ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, November 28, 2016

The meeting of the Administration and Human Services Standing Committee was held on Monday, November 28, 2016, at 6:18 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson, Bynum, and Kane. The following officials were also in attendance: Gordon Criswell, Joe Connor and Melissa Mundt, Assistant County Administrators; Bridgette Cobbins, UG Clerk; Wilba Miller, Director of Community Development; Angie Masloski, Public Safety Business Office; Chris Cooley, GIS Director; Tib Laughlin, General Services Director; and Brian Rausch, Sergeant-At-Arms. Attending via telephone was Reed Ducey-Gibbs, NextRequest representative.

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

Approval of standing committee minutes from September 19, 2016**. On motion of Commissioner Philbrook, seconded by Commissioner Johnson, the minutes were approved**. Motion carried unanimously.

Committee Agenda

Item No. 1 – 16872…GRANT: HEALTH CARE FOUNDATION OF GREATER KANSAS CITY

Synopsis: Request to accept a grant, if approved, from the Health Care Foundation of Greater Kansas City for $61,383, submitted by Terry Brecheisen, Health Department Director. The grant would fund a breast health patient navigator with an emphasis on African American women to help eliminate barriers to timely cancer screening, diagnosis, treatment and supportive care. No match is required.

Chairman Markley said to Terry Brecheisen, we don't get to see you as often now that we don't see every single grant. **Terry Brecheisen, Health Department Director,** said since it's under $50K I don't come here. **Chairman Markley** said but we like it when you come here with big money grants. That's good too.

Mr. Brecheisen said this grant is kind of a health educator type grant that promotes health, breast health activities for women, and it's a navigator also kind of case manager for women who need to be followed up when they see some kind of negative result. We hope to impact 300 women during the year. **Chairman Markley** said and no match is required according to our agenda.

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

Item No. 2 – 16847… PRESENTATION: NEXTREQUEST
Synopsis: Presentation on NextRequest, a software package that tracks open records requests, submitted by Bridgette Cobbins, UG Clerk.

Bridgette Cobbins, UG Clerk, said one of the responsibilities of the Clerk is that I am the freedom of information officer. The Kansas Open Records Act permits that the public has the ability to review or get copies of public records. Currently, the Unified Government uses a decentralized process where the department heads are the custodian of their records. When a records request comes into the Unified Government, it either comes to the Clerk's Office or it can go directly to the department. With that process, it gets convoluted at times and it can cause us to not keep track of where our records are being sent out within the Unified Government.

For the past seven months, the Clerk's Office, our Legal Department, IT and Purchasing have been conducting research on an open records request that can centralize our open records process. The benefit of that is now that we, as a government, know what requests are coming into the government. Legal can get involved in reviewing those requests and then ultimately we

can make sure that we're within the statutory deadline of the three days of responding back to those requests.

Joining us via WebEx is Reed Ducey-Gibbs from NextRequest. This is the company that the Unified Government has executed a contract with within the last couple of weeks. We would like to share our demo with the commissioners so you can see the new system that we are trying to implement within the Unified Government. We think it's going to definitely streamline our process. It's going to give us some more transparency for records when they're going out of the Unified Government so that our constituents and the general public can see what types of requests are coming to the government.

Reed Ducey-Gibbs, NextRequest representative, provided a WebEx live demonstration. Mr. Ducey-Gibbs said as Bridgette mentioned, we're going to be working with the Unified Government to help manage their public records requests more effectively. I have a quick presentation that I'm going to go over with you. It shouldn't take too long but the agenda is essentially a quick background about who we are which includes a case study and then I'll spend a little bit of time running through the application itself so you can get a sense of what it does.

To begin with, our company came out of a non-profit called Code for America which actually partnered with Kansas City a couple of years ago. All of our co-founders had gone through that program. It's a program that pairs technologists with local governments to use technology more effectively and we really liked that work. We wanted to continue doing that and we saw that public records requests were a big issue. They're important for a democratic government; but if they're not addressed in an efficient and effective way, they can put a real burden on other services that governments need to provide.

I say we do four main things. One is request a version so this is connecting requesters with information before they make a request whether that's something you already posted online either through NextRequest or your website or another system or a potential previous request. The next thing we do is workflow tools. This helps staff process, track and manage requests more effectively if they do receive any. We also provide management and reporting tools so that department heads and leadership can keep track of how this process is working making sure that everything is going well and also identifying ways that the process can be made more efficient. The last thing we do is help with compliance so we provide reminders to staff about when

requests are due and also provide templates so they can always be using approved legal language when responding to requests.

There's a quick case study that we have with the City of San Diego who we currently work with. To give you a little sense of how they've used the application, in the first three months they had 600 requests. They shared almost 1,000 documents. I think the important numbers here are that those documents were downloaded nearly 3,000 times and that we're able to route 30% of their requested information that was already online.

To give a concrete example of this, they get a lot of Sea World requests around lease agreements and that sort of thing. We're able to route people directly to that information instead of them having to make a request and staff having to process that.

This is just a tweet from the Mayor of San Diego. He was very pleased with the implementation and they rolled it out with an update to their sandiego.gov website during Sunshine Week.

Now I'll jump over to the application itself. I'm going to do a very abbreviated demonstration of this just to give you a taste of how it will work. This is an example site. This isn't exactly the Kansas City site, but this is what it might look like. Again, what we try to get people to do is search through past requests and documents. If they can't find what they need, they can go ahead and make a new request. I'll choose something simple…I want all budget information. One of the things you'll notice here is we have some key word alert features that can help route people the information that's already online. In this case, it detected the key word budget and said hey, all of that information is online.

We're going to be working with Bridgette to help route people to that. You can enter the requester information and then this section can be used to track requested information that come in different formats.

Once a request is made, staff will get a dashboard for the specific request so it'll have a specific number. You'll see the status as well as a number of different pieces of data or information related to that request. They'll also be able to loop in different staff across the agency. You could add people from different departments if it was a requested span to multiple departments, so it makes coordination a lot easier. You can also send messages out to the requester as well as staff. You can track and manage hours. You can add invoices and process payments online. You can also upload, review and share documents.

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I'll go ahead and upload one. This allows staff to upload large documents or batches of large documents and share them online similar to how you would with dropbox or some other cloud sharing service. Once you upload it, it will only be visible to staff and then you can review it.

You have the option of redacting. We have built-in redaction tools as well. Once it's ready to release to the requester, you can go ahead and do that. This will send out an automated email notification to the requester letting them know that their document is ready to be picked up then it will move it out to this release section. It also has a timeline of all of the requested information. It also has the ability to control who can access the request, both externally, whether you want to publish it out to the general public or make it only available to the specific requester as well as controlling what staff within the Unified Government has access to it.

A couple of other things I'll touch on are the request logs. You'll be able to keep track of all of the requests internally, search by a number of different criteria and generate reports so you can see what types of requests are coming in for who, from whom.

The other thing you can do is view documents. In the same way that you can see a log of all of the requests, you can see a log of all the responsive documents and search by those. We also have an administrative dashboard where you can get an overall view of how many requests have come in, how they're being processed by different departments and how long they are taking to close. Those are the basics that I think are probably useful to this group.

Chairman Markley said you mentioned legal language and using approved legal language. I assume if something cannot be answered, let's say somebody gets on there and request a personnel file for a specific employee. This is going to trigger something in the system so that they get a response that says we're not going to answer that request. **Mr. Reed** said yes, so you can create different templated responses. If you're getting requests of that nature, you could create a templated response that says we will not respond to this and cite the appropriate language and that way any staff will have access to that language when they're responding.

Commissioner Bynum said I did have a question internally for Bridgette. Do we know kind of roughly on average how many FOIA do we get in a year? **Ms. Cobbins** said since this is a decentralized process right now, it's kind of hard for us to have our arms around it. In the

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Clerk's Office on average, we usually get about 80 to 120 per year. That's one of the benefits of having a system like this. There are sometimes when requests come into the Unified Government and Legal needs to be involved in it but they're not privy to it because it's at the department level. With this particular software, we're going to have it set up so that there will be criteria that are key words that all requests will come through and I'll be reviewing each one. As they come in, we'll filter them to those appropriate departments. Within our policy, we have it set up that there's a criteria established in the Legal Department that there will be certain things that we don't release to the general public and those are the templates Reed was referring to earlier.

By it being more centralized, now we'll be able to have a better grasp as to how many items actually come through the Unified Government where right now, we really don't have a true number. **Commissioner Bynum** said that would be interesting to see how it changes once this is implemented.

Action: **For information only**.

Item No. 3 – 16861…PRESENTATION: OPEN DATA GOVERNANCE ADMINISTRATIVE POLICY
Synopsis: Presentation of the Open Data Governance Administrative Policy, submitted by Alan Howze, Chief Knowledge Officer.

Melissa Mundt, Assistant County Administrator, said I just wanted to go ahead and teed a conversation up tonight. Alan Howze asked me to introduce Alan, our Chief Knowledge Officer, and Tib Laughlin, our General Services Director. These two gentlemen have been working with the SOAR project up and to the point Alan actually started. He was already working on the SOAR project. He got involved primarily because of our selection to be a part of the What Works Cities Program through the Bloomberg Foundation. The primary driver behind that is open and transparent government that's effective and efficient. Part of that is actually administrating an open data policy. Tonight, these two fine gentlemen and apparently Chris Cooley has joined them up at the table, so we have three fine men here tonight. We'll actually discuss the new adventure we are embarking upon: our 2013 ordinance on open data.
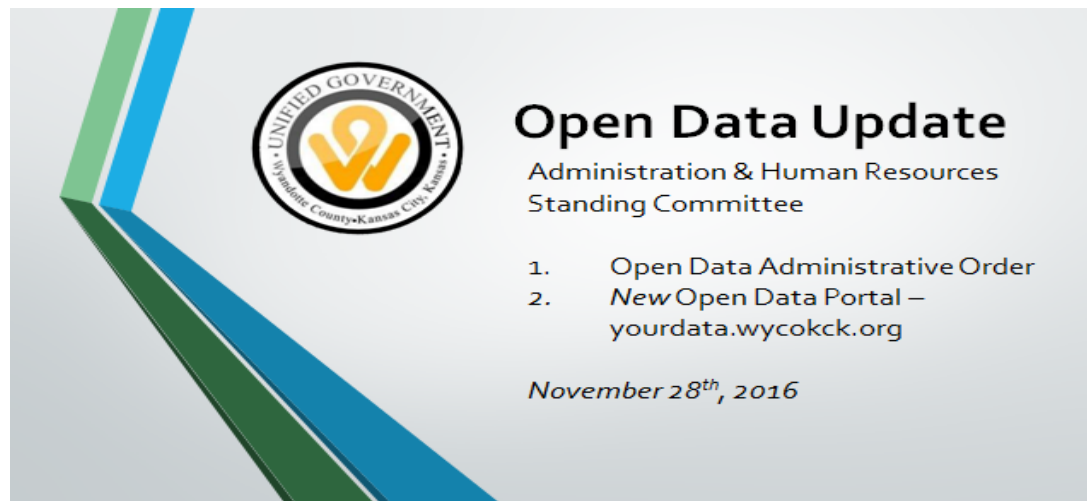
Alan Howze, Chief Knowledge Officer, said this is a great lead in because this has truly been a cross-departmental effort that's pulled in a lot of folks from different areas of the Unified Government. What we have to present to you tonight is an update on open data. It's got two parts of it. One is a new open data administrative order that was signed by our County Administrator this morning, and a new open data portal that we had put together and releasing along with some new data sets as well. I wanted to give you a brief update on that.

What we wanted to sort of convey before we get into the presentation itself is we do think this is an exciting moment for the Unified Government for our efforts around SOAR. It really does have the opportunity and the potential to change how we provide information, how we work across departments, how we approach challenges by using information and data that resides not in one department but in multiple departments. This is really something we've heard from the Commission and the administration. We are happy to present this to you.

It also reflects a lot of hard work from staff across, as I said, many departments, a number of whom are actually here with us this evening and have put in a tremendous amount of hours to identify data, to get it out of different systems and to put it into a format that's readily available. I'm really proud of the team and the effort they put forward in this.

Some of the goals of this are really around accessibility of data, around transparency and around accountability. This in not totally new to the Unified Government. There's been open data and the financial data has been available. You'll see data in lots of different places. What we're trying to create is a one-stop shop for that.

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Lastly, I'll say this is an iterative process so what you're seeing tonight is sort of version one. We'll continue to get feedback from the Commission, from members of the public, from staff and continue to refine and update that.
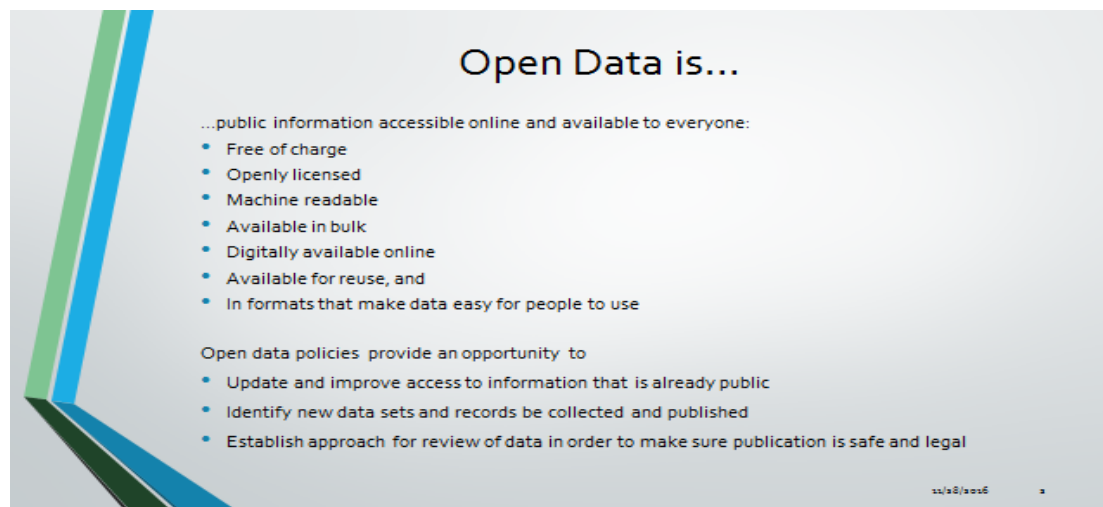
Tib Laughlin, General Services Director, said Melissa already touched briefly on the background. This process has been something that the Commission has pushed for years now. There's been discussion on open data and transparency. There's a lot of background there and we've used the words.

When we applied for our What Works Cities grant, they asked for an honest and frank assessment of where we were on open data. My frank assessment was we knew the words, but we had no idea on how to actually get there.   When we accepted the offer of What Works Cities, to become one of the What Works Cities and work with the Bloomberg Philanthropies and their world-class group of experts, we were in a place where we knew what we wanted to do, or thought we knew what we wanted to do, but had no idea how to actually get there. Without their help, we would not be where we are today.

If you look behind me on the bride side, except for Maureen, these are all people who have worked on the process and Maureen was with us in spirit. These people have put in a lot of time and effort to get us where we are. Again, without the What Works Cities' folks to not only give their expertise and access to that, but the moment we had a question for one of the other dozens of cities that have already gone down this road, they knew somebody to put us in touch with. We could get on the phone and they could either host a call or put us in directly. We've had access to people we never would have been able to track down without their help.

This is the result of six months' worth of work on this project alone. That little three-page document you're looking at, we've argued about for weeks and months on these precise wordings so it's been a lot of hard work.

We're in a really good place. This changes our culture. It changes the way we do business. It's a massive shift and we've done that just by making all these people back here work a lot harder and a lot longer because we didn't have a single extra person to add.

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Open Data is...

...public information accessible online and available to everyone:
* Free of charge
* Openly licensed
* Machine readable
* Available in bulk
* Digitally available online
* Available for reuse, and
* In formats that make data easy for people to use

Open data policies provide an opportunity to
* Update and improve access to information that is already public
* Identify new data sets and records be collected and published
* Establish approach for review of data in order to make sure publication is safe and legal

Mr. Howze said just a quick refresher what are we talking about when we say open data. We're really talking about information that is publically available to anyone. It's available free of charge. It's openly licensed. It's machine-readable so in other words, another computer can ingest that information. Think of a spreadsheet versus a pdf. You can't do a whole lot with a pdf except to read it. When we say machine-readable, it's really that capability.

Bulk data, digital data are available for reuse in lots of different ways. The open data policy really does provide us an opportunity to think about what data is currently available to the public and what data sets could be made available to the public. It really establishes a process to make sure that we are releasing data in a thoughtful way, and we are protecting personal privacy and other sorts of information that we don't want to release out.

The other thing to add here is the UG collects data; collects lots and lots of data. Property records, streets, parks, expenditures, you name it, we have data on it. In really making that data publically available, the idea is to help to further the public good. This will be available for neighborhood groups, for nonprofits, for others, for residents who—and we want to encourage people to go out and take a look at it and help us sort of tap into the creativity of the community to help address some of the challenges.

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Moving forward here, the administrative order that you have in front of you has really got four parts to it. It's got data standards, which we've talked about, it's got a data governance structure, a standup of a data committee. It has an annual report back to the UG Commission so we can update you on activates. It provides some definitions around what we're talking about when we talk about open data.


Mr. Laughlin said earlier I mentioned the world-class effort that we're working with. This is from the Sunlight Foundation and you all have met the Sunlight Foundation. Rebecca Williams was here and did a presentation downstairs for the Commission. We have it on video. You can go to our archives and see that. We are the 49th city to make the Sunlight Foundation's list. Most of the cities you heard of on this list. We are in very good company. We have been talking

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to these cities; looking at what they've done. We are not just pulling this out of nowhere. We are working in a context of what the world-class leaders in this area are doing.   I'm very proud that we are working at this level.
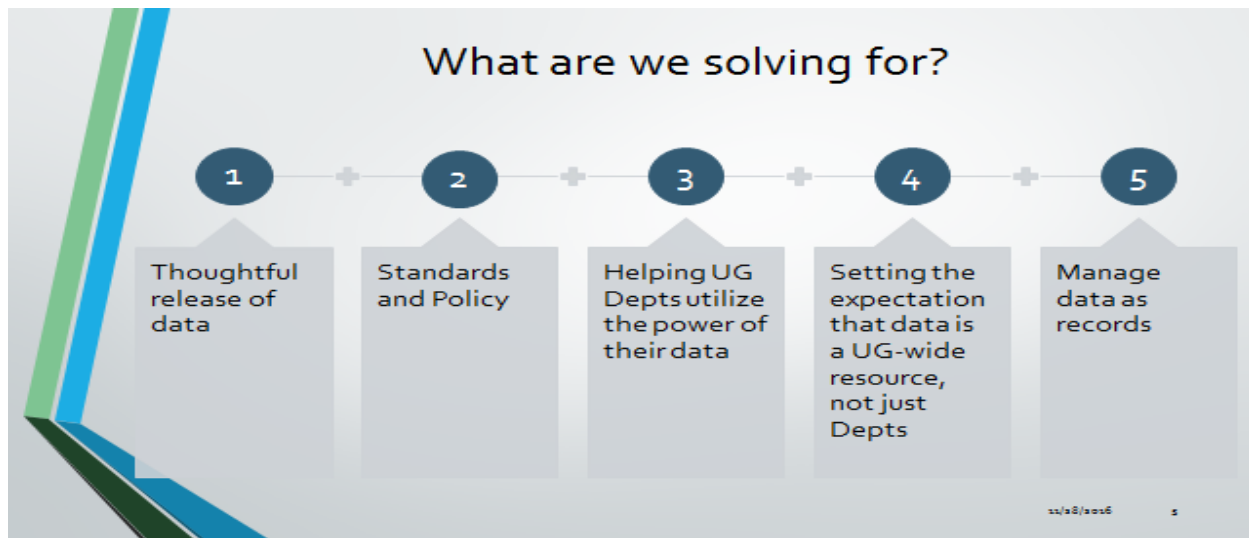
Mr. Howze said with the administrative order, what are we really trying to solve for—the thoughtful release of data and information that ties into #2 in terms of having standards and policy around what is and what is not to be released and data cleansing hygiene. Part #3 really is working across departments and really helping us, as an organization, to understand and utilize the power of data that lives that, we're collecting already and then we can use it to help further our mission.   Number 4 there, I just want to emphasize that we are really changing the expectations that departments are the sole owner of data. Data is really a UG-wide resource. We think of data as a resource that we can use in lots of different ways that we can make available to the public to use in lots of different ways. Lastly, think about how we're managing data as records; how we move into electronic records management. We're working with the Clerk. You'll see in a minute here that we've included the Clerk's Office in the Open Data Committee just for this very reason.

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What are the deliverables?
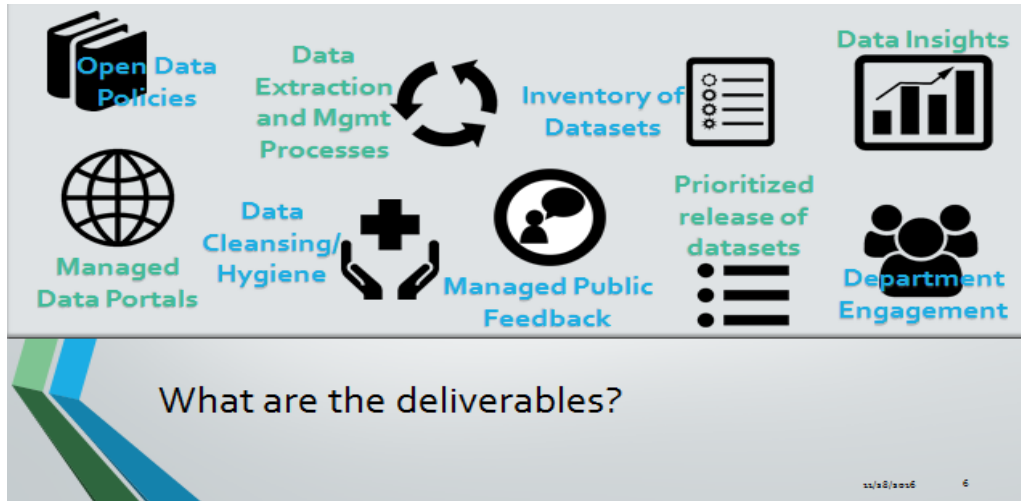
As you can see here, there are lots of different pieces and parts to this. It's a set of moving targets in a complexed environment. We're not going to go through each of these pieces, but just wanted to give you a sense that there are a lot of aspects to this. What the Data Committee will be working through is how do we thoughtfully go about it.

**Mr. Laughlin** said that sense of cluttered chaos up there is not by accident. That helps convey a little taste of what people have been working with and will be working with for years and years to come.
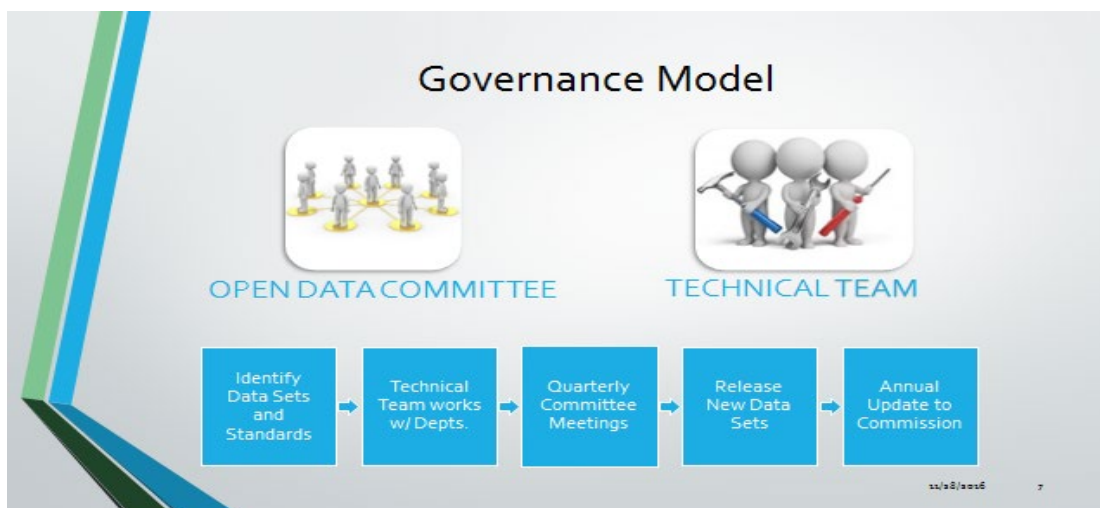
Governance Model

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Mr. Howze said to help to manage that, we've put together this governance model. Again, the Open Data Committee is in the administrative order.   It's a cross-departmental committee. We've also stood up a technical team to help with that, how we're getting data and information out of systems.   Again, we have a lot of business systems across the UG.   We'll be working through a process identifying data sets, having a technical teamwork department.   We'll start quarterly meetings and we'll start releasing data sets on an ongoing basis and making sure that we're reporting that back to the Commission as well.

Commissioner Philbrook said I think that hammer; I just had a little problem with that. **Mr. Laughlin** said sometimes the right tool is a hammer, Commissioner. You don't know how old some of these systems are.
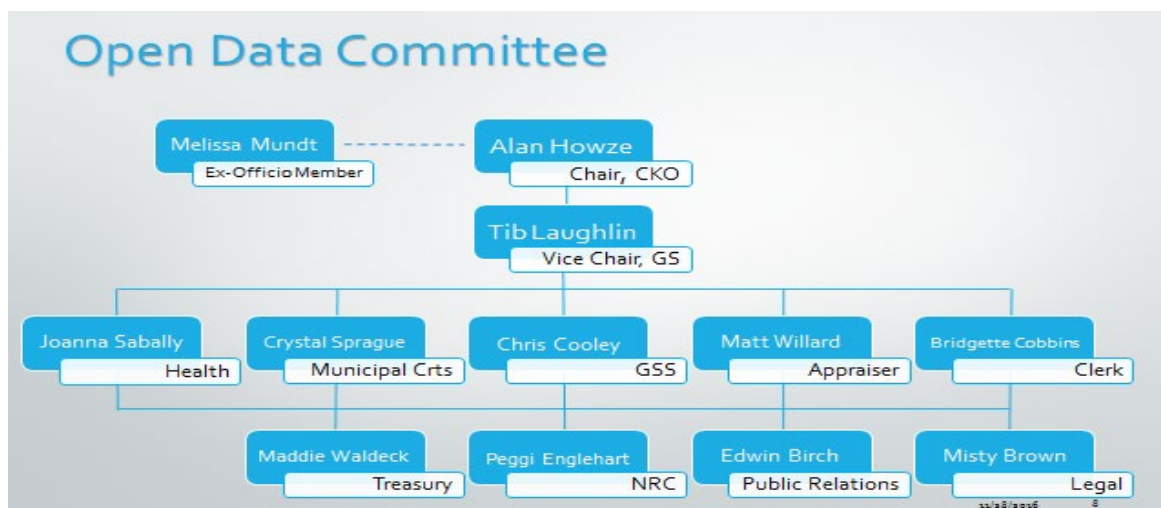
Mr. Howze said this Open Data Committee that we stood up, it's a broad, cross section of the organization.   We've created a core group that is really folks who have been involved with SOAR, involved really up to their eyebrows in data. What our approach will be is to work with departments on an ongoing basis. As we prepare to think about releasing records say from the Parks Department, we would engage them early in the process and continually throughout. This is not something we're doing—really two departments, but really want to deal with departments to make sure that they're fully onboard with it. We actually met this morning. We had our first inaugural Open Data Committee meeting so we are full speed ahead.

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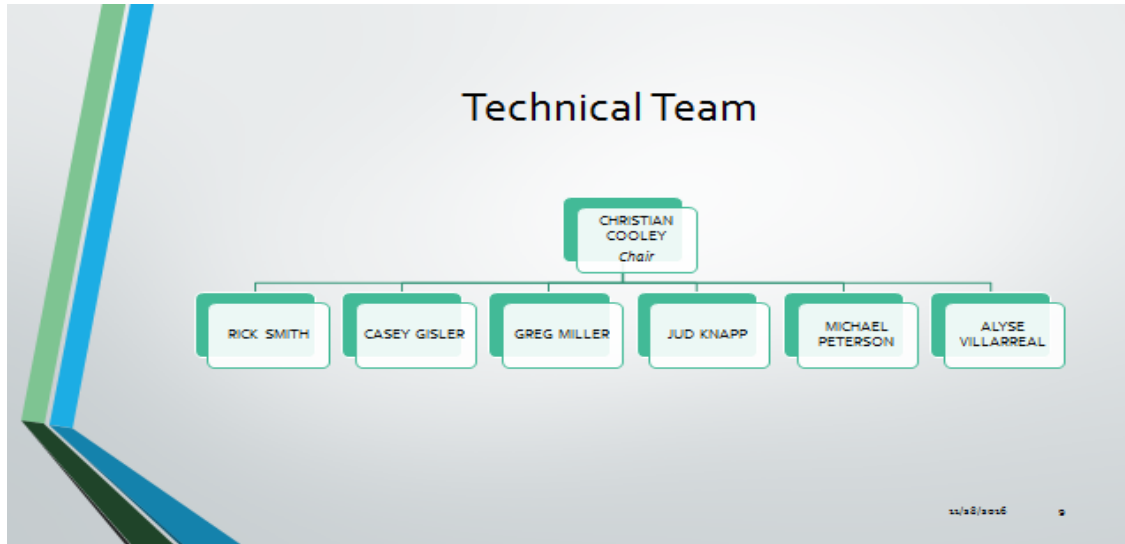
We have our technical team. Chris Cooley will chair that and we've got folks from our Finance organization and our DOTS organization who are working hand in hand on the challenges here as well.

Moving onto the open data portal. We'll get a run-through of this here in just a minute, but just to give you a quick overview of it. It was built using existing ESRI capabilities that we're already paying for so we created using their template. As Tib said, we got best practices from lots of different places and modeled this upon that.

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In the release today, we've got 11 data sets that were not previously available. Some of these you could have gone in and looked up a particular property and found out some of this information but you couldn't have pulled it out as a block, as a group of data. That's pretty powerful just the screenshot on the right just to give you a sense of when you take some of these data points and begin to plot them out all over a map. It really does make the data come alive and provide new ways of looking at it and thinking about it.

As I said, this is iterative so we will continue to work on this. Yourdata.wycokck.org is the site. Its live now. You can go to it if you're watching at home or if you're not paying attention. **Chairman Markley** said or sitting at your laptop. **Commissioner Philbrook** said or you can pull it up on your phone. **Mr. Howze** said it is actually mobile responsive. **Mr. Laughlin** said it's very mobile responsive. We've had that driven home to us both in the digital divide study that we did with Google back when we were in the early Google fiber days. A great many of our citizens get their primary internet access through their phones so this is setup with that in mind.

Mr. Howze said quickly, next steps. We talked about publishing more data sets. The Open Data Committee will be meeting on a regular basis. In January, we'll be going before local neighborhoods and giving them a presentation on this. As Tib has mentioned, this is not the first presentation. This is the beginning of a public engagement process we want to get out—two groups that are interested in this and help them to understand the capabilities of the tool and the

data. We are continuing to look for public feedback. In fact, you'll see a survey that's built into the portal to get that feedback on data sets.
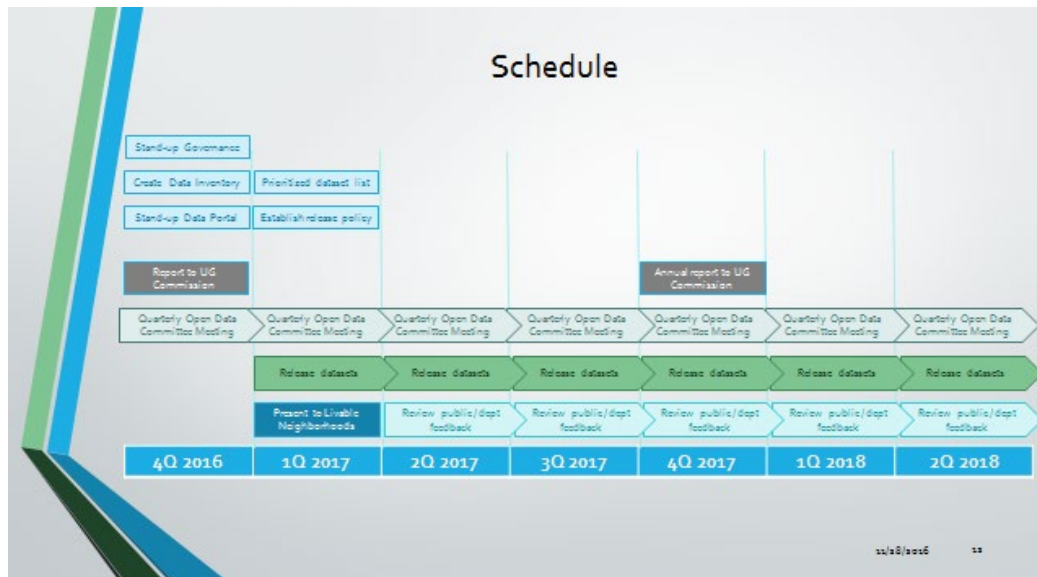
We're not going to go through this but just to give you a sense, we actually do have a structured approach; we have a work plan. We are going to have a quarterly approach to releasing new data sets and we will be reporting back to the Commission on an annual basis.

Commissioner Bynum said right now I think I saw you've released 11 sets of data sets. Is there some sort of timeline for releasing more?   **Mr. Howze** said we're getting there. That is part of what we're putting together and that's what the committee is going to tackle.   Part of the work that has been done was to create a data inventory across the UG. In fact, members of the team have sat down with departments and identified what data they have. The next step of that process is prioritizing that data, those data sets and then begin to think about how do we have a review process and a structured approach to release those when they're ready to be released.

Commissioner Bynum said I just think there are probably constituent concerns and other concerns that perhaps looking at data would be helpful to us. I just never thought of it in that way. I'll just add a layer of questioning for myself. When I'm talking with a taxpayer about a particular issue, there might be times when I would contact one of you and say here's the question or concern that's being brought. Is there a data set that I could look at that would be

helpful? I mean, I think that's the goal you're driving at ultimately, isn't it, problem solving? **Mr. Howze** said yes, it is part of that. Part of it is recognizing that we don't have all the answers and a lot of the ideas and potential solutions are resonated in the community. For example, neighborhoods are much more effective at organizing themselves than we are and this gives them more information upon which to help them inform their fellow residents.

Chairman Markley said I think you hit on something that I wanted to say as well. Not only is this awesome for the public in terms of open data, but it's awesome for us internally because so many times over the years I have worked with departments where one department didn't know what the other department had. I would show department two what department one gave and they would say that is great information. I had no idea we kept that. It's excellent internally as well for departments to be able to use each other's information and know what resources they have out there so we're not recreating the wheel and we're being more efficient internally as well.

Mr. Laughlin said across the board what cities have seen when they move to open data is that the largest consumer of their data is other departments inside the city where you can now get access to what you used to have to jump through hoops or didn't even know existed. In answer to how we release things, prioritizing is a nuanced process of balancing A. Is it accessible? Can we get it out there? Is there a demand for it internally or externally? The best sites out there incorporate that survey and feedback from the public on what they would like to see. You cross-reference that with what you're able to do and what you can get out there.   It's an ongoing, life-long process some of these people have said. They will retire still doing this.

Commissioner Philbrook said so I'm guessing that some of the problems are the types of programs that different departments are using. Are there some issues around like this department's program being able to talk to the data collector, so to speak? **Mr. Laughlin** said that's a smaller problem than the actual quality of the data they're collecting. The communicating between systems isn't so much a problem. It's are they redundant? Is there data hygiene? Are there redundancies? Is it standardized? We don't want to publish data that is inaccurate or misleading. Cleaning up the data is a much bigger problem than the

communicating between systems. We have a variety of tools available to communicate between systems and to pull it out to our site. We only have one real tool to clean it up which is—**Commissioner Philbrook** said people.   **Mr. Laughlin** said someone going through that process. We will publish data sets where the data set is sitting in a file cabinet. Before we can go digital with that, we want people to know it's there, but we want a realistic expectation of how long it's going to take to get it out there before we can share it.

Commissioner Philbrook said that's helpful information. I know I haven't been in the departments to find out where their data is. Knowing that we have all different kinds of levels of information and where it is and what kind of condition it's in, even gives me more of an appreciation of what a hill we have to climb or you have to climb. **Mr. Laughlin** said that thorough data inventory helps the public know what's out there and realistically, if they can expect to see it coming online and if they can't, where to go to ask about it.

Chairman Markley said I was just going to give an example about this sort of data issue and it being accurate. To give you an example, when Brian McKiernan and I were going through way back in the day before SOAR, when we were going through trying to find tax delinquent properties in our districts and sort of targeting specific areas, we found that there were sets of tax delinquent properties listed in the data that were actually Unified Government's properties.

That's an example of where we could put that out there and somebody might be driving by tax delinquent properties trying to find one they might want to buy and they're going to be like well, that's a fire station. That's an example of how we have to make sure what we're sending out is accurate and that it doesn't create confusion when people are seeing it.

Ms. Mundt said I just want to chase on this whole conversation. As we've gone through just gathering which data sets we had and the team was out doing that work, we can now ask that question, do we have this piece of information. Then, we have the next question, is this data clean that we have to ask. If you can think about all the iterations you've seen: your name printed, spelled, your address typed, written; however, just imagine every one of our staff and departments had either their own set of ways or individually had their own ways, not even as a department, on how they are keying this information. We're really looking at certain IDing numbers that are going to be really critical that those be in our data sets within the systems we

work in. That's what this data governance team is going to really have to kind of hoan in on, but already we've agreed at a SOAR level that the parcel number is very critical for all of us.

Just getting into that, but then within that are the processes on how the departments will have to handle their data input going forward. It's one thing to get it cleaned up, it's another thing to keep it clean. It's a really good, therapeutic process for people with OCD. For those without it, it's probably very frustrating and tedious but that's where we're headed. **Mr. Laughlin** said which is why we named the Open Data Committee the ODC because it's really rough on the OCD people. **Commissioner Philbrook** said Tib, you're so ornery. **Mr. Laughlin** said it was voted on. It was not me. I have no recollection of that event, Commissioner.

Mr. Howze said Chris is going to walk us through. I just want to commend him and Alyse Villarreal from Finance who have really been instrumental in taking the ESRI template and really making it come alive with our data and our information. **Mr. Laughlin** said remember these people each have a real, full-time job already when they came to this project.

Chris Cooley, GIS Director, said once again, Alan, thank you and definitely thank you to Alyse who did a lot of the legwork on this as well as Jud Knapp and Mike Peterson with Financing and rest of the folks on the technical committee that are sitting back here.

This is exciting. I've been talking to these committees about data and things like that for years and it's exciting that we're moving as an organization in this direction. It's a great thing. Encourage anyone that's interested to follow along. You won't be able to follow along step-for-step but you can certainly access your data at wycokck.org on a mobile device or on a computer, anything that you may have.

This is our site. This is where the landing page is, very simple, straightforward kind of template we have here. Link to our policy here at the beginning, certainly link to a survey which is an important thing we want. We want that feedback. There are two very different versions of it. One is a longer prioritization asking you very specific things about what we want in the survey and helping us understand what the needs are that anybody may have. This would be internal or external users please, please, please contribute to the survey.

Another one is more of a gamified version of a survey. Comparing data sets that we've listed and we put in there. Somebody could say well, I prefer this data set over this data set.

We'll let this churn for a while and get the data back out of it and see what people have contributed to us. Like I said, certainly a link to the policy itself. That's available from the very start as we showcase this.

As we mentioned, this was built on the ESRI technology. ESRI is our provider of our GS and mapping software. They are a very large vendor in this space. They have a lot to contribute and they saw a need in their user community and for their customers. They provided this to us at no additional cost. This is provided to any of their customers; anybody that's already paying maintenance. We already get this. It's a matter of turning it on, configuring it and pouring our data into it.

Even though it has our URL, this is all actually sitting up in the cloud. One of the things that we could do is that users could sign up and create an account. They'd actually be creating an account what's called RTS online. This allows them to interact with other data coming from other people's open data sites. If the state or the nation or federal government shared data in an open data sort of way, they could incorporate it and use it themselves.

I'm going to sign in with our organization because the other thing it does is it allows you to do things like create some favorites, it shows your history of some things that you may have downloaded. That's one of those things that other people will see, the ability to sign up and sign in and have their own data managed as far as favorites.

Talking about best practices. One of them that we discovered was that in creating sites like this or any internet site, putting the search box very early and very prominent helps those that are visually impaired because the software they have is going to be reading the text on the page. If we had buried this search box down the page, they would be waiting for their software to read through all of this text before it got to search and they could actually type in something and get back from it. That's an example of best practice.

Another best practice would be this is responsive for mobile devices. It should work on a tablet, an iPad, an iPhone, any of your android devices, anything like that. It's built on underlying technology that is very responsive in nature.

Continuing through the site, we want to really showcase and get feedback from people. Tell us, take our survey, play the data set versus data set game and help us out there. We've organized some categories here and we may add to this and we may change these as time goes on. As we said, this is version one of the site.

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One of the things we want to point out is our data inventory. The data inventory we actually uploaded it and made it on the site. I've already downloaded it so you don't have to wait for it. This data set is one that we've recently created. This is a data set that has data from many different departments.

Let's scroll back up to the top so we can see where the department is. Here is some data from the Department of Aging. The actual name of the data sets, talking about things, key identifiers, so it's a pretty good inventory. We're adding to the metadata that we're kind of capturing in the columns along here so we can help understand what it is that's actually out in the other departments. Kind of the first run of this inventory was just to say what do you have, what can you provide to us. The follow-up is then to get a little deeper into that and say okay, what would it take maybe to turn that on and make it digital and make it available on an open data portal.

Go back to the site here. Certainly, there are different categories of data. We talk about properties as being one of our big ones so there is all this property data that's available to us. These are actual data sets or maps that people can use and interact with. I won't go into the deep dive on those quite yet. We'll kind of go through the rest of this.

We wanted this to be a one-stop shop. In the past, we've talked about how a lot of our systems for accessing our data, accessing our information are very records based. Even DOT Maps or LandsWeb or the Appraiser's website or the IRC have portals. They have sites where you can enter an address, an owner's name or a parcel number and you can find out what are the code violations here, what's the business licensing or rental licensing here, what are the taxes for this parcel. Are the taxes delinquent, paid and current and what's the appraised value? Certainly, we've been releasing things through Municipal Code, our codes and ordinances, open gov. Our financial data has been coming out there and our documentation and our debt stuff as well.

I've had an open data portal similar to this for GIS data. It's what we call the low-tech version of it. It's just a bunch of links on a page. It's not as sophisticated as what we're moving to here. I will talk about that in context to the question you had to the Clerk previously in talking about the number of requests. My office fills about 50 requests a year for data. We proactively put a lot of our data sets that were being requested online. Those things that we would spend dozens of hours to package up, provide to people, and process through, we would track very,

very, very, very closely. We'd put them online and that had a 10-fold reduction in the number of calls and the work that we had to do. There was nothing really sensitive about the data we were providing. The data that may be sensitive or legal may have concerns with, we still handle through that request process. Putting data out here in a proactive fashion helps to do that first step that they talked about in the previous presentation about request diversion. We can divert so many requests to a site like this and let somebody download in bulk what they're really interested in because we've already made it available to them. Those are the broad overview of things.

Take a little bit of a deeper dive here. If we went into the property data, you can see that there's a lot of stuff that we put together: Land Bank parcels, tax delinquency. I'm actually going to roll up to a favorite I made. This is tax delinquency as of November 2016. We can see this data and the projector doesn't do it justice. It's a little bit better on a screen. It's a little bit washed out from the projector but this is actually Wyandotte County. You can kind of see the curve of the river, the confluence of the Kansas and Missouri sitting right here. Kansas City, Missouri, is over on the right-hand side of the screen and where Wyandotte County is, is very much in the center there.

As we zoom in, we see since this data is spatial in nature, tied to a parcel, we see where it is on the map and the different colors, the darker colors create higher density in incidents of tax delinquent parcels. It's nothing surprising that something we are all aware of is that northeast, west of 635, is high density and that kind of stuff. As we zoom in, it gets more granular then we get to a point where we actually see the different points coming to light. Now it looks like a lot. It's a little overwhelming, it's not as—part of it is the visualization. It looks more overwhelming than it actually is. When we look at this, there are only 11,000 parcels that are delinquent. These aren't all eligible for a tax sale, but 11,000 out of our 70,000 parcels are delinquent in nature.

This is the data, the actual fields in the data set that we're looking at. It's a very simple data set. It includes the parcel number, whether its eligible for a tax sale, the number of years that its delinquent, the total amount of taxes owed. We also have links to other related data sets. In the case, there's a more detailed interactive map that you can link to. Other related data would be maybe unfit parcels, other years of tax delinquency like from 2015.

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The site here gives us some tools, for instance, years delinquent. We actually see the size of these dots now corresponds to the number of years delinquent they are. We do have some defective parcels that have many years of delinquency. It's one of the challenges we have but there is some interactivity to it.

Seeing the underlying data, this is the data in tabular form. This is what somebody would see. They're previewing it here online. They can download this. I mentioned the download. There's a button over here that allows somebody to download the data. They can get it in a spreadsheet format. They can get it in KML, which for those of you who don't know what KML is, it's a format used by Google Earth. If you're a Google Earth efficiencinauto, you can download this data set and use it natively in there. Actually, I do have it fired up on the desktop here and I could show that briefly if we have time.

The shapefile is the native ESRI format for using data. The shapefile has actually been around for about 20 years. It's a good spatial format. It has almost become a de facto open standard in and of itself as far as being a machine-readable format.

Spreadsheets. Certainly, anybody, most people have access to excel, or something like that, that can pull up a spreadsheet and allow them to sort the data. If they don't want to do that right away, they can certainly sort the data and do some basic queries here.

In this case, I'll add a simple query here and say okay, how many tax sale eligible parcels are there? There are roughly 6,000 eligible tax sale parcels out of all of these parcels. Maybe we will want to look at the total taxes due. We can certainly sort by these columns but I can add that filter on up here.

Actually, I'm going to cheat and jump to A where I have already kind of set up the filters. This is the nice side of building a set of favorites. I've set up a filter here sorting tax sale eligible parcels where the total delinquency is greater than $5,000 whereas, the appraised value is less than $5,000. That means that these properties are in essence upside-down. They owe more in delinquent taxes than they are worth from a value standpoint by the Appraiser. Very quickly, somebody could sort through and filter this data and then go over and download it themselves for their own use.

I need to go up here and kind of cloud this window. Once again, downloading that data. They can download the filter data or they can download the entire data set that's presented to them.

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The other benefit of this is that it has an API. This is getting into technical terms. We use the word API. The key word stands for application programing interface. The key word there is interface. It allows a developer or somebody else with suitable technical knowledge to attach directly to this site and attach directly to the data and they are able to consume the data. There's a full set of documentation on this data that's available through the website that ESRI has made available to us. There's this REST API documentation. This would be the technical nuts and bolts that a developer or suitably technical person would want in order to be able to attach to and connect to the data.

That's a broad overview, kind of a deep dive into one of the data sets. I've begun rolling a lot of the data sets that I had on my previous GO portal onto this site. We will see more than the 11, but they were already available in some form. The 11 showcased that Alan previously mentioned are really around the delinquent properties or Land Bank or something of that nature. Creating an index of our suitability and maintenance of properties, those are the things that we're working on and looking at with SOAR.

Finally, a wrap up. A couple of things that this allows us to do. Some quotes that I've always found very powerful around open data, Tim O'Reilly, who's kind of been an advocate of government as a platform and things like that, has always wanted governments to create more value than they capture. By doing this, we've already captured the value out of the data for our business purposes. We track business licenses. We track value. We have to capture those for our primary purpose. By releasing it to the public, we've created a whole ecosystem of value to other people. Whether it be other departments or whether it be the public in general.

The other aspect of it is a rather telling quote from a fellow name Paul Ramsey: someone else always has better use for your data. It's always good to get it out there and let somebody else play with it; see what's under the hood and see what they can get into.

Chairman Markley said I have that site bookmarked for my future viewing pleasure. I appreciate all of your work, those of you who came out tonight and the audience as well. I really appreciate all of your work and dedication to this concept and to making this site useful for us internally and externally.

Action: **For information only.**

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Item No. 4 – 16881…ORDINANCE: DISSOLVE ALCOHOL AND DRUG FUND ADVISORY COMMITTEE

Synopsis: An ordinance relating to the dissolution of the Alcohol and Drug Fund Advisory Committee, submitted by Gordon Criswell, Assistant County Administrator.

Gordon Criswell, Assistant County Administrator, said you all may recall back in August we had a budget workshop where we discussed the funding and the allocation to various agencies of our Special Alcohol and Drug tax monies that come back into the county from the sale of alcoholic beverages. We had that discussion but we did not take any action on whether or not you all, as the Board of Commissioners, wanted to retain the current allocation and funding structure as we have it or if you wanted to do something differently.

Currently, what we have is an Advisory Board that you all appoint members to. They review recommendations from staff for agencies to provide alcohol and drug treatment services to eligible folks in our community. If you wanted to do something different than that, then statutorily we would need to abolish or eliminate the Advisory Commission then you all could determine what department within the Unified Government you wanted to allocate and manage and review the performance of agencies providing alcohol and drug services. We prepared this ordinance in the event that is the direction that you choose.

We were also asked to bring sort of a three-year history of who was funded, how much money, what agencies were being funded, how many people were being served and so forth. Then I have Angie Masloski here who, Angie provides staff support to the Alcohol Advisory Committee if you have more detailed questions for her.

Chairman Markley said I do recall this discussion during budget. It was brief and maybe not the most critical thing we discussed at the moment. If not everyone recalls it, I would totally understand.

I feel like it's probably premature for us to be looking at an ordinance, but I think this information is good. I think the most pressing question for us tonight is one of timing because ordinarily, as I understand it, we would have already put out the RFP. **Mr. Criswell** said the RFP, that's correct. **Chairman Markley** said what I feel like we, as a committee, need to decide tonight is do we have enough information where we're going to abolish this committee and move

forward on our own or do we want to let it go another year and use our normal process or our historical process and maybe look in the future committee meetings at some different information to decide whether it makes sense for us to go a different direction.

Commissioner Bynum said I don't think we have enough information to abolish the Drug and Alcohol Advisory Committee. I remember the conversation as well. If it was in August, it was not a budget workshop. I think it was the conversation about Boards and Commissions, just to split hairs. It wasn't a budget workshop if it was a conversation we had in August because we had already adopted the budget by then.

Are these the reports that they submit or is this something that our staff has pulled together as a result of what they give us? **Angie Masloski, Public Safety Business Office,** said I pulled all this information together based on the history for funding, their quarterly reports they use to submit financial reports to me every quarter along with goals and objectives. **Commissioner Bynum** asked so they do turn in quarterly reports. **Ms. Masloski** said correct.

Commissioner Bynum said I remember this topic coming up as should we look at conversation. This is helpful. This is more information than I really had had prior.

I guess the other question is if we were to dissolve the Advisory Committee, I guess we'd be bringing that activity in-house in terms of the work they do. **Mr. Criswell** said yes, that's correct.

Commissioner Bynum said I would certainly be open to more conversation and more research and more understanding of staff's role in this, but I am not inclined to support taking out another allocation out of the hands of the community. We've already taken the Casino and Schlitterbahn grants and brought them out of the hands of others and in-house. I think these are steps towards—we talk about open data, innovation and transparency, and then we take the community out of the decision-making. I'm not inclined. I'm not 100% against it. I'm just not inclined at this time to do that.

Chairman Markley asked do we have consensus that we don't think we have time to make a change this year. **Commissioner Philbrook** said yes, it's too early to make that change right now. When I say early, I mean early as far as the information. **Chairman Markley** said I feel like we have consensus on that point. At least this year, let's go ahead and abide by our

historical practice. We just need to decide, as a committee, if we want more information or what information would be helpful for us to decide if going forward we want to do anything differently.

Commissioner Philbrook said that would be my request that we do figure out exactly what kind of direction we want to give our folks here at City Hall of how we want to deal with this.   Ask that possibly we have a couple of commissioners, two, three commissioners stepup and work with this, with our staff and get feedback from the other commissioners and see what direction we want to go with this and look at our policies on this again.

Chairman Markley said what I was going to ask is whether staff has a feel for, I mean what I think part of the discussion we had both on the Boards and Commissions—I do think there was a very brief discussion during budget about it as well was two things, twofold.   One, are the committee members who are making these decisions always more knowledgeable than just the general public? I think we knew some of our appointees had specific knowledge in this area; some of our appointees didn't necessarily not that they're not making great decisions, but there might be people with a better background.

To that end, which departments might have good input for us. The Health Department, obviously the Police and Sheriff, the court system, people who can give us some input into where this money is being spent; if there are programs or even internal programs, we should be spending this money on differently and how they think a committee might be best set up.

I guess I am curious if our departments who are being most impacted by the expenditures of these funds are saying its going fine; everything's great. I don't know if we want to make any changes, but if they're saying there is some other knowledge out there that would be beneficial, there are some other programs that maybe aren't having their needs met, then I think that is what would sway me to thinking we should go somewhere else.

Mr. Criswell said the answer is yes, there are. Community Corrections does the bulk of our drug and alcohol work with individuals in the community. I've talked with Phil, the Director, and we think we can put together literally a voucher program that would allow the same community participants under the old system to also participate in a voucher system and save

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some administrative cost. We could put more of those dollars into actual services and have a little bit of greater level of accountability.

Phil has been doing some interesting things around some of the new therapies and such. We can incorporate some of those activities into the program but basically, if you were receiving funds under the old system with the Advisory Commission, you would still be able to submit a voucher after you got a referral from someone and provide that same service and be reimbursed. You would still be providing the services just in a different format with a little bit more accountability.

I think our staff concern now is we've had an RFP that we've been sitting on and as we move toward the end of the year, we need to get something out there one way or the other. That's one option. Another option is we cannot do anything for a year. I think you all have the, if that's the recommendation of the Advisory Committee, you could sit on the 2017 funds and do something programmatically in 2018. If the Advisory Board is still in place, they can make that as a recommendation is my understanding. You have a couple of options.

Chairman Markley said I think my fear was sitting on the funds is that obviously somebody has less opportunities for services if they would ordinarily be accessing these funds. I don't know that anyone is really excited about that idea. I would like to hear more about the potential for this voucher program.

Also, if you could do a little digging, I would love to know what other communities—is everybody structured the way we're structured or what are they doing, just out of curiosity so we're not reinventing the wheel. If everybody else is having the same advisory board structure, that would be good to know as well. For me, if staff could come back sometime in the next year, hopefully the next six months—**Mr. Criswell** said I think we may be the only county in Kansas. There are three counties that have an advisory structure like ours. All the other counties they bring the monies in-house and through probably Community Corrections. Tib and Phil, they provide the services for the most part.

Commissioner Bynum said I'm not clear yet on what we're doing. **Chairman Markley** said unless somebody wants to go a different direction, we had consensus prior to hearing this information, prior to Gordon filling us in on the other options. We had some consensus that we

would do it the same as usual this year and that during the course of maybe the next six months, we'd make a decision about the following year based on information staff brought back. **Commissioner Bynum** said let the RFP and let the folks respond. **Chairman Markley** asked for this year.   **Mr. Criswell** said correct. **Commissioner Bynum** said and this year being the 2016 funds. **Mr. Criswell** said it would be 2017. **Chairman Markley** asked does that still sound like what—**Commissioner Philbrook** said yes, it does for me.   That's the direction I'm coming from. **Chairman Markley** asked is that clear to staff in terms of what we're thinking.

Ms. Masloski said, Commissioner, to answer your question, one of the questions you had was should the Advisory Board members have some type of drug and alcohol background, education. Per the statute by the state, they are supposed to have that background. To my knowledge, there's only one Advisory Board member who has that.

   Chairman Markley said I will speak as a commissioner. It's hard to find someone who both has the background and the availability and willingness.

   Commissioner Bynum said I guess I'm confused. Per the statute? **Ms. Masloski** said correct. We are not mandated by the state to have this advisory board committee. This is a Unified Government ordinance. **Commissioner Bynum** said for the ordinance, okay. It's our ordinance that says we want these appointees to have a background in this area. **Ms. Masloski** said correct, and the state statute states if you have an advisory board, they need to have some type of substance abuse, drug, and alcohol education. **Commissioner Philbrook** said I know two of them do, anyway. I don't know about the rest of them but I do know that two of them do. **Chairman Markley** said mine has a Criminal Justice Degree. Does that count? **Commissioner Philbrook** said there you go. I don't know.

   Chairman Markley said I think all commissioners have been through trying to find somebody for a board and just kind of coming up empty. I think that's part of the difficulty we discussed in the Boards and Commissions discussions.

Commissioner Philbrook asked could I get a little bit more feedback from Tib here. That's why I asked you to come forward. You were going kind of, sort of, maybe. You want to fill in that a little bit? **Mr. Laughlin** said what most counties do, because you are not—the statute says, and it was plainly written because some places already had an advisory board, that if you

have an advisory board, you are obligated to follow the recommendations of the advisory board unless the commission votes unanimously to go against the advisory board. It makes it very clear that the advisory board is optional and you're not bound to any of the rules covering an advisory board unless you choose to have an advisory board.

Except for three counties, every place else has the commission handle it directly. In most places, that means that Drug and Alcohol funds are run through either the local mental health agency or through Community Corrections who handles that. The primary issue is, unless you have enough money in your grant, and we get more than most people get in this, you simply don't have any money for anything but direct services.

We have an example where one of the service providers, 95% of their funding goes to staff. Only 2% goes to direct services for people with drug and alcohol issues. We have issues where we're trying to get the most direct contact time for people with drug and alcohol issues that we can out of this money. It's not going in any of our three current cases to direct services. It's going primarily to personnel.

Chairman Markley asked, Gordon, can you work on compiling this knowledge for us for future presentation about the 2018 funds while moving forward with 2017 in the old fashion. **Mr. Criswell** said yes, ma'am. **Chairman Markley** said unless anyone objects, I think that's where we're headed.

Commissioner Philbrook said I see what you mean. I'm not going to pull out any particular names at this point, but I'm looking at this and like personnel $62,000 almost $63,000 and the total expenditure are $73,000. **Ms. Masloski** said out of the three agencies that receive funding, the lowest percentage that goes to personnel is 85%. **Commissioner Philbrook** said okay. Does that mean that's work they do for the people? The people may not be getting, they're not being handed money, they're not being trained, but they're being routed and looked at and cared for. Do you understand what I'm saying? **Ms. Masloski** said yes. Some of it includes administrative costs, some of it includes salary for counselors, but no, it's not all for people who provide direct services. **Commissioner Philbrook** said so this isn't broken down well enough for me, in that case, to make decisions off of this information.

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Commissioner Bynum said I was just going to piggyback on that because it's very difficult for me to envision an environment where someone is being provided drug or alcohol services without key staff. I struggle as well with the break down. It might be more helpful if perhaps in what we ask them to give us, when you give us a personnel line item, of that $42,700, how much of that is attributable direct services? **Mr. Laughlin** said direct contact. **Commissioner Bynum** said I always push back when we get into these kinds of conversations simply because without people, you can't provide any services. **Ms. Masloski** said I do want to point out that with the funding that the Unified Government receives in 2016, we received a total from this tax $1.725M. Of that amount, $575,000 went to the General Fund and another $575,000 went to Parks and Rec. That left $575,000 for programming. $325,000 of that went to Community Corrections for their Adult Diversion Program and their drug court. The funds that are distributed to the community are not the full funds for programming.

Commissioner Philbrook said but still stands the questions that Commissioner Bynum and I are asking. **Mr. Criswell** said so we need to tie into your questions. **Commissioner Philbrook** said yes. How much of this money is going toward the counselors themselves that are doing the direct care? That's what we want to know. **Mr. Criswell** said and how much of the dollars are spent on evidence-based type. **Mr. Laughlin** said we can show you information. In most cases, we only had one vendor who was actually providing direct drug and alcohol counseling. Most of this, the rest of this is indirect service and providing counseling to people who are in a shelter that were also in addition to what else the person we're funding is doing, they're talking about drug and alcohol issues. They're not doing direct service counseling. It's not a we bought 40 hours' worth of drug and alcohol counseling. We paid for someone.

Commissioner Philbrook asked what did we buy. That would be my question. **Commissioner Bynum** said I would ask the same question of the money that stayed in-house, the three hundred and some odd thousand. How much of that was? **Ms. Masloski** asked to Community Corrections. **Commissioner Johnson** said yes. I was going to ask the same question. **Commissioner Bynum** asked what's the break down on that. I bet that's paying for some people too. **Commissioner Philbrook** asked how much of that is personnel. **Ms. Masloski** said the last that I have are 2011 numbers for what went to Community Corrections, but I'm sure Phil and I can work on that. **Commissioner Bynum** said I think, Commissioner, as we work through those, are just some of the things that I'm thinking of.

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Mr. Criswell asked how much do you want us to focus on the provision of evidence-based services because that's a biggie. **Commissioner Bynum** said there are parameters around which folks are qualified to apply for this money. **Mr. Criswell** said correct. **Commissioner Bynum** said either they meet those parameters or they don't. Somebody has already vetted that and allowed ABC and CDE organizations and EFG, whoever, to apply. Am I right? **Ms. Masloski** said what these vendors have to have is they have to have an office in Wyandotte County and they have to be state certified. **Commissioner Bynum** asked to provide—**Ms. Masloski** said to provide some type of drug and alcohol prevention, treatment services.

Chairman Markley asked so we don't necessarily have statistical data saying whether they're successful. **Mr. Criswell** said yes. **Commissioner Philbrook** asked at what they do. **Ms. Masloski** said I do have the quarterly reports going back to 2013. I have whether any of these organizations met their goals and objectives for that year. I'd be happy to provide you with that information. I put out each goal that the organizations have and if they met that. **Commissioner Bynum** said I think that'd be helpful as we work the—

Commissioner Johnson said without mentioning any names, are there organizations that did not meet those goals and objectives. **Ms. Masloski** said none of them met most of their goals. Once again, it's very hard when you're dealing with people with substance abuse to make—**Commissioner Philbrook** said make it to the end. **Ms. Masloski** said exactly, exactly. **Commissioner Bynum** said I don't think that's terribly unusual in grant reporting. Some grant reports actually say if you didn't meet your goal, give us a couple of sentences on why. **Commissioner Johnson** said we say that. **Ms. Masloski** said yes, we do. A lot of it is, are you making any tweaks in your programming to try and help. There's really only one program that modifies their program to try to meet their goals.

Commissioner Bynum said so, Commissioner, I would appreciate, again, I think you were the one that asked the question, what does Overland Park do, or are these funds distributed through the county or the city. **Mr. Criswell** said county. **Commissioner Bynum** asked what does Sedgwick County do, one of the ones that is not governed by an advisory group. One of the ones that just keeps it in-house. I think that would be interesting. What are we doing with the three hundred and some odd thousand that we don't distribute? **Ms. Masloski** said the main thing is

we only receive basically three applications every year. It's the same programs requesting funding every year.

Chairman Markley said my only request for timeline is that considering this came up we think maybe during budget last time, it would be good if we could have a followup at this standing committee before we go to budget. If we're going to make it as part of the budget recommendation that those funds are going to be brought in-house, as we've been saying, it would be good to know that during the budget conversation.

Commissioner Philbrook asked is it possible to ask to come back to this in March. **Ms. Masloski** said that should be possible with all the information. I have the majority of the information you're looking for, it's just reaching out to other counties. Just so you know, it probably won't be brought back to the board for approval because we do have to at least meet twice with the Advisory Board Committee and with the holidays, it's going to be hard to get even the majority there. I'm pretty sure we're not going to have checks mailed out in January like normal.

Action: **For information only.**

Item No. 5 – 16882 … UPDATE: COMMUNITY DEVELOPMENT PROGRAMS
Synopsis: Update on Community Development programs: 2016 CDBG timeliness of expenditure, Home Repair Program budget revision, and timeline for 2017-2018 CDBG application process (if feasible), submitted by Wilba Miller, Community Development Director.

Wilba Miller, Director of Community Development, said most of the information I'm bringing you tonight are updates that I had told Commission I was coming back to give you. The very first thing is our CDBG Timeliness Report.

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CDBG Timeliness Report

- Timeliness Test performed by HUD annually on August 2
- Cannot carry more than 1.5 times annual CDBG allocation on Letter of Credit
- Must spend $1,221,317 of CDBG funds by August 2, 2017

The Timeliness Report is attached to your RFA packet. We've talked about this during the budget process about our priorities. HUD does an annual test for every grantee where they check to see how much money they have in their letter of credit or their line of credit. We cannot carry more than 1.5 times our annual allocation on this line of credit. As you heard me all this summer going we're going to miss this, we're going to miss this, we did make it and it was great that we did. We wanted to remind Commission that we must spend $1.2M of CDBG funds by August 2nd of next year. **Commissioner Philbrook** asked did I hear that. You're asking Commission to spend money? Let's talk. **Ms. Miller** said yes, I am.

Consolidated Annual Performance Report (CAPER)

- CD Administration - $330,537
- CD Section 108 Payment - $280,000
- CD Demolition - $332,427
- CD Public Services - $246,361
  - Doing Real Work - $30,394
  - Livable Neighborhoods - $11,824
  - Wyandotte Homeless Services - $62,183
  - Willa Gill Center - $141,960

In order to give you an idea of what we spend our money on, I did what we're submitting out to the draft consolidated annual performance report. It went out today. I prepared this two weeks ago so there may be just a little bit of difference. These are some of the things that we've done since October 1 of last year. You can see that we've had CD administration, CD Section 108

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payment, CD demolition which does include the demolition coordinator's salary, CD public services of $246,361, which is broken down by the four agencies that we're currently funding.

Consolidated Annual Performance Report (CAPER)

- Housing Activities - $827,779
  - Emergency Home Repair - $342,062
  - CHWC Revolving Loan - $2,122
  - Dist. 6 Acq./Rehab/Reconstruction - $131,175
  - St. John's Stabilization - $19,999
  - Rehab Project Delivery - $332,421
- Public Infrastructure - $544,960
  - Sidewalks & ADA – Safe Routes to Schools & Transit Routes

Our housing activities: the Emergency Home Repair Program, a small revolving loan, Rehab Loan Program by CHWC, District 6 acquisition rehab reconstruction, Saint John's stabilization and the rehab project delivery cost. This is just for CDBG. This does not include HOME, ESG or any of the other grant programs. We also did about $0.5M in sidewalks and ADA improvements to the safe routes to school and transit routes.

Consolidated Annual Performance Report (CAPER)

Total Expenditures: $2,562,064

(Does not include HOME, ESG, CoC or NSP activities – reported separately)

So, our total expenditures were $2.5M and again, it does not include HOME, ESG, Continuum of Care or NSP activities. Those are all reported separately.

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2016-2017 CDBG Projects

- Ongoing Housing Activities
  - District 6 Acq./Rehab/Reconstruction - $368,825
  - Northeast Housing - $72,020
  - CHWC Housing - $87,712
- Complete 2016 Sidewalks/ADA Projects - $63,040
- New 2017 Projects
  - Bethel Neighborhood Center - $131,000
  - Mt. Carmel Transitional Housing - $111,100
  - Stony Point – Sidewalk/ADA Program - $58,000

Going forward, other than the normal activities that we pay: emergency home repair, demolition, these are our ongoing housing activities that are current: District 6 project, the Northeast Housing Project and the CHWC Housing Project. Then we are going to finish out that 2016 sidewalks/ADA projects. Most of that is landscaping and things that we're finalizing on those.

We have three new projects in 2017: the Bethel Neighborhood Center, infrastructure improvements off 7th Street, Mount Carmel Transitional Housing Improvements to the units, and the Stony Point Sidewalk/ADA Program.

Commissioner Philbrook asked where is that located at exactly, you say Stony Point. **Ms. Miller** said it was a partial project that was done off of 78th. **Commissioner Philbrook** said I don't know, that's why I'm asking because Stony Point School is on 78th but I don't know where this is. **Ms. Miller** said I think this is off 78th Street, one of the side streets to get to 78th Street. I did not bring that information. I apologize. **Commissioner Philbrook** said technically, it's not my area anyway but I do care. **Ms. Miller** said, Commissioner, it did come through the CMIP Committee. **Commissioner Philbrook** said I believe that. I just was wondering if you remembered off the top of your head. **Ms. Miller** said so you look at right now, you know it's the wintertime and obviously all of these things aren't happening. Most of this stuff has to be done after the first of the year when construction season gets going. I just wanted to remind everybody where we are on some of these projects.

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CD Emergency Home Repair

2016 Budget - $346,815
Expense & Commitments - $327,342 to date
Balance Available - $19,473

Identified Savings to get to December 31, 2016 — CD
Admin, CD Rehab Project Delivery & Livable
Neighborhoods - $59,908

Available Funding - $79,381 to year end

The Emergency Home Repair Program. The 2016 budget had expenses and commitments. You see it was $346,000 and we've had $327,000 in expenses and commitments today, which left us $20,000. I scrambled around and found savings in CD Admin and CD Rehab Project Delivery and Livable Neighborhoods for about $60,000. That would give us about $79,381 to yearend. To reassure you, Livable Neighborhoods does have money to last the rest of the year. In January and February they have a new allocation coming. I don't want you to think that we're taking money from them.

I just kind of wanted to update you that we've had grants for 6 electrical, 9 furnaces, 26 plumbing which includes sewer, waterlines and septic tanks, 19 roofs and 3 barrier removals. There are currently 19 applications pending: 2 electrical, 6 plumbing, 4 barrier and 7 furnaces and we're getting furnace requests on a daily basis. I'm currently running with a staff of two right now. I have someone out on medical leave. We plan to try to serve everybody that has furnace issues as soon as possible. Just kind of wanted to run this budget revision by you.

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Timeline for 2017-2018 CDBG Allocation Process

- Draft timeline - attached to packet
- 2017 CDBG Budget - attached to packet
  - Public Services
  - Public Facilities & Improvement
- Exceeded allocation by $274,180 or appx. amount of Section 108 payment

I put a draft timeline in the packet. It resembles last years, as you recall, and it also shows the 2017 budget in the packet that shows you that the only two categories that we allowed applications for were public services and public facilities and improvements. At the time we went out for RFPs, we thought we were not—we paid the hotel off. We didn't think we would have a hotel bill but we did. We went ahead and did a RFP for the $280,000 and now technically, we exceeded our allocation last year by that amount of money. Luckily, we had income that covered it.

Going into next year, we're not going to have that same luxury. If we get cut, then we'll have to make a determination for our budget, what it is you want to fund and how you want to fund it. If you look, I put on that budget, on the RFP, what's out there: demolition, home repairs, the same things over and over.

HUD Monitoring
- Audit findings – CDBG Salary Allocations
- Payroll funding – CDBG, HOME, and ESG
- Reviewed CDBG salary allocation process for appropriateness and determined that CDBG funds cannot be used for time spent on HOME projects for new construction
- CDBG funds can be used for ESG & HOME program activities that are eligible under CDBG regulations
- Need to look for other sources to fund staff costs

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The last thing I wanted to bring up is HUD monitoring. HUD was recently here to talk about audit findings that we had on our salary allocations. These have been going on annually now for some time. They've reviewed our payroll funding allocations of CDBG, HOME and ESG and they're determined that some of the funds that we use for payroll cannot be used for time spent on HOME projects for new construction.

Chairman Markley, I think you'll remember that when we talked about new construction, they said CDBG cannot be used for new construction. CDBG cannot be used. It can be used for all other things; it can be used for social services, for public services, for down payment assistant, but not new construction. **Chairman Markley** said there were exceptions. **Ms. Miller** said acquisition, rehab, reconstruction, but the CHDOs, our two housing agencies, do new construction. Our staff has to do inspections, work write-ups, payments, and all of that. HUD is now saying to us, you can no longer use CDBG funds for that. You need to start looking next year for other sources of funds to pay for those staff costs if you continue to do new construction under HOME.

This is something I was going to be bringing up anyhow because we're going to be doing a revised Five-Year Consolidated Plan again next year because of the fair housing project that we just did. We're also going to be coming forward and trying to put together a neighborhood revitalization strategy area to bring to Commission. We were going to be bringing this to your door anyhow to say CDBG funds can't be used to pay for all of this. Salary costs just can't be charged all there.

Chairman Markley said that is a discussion that I think has come up for several budget sessions in a row as well as whether and to what extent we can begin to move salaries. I don't know that it's all going to happen in one year. Suddenly we're going to move all the salaries over but I think the hope and the plan is that we can begin to add employees back into the General Fund and out of the CDBG funding mechanism. **Melissa Mundt, Assistant County Administrator**, said I think you're correct, Commissioner, in that we're going to have to look at what options we have to do some phasing. I think what Wilba and I are going to need to do is sit down with our Finance Director as well as Doug, our Administrator of Tech, and kind of have a conversation about what does this look like going forward. Where should we start looking at some of those transitions in order to shake loose these dollars to actually do the activities that HUD is intending them to do.

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The other big wrench in this, of course, is sort of where do we head with our new administration. We don't know that yet. We do know that housing was not something that was spoken a lot about during the campaigns so, probably not a lot of emphasis on anything additional moving forward. Whether we're looking at status quote or we're looking at something different, the folks at HUD reassures us that CDBG will not go anywhere because there is a mayor in every American city. Apparently, that has stopped it from going anywhere many times. It's just how do we more wisely use those dollars to create community impact.

One thing I don't want to escape here tonight without us all kind of understanding is, we will be coming back in the spring talking about a grant process. How many dollars, question mark, question mark, question mark.

The other thing is that Wilba and I have spent quite a bit of time talking about these neighborhood revitalization areas. We've attempted to do them in the past, but we attempted to do five at one time, which apparently is not a real strategic decision. **Ms. Miller** said that was a long time ago. **Ms. Mundt** said given it is a tool out there that can help us attach to parts of our community that are still intact but needing a little love and affection, we are looking at that but we're looking at it from a data prospective. Shockingly, I can't imagine that we would say that tonight.

We are working not only with the data that you've seen demonstrated tonight, but we're also going to be engaging a professor at the University of Kansas Urban Planning Department and his graduate students to help us hoan and kind of revise down what we're looking at even further and give us kind of where they believe are the best areas for us to look at implementing a neighborhood revitalization area. This is great opportunity because Kirk McClure, who is a professor at KU, is national and internationally recognized in housing policy. I think it would be a great exposure not only for our staff, but also for those students to be able to work with us and learn more about Kansas City, Kansas.

Ms. Miller said coincidently, he played a big role in our fair housing document too. He's aware of the recap areas that we talked about, the areas of poverty. **Chairman Markley** said for those who haven't spent as much time with CDBG, being a revitalization area gives you advantages under CDBG policy so that you can spend money a little more freely such as it is. It's important to have that.

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Ms. Mundt said in addition to that, it may allow us to leverage some other funds that we just recently became aware of so more to follow on that. I do believe we will be looking at bringing up a proposal for one of those so we can get it submitted to HUD early in the fall. Hopefully, going kind of a deep dive in an area and seeing kind of what real honed in attention can do to rebuild the fabric of a neighborhood.

Commissioner Bynum said the Section 108. Are we done now? **Ms. Miller** said no. The last payment will be made out of the funds in 2019. That pays it off. One of the things about the hotel being sold was that we would not pay it back to HUD because it's like a bond issuance. The people want the money until the year that they're supposed to get the money, so no. Now, that doesn't mean that you have to take it out of Community Development Block Grant funds; however, you could choose to take it from some other fund source.

Commissioner Johnson said you mentioned a $79,000 worth of savings that you were able to kind of—**Ms. Miller** said $59,000. **Commissioner Johnson** said $59,000, I thought I saw $79,000. **Ms. Miller** said it leaves $79,000 for the rest of the year. **Commissioner Johnson** said and that's for the rest of the year, calendar year? **Ms. Miller** said calendar year.

Commissioner Philbrook said with all of those heating problems that would cover that real quickly. **Ms. Miller** said believe it or not, the most expensive things that we do are things like sewer lines, waterlines, septic tanks and barrier removals. The furnaces, luckily, are straightforward.

Chairman Markley said this is for information only, but there is a schedule attached in our packet. If anybody has questions about the schedule, now would be the time to bring it up before we start rolling into the schedule because it's almost that time of year again. Are there any questions about the schedule or anything else? That's kind of the critical component of it, kind of a speak now or forever hold your peace once we start that process.

Ms. Miller said I think we would come back in February. **Ms. Mundt** said yes, that is our goal to be back before you again trying to add a little bit more time in than we had last year on it. We

tried to move through it rapidly, but we'd like to give it just a little more time, not too much because you give too much time then it's a whole different situation. Yes, definitely looking at the feedback that was provided from the committee this last summer and rolling from there.

Commissioner Bynum said with regard to the data collection, it's really not a CDBG question, but it's just in general. One good example is me trying to remember did we have that conversation in August, did we have that conversation in July, probably in both. When we talk about data, I'm really looking for, because we talk about so much as elected officials and we receive so much information. I'm here a year and a half and I have yet to have any kind of way that's helpful to me to go back and find: what did we talk about, what did we vote on, where can I find it without constantly asking Bridgette or the admins up in the Commission Office. I would just ask the data team to be thinking about how can you help people like me who I know we talked about it but I don't know when and I sure in the heck don't know what day it was but I know there's a record somewhere and I'd like to see it. Maybe there's something easy I could be doing and I just don't know how.

Chairman Markley said that's a good question because if you search the website as a whole, you can sit there and be looking at the term and the document will not come up. Clearly, it doesn't work. **Ms. Mundt** said and that's the difference between what our BoardSync can do and other types of management systems. BoardSync is really good at what it does, but there are other systems that we're looking forward to implementing in the future to help with that. The other thing is perhaps in how we set up the new website, we may be able to attack that very question when it comes to the Clerk's portion.

Bridgette works with me. I will definitely talk to her about what opportunities or what options we have. In addition to that, I know there are some other techniques that I've seen in other communities that helped in being able to find that information more quickly for elected officials as well as staff because if you're asking those questions, that means we're asking those questions and residents are asking those questions too.

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Public Agenda

Item No. 1 – 16884 … APPEARANCE: WILLIAM "BILL" MOORE

Synopsis: Appearance of William "Bill" Moore regarding taxes, misappropriation of funds, and the performance of the Mayor.

Mr. Moore was not present.

Action: **No action.**

Adjourn

Chairman Markley adjourned the meeting at 7:50 p.m.

mbb

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