



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 02, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. CIP OPENGOV PROJECT AMENDMENT
4. Action on Portable Communication Device Allowance Form(s)
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 30, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Julie Gibbs, Health Department Director

9. RCHD Clinic Staff Out of State Travel Request
10. RCHD Community Health Educator request for out of state travel
11. Riley County Health Department Request to Interpreter's hours by 5 hours/week

9:15 AM

Michael Boller, Noxious Weed Director

12. Staff Update

9:30 AM

Elizabeth Ward, Human Resource Manager

13. Travel Request for Society of Human Resources Annual Conference

- 9:40 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
- 10:00 AM** **Anna Burson, Appraiser**
15. Appraiser's Office Employee Recognition & Staff Update
16. Request for out of state travel to the IAAO Conference in Salt Lake City, Utah
- 10:30 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
17. Work Session: Design of Public Safety Headquarters Building
- 11:10 AM** **John Ellermann, Public Works Director/County Engineer**
18. Request to fill an open Facility & Grounds Technician II
- 11:15 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
19. Request to Fill Deputy County Counselor Position
- 11:30 AM** **Rich Vargo, County Clerk**
20. Commissioner Districts Adjustments

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



COUNTY CLERK & ELECTIONS
Budget

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Darell Edie, Budget and Finance Officer
MEETING: February 2, 2023
SUBJECT: CIP OPENGOV PROJECT AMENDMENT
PRESENTER: Rich Vargo

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

Enclosures:

- CIP PROJECT AMENDMENT (PDF)
- County of Riley, Change Order (C0-01) WFP and CIP (v5). 013123 (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

CERTIFICATION OF PROJECT AMENDMENT

Project: OpenGov software

Project #: 21-21CK001

Department: CLERK

Date: 5/17/2021

Approved Project Cost: \$ 191,870.00

Project Amendment #1: \$ 10,175.00

Revised Total Project Cost: _____

1/31/2023
Amendment Date

Project Amendment #2: \$ -

Revised Total Project Cost: \$ -

Amendment Date

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date

CASH: (Only required if cash is increased by amended amount)

Cash Available: \$ 10,175.00

☐ This project is funded as amended.

☐ This project is not funded as amended.

Signatures:
#1 Shilo Heger
Shilo Heger, Riley County Treasurer

#2 _____
Shilo Heger, Riley County Treasurer

#3 _____
Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: \$ 10,175.00

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 Rich Vargo
Rich Vargo, Riley County Clerk

#2 _____
Rich Vargo, Riley County Clerk

#3 _____
Rich Vargo, Riley County Clerk

APPROVAL: (Required)

Approved Amount: \$ 10,175.00

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 _____
Chairman

#2 _____
Chairman

#3 _____
Chairman

Attachment: CIP PROJECT AMENDMENT (13151 : OpenGov Project Amendment)

Project Change Order	
Customer:	County of Riley, KS
Project:	County of Riley, KS - Budgeting & Planning - New Business - SF
Document Number:	CO-01
Date Requested:	1/3/2023
Requested by:	Aaron Dobbins

Reason for Change
County of Riley, KS Budget and Planning Implementation project has gone over the year mark meaning the Professional Services hours have been used. However, the Workforce Planning and Capital Budgets have yet to be deployed. Additional Hours are required to deploy Workforce Planning and Capital Budgets.
Scope of Change
Estimated total numbers of professional services hours to be expended for these phases: • 10 hours for Project Management • 15 hours for Capital Budget • 30 hours for Workforce Planning Budget Per the original project Scope of Work (a full copy of which can be viewed here), these tasks will be completed: • Initiate: • Budget and Workforce Solution Examples ○ OpenGov will build out examples of best practices for budgeting solutions: ■ Capital • 1 budget instances in OpenGov • 2 proposals • 3 budget reports ○ Capital Budget Development ○ Capital Budget Details ○ Capital Budget Categories • 1 capital story for review ■ Workforce Planning Shell • 4 Standard cost elements ○ Wages

- Insurance
 - Retirement
 - Taxes
- **Configure:**
- Budget Configuration
 - Based on the Review and Confirmation phase OpenGov OpenGov will set up Customer's preferred budget format:
 - Capital
 - 1 Budget instance
 - 2 Proposals (Department or Project)
 - Corresponding worksheets (single, fund, division, or function)
 - 1 standard capital Story template
 - Based on the review of the Workforce Planning Shell and with the guidance of the Implementation Analyst, Customer will:
 - Buildout remaining cost elements
 - Populate position template
 - Validate Workforce calculation
- Budget Reports
 - OpenGov will set up 6 budget reports to include:
 - Capital
 - Capital Budget Development
 - Capital Budget Details
 - Capital Budget Categories
 - Capital Plan Report

Project Impact (Schedule and Cost)

Cost:

- Estimated Total Professional Services Hours: 55 hours
- Estimated Total Cost: \$10,175.00 (at \$185/hr)
- A total number of 55 Professional Service hours will be billed at fixed cost (i.e., at the rate of \$185/hr paid in total), for a total cost of: \$10,175.00.
- Any and all OpenGov Professional Service hours utilized in this effort over 55 hours will be billed on a Time & Materials basis (i.e., the County of Riley will be billed only for those actual hours utilized).

Schedule:

- Capital Budget: An estimated 5 weeks will be utilized to complete this phase, targeting a phase sign off date of February 10, 2023.
- Workforce Plan: An estimated 5 weeks will be utilized to complete this phase, targeting a phase sign off date of February 10, 2023.



- Should this change order not be signed and returned by the date at which the 55 Professional Services hours billed at fixed cost are expended, the project will go on-hold until such point as the signed change order is received and processed.

Approvals

OpenGov

Signature:

Name:

Title:

Date:

Customer

Signature:

Name:

Title:

Date:



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: February 2, 2023

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: February 2, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2023-01 Appraiser D Spillane (DOCX)
- 2023-01 HD P Gatica EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Donna Spillane**Status Change Date:** 1/30/2023**Status Change:** New Hire**Date of Hire:** 2/6/2023**Seniority:** 0 Month(s)**Position:** Appraiser III-Residential**Position Type:** Full-time**Pay Range:** 12**Pay Type:** Salary**Base Rate:** \$2,504.94**Annualized Pay:** \$65,128.44**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** Danny Williams**Department Head:** Anna Burson

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-01 Appraiser D Spillane (13154 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Paulina Gatica**Status Change Date:** 1/31/2023**Status Change:** Rehire**Date of Hire:** 2/13/2023**Seniority:** 0 Month(s)**Position:** MRC Unit Leader**Position Type:** Part-time, Temp**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$21.73**Annualized Pay:** \$2,607.60**Funds Codes:** 30-Health Department, 400-HD General**Supervisor:** Julie Gibbs**Department Head:** Julie Gibbs

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-01 HD P Gatica EAF (13154 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 06, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Proclamation for United Way Campaign Month

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Darell Edie, Budget and Finance Officer

3. 2024 Budget Calendar

9:30 AM

Press Conference

4. RCPD Update - Greg Steere (3-5 minutes)
5. United Way Campaign Month Proclamation - Kathryn Focke and Tara Claussen (2-3 minutes)

9:45 AM

Tara Claussen, United Way Chief Executive Officer

6. United Way

10:00 AM

Russel Stukey, Emergency Management Director

7. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

8. Planning and Development fee schedule review, licenses

Attachment: 02-06-23 tentative agenda (12810 : Tentative Agenda)

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 02-06-23 tentative agenda (12810 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 09, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

4. Public hearing to name a private road from Sedam Avenue to Rosebud Trail

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update
7. Grant application

10:30 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 02-09-23 tentative agenda (12810 : Tentative Agenda)

10:50 AM **Amanda Webb, Planning/Special Projects Director**

9. Staff update

Adjournment

Announcement

County Day at the Capitol will be held today 8:00 a.m. - 2:00 p.m. at the Kansas State Capitol, 300 W 10th Street, Topeka, Kansas.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 02-09-23 tentative agenda (12810 : Tentative Agenda)



HEALTH DEPARTMENT
Travel Request

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Debbie Shaver
MEETING: February 2, 2023
SUBJECT: RCHD Clinic Staff Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

Debbie Shaver, Communicable Disease Nurse in the Clinic, would like to attend the 340B Coalition Conference in March. The cost is roughly \$2,480 for registration and travel expenses. This will be covered through the Immunization Action Plan (IAP) and Family Planning grants as we have budgeted for travel and continuing education.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Agenda WC23 - All Sessions (PDF)

- [debshaveroutofstate](#) (PDF)

AGENDA

(Subject to change)

Thank you for your interest in the 19th Annual 340B Coalition Winter Conference, which will be held March 27-29, 2023. **Please note that the dates of this year's event are later than usual due to a city-wide event over our regular winter dates. Please plan accordingly.**

Please Note: Sessions indicating a group number are limited to the respective covered entity, industry, or government group(s). **Session restrictions are strictly enforced.** See below for a key of stakeholder groups. Please email events@340bhealth.org prior to the event or visit the conference help desk on-site if you have questions regarding your badge group # or attendance to sessions.

Group #	Stakeholder Group
1	Community Health Centers
2	Family Planning Clinic
3	Hemophilia Treatment Center
4	HIV Clinics, Providers
5	Hospitals (DSH, Rural, Children's, and Cancer)
6	STD Clinic
7	HRSA/340B Prime Vendor Program
8	Federal Government
9	State or Local Government Agency (i.e., not with a 340B covered entity)
10	Pharmacy Related Firms and Other Businesses
11	340B Health Corporate Partners
12	Pharmaceutical Manufacturers
13	Press

All Sessions

Sessions by Track

Sessions by Track
All Speakers

Agenda at a Glance

Date (Any) ▼

Find

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 26, 2023	8:00AM - 10:00PM	Exhibitor Setup	Pacific Ballroom	
Mar 26, 2023	3:00PM - 5:30PM	Early Registration Open	TBD	
Mar 27, 2023	8:30AM - 5:30PM	Registration Open	TBD	
Mar 27, 2023	10:15AM - 11:45AM	Professional Development Workshop: Vision Driven Leadership - Why "Why" Means Everything to Empowering a Team	TBD	Registered Workshop Attendees Only
Mar 27, 2023	11:45AM - 12:35PM	Vendor Demo: Accredo	TBD	1, 2, 3, 4, 5, 6
Mar 27, 2023	11:45AM - 12:35PM	Vendor Demo: PharmaForce	TBD	1, 2, 3, 4, 5, 6
Mar 27, 2023	11:45AM - 1:30PM	Lunch on Your Own		

Attachment: Agenda WC23 - All Sessions (13147 : Out of State Travel Request)

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 27, 2023	11:45AM - 5:30PM	Exhibits Open	Pacific Ballroom	
Mar 27, 2023	1:30PM - 2:45PM	Pre-Conference Workshop Option 1: 340B Essentials Part 1: An Overview of the Basics	TBD	Registered Workshop Attendees Only
Mar 27, 2023	1:30PM - 2:45PM	Pre-Conference Workshop Option 2: Audits Part 1: Navigating 340B Audits	TBD	Registered Workshop Attendees in Groups 1, 2, 3, 4, 5, 6, 10, 11 Only
Mar 27, 2023	2:45PM - 3:35PM	Vendor Demo: RxStrategies	TBD	1, 2, 3, 4, 5, 6
Mar 27, 2023	2:45PM - 3:35PM	Vendor Demo: Wellpartner	TBD	1, 2, 3, 4, 5, 6
Mar 27, 2023	2:45PM - 3:45PM	Exhibits Open: Networking and Refreshment Break	Pacific Ballroom	
Mar 27, 2023	3:45PM - 5:00PM	Pre-Conference Workshop Option 1: 340B Essentials Part 2: Networking for Knowledge Sharing	TBD	Registered Workshop Attendees Only
Mar 27, 2023	3:45PM - 5:00PM	Pre-Conference Workshop Option 2: Audits Part 2: Patient Definition Takeaways from Audits	TBD	Registered Workshop Attendees in Groups 1, 2, 3, 4, 5, 6, 10, 11 Only
Mar 27, 2023	5:00PM - 5:30PM	Conference Primer	TBD	All
Mar 28, 2023	6:00AM - 5:45PM	Registration Open	TBD	

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 28, 2023	6:30AM - 7:45AM	Breakfast: Advancing the Role of Pharmacy Technicians in 340B	TBD	All
Mar 28, 2023	6:30AM - 7:45AM	Breakfast: 340B Lessons from the Field, Part 1	TBD	All
Mar 28, 2023	6:45AM - 7:45AM	Continental Breakfast & Stakeholder Networking Opportunity	Pacific Ballroom	All
Mar 28, 2023	8:00AM - 9:00AM	Welcome and Opening Remarks, The State of 340B	TBD	All
Mar 28, 2023	9:00AM - 10:00AM	Keynote Address (TBA)	TBD	All
Mar 28, 2023	10:00AM - 10:50AM	Vendor Demo: Verity Solutions	TBD	1, 2, 3, 4, 5, 6
Mar 28, 2023	10:00AM - 10:50AM	Vendor Demo: Sentry Data Systems, now The Craneware Group	TBD	1, 2, 3, 4, 5, 6
Mar 28, 2023	10:00AM - 11:00AM	Exhibits Open: Networking and Refreshment Break	Pacific Ballroom	All
Mar 28, 2023	11:00AM - 12:15PM	Track 1: Discussion Roundtable: Common 340B Registration Roadblocks	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 1: Considerations for Implementing Patient Financial Assistance Programs	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 1: Introduction to Contract Pharmacy	TBD	All

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 28, 2023	11:00AM - 12:15PM	Track 1: 340B Lessons from the Field, Part 2	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 2: Payer Policies Impacting 340B	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 3: Conquering HIV and STIs	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 3: Evaluating Patient Care Outcomes Supported by 340B	TBD	All
Mar 28, 2023	11:00AM - 12:15PM	Track 4: CHC Expert Session 1: Finding Your Way to the Grown-up Table	TBD	1, 2, 3, 4, 5, 6, 7, 8, 9
Mar 28, 2023	11:00AM - 12:15PM	Track 4: Discussion Roundtable: EHRs and TPAs and Split Billers...Oh My!	TBD	All
Mar 28, 2023	12:15PM - 1:30PM	Networking Lunch	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 1: 340B Analysts: Tools for Optimization	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 1: Contract Pharmacy Operations: A Deeper Dive	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 1: Strategies to Prevent Duplicate Discounts	TBD	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Mar 28, 2023	1:45PM - 3:00PM	Track 1: 340B Lessons from the Field, Part 3	TBD	All

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 28, 2023	1:45PM - 3:00PM	Track 2: Specialty Pharmacy: Achieving Accreditation	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 3: Behavioral Health Services Supported by 340B	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 4: California Roundtable	TBD	All
Mar 28, 2023	1:45PM - 3:00PM	Track 4: CHC Expert Session 2	TBD	1, 2, 3, 4, 5, 6, 7, 8, 9
Mar 28, 2023	1:45PM - 3:00PM	Track 4: Hospital Networking Roundtable: 340B Optimization for Small Rural Providers	TBD	1, 2, 3, 4, 5, 6, 11
Mar 28, 2023	3:00PM - 3:50PM	Vendor Demo: Macro Helix	TBD	1, 2, 3, 4, 5, 6
Mar 28, 2023	3:00PM - 3:50PM	Vendor Demo: 340Basics	TBD	1, 2, 3, 4, 5, 6
Mar 28, 2023	3:00PM - 4:00PM	Exhibits Open; Networking and Refreshment Break	Pacific Ballroom	All
Mar 28, 2023	4:00PM - 5:15PM	Community Health Centers	TBD	1
Mar 28, 2023	4:00PM - 5:15PM	Family Planning, STD Clinics, and Other Non-Hospital Providers	TBD	2, 6
Mar 28, 2023	4:00PM - 5:15PM	HIV/AIDS Clinics, ADAPs, and HIV Service Providers	TBD	4

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 28, 2023	4:00PM - 5:15PM	Hemophilia Treatment Centers	TBD	3
Mar 28, 2023	4:00PM - 5:15PM	Hospitals (DSH, Rural, Children's and Cancer)	TBD	5, 7, 11
Mar 28, 2023	4:00PM - 5:15PM	Pharmaceutical Manufacturers	TBD	12
Mar 28, 2023	4:00PM - 5:15PM	340B Service Providers	TBD	All
Mar 28, 2023	5:15PM - 6:30PM	Networking Reception	TBD	All
Mar 29, 2023	7:00AM - 7:45AM	Morning Charity Fundraiser: Fun Run & Walk	Embarcadero	All
Mar 29, 2023	7:00AM - 8:15AM	Breakfast: 340B Lessons from the Field, Part 4	TBD	All
Mar 29, 2023	7:00AM - 12:30PM	Registration Open	TBD	All
Mar 29, 2023	7:30AM - 8:30AM	Exhibits Open; Networking Breakfast	Pacific Ballroom	All
Mar 29, 2023	7:30AM - 8:30AM	The Future of the Drug Supply Chain	TBD	All
Mar 29, 2023	8:45AM - 9:15AM	340B Prime Vendor Program Update	TBD	All

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 29, 2023	9:15AM - 10:00AM	Washington Update: What the New Congress Means for 340B	TBD	All
Mar 29, 2023	10:00AM - 10:50AM	Vendor Demo: Cardinal Health	TBD	1, 2, 3, 4, 5, 6
Mar 29, 2023	10:00AM - 10:50AM	Vendor Demo: Cervey	TBD	1, 2, 3, 4, 5, 6
Mar 29, 2023	10:00AM - 11:00AM	Exhibits Open; Networking and Refreshment Break	Pacific Ballroom	All
Mar 29, 2023	11:00AM - 12:15PM	Track 1: Inventory Management: Biosimilars' Intersection with 340B	TBD	All
Mar 29, 2023	11:00AM - 12:15PM	Track 1: 340B Lessons from the Field, Part 5	TBD	All
Mar 29, 2023	11:00AM - 12:15PM	Track 2: Optimizing 340B Across the Entity	TBD	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Mar 29, 2023	11:00AM - 12:15PM	Track 2: Hospital Roundtable: Sharing Experiences with Contract Pharmacy Restrictions	TBD	1, 2, 3, 4, 5, 6
Mar 29, 2023	11:00AM - 12:15PM	Track 3: Prioritizing Health Equity in Clinical Settings	TBD	All
Mar 29, 2023	11:00AM - 12:15PM	Track 3: Key Therapies for Specialty Pharmacy	TBD	All
Mar 29, 2023	11:00AM - 12:15PM	Track 4: Ryan White Clinics & 340B: The Current Landscape	TBD	1, 2, 3, 4, 5, 6, 7, 8, 9

<u>Date</u>	<u>Time</u>	<u>Title</u>	<u>Room/Location</u>	<u>Group(s)</u>
Mar 29, 2023	11:00AM - 12:15PM	<u>Track 4: Grantee Networking Roundtable: Audits, Compliance, and Contract Pharmacy Restrictions</u>	TBD	1, 2, 3, 4, 5, 6
Mar 29, 2023	12:15PM - 12:45PM	<u>Prize Drawings</u>	TBD	All
Mar 29, 2023	12:45PM - 12:45PM	<u>Conference Adjourns</u>		

Attachment: Agenda WC23 - All Sessions (13147 : Out of State Travel Request)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Deborah Shaver DEPARTMENT: RCHD - Clinic
 POSITION TITLE: Communicable Disease Nurse DATE REQUESTED: 1-30-23
 FUND: Family Planning & Immunization Action Plan
 Travel From: Manhattan, KS Date: 3/27/2023
 Travel To: San Diego, CA Date: 3/30/2023
 Purpose of Travel:

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☒
☐ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Delta Airlines KC to San Diego	500 -
Lodging	3 nights 3/27 thru 3/29	900 -
Meals	Breakfast & Lunch provided by conference	80 -
Registration/Fees	340 B Coalition Winter Conference	1,000 -
Other		

Total Estimated Travel Costs: 2480 -

Requested by: Deborah Shaver Date: 1-27-23

Approved by:

Department Head: [Signature] Date: 1-30-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
 Department Assistant



HEALTH DEPARTMENT
Travel Request

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Asia Sampson
MEETING: February 2, 2023
SUBJECT: RCHD Community Health Educator request for out of state travel
PRESENTER: Julie Gibbs

FISCAL IMPACT

Asia Sampson, our part time Community Health Educator, would like to attend the RX and Illicit Drug Summit. The cost of the conference and travel would be roughly \$2,049. This would be entirely paid for through Covid ELC funds, as there are a few sessions tied to the Covid Pandemic.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Full Schedule Monday (PDF)
- Full Schedule Tuesday (PDF)

- Full Schedule. Wednesdaypdf (PDF)
- Full Schedule Thursday (PDF)
- outofstateasia (PDF)



Rx and Illicit Drug Summit

April 10–13, 2023
Atlanta, GA

Full Schedule

23 results found

Monday, April 10, 2023

11:00 AM – 11:30 AM

Orientation & Welcome Session

11:30 AM – 1:00 PM

Break

1:00 PM – 2:15 PM

Adapting Overdose Prevention Approaches for Youth

Presenter: Sarah Bagley, MD, Msc – Boston University School of Medicine

Presenter: Juliana Scherer, MPH, LICSW – Boston Medical Center

Presenter: Deepa Camenga, MD, MHS – Yale School of Medicine & Public Health

Presenter: Deanna Wilson, MD, MPH – University of Pennsylvania Perelman School of Medicine

Moderator: Daniel Blaney-Koen, JD – American Medical Association

Prevention - Overdose

1:00 PM – 2:15 PM

Designing, Implementing, and Evaluating Large-Scale Stigma Reduction Campaigns

Presenter: Weston Kensinger, PhD – Penn State University

Presenter: Jordan Lewis, PhD – Pennsylvania Department of Drug and Alcohol Programs

Presenter: Jennifer S. Smith, BSBA – Pennsylvania Department of Drug and Alcohol Programs

Moderator: Michael C. Barnes, Esq. – Center for U.S. Policy

Advocacy

Attachment: Full Schedule Monday (13148 : RCHD Out of State Travel Request)

1:00 PM – 2:15 PM

From 10,000 Feet to on the Street: Tackling Gaps in Addressing the Opioid Epidemic With Cross-Agency Data Sharing

Presenter: Leslie A. Egen, MPA – Virginia Department of Criminal Justice Services

Presenter: Lyd Paull-Flores, MBA – GCOM

Moderator: Eric Bailly, LPC, LADC – Elevance Health

Technology

1:00 PM – 2:15 PM

How Law Enforcement Is Responding to Decriminalization of Substances

Moderator: Richard W. Sanders, MSCJ – Jeffersontown Police Department

Public Safety

1:00 PM – 2:15 PM

National Emerging Threats: The Latest Data and Trends

Presenter: John L. Eadie, MPA – National Emerging Threats Initiative

Illicit Drugs

1:00 PM – 2:15 PM

Patient and Family Perspectives on Pain Management: A Tool for Shared Decision-Making

Moderator: Anne L. Burns, RPh – American Pharmacists Association

Clinical

1:00 PM – 2:15 PM

Plans of Safe Care for Pregnant Individuals and Their Infants

Presenter: Heather V. Gray, JD – Legislative Analysis and Public Policy Association

Presenter: Stephen W. Patrick, MD, MPH, MS – Vanderbilt University Center for Child Health Policy

Moderator: Carla Worley Saunders, DNP, APRN, NNP-BC – Co-Founder, Transformational Wellness Initiative

Trending Topics

1:00 PM – 2:15 PM

Substance Use Prevention: Bringing the Excitement Back

Attachment: Full Schedule Monday (13148 : RCHD Out of State Travel Request)

Presenter: Colby Myers, EMT-B – High Point Treatment Center
 Presenter: Amanda Sandoval, MSW, CHW – High Point Treatment Center
 Presenter: Hillary Dubois Farquharson, MS – High Point Treatment Center
 Moderator: Judy Fitzgerald, MSW

Prevention - Primary

1:00 PM – 2:15 PM

Voices of Recovery: Combining Medication for Opioid Use Disorders With 12-Step Recovery Support

Presenter: Robert L. DuPont, MD – Institute for Behavior and Health, Inc.
 Presenter: Cara A. Poland, MD, MEd, FACP, DFASAM – Michigan State University
 Presenter: Gresha Eberly, CPRC – Michigan State University
 Moderator: Robert J. Valuck, PhD, RPh, FNAP – University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences

Treatment & Recovery

2:15 PM – 2:30 PM

Break

2:30 PM – 3:45 PM

Aligning Spending to Improve Outcomes and Enhance the Response to Addiction

Presenter: Regina LaBelle, JD – Georgetown University Law Center
 Presenter: Jose Esquibel, BA – Colorado Consortium for Prescription Drug Abuse Prevention
 Presenter: Andrew D. Whitacre, MA – The Pew Charitable Trusts
 Presenter: Michele Gilbert, MPH – Bipartisan Policy Center
 Moderator: Lisa Piercey, MD, MBA, FACHE – Tristela Strategies, LLC

Advocacy

2:30 PM – 3:45 PM

Brain Science Insights From Infancy to Adolescence

Presenter: Mir M. Ali, PhD – US Department of Health & Human Services
 Presenter: Kristen M. Gilliland, PhD – Warren Center for Neuroscience Drug Discovery at Vanderbilt University

Prevention - Primary

2:30 PM – 3:45 PM

Intensifying Law Enforcement and Public Health Collaboration to Increase Access to Treatment

Presenter: Richard J. Baum, MA, MPA – Office of National Drug Control Policy

Presenter: Brandon del Pozo, PhD, MPA, MA – Brown University / Rhode Island Hospital

Presenter: Brad Ray, PhD – RTI International

Moderator: J. Kevin Massey – Arlington Consulting Group

Public Safety

2:30 PM – 3:45 PM

Rainbow Fentanyl and Beyond: Latest Illicit Drug Trends on the Street

Moderator: David Hamby – National Emerging Threats Initiative

Illicit Drugs

2:30 PM – 3:45 PM

Recovery Ecosystems: What Are They and How Can You Build One in Your Community?

Presenter: Michael B. Meit, MA, MPH – ETSU Center for Rural Health

Presenter: Ernie L. Fletcher, MD – Fletcher Group, Inc.

Presenter: Andrew Howard – Fletcher Group, Inc.

Moderator: Grant T. Baldwin, PhD, MPH – Centers for Disease Control and Prevention

Trending Topics

2:30 PM – 3:45 PM

Substance Use Treatment During Pregnancy in the Rural Primary Care Setting: Putting the Puzzle Together

Presenter: Sonji Adams, LPCC, LCADC – Mountain Comprehensive Health Corporation

Presenter: Anita Collins-McCullum, PMHNP-BC, PMH-C, CARN-AP – Mountain Comprehensive Health Corporation

Presenter: Wade Baker, MD, OB-GYN – Mountain Comprehensive Health Corporation

Presenter: Sydney Cox, DSW, LCSW, LCADC – Mountain Comprehensive Health Corporation

Moderator: Elizabeth M. Nichols – Kentucky Administrative Office of the Courts

Treatment & Recovery

2:30 PM – 3:45 PM

Veterans Health Administration's Stimulant Safety Initiative: Increasing Implementation of Evidence-Based Treatments and Overdose Education and Naloxone Distribution

Presenter: Joseph Liberto, MD – VA Office of Mental Health and Suicide Prevention

Presenter: Kamonica L. Craig, PharmD, BCPP – VA Desert Pacific Healthcare Network - VISN 22

Presenter: Dominick DePhilippis, PhD – Department of Veterans Affairs

Presenter: Elizabeth M. Oliva, PhD – VA Office of Mental Health and Suicide Prevention

Moderator: Cecelia M. Spitznas, PhD – Office of National Drug Control Policy

Clinical

2:30 PM – 3:45 PM

Virtual Care for Treating Opioid Use Disorder: How Telehealth-Based Opioid Treatment Improves Access and Outcomes for People in Underserved Locations

Presenter: Arthur Robin Williams, MD, MBE – Ophelia

Presenter: Stephen A. Martin, MD, EdM, FASAM, FAAFP – Boulder Care

Presenter: Kelly J. Clark, MD, MBA – American Society of Addiction Medicine

Presenter: Elizabeth A. Samuels, MD, MPH, MHS – University of California, Los Angeles

Moderator: Kelly J. Clark, MD, MBA – American Society of Addiction Medicine

Technology

3:45 PM – 4:00 PM

Break

4:00 PM – 5:00 PM

Opening Plenary Session

Plenary

5:00 PM – 6:30 PM

Opening Reception in the Exhibit Hall



Rx and Illicit Drug Summit

April 10–13, 2023
Atlanta, GA

Full Schedule

41 results found

Tuesday, April 11, 2023

7:00 AM – 8:00 AM

Open 12 Step Meeting

8:00 AM – 9:15 AM

“You Think You Know:” An Awareness Campaign for Youth, Young Adults, and Parents on the Dangers of Counterfeit Prescription Pills

Presenter: Katie Gallo, BA, MS – Daydream Communications, LLC

Presenter: Anna Gasinski, BS, CPS – CDC Foundation/New England HIDTA

Moderator: Callie Mills, PharmD – Baptist Health

Prevention - Primary

8:00 AM – 9:15 AM

Benzodiazepine Safety

Presenter: Christy Huff, MD – Benzodiazepine Information Coalition

Presenter: Alexis Ritvo, MD, MPH – University of Colorado School of Medicine

Presenter: D E. Foster, BA – Benzodiazepine Action Work Group

Moderator: John J. Dreyzehner, MD, MPH, FACOEM – Physician

Clinical

8:00 AM – 9:15 AM

Evidence-Based Practices to Improve Outcomes for People with Substance Use Disorder in Carceral Settings

Attachment: Full Schedule Tuesday (13148 : RCHD Out of State Travel Request)

Presenter: Regina LaBelle, JD – Georgetown University Law Center
Presenter: Peter Koutoujian, JD, MPA – Middlesex Sheriff's Office
Presenter: Brandon George, BS – Hope Recovery Strategies
Moderator: J. Kevin Massey – Arlington Consulting Group

Public Safety

8:00 AM – 9:15 AM
Fentanyl With the Emerging Adulterant Xylazine: An Important Case History of Overdose and Withdrawal

Presenter: William J. Lynch, Jr., BS Pharm, RPh – Jefferson Health System/Rowan School of Osteopathic Medicine
Presenter: Guanhui Chen, PharmD, RPh – Inspira Medical Center Vineland
Presenter: Jason Piotrowski – New Jersey State Police

Trending Topics

8:00 AM – 9:15 AM
Maximizing the Impact of Opioid Settlement Funding: The North Carolina Model

Presenter: Steven Mange, JD – North Carolina Department of Justice
Presenter: Nidhi Sachdeva, MPH – North Carolina Association of County Commissioners
Presenter: Katherine Gora Combs, MPH – UNC Injury Prevention Research Center
Presenter: Stephen Marshall, PhD – UNC Injury Prevention Research Center
Moderator: Judy Fitzgerald, MSW

Advocacy

8:00 AM – 9:15 AM
Naloxone Saturation: An Overview and Models for Success

Presenter: Maya Doe-Simkins, MPH – Remedy Alliance
Presenter: Corey Davis, JD – Remedy Alliance
Presenter: Julie Wiegandt, MSPPM – DC Department of Behavioral Health
Presenter: Sari Frankel, MPH – DC Department of Behavioral Health
Moderator: Cecelia M. Spitznas, PhD – Office of National Drug Control Policy

Prevention - Overdose

8:00 AM – 9:15 AM

Attachment: Full Schedule Tuesday (13148 : RCHD Out of State Travel Request)

State Approaches to Addressing the Rise in Illicit Stimulants and Polysubstance Use

Presenter: Elise T. Simonsen, PhD – National Governors Association

Presenter: June S. Sivilli, MA – Office of National Drug Control Policy

Moderator: Marci Hertz, M.S. – CDC

Illicit Drugs

8:00 AM – 9:15 AM

Supporting Connected Ecosystems: How Collegiate Recovery and Faith-Based Initiatives Utilize Recovery Capital

Presenter: James Harper, MS, NCC, CPRS – Tennessee Department of Mental Health and Substance Abuse Services

Presenter: Nathan Payne, MA, CPRS – Tennessee Department of Mental Health and Substance Services

Presenter: Heidi Christensen, MTS – U.S. Department of Health and Human Services

Presenter: Greg K. Delaney, BS – WOODHAVEN OHIO/RecoveryOHIO

Moderator: Monty Burks, MCJ, PhD, CPRS – Tennessee Department of Mental Health and Substance Abuse Services

Treatment & Recovery

9:15 AM – 9:30 AM

Break

9:30 AM – 11:00 AM

Plenary Session

Plenary

11:00 AM – 11:15 AM

Break

11:00 AM – 4:30 PM

Exhibit Hall Open

11:15 AM – 12:30 PM

Community Pharmacists: Underutilized Partners in Increasing Access to Fentanyl Test Strips

Presenter: Delesha M. Carpenter, PhD, MSPH – UNC Eshelman School of Pharmacy

Presenter: Grace T. Marley – UNC Eshelman School of Pharmacy

Presenter: Ainsley Bryce, BA – Holler Harm Reduction

Presenter: Bayla Ostrach, PhD, MA, CIP – Boston University School of Medicine and Fruit of Labor Action Research & Technical Assistance, LLC

Moderator: Anne L. Burns, RPh – American Pharmacists Association

Prevention - Overdose

11:15 AM – 12:30 PM

From Addiction To Cartel: A Case Study Into How Law Enforcement Is Tracking Opiates and Fentanyl

Presenter: Luke Healy – Metropolitan Bureau of Investigation

Presenter: Al Rodriguez – Metropolitan Bureau of Investigation

Presenter: Angelique Laite – Metropolitan Bureau of Investigation

Presenter: Mary Sammon, JD – Florida Attorney General

Illicit Drugs

11:15 AM – 12:30 PM

Suicide Prevention: Working With Patients Who Have Substance Use Disorders

Presenter: Jill Harkavy-Friedman, PhD – American Foundation for Suicide Prevention

Presenter: Martin Cheattle, PhD – Perelman School of Medicine, University of Pennsylvania

Moderator: Kelly J. Clark, MD, MBA – American Society of Addiction Medicine

Clinical

11:15 AM – 12:30 PM

Turning Stories Into Results: Effectively Using Advocacy to Create Legislative Change in Congress

Presenter: Ryan L. Greenstein – Global Health Advocacy Incubator

Presenter: Libby Jones, M.Sc. – Global Health Advocacy Incubator

Moderator: J. Kevin Massey – Arlington Consulting Group

Advocacy

11:15 AM – 12:30 PM

Youth Substance Misuse Prevention Messaging That Is Working in Central Florida

Presenter: Stanley Brizz, MS – Brevard Prevention Coalition

Presenter: Maria Bledsoe, MS – Central Florida Cares Health System, Inc.

Presenter: Christopher Maslow – Christopher Maslow Fine Art

Moderator: Judy Fitzgerald, MSW

Prevention - Primary

12:30 PM – 12:45 PM

Break

12:45 PM – 2:00 PM

Behavioral Health and Law Enforcement: Finding Common Ground in the Tucson Police Department's Deflection Program

Presenter: Larry Onate, MD – CODAC Health Recovery & Wellness, Inc

Presenter: Josephine Korchmaros, PhD – University of Arizona

Presenter: Kevin Hall, MPA – Tucson Police Department

Presenter: Daniel Barden, MS, LISAC – CODAC Health Recovery & Wellness, Inc

Moderator: Jennifer Sandlin, Captain – Kentucky State Police

Public Safety

12:45 PM – 2:00 PM

Crisis to Career: How Kentucky Businesses and Treatment Providers Are Helping More People Reach Long-Term Recovery

Presenter: Tim Robinson, JD – Addiction Recovery Care

Presenter: Beth Davisson, MBA – Kentucky Chamber Foundation

Moderator: Eric Bailly, LPC, LADC – Elevance Health

Treatment & Recovery

12:45 PM – 2:00 PM

Learning From Pioneers: Incorporating Lived and Living Experience Across Federal and Local Response Efforts

Presenter: David M. Awadalla, MSW, BSHP – Substance Abuse and Mental Health Services Administration (SAMHSA)

Presenter: Chase Holleman, LCSW, LCAS – Substance Abuse and Mental Health Services Administration

Presenter: Dona M. Dmitrovic, MHS – Substance Abuse and Mental Health Services Administration

Presenter: Mark Jenkins, Streetologist – Connecticut Harm Reduction Alliance

Reduce Harm Inc.

United Syringe Trust

Moderator: Monty Burks, MCJ, PhD, CPRS – Tennessee Department of Mental Health and Substance Abuse Services

Trending Topics

12:45 PM – 2:00 PM

Leveraging Telehealth in Rural Communities to Promote Treatment and Recovery for Mothers and Infants

Presenter: Michael Yates, M.Div. – Ridgeview Behavioral Health Services

Moderator: Carla Worley Saunders, DNP, APRN, NNP-BC – Co-Founder, Transformational Wellness Initiative

Technology

2:00 PM – 2:15 PM

Break

2:15 PM – 2:45 PM

Vision Sessions

Vision Session

2:15 PM – 3:30 PM

Contingency Management: Benefits and Challenges

Moderator: Patrick Morrison – International Association of Fire Fighters (IAFF)

Treatment & Recovery

2:15 PM – 3:30 PM

Developing the Addiction Workforce

Trending Topics

2:15 PM – 3:30 PM

Leveraging Science to Improve Hepatitis C, HIV, and Other Substance Use-Related Outcomes in Rural Populations of People Who Use Drugs

Presenter: April M. Young, PhD, MPH – University of Kentucky

Presenter: Hilary L. Surratt, PhD – University of Kentucky

Presenter: Jennifer R. Havens, PhD, MPH – University of Kentucky College of Medicine

Presenter: Sharon L. Walsh, PhD – University of Kentucky

Clinical

2:15 PM – 3:30 PM

Training and Support for Opioid Crisis Frontline Responders: Lessons From Georgia and Tennessee

Presenter: Taylor Peyton, MPH – Georgia Department of Behavioral Health and Developmental Disabilities

Presenter: Lewis Ponzio, MA – Georgia Department of Behavioral Health and Developmental Disabilities

Presenter: Sarah Murfree, PhD, CPS – Prevention Coalition for Success

Attachment: Full Schedule Tuesday (13148 : RCHD Out of State Travel Request)

Presenter: Joshua Crews, BS, Paramedic – Prevention Coalition for Success/Tennessee First Responder Resource Engagement Specialty Team

Moderator: Richard W. Sanders, MSCJ – Jeffersontown Police Department

Public Safety

2:15 PM – 3:30 PM

Using Big Data to Gain Insights on the Effects of Opioid Prescribing

Presenter: Scott G. Weiner, MD, MPH – Brigham and Women's Hospital

Presenter: Michelle A. Hendricks, PhD – Comagine Health

Presenter: Sanae El Ibrahimy, PhD, MPH – Comagine Health

Moderator: Jan L. Losby, PhD, MSW – Centers for Disease Control and Prevention

Technology

3:00 PM – 3:30 PM

Vision Sessions

Vision Session

3:30 PM – 4:15 PM

Poster Presentations - Break in Exhibit Hall

4:15 PM – 5:30 PM

After the X-Waiver: Ensuring Access and Quality Care for Opioid Addiction Treatment

Presenter: Yngvild Olsen, MD, MPH – Substance Abuse and Mental Health Services Administration

Presenter: Christopher M. Jones, PharmD, DrPH, MPH – Centers for Disease Control and Prevention

Moderator: Kelly J. Clark, MD, MBA – American Society of Addiction Medicine

Clinical

4:15 PM – 5:30 PM

Associations Between Prescription Stimulant Use or Misuse and Illicit Stimulant Use Among Adults Evaluated for Substance Use Treatment

Presenter: Cassandra M. Pickens, PhD, MPH – Centers for Disease Control and Prevention

Presenter: Gery P. Guy, Jr., PhD, MPH – Division of Overdose Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention

Moderator: Nicole L. Davis, PhD, MPH – Centers for Disease Control and Prevention

Illicit Drugs

4:15 PM – 5:30 PM

Healing Addiction, Stress, and Pain with Mindfulness-Oriented Recovery Enhancement: A New, Evidence-Based, Neuroscience-Informed Treatment Approach

Presenter: Eric L. Garland, PhD – University of Utah

Presenter: Adam W. Hanley, PhD – Center on Mindfulness and Integrative Health Intervention Development

Moderator: Alana Vivolo-Kantor, PhD, MPH – Centers for Disease Control and Prevention

Treatment & Recovery

4:15 PM – 5:30 PM

Increasing Community Pharmacists' Role in Addressing the Opioid Crisis

Presenter: Francis Melaragni, DHS, MBA – MCPHS University

Presenter: Carly Magoon, PharmD – Elliot Hospital

Moderator: Anne L. Burns, RPh – American Pharmacists Association

Advocacy

4:15 PM – 5:30 PM

Practical Marketing Strategies for Successful Overdose Prevention Campaigns

Presenter: Brittany Curtis, MBA – Division of Overdose Prevention, National Center for Injury Prevention and Control, CDC

Presenter: Iwalani Camacho, MBA – Brunet-Garcia

Moderator: Robin A. Rinker, MPH – Division of Overdose Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention

Prevention - Overdose

4:15 PM – 5:30 PM

Preventing Youth Substance Use: Selecting Effective Interventions That Make Sense for Your Community

Presenter: Jane Sanville, MPH – Office of National Drug Control Policy

Presenter: Karl G. Hill, PhD – Prevention Science Program

Presenter: Erin Wick, MBA, SUDP – Capital Region ESD 113

Presenter: Robert M. Vincent, MS. Ed – Substance Abuse and Mental Health Services Administration

Moderator: Jane Sanville, MPH – Office of National Drug Control Policy

Prevention - Primary

4:15 PM – 5:30 PM
Public Health and Public Safety Partnerships to Address Substance Use Disorder in Rural Communities

Presenter: Michelle White, MPA – Bureau of Justice Assistance

Moderator: Betty-Ann Bryce, JD, MPA – Organisation for Economic Co-operation and Development (OECD)

Public Safety

5:30 PM – 5:45 PM
Break

5:45 PM – 6:30 PM
Plenary Session

Presenter: Nora Volkow, MD – National Institute on Drug Abuse (NIDA)

Plenary

Attachment: Full Schedule Tuesday (13148 : RCHD Out of State Travel Request)



Rx and Illicit Drug Summit

April 10–13, 2023
Atlanta, GA

Full Schedule

42 results found

Wednesday, April 12, 2023

7:00 AM – 8:00 AM

Open 12 Step Meeting

8:00 AM – 9:15 AM

Emerging Drug Threats Within the Context of Violent Crime and Firearms Violence

Presenter: Stephanie N. Thompson, MPA – CDC Foundation/New England HIDTA

Presenter: James G. Downes, III, MS – New England HIDTA, Overdose Response Strategy

Moderator: Jennifer Sandlin, Captain – Kentucky State Police

Illicit Drugs

8:00 AM – 9:15 AM

Empathy, Hope, and Help From the Bench

Presenter: Michael J. Aloï, JD – U.S. District Court, Northern District of West Virginia

Presenter: Jill Henline, MS – United States Probation Office

Moderator: Duane Slone, JD – Circuit Court of the 4th Judicial District of Tennessee

Public Safety

8:00 AM – 9:15 AM

Leveraging an Integrated Social Media Approach to Effectively Reduce Addiction Stigma

Presenter: Asha Carroll – National Stigma Initiative, Shatterproof

Presenter: Katherine Marks, PhD – Commonwealth of Kentucky Cabinet for Health and Family Services

Attachment: Full Schedule. Wednesdaypdf (13148 : RCHD Out of State Travel Request)

Presenter: Courtney McKeon – Shatterproof

Presenter: Marlene G. Taylor, M.Ed. – Lake Cumberland Community Action Agency, Inc.

Moderator: Robin A. Rinker, MPH – Division of Overdose Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention

Prevention - Primary

8:00 AM – 9:15 AM

Massachusetts Drug Supply Data Stream: Implementing a Statewide Public Health and Public Safety Partnership to Check Drugs

Presenter: Traci C. Green, PhD, MSc – The Heller School for Social Policy and Management at Brandeis University

Presenter: Cole Jarczyk, BA – Brandeis University

Moderator: Nicole L. Davis, PhD, MPH – Centers for Disease Control and Prevention

Prevention - Overdose

8:00 AM – 9:15 AM

State-Developed PDMPs: Responding to Opportunities and Challenges With In-House Solutions

Presenter: Patrick Knue, BA – Institute for Intergovernmental Research/PDMP TTAC

Technology

8:00 AM – 9:15 AM

The Americans with Disabilities Act and Substance Use Disorder: Rights, Responsibilities, and the Way Forward

Presenter: Regina LaBelle, JD – Georgetown University Law Center

Presenter: Jennifer Mathis, JD – US Department of Justice, Civil Rights Division

Presenter: Joyce Walker-Jones, JD – EEOC

Moderator: Daniel Blaney-Koen, JD – American Medical Association

Advocacy

8:00 AM – 9:15 AM

The Department of Justice's Prescription Opioid Enforcement Priorities

Presenter: Amanda Liskamm, JD – U.S. Department of Justice

Moderator: Cecelia M. Spitznas, PhD – Office of National Drug Control Policy

Trending Topics

8:00 AM – 9:15 AM

The One Stop Shop: Integrating Behavioral Healthcare and Addiction Treatment in the Rural Primary Care Setting.

Presenter: Sydney Cox, DSW, LCSW, LCADC – Mountain Comprehensive Health Corporation

Presenter: Jonathan Hatton, DO – Mountain Comprehensive Health Corporation

Presenter: Anita Collins-McCullum, PMHNP-BC, PMH-C, CARN-AP – Mountain Comprehensive Health Corporation

Presenter: Sonji Adams, LPCC, LCADC – Mountain Comprehensive Health Corporation

Moderator: Robert L. DuPont, MD – Institute for Behavior and Health, Inc.

Clinical

8:00 AM – 9:15 AM

Tripwires and Brick Walls: Innovative Solutions to Structural Barriers to Treatment and Recovery

Presenter: Rosalyn W. Stewart, MD, MBA, MS – Johns Hopkins Hospital

Presenter: Valerie G. Hardcastle, MA, PhD – Northern Kentucky University

Moderator: Laura Kollar, PhD – CDC/NCIPC/DOP

Treatment & Recovery

9:15 AM – 9:30 AM

Break

9:30 AM – 11:00 AM

Plenary Session

Plenary

11:00 AM – 11:15 AM

Break

11:00 AM – 4:30 PM

Exhibit Hall Open

11:15 AM – 12:30 PM

Addiction and Leadership: How Authentic and Transformative Leaders Are Emerging From the Adversity of Substance Use Disorder

Presenter: Jason G. Roop, PhD – Campbellsville University

Presenter: Brian Privett, J.D. – Isaiah House

Moderator: Sherman A. Brown – McCarthy Strategic Solutions

Treatment & Recovery

11:15 AM – 12:30 PM

Cannabis: Responding to the Evolving Landscape

Trending Topics

11:15 AM – 12:30 PM

ODMAP Data Utilization and Support of Overdose Fatality Review Teams: Public Health and Public Safety Collaboration

Presenter: Jason Piotrowski – New Jersey State Police

Presenter: Kimberly Reilly, MA, LPC – Ocean County Health Department

Presenter: Sarah Ali, MPH – Overdose Response Strategy

Presenter: Nava Bastola, MPH – Overdose Response Strategy, CDCF

Technology

12:30 PM – 12:45 PM

Break

12:45 PM – 2:00 PM

Addressing Substance Use Disorder as a Pediatric-Onset, Communicable Disease: Implications for Youth Substance Use Prevention

Presenter: Robert L. DuPont, MD – Institute for Behavior and Health, Inc.

Presenter: Caroline DuPont, MD – Institute for Behavior and Health, Inc.

Presenter: Corinne Shea, MA – Institute for Behavior and Health, Inc.

Presenter: Nancy A. Pasquale, BA – Rye Action for Children and Teens (RyeACT)

Moderator: Robert L. DuPont, MD – Institute for Behavior and Health, Inc.

Prevention - Primary

12:45 PM – 2:00 PM

Border Update: Which Illegal Drugs Are Coming to Your Community and How

Illicit Drugs

12:45 PM – 2:00 PM

Harm Reduction Through the Family Lens

Presenter: Rachel Chernick, PhD, LCSW – Partnership to End Addiction

Presenter: Patricia Aussem, MA, MBA/LPC, LMHC, MAC, NCC – Partnership to End Addiction

Moderator: Callie Mills, PharmD – Baptist Health

Prevention - Overdose

12:45 PM – 2:00 PM

Principles for Using Opioid Settlement Funding: How States, Counties, and Tribes Have Prepared to Spend Dollars

Presenter: Sara Whaley, MSW, MPH, MA – Johns Hopkins Bloomberg School of Public Health - Baltimore, MD

Presenter: Kristen Pendergrass, MSW – Shatterproof

Presenter: Andrea Medley, MPH – Centre for Indigenous Health, Johns Hopkins Bloomberg School of Public Health

Moderator: Robert J. Valuck, PhD, RPh, FNAP – University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences

Advocacy

12:45 PM – 2:00 PM

The 2022 CDC Clinical Practice Guideline for Prescribing Opioids for Pain: What It Is and How It Can Be Implemented

Presenter: Molly Dowling, MPH, CHES – Centers for Disease Control and Prevention

Presenter: Kathleen Ragan, MSPH, CHES – Centers for Disease Control and Prevention

Moderator: Grant T. Baldwin, PhD, MPH – Centers for Disease Control and Prevention

Clinical

2:00 PM – 2:15 PM

Break

2:15 PM – 2:45 PM

Vision Sessions

Vision Session

2:15 PM – 3:30 PM

All Hands, All Branches: Expanding Advocacy to the Judicial Branch

Presenter: Michael C. Barnes, Esq. – Center for U.S. Policy

Presenter: Andrea G. Barthwell, MD, DFASAM – Encounter Medical Group, PC

Presenter: Rich Collins, JD – Arnall Golden Gregory

Moderator: Elizabeth M. Nichols – Kentucky Administrative Office of the Courts

Advocacy

2:15 PM – 3:30 PM

From Revolving Door to Passageway: Treating Opioid Use Disorder Upon Incarceration and Aiding in the Recovery Journey With Warm Handoffs to Community Clinical Programs

Presenter: Heather J. Bell, MD – Stratis Health, CentraCare

Presenter: Kurt M. DeVine, MD – CentraCare

Moderator: Duane Slone, JD – Circuit Court of the 4th Judicial District of Tennessee

Clinical

2:15 PM – 3:30 PM

Knowledge Is Power: Approaching Efficient, Cross-Discipline Intelligence-Sharing as a Public Safety Priority

Presenter: Erin Reed, JD – Ohio Department of Public Safety

Presenter: Cynthia S. Peterman, IALEIA, CCIA – Ohio Department of Public Safety

Moderator: Patrick Morrison – International Association of Fire Fighters (IAFF)

Illicit Drugs

2:15 PM – 3:30 PM

Stimulants in the Overdose Epidemic: Insights From The Stimulant Guide and Lessons From Massachusetts

Presenter: Traci C. Green, PhD, MSc – The Heller School for Social Policy and Management at Brandeis University

Presenter: Jennifer J. Carroll, PhD, MPH – North Carolina State University

Presenter: Sasha Mital, PhD, MPH – Centers for Disease Control and Prevention

Moderator: Rita K. Noonan, PhD – Centers for Disease Control and Prevention

Prevention - Overdose

2:15 PM – 3:30 PM

Tennessee Drug Endangered Children Response Team Communities

Presenter: Spencer Earhart, BS – Tennessee Alliance for Drug Endangered Children / Drug Free Dickson Coalition

Presenter: Nicole C. Miller – Lawrence County Substance Abuse Prevention Coalition

Presenter: Tabatha Curtis, BS, CPSII – Tennessee Bureau of Investigation

Presenter: Laura Durham – Cheatham County Community Enhancement Coalition

Moderator: David Hamby – National Emerging Threats Initiative

Prevention - Primary

3:00 PM – 3:30 PM

Vision Sessions

Vision Session

3:30 PM – 4:15 PM

Poster Presentations - Break in Exhibit Hall

4:15 PM – 5:30 PM

Deflection and Diversion Programs in the United States

Presenter: Robert Kent, JD – Office of National Drug Control Policy

Presenter: Jac Charlier, MPA – TASC's Center for Health and Justice; Police, Treatment, and Community Collaborative

Presenter: Michael E. McMahon, JD – Richmond County

Moderator: Michelle Putnam

Public Safety

4:15 PM – 5:30 PM

Emerging Patterns of Lethality: How the Illicit Drug Market Continues to Evolve

Moderator: David Hamby – National Emerging Threats Initiative

Technology

4:15 PM – 5:30 PM

Influencing State Legislation: California's Law to Include Fentanyl in Hospitals' Urine Drug Screens

Presenter: Juli E. Shamash, BA – Drug Awareness Foundation

Presenter: Roneet Lev, MD – Scripps Mercy Hospital

Presenter: Hannah Skaggs – California State Assembly

Moderator: Lisa Piercey, MD, MBA, FACHE – Tristela Strategies, LLC

Advocacy

4:15 PM – 5:30 PM

Methamphetamine Trends

Moderator: Christopher M. Jones, PharmD, DrPH, MPH – Centers for Disease Control and Prevention

Illicit Drugs

Attachment: Full Schedule. Wednesdaypdf (13148 : RCHD Out of State Travel Request)

4:15 PM – 5:30 PM

NYC RxStat: Stakeholder Reflections on the First Decade of a National Model Public Health and Public Safety Partnership to Reduce Overdose Deaths

Presenter: Bennett Allen, PhD, MPA – Center for Opioid Epidemiology and Policy, NYU Grossman School of Medicine

Presenter: Adelya A. Urmanche, PhD – Mount Sinai Beth Israel

Moderator: Chauncey Parker – New York/New Jersey High Intensity Drug Trafficking Area (HIDTA)

Prevention - Overdose

4:15 PM – 5:30 PM

Partnerships for Integrating Outpatient Medication Assisted Treatment Into Local Public Health: Increasing Access to Treatment in Rural Idaho

Presenter: Katie Olson, MPH – Ideal Option

Presenter: Kelsey Orlando, RPCV – Panhandle Health District

Presenter: Brian Dawson, MD – Ideal Option

Moderator: Betty-Ann Bryce, JD, MPA – Organisation for Economic Co-operation and Development (OECD)

Treatment & Recovery

4:15 PM – 5:30 PM

Paving a Path Toward Healthcare-Based Harm Reduction in the Veterans Health Administration: Key Lessons From Three VHA Facilities

Presenter: Beth Dinges, PharmD – Veterans Health Administration

Presenter: Minh Q. Ho, DO – Orlando VA Healthcare System

Presenter: Elizabeth M. Oliva, PhD – VA Office of Mental Health and Suicide Prevention

Presenter: Tessa L. Rife-Pennington, PharmD, BCGP – San Francisco Veterans Affairs Health Care System; University of California, San Francisco, School of Pharmacy

Moderator: Jan L. Losby, PhD, MSW – Centers for Disease Control and Prevention

Prevention - Overdose

4:15 PM – 5:30 PM

Predicting an Overdose: Regression Analysis Models

Presenter: Rachel M. Thaxton, MA – West Virginia Office of Drug Control Policy

Presenter: Raj Masih, MPH, FRSPH – Potomac Highlands Guild, Inc

Presenter: Stephanie Stout, PRSS – Potomac Highlands Guild

Moderator: Alana Vivolo-Kantor, PhD, MPH – Centers for Disease Control and Prevention

Trending Topics

5:30 PM – 5:45 PM
Break

5:45 PM – 6:30 PM
Plenary Session
Plenary

Attachment: Full Schedule. Wednesdaypdf (13148 : RCHD Out of State Travel Request)



Rx and Illicit Drug Summit

April 10–13, 2023
Atlanta, GA

Full Schedule

19 results found

Thursday, April 13, 2023

7:00 AM – 8:00 AM

Open 12 Step Meeting

8:30 AM – 9:30 AM

Plenary Session

Plenary

9:30 AM – 9:45 AM

Break

9:45 AM – 11:00 AM

Building Evidence-Based and Community Tailored Communication Campaigns: Lessons From the HEALing Communities Study

Presenter: Jamie E. Luster, MPH – The Ohio State University Wexner Medical Center

Presenter: Dacia D. Beard, MPH – Boston University School of Public Health

Presenter: Jennifer G. Reynolds, MPH – Oak Ridge Associated Universities (ORAU)

Moderator: Robin A. Rinker, MPH – Division of Overdose Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention

Advocacy

9:45 AM – 11:00 AM

Evolution of PDMPs: Public Health Surveillance in North Carolina and Patient Safety in Ohio

Presenter: Chad M. Garner, MS – State of Ohio Board of Pharmacy

Attachment: Full Schedule Thursday (13148 : RCHD Out of State Travel Request)

Presenter: Jolene Defiore-Hyrmer, MPH – Ohio Board of Pharmacy

Presenter: Stella Bailey, MSc – North Carolina Department of Health and Human Services

Presenter: Scott K. Proescholdbell, MPH – North Carolina Department of Health and Human Services

Technology

9:45 AM – 11:00 AM

Identifying High Risk Patients for Harm Reduction, Risk Mitigation, and Treatment Outreach: Leveraging the Veterans Health Administration's Transformative Approach to Improving Opioid Safety and Decreasing All-Cause Mortality

Presenter: Elizabeth M. Oliva, PhD – VA Office of Mental Health and Suicide Prevention

Presenter: Friedhelm Sandbrink, MD – Veterans Health Administration

Moderator: Jan L. Losby, PhD, MSW – Centers for Disease Control and Prevention

Trending Topics

9:45 AM – 11:00 AM

Implementing a Scalable Statewide Emergency Department Take-Home Naloxone Program

Presenter: Chad M. Brummett, MD – University of Michigan

Presenter: Gina Dahlem, PhD, FNP-C, FAANP – University of Michigan School of Nursing

Moderator: Lisa Piercey, MD, MBA, FACHE – Tristela Strategies, LLC

Prevention - Overdose

9:45 AM – 11:00 AM

Implementing Medication For Opioid Use Disorder Programs Across the Federal Prison System

Presenter: Beth Connolly, MPA – Office of National Drug Control Policy

Presenter: Yngvild Olsen, MD, MPH – Substance Abuse and Mental Health Services Administration

Moderator: Michelle Putnam

Public Safety

9:45 AM – 11:00 AM

Intercept Initiatives in Pennsylvania Rural County Jails and Hospitals: Treatment, Recovery, and Warm Handoffs

Presenter: Kelley McNichols, PhD, LPC, NCC, CADC, CCDP, CCTP – Waynesburg University

Presenter: Mike Krafick, CRS, CRSS – Armstrong-Indiana-Clarion Drug and Alcohol Commission

Moderator: Duane Slone, JD – Circuit Court of the 4th Judicial District of Tennessee

Treatment & Recovery

9:45 AM – 11:00 AM

Local-Level Implementation of the Public Health and Safety Team Framework: A Collaborative Data-Driven Approach to Overdose Prevention

Presenter: Pamela A. Mautte, MS, MCHES, CPS – BHcare

Presenter: Colleen Snow, MSW – Camden County

Presenter: John Pellicane, MBA, DRCC – Camden County Department of Health and Human Services

Presenter: Sonia M. Berdahl, MAS – Centers for Disease Control and Prevention, Division of Overdose Prevention

Moderator: Rita K. Noonan, PhD – Centers for Disease Control and Prevention

Prevention - Overdose

9:45 AM – 11:00 AM

Pain and Addiction Care in the Emergency Department: Improvements Through An Accreditation Program

Presenter: Sandra M. Schneider, MD – American College of Emergency Physicians

Presenter: Nima Majlesi, DO – Staten Island University Hospital/Northwell Health

Moderator: David M. Dickerson, MD – NorthShore University HealthSystem

Clinical

9:45 AM – 11:00 AM

Statutory and Other Approaches to Combat Illicitly Manufactured Fentanyl

Moderator: Daniel Blaney-Koen, JD – American Medical Association

Illicit Drugs

11:15 AM – 12:30 PM

Collaboration Works: Lessons From Massachusetts and Maine

Presenter: Vicky Butler – Plymouth County Outreach

Presenter: Hannah C. Panteleos, BA – Plymouth County Outreach

Presenter: Robert A. Porter, BS, LADC, MHRT-C – State of Maine, Office of Behavioral Health

Presenter: Daniel S. Soucier, PhD – University of Maine

Moderator: Jennifer Sandlin, Captain – Kentucky State Police

Public Safety

11:15 AM – 12:30 PM

Community Paramedic and Healthcare Partnerships to Increase Access to Harm Reduction and Treatment Engagement

Presenter: Jennifer Hernandez-Meier, PhD, MSW – Medical College of Wisconsin, Inc.

Presenter: Jason Schaak, NRP/CC/CP/TEMS – West Allis Fire Department

Presenter: Daniel Weber, EMT-P, MSM – Greenfield Fire Department

Moderator: Patrick Morrison – International Association of Fire Fighters (IAFF)

Prevention - Overdose

11:15 AM – 12:30 PM

Counterfeit Pills: What Every American Should Know

Moderator: Richard W. Sanders, MSCJ – Jeffersontown Police Department

Illicit Drugs

11:15 AM – 12:30 PM

Engaging Primary Care Clinics to Support Use of Best Practices for Opioid Prescribing, Pain Management, and Treatment of Opioid Use Disorder

Presenter: Michelle A. Hendricks, PhD – Comagine Health

Presenter: Anna Morgan-Barsamian, MPH, RN, PMP – NaRCAD, Boston Medical Center

Presenter: Erin Stack, MS – Comagine Health

Moderator: David M. Dickerson, MD – NorthShore University HealthSystem

Clinical

11:15 AM – 12:30 PM

Faith in Harm Reduction: Mobilizing Faith Communities for Harm Reduction to Prevent Drug Overdose and Reduce Drug-Related Stigma

Presenter: Michelle Mathis, n/a – Olive Branch Ministry

Presenter: Rev. Erica Poellot, MDiv, MSW – National Harm Reduction Coalition / National United Church of Christ

Prevention - Overdose

11:15 AM – 12:30 PM

Geospatial and Social Determinants of Access to Buprenorphine Providers and Pharmacies

Presenter: Tyler J. Varisco, PharmD, PhD – University of Houston College of Pharmacy

Presenter: Douglas Thornton, PharmD, PhD – Prescription Drug Misuse Education and Research (PREMIER) Center
Presenter: Lucas G. Hill, PharmD – The University of Texas at Austin

Technology

11:15 AM – 12:30 PM
Peer Recovery Support Services and Supervision: The Arkansas Model

Presenter: Jimmy C. McGill, PRPS – Department of Human Services
Presenter: Kirk R. Lane – Arkansas Opioid Recovery Partnership
Moderator: Monty Burks, MCJ, PhD, CPRS – Tennessee Department of Mental Health and Substance Abuse Services

Treatment & Recovery

Attachment: Full Schedule Thursday (13148 : RCHD Out of State Travel Request)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Asia Sampson DEPARTMENT: Health Department

POSITION TITLE: Community Health Educator DATE REQUESTED 2/3/2023

FUND: ELC #3 Supplement Covid Funds

Travel From: MHK Date: 4-9-2023

Travel To: ATL Date: 4-13-2023

Purpose of Travel: Education on RX and Illicit drugs. This includes teaching strategies, media campaign tips, learning how to enhance outcomes of programs, new ideas on prevention methods, evaluation strategies, etc.

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

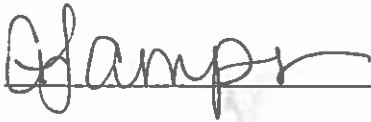
☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight from MHK to ATL	\$410
Lodging	Omni Hotel - Convention Center	\$782
Meals	Dinner @ \$30 x 5, Lunch @ \$18 x 4, Breakfast @ \$15 x 4	\$282
Registration/Fees	Early bird and an extra \$100 off with coupon	\$575
Other		

Total Estimated Travel Costs: \$2,049

Requested by:  Date: 1/31/23

Approved by:

Department Head:  Date: 1-31-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant



HEALTH DEPARTMENT
Personnel

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: February 2, 2023

SUBJECT: Riley County Health Department Request to Interpreter's hours by 5 hours/week

PRESENTER: Julie Gibbs

Amelia Posligua is currently working 20 hours a week as the Clinic/WIC Interpreter. This is funded through the ELC #3 Covid Supplemental funds and we have the ability to increase her hours by 5 hours/week. These funds must be spend by the end of July 2023. At that point, we will evaluate her time study to determine how much will come from WIC's budget and how much from the clinic's budget to keep her on for 25 hours/week. Her services are very much needed. The clinic has had to direct Spanish speaking patients to the language line on a daily basis due to the fact that Amelia is only able to devote a total of 20 hours to interpret. Starting February 6, she will be working 15 hours/week at Irwin Hospital at Fort Riley as a Breastfeeding Peer Counselor, under WIC. By increasing her hours, we are able to make her a full time employee (25 hours interpreting and 15 hours counseling.)

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Medical Interpreter Position Discription (PDF)
- 2023-01 HD Interpreter PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MEDICAL INTERPRETER		
Department:	Health Department	Division:	ADMIN
Reports To:	Administrator	Status:	Part-Time
Pay Range:	12		
FLSA Status:	Non-Exempt		

POSITION SUMMARY: Part-time position to facilitate communication for Spanish speaking clients to receive Health Department services. Must be professional, flexible and confidential. Verbal and written fluency in Spanish and English as well as proficiency with medical terminology required. Must be able to relay concepts and ideas between languages in a quick and accurate manner. Valid driver's license.

ESSENTIAL FUNCTIONS:

1. Provides respectful interpretation and translation for health department clients when requested.
2. Works with culturally diverse communities and families and is culturally sensitive and appropriate.
3. Demonstrates strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms. Maintains personal/ programmatic boundaries, while providing supportive services.
4. Providing patients with appropriate referrals to internal/external resources and agencies; coordinate specialty care for clinic patients; schedule appointments for patients with a provider or physician and serve as a liaison.
5. Translate documents, pamphlets and social media messaging for RCHD programs.
6. Working knowledge of computers, including Excel, Microsoft Word, and Outlook. Records written progress notes and reports as requested.
7. Supports department operations by answering the phone, taking requests, calling patients to confirm appointments, documenting encounters in person and by phone, verifying and schedule future appointments, filing and photocopying.
8. Participates in emergency response health department efforts.
9. Conforms to HIPAA privacy regulations specific to position held. The interpreter creates and records PHI. Has authority to use the following categories of PHI for treatment purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates or as required by law. Does not have authority to access PHI for payment or health care (non-treatment) operations. May need to interact with the following departments for allowable access to PHI: M&I, WIC, Immunizations, and Family Planning.

NOMINAL FUNCTIONS:

- Attend staff meetings monthly. Attend other meetings as needed.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: A high school diploma or GED required.

Attachment: Medical Interpreter Position Description (13146 : RCHD request to increase staff hours)

Experience:

Required: Spoken and written fluency in Spanish and English. Valid driver's license. Non-smoker. Able to work with diverse populations and demonstrate excellent communication skills and good judgment.

Preferred: Experience in women's health medical care settings

License(s)/Certification(s):

Skills: Demonstrates oral and written interpretation and translation communication skills – detailed, succinct, organized written work. Must have ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

RILEY COUNTY POSITION ACTION FORM

11.b

Job created by : Julie Gibbs

Date requested: 01/30/2023

Internal Position Details:

Company 166733	Position Title Medical Interpreter	Work Location Health Department
Pay Range Part-time Regular	Salary \$26.82	Supervisor Position No
Cost Center 1 400-HD General	Department 349- ELC-KDHE HD Covid Grant	Project Code
Supervisor: Julie Gibbs	Department Head: Julie Gibbs	

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours 1300

☒ Budgeted

☐ New or updated position description.

☒ New request for budget (details attached)

Salary: \$34,866

Budget for Benefits: \$13,772.07

Total proposed annual budget: \$48,638.07

Additional Position Comments: position approved for 20 hrs, request to extend to 25 hrs; additional cost \$9,727.61/year; \$4,863.81 for 2023

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Director Michael Boller Riley Co Noxious Weed

MEETING: February 2, 2023

SUBJECT: Staff Update

PRESENTER: Director Michael Boller Riley Co Noxious Weed

Enclosures:

- 2-2-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

February 2, 2023

Staff Report

Noxious Weed/Mowing:

- Several areas are completed for tree trimming including several large dead trees along Anderson Ave and several on Barnes Road.
- Winter maintenance on tractors and mowers continues. Rental sprayers have all been cleaned and fresh paint applied. Units are aging and the search has begun on new unit designs with the plan being replacing 1 a year starting in 2023.
- The 2022 Noxious Weed report is being completed and after approval from the commission it will be submitted to the Kansas Department of Agriculture. No noted major change of infestations of noxious weeds in Riley CO.
- Kansas Department of Ag Management Plan is in the final stages of completion and will be submitted for commission approval.
- CWDAAK conference for spring 2023 will be the last week in February. This conference enables all applicators to earn credits for their certifications. This year the conference will be in Mulvane and all Riley Co applicators will attend.
- CWDAAK Basic Weed School will take place the first week in March and will be held in Manhattan. Scott Marsh (Kansas Dept of Ag) and I conduct the school.
- Cost of chemical, seed and fertilizer appears to be stabilizing and although there may shortages again this year it does not appear to be as significant 2022.

HHW:

- The next HHW collection at Howie's Recycling is Saturday, February 11, 2023 from 8:00am to 12:00 noon. No business waste will be accepted at this event and no more than 25 larger items will be accepted. Limit does not include light bulbs and medications.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. We also have numerous household products on our recycling shelves free to the public.

Other:

- I will be attending the CWDAAK State board meeting on February 28th in Mulvane.



COUNTY CLERK & ELECTIONS
Travel Request

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 2, 2023

SUBJECT: Travel Request for Society of Human Resources Annual Conference

PRESENTER: Elizabeth Ward

FISCAL IMPACT

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Travel Request- E Ward (PDF)
- 2023 Travel Request- M Reid (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Elizabeth Ward DEPARTMENT: Clerk-HR

POSITION TITLE: _____ DATE REQUESTED 1-26-2023

FUND: 1-2

Travel From: Kansas City Date: June 10th, 2023

Travel To: Las Vegas Date: June 15th, 2023

Purpose of Travel:

Annual SHRM Conference

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	<u>airfare</u>	<u>440-</u>
Lodging	<u>hotel 5 nights</u>	<u>640.58</u>
Meals	<u>breakfast 5 @ \$15 = 75</u> <u>dinner 5 @ \$30 = 150</u> <u>lunch 5 @ \$18 = 90</u>	<u>315.00</u>
Registration/Fees	<u>already paid for</u>	
Other		

Total Estimated Travel Costs: \$1395.58

Requested by: ER Awa Date: 1/23/23

Approved by: _____

Department Head: [Signature] Date: 1-30-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Michele Reid DEPARTMENT: Clerk - HR

POSITION TITLE: Payroll Benefits & Employee Relations Manager DATE REQUESTED: 1-26-2023

FUND: 1-2

Travel From: Kansas City Date: June 10th, 2023

Travel To: Las Vegas Date: June 15th, 2023

Purpose of Travel: Annual SHRM Conference

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare	440-
Lodging	hotel 5 nights	640.58
Meals	breakfast \$15 x 5 days = 75 dinner \$30 x 5 nights = 150 Lunch \$18 x 5 afternoons = 90	315.00
Registration/Fees	already paid for	0
Other		

Total Estimated Travel Costs: \$1395.58

Requested by: Michele Reid Date: 1-23-2023

Approved by: [Signature]

Department Head: [Signature] Date: 1-30-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant



COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: February 2, 2023

SUBJECT: Appraiser's Office Employee Recognition & Staff Update

PRESENTER: Anna Burson

Enclosures:

- 02-02-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 2-2-23 (PDF)

Appraiser's Office Report

BOCC

February 2nd, 2023

- **Staff Recognition**
- **Personal property**
 - Staff are currently processing returned renditions; we are currently sitting at a 42% return rate and hopeful more property owners will return their renditions. They have until March 15th to return the renditions and avoid penalties. The penalties are statutorily assessed at 5% per month up to a total of 50%. Penalties cannot be reduced without a Board of Tax appeal order. We highly encourage property owners to return them as soon as possible.
 - On all returned mail we are attempting to contact owners by phone to update address information.
 - We are reaching out to property owners who did not sign their forms or did not include a bill of sale regarding property they marked as no longer owning.
 - Personal property appeals are not typical but on occasion they do occur. One significant PUP out of Ogden includes 72 manufactured homes totaling over 4 million dollars in appraised value. This appeal is scheduled in two weeks.
 - Watercraft trailer values are going up this year. -Price Digest
 - Heavy Trucks and Semi's are also continuing to show a significant increase in value.- Price Digest
 - Effective January 1st all personal property sold except mobile homes is eligible for the new proration rules. A bill of sale is required and must be turned in to our office prior to December 20th to be eligible.
- **Agricultural**
 - Historically AG questionnaires were mailed every year. State statute requires use verification every two years. To reduce cost and improve processes we have determined mailing once every two years the best course of action. In 2023 producers will not receive a questionnaire. However, are encouraged to continue reporting a change in use or production type to our office.
- **Residential-**
 - Staff are setting values for 2023. We are at 70% complete as of Friday 1/27/23. Our mail date is still currently scheduled for February 24th.
 - After value notices are mailed, if property owners are considering an appeal and would like to see their comparable sales sheet or additional sales in their neighborhood we encourage them to contact our office and we will provide the requested information.
 - We have had a 82 PUPS for 2022 valuation this includes both Commercial and Residential. 50 are completed and 32 are scheduled or in process.
 - 2022 Summary of Sales and Building permits. We had 1,529 sales in 2022 of which 1402 were residential property. New permits in 2022 totaled 418, 79 of them were new dwellings.
 - 2022/2023 MID Year Statutory compliance report was sent out and we have met all the statutory deadlines to date. In addition, we received notification from compliance that our 2022 residential ratio will meet statutory compliance
 - We have conducted several interviews for the Residential Appraiser III position and hope to have the position filled by the end of the week.
- **Commercial-**
 - Currently staff are setting values for 2023, we are at 92% complete. In addition, staff are wrapping up the Payment under Protests. We have received several applications for the Commercial Appraiser I/II position and will begin interviews the week of February 13th hoping to have the position filled by the end of February and be fully staffed.
 - I have attached the Commercial BOTA list with no notable changes from my last update.
- **Summary of other items-**
 - Legislative reception hosted by KCAA in Topeka on Tuesday January 24th

Attachment: 02-02-2023 Appraiser's Office Commission Meeting update (13141 : Appraiser's Office Staff Update)

DOCKET	PARCEL NUMBER	QR#	YEAR	APPLICANT	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	Scheduled
2022-1383-EQ	081-189-31-0-00-00-007.00-0	R6092	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	\$305,000	
2022-1382-EQ	081-189-31-0-00-00-010.00-0	R6096	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$7,941,430	\$6,000,000	
2022-679-EQ	081-189-31-0-00-00-012.01-0	R6098	2022	MATT CANTESE	COUNTRY MEADOWS RESIDENCES	COUNTRY MEADOWS RESIDENCES	\$5,666,700	??	June 2nd 11:00 1 Hour
2022-1384-EQ	081-189-31-0-00-00-017.01-0	R6104	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	\$1,500	
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	?	
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	\$1,482,207	
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000		
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	?	
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000		
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	SAVAGE & BROWNING	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	??	
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	June 2nd 1:30 3.5 Hours
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	June 2nd 1:30 3.5 Hours
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	??	June 2nd 1:30 3.5 Hours
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	June 2nd 1:30 3.5 Hours
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	June 2nd 1:30 3.5 Hours
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	??	June 2nd 1:30 3.5 Hours
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	June 2nd 1:30 3.5 Hours
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	June 2nd 1:30 3.5 Hours
23022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	??	June 2nd 1:30 3.5 Hours
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	?	May 19th, 2023 3:30 1 Hour
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	\$3,375,000	May 19th, 2023 3:30 1 Hour
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	J. W. CHATAM & ASSOC	HY-VEE INC	HY-VEE	\$7,000,000		May 19th, 2023 3:30 1 Hour
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	?	
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	??	
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,585,000	?	
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,125,000		
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND	\$4,015,000	??	
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	?	
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	SAVAGE & BROWNING	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	??	
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580		
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	??	
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	?	
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	??	
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	
2021-420-PR	081-204-18-2-80-09-014.00-0	R12120	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$208,650	\$100,000	May 19th 2023@ 9:00 for 3 hours
2021-3485-EQ	081-204-18-2-80-09-014.00-0	R12120	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$213,080	\$106,500	May 19th 2023@ 9:00 for 3 hours
2021-419-PR	081-204-18-2-80-09-015.00-0	R12121	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,098,850	\$550,000	May 19th 2023@ 9:00 for 3 hours
2021-3486-EQ	081-204-18-2-80-09-015.00-0	R12121	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID TOWN PLAZA	\$1,094,420	\$547,000	May 19th 2023@ 9:00 for 3 hours
2021-418-PR	081-204-18-2-80-14-002.00-0	R12158	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	ICON (HOUSTON STREET BALLROOM)	\$1,353,200	\$675,000	May 19th 2023@ 9:00 for 3 hours
2022-5112-EQ	081-216-140-10-03-006.02-0	R19739	2022	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	?	May 19th 2023@ 9:00 for 3 hours
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	?	
2021-1398-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW-MANHATTAN, LLC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900		
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	?	
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	SAVAGE & BROWNING	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	?	
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	?	
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	SAVAGE & BROWNING - TIMOTHY SCHENDT	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	??	
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	J. W. CHATAM & ASSOC	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	?	
2020-1523-EQ	081-211-12-0-30-01-008.02	R16065	2019	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,067,700	?	May 19th 2023@ 1:30 for 1 Hour
2020-1523-EQ	081-211-12-0-30-01-008.02	R16065	2020	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	?	May 19th 2023@ 1:30 for 1 Hour
2021-3483-EQ	081-211-12-0-30-01-008.02-0	R16065	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	\$519,050	May 19th 2023@ 1:30 for 1 Hour
2022-1276-EQ	081-211-12-0-30-01-008.02-0	R16065	2022	J. W. CHATAM & ASSOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,049,900	\$500,000	May 19th 2023@ 1:30 for 1 Hour
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	June 2nd 1:30 3.5 Hours
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	June 2nd 1:30 3.5 Hours
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	??	June 2nd 1:30 3.5 Hours
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	CHATAM & ASSOCIATES	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$600,000	

2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	May 19th 2023 @ 2:30 for 1 Hour
2022-1277-EQ	081-216-23-0-10-08-010.00-0	R20575	2022	J. W. CHATAM & ASSOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	May 19th 2023 @ 2:30 for 1 Hour
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	July 11th 2023 @9:00 full day
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,850,000	?	
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	TARGET CORPORATION	TARGET	\$9,700,000	??	
Grand Total							\$298,525,630		



COUNTY APPRAISER'S OFFICE
Travel Request

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: February 2, 2023

SUBJECT: Request for out of state travel to the IAAO Conference in Salt Lake City, Utah

PRESENTER: Anna Burson

BACKGROUND

I am requesting permission for myself and two staff to attend the 2023 International Association of Assessing Officers (IAAO) Conference & Workshops in Salt Lake City Utah August 26th-August 31st 2023.

DISCUSSION

The annual conference includes accredited workshops for continuing education requirements of our designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures around the world, provides a forum for discussion with leaders and colleagues, and provides access to vendors of various appraisal products, services, and the latest tech.

FISCAL IMPACT

The costs noted are estimated, as registration, booking hotels and flights is not available until later in the year. These expenses are already budgeted from the Appraiser's Budget for 2023

RECOMMENDATION(S)

Recommend approval for out of state travel to the IAAO Conference in Salt Lake City Utah for Steve Schurle, Melanie Berry, and myself.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Appraiser's Request for Out of State Travel (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Anna Burson **DEPARTMENT:** Appraiser's Office

POSITION TITLE: County Appraiser **DATE REQUESTED** 1/26/23

FUND: Appraiser's Office Budget

Travel From: Wichita, KS (Manhattan Airport Closed) **Date:** August 26th

Travel To: Salt Lake City, Utah **Date:** August 26th-August 31st.

Purpose of Travel: To attend the 2023 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing education requirements of my RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures around the world, and provides a forum for discussion with leadership and colleagues, and access to vendors of various appraisal products, services, and the latest tech.

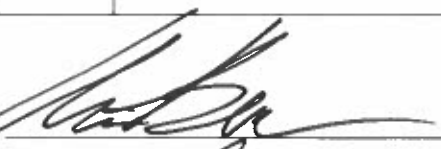
Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	round trip from Wichita ICT (Manhattan airport closed)	600 approx.
Lodging	5 night stay at the convention center	1000 approx
Meals	only meals not covered by conference registration	150
Registration/Fees	IAAO registration fee for members	750 approx
Other		

Total Estimated Travel Costs: 2500

Requested by:  **Date:** 1/26/23

Approved by: _____

Department Head:  **Date:** 1/26/23

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Steve Schurle DEPARTMENT: Appraiser's Office

POSITION TITLE: Commercial Analyst DATE REQUESTED 1/26/23

FUND: Appraiser's Office Budget

Travel From: Kansas City, KS (MH Airport Closed) Date: August 26th

Travel To: Salt Lake City, Utah Date: August 26th-August 31st.

Purpose of Travel: To attend the 2023 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing education requirements of my RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures around the world, and provides a forum for discussion with leadership and colleagues, and access to vendors of various appraisal products, services, and the latest tech.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	round trip from Wichita ICT (Manhattan airport closed)	600 approx.
Lodging	5 night stay at the convention center	1000 approx
Meals	only meals not covered by conference registration	150
Registration/Fees	IAAO registration fee for members	750 approx
Other		

Total Estimated Travel Costs: 2500

Requested by:  Date: 1/26/23

Approved by: _____

Department Head:  Date: 1/26/23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Melanie Berry DEPARTMENT: Appraiser's Office

POSITION TITLE: Commercial Appraiser IV DATE REQUESTED 1/26/23

FUND: Appraiser's Office Budget

Travel From: Manhattan, KS Date: August 26th

Travel To: Salt Lake City, Utah Date: August 26th-August 31st.

Purpose of Travel: To attend the 2023 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing education requirements of my RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures around the world, and provides a forum for discussion with leadership and colleagues, and access to vendors of various appraisal products, services, and the latest tech.

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

- ☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Driving private vehicle, reimbursed at the mileage rate established for Riley County not to exceed the cost of common carrier.	600 approx.
Lodging	5 night stay at the convention center	1000 approx
Meals	only meals not covered by conference registration	150
Registration/Fees	IAAO registration fee for members	750 approx
Other		

Total Estimated Travel Costs: 2500

Requested by: Melanie Berry Date: 1-26-2023

Approved by: _____

Department Head: [Signature] Date: 1-26-2023

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

Attachment: 2023 Appraiser's Request for Out of State Travel (13140 : Appraiser's Office Staff Out of State Travel Request)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Work Session

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: February 2, 2023

SUBJECT: Work Session: Design of Public Safety Headquarters Building

PRESENTER: Russel Stukey (EM/Volunteer Fire Director); David Adams (EMS/Ambulance Director); Josh Gering (EMS/Ambulance Asst. Director); Rich Vargo (Riley County Clerk); Amanda Webb (Planning & Development Director) Kile Morrison (Architect) County Commissioner Greg McKinley

BACKGROUND

Project design for this building has reached a point where it is important to make final decisions regarding the total operational space potentially needed within the structure.

DISCUSSION

The architect understands that any emergency dispatch function within the planned new building will be as a “backup” for the continued operation of consolidated dispatch within the existing Riley County Police Department law enforcement facility.

If the Board of County Commissioners believes it is possible such consolidated dispatch should be moved from its current location and placed within the new building, the architect must be instructed by the Board to design accordingly.

Such a design decision does not mean consolidated dispatch will be moved to the new building. It only means space for consolidated dispatch will be available in the future.

FISCAL IMPACT

Depending on the Board’s decision, the fiscal impact can be estimated.

RECOMMENDATION(S)

N/A - Work Session only

POSSIBLE MOTION(S)

N/A - Work Session only

Enclosures:



PUBLIC WORKS
Personnel

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: February 2, 2023

SUBJECT: Request to fill an open Facility & Grounds Technician II

PRESENTER: John Ellermann

BACKGROUND

We are here today to request approval to fill an Facility & Grounds Technician II position in the Public Works Department/Parks Division. The position is open due to an employee resigning his position. This position is supervised by the Parks Supervisor.

The Facility & Grounds Technician II is a skilled position responsible for performing park and grounds maintenance and construction activities. A person in this position will operate park maintenance and construction equipment, apply pesticides and fertilizers.

This employee works under the direction of the Parks Supervisor and Parks Manager and is expected to carry out and complete work details as directed. Supervision is provided through consultations and review of the work performed.

DISCUSSION

Discuss advertising for a Facility & Grounds Technician II position within the Public Works Department/Parks Division.

FISCAL IMPACT

This is a current budgeted full time position within the Public Works Department.

RECOMMENDATION(S)

Staff does not have the capacity within their workload to absorb these additional duties.

Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician II position.

Move to deny the Public Works Department advertise for the open Facility & Grounds Technician II position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Facility Grounds Technician II position description (PDF)
- 2023-01 PW Facilities_Grounds Tech II PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FACILITY AND GROUNDS TECHNICIAN II	
Department:	Parks	Division:
Reports To:	Park Supervisor	
Pay Grade:	I	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This is skilled work performing park and grounds maintenance and construction activities. Work involves performing general and specialized maintenance tasks, operating various mechanical tools and equipment to perform general and specialized work in tree, turf, and facility maintenance and construction. This position assists with the maintenance of meeting facilities, buildings, fairgrounds, and other county property. This employee exercises considerable discretion in carrying out work details. Supervision is provided by the Parks Supervisor and Parks Manager through consultations and review of the work performed.

Essential Functions:

- Maintains trees, turf, and ornamentals
- Applies Pesticides & fertilizers
- Operates park maintenance and construction equipment
- Maintains and repairs park and recreation facilities, buildings and grounds
- Maintains and repairs park maintenance tools and equipment
- Assists with earthwork and grading operations in accordance with plans and specifications
- Helps train seasonal employees to safely operate park and facility maintenance equipment
- Helps supervise the work of seasonal employees engaged in park and facility construction and maintenance activities
- Pottorf Caretaker position-Maintains, makes repairs, sets up and breaks down for events renting Pottorf. Majority of week is spent at CICO Park. While overseeing Pottorf Hall responsibilities include. Cleaning toilets and restrooms daily if needed. Checking Dog Park, changing the trash in Dog Park, changing the trash throughout the park. Cleaning bathrooms at the playground and weeding playground area. Mowing 2 or 3 days per week in season. Helping set up and break down of the fair. Possible overseeing some seasonal and fulltime staff during the fair. Helping vendors, 4-H's throughout the eight-day period of the fair. Being on call for Pottorf Hall for anything needing attended too.

Secondary Functions:

- Occasionally coordinates building scheduling with the county Extension office regarding public access and use of fair grounds facilities.
- Maintains daily labor, equipment, and material use records to report time worked and equipment used for cost accounting and accounts receivable processing. Charges out material used on projects and commodities used on equipment.
- Performs snow and ice removal operations to provide safe roads, parking lots, and sidewalks for use by the general public in adverse weather conditions whenever snowy or icy conditions are prevalent.
- Purchases, stores, organizes, inventories, and utilizes parts, tools, maintenance supplies and other commodities used for park and facility maintenance. Monitors expenditures to stay within a set budget.
- Loads, hauls and stockpiles materials to rebuild grounds, fill washouts, construct landscapes, and repair roads and parking lots. Hauls debris away from cleaning park drainage ditches, culverts and stream channels.
- Installs and maintains signs, barricades, fencing and other delineation.
- Performs related work as required during and after regular hours, any day of the week, including holidays.

POSITION REQUIREMENTS:

Education: High school degree or equivalency is required. Commercial driver's license and certified pesticide applicator's license are required.

Experience: Three years experience in tree and turf maintenance required. Knowledge of the materials, equipment, methods, and practices essential to the maintenance of turf, trees, ornamentals, buildings, facilities, and park equipment. Knowledge of the general practices applied to the care and safe operation of medium duty construction and maintenance equipment. Knowledge of applicable work safety rules and procedures. Knowledge of pesticides and fertilizers and their safe and effective application. Some knowledge of weed control, insect and fungus control, fertilizing practices, tree pruning techniques and other cultural practices related to park and grounds maintenance. Some knowledge and skill in using standard methods, practices, tools and equipment of the mechanic trade.

Skills: Ability to make minor repairs and adjustments, and to maintain assigned equipment. Ability to operate grounds maintenance equipment efficiently and safely. Ability to understand and follow oral instructions or written plans. Ability to establish and maintain effective working relations with other employees and the general public. Ability to maintain daily labor and equipment records. Willingness to work in unpleasant weather conditions.

Supervisory Control:

The employee uses initiative in carrying out recurring assignments and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor makes assignments by assigning new work, and defining procedures, priorities and deadlines. Work is checked for appropriateness and completeness through inspections and consultations with the Park Supervisor and the Park Manager.

Supervisory Responsibility:

This position supervises seasonal employees regularly during summer months and occasionally other times of the year.

Guidelines:

Guides include tree and turf manuals, Extension Service brochures, equipment operator and repair manuals, traditional practices, personnel regulations, and instruction from supervisors. These guides require some judgment when applying them to the job. This position requires a certain amount of skill, previous training and experience. Routine tasks are generally assigned. New and unusual tasks are assigned with detailed and specific instructions. A supervisor is consulted regularly. Work is checked for appropriateness and completeness methods are sometimes reviewed in detail.

Complexity:

The work involves a wide variety of related tasks that require skill or knowledge in the following areas: Tree planting, pruning, and general care. Tree and turf condition diagnosis - injury, disease, weed and insect identification. Pesticide application - chemical selection, application rates, application methods, and precautions. Safe and efficient operation of medium duty construction and maintenance equipment. Supervision of new seasonal employees.

In most cases an employee in this class takes the obvious course of action but in some situations different options must be considered and an independent decision made to successfully complete the project.

Scope & Effect of Work:

The main purpose of the work is to perform daily maintenance of all of the county parks and most building grounds to a high degree of quality. This position also assists with facility maintenance and security.

If the work is not performed properly, the appearance and safety of the county parks and grounds and the county's image is adversely affected. If the buildings are not opened and secured properly, hundreds of people scheduled to use a facility may be standing outside of the doors waiting to get in.

Personal Contacts:

Supervisors, co-workers, the general public, and employees from other county departments.

Purpose of Contacts:

Receives instructions and work scheduling from supervisors. May supervise, instruct or train temporary subordinates in some aspects of basic tree and turf maintenance, pesticide application, construction techniques,

Updated 2020

and equipment maintenance and operation. Assists the general public in their utilization of meeting facilities. Performs work for other county departments. Must have the ability to establish and maintain effective working relations with co-workers and other county departments.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; vibration. The noise level in the work environment is usually moderate.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

18.b

Job created by : Julie Winter

Date requested: 01/26/2023

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1508228

Pay Grade

RANGE 6 [RANGE 6]

Cost Center 1

County General [1]

1 Job Slot

FACILIT-1

Position Template

Facility & Grounds Tech II [FACGRDII]

Salary

Position starting pay is \$19.75

Starting range: \$19.75-\$20.94/hr

Laborers and Helpers [8]

Cost Center 2

Public Works [40]

Work Location

Public Works Building

Supervisor Position

No

Workers Compensation

9102 [9102]

Cost Center 3

Parks [81]

Supervisor: David Willis

Department Head: John Ellermann

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description.

☐ New request for budget (details attached)

Salary: \$43,555.20

Budget for Benefits: \$17,204.30

Total proposed annual budget: \$60,759.50

Additional Position Comments: _____

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: February 2, 2023

SUBJECT: Request to Fill Deputy County Counselor Position

PRESENTER: Clancy Holeman and Elizabeth Ward, Human Resources Director

BACKGROUND

The current Deputy County Counselor has given a tentative retirement date of September 30, 2023.

The Deputy position is integral to the County Counselor's office and the over all County as it is responsible for providing legal advice to the Board of County Commissioners and the elected and appointed officials of Riley County in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; personnel issues; real property tax foreclosure and the supervision of two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the Deputy must be willing and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the unique skills required to perform this job to standard include the ability to communicate the above legal advice in a timely manner which complies at all times with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct." Additionally, the successful candidate must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the

following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency Management/Volunteer Fire; Emergency Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this “cooperative organizational culture” also includes the Riley County Police Department and K-State Extension.

For the reasons listed above the Counselor’s office and Human Resources believe this will be a unique position to fill and may take more time to find the right candidate.

It is important to also understand, when considering this request, that the current County Counselor has also given a tentative retirement date of January 2025, and there may be other departmental transitions over the next 2-3 years. With the timeline for this office, it is vital to get a high quality candidate, who can learn the requirements of the deputy position in a short period of time.

DISCUSSION

In the last several years, Riley County has filled several Assistant County Attorney positions, which, although not identical skills, have similar recruiting requirements. Each of these positions has taken several months to secure the right candidate.

Additionally, because of the vast number of projects and nuances to the work in this position, the County Counselor highly recommends the county afford a transition period of no less than 6 months of cross training of the incoming candidate by the current deputy counselor .

The proposed timeline for filling this position includes:

- February 3 - open the position for advertising and begin focused recruiting efforts
- February through March - Candidate review
- April - Interviews and selection
- May 1 expected start date for new candidate
- May 1 through Sept 30 cross training and onboarding of new counselor
- Sept 30 full transition to Deputy County Counselor and retirement of incumbent

FISCAL IMPACT

The Deputy County Counselor falls into the pay grade of FF with a pay range of:

Position	Grade	Minimum	Midpoint	Maximum
Deputy County Counselor	FF	\$107,030.21	\$139,171.17	\$171,312.13

Of course, the new candidate is expected to start lower in the salary range than the current Deputy Counselor as he has been with the county for 17 years.

The fiscal impact for the 2023 budget:

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
Current Budgeted Salary	<u>165,413.82</u>	<u>\$65,338.46</u>	<u>\$230,752.28</u>
Current Deputy Counselor – prorated for 9 months	\$124,060.37	\$49,003.85	\$173,064.21
New Deputy Counselor-prorated for 8 months	\$92,780.78	\$36,648.41	\$129,429.19
6-month training period-additional cost	\$69,780.78	\$27,486.31	\$97,071.89
Total additional budgetary request	\$28,427.33	\$11,151.67	<u>\$39,3836.82</u>

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to open the Deputy County Counselor position and follow the timeline outlined above.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Deputy County Counselor Position Description (PDF)
- 2023-01 Deputy County Counselor PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY RILEY COUNTY COUNSELOR		
Department:	Administrative Services	Division:	County Counselor
Reports To:	County Counselor of Riley County, Kansas		
Pay Grade:	FF	Status:	Fulltime
FLSA Status:	Exempt		

Position Summary: The Deputy County Counselor assists the Riley County Counselor to provide legal counsel to the Board of Commissioners and County Department Heads. The position is a resource to the County for matters involving – contractual agreements, Benefit Districts, the annual filing of a tax foreclosure case, will assist with human resources matters, and may be asked to provide advice and direction to the Board of Commissioners on all areas of county government as needed.

Essential Functions:

- Represent the Board of County Commissioners under the purview and direction of the County Counselor.
- Give advice on legal questions and assist the County Counselor on legal matters. In the absence or unavailability of the County Counselor, advise department heads and department supervisors with legal questions.
- Commence, prosecute, or defend, as the case requires, assigned civil suits or actions in which County is interested and represent County generally in all matters of civil law.
- Draw contracts and other papers or documents required by the County, as directed, and furnish opinions in writing upon legal matters pending before the County, when requested.
- Assist the County Counselor in performing the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes, as directed, in collaboration with appropriate County Departments. .
- Assist the Human Resources Director and Department Heads in personnel matters, as required.
- Supervise the preparation and filing of bankruptcy court, mortgage foreclosure and probate claims for real and personal property tax debts owed Riley County.
- Serve as the primary point of contact for formation and expansion of Riley County sewer, water, and paving districts, in coordination with the Riley County Clerk and Public Works departments, citizen petitioners, and other interested parties. .
- Collaborate with the Planning & Development department to enforce zoning and sanitary codes.
- Conduct a real property tax foreclosure case annually.

Secondary Functions:

- Attend the meetings of the Board; and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions and approval by the Board of Commissioners as needed.
- Perform other duties as assigned.

Position Requirements:

Education: Must be a juris doctorate graduate from a properly accredited law school. Must have and maintain a license to practice law in Kansas District Courts and in Kansas Federal District Courts.

Experience: A minimum of five years legal experience, in Kansas local government law required, preferably at the County level.

Appropriate combination of education and experience will be considered in lieu of requirements.

Updated Jan 2023

Attachment: Deputy County Counselor Position Description (13144 : Request to Fill position - County Counselor)

Skills: Ability to work independently carrying out the duties of the position under the direction and standards set by the County Counselor. .Ability to provide advice and representation to the other elected and appointed officials of Riley County when appropriate whenever the situation does not present conflict of interest with representation of the Board of County Commissioners.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, talk or hear. The employee must occasionally lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, color vision, ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position. Other duties may be assigned by the Board of Riley County Commissioners, or the County Counselor.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

19.b

Job created by : Clancy Holeman

Date requested: 01/30/2023

Internal Position Details:

Company 166733	Position Title Deputy County Counselor	Work Location CPE
Pay Range Full-Time	Salary \$107,030.21 - \$139,171.17/year	Supervisor Position Yes
Cost Center 1 1-County General	Department 4-Counselor	Project Code
Supervisor: Clarence Holeman	Department Head: Clarence Holeman	

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☒ New or updated position description.

☐ New request for budget (details attached)

Salary: \$139,171.17

Budget for Benefits: \$54,972.61

Total proposed annual budget: \$194,143.78

Additional Position Comments: requesting 5-6 month onboarding training period

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



COUNTY CLERK & ELECTIONS
Election

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: February 2, 2023

SUBJECT: Commissioner Districts Adjustments

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

The Riley County Commissioners on January 30, 2023 by consensus agreed to redistrict the County Commission Districts by moving Ward 8 Precincts 1 from District #2 to District #1 and Ward 4 Precincts 3 & 4 from District #3 to District #1.

DISCUSSION

By making the changes to the districts the new totals are Commission District #1-24,084, Commission District #2-24,119 and Commission District #3-23,756. By total number and percentage change you can see the difference between the three Commission District is very low and makes the district very equal in population.

RECOMMENDATION(S)

If acceptable to the Board I recommend the Board make a motion to approve the 2023 Riley County Commission Redistricting as presented by motion.

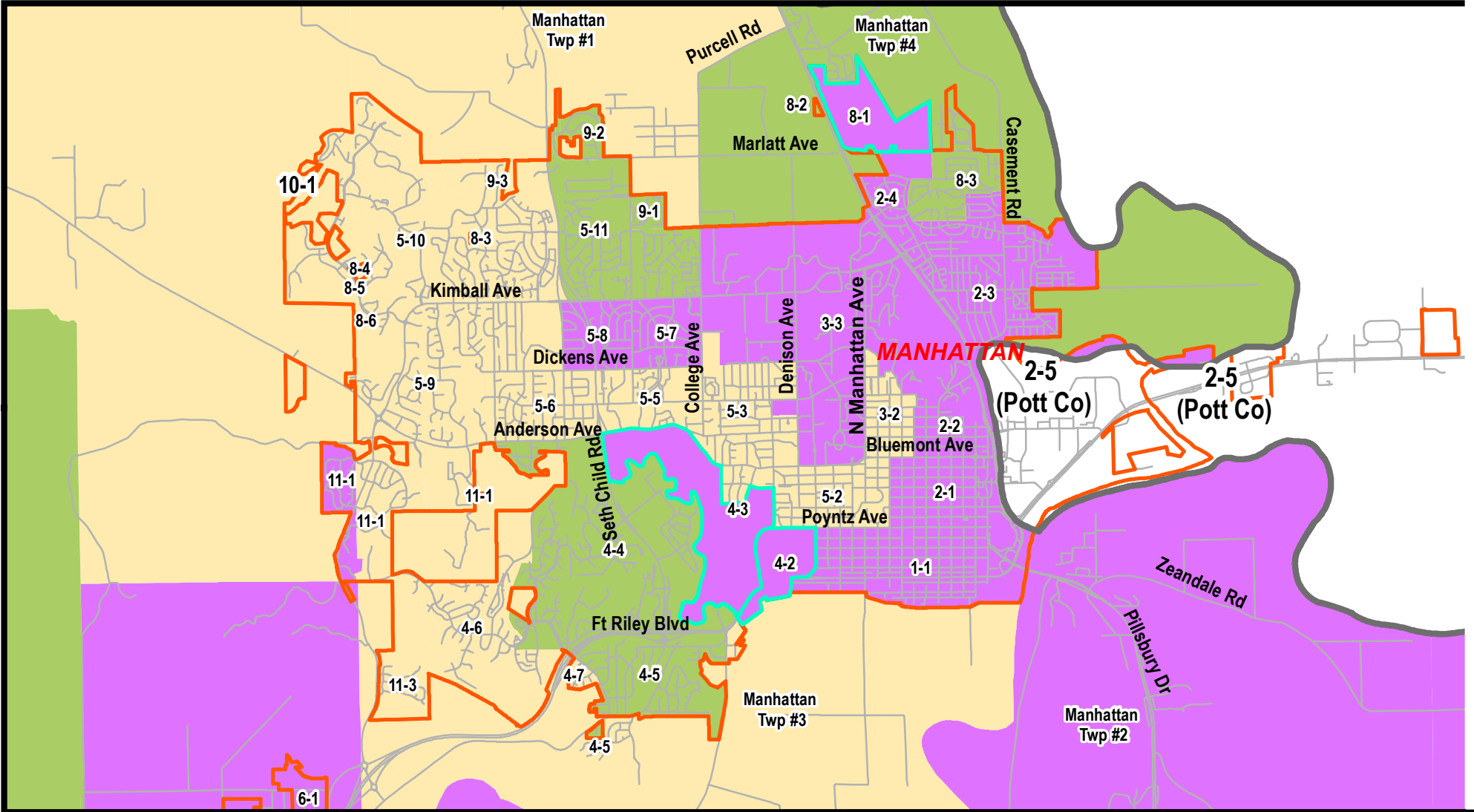
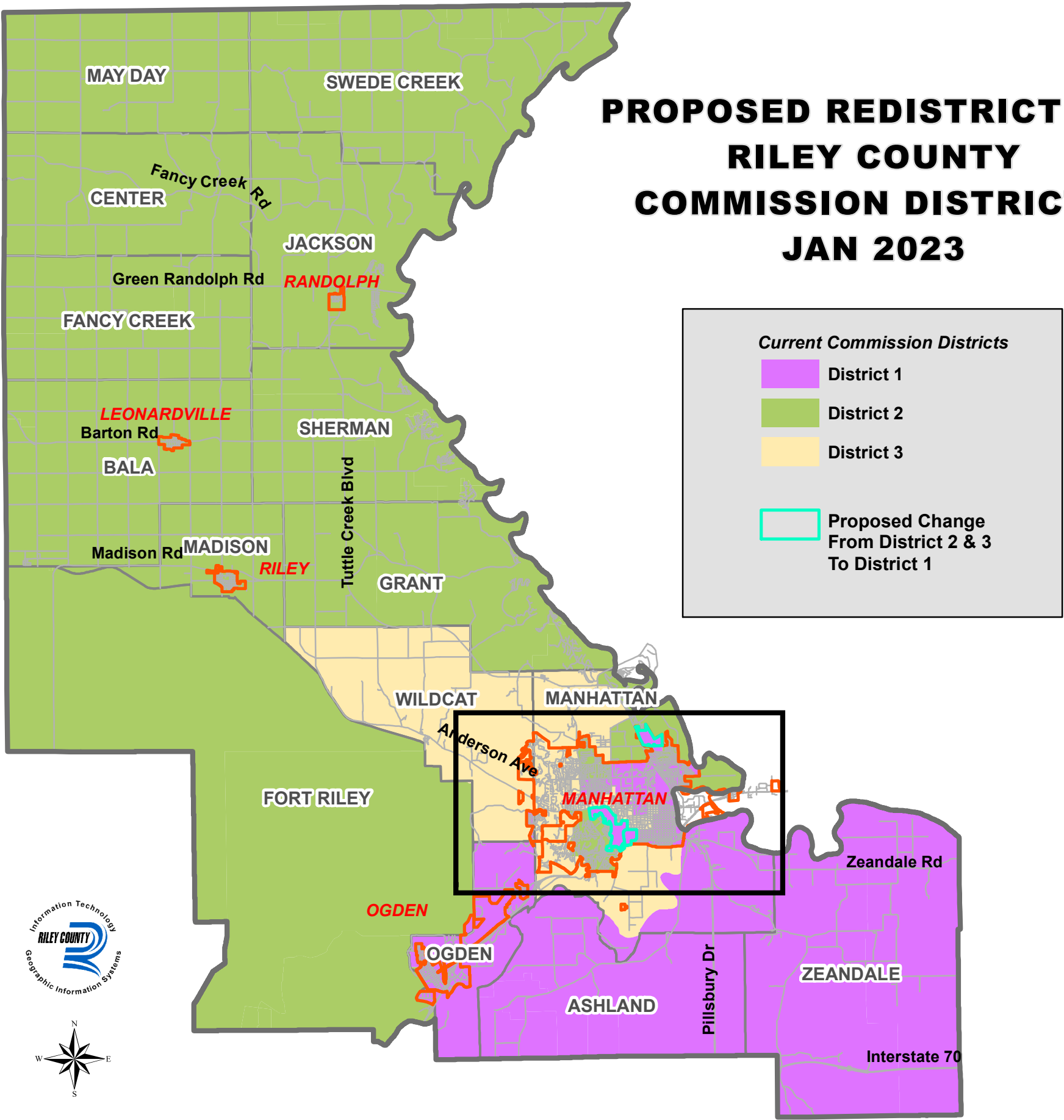
POSSIBLE MOTION(S)

Move to approve the 2023 Riley County Commission Redistricting as presented with District #1-24,084, District #2-24,119 and District #3-23,756.

Enclosures:

- Redistricted Map (PDF)
- Redistricted Commission District Precinct List (XLS)

PROPOSED REDISTRICTING RILEY COUNTY COMMISSION DISTRICTS JAN 2023



Attachment: Redistricted Map (13152 : Commissioner Districts Adjustments)

Commissioner District Precinct List					20.b
DISTRICT 1	Population	DISTRICT 2	Population	DISTRICT 3	Population
Ashland Twp	147	Bala Twp	740	Manhattan Twp 1	484
Manhattan Twp 2	493	Center Twp	81	Manhattan Twp 3	228
Ogden Twp	2029	Fancy Creek Twp	76	Wildcat Twp	786
Zeandale Twp	360	Grant Twp	870	3-1	394
1-1	2121	Jackson Twp	273	3-2	2678
2-1	2738	Madison Twp	1152		
2-2	1067	Manhattan Twp 4	985		
2-3	1150	Mayday Twp	86	4-6	1265
2-4	1302	Sherman Twp	585	4-7	100
2-5	2223	Swede Creek Twp	204	4-8	0
2-6	508	Madison/Ft. Riley	8280	4-9	0
2-7	55	4-4	2876	5-2	2421
3-3	5450	4-5	1505	5-3	4059
5-7	802	4-5 Exclave	41	5-5	1230
5-8	1033	5-11	3442	5-6	1480
6-1	187			5-9	2453
6-2	18	8-2	24	5-10	3241
8-1	862	8-3	2405	9-3	113
4-2	471	9-1	291	10-1	359
4-3	1068	9-2	203	10-2	0
				11-1	1395
				11-1B	814
				11-3	243
				12-1	13
				13-1	0
	24084		24119		23756

Total Pop.	Total Pop. Divided by 3
71959	23986

Current Percentage per District	
33.47%	District 1
33.52%	District 2
33.01%	District 3

Attachment: Redistricted Commission District Precinct List (13152 : Commissioner Districts