



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 07, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 3, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Pending County Projects County Counselor

9:20 AM

Rich Vargo, County Clerk

10. Request to Fill Account Clerk - Licenses/Elections position

9:30 AM

Press Conference

11. RCPD update - Captain Greg Steere (3-5 minutes)
12. aTa Bus update - Anne Smith (5-10 minutes)
13. Severe weather awareness week in Kansas - Laurie Harrison (3-5 minutes)

10:00 AM Russel Stukey, Emergency Management Director

14. Staff Time

10:15 AM Julie Gibbs, Health Department Administrator

15. Riley County Health Department Monthly Update

16. RCHD Aid to Local Grant Request Approval

10:55 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Executive session to discuss a performance matter involving non-elected personnel

Adjournment**Announcements**

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, March 8, 2022 (KF).

The 2022 Annual Township Officials Meeting will be held Wednesday, March 9th from 8:30 a.m. -1::00 p.m. at Pottorf Hall, CiCo Park.

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
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: March 7, 2022

SUBJECT: Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

PRESENTER: Cindy Kabriel, Administrative Assistant II

Riley County Public Health Council

The Riley County Public Health Council approved Shelli Schottler's application to fill the open position held by Robbin Cole whose term expired December 31, 2020.

Road & Bridge Advisory Board

Kent Manuel and Robert Peterman have terms that expired December 31, 2021. They are not eligible to be reappointed. John Ellermann recommends appointing Gordon Hibbard and David Beach to the two open positions.

Manhattan Urban Area Planning Board

Phil Anderson and Jerry Reynard have terms that expire April 30, 2022. Both are interested in being reappointed and Amanda Webb recommends the reappointments.

POSSIBLE MOTION(S)

Move to approve the following appointments and "Resolution No. 030722- , A Resolution appointing Riley County representatives to Council/Advisory Boards."

Shelli Schottler	March 7, 2022-	Riley County Public Health Council
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Comm Dist 2	December 31, 2023	3 year
Gordon Hibbard Comm Dist 3	March 7, 2022- December 31, 2024	Road & Bridge Advisory Board 3 year
David Beach Comm Dist 2	March 7, 2022- December 31, 2024	Road & Bridge Advisory Board 3 year
Phil Anderson Comm Dist 3	May 1, 2022- April 30, 2025	Manhattan Urban Area Planning Board 3 year
Jerry Reynard Comm Dist 2	May 1, 2022- April 30, 2025	Manhattan Urban Area Planning Board 3 year

Enclosures:

- misc board information (PDF)
- resolmainmar22 (DOC)

Cindy Kabriel

From: Tasha R. Young
Sent: Thursday, February 24, 2022 10:22 AM
To: Cindy Kabriel
Cc: Julie Gibbs
Subject: FW: Health Council application
Attachments: 02-03-22 Shelli Schottler application.pdf

This application has been approved by PHAC as of yesterday 02/23/2022.

From: Cindy Kabriel
Sent: Friday, February 4, 2022 4:47 PM
To: Julie Gibbs <jgibbs@rileycountyks.gov>; Tasha R. Young <tryoung@rileycountyks.gov>
Subject: Health Council application

Attached is an application that we received yesterday for the Riley County Public Health Council.

Thanks and have a great weekend! ☺

Cindy

Cindy Kabriel
 Administrative Assistant II
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394
 e-mail: ckabriel@rileycountyks.gov

Attachment: misc board information (11957 : Advisory Board Appointments)

FILED

2020 OCT -8 AM 8:27

COUNTY CLERK
RILEY COUNTY, KANSAS**Name of Council/Board Member:** Robbin Cole**Board:** Riley County Public Health Council**Date of Term Expiration:** December 31, 2020

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

☒ I am interested in serving another term.

☐ I am not interested in serving another term.

☒ I am not eligible to serve another term.

☐ I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:



Council/Board Member

10-3-2020

Date

FILED

2020 OCT -8 AM 8:26

COUNTY CLERK
RILEY COUNTY, KANSAS

Attachment: misc board information (11957 : Advisory Board Appointments)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Shelli Schottler Date February 3, 2022

Address 912 Allison Ave, Manhattan, Ks 66502, Work: Pawnee Mental Health 1558 Hayes Drive, Manhattan, KS 66

Telephone 785-410-3283 (Home) 785-587-4361 (Work) Occupation Community Services Director/Social Worker

e-mail address: shelli.schottler@pawnee.org

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

☐ Armed Forces Memorial Committee Board	☐ Museum Board of Trustees
☐ Big Lakes Developmental Center Board	☐ North Central – Flint Hills Area Agency on Aging
☐ Fair Board	☐ Pawnee Mental Health Services Board
☐ Food and Farm Council	☐ Riley County Council on Aging
☐ Hunters Island Water District	☐ Riley County Parks Board
☐ Joint Corrections Advisory Board	☐ Riley County Planning Board/Board of Zoning Appeals
☐ Judicial Nominating Commission—21st	☒ Riley County Public Health Advisory Council
☐ Law Enforcement Agency Board	☐ Road and Bridge Advisory Board
☐ Manhattan Urban Area Planning Board	☐ Solid Waste Management Committee

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I was born and raised in Manhattan and have lived her most of my life except for a small time frame when my husband (also from Manhattan) and I were just getting started in our education and careers. Our goal when we left was to come back to Manhattan as this is where we belong. We have been back in Manhattan since 2003. Because Manhattan is integral in our lives I believe in making Manhattan as strong of a community as possible. Serving on a counsel is a way met to do this and give back to the community.

I have worked in the Community Mental Health field for the past 28 years, 20 of those at Pawnee Mental Health. I am currently the Community Services Director at Pawnee. I have my Masters Degree in Social Work. Mental health is my passion because of my profession and the consumers we serve. I come from a family of nurses and know the importar of good health.

I have been a Mental Health First Aid Instructor for 9 years and believe mental, physical and emotional health are stron connected and help make up a health community. It is important to provide information and resources for a community make it as overall healthy as possible. I see the Public Health Advisory Council as a way to make this happen.

Please provide references: (Name, address and phone number)

Robbin Cole, Pawnee Mental Health Executive Director
P.O. Box 747, Manhattan, Ks 66505
785-587-4300

Signature

Shelli Schottler, LMSW

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: misc board information (11957 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6844
Fax: 785-565-6844
E-mail: bocc@rileycountyks.gov

March 7, 2022

Shelli Schottler
912 Allison Avenue
Manhattan, KS 66502

Dear Shelli:

This is to confirm your appointment to the Riley County Public Health Advisory Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Advisory Council will benefit from your contribution. Your term appointment is through December 31, 2023.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: misc board information (11957 : Advisory Board Appointments)

Cindy Kabriel

Subject: FW: Road & Bridge Advisory Board

Cindy Kabriel
Administrative Assistant II
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394
e-mail: ckabriel@rileycountyks.gov

From: John Ellermann
Sent: Friday, February 25, 2022 4:44 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: RE: Road & Bridge Advisory Board

Yes, I would like to recommend Gordon Hibbard and David Beach.

-John

Attachment: misc board information (11957 : Advisory Board Appointments)

Name of Council/Board Member: Kent Manuel

Board: Road and Bridge Advisory Board

Date of Term Expiration: December 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

Kent Manuel

Council/Board Member

9/30/2021

Date

Attachment: misc board information (11957 : Advisory Board Appointments)

Name of Council/Board Member: Robert Peterman

Board: Road and Bridge Advisory Board

Date of Term Expiration: December 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

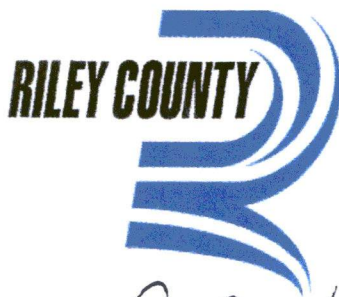


Council/Board Member

9/29/2021

Date

Attachment: misc board information (11957 : Advisory Board Appointments)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Gordon Hubbard Date November 2, 2021
Address 5765 Blue River Hills Rd, Manhattan, KS 66503
Telephone 785-770-7415 (Home) _____ (Work) _____ Occupation Self-employed business owner
e-mail address: g Hubbard@gmail.com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|--|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central -- Flint Hills Area Agency on Aging |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging |
| ☐ Hunters Island Water District | ☐ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Advisory Council |
| ☐ Law Enforcement Agency Board | ☒ Road and Bridge Advisory Board |
| ☐ Manhattan Urban Area Planning Board | ☐ Solid Waste Management Committee |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I think roads and bridges are the life-veins for rural areas, particularly for production agriculture. I have managed a large facility that had several roads and spurs. We worked in concert with K-DOT and two adjoining Kansas counties.

Please provide references: (Name, address and phone number)

References on back

Signature _____

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Kevin Larson
k_larson@kernvalley.net
785-243-2240
212 N. High St
Riley, KS 66531

Randall Stosner
5601 Kistler Creek Rd
Manhattan, KS 66503
cjsstosner5@gmail.com
785-313-1773



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

March 7, 2022

Gordon Hibbard
5765 Blue River Hills Road
Manhattan, KS 66503

Dear Gordon:

This is to confirm your appointment to the Road & Bridge Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Road & Bridge Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: misc board information (11957 : Advisory Board Appointments)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name David Beach Date 3/2/22
Address 2219 Alta Dr. Manhattan, KS 66502
Telephone 785/564-1648 (Home) Cell (Work) Occupation Engineer
e-mail address: dbeach@schwab-eaton.com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|---|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central-Flint Hills Area Agency on Aging Advisory Board |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging Advisory Board |
| ☐ Hunters Island Water District Advisory Board | ☐ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Council |
| ☐ Law Enforcement Agency Board | ☒ Road and Bridge Advisory Board |
| ☐ Manhattan Urban Area Planning Board | ☐ Rural Economic Development Advisory Board |
| | ☐ Solid Waste Management Committee |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

Civil Eng'r mgr. @ Schwab-Eaton 38yrs this April. Served on the RD & BR Advisory Board in the past, and enjoyed my time there. Desire to serve once again.

Most recently the Board selected various County-wide projects for consideration should the $\frac{1}{2}$ of sales tax move forward which proved successful.

Please provide references: (Name, address and phone number)

Signature David Beach

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: bocc@rileycountyks.gov

March 7, 2022

David Beach
2219 Alta Drive
Manhattan, KS 66502

Dear David:

This is to confirm your appointment to the Road & Bridge Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Road & Bridge Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: misc board information (11957 : Advisory Board Appointments)

Cindy Kabriel

From: Amanda Smeller
Sent: Monday, February 7, 2022 11:51 AM
To: Cindy Kabriel
Cc: Lisa Daily
Subject: MUAPB member terms expiring

Hi, Cindy.

Both Phil Anderson and Jerry Reynard are on the Manhattan Urban Area Planning Board and have terms expiring at the end of April. I've contacted them, and they are both interested in being reappointed. Please let me know if there is anything else I need to do for this.

Thanks!

-Amanda

Amanda Webb

Director
Riley County Planning & Development
110 Courthouse Plaza
Manhattan, KS 66502
Email: asmeller@rileycountyks.gov
Phone: (785) 537-6332

Attachment: misc board information (11957 : Advisory Board Appointments)

Name of Council/Board Member: Phil Anderson

Board: Manhattan Urban Area Planning Board

Date of Term Expiration: April 30, 2022

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:



Council/Board Member

2-14-22

Date

Attachment: misc board information (11957 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

March 7, 2022

Phil Anderson
 1718 Fairchild Avenue
 Manhattan, KS 66502

Dear Phil:

This is to confirm your appointment to the Manhattan Urban Area Planning Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Manhattan Urban Area Planning Board will benefit from your contribution. Your term appointment is through April 30, 2025.

Sincerely,

Riley County Board of County Commissioners

 Chairman

 Member

 Member

Attachment: misc board information (11957 : Advisory Board Appointments)

Name of Council/Board Member: Jerry Reynard

Board: Manhattan Urban Area Planning Board

Date of Term Expiration: April 30, 2022

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.

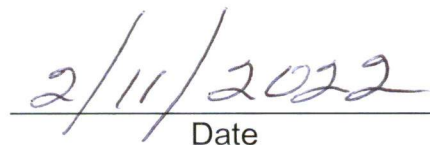


I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:



Council/Board Member



Date



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6846
Fax: 785-565-6846
E-mail: bocc@rileycountyks.gov

March 7, 2022

Jerry Reynard
3308 Shady Valley Drive
Manhattan, Kansas 66502

Dear Jerry:

This is to confirm your appointment to the Manhattan Urban Area Planning Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Manhattan Urban Area Planning Board will benefit from your contribution. Your term appointment is through April 30, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: misc board information (11957 : Advisory Board Appointments)

RESOLUTION NO. 030722-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO
ADVISORY BOARDS**

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Shelli Schottler Comm Dist 2	March 7, 2022- December 31, 2023	Riley County Public Health Council 3 year
Gordon Hibbard Comm Dist 3	March 7, 2022- December 31, 2024	Road & Bridge Advisory Board 3 year
David Beach Comm Dist 2	March 7, 2022- December 31, 2024	Road & Bridge Advisory Board 3 year
Phil Anderson Comm Dist 3	May 1, 2022- April 30, 2025	Manhattan Urban Area Planning Board 3 year
Jerry Reynard Comm Dist 2	May 1, 2022- April 30, 2025	Manhattan Urban Area Planning Board 3 year

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 7th day of March, 2022.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: resolmainmar22 (11957 : Advisory Board Appointments)



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: March 7, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-03 Clerk M Carmichael (green) (PDF)
- 2022-03 HD G Palmero (green) (PDF)
- 2022-03 HD K Mathis(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 3-2-2022
☒ Change	Dept Head:	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Carmichael	Mary		
Name: Last	First	Middle	Home Phone

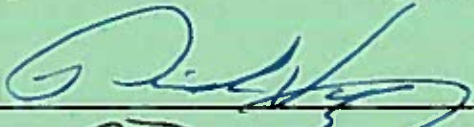
Address: Street	City	State	Zip

Acct Clerk-Lic/Elect	Clerk	00001-000002
Position Title	Department	Fund

3/1/2022	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	4	\$18.45	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:  Date: 3-2-22

Personnel:  3/3/2022

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Dept Head: Julie Gibbs	Fill Request Date: 3-2-2022 Employee #
--	---------------------------------------	---

☒ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion	☐ Promotion ☐ Other	☐ Separation from County Service
--	---	--	--	--

☐ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
--	---	---	---

Palmero	Gina		
---------	------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Health Equity Nurse	Health Department	0030-000422
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Position Title Department Fund

3/14/2022	☒ Exempt ☐ Non-Exempt		☒ Yes ☐ No
-----------	---	--	--

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

S 3	\$ ☐ Hour ☒ 2,445.90	☒ Bi-weekly ☐ 40
-----	--	--

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 3-2-22

Personnel:  3/3/2022

BOCC
Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add	Supervisor:	Fill Request Date: 3-3-2022
☐ Change	Dept Head: Julie Gibbs	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☒ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary

Mathis	Kayla		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Interim Clinic Supervisor	Health Department	0030-000421
Position Title	Department	Fund

2-5-2022	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

V	07	\$	☐ Hour	\$ 3,193.18	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Approvals:

Department:  Date: 3-3-22

Personnel: E. A. Ward 3/3/2022

BOCC
Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 03, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:32 AM
John Ellermann	Public Works Director/County Engineer	Present	8:37 AM
David Willis	Parks Manager	Present	9:00 AM
Craig Cox	Deputy County Counselor	Present	9:15 AM
David Adams	EMS/Ambulance Director	Present	10:34 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:34 AM
Tami Robison	Budget and Finance Officer	Present	10:59 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Monday I attended the Intergovernmental Luncheon. No KSU president included.

Minutes Acceptance: Minutes of Mar 3, 2022 8:30 AM (Review Minutes)

In the afternoon I stopped by the museum to see how things are going. They have had an increase in attendance lately and Allana Saenger, Museum Director should be back soon.

I also talked to Jim Genandt at Manhattan Tech to discuss the EMT program.

Tuesday I had my ears lowered. If you do not know what that means, ask a boomer.

Wednesday I attended the Flint Hills ATA board meeting. The auditor reviewed his year-end report. Budget work for next year will be starting soon. The ridership is up slightly from last year, but still down 50% from pre pandemic numbers. This is consistent with national trends.

Two new bus shelters are out for bid. They are at Flint Hills Gardens and Westloop. They are also working with the City of Manhattan on three more shelters. Hiring bus drivers is an ongoing concern and increase costs, particularly fuel, are stretching the budget.

Focke's Comments:

Monday, I attended the Intergovernmental Luncheon held by Zoom, conducted by the Manhattan City Commission. Reports were made by the various governmental agencies: Fort Riley, City of Manhattan, NBAF, #383 School Board, and several others. NBAF staff will be moving into their facility, transitioning to in-person offices on March 28th.

Tuesday I attended and chaired the Common Table Board Meeting held via zoom. All meal providers are working toward serving meals in-person with the Methodist Church doing a dine-in alternative. To-go boxes are provided for those that don't want to stay. Other locations are doing hybrid dine-in and take-out and some are totally take-out. It just varies with the different locations.

Wednesday I attended the Military Relations Committee Luncheon at the Holiday Inn across from KSU. It was a well-attended event and the program presented by Fort Riley was on the process of relocating Afghanistan refugees to the US and how they were located in various towns and cities across the country. The local group that has been working with thirty-one families that have come to Manhattan reported that thirty of the families are in their own homes. Many people and groups have helped with the transition to their new lives here.

Later that afternoon I attended the Westloop Business Association meeting. The main presentation was made by Jeff Morris of KSU who discussed how the university is adapting practices to attract more students as enrollment is down about 12.7% this year. (Jeff has two more weeks before he retires).

The business of the month is The Trust Company and Mark Knackendoffel talked about how their business has grown in the past 30 years. Their history is very impressive. As usual, all the attendees at the meeting talked about what their business or group is involved with. Leap will have a “ribbon cutting” and grand opening on March 10th.

In the evening I went to hand bell practice and Ash Wednesday services at the Lutheran Church.

Ford's Comments:

Monday morning post BOCC meeting I did spend a little time meeting with staff in the appraiser's office to send them my thoughts and condolences with last week's passing of Greg McHenry and to reassure them that we will help and provide the necessary resources to assist them moving forward during this difficult time.

Monday afternoon we had the February Intergovernmental Luncheon via Zoom, As usual it was nice to hear updates from many local and regional entities and listen to the challenges they face in some cases with the Kansas Legislature. It seemed as if there were several other agencies that usually aren't on the call that joined in here in February, which is good. I'm also really looking forward to meeting in person for this luncheon next month for the first time since February 2020, in all honesty that is been long overdue.

Tuesday evening I enjoyed some pancakes for Fat Tuesday from Early Edition as part of Pancakes for Pawnee as a yearly fundraiser to help support services at Pawnee Mental Health. Food was delicious as usual and this year because of COVID challenges it was a drive thru event only, hopefully next year in 2023 it can return to its normal in person function. They were very prepared and organized this year in this mode however. Look forward to seeing how much they raised from the event.

Want to give a big shout out to the Riley County Fire District #1 and the fifteen volunteer firefighters who spent from Sunday morning to 7 p.m. Monday evening putting out a 700+ acre wildfire up in the north county, part up by Swede Creek. Although the cause of the fire has yet to be determined it is important to understand the current weather conditions, fire dangers, heed burning restrictions/notices and use common sense until mother nature can provide us with some adequate

moisture sometime here soon. Luckily no one was harmed and no structures were damaged in this fire.

K-State dropped another game in Lubbock on Monday, looking as if the postseason is all but done at this point. K-State women lost one to West Virginia and the K-State baseball dropped one to Cal. St. Fullerton on Tuesday as well.

Business Meeting

3. Highway Use Permit, City of Manhattan

Move to approve the Highway Use Permit granting the City of Manhattan permission to work in the right of way to install a temporary "Speed Limit" radar sign on Marlatt Avenue, near College Avenue and Browning Avenue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Tami Robison, a Budget and Finance Officer, in the Clerk's Department, for Separation from County Service, effective March 18, 2022.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 28, 2022 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM John Ellermann, Public Works Director/County Engineer

8. Bid opening for grounds maintenance

The Board of County Commissioners opened the following bids for grounds maintenance:

<u>Company</u>	<u>Total Bid</u>
Garibay Siteworks LLC 1286 Garibay Lane Manhattan KS 66502	\$33,795.08
Rothwell Landscape Inc 1607 Fair Lane Manhattan KS 66502-4220	\$19,602.00

Move to refer the bids to staff for evaluation and recommendation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:15 AM Craig Cox, Deputy County Counselor

9. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on pending litigation for the purpose of consultation with Craig Cox, Deputy Riley County Counselor, attorney for the commission, a matter which is deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:30 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM

Craig Cox, Deputy County Counselor

9:30 AM

10. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, on a matter which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:00 a.m. Amanda Webb, Planning & Development Director, Bob Isaac, Planner, and Darrin Hobbs, Planning Compliance Specialist, will be present during a portion of the executive session, to provide factual information.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:00 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:00 AM

Amanda Webb, Planning/Special Projects Director

11. Planning & Development - Staff Update

Webb discussed the Land Development Regulations revisions.

Webb discussed Planning and Development projects.

Move to approve the Application to amend certain portions of the Land Development Regulations, modifying language in the SF, TF, and MF zoning districts, use specific standards for short-term rentals, and Article 9-Definitions.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12. CDBG-CV grant performance public hearing

McKinley opened the public hearing.

Webb presented the CDBG-CV grant performance closeout.

McKinley closed the public hearing.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**13. Administrative Work Session**

Holeman reported on April 7th from 10:45 a.m. - 11:45 a.m. a follow up legislative meeting will be held via Zoom with the Board.

Holeman asked if the Board would like the next County Officials Luncheon to be in person or Zoom.

The Board agreed by consensus the meeting will be held in person in the BOCC Chambers.

10:30 AM Ron Fehr, Manhattan City Manager**14. City of Manhattan general update**

Fehr presented the City of Manhattan general update.

Fehr suggested a working group on the Animal Shelter agreement between the City and County.

11:00 AM John Ellermann, Public Works Director/County Engineer**15. EMS - North County Station RFQ**

Ellermann presented the RFQ for a North County EMS/Ambulance Station.

Focke discussed having enough space for a classroom for the Health Department for Health Outreach. Focke stated it could be for educational classes.

The Board agreed to include multi-use space for Health Department Outreach.

Move to approve to advertise for RFQ's for the North Riley County EMS Station.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES: Ford, Focke, McKinley

11:15 AM Rich Vargo, County Clerk

16. Request to Fill Budget & Finance Officer position

Vargo presented the request to fill the Budget & Finance Officer position.

Move to approve recruiting to fill the position of Budget & Finance Officer.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Ford, County Commissioner
SECONDER: Kathryn Focke, County Commissioner
AYES: Ford, Focke, McKinley

The Board of County Commissioners signed a Riley County Position Action Form for a Budget & Finance Officer, in the Clerk's Office, at a grade CC.

11:25 AM David Adams, EMS/Ambulance Director

17. North County Station Discussion

Adams presented the North County Station location at either the City of Leonardville or City of Randolph.

Ford said he is in favor of Option 2 Leonardville with growth in Leonardville.

McKinley agreed.

Focke stated she likes the Leonardville option as well. Focke said she does believe with increased development up north there will be come a need farther north.

Move to use and adapt Map #2 with the station located in City of Leonardville.

RESULT: ADOPTED [UNANIMOUS]

MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

18. Purchase of Equipment for North County Operations

Adams presented the purchase of equipment for a first responder and the north county operations.

Move to approve EMS/Ambulance purchase the following additional equipment:

New Ambulance- 2024 Dodge 5500 4WD Type 1 : \$302,720
 Zoll 'X' Series Cardiac Monitor: \$40,978.14
 Stryker 'LUCAS' CPR device: \$ 15,846.86
 800 Mhz Radios for ambulance: \$5,961.92.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 10, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

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

Michael Boller, Noxious Weed Director

4. Staff update

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

**Eddie Eastes, Manhattan Parks and Recreation Director and Bryce
Caulk, Director of Animal Services**

7. Animal Shelter update

10:15 AM

Tami Robison, Budget and Finance Officer

8. Procurement Code updates

Attachment: 03-10-22 tentative agenda (11639 : Tentative Agenda)

10:30 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer**9. Monthly Cash Flow Reports****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: 03-10-22 tentative agenda (11639 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 14, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

11:00 AM

Allana Saenger, Museum Director

4. Staff update

12:00 PM

County Officials Luncheon

Adjournment

Attachment: 03-14-22 tentative agenda (11639 : Tentative Agenda)

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: 03-14-22 tentative agenda (11639 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: March 7, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 03.07.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning February 24, 2022 and through March 2, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel

discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21)

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed

terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.”

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) *Confirm with A.G.’s*

office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) *Evaluate possible ROW legislation.* (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022.(February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) *Discuss with contract lobbyist potential in-session annual legislative conference update.* (2-25-22) *Discuss with member of delegation SB 119 as it stands in House.* (2-25-22) *Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022.* (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) *Schedule follow up zoom only legislative conference for April 7, 2022.* (3-2-22)

DEPARTMENTAL LIST

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22)

Riley County Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22;2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) *Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee.* (3-1-22) *Participate in staff working group on personnel policy issue.* (3-1-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. *Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22)*

Riley County Ambulance Service: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) *Vehicle documents signed by BOCC during public meeting. (2-24-22)*

Riley County Treasurer: Advise on property tax issue. (10-6-21)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff’s Office for testing of Community Corrections’ clients. (10-26-21) *Work with Director Shelly Williams on Drug Court structure. (2-24-22)*

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: March 7, 2022

SUBJECT: Request to Fill Account Clerk - Licenses/Elections position

PRESENTER: Rich Vargo

BACKGROUND

On March 1, the incumbent in this position submitted her resignation, effective immediately. This position is vital to the elections process and the operations of the Clerk's office.

FISCAL IMPACT

This is a budgeted position, there will be no fiscal impact.

RECOMMENDATION(S)

Recommendation is to open the position of Account Clerk - Licenses/Elections for recruitment.

POSSIBLE MOTION(S)

Move to approve recruiting to fill the position of Account Clerk - Licenses/Elections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2015 Account Lic-Elections Clerk (DOC)
- 2022-03 Clerk Account Clerk-Licesne_Elections (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ACCOUNT CLERK-LICENSES/ELECTIONS	
Department:	Clerk	Division:
Reports To:	Elections Supervisor and Clerk/County Clerk	
Pay Grade:	H	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: To provide clerical and bookkeeping support of Wildlife and Parks licenses and processes for the County Clerk's Office. To coordinate poll workers notification, training, and scheduling.

Essential Functions:

Elections:

- Analyze and Maintain and update voter registration data base:
 - Adding, changing, or forwarding all voter registration applications that are received.
 - Deleting, purging, all voters according to National Voter Registration Act, as well as maintaining the voter registration data base according to the guidelines set up by NVRA.
 - To strive to find new ways of keeping all voter records current.
 - To assist in the planning, organizing and implementing a process to promote voter awareness
 - Assist in maintaining records that come from DMV
- Generate and prepare all voter registration cards to be mailed out monthly or more often if needed through bulk mail rates
 - sort the mail appropriate for bulk mail regulations and stamp with the appropriate rate
 - deliver to the post office to be accepted by the bulk mailing department
 - Track financial savings used by mailing bulk
- Maintain outside vendors in establishing an outpost for the voter registration applications.
 - Maintain a supply of voter registrations applications for use to all vendors.
 - Keep in contact with vendors of any changes in procedures and policies.
 - Analyze needs for new or old outpost.
- Responsible for hiring, job assignments, and notifications for all election workers including but not limited to:
 - add and update basic activity and specific information for election workers
 - perform election staffing activities, from producing recruitment notices for potential election
 - workers to preparing staffing worksheets; prepare final staffing worksheets, automatically creating worker activity records, and verifying

- staffing worksheets; prepare a final staffing report.
 - prepare for all elections by generating attendance rosters, reminder notices, newsletters, mailing labels and badges for all election workers; post worker attendance and reimbursement information after an election has closed.
 - prepare compensation and payroll reports and update work records and payment information
 - prepare current election staff worksheets and present to party chairs for recommendations
 - notify all election staff of job assignments and maintain election assignments and fill all necessary positions when needed per K.S.A.
 - organize and set-up training of all election workers.
- Responsible for Election Day processes for all elections including but not limited to:
 - Record and test candidate names on the ballot via an audio system designed for ADA Ivo's
 - assist in coordinating training days/preparing agenda and training materials/organizing refreshments
 - assist in giving training day presentations
 - assist voters with advance voting
 - process and balance advance voting
 - Assist in coordinating the charging, testing, and preparations needed for the election equipment.
 - Organize the logic and accuracy testing process so the machines are tested by the supervising judges prior to the election.
 - Ensure that all machines are charged and cleared and tested and ready to go out to the polls after logic and accuracy testing and prior to Election Day.
 - Help organize the supplies that the field judges and election workers will be taking out to the polling places.
- Responsible for recruiting student judges for elections including but not limited to
 - processing student applications
 - creating files for each student judge
 - notifying student judges of their job assignments
 - training the student judges
- Assist with the sorting through provisional ballots after the election to determine whether they will count to prepare for canvass.
 - Post provisional status on Election Voter Information System (ELVIS) and prepare a spreadsheet to be uploaded on the internet for the public to check if their provisional counted.
 - Assist with canvass as needed
- Maintain ELVIS tokens for the Clerk's Office and Temporary Workers

License and Clerk's Office Duties

- Responsible for coordinating and developing procedures for the collecting, accounting and depositing of monies received in the Clerk's office daily including all licenses distributed from State of Kansas and Wildlife and Parks Department. Distribute all County cereal malt beverage licenses, Pawnbroker and Precious Metal Dealer's licenses, Transient Merchant's licenses, Moving permits, Peddler and Vendor licenses, Public Auction licenses, Kennel Licenses, and Pet licenses. This requires daily contact with the general public, phone calls, answering questions, problem solving. Notarize documents for customers and County personnel.
- Responsible for assisting customers in the process of purchasing fish and game licenses, boat licenses, and park permits.
- Responsible for assisting customers with filling homestead and food sales tax forms as well as any service provided by the County Clerk's office.
- Responsible for coordinating with the Treasurer's office regarding Homestead Eligibility
- Assist payroll department with cross balancing and entering leave time.
- Responsible for ordering supplies for the County Clerk's office.
- Assist in the process of calculating and distribution of the motor vehicle reports received from the County Treasurer's office.
- Research Riley County historical records, births, deaths, etc. for genealogical requests from all over the United States.

POSITION REQUIREMENTS:

Education: Position requires a two year associate's degree with 2 years general office experience, or equivalent of 4 years office experience; or equivalent combination of education and experience.

License(s)/Certification(s): Valid driver's license required. Help America Vote Act training, 8 hours/annually provided by the Secretary of State. Must be able to obtain a State of Kansas Notary Public.

Experience: Knowledge of Microsoft Office, and experience working with the public.

Skills: Must have good organizational and communication skills and have the ability to work on multiple tasks with frequent interruptions: ability to work independently and be a self starter.

Supervisory Control: Work is performed independently and not normally reviewed by supervisor. Work is audited by Wildlife and Parks, Department of Revenue, and state auditors.

Guidelines: Employee uses initiative in determining best application for each task.

Updated with McGrath Study 2008

Complexity: Work involves a multitude of unrelated duties requiring many different processes. Accuracy is exacting and detailed.

Scope and Effect of Work: Balance daily all receipts collected in clerk's office. Patience is a necessary qualification. All inquiries require a correct answer.

Personal Contacts: Public, vendors, department heads and auditors.

Purpose of Contacts: Sell licenses and permits; assist with homestead forms and Riley county audit.

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. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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 exposed to a normal noise level.

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.

Revised 10/21/2013

Updated with McGrath Study 2008

10.b

Department Clerk Date 3/2/2022 Job Title Account Clerk-Licenses/Elections

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	H	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Mary Carmichael	2. Effective date of promotion, transfer, termination, or change: 3/2/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent
2. Is it possible to fill this position internally? If no, why not? If meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

2yr Associates degree w/2yrs office exp or equivalent of 4 yrs office exp or equivalent combo of education and exp. Help America Vote Act training (8 hrs annually provided by Secretary of State). Must be able to obtain a State of KS Notary Public. Microsoft office exp and working w/Public

Additional comments: Valid Drivers License.

Approval by:

Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance



EMERGENCY MANAGEMENT
Staff Update

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey Emergency Services Director
MEETING: March 7, 2022
SUBJECT: Staff Time
PRESENTER: Russel Stukey

Will provide information on activities for the month of February and status of ongoing projects.

Enclosures:

- 2, 2022 Febuary staff time (DOCX)



Monthly staff time report to BOCC,

During January department staff have been involved in the following items:
Russel Stukeley

911

- 911 Working group monthly meeting
- Nex-Gen 911 integration meetings with KSU PD, KSU Tel-com, KS 911 coordinating council and contractors proceeding

Fire

- Attended several department head meetings
- Participated in several evening sessions of county fire training
- Continue to accept and process applications for volunteer firefighters
- Dealing with staff and volunteer personnel issues
- Working with HR to update policy manual
- Working with HR on several personnel issues
- We will continue to keep looking for good used apparatus, a pumper/tanker is high on our list of needs.
- Reviewing departmental Standard Operating Guidelines
- Toured the county fire stations with Commissioner Focke
- In desperate need of significant moisture, have not allowed burning for the majority of the past several weeks and will continue to not allow burning until we receive significant moisture
- Attended commission meeting in Leonardville about north county ambulance
- Press release about a project we are participating in:

2/28/2022 Fire District #1 News

NEWS RELEASE

For immediate release

Riley County Fire District #1 Using New Technology for Emergency Response

(RILEY COUNTY, KS - February 28, 2022) Riley County Fire District #1 (RCFD#1) is exploring new technology for incident responses by serving as a pilot test group for the new OpsCentral team software. This software brings several sources of information together as a quick reference tool for emergency responders. Maps, personnel and apparatus resources, weather conditions, and incident pre-plan documents become available in one dashboard.

“We’re always looking for ways to innovate and use new technologies to help us deliver the best fire and emergency response possible to Riley County,” said Deputy Chief John Martens. “We’re hoping



OpsCentral will allow us to bring together time-sensitive information to support quick, informed decision making.

The software pilot test started in February and will continue for the next several months. Riley County is not paying to participate in the test and is not obligated to purchase the platform. If the platform proves to be more useful than current solutions being used, the county has the option to pursue a contract in the future.

“We’re excited to partner with OpsCentral and look forward to providing insight, user recommendations, and ultimately better on-scene tactical decisions,” said Martens. “Our department is staffed mainly by volunteers, and we want to serve them by providing the best resources available so they can do their jobs effectively and efficiently.”

With 15 Fire Stations strategically located across the County, and with 130 volunteer firefighters, RCFD#1 strives to provide the taxpayers with timely emergency response 24 hours a day. In 2021, RCFD#1 responded to a total of 753 calls for service. Rescue & Emergency Medical Services, which include auto accident responses, were the most frequent incident type, representing almost 60% with 446 calls for service. Fire-related calls were up approximately 13% last year, with a total of 167 calls in 2021.

“We are preparing staff for a potentially busy spring wildland fire season due to a combination of heavy vegetation fuel load and significant drought conditions,” said Martens. “Now is the time to remove any combustible materials, such as dried leaves, pine needles, and tall dead grasses away from buildings. This is especially important for rural residents. It’s also a good idea to clean gutters of dead leaves and debris and repair or replace any loose or missing roof shingles to prevent ember penetration from wildfires in the area.”

Find information about preparing a home for wildfires on the National Fire Protection Association Website at <https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Preparing-homes-for-wildfire>

The mission of Riley County Fire District #1 is to provide superior fire protection, operational excellence, and professionalism through all areas of our organization. The department’s ability to meet this goal is heavily supported by everyday individuals who help by answering the call to aid neighbors in need through volunteerism, commitment, and dedication.



OpsCentral provides a dashboard of information that consolidates pre-plan documents, incident command worksheets, sensors, drones, and smart city technologies into an easy-to-use dashboard for emergency responders on scene. This information would typically be found in pre-plan documents, incident command worksheets, dry erase boards, and a variety of other sources. The software merges all of the data and information together along with guiding documents to give emergency responders quick access to the resources needed on-scene.

###

Deputy Chief Doug Russell

- Responding to multiple calls
- Station repairs
- Updating station door lock sets
- Getting both new trucks equipped with Brush guards, toppers, decals and dropped off at KCOMM for radios lights and Sirens.
- Sending SCBA bottles to Weis for Hydro testing
- Had all SCBA packs flow tested and NFPA compliant.
- Looking at some truck Replacement options.
- Scheduled and arranging County fire trainings.
- Assisted PD with a few calls.
- Participated in equipment committee meeting
- Complete re-plumb of Heavy Brush101
- B114 now in service and responding to calls
- Assisted stations with station cleanup maintenance
- Wildland fire prep and trainings
- Attended Kansas forest service large incident command training
- Repositioned trucks between stations to better utilize their capabilities
- Assisted with Radio reprogramming

Deputy Chief John Martens

- Submitted RCFD Fire Officer (Lieutenant, Captain, Battalion Chief) Job descriptions to HR for final review
- Put together training calendar for 1st quarter and preparing staff for potentially active spring fire season
- Sent out engagement survey to RCFD members to gain strategies for future recruitment ideas, volunteer growth, and focus on retention and planning for 2022
- Planning for radio reprogramming transition to occur mid to late February
- KS pipeline assoc. emergency responder training


Riley County Emergency Management
Riley County Fire District #1

115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6331
 Fax: 785-537-6331
www.rileycountyks.gov

- Met with planning/equipment committee to rate and review rescue/extrication tool bids and make department recommendation to BOCC
- Fine tuning the RCFD hiring and onboarding process to equip new firefighters with quality training
- Call volume increasing due to Wildland/Grassfires and regional drought conditions
- Administration Provided staff with training opportunities and leadership training webinar
- Review/revisions underway on new RCFD#1 SOG's with Committee members
- Planning underway for RCFD#1 Website improvements and recruitment efforts in coordination with PIO.
- OpsCentral- Testing new platform and providing recommendations to the company
- Increasing social media presence for fire education and fire recruitment purposes through better content and regular postings. Coordinating with PIO.
- Updating nozzles for stations with 30+ year old water flow equipment
- Performing Fire inspections, safety & code recommendations to Planning and Development for future county businesses & stakeholders

Russel Stukekey

Emergency Management

- Participated in a meeting with the Health Dept. RCEMS, RCPD, RC PIO, and other EOC members to produce an After Action Report (AAR) assessing our recent pandemic response
- Monitored severe weather moving through the area
- Constantly working on radio system management, signing agreements with neighboring agencies to share talk groups, updating older radios with new software so that they can operate on the new system, analyzing opportunities to lower the annual operating costs of the 911 system
- Working with Public Works to figure out best way to maintain access roads to radio towers.
- Attended multiple commission meetings
- Working with David Adams and John Ellerman on proposed Riley County Public Safety Headquarters
- Attended ESD meeting at MFD
- Participating in a winter weather shelter planning group which consists of RCEM, RCEMS, MFD, RCPD, United Way, BeAble, MESI, RCPIO, Community Corrections and Regional COAD
- I attended IS 2300 Intermediate EOC training in Salina
- Met with RCPD interim Director Moldrup and dispatch supervisor Jager to discuss the planned Riley County Public Safety Headquarters building and what capabilities and staff need to be included in the building planning process
- Presided over NE KS Homeland Security Council meeting as the Chairman
- Attended KS Forest Service Incident Command training for Large Wildfire Incidents
- Attended area wide Fire Chiefs meeting
- Working with Ka-Comm to update department radio programming
- Updated equipment spreadsheets for insurance purposes with Tami

Attachment: 2, 2022 February staff time (11955 : Staff Time)

EM Coordinator Laurie Harrison activity EM/911:

- Conducted monthly siren test, Everbridge test, IPAWS test
- Participated in 911 working group
- Attended NE regional KEMA meeting
- Attended KEMA conference planning meeting
- Working on shelter operations training with American Red Cross and other volunteer agencies in the community
- Continue to review & update Emergency Operations Plan
- Conducted Everbridge training with new users
- Attended website training
- Attended NE Regional Homeland Security Council meeting
- Participated in AAR for covid EOC actual event
- Presented personal emergency preparedness to KSU Vet Med Students
- Facilitated a tabletop exercise for KSU Vet Med Students
- Attended KSU KCC operators meeting
- Continue to work with intern

EM Planner Baldwin Fisher:

- Continue to update COOP plans
- Update Tier II reporting files for 2021
- Worked with shelter group
- Continue to review and update COOP plans and EAGs
- Completed HSEEP (homeland Security Exercise & Evaluation Program) training
- Completed Kansas Exercise Design Course for Discussion Based Exercises
- Working with departments to update Emergency Action Guides and plan for Active Violence training, tabletop and full exercise this fall.

Russel Stukey, Emergency Services Director



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: March 7, 2022

SUBJECT: Riley County Health Department Monthly Update

PRESENTER: Julie Gibbs

Please see attached powerpoint

Enclosures:

- 2022_budget_to_actual_Feb22 (PDF)
- BOHmonthlyreportmarch22 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2022 Budget to Actual Comparison of Revenues and Expenses
January 1, 2022-February 28, 2022
16.7 % of year

ACTUAL REG. CASH BAL. \$1,121,163.65

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCIF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues																																
Grants	2,623,955.00	452,148.94	-	29,708.15	49,578.00	6,197.00	847,560.00	125,008.00	-	-	46,500.00	5,522.00	99,766.00	13,199.29	209,073.00	26,134.00	152,978.00	17,807.00	9,060.00	25,173.00	125,056.00	15,195.00	222,800.00	55,000.00	758,262.00	133,105.50	65,735.00	-	7,500.00	-	30,087.00	-
Client Fees	95,150.00	9,658.08	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	3,700.00	32,000.00	2,287.08	35,000.00	3,240.00	150.00	-	-	-	-	8,000.00	-	-	-	-	-	
Medicaid	46,500.00	8,605.93	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	277,500.00	42,992.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer in CARES	-	11,918.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	25,296.00	4,751.20	25,296.00	4,691.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,222,927.00	1,684,600.60	1,179,827.00	1,200,843.54	49,578.00	6,197.00	847,560.00	125,008.00	-	-	46,500.00	5,522.00	99,766.00	13,199.29	229,073.00	29,424.00	238,978.00	28,274.25	297,060.00	71,017.11	130,206.00	15,490.00	222,800.00	55,000.00	758,262.00	133,105.50	85,735.00	1,519.91	7,500.00	-	30,087.00	-
% of Budget Received			39.89%		101.78%	12.50%	14.75%				11.88%	13.23%	12.84%	11.83%	23.91%	11.90%		24.69%	17.55%	1.77%	0.00%	0.00%										
Expenses																																
Total Personnel	3,323,027.00	158,834.47	380,292.00	94,486.73	72,144.10	29,386.81	907,090.00	112,707.04	-	-	31,486.00	5,316.33	69,965.00	8,236.88	275,514.00	38,780.08	398,090.00	62,444.83	169,940.00	35,442.19	270,431.00	46,324.68	392,105.00	13,468.93	397,118.00	63,904.88	385,540.00	34,419.72	-	3,475.00	696.38	
Total Contract	755,609.00	139,909.98	355,336.00	36,613.36	386.00	753.46	24,260.00	6,727.07	-	-	15,150.00	3,375.95	23,146.00	5,050.04	10,512.00	2,884.23	23,400.00	4,014.82	6,925.00	2,117.62	7,585.00	2,341.46	59,388.00	9,454.40	350,260.00	63,912.76	27,300.00	3,619.28	-	14,055.00	5.55	
Total Commodities	331,773.00	29,325.17	6,300.00	13,446.13	-	-	16,250.00	401.03	-	-	1,489.00	-	12,655.00	1,045.52	2,275.00	56.80	45,196.00	1,067.35	152,289.00	9,414.84	2,122.00	47.52	5,050.00	803.72	57,518.00	919.44	10,572.00	2,004.96	7,500.00	117.86	12,557.00	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,610,403.00	727,065.62	541,888.00	144,655.20	72,527.00	13,149.27	847,560.00	119,835.14	-	-	48,045.00	6,692.88	99,766.00	14,362.44	288,301.00	41,721.09	427,586.00	57,527.00	342,154.00	47,175.05	280,138.00	48,713.66	456,443.00	63,727.05	844,896.00	128,787.09	323,512.00	40,043.96	7,500.00	117.86	30,087.00	611.93
% of Budget Spent			15.77%	26.69%	18.13%		14.14%				13.93%	14.40%	14.47%	13.45%	13.79%	17.39%	13.96%	15.24%	12.38%	1.57%	2.03%											
BALANCE:																																
EXCESS/(DEF.) BUDGET			637,934.00		(22,949.00)	-	-	-	(1,545.00)	-	-	-	-	(50,228.00)	(188,608.00)	(45,094.00)	(149,932.00)	(233,643.00)	(8,727.05)	4,368.41	(38,524.05)	(117.86)	(611.93)									
EXCESS/(DEF.) ACTUAL			1,056,188.34		(6,952.27)	5,172.86	-	-	(1,170.88)	(1,163.15)	(12,297.09)	(29,252.75)	(188,608.00)	(45,094.00)	(149,932.00)	(233,643.00)	(8,727.05)	4,368.41	(38,524.05)	(117.86)	(611.93)											
ENDING CASH BAL.	\$2,078,694.63																															

Attachment: 2022_budget_to_actual_Feb22 (11958 : RCHD Update)



BOH Monthly Report March 2022

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOHmonthlyreportmarch22 (11958 : RCHD Update)

Budget to Actual February 2022 Explanations

15.b

Revenues:

- Emergency Preparedness-timing of payments
- WIC-timing –reimbursement grant
- CDRR-timing of payments
- KCCTF-timing-reimbursement grant
- CCL-timing of payments
- Family Planning-timing of payments
- MCH-timing of payments
- State Formula-timing of grant payments

Expenses:

- General: Contact tracers were not budgeted for 2022-thought that would be done when we did the budget, RADX not budgeted (original contract ended in 2021), ELC staff not budgeted
- Emergency Preparedness-timing of expenses
- MCH-timing of expenses

Attachment: BOHmonthlyreportmarch22 (11958 : RCHD Update)

Covid Update

15.b

County Numbers

Percent Positive decreasing
(goal is under 5%)

Hospital numbers down
(Goal is 0!)

Case Investigations for 18 and
under only (still contact
tracing at the schools)

Testing Update

Testing daily at new location
(3019 Anderson)

We have over 1,000 home kits
on hand

Rapid testing at the HD only
on MWF

Vaccine information

Vaccinations by appointment

Remote vaccinations

Attachment: BOHmonthlyreportmarch22 (11958 : RCHD Update)

Staff Updates

Medical Interpreter - Admin

- 1 PT position

Clinic Supervisor

- 1 FT Position

WIC Updates

Breastmilk Depo moving from St. Lukes to Oklahoma

Formula Recall



*Products shown here are examples only.

Raising Riley Updates

Providing transportation for Camp Kindergarten

Support group for childcare providers in Riley County

Maternal and Child Health Updates

BAF – 20 participants!

BAM – 72 participants!

26 new clients!

Clinic Updates

15.b

Finished 1 week of walk-ins!

Welcome Gina Palmero – Health Equity Nurse

Attachment: BOHmonthlyreportmarch22 (11958 : RCHD Update)

Health Education

- CHIP Process
 - First Community Partners Meeting = success!

datacounts.net/rcchip/meetings.asp

You've Been... [CR](#) New Member Orien... [G](#) at

Riley County Community Health Improvement Plan

Home
Meetings
Resources
Contact
See 2015 RCCHIP

2022 Meetings
Additional meeting information coming soon

Manhattan March 22 Time: TBD Location: Manhattan Public Library	Riley County March 29 Time: TBD Location: Virtual	Spanish-speaking April 1 Time: TBD Location: Virtual
Ogden April 5 Time: TBD Location: TBD	BLM MHK April 7 Time: TBD Location: TBD	

RILEY COUNTY

Thank You!!



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: March 7, 2022
SUBJECT: RCHD Aid to Local Grant Request Approval
PRESENTER: Julie Gibbs

Please see powerpoint

RECOMMENDATION(S)

I recommend the BOH approve this Aid to Local Application for FY2023.

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:

- ALT2023 (PDF)
- wildcatreg.signaturepage (PDF)
- ATLSign.page (PDF)



Kansas Department of Health and Environment (KDHE) Aid To Local Grant Requests

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502
3/4/2022

Attachment: ALT2023 (11959 : RCHD Aid To Local Presentation)

Background

- Grants from the Kansas Department of Health and Environment to Local Health Departments (LHDs)
 - State Formula Funds: funds based on a formula to LHDs
 - Categorical grant funds: funds for specific service needs
- Riley County Health Department Application
- Wildcat Region Application

FY2023 KDHE Aid to Local (ATL) Grants

- State Formula
- Maternal and Child Health
- Immunization Action Program
- Family Planning
- Public Health Emergency Preparedness (PHEP)
- Regional PHEP
- Child Care Licensing
- Chronic Disease Risk Reduction (CDRR) – not applying for FY2023

FY 2023 ATL Grants

- State Formula
 - **\$67,915 (set allocation)**
 - Small decrease from FY2022
 - Supports public health clinic services
 - Based on population size
- Maternal and Child Health
 - **\$206,679**
 - 40% match, included in 2022 County budget
 - Supports maternal and child health services
 - Requesting additional time for interpreter
- Immunization Action Program
 - **\$9,060 (set allocation)**
 - Level funding from SFY2022
 - Supports Vaccine for Children (VFC) Program

FY 2023 ATL Grants

- Child Care Licensing
 - **\$265,779**
 - Supports enforcement of childcare regulations in Riley, Geary, Dickinson, Pottawatomie, and Clay Counties
 - Full funding provided for Geary, Pott, Dickinson and Clay Counties
- Family Planning
 - **\$302,974**
 - 40% match, included in 2022 County budget
 - Supports STD testing and treatment, HPV testing, family planning education and services

FY 2023 ATL Grants

- Local PHEP
 - **\$49,578.00**
 - Supports preparedness training and events for Riley County
- Regional PHEP (Wildcat Region Application)
 - **\$31,810.00**
 - Supports preparedness training and events for Riley, Geary, and Pottawatomie Counties

ELC and IAP Supplemental Grants – COVID Related

Health Equity Grant Funds

- IAP 3 = \$79,848.68
- IAP 4 = \$116,995.81

Staffing and Infrastructure

- ELC 1 = \$48,105.42

Care Resource Coordination and Expanded Testing

- ELC 2 = \$6,000

Expanding Infrastructure

- ELC 3 = \$160,068.17

Total Funding Requests

- Riley County Health Department
 - **\$1,313,003.08**
- Wildcat Region
 - **\$31,810.00**

Questions?

תודה
 Dankie Gracias
 Спасибо شكراً
 Merci Takk
 Köszönjük Terima kasih
 Grazie Dziękujemy Děkojame
 Ďakujeme Vielen Dank Paldies
 Kiitos Täname teid 谢谢
Thank You Tak
 感謝您 Obrigado Teşekkür Ederiz
 Σας ευχαριστούμε 감사합니다
 Bedankt ඔබට
 Děkujeme vám
 ありがとうございます
 Tack

Thank You!!

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 1, 2022 - June 30, 2023

**1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365**

This form, complete with signatures, is required to complete your Aid to Local application package. Upload as an attachment under Work Area, Agency Imports. All applications due March 11, 2022. tiny-K applications are due April 22, 2022.

Applicant:(Name of Agency)

Wildcat Region

Address

2030 Tecumseh Road
Manhattan, Kansas 66502

KGMS Administrator

Julie Gibbs

KGMS Administrator Phone

Programs

Regional PHEP (RPHEP)	\$31,810.00
	\$31,810.00

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Attachment: wildcatreg.signaturepage (11959 : RCHD Aid To Local Presentation)

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 1, 2022 - June 30, 2023

1000 SW Jackson, Suite 340

Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local application package. Upload as an attachment under Work Area, Agency Imports. All applications due March 11, 2022. tiny-K applications are due April 22, 2022.

Applicant:(Name of Agency)

Riley County Health Department

Address

2030 Tecumseh Road
 Manhattan, Kansas 66502-3541

KGMS Administrator

Julie Gibbs

KGMS Administrator Phone

7857764779 7639

Programs

Child Care Licensing Program (CCL)	\$265,779.00
COVID-19 ELC Expanding Infrastructure	\$160,068.17
COVID-19 IAP Supplemental 3 - Vaccine Access	\$79,848.68
COVID-19 IAP Supplemental 4 - Vaccine Equity	\$116,995.81
ELC	\$48,105.42
ELC Optional Opportunities - Care Resource Coordination and Expanded Testing	\$6,000.00
Family Planning (FP)	\$302,974.00
Immunization Action Plan (IAP)	\$9,060.00
Maternal & Child Health (MCH)	\$206,679.00
Public Health Emergency Preparedness (PHEP)	\$49,578.00
State Formula (SF)	\$67,915.00
	\$1,313,003.08

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Attachment: ATLSign.page (11959 : RCHD Aid To Local Presentation)