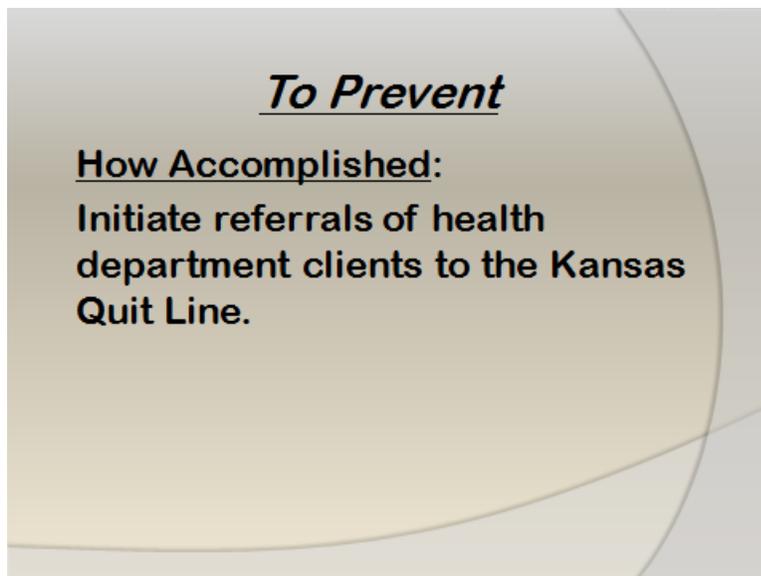
Our third pillar “To Prevent”.



Our goal here which represents the “To Prevent” pillar is to prevent health hazards caused by the use of tobacco products by decreasing the adult smoking rate in Wyandotte County.



How are we going to accomplish this?



We initiate referrals of Health Department clients to the Kansas Quit Line. This is a voluntary thing for our clients. They can enroll in this. They get all kinds of support, referral information, education and help over the Quit Line.

To Prevent

How Accomplished:

Initiate referrals of health department clients to the Kansas Quit Line.

Initiate the “Baby and Me Tobacco Free” support program.

Initiate the “Baby and Me Tobacco Free” support program. That’s a program to keep the babies’ environment smoke-free for a year.

To Prevent

How Accomplished:

Support policy change and provide education to increase smoke-free environments.

Support policy change and provide education to increase smoke-free environments.

To Prevent

How Accomplished:

Provide referral services to community smoking cessation programs and intervention activities.

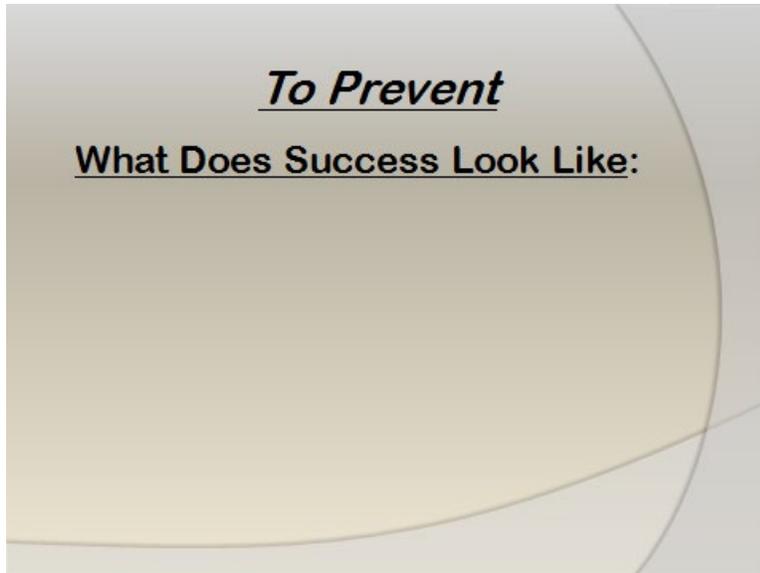
Provide referral services to community smoking cessation programs and intervention activities.

To Prevent

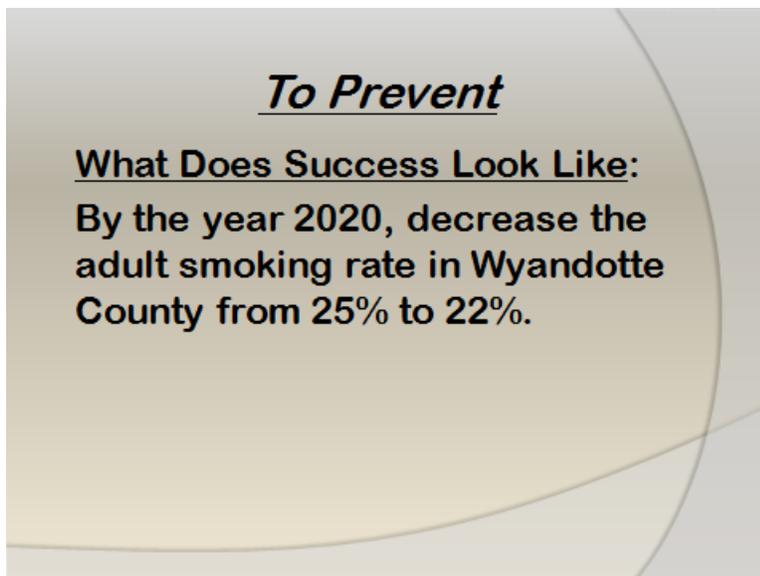
How Accomplished:

Provide coordination of Healthy Communities Wyandotte's "Tobacco Free Wyandotte" action team, for a comprehensive and organized approach to activities throughout the community.

We provide coordination of the Healthy Communities Wyandotte's "Tobacco Free Wyandotte" action team for a comprehensive and organized approach to activities throughout the community.



So if we do all that, what does success look like?



By the year 2020 we're going to decrease the adult smoking rate in Wyandotte County from 25% to 22%. How did we pick that? The current smoking rate is 22% and the studies show that if you have a comprehensive community smoking intervention program you could expect to reduce the smoking rate 1% per year. So 2020 is three and one-half years off so we picked down to the 22%.

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Those are three goals which represent the wide variety of work that we do at the Health Department. Any questions?

Commissioner Philbrook asked how many childcare facilities do we have in Wyandotte County. **Mr. Brecheisen** said I know that but I'll let Olliea answer. **Olliea Jarrett, Interim Manager, Child Care Services of Wyandotte County Public Health Department**, said we have 205 with school age programs, so that's before and after school programs included. In home about 205. It's about 7,000 children.

Commissioner Philbrook asked how is that spread over the community. Is there little pockets of them or is it pretty well spread evenly over the community? **Ms. Jarrett** said I think that it's spread all throughout the community, all throughout Wyandotte. There's not a location that's not touched by a facility.

Chairman Markley said I'll just say Terry's been presenting to this committee, in particular, for many years and it's been exciting to see him get to step into a leadership role. We still get to see him at many of our meetings, but we appreciate his work always. Thank you to all of the help, all of you who came along. Any other questions for anyone who's here?

Commissioner Bynum said I just want to say that I know that you all work very hard and you're doing a great job. I know that our health rankings statewide are still at the lower end. I think

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you've chosen goals that are going to help us to continue to put things in place that are going to move that needle. I'm excited to see maybe next year when you come and bring us data that shows we met this goal and we did not have a single child injured. We did decrease smoking by X%. Those will be things, I truly believe, that can help move that needle and get us up out of that bottom ranking that we still struggle against. Thank you all.

Action: For information only.

Item No. 2 – 16487...MEASURABLE GOALS: MUNICIPAL COURT

Synopsis: Presentation and discussion of goals for Municipal Court, submitted by Crystal Sprague, Program Director-PVC.

Maurice Ryan, Administrative Municipal Court Judge, said to my right is Crystal Sprague. She is the Court Administrator. To her right is Brandelyn Nichols-Brajkovic who is the other Judge in our Court. Crystal became our Court Administrator late last year, so we're going to have her do the presentation.

Crystal Sprague, Municipal Court Administrator, said I was pleased to step into the role as the Court Administrator some five and one-half months ago. When I took my position we started on a strategic management planning process.



We're five months into that process and I'm going to present to you today three of the goals that we have selected as part of that performance management process. We used not only a cross-section of stakeholders, but data and our current mission of the Court to establish a vision, to guide us from this point forward in our strategic management process. In that process we use

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three methodologies. Those methodologies are the logic model, the balance scorecard approach and, of course, smart goal setting.



This is part of the Strategic Management Plan for the Municipal Court. Our mission is to serve with fairness, honesty and integrity. Everything I present to you this evening will tie back to this mission.



It will also tie back to the 2015-2016 Unified Government of Wyandotte County/Kansas City, Kansas Board of Commissioners targets.



That target that we are most intimately involved with is the Board of County Commissioner goal to provide the public safety through best practices with results, specifically in our case, efficient Court Service processes.

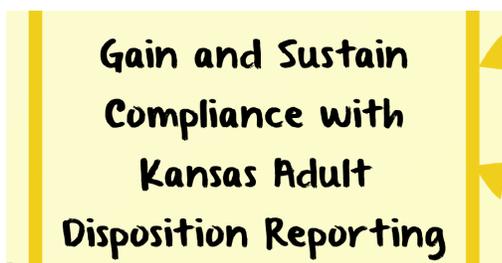
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We have four pillars that we'll be looking at today, one of which is a primary focus of today's portion of the strategic management process. Exceptional Processes is one, Financial Stewardship is the other. Learning and Innovation is the third. The one we'll focus on today is Program Fidelity and Patron Success. This is where the Court really gets to the heart of making sure our citizens are cared for and are meeting the terms of justice when they come into the Municipal Court office.



Our first primary target is compliance with all governing agencies. As you know, we report not only to the Board of County Commissioners and to the administration of the Unified Government, but also to the State of Kansas and other agencies.



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Our key outcome that we'll be bringing back to you for a measurable success is to gain and sustain compliance with Kansas Adult Disposition reporting. This is information the KBI depends on our Court to present to build criminal history information for defendants.

INTERMEDIATE OUTCOME#1
KADRS backlog will be eliminated and the Court will be current on KADRS submission by FY2017 Quarter 2

Our immediate outcome is that our KADRS, or our Kansas Adult Disposition Reporting forms, backlog will be eliminated and the Court will be current on all KADRS as ranked by the KBI no later than FY2017, Quarter 2.

INTERMEDIATE OUTCOME # 2
Staff time to complete KADRS will decrease from an average of 66 hrs/wk to < 10 hrs/wk by FY2016 Quarter 4

Our second measurable outcome is that staff time to complete KADRS will decrease from an average of 66 hours per week to less than ten hours per week. Last year Administrative Judge Ryan presented to you that it is taking us approximately 66 hours per week of staff time to process these KADRS. Through the actions that I'll show you in the following slides, we hope to reduce that to less than ten hours per week by FY2016, Quarter 4.

INTERMEDIATE OUTCOME#3
KADRS will be submitted
electronically, through an
automated interface
between IMDS+ and the KBI
by FY2017 Quarter 2

Immediate Outcome No. 3 is that those Kansas Adult Disposition Reports will be submitted fully electronically through an automated interface between IMDS Plus, which is our computer database, and the KBI no later than FY2017, Quarter 2.

OUTPUT # 1
At the conclusion of FY2016,
8,000 KADRS will be completed
and submitted. This will be a
10% increase from the FY2015
production of 7,217

But what will we realistically do in the next 12 months to be able to come back to you and say we've met our goal. Our output at the conclusion of FY2016, we expect 8,000 KADRS to be submitted completely to the KBI. This will be a 10% increase from the FY2015 total of 7,217.

To-Do List

TASK	STATUS	START DATE	DUE DATE	% COMPLETE	DONE?
Organize/Prioritize KADRS Backlog	In Progress	12/1/2015		25%	
Complete contracting process for interface	Complete	7/16/2014		100%	✓
Project scope for full IMDS+ and KADRS interface	In Progress	7/16/2014		75%	
Receive training from KBI on electronic submission	In Progress	3/1/2016		75%	
Integrate KADRS completion into staff performance measures	Complete	9/15/2012		100%	✓
Full communication to team	In Progress	09/15/2012		50%	

Prad

So how are we going to get there? This is a snapshot of our to-do list. I'd like to highlight that one of the items that we will be actually completing this week is being able to get a training from the KBI to fully submit those electronic. That's the first step in becoming completely interfaced with the KBI and reducing staff hours even more.

INDIVIDUAL Staff PERFORMANCE GOAL:

Assist in Municipal Court

Key Out # 1-1 KADRS Compliance

To attain your goal you must complete 260 KADRS per quarter at a 90% or better efficiency rate measured quarterly.

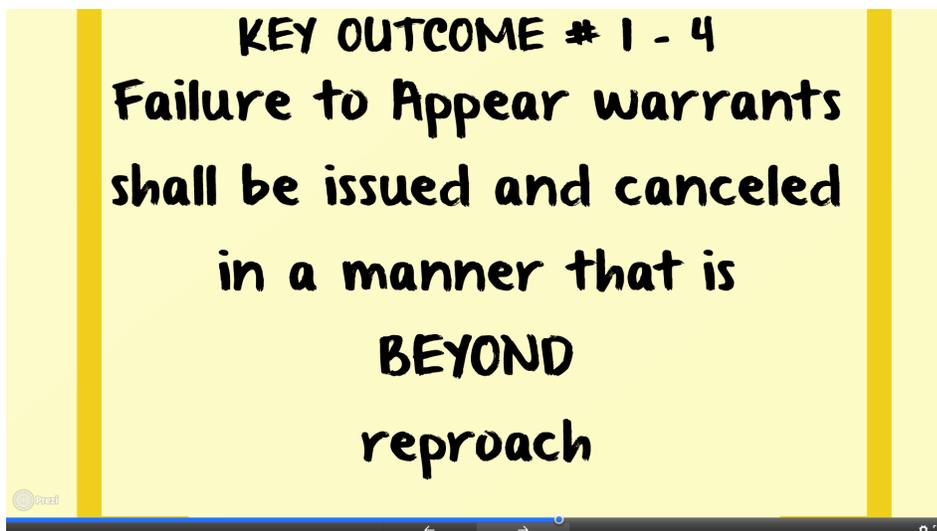
Observation period: 2016

I'd like to also mention to the Board that we do tie this directly to our staff goals. This is a 2016 staff goal. To attain your goal, staff must complete 260 KADRS per quarter at a 90% or better efficiency rate, measured quarterly to start this year. Our goals drift all the way down to our employees so that every attention to detail that we are doing day in and day out leads us back to this goal of compliance with governing agencies.

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The second is fair and reliable court processing.



Key Outcome No. 1- we expect that the failure to appear warrants are issued and cancelled in a manner that is beyond reproach.

INTERMEDIATE OUTCOME #1

Continue to impact the jail farm-out costs and average length of stay without significant impact on revenues collect by the COURT. Depending on number of tickets issued by Law Enforcement.

We expect to measure that by continuing to impact the jail farm out costs and average length of stay without significant impact to revenues collected by the Court. Of course, we are dependent on the number of traffic citations and other citations that are issued by law enforcement.

OUTPUTS

- #1 Notice to Appear/Continuance to be issued to defendant from the bench no later than FY2016 Quarter 2**
- #2 Submitted Report on the quality of warrant issuance/removal and recommendations by FY2016 Quarter 3**
- #3 Changes to the FTA issuance process operationalized no later than FY2016 Quarter 4**

Our outputs are that we expect the Notice to Appear to be issued from the bench no later than Quarter 2 of this year, that we would submit a report on a quality assurance of warrants issued and removed with recommendations to the Administrative Judge, and any changes in those recommendations would be adopted no later than 2016, Quarter 4.

ACTIVITIES			
Activity	Quarter	% Completed	Status
Develop and Deploy a quality assurance process for warrant issuance/removal	FY16 2	> 25%	Pending
Adjust the docket prep process to include a comprehensive search and audit on all defendants	FY16 2	0%	Not Started
Create standard notice to appear	FY16 1	75%	Pending
Review financial and safety impact of changing FTA issuance for non- misdemeanor, 1st appearances	FY16 3	0%	Not Started
Complete Audit of active warrants in PLUS and LEWEB	FY16 1-4	>25%	Pending
Create a management plan to address process breakdowns in warrant issuance	FY16 4	0%	Not Started

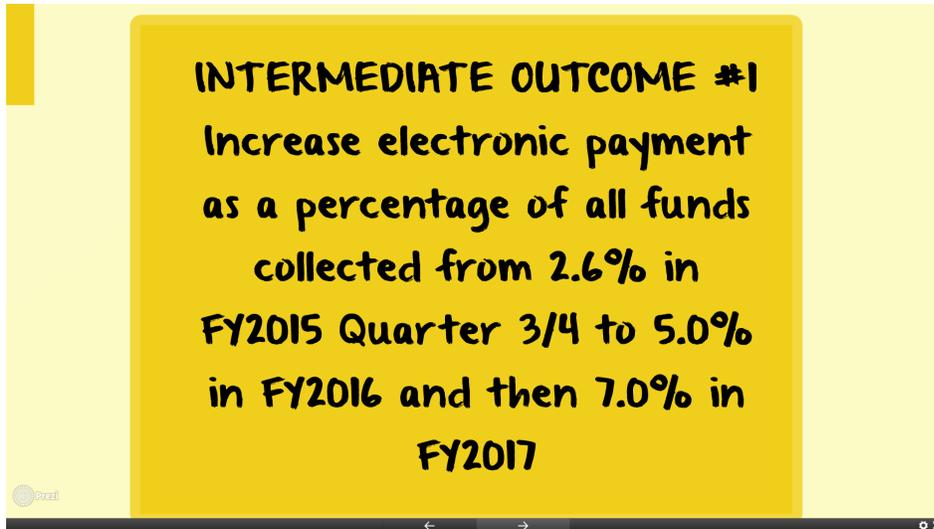
Here's a quick slide of our activities. One of the activities I would highlight is we are in the process of doing a complete audit on all active warrants and our current administrative system, our MIS system, and LEWEB, that's the law enforcement system, to ensure that those warrants are issued and removed correctly.

KEY OUTCOME # 1 - 5

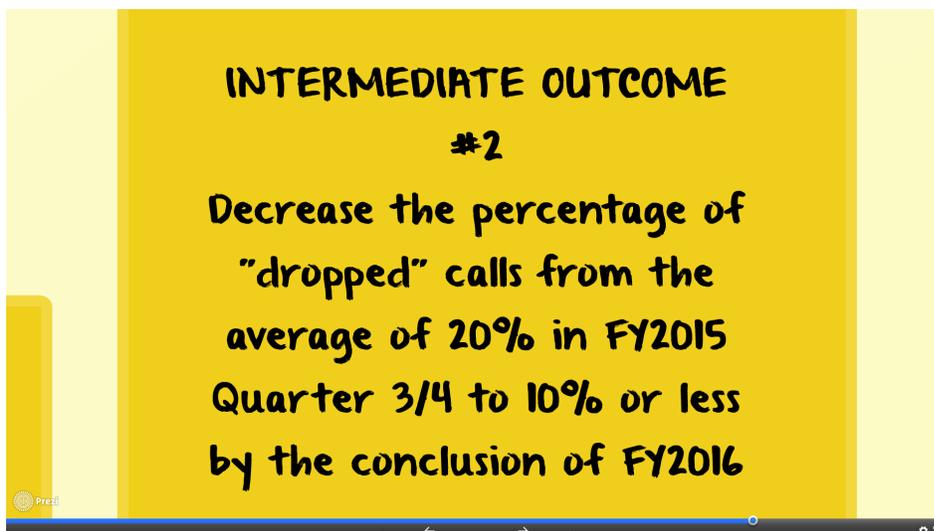
**Increase the
Court's
Accessibility**

Our last goal is also in the fair and reliable impact area, to increase the Court's accessibility.

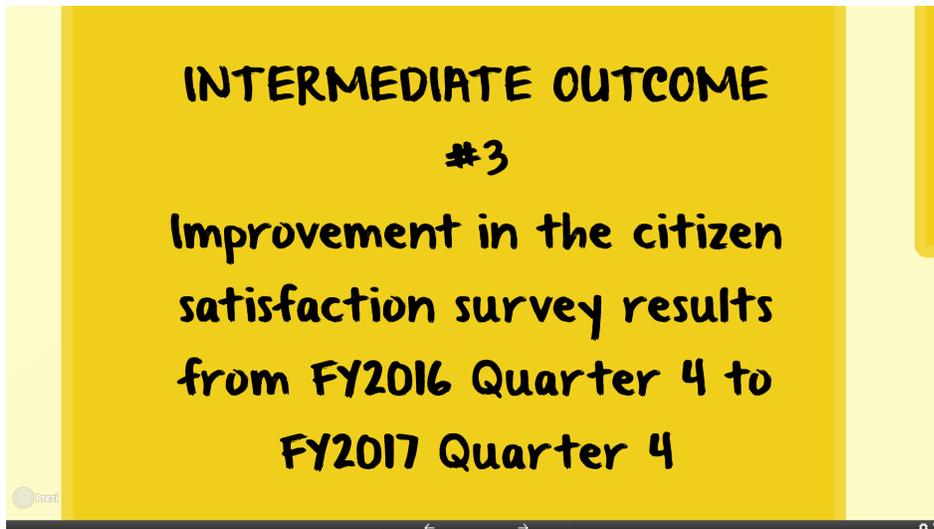
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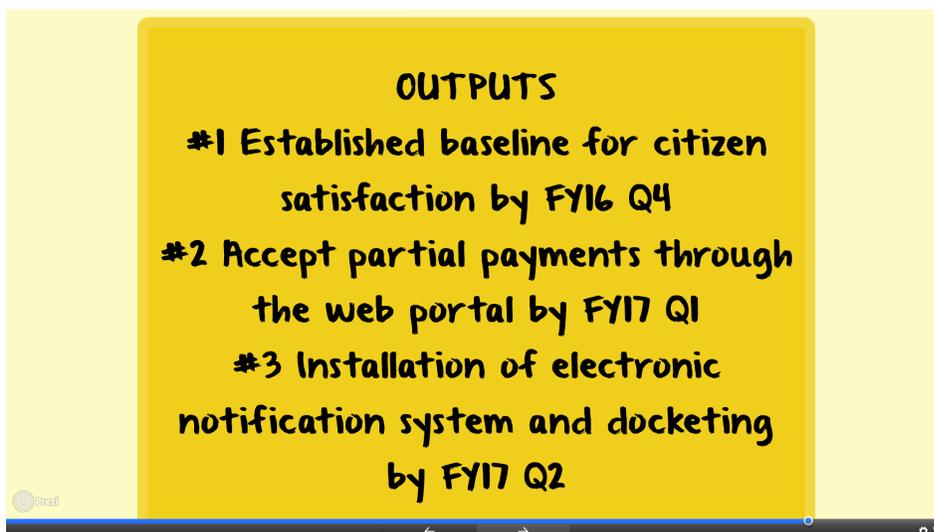
Our Immediate Outcome-increase electronic payments as a percentage of the overall funds collected from 2.6% in the last two quarters of FY2015 to 5% in 2016 and then to 7% in 2017. If you're not familiar with our online payment mechanism, it allows defendants to pay tickets that are payable online without even leaving the comfort of their home.



We also expect that the percentage of dropped calls through our calling system or our call routing system to change from an average of 20% in FY2015 in the last two quarters to 10% or less at the conclusion of 2016. Of course, we don't expect to eliminate dropped calls because some callers do get on the line and hang up before we pick up.



Then our Intermediate Outcome No. 3, we want to improve the citizen satisfaction survey that we are getting ready to release as a baseline in 2016. Then we expect in 2017 that we're able to move the needle on that citizen satisfaction in a positive way.



We're going to establish that baseline for citizen satisfaction by the end of this year. We also expect to receive partial and allow partial payments through our web portal. We hope to install through the Capital Improvement Budget that we were given this year electronic notification systems in our hallway to better serve our defendants.

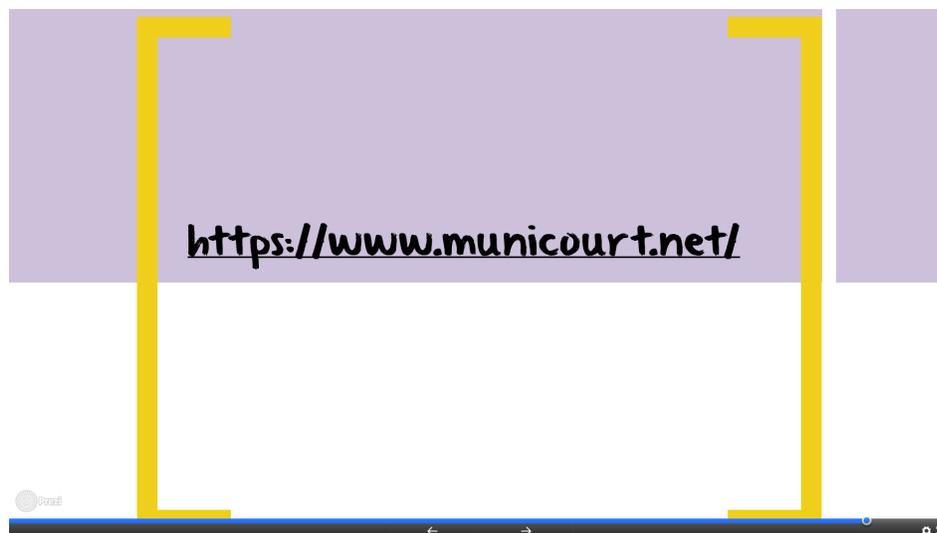
testing

ACTIVITY

Activity	Quarter	% Completed	Status
Develop and Deploy a citizen survey as a baseline for citizen perception of fairness, honesty and integrity.	FY16 3	> 25%	Pending
Integrate quality customer service into all staff performance goals for FY2016	FY16 1	100%	Completed
Review, approve and launch improved public access portal to court records	FY16 2	75%	Pending
Investigate and complete business requirements for on-line "partial" payments	FY16 4	0%	Not Started
Initiate collaboration with DOTS to provide electronic and visual checking for citizens	FY16 2	>25%	Pending
Complete project scope and administrative processes for the installation of electronic citizen notification	FY16 3-4	0%	Not Started
Perform randomized checks of the IVR phone routing system	FY16 1 - 4	25%	Pending

Print

I'd like to highlight one of the activities – to review and approve and launch an improved public access web portal. Currently defendants can access their information in a semi-limited way. It's not comprehensive through our website. We are getting ready to launch a new web connection that will improve the information that citizens can access.



While it's not released yet, this will be the website and we'll also integrate that with DOTS into the UG home page.

That gives you an idea of where we're at and where we expect to be. Is there anything I can answer for you?

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Chairman Markley said is this the first Prezi that's ever happened in this Chamber. Congratulations. **Ms. Sprague** said, Commissioner Markley, I would say yes because the wonderful IT staff that we have had to make some things happen for me to be able to do that tonight. **Chairman Markley** said very nice. Well, it's lovely and I appreciate the upgrade from PowerPoint. Great job and great job to the IT staff for making it work.

Commissioner Philbrook said you were mentioning decreasing the percentage of dropped calls. **Ms. Sprague** said yes ma'm. **Commissioner Philbrook** said I guess that made me think. What is your average on call holding time then right now. **Ms. Sprague** said right now it's about two minutes. We answer, on average, 100 phone calls a day. Over the last two quarters we dropped about 20% of those. Again, it's hard for us to determine whether or not that's a defendant who was on the line and got tired of waiting or just said oh, I answered my own question and hung up. **Commissioner Philbrook** said so the average wait is like two minutes or less. **Ms. Sprague** said two to three minutes. Now, I will say that there has been an automation issue with the IVR line, or the rollover line, that we utilize. We were able to run some testing last month and work with DOTS because that has not been the case in months and years past. There was an upgrade that needed to happen to the IVR line and DOTS took care of that within the last couple of weeks.

Commissioner Bynum asked has your staff been through such an intense strategic planning process before because this strikes me as very new in terms of what you're bringing us. Would you say it's the first time? **Ms. Sprague** said I believe it's the first time, but I would have to defer to Judge Ryan. **Judge Ryan** said it's probably the first time. To be honest with you, Commissioners, we were so reactive for years and years because we were just so swamped. Because of the number of tickets issued by the law enforcement around here has dropped 20-30%, that has given us more time to be more strategic and given us more time to think about where we want to go. **Commissioner Bynum** said so I sense a paradigm shift has occurred. It's really impressive. These are the kinds of measurable goals that we're looking for and I really appreciate the effort.

The second question is, there is some legislation pending in Topeka that may cut right into the funds that you collect. Do you have an update on that? I don't know any more than what I

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just said. **Judge Ryan** said if you're talking about Senate Bill 403, I think is the bill that was in front of the Senate Ways and Means Committee, I did provide testimony to that. What we were told prior to and immediately afterwards was that was a "courtesy" hearing because there was a Senator who wanted that bill. My impression was that Senator had taken what is going on in Missouri and just tried to adopt it wholesale to what's going on in Kansas.

In other words, the Missouri courts, and specifically the St. Louis courts, were just really bad. When you think about Ferguson as the poster child for how bad Missouri courts were, Ferguson ranked 35th in the number of problems compared to the rest of the St. Louis County courts. There are 81 different cities in St. Louis County. Ferguson was the 35th worst. So Missouri had a lot of problems that they had to deal with. Conversely, Kansas doesn't.

For example, Senate Bill 403 said that if more than 10% of your revenue came from Municipal Court, that you had to turn over that excess amount. I surveyed, the Kansas League of Municipalities surveyed, and we can only think of one or two courts that met that threshold.

Number two, they wanted 70% of all revenue from state highways to go to the state. That would have impacted us by costing us \$330,000 in revenue and would have adversely impacted the jail in another section of the bill because it also said that you can't issue Failure To Appear citations. We issue 3,800 Failure To Appear citations a year and that saves us from having to put those people in the jail. If all those people were booked into the jail, it would cost the jail an extra \$350,000 a year.

After we got through with the presentation, even the Senator that proposed the bill that didn't put his name to it was nodding his head, yeah he could see there were problems with the proposed bill. Never say never, though, in this particular legislature. They could do a gut and go with any number of bills.

Commissioner Johnson said do you all have this presentation that could emailed? I mean, there was so much information in it, there's just no way I could wrap my mind around it. I'm going to have to learn how to do, what do you call it, Prezi. My 19 year old is doing that now. I'm still stuck in PowerPoint. It would be nice if I could get that and kind of sit down. **Ms. Sprague** said, Commissioner, what I would like to do is be able to give you our entire Strategic Plan so you could digest it as a whole. **Commissioner Johnson** said even better. **Ms. Sprague** said I've only pulled out three of some 19 goals that we have set forward for this year. As soon as that's

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adopted, and we expect to have that finished within the next three or four weeks, I'd be happy to present that to each of you. **Chairman Markley** said if you would just send that to the Commissions office and have it sent to all the commissioners that way the other five could take a look at it as well. **Ms. Sprague** said I certainly will.

Action: For information only.

Item No. 3 – 16489...MEASURABLE GOALS: HUMAN RESOURCES DEPARTMENT

Synopsis: Presentation and discussion of 2016 goals for the Human Resources Department, submitted by Renee Ramirez, Director.

Renee Ramirez, Director of Human Resources, said this evening with me I brought some representation from Human Resources as well.



To my right is Dustin Schwartz. He is the Work Comp Coordinator for HR. To my left is Shakiva Christian, Human Resources Manager. Dave Wimberly who is our Safety Officer and one of our newest additions to our office staff is Jennifer Phillips. She is the Public Safety recruiter.

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Overview

- Human Resources Mission Statement
- Workers' Compensation
- 2016 Goals

As we move on through the presentation here, we are going to provide an overview of the Human Resources Mission Statement. We're also going to provide an overview of the 2015 Workers Compensation goal that we set for ourselves last year. Then, we also picked out some of our goals, three goals in 2016 that we're going to present to you this evening.

Mission Statement

We are a strategic partner in attracting and retaining a highly skilled, diverse, and motivated workforce; focused on creating a safe, healthy and positive work environment that meets the needs of our organization and the community we serve.

The Mission Statement for the Human Resources Department is that we are a strategic partner in attracting and retaining a highly skilled, diverse, and motivated workforce focused on creating a safe, healthy and positive work environment that meets the needs of our organization and meets the needs of the community that we serve.

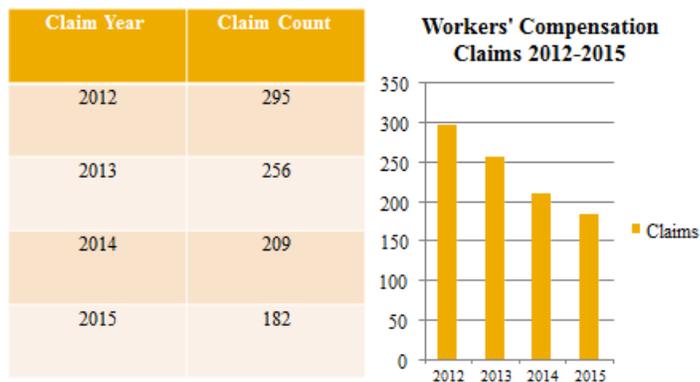
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Workers' Compensation



To cover the workers compensation we did an analysis and we looked at four consecutive years.

Work Comp Claims (Jan 1-Dec 31)



As you can see in this illustration, in 2012 we have seen a decline in the number of claims that have been filed with Human Resources. The biggest jump you'll see is between years 2013 and 2014. I believe that is because we were fortunate enough to hire Dustin Schwartz, our Work Comp Coordinator, who can monitor the claims on a daily basis and then, Dave Wimberly, our Safety Officer, who goes out and does inspections on different worksites and does investigations on some of the Work Comp Claims that are coming into our office.

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Workers' Compensation Claims

Claim Year	Claim Goal	
2015 Goal	197	<ul style="list-style-type: none"> 2015-Lowest number of claims in UG history
2015 Actual	182	<ul style="list-style-type: none"> 2015 First time UG has been under 200 claims 2015 Goal: Reduction of 5%
2016 Goal	173	<ul style="list-style-type: none"> 2016 Goal: Reduction of 5% or 173 claims

In 2015 our goal actually was we had strived for a 5% reduction in our Work Comp Claims. That would have meant that our goal would have been trying to hit 197 claims coming in. We actually had ended 2015 with 182 actual claims that came into Human Resources. In 2015 this is the lowest number of claims in UG history. It's also the first time the Unified Government has been under 200 Workers' Comp Claims. Again, we have met our 5% reduction.

Going into 2016 we want to remain consistent with that goal and we're going to go ahead and continue to try to strive for a 5% reduction again in the claims, hoping to end the year with about 173 claims.

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2016 Goals



As we look forward to year 2016, there's a few things that we primarily want to focus on in Human Resources. We have a lot of different goals that we have set for ourselves, but to highlight a few of the goals that we have set.

2016

- Develop Firefighter Trainee Program
- Working with Fire Department on results of FACETS study
 - Fire Department- working towards quarterly testing
- Ongoing recruiting process for Public Safety
 - Police Department – monthly testing
 - Sheriffs Department – working towards monthly testing & possible agility course

Coming out of the Department of Justice and the Public Safety Task Force there were several recommendations that came out from those meetings.

One of those initiatives was to develop a Firefighter Training program. Now that we have Jennifer Phillips, our Public Safety Recruiter, we're going to be partnering with the Fire Department to create this trainee program for applicants to be able to come to the Unified

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Government that don't have an EMT Certification. If you recall, right now to be a firefighter in our city, we do have the requirement that you have to have an EMT Certification even before applying for the position. We're going to develop this program and try to bring on individuals that do not have this certification. We are still in the development stages of that program.

We're also working with the Fire Department on the results of the FACETS study. There are a few components within the FACETS study where Human Resources is going to provide some input on certain promotional processes and the hiring phases of the Fire Department.

Currently, we are working on a strategic plan with the Fire Department to work towards conducting quarterly written testing for those applicants so that way we're testing more frequently and possibly hiring smaller classes at least a couple of times a year.

There are other ongoing recruiting processes that we have in place for the other Public Safety departments. Currently, with the Police Department we have been successful in implementing monthly testing for our Police applicants. We test applicants on a monthly basis.

We are also partnering with the Sheriff's Department and we're working towards having the Sheriff's Department do monthly testing as well and the possibility of actually creating a physical agility component for the Sheriff's Department. The physical agility component for the Sheriff's Department has not been done before. Adding that component there will now make all of our Public Safety departments consistent throughout the hiring processes. They'll all pretty much have the same processes in place.

2016

- Continuing to review and revise HRG policies
 - Employment General
 - Selection/Transfer of Employees
 - Selection of Public Safety Employees
 - Residency Requirement
 - Benefits
 - Health Care Benefits
 - Pay Practices
 - Classification and Compensation

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I'm going to turn it over to Shakiva Christian. She's going to cover the rest of the 2016 goals that we've outlined for ourselves.

Shakiva Christian, Human Resources Manager, said the last goal that we have established is updating our Human Resources Guide. We've broken those out into three general sections.

The first one, of course, is the Employment section. As Renee mentioned, we are making a lot of changes to the processes regarding recruitment of various positions. We will be updating as we go along the Selection and Transfer of Employees portion of the Human Resources Guide. Again, a lot of that is coming out of the recommendations from the Department of Justice Public Safety Task Force.

We should also note that due to the "Ban the Box" initiative we have already, and have in place, actually the employment application process where the question regarding the criminal history has been removed. We do need to update the policy to reflect that, but that is in place at this time. We basically want the applicant to be considered based on the merits of their qualifications and experience without that question there. Then the question would come later after the interview process.

The other portion within the Employment section is the residency requirement. We are looking at monitoring that a little more stringently and developing policies how we provide proof or how we police that and substantiate proof for residency.

The next section is the Benefits policy. As you may be aware, the Federal government has changed the guidelines with respect to spouse and the definition of spouse and same sex partners. We've actually practiced this, but we need to update the policy with respect to that. Also, as you may be aware, we have begun implementing premium changes or, actually charging premiums for individuals with single coverage. We will be updating that policy.

With respect to Pay practices, the Classification and Compensation Plan was evaluated by our compensation consultant, Gallagher and Associates. We are in the early stages of doing some analysis and follow up based on those study results to implement some changes. I will say that the Fair Labor Standards Act is being reevaluated and some new proposed regulations are coming out in July regarding which employees are considered exempt or non-exempt under the law. We will have to do some analysis on that and that will take precedent on that so that we can be compliant with the law. The threshold is changing for salary test from approximately \$26,000

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per year to \$50,440 per year as far as who is exempt or non-exempt under the law. We'll be looking at that and working with Budget regarding some changes and recommendations for those classifications.

With that we'll go ahead and open up for questions if you have any.

Commissioner Kane said the residency requirement, talk to me. **Ms. Ramirez** said this year we actually mailed out the W-2 forms to many employees. We got a lot of W-2s, actually, that were returned because they didn't change their address. We just need to reevaluate, because a lot of employees were not changing their address with us for their new residence.

Joe Connor, Assistant County Administrator, said this is something that from our office, too, that we've been looking at. When things come to our attention we're going to look into them. That's kind of what Renee is saying.

Commissioner Johnson said first of all, congratulations on meeting the Workers' Compensation goals for this year. Again, as we said with the last presentation, I'd like to be able to get the full set of goals for the department sent to all of us if possible.

Do we have measurements relative to diversity, relative as it relates to hiring and promotion, as it relates to women and persons of minority backgrounds? **Ms. Ramirez** said we are currently working, that's part of the compensation. We currently are working on updating the charts to show the diversity within the Unified Government. Then, as part of the Classification and Compensation Study, one of the requests was to look at where women are in comparison to the workforce. **Commissioner Johnson** asked will that be part of the goals as they are established for the coming year. **Ms. Ramirez** said at this time we have not put them as part of the goals, but that is something that we can take under consideration as we review with our Assistant County Administrator. **Commissioner Johnson** said I think it would be something that is worthy of talking about and I don't know if there are other places within the departments where that kind of conversation is being had, but I think it's something that I would certainly encourage and support.

Finally, do we have any statistics on the "Ban the Box" ordinance that we put forth, what was it, two years ago? **Ms. Ramirez** said currently I don't have those statistics, but we are

working on those. **Commissioner Johnson** said okay. I'd like to get some information on that at your earliest convenience as well.

Commissioner Philbrook said I'm kind of excited about the Compensation Classification information. When you get through with figuring out who's classified and what kind of compensation they should be getting, whether it's over or under-compensated; I'll be very interested in seeing that and what those positions are. I know Hal Walker will because Hal's been hot on you guys about this for quite a while. I know he'll like to hear about it.

Commissioner Bynum said thank you for the presentation and the work you've done to pull it together. I wanted to make sure I understood the Fire Department piece when you first started talking about working with the Fire Department, specifically, but I guess all of the Public Safety offices. Did I hear you say the Fire Department is doing strategic planning? **Ms. Ramirez** said the FACETS study had some things in there for strategic planning and we are working on a portion of that with them as it relates to the hiring processes and the promotional processes. **Commissioner Bynum** said do you happen to know, without speaking for the Fire Department, is that the first time we've seen a strategic planning effort within our Public Safety? **Ms. Ramirez** said I would have to defer to my Assistant County Administrator. I'm not aware of that. **Mr. Connor** said I would say a lot of these departments don't have those plans in place. Without knowing any of the history, I would say probably yes. **Commissioner Bynum** said I like hearing it and I appreciate the work that you're doing on that.

Action: For information only.

Item No. 4 – 16491...MEASURABLE GOALS: LEGAL DEPARTMENT

Synopsis: Presentation and discussion of 2016 goals for the Legal Department, submitted by Ken Moore, Chief Legal Counsel.

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Unified Government Legal Department Goals & Objectives

Presented to the
Administration & Human Services Standing Committee
March 28, 2016

Ken Moore, Chief Legal Counsel, said we've picked three goals to focus on.

Goals

1. Reorganize responsibilities among senior attorneys
2. Improve information & data management
3. Manage risk

The first one is to reorganize responsibilities among the senior attorneys in the department. We have five senior attorneys here. Henry Couchman, Angela Lawson, Misty Brown, Jenny Myers and Patrick Waters are our five senior attorneys. Also Jane Wilson is present. We have some of our newest attorneys here: Susan Alig, Wendy Green, Ryan Haga who's been with us for a while, and Grant Williams who's been with us for about three days. Ryan Carpenter is in the back.

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Goal # 1

Reorganize responsibilities among senior attorneys

Objectives:

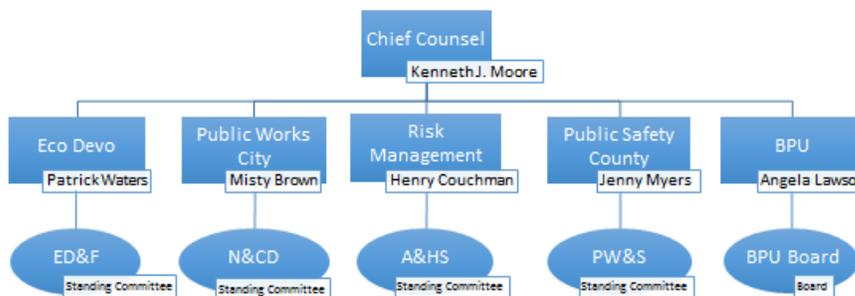
- ✓ Effective representation
 - Emphasize mentoring
- ✓ Effective communication
 - Direct point of contact

The objectives in doing this is to get more effective representation. Part of what we want to do, or course, is improve our accountability. It also emphasizes mentoring. I've been in the Legal Department for 25 years, Angie and Henry for 20 years. We have two attorneys with 10 plus years, but our four newest attorneys, combined, have been here for less than six months even though they may have had other legal experience. We really need to focus the attention of the senior attorneys to mentor those new, younger attorneys.

We also want to have more effective communication by providing a direct point of contact.

Legal Department Organization Chart

February 2016



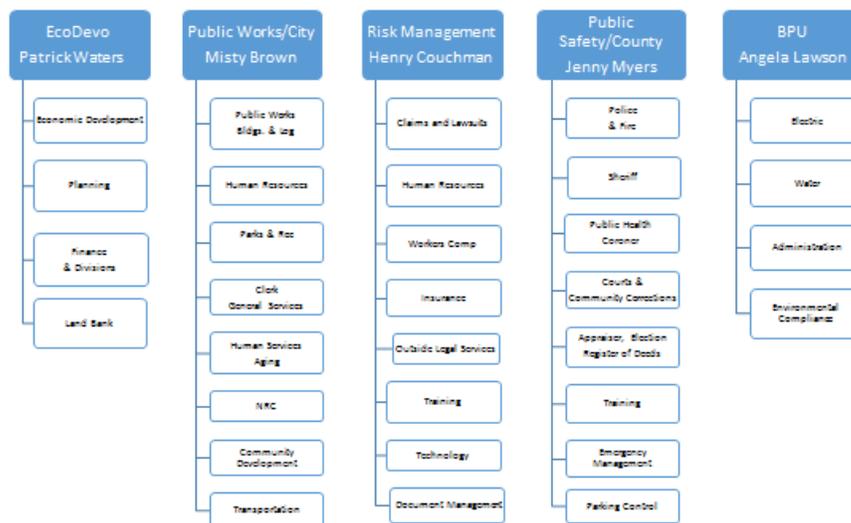
To do so we've assigned each one of the senior attorneys to a standing committee or, in Angie's case, with the BPU Board. I think this is important because the Unified Government is unique.

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We are a city and perform those functions. We're a county and perform those functions. We're also a public utility. That is unique in the State. I don't think any other legal department represents those three diverse interests in functions.

That's why Patrick is dedicated to the Economic Development, which we want to spend time and focus on. Misty on the Public Works and a lot of the City departments. Henry on the risk management aspect of what we do because, again, we're unique in that we are essentially self-insured. We don't purchase insurance to defend claims. Therefore, they hire attorneys and do that. We do that 95% internally.

Jenny works with Public Safety, Police, Fire, primarily the Police and Sheriff at this point, but include Fire, and also the various county departments. Angie, as I referenced, all functions of the Board of Public Utilities.



This kind of shows those different departments. These departments really kind of parallel with the County Administrator's office, uses for his department and how he assigns to his assistants. As you can see, each one of those department heads will have a direct point of contact with one of the senior attorneys to take their issues and get the work done. As I've told them, their job is not to do the work, but to make sure the work gets done. Again, that should be utilizing the other attorneys in the office.

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Goal # 2

Improve information & data management

Objectives:

- ✓ Responsive to needs
 - Ability to track assignments & work status
- ✓ Cost-conscious
 - What works; what doesn't

The second goal is to improve our information and data management. We have maybe not done a very good job of having more electronic storage in our office. We had a very much fondness of paper. We're trying to transition. That doesn't mean scan everything, but to meaningfully use what we can in the future to keep things electronic. Also, to save what we have and to make it more retrievable for everyone to use and take benefit of.

In going through our office, I found, particularly after Jody retired, how she had a very in-depth filing system of just like a Municipal Law Resource Library. Quite frankly, I didn't know the depth of it, and I'm sure no one else did which makes it difficult to use. We need to make that more electronic and more easily accessible so that everybody can use that.

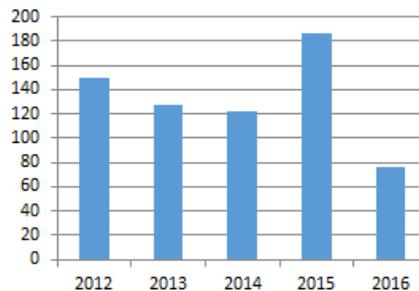
We also want to improve our ability to track the different workloads and assignments so we know what someone is working on. A lot of times we'll have a situation where we have people repeating the same thing because we don't really know what someone has done before to know what someone can do much easier now that you've taken advantage of that information. It helps us be more cost conscious to really figure out what things we do work and what doesn't and kind of evaluate those things on that basis.

Improve information & data management

✓ 2015

- 101 claims
- 20 lawsuits
- 140 garnishments processed
- 22 mortgage foreclosures
- 14,243 Municipal Court cases
- 186 contracts reviewed
- 210 hours annual officer training
- 56 hours new recruit training

• Contracts reviewed



This is just an idea to get perspective of what goes through our office on an annual basis. In 2015, we had 101 various claims that were filed, 20 lawsuits that were filed. Of course those, as you are aware, go over several years. 140 garnishments, that's our employees, that were processed; 22 mortgage foreclosures; 14,243 Municipal Court cases. These are cases that aren't speeding tickets or running a stop sign or whatever. These are cases that actually require a court appearance so that our prosecutors had to handle.

We reviewed 186 contracts last year. We provided 210 hours of officer training. This is for 330 officers, 30 blocks of seven hours each. We did 56 hours of new recruit training.

On the right hand side, we kind of just pulled a snapshot of just the contracts issues. As you can see the varying number of contracts that were reviewed in the office. I think really what this shows, or what this indicated to me, I don't think we went from 120 to 186 contracts between 2014 and 2015. They just weren't logged in and they weren't tracked. Already, so far this year, we're doing a better job of it and we have 78 contracts that we've logged in. We're tracking the progress of that contract review. I think we're already improving that. Again, the purpose of that is just to kind of give a snapshot of where we probably weren't doing that well. I think we're doing a lot better.

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Improve information & data management

- Centralized electronic file system
- Organized by matter
- Track case/project status
- Access data across matters

As I indicated, we're trying to centralize our electronic filing system and reorganizing how things were filed and also reorganizing how we can search matters. By able to cross-reference and cross-search things, we ought to be able to retrieve information and make it more useable for every attorney in the department from the most senior to the most junior.

Goal # 3

Manage Risk

Objectives:

- ✓ Effective representation
- ✓ Responsive to needs
- ✓ Cost-conscious

Our third goal is to manage our risk. The objectives there, of course, are to have more effective representation, be more responsive to the department needs, and to be more cost conscious.

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Manage Risk

- **Offer training to UG Departments**
 - Develop & present 6 programs targeted for specific departments
- **Expand training of Police & Sheriff personnel**
 - Sheriff's Legal Advisor position hired
- **Track key cost and performance metrics**
 - More closely monitor & compare outside legal expenses

The goal in that area is to develop and present six programs targeted to specific departments. Jenny's already done a program for Animal Control Officers that is different and unique from that presented to the Police Officers for example. Jenny is the Sheriff's legal advisor. She started back in November. We're really expanding what Jenny provides to the Police Department and to the Sheriff's Department. We can expand the training given to both and kind of cross train our office to make sure that we are able to provide more than adequate training.

We really want to also track and monitor our outside legal expenses. Sometimes it's hard to measure where we're getting the best value. It's hard to really track how much we're paying in what cases and the results that we're getting. We're going to become better at tracking that. Also, the key thing there is just monitoring that.



That's what success looks like to us. We have more effective representation. We're more responsible to department needs; more effective communication, and more cost conscious. I hope that department heads and the Commission are satisfied. I wish I could say I thought that, but Todd Kinney used that with his presentation and we thought it was a good idea.

Any questions for me or anyone else?

Commissioner Philbrook said you did mention that you did some officer training with Animal Control. I got some feedback from that that it was wonderful. They would like that to continue because they really do like to understand and know what they can do and what they can't do so people are more comfortable around being cared for when it comes to their animals and the other people that have to be helped out from being abused.

What other type of officer training are you referring to? Is there other types of officer training? **Jennifer Myers, Senior Legal Attorney**, said every year every officer has to go through 40 hours of in-service training. I provide the legal training for every officer on the Police Department. I also do the Sheriff's Office training too. That's search and seizure, Miranda, legal updates, things like that. **Commissioner Philbrook** said is there training for any other departments that you guys do?

Mr. Moore said one of my goals was to, and now that we have a senior attorney that's assigned to a department, is to meet with the department heads. One thing is to be more proactive to see what their anticipated needs are so we can gear up for them as necessary. Also,

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see what kind of issues they have and they need. The Animal Control was the first step, but again, the plan is to have at least six in this year tailored to that department and their needs. **Ms. Myers** said I've also provided training to Public Works and Procurement. I've given them training on just general contractual issues that comes up because it's an ongoing issue. **Commissioner Philbrook** said I'm sure that's true.

Chairman Markley said I'll just give a quick example. I'm excited to hear that you're working on the filing system.

I'll say just in my relatively brief five years here, I know that we, the Commission, have asked you the same question multiple times. I do feel like sometimes you have to reinvent the wheel because whatever information you researched for us last time was somehow lost. Colin, who was an attorney here, did a whole lot of research on bundling for tax properties. He left and went to California. Unfortunately, I think most of that was only stored in his brain. Luckily I tracked the poor man down in California and made him email me. I literally made him email me a bunch of information. That's why it'll be so much easier for you guys when that information is sort of stored where you can find it so when a new group of commissioners comes in and ask you the exact same question that the last group of commissioners did, you can just pull it up and send it to us and not have to go through all that research again because I'm sure that's frustrating. Especially when you know in the back of your mind, we did this once before, what did I do with it or where did it go. I think that's a great goal. I think it'll make all of your lives easier and hopefully when we pester you, you won't have to do as much work.

Commissioner Johnson said it might be just because I'm used to seeing numbers, what measurements are attached to each of one of these four goals that will ultimately lead to the smiley face up top. How do you know that we are being successful? There's a lot of information up there and I might have missed some things, so I'm going to put that out there first of all. **Mr. Moore** said in some ways it's difficult for the Legal Department because we respond to claims and respond to lawsuits. Hopefully, by getting better at some of the risk management issues, particularly when it comes to public safety related contacts with citizens, if we can reduce that kind of potential problems, then we can reduce those numbers of claims and

lawsuits which also can reduce our outside legal expenses. It's not like we make something so that we can say how many widgets we made or things of that nature. That makes it difficult.

The same thing with contracts. When the issue's presented to us and we work it, but the contract itself, they're difficult to count. It is difficult for us to put numeric values on how we'll achieve success. That's why the smiley face, I think, is important because if our department heads are satisfied with our response time, I think that's a key thing for us. The same with the Commission.

Chairman Markley said I also think it'll be easier for you to come up with more smart-like goals after you're doing more logging and tracking and have more of an established filing system because you'll know for sure what you're doing and be able to kind of look at those numbers more objectively. There might be things that you come up with in the future that right now you just can't see because you don't know exactly where your files are going. **Mr. Moore** said that's right. Hopefully, this will help us quantify what we're doing so we can see changes.

Commissioner Philbrook said I know you're going to give us that two to three slides that tell me who belongs to what area. **Mr. Moore** said sure. Those were handed out last week at the Operation Meeting that is attended by the department heads. They were really told that, again, this is your point of contact so if you have questions as to where something is and to start the process of working on or just talking through things, this is your point person.

Chairman Markley said whoever the new Colin is, I apologize in advance. I promise, I'm nice. It was great of all of you to come and welcome to our newest attorneys. I'm sure we'll be seeing more of you and you'll probably see more of us than you want to, but it was great of you to be here tonight to present. We appreciate all of your time.

Action: For information only.

Committee Agenda:

Item No. 1 – 16488...DIRECTION: CDBG 2017 GRANT APPLICATION PROCESS

Synopsis: Staff is seeking direction and approval to implement the 2017 CDBG Grant Application Process, submitted by Wilba Miller, Director of Community Development.

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Melissa Mundt, Assistant County Administrator, said we are handing out an updated schedule for the applications. We either misread a calendar or something but at least on the first date. Based on a little bit of feedback we've adjusted the date one more week for the application process today. We wanted to have that in front of you so that you could see the redline copy of what we've changed, just two dates. We also provided copies of the letters that went out from the last round here just recently where and which the individual organizations that weren't selected for funding were given a letter explaining the reason why they weren't able to be funded this last time. Of course, we provided our staff information if they had any questions for us.

Tonight Wilba Miller, Stephanie Moore and myself, we are wanting to go through three key areas as we get ready to put out this new application round. I'm going to go ahead and let Wilba help walk you through it, but if you have questions, stop us as we go and we'll see what we can do to answer those.

We're on a, unfortunately, tight turnaround. We knew that was going to happen. We warned ourselves in February. Now we're back here in March as quickly as we could get back in front of you again to get this next round of funding going. At the end I do have one update on our last round of funding that I need to share with all of you.

Wilba Miller, Director of Community Development, said I did want to mention that if you read the top part of the RFA, last year we had \$608,000 when we were doing that special round of applications. This time we did a quick calculation, because as you know we're not in the budget process, that it could be approximately available for any application plus public service applications for \$580,000. If you decide to set aside the public services, we're looking at only about \$300,000.

If you are thinking about setting aside the public service activities, it's not the maximum, but the ones that we fund now. **Chairman Markley** said the maximum amount. **Ms. Miller** said if you set that aside, we would only have \$300,000 available for projects. **Commissioner Philbrook** said so then what, your road's not accurate. **Ms. Miller** said no, it is. If you look at it, it says the total amount available may be approximately \$580,000, but you would have to fund all the projects and the public services out of it. If you set aside what you normally budget for public services, it would be about \$300,000.

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Chairman Markley said I think the bottom line for us as commissioners is to recognize we're going to have less money to spend than last year and that's going to impact what we were hoping to do with these funds. **Ms. Mundt** said I think the critical thing to recognize there is we had funds that were left over from prior years. It's not necessarily a decrease, it's actually kind of a level fund, but it's confusing to us because we're dealing with this other pot of money. **Commissioner Bynum** said thank you for reminding us because that is important.

I don't want to get ahead of anything you're bringing us, but I do want to, if you could walk us through the public service activities that are funded currently and at what amounts, and I'll just be quiet and let you continue.

Ms. Miller said currently we fund \$20,000 for Liveable Neighborhoods; \$148,000 for Willa Gill Center; \$52,575 for the Wyandotte Homeless Services Coalition or the Continuum of Care; and then, right now, \$50,000 for Doing Real Work. That totals \$270,575.

What we've looked at is the application that we submitted to you all last year for approval for 2016 would basically be the same thing for 2017. We do want to add some financial information points and we want to do a community forum to discuss some things. But, the things we want to talk to you about tonight are do we want to come this time to you and say are we going to do bricks and mortar type and public services. So I need direction from you all.

We have categories like public services, public facilities, acquisition of existing housing and rehab, those are the type of feedback that I need from you. What are we going to accept knowing that it's only going to be \$300,000 or so, or \$580,000?

Chairman Markley said I'll just say last year the discussion, not at this Committee but in the CDBG Committee, was that regardless of what we sort of decided the amount to spend on public services was going to be, we wanted to get an application from those parties. We've never done that before. We've not required them to apply. We just felt like it was a level playing field then and also we would have information to share with taxpayers about how we were spending that money based on the applications received. I still feel like that's important, personally.

We've been big on making sure that we are objective in how we spend our money here. I'd like to see the public service agencies apply just like other project applicants would apply, even though we haven't made them do that in the past. I don't our application is so terribly complicated that that is asking too much. I think it just gives us something to look as

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commissioners so that we can see ourselves and show others how we're making that decision. That's my personal opinion on that portion of it.

Commissioner Philbrook said I think it's a great idea that they also apply because that does open it up for other folks that haven't been automatically getting these funds. I would like to see that.

Commissioner Bynum asked are you looking for us to help you identify the dollar amounts under each of those as well. For example, do we want to keep our support of public service activities at the \$275,000. I do like the notion of the application for that side of it as well. I am going to voice my very strong support for continued funding for Liveable Neighborhoods. What they provide to this community needs to be funded. I know it's always traditionally been funded through Community Development. **Ms. Miller** said a very minute portion. **Commissioner Bynum** said otherwise funded through the General Fund. **Ms. Miller** said yes. **Commissioner Bynum** said that's important. That's an important distinction.

Where does the Emergency Home Repair fit into this conversation? **Ms. Miller** said it does not. **Commissioner Bynum** said oh good. So that dollar amount last year, are we proposing that it stay static or am I ahead of myself again? **Ms. Mundt** said this is not part of that conversation tonight. **Commissioner Bynum** said good, thank you. You can alert me when it's time to come up. **Ms. Mundt** said Home Emergency, you'll see those through the budget. This is only CDBG dollars which I know is very confusing to all of us. What is CDBG because we lump it all together when we talk about it. It's really just the items.

Commissioner Bynum said the only other thing that I really have to say right now is am I correct that the \$50,000 for Doing Real Work was that last minute request. **Ms. Miller** said yes ma'am.

Chairman Markley said I guess I will just reflect on that first portion. I think that the discussion tonight is really do we just ask them to apply and make the money decision later or are we going to give a specific dollar amount tonight. **Ms. Mundt** said from a staff perspective we need both. If the Commission is wanting to provide the paperwork, great. If you want to

take that item separate, but then we really need to know if you want to hold at a certain dollar with public services.

Because when we got out, we want to be very transparent with our application process that this is what's available under the public services cap. If we get people thinking there's \$580,000 available, there's not. We'd like to say there's only X amount up to this amount available. If we get a bunch of different organizations applying than what we currently fund, they're going to have to go through all the vetting process that our CD staff has to consider for use of federal dollars. That being said, it would be really helpful for staff to go yes, max \$300,000 period.

Chairman Markley said again, this is just sort of my personal opinion. I guess what I would say personally because I think there are five other commissioners who are probably all going to have different opinions on what that should look like, but I think I would say we should go out with the assumption that we're going to leave public services the same. That we're going to do the same as we've done in past years. I mean, I guess what I'm thinking is that if we come up with extra money nobody's going to be mad about that. If we come back and we say we're not going to give you, this money isn't available, then we may have people that are mad. I'd rather go out saying \$5 is available and we end up having \$10 than go out saying \$10 is available and we only have \$5. **Ms. Mundt** asked are you wanting to flat line it or bring it up to the max amount which is the \$300,000 based on what we're currently estimating our available dollars are. **Chairman Markley** said I would say flat line it. I would say, just based on last year's discussion, I didn't hear any commissioners saying let's spend more money on public services. I did hear a lot of commissioners saying let's fund the stuff we've funded before.

Commissioner Kane said I agree with that. I'd rather have more money back than say we've got all this money and then we have more requests than we have monies. I think if we say it's X amount of dollars, and then we have more than that, and then we have more applicants than that, we can adjust ourselves accordingly then. I just don't want to say we have pie in the sky when all we have is a pie plate.

Commissioner Bynum said to Commissioner Kane's point, part of the reason why these four, three of the four, have very traditionally been funded is because of that federal guideline, correct, that a lot of groups cannot meet through that public service activity. **Ms. Miller** said I

really wouldn't say that. Willa Gill is a public service activity. We've been funding it for a number of years. When you deliver services directly to a client, that's considered public services. It really doesn't have anything to do with, that's the reason.

Liveable Neighborhoods is a little different. We've been funding them for a number of years also. We look at them as more of indirect client related because they pass out information to the neighborhood groups who then turn around and pass it out to their's. HUD has so far said that's fine.

The Wyandotte Homeless Services Coalition has only been in the public services activity for like two years now because we originally funded that position under our Administrative Budget with a direct contract to the employee. They asked that they become the contracting agency. This year's allocation to them will be their second year of allocation.

Chairman Markley said I think the important limitation for us to remember is not so much programmatic as that we have to stay within a certain percentage. That is sort of where the limit, I think, has come in. These certain agencies fell under that limit.

Commissioner Philbrook said then that means the balance of \$305,000 would be going to some of these other groups. You're wanting to know where our emphasis is on those. **Ms. Mundt** said yes. Within our five-year plan those other categories as noted below are eligible activities that you've already said are important as a Commission. We don't necessarily need those broken out. We're going to look at those based on the categories that are presented to you below each one of those headers for Public Facilities, Improvement Activities, Existing Housing and Economic Development. We're going to apply the criteria that's set out below those.

The question we have on those ones is right now, currently, we allow non-profits to apply under the Public Facilities. We don't have to. If you're interested in continuing to do so we can. If there was any questions that you had about the existing Housing component that we've been doing as well as the Economic Development component that's also sitting out there.

Chairman Markley said I guess, again this is just me personally, I'm all about I'd rather take in more applications than less. In the end we're going to use our criteria to decide who gets the money. But I'd rather say, non-profits if you want to apply and your application is better than the ones we're getting internally or effects more people than the ones we're getting internally, then I'd be more than happy to see the application come, personally.

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Commissioner Philbrook asked does that mean, then, that they can apply under any one of these others, meaning Economic Development or Acquisition of Existing Housing, any of those. Is that what you're saying? **Ms. Miller** said yes. When we have the community forum we're going to give them some additional details that were not a part of this. We're not going to have a class. We're just going to give them some information that may affect their application.

For instance, you may think you're applying for Economic Development but unless you have permanent jobs, not construction jobs, permanent jobs, then it's not Economic Development, you see what I mean. The same thing with Public Facilities, if we put a lot of money into your building, then we're going to put a lien on your building so that you have to do those services for five years. There's information that I think that applicants need to have before they say I want this money.

Chairman Markley said I am so super-excited about that. I'm excited that we're having a meeting to give them information. I'm excited that we even have criteria to look at because that hasn't necessarily been the case in the past. **Ms. Miller** said it was sort of there, but it was never, you know... **Chairman Markley** said shared. **Ms. Miller** said as you recall, we didn't actually ask for those applications until two years ago. **Chairman Markley** said every year I think we've been making improvements. Once again you have made an incredible improvement. We appreciate that.

Ms. Mundt said the biggest question, I guess, is going back to as long as a group can say yes, we want public services to apply and that we'd like to hold it flat at last year's flat level funding, basically. **Commissioner Philbrook** said which is at \$275,000. **Ms. Mundt** said yes. The rest of it kind of works its way through. Am I not correct, Wilba? **Ms. Miller** said you are willing to accept public service activities, okay.

Commissioner Philbrook said the only other comment I would like to make, evidently there's a timeliness issue that keeps coming up for us. Is there any way that we can make coming up, maybe for next year for these apps, that they actually have a month notification instead of a two week slam dunk because things are so complicated. **Ms. Miller** said if you look at the calendar

that I gave you, we did extend that. **Ms. Mundt** said we just sent you out a revised calendar. **Commissioner Philbrook** said I know, I saw that.

Chairman Markley said I think part of the complication this year, right, was that we had the overlapping processes which in future years shouldn't be an issue. **Ms. Mundt** said I will have to say that if you aren't able to work through these in a month if that's where we end up next year, you're probably going to have a hard time in that year being able to do the work anyway.

These are big weighty issues when you run up against them. If you've got a historic preservation issue that you're running up against, if you've got the other ones that we noted, if you're not creating permanent jobs, depending on what it is you're wanting to do, you're going to hit these walls. If we give you six months you might be able to work some of them out. There's just environmental reviews and things of that nature, they take time.

I think letting our community understand that's interested in applying for these dollars that it may be a year or so out before they can do it, but they at least understand the hoops or hurdles that they have to vet themselves through. When they do go to submit, they're going to be able to get it done in that month time frame. It's going to not be an issue. The issues are really not the application. It's the stuff that you have to have available to do the application. **Commissioner Philbrook** said I understand that there are certain things that have to be done and in place, actually, before you even apply at this point in time.

The point I was trying to make is that there's also a lot of leg work that has to be done by small, very caring groups for our community that may have the possibility of doing it. You know, there's not as many people to do all of that paperwork. That's why I was saying the month time. That was all.

Ms. Miller said, Commissioner, one of the other things, it's like private leveraging that we ask about in our application. We don't want to get into a situation where we've set aside money for someone who doesn't have that available because that creates another timeliness issue. **Commissioner Philbrook** said oh yes. **Ms. Miller** said with the last round we've had that money on hand now for almost two years. That's causing me all kinds of trouble, I mean all kinds of trouble. **Commissioner Philbrook** said yeah.

Ms. Miller said one of the things that we'll be saying at the community forum if you're going to come to the table with money, tell us, prove it that you have the money. Don't say, well

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I'll get it in December or I'll get it in, we can't do that anymore. **Commissioner Philbrook** said thank you for thinking ahead.

Ms. Mundt said like we said, we've provided a revised calendar so that we can give three weeks for that. Originally, we were intending to try to give as much time as possible, but we also have our constraints of meeting the other items as well for the public hearings and so on. Next year we'll be able to definitely do this with a full month for folks to get their stuff in. **Commissioner Philbrook** said as Commissioner Markley said, this has been one of those things that's constantly changing. I'm sure it will for a couple of more years. It sure is looking tons better than it did.

Commissioner Johnson said I'm just curious, and perhaps Commissioner Markley or Wilba or someone might be able to address this, now the bullet points that are under the Public Facilities and Improvement activities relative to Davis Bacon, Section Three, Other Funding, is that part of the application process. You're not looking for us to give any input on that. That's just part of the standard process as it stands. **Ms. Mundt** said this is actually what Wilba and her team has determined we need to look at for criteria as to whether or not it's going to meet a timeliness or fiscal viability component. A lot of the issues that we saw come up this last time were related to these and that's what triggered staff saying no, this wouldn't meet timeliness.

If you have to fundraise and you didn't realize you were going to have to pay Davis Bacon wages, that means you're going to have to fundraise a lot more, or you maybe don't want to use these dollars because they're going to hold you back from being successful. That's why.

Commissioner Philbrook said for the general public will you tell them what Davis Bacon wages are. **Ms. Miller** said they're the prevailing union wages for those positions when they're building. **Commissioner Kane** said I didn't hear you. Can you say that again.

Ms. Mundt said it's federally set out if you use federal dollars that you have to pay prevailing wage. **Ms. Miller** said right. \$1.00 of CDBG funds is for the whole entire project, not for the section that we're paying for, for the whole entire project. If we're paying for a step or a ramp, and you don't want to pay prevailing wages, then it's best not to come after CDBG funds. Section 3 is hiring locally.

Commissioner Bynum said so both good provisions. **Ms. Miller** said yes. **Commissioner Bynum** said I appreciate so much the effort at the communication piece of this and the forum

where we will do our best to lay out all of the intricacies to your interested applicants. I agree with Commissioner Markley, I like allowing the non-profits to continue to place their applications.

These letters that you gave us the copies of, they were mailed is that correct? **Ms. Miller** said yes. **Commissioner Bynum** said I appreciate that you've told them. **Ms. Miller** said I did have some phone calls, too. **Commissioner Bynum** said okay. You've told them another round is coming and how possibly to improve that application. My request is, and then I can make a motion if we're ready for that. My last request is when the Casino and Schlitterbahn grant monies came forward, that process came forward to us, we were then able to share that. If we could get the same thing from you which I think you gave us last time when we did this round. You sent us the link, whatever it was. **Ms. Miller** said the application process. **Commissioner Bynum** said we can be a part of your communication piece on this, making sure that we let people know this is a very tight three week window. We can help you with that.

I'm willing to make a motion that we adopt and move to full commission the use of...**Ms. Miller** said it doesn't have to go to full commission.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Kane, authorizing staff to move forward with the CDBG application process as outlined today including the \$275,000 for public services and allowing applications open to not-for-profit.**

Commissioner Johnson asked are we fairly confident that we're going to get enough persons to be able to show up in a little over a week to the community forum. That's what my main concern is right now. **Ms. Miller** said I had planned on sending this out to everybody that originally got it. We sent it to United Way. We had a whole list of agencies that we sent this out. It might be a little tougher to get it published in some of these little newspapers. **Commissioner Johnson** said that's what my concern is. **Ms. Miller** said we'll even send it out to the ones that have already applied. **Chairman Markley** asked will we get it up on the website as well. **Ms. Mundt** said yes.

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Action: Roll call was taken and there were five “Ayes,” Philbrook, Johnson, Kane, Bynum, Markley.

Ms. Mundt said one other item to update on this particular standing committee unrelated to CDBG. We did today, Wilba received a denial of the use of funds from Habitat. **Chairman Markley** said so Habitat doesn’t want the funds we awarded them. Just wanted to clarify what that meant. **Ms. Mundt** said we allocated \$250,000 through the process that we just completed. They are not able to execute the work timely enough. They’ve graciously let us know that as soon as they possibly could.

Ms. Miller said we had a meeting with Tom and his staff. They had some requests that we could not fulfill. I’ll give you an example, one of them was their program was a lot like our Minor Home Repair Grant program. They wanted to ask their clients for what they call skin in the game. I said I couldn’t see that happening. I don’t want clients that work with Habitat to hear that the other clients that work us don’t have to. He asked for some advance monies that we can’t advance. There were just several little administrative things that he met with his board and they felt like that they could not deal with.

Commissioner Bynum asked what, then, with the \$250,000. **Ms. Mundt** said we are asking to Blue Sheet to the April 4 meeting the reallocation of those dollars to sidewalks. That’s the only thing that we can move quickly enough. We actually notified Public Works today to begin preparing for what that might look like. We just don’t know what else to do at this point. **Commissioner Philbrook** said sounds good. **Ms. Mundt** said that’s where it’s going to go. It’ll go into the community. It’ll be visible.

I think the one thing we do need to do is make sure before we hand out the application next week that we put something in there that says we don’t advance dollars and that whatever else we learned out of this with Habitat that wasn’t coming through the process that we try to address that. That’s the only thing that as I’m sitting here tonight I’m concerned that we don’t have this happen again next round. We just don’t want to be in that position. We’re not always going to be able to pick up the slack on the Public Works side either.

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Commissioner Philbrook said quick question about the advance thing. When you say advance, is this they show you they spent the money and then we write the check. How does that happen in disbursement? **Ms. Miller** said they were asking for us to give them a pot of money in advance of spending any money so they could work from that. We can give small, immediate need advances, but he was looking for a percentage of the contract. **Commissioner Philbrook** said I guess what I'm asking is normally if somebody gets this money, they get the money as they show the expenditures. **Ms. Miller** said they've already spent it right. **Commissioner Philbrook** said that's what I wanted to know. **Ms. Miller** said that's one of the things, I think what we'll do for the community forum is give some administrative advice on like a handout that says... **Commissioner Philbrook** said you have to have so much working capital. **Ms. Miller** said this is a reimbursement request. **Commissioner Philbrook** said because not all programs are. That's what I wanted to know.

Item No. 2 – 16490...ORDINANCE: PROPOSED CHANGES TO ELECTION ORDINANCES

Synopsis: An ordinance changing election ordinances to comply with state law, changing primary elections to August and general elections to November, submitted by Ryan Carpenter, Legal Department.

Chairman Markley said Mr. Carpenter has been patiently waiting in the back of the room to talk to us about the ordinance regarding proposed changes when elections are held. As you know there were some state law changes that we are going to have to make adjustments in our ordinances to accommodate.

Ryan Carpenter, Assistant Attorney, said last year the Kansas Legislature passed rules, as I'm sure as elected officials you are aware, changing the Primary dates to the first Tuesday in August of election years and the General Election for local officials to the first Tuesday of their respective election years. In that legislation it changed the expiration date of terms to the second Monday in January following that November election and it also charged governing bodies to pass and adopt resolutions and ordinances which reflect the new law. Submitted for your consideration is a redlined version that sets forth that particular interest. Section E of 2-52

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states with specificity which districts are subject to election in which year just to make it clear so there are no concerns.

Submitted also for your consideration is a revision to the appointments that respective commissioners get that maintains the same two and one-half month timeframe as previously found in the ordinances. It's changed to reflect the new taking of office in January following the November election year. I certainly hope that's clear. Any questions I'd be happy to obviously answer that you may have.

Commissioner Bynum said in the document that we were sent to look at, I'm trying to tell you where. Section 2-382, Term of Office, Item C, it's page five in my packet if that means anything. **Mr. Carpenter** said, Commissioner Bynum, those are the appointments to the committees that you all get. **Commissioner Bynum** said that's why it's March and April. **Mr. Carpenter** said that was just changed to reflect the new terms commencing in January. **Commissioner Bynum** said that confused me. I felt like there was another. **Mr. Carpenter** said I apologize for any communication that may have been... **Commissioner Bynum** said that's okay, it might have been the only section where I got confused. I would be shocked, but I think that was it. That's board appointments, not Commission. **Mr. Carpenter** said that's your appointments you're entitled to as a commissioner. **Chairman Markley** said sometimes also called Commissions to make it even more confusing.

Commissioner Kane said this was done in a mean spirited way to, this is the first move into breaking what we've had where it doesn't matter what party you belong to, but they want to break it down to where it's a democrat or republican. They had to do this first, then come back with the other part later. In my mind a non-partisan race, especially in this municipality, is the only way to run. Unfortunately they dictated the change and they claim the change is to get more people to vote. That's not true. That's why sometimes I get mad at our own Chamber because they agree with some of these guys. That's my personal comment.

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Action: Commissioner Kane made a motion, seconded by Commissioner Philbrook, to approve and forward the matter to the full commission. Roll call was taken and there were five “Ayes,” Philbrook, Johnson, Kane, Bynum, Markley.

Chairman Markley adjourned the meeting at 6:26 p.m.

mls

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