



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Approval of Budget Baseline
4. Sign Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 14, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:15 AM

David Adams, EMS/Ambulance Director

9. EMS/Ambulance Staff Update

9:30 AM

Press Conference

10. Garden Program Saturday, March 23rd - Gregg Eyestone (2-3 minutes)
11. Presidential Preference Primary - Rich Vargo (2-3 minutes)

9:35 AM

Julie Gibbs, Health Department Director

12. RCHD Approval to apply for Aid to Local Grants

9:50 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 13. Administrative Work Session
- 14. Pending County Projects County Counselor

12:00 PM**Law Enforcement Agency Meeting**

- 15. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: March 18, 2024

SUBJECT: Approval of Budget Baseline

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

In the past, a budget baseline has been established to allow Department Heads and Outside Entities know the sentiment of the Commissioners. On March 14, 2024 the Commissioners approved to set a baseline of only critical needs for the 2025 budget.

RECOMMENDATION(S)

It is recommended to approve the budget baseline letters.

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:

- Agency Appropriation Requests Cover 2025 (PDF)
- Department 2025 Budget Worksheet Memo (PDF)



County Clerk's Office

Brittany Phillips
Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: (785)537-6359
Fax: (785) 537-6394
bphillips@rileycountyks.gov

FROM: Brittany Phillips, Budget & Finance Officer
DATE: March 20, 2024
SUBJECT: Riley County Appropriation Request

The Riley County Board of Commissioners is currently accepting appropriation requests for the 2025 Budget from agencies/entities that are located and provide services within Riley County.

Requests submitted must include:

- Mission Statement
- Agency/Entity Description
- Comprehensive Breakdown of Sources of Funding
- **Line Item Budget for Use of Funds Requested ***
- Goals for 2025

** The Commissioners 2025 budget baseline is to reflect critical, essential, and emergency purchases.*

The Board voted the requesting agencies/entities follow this same criteria for 2025 budget requests.

Please submit requests electronically, if possible. Documents may be emailed to bphillips@rileycountyks.gov. However, if you do not have the capability to submit documents electronically, hard copies can be submitted to the Budget & Finance Officer in the County Clerk's office.

Submission dates have been changed from previous years to comply with Tax Lid legislation requirements. Appropriation requests must be emailed or received by mail/courier to me at the Riley County Clerk's Office **no later than 5 p.m. on Monday, April 22, 2024.**

The Commission will require a formal presentation of your request. The presentations will be scheduled during the Board of County Commissioner meetings in the afternoons on May 6, 9, 13 or 16. Please contact me via email or phone (537-6359) as soon as possible to schedule a time.

Thank you for your cooperation.

Brittany Phillips
Budget & Finance Officer

Attachment: Agency Appropriation Requests Cover 2025 (14593 : 2025 Budget Baseline Review)



CLERK'S OFFICE

3.b

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6300
Fax: 785-537-6394
E-mail: rvargo@co.riley.ks.us

To: Department Heads; Department Assistants
From: Brittany Phillips, Budget & Finance Officer
Re: Development of the 2025 Budget
Date: April 1, 2024

Your departmental budget worksheet for the 2025 Budget process is attached. The worksheet will include columns with the 2023 unaudited actual expenditures, 2024 budgeted expenditures and the 2025 budget. The "2025 Budget" column highlighted in yellow may be used by you to populate and submit your 2025 budget requests.

The Board voted the departments should present their 2025 budgets based on the following:

Do not include non-essential purchases. Only critical, essential, and emergency purchases should be part of your budget. The Commissioners may request further adjustments to your budget as they deem necessary.

Please include a memo outlining all major changes to your 2025 budget requests.

DIRECTIONS in populating the 2025 budget requests:

1. Open the spreadsheet, select "save as" and save it to your computer as a copy.
2. Only populate the 2025 Budget (yellow) column and the rows within this column of individual object codes for Commodities, Contractual Services and Capital Outlay. Do **NOT** change any of the Personnel Service line items but please verify this section reflects the appropriate job titles and accurate number of personnel. The personnel numbers do NOT include any additional 2025 personnel requests, or COLA for any employees. If you have any questions or necessary adjustments to the Personnel Services portion, please contact me or Elizabeth Ward as those changes will need to be made by us.
3. Once you have completed the 2025 budget requests, save the updated document and send it back to me via email. **The 2025 Budget requests are due no later than 8 a.m. Monday, April 29.** Presentations are scheduled for May 6, 9, 13 & 16. **Please let me know which date in the afternoon will work for you to present your budget.**

Thank you for your cooperation. If you have any questions or would like to meet with me for assistance, please contact me to schedule a time prior to April 22.

Attachment: Department 2025 Budget Worksheet Memo (14593 : 2025 Budget Baseline Review)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: March 18, 2024
SUBJECT: Sign Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image32350 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12 1

4.a

Taxpayer ID STEW0102
Owner ID STEW0102

Control # 2024000133

Tax Year 2023
Tract # RI00026J1

STEWART, ELIZABETH S
JUSTIN ELI BARNARD
PO BOX 72

CAMA # 151-01-0-20-12-008-00-0-01

RILEY CITY
BLK 8 LOTS 10 11 12

TU 7 Riley City
Parcel 470

RILEY, KS 66531-0072

USD 378

Property Address 311 N REMMELE ST

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	7710	115280	122990

Appraised After Correction:

CL	Land	Imp	Total
RU	7710	35740	43450

Net Change
79540-

Total	7710	115280	122990
Assessed Prior to Correction:			
RU	887	13257	14144

Total	7710	35740	43450
Assessed After Correction:			
RU	887	4110	4997

Net Change
9147-

Total	887	13257	14144
SB41	4836		

Total	887	4110	4997
SB41	4836		

Total
9147-
SB41

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	164.38400	Gen Tax	2325.06
SB41 Tax Dollars		96.72	2228.34

Tax After Correction:

Levy	164.38400	Gen Tax	821.44
SB41 Tax Dollars		96.72	724.72

Net Change
1503.62-
1503.62-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	9147-
Applicable Mill Levy	164.38400
Net Change in Levied Tax Dollars	1503.62-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 28431

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	1503.62-
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Owner STEW0102

STEWART, ELIZABETH S

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID BEDR0003
Owner ID BEDR0003

Control # 2024000134

Tax Year 2023
Tract # 094018

BEDROS, IMAD V

CAMA # 203-06-2-70-05-021-00-0-01

NORTHVIEW ACRES
LOT 18

2011 PLYMOUTH RD

TU 2 Manhattan City
Parcel 43830

MANHATTAN, KS 66503-7542

USD 383

Property Address 806 SMITH ST

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	19780	149320	169100

Total	19780	149320	169100
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Assessed Prior to Correction:

RU	2275	17172	19447
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Total	2275	17172	19447
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	19780	95260	115040

Total	19780	95260	115040
-------	-------	-------	--------

Assessed After Correction:

RU	2275	10955	13230
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Total	2275	10955	13230
SB41	4836		

Net Change	54060-
------------	--------

Net Change	54060-
------------	--------

Net Change	6217-
------------	-------

Total	6217-
SB41	

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	2924.34
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	SB41 \$	96.72
--	---------	-------

SB41 Tax Dollars	2827.62
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Tax After Correction:

Levy 150.37500	Gen Tax	1989.46
----------------	---------	---------

	SB41 \$	96.72
--	---------	-------

SB41 Tax Dollars	1892.74
------------------	---------

Net Change

Net Change	934.88-
------------	---------

Net Change	934.88-
------------	---------

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	6217-
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Applicable Mill Levy	150.37500
----------------------	-----------

Net Change in Levied Tax Dollars	934.88-
----------------------------------	---------

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 9621

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars	934.88-
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Owner BEDR0003
BEDROS, IMAD V

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID BANK0266
Owner ID CAMA0006

Control # 2024000135

Tax Year 2023
Tract # 143009

CAMAROTTI, TEO BARROS
JACLYN CAMAROTTI
2842 OREGON LN

CAMA # 211-11-0-10-08-018-00-0-01

HOWENSTINE ADDN #4
BLK 4 LOT 6

TU 2 Manhattan City
Parcel 54110
USD 383

Property Address 2842 OREGON LN

MANHATTAN, KS 66502-2308

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	43330	260410	303740

Total	43330	260410	303740
-------	-------	--------	--------

Assessed Prior to Correction:

RU	4983	29947	34930
----	------	-------	-------

Total	4983	29947	34930
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	43330	253980	297310

Total	43330	253980	297310
-------	-------	--------	--------

Assessed After Correction:

RU	4983	29208	34191
----	------	-------	-------

Total	4983	29208	34191
SB41	4836		

Net Change	6430-
------------	-------

Net Change	6430-
------------	-------

Net Change	739-
------------	------

Total	739-
SB41	

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	5252.60
	SB41 \$	96.72
SB41 Tax Dollars		5155.88

Tax After Correction:

Levy 150.37500	Gen Tax	5141.48
	SB41 \$	96.72
SB41 Tax Dollars		5044.76

Net Change	111.12-
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Net Change	111.12-
------------	---------

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	111.12-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 9019

Comments PUP adjustment per Appraiser

Owner CAMA0006

CAMAROTTI, TEO BARROS

Net Change in Total Tax Dollars	111.12-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

Taxpayer ID DENT0020
Owner ID DENT0020Control # 2024000136Tax Year 2023
Tract # 290127

DENTON-EDWARDS, PATRICIA

CAMA # 211-11-0-30-06-009-00-0-01OVERLOOK ADDN #4
LOT 127

1333 OVERLOOK DR

TU 2 Manhattan CityParcel 76160

MANHATTAN, KS 66503-2572

USD 383Property Address 1333 OVERLOOK DR

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	30120	212880	243000
—	—	—	—
—	—	—	—
—	—	—	—
Total	30120	212880	243000

Assessed Prior to Correction:

RU			
RU	3464	24481	27945
—	—	—	—
—	—	—	—
—	—	—	—
Total	3464	24481	27945
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	30120	163680	193800
—	—	—	—
—	—	—	—
—	—	—	—
Total	30120	163680	193800

Assessed After Correction:

RU			
RU	3464	18823	22287
—	—	—	—
—	—	—	—
—	—	—	—
Total	3464	18823	22287
SB41	4836		

Net Change
49200-Net Change
5658-Total 5658-
SB41

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	4202.24
	SB41 \$	96.72
SB41 Tax Dollars		4105.52

Tax After Correction:

Levy 150.37500	Gen Tax	3351.42
	SB41 \$	96.72
SB41 Tax Dollars		3254.70

Net Change
850.82-

850.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

5658-
150.37500
850.82-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 13029

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

850.82-

Owner DENT0020DENTON-EDWARDS, PATRICIABy order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

Taxpayer ID BEDR0003
Owner ID BEDR0003Control # 2024000137Tax Year 2023
Tract # 274009

BEDROS, IMAD V

CAMA # 216-24-0-30-05-024-00-0-01WOODLAND RIDGE ADD
LOT 9

2011 PLYMOUTH RD

TU 2 Manhattan City
Parcel 73670

MANHATTAN, KS 66503-7542

USD 383Property Address 733 CANYON DR

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	31540	209460	241000
—	—	—	—
—	—	—	—
—	—	—	—
Total	31540	209460	241000

Assessed Prior to Correction:

RU			
RU	3627	24088	27715
—	—	—	—
—	—	—	—
—	—	—	—
Total	3627	24088	27715
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	31540	150790	182330
—	—	—	—
—	—	—	—
—	—	—	—
Total	31540	150790	182330

Assessed After Correction:

RU			
RU	3627	17341	20968
—	—	—	—
—	—	—	—
—	—	—	—
Total	3627	17341	20968
SB41	4836		

Net Change
58670-Net Change
6747-Total
6747-
SB41

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	4167.64
	SB41 \$	96.72
SB41 Tax Dollars		4070.92

Tax After Correction:

Levy 150.37500	Gen Tax	3153.06
	SB41 \$	96.72
SB41 Tax Dollars		3056.34

Net Change
1014.58-

1014.58-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	6747-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	1014.58-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 9624

Comments PUP adjustment per Appraiser

Owner BEDR0003
BEDROS, IMAD V

Net Change in Total Tax Dollars | 1014.58- |

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID SODE0003
Owner ID SODE0003

Control # 2024000138

Tax Year 2023
Tract # OC24001

SODER, THOMAS D & NANCY R

CAMA # 251-01-0-40-05-024-01-0-01

STILL'S RANCH #2
LOT 1 .216A

PO BOX 562

TU 5 Ogden City
Parcel 4940

OGDEN, KS 66517-0562

USD 383

Property Address 400 N WALNUT ST

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	14070	114770	128840

Total	14070	114770	128840
-------	-------	--------	--------

Assessed Prior to Correction:

RU			
	1618	13199	14817

Total	1618	13199	14817
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	14070	104450	118520

Total	14070	104450	118520
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Assessed After Correction:

RU			
	1618	12012	13630

Total	1618	12012	13630
SB41	4836		

Net Change
10320-

10320-

Net Change

1187-

Total	1187-
SB41	

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
149.52500		2215.52
	SB41 \$	96.72
SB41 Tax Dollars		2118.80

Tax After Correction:

Levy	Gen Tax	
149.52500		2038.04
	SB41 \$	96.72
SB41 Tax Dollars		1941.32

Net Change

177.48-

177.48-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	1187-
Net Change in Levied Tax Dollars	177.48-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 27914

Comments PUP adjustment per Appraiser

Owner SODE0003

SODER, THOMAS D & NANCY R

Net Change in Total Tax Dollars	177.48-
---------------------------------	---------

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID SODE0003
Owner ID SODE0003

Control # 2024000139

Tax Year 2023
Tract # OC00218B1

SODER, THOMAS D & NANCY R

CAMA # 251-12-0-10-25-015-00-0-01

OGDEN CITY
BLK 27 LOTS 31 32

PO BOX 562

TU 5 Ogden City
Parcel 2420

OGDEN, KS 66517-0562

USD 383

Property Address 409 12TH ST

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	8300	64100	72400

Total	8300	64100	72400
-------	------	-------	-------

Assessed Prior to Correction:

RU			
RU	955	7372	8327

Total	955	7372	8327
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	8300	45100	53400

Total	8300	45100	53400
-------	------	-------	-------

Assessed After Correction:

RU			
RU	955	5187	6142

Total	955	5187	6142
SB41	4836		

Net Change
19000-

Net Change
2185-

Total
SB41 2185-

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
149.52500	1245.10	
	SB41 \$ 96.72	
SB41 Tax Dollars	1148.38	

Tax After Correction:

Levy	Gen Tax	
149.52500	918.38	
	SB41 \$ 96.72	
SB41 Tax Dollars	821.66	

Net Change
326.72-
326.72-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	2185-
Net Change in Levied Tax Dollars	326.72-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 27913

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars	326.72-
---------------------------------	---------

Owner SODE0003

SODER, THOMAS D & NANCY R

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID HILL0201
Owner ID HILL0201

Control # 2024000140

Tax Year 2023
Tract # ZE00402A1

HILL, LORREN A
JILL A HILL
15830 SIXTH ST RD

CAMA # 284-19-0-00-00-003-00-0-01

19-11-9 TR IN S2 OF
SW4

TU 160 Zeandale Township
Parcel 1710

WAMEGO, KS 66547-9307

USD 383

Property Address 3381 MINERAL SPGS SPUR

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	40940	190160	231100

Total	40940	190160	231100
-------	-------	--------	--------

Assessed Prior to Correction:

RR			
	4708	21868	26576

Total	4708	21868	26576
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RR	40940	85720	126660

Total	40940	85720	126660
-------	-------	-------	--------

Assessed After Correction:

RR			
	4708	9858	14566

Total	4708	9858	14566
SB41	4836		

Net Change
104440-

104440-

Net Change

12010-

Total 12010-
SB41

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
118.04000		3137.04
	SB41 \$	96.72
SB41 Tax Dollars		3040.32

Tax After Correction:

Levy	Gen Tax	
118.04000		1719.38
	SB41 \$	96.72
SB41 Tax Dollars		1622.66

Net Change
1417.66-

1417.66-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

12010-
118.04000

Applicable Mill Levy

Net Change in Levied Tax Dollars 1417.66-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 17146

Comments PUP adjustment per Appraiser

Owner HILL0201
HILL, LORREN A

Net Change in Total Tax Dollars 1417.66-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/12

4.a

Taxpayer ID SODE0003
Owner ID SODE0003

Control # 2024000141

Tax Year 2023
Tract # OC00192

SODER, THOMAS D & NANCY R

CAMA # 251-12-0-10-24-005-00-0-01

OGDEN CITY

PO BOX 562

TU 5 Ogden City
Parcel 2200

BLK 26 LOTS 9 LESS E
15 FT LOTS 10 11 12
E 13.5' LOT 13

OGDEN, KS 66517-0562

USD 383

Property Address 524 13TH ST

APPRAISER SECTION (Value)

2024/03/12 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	10420	71080	81500

Appraised After Correction:

CL	Land	Imp	Total
RU	10420	59910	70330

Net Change
11170-

Total	10420	71080	81500
-------	-------	-------	-------

Total	10420	59910	70330
-------	-------	-------	-------

11170-

Assessed Prior to Correction:

RU			
	1198	8174	9372

Assessed After Correction:

RU			
	1198	6890	8088

Net Change
1284-

Total	1198	8174	9372
SB41	4836		

Total	1198	6890	8088
SB41	4836		

Total	1284-
SB41	

CLERK SECTION (Tax)

2024/03/12 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
149.52500		1401.36
	SB41 \$	96.72
SB41 Tax Dollars		1304.64

Tax After Correction:

Levy	Gen Tax	
149.52500		1209.36
	SB41 \$	96.72
SB41 Tax Dollars		1112.64

Net Change
192.00-
192.00-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

1284-
149.52500

Applicable Mill Levy

Net Change in Levied Tax Dollars

192.00-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 27911

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

192.00-

Owner SODE0003

SODER, THOMAS D & NANCY R

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image32350 (14584 : Tax Roll Corrections)



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 Resources Director

MEETING: March 18, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-03 EMS DSchmidtEAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Dillon Schmidt**Status Change Date:** 04/01/2024**Status Change:** Separation**Date of Hire:** 05/27/2022**Seniority:** 1 Year, 9 Month(s)**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMS**Pay Type:** Hourly**Base Rate:** \$18.69**Annualized Pay:** \$69,153**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 EMS DSchmidtEAF (14587 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 21, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Parallel Road Contract with Ebert Construction
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

James Slaymaker, University Park

3. Riley County Land Development Regulations impact on University Park community

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

David Willis, Parks Manager

5. Bid opening for Parks Department mower/tractor

10:00 AM

Gary Fike, County Extension Director

6. Staff update

10:15 AM

Shelly Williams, Community Corrections Director

7. Juvenile Intake and Assessment Service as needed on call needs

10:30 AM

Bob Isaac, Planner

8. Public hearing for Maple Heights Addition plat

Attachment: 03-21-24 tentative agenda (14186 : Tentative Agenda)

- 10:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
 9. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:05 AM** **David Adams, EMS/Ambulance Director**
 10. Request to fill a position
- 11:15 AM** **Julie Gibbs, Health Department Director**
 11. New position for WIC
 12. Request to continue a temporary position
 13. Out of State Travel Request
- 11:40 AM** **John Ellermann, Public Works Director/County Engineer**
 14. Request to fill Administrative Services Manager
- 11:50 AM** **Katharine Hensler, Museum Director**
 15. Staff update
- 4:00 PM** **Joint City/County/County Meeting (at City Offices)**

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Shelly Williams, Community Corrections Director

1. Staff update

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

3. National weather service presentation - Laurie Harrison (2-3 minutes)

4. Presentation of retirement plaque to Shelly Williams - John Ford (3-5 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan update

10:00 AM

Presidential Preference Primary Election Canvass

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:35 AM

Elizabeth Ward, Human Resources Director

Attachment: 03-25-24 tentative agenda (14186 : Tentative Agenda)

7. Employee Policy Manual

12:00 PM

Intergovernmental Luncheon

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: 03-25-24 tentative agenda (14186 : Tentative Agenda)



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: March 18, 2024
SUBJECT: EMS/Ambulance Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

February- 423

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 133

Medic 21 located at 11th & Poyntz: 126

Medic 31 located at 3060 TCB (Riley County Public Works): 63

Medic 41 located at Manhattan Regional Airport: 68

Medic 51- Leonardville: 32

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics.

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Abuse Working Group (Josh) and Task Force (David)

Updated: 3/14/2024 10:19 AM by David Adams

Page 1

Packet Pg. 23

Staff Report (ID # 14592)

Meeting of March 18, 2024

Hands only CPR/Stop the bleed training for county staff.

Conducting hiring processes.

Leadership tours of NBAF and building operational plans.

Fake Paddy's Day 39 calls for service.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

Preparing for severe weather season.

2025 budget

Observing field performance.

Event Standbys: 11

Education

100% review of all calls.

Review of data metrics to identify trends.

Training calendar

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Enclosures:

- Feb 2024 Stats (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	47	11%
02 - Monday	48	11%
03 - Tuesday	72	17%
04 - Wednesday	47	11%
05 - Thursday	82	19%
06 - Friday	64	15%
07 - Saturday	63	15%
TOTAL	423	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	12	3%
01:00:00 - 01:59:59	13	3%
02:00:00 - 02:59:59	13	3%
03:00:00 - 03:59:59	6	1%
04:00:00 - 04:59:59	8	2%
05:00:00 - 05:59:59	8	2%
06:00:00 - 06:59:59	13	3%
07:00:00 - 07:59:59	17	4%
08:00:00 - 08:59:59	21	5%
09:00:00 - 09:59:59	21	5%
10:00:00 - 10:59:59	24	6%
11:00:00 - 11:59:59	28	7%
12:00:00 - 12:59:59	20	5%
13:00:00 - 13:59:59	25	6%
14:00:00 - 14:59:59	28	7%
15:00:00 - 15:59:59	19	4%
16:00:00 - 16:59:59	30	7%
17:00:00 - 17:59:59	9	2%
18:00:00 - 18:59:59	22	5%
19:00:00 - 19:59:59	16	4%
20:00:00 - 20:59:59	25	6%
21:00:00 - 21:59:59	12	3%
22:00:00 - 22:59:59	19	4%
23:00:00 - 23:59:59	14	3%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	133	31%
Medic 21	126	29%
Medic 31	63	15%

Medic 41	68	16%
Medic 51	32	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Falls	60	14%
Sick Person	53	12%
Transfer	44	10%
Breathing Problem	42	9%
Unconscious	26	6%



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 18, 2024

SUBJECT: RCHD Approval to apply for Aid to Local Grants

PRESENTER: Julie Gibbs

BACKGROUND

This packet of grants funds most of our programs and salaries at the health department. Please see attached presentation.

DISCUSSION

Present and request approval for the FY2025 KDHE Aid to Local grants to include Maternal and Child Health, Immunization Action Plan, Family Planning, Public Health Emergency Preparedness and Administration.

FISCAL IMPACT

See attached budget to include match requirements.

RECOMMENDATION(S)

Recommend approval to continue these long standing services provided by the Riley County Health Department for Riley County residents.

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:

- ALT2025 (PDF)
- ATL PHEP Q2 (PDF)
- ATL Admin Q2 (PDF)
- ATL CCL (PDF)
- ATL FP Clinic (PDF)
- Continuation ATL MCH (PDF)
- ATL IAP Clinic (PDF)
- HD grant signature pages (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
3/7/2024

Attachment: ALT2025 : RCHD Aid to Local Grants)

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

FY2025 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

FY 2025 ATL Grants

- State Formula
 - **\$114,428.00 (set allocation)**
 - \$19K increase from FY2024
 - Supports public health clinic services
 - Based on population size
- Maternal and Child Health
 - **\$271,968.21**
 - 40% match, included in 2022 County budget
 - Supports maternal and child health services
- Immunization Action Program
 - **\$9,060 (set allocation)**
 - Level funding from SFY2024
 - Supports Vaccine for Children (VFC) Program

FY 2025 ATL Grants

- Child Care Licensing
 - **\$392,730.92**
 - 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
 - **\$368,104.03**
 - 40% match, included in 2022 County budget
 - Supports STD testing and treatment, HPV testing, family planning education and services

FY 2025 ATL Grants

- Local PHEP
 - **\$49,327.00**
 - Supports preparedness training and events for Riley County
- Regional PHEP (Wildcat Region Application)
 - **\$30,330**
 - Supports preparedness training and events for Riley, Geary, and Pottawatomie Counties

Total Funding Requests

Riley County Health Department

- **\$1,205,618.16**

Wildcat Region

- **\$30,330.00**

Thank You!!

PROGRESS REPORT

County : Riley

Form Name: PHEP LHD Medium 2023-2024 PR

Quarter 2 (Jan 15)

Submitted By sgerman 1/16/2024 3:32:02 PM

Approved By ngriffith

Administrator: Julie Gibbs

Fiscal Officer: Shelley Ha

"This publication was supported by the Grant or Cooperative Agreement Number, NU90TP922049, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services." (Note that this statement applies to Quarterly Work Plan/Progress Report submissions in KGMS.)

Quarter Designation And Quarterly Reporting Due Dates

Quarter 1 = July 1, 2023 to September 30, 2023 - Due Date October 15, 2023

Quarter 2 = October 1, 2023 to December 31, 2023 - Due Date January 15, 2024

Quarter 3 = January 1, 2024 to March 31, 2024 - Due Date April 15, 2024

Quarter 4 = April 1, 2024 to June 30, 2024 - Due Date July 15, 2024

For all Activity Items due dates have been listed at the top of each Activity Item section. The activity must be completed by the due date listed and then reported on the appropriate quarterly Progress Report. As example, if an Activity Item reflects a due date of 12/31/2023 then the activity must be completed between the dates of 07/01/2023 and 12/31/2023 being the final date to complete. Activity Items must be completed early unless specified differently. Only report the completion of an activity once on the appropriate quarterly Progress Report for which the activity was completed, unless instructed otherwise by the KDHE Preparedness Program.

***NOTE: If the Quarterly Reporting Due Date falls on a weekend or a state of Kansas recognized holiday then the due date becomes the next business day. Any alteration to this designated schedule of due dates will be notified via e-mail notification to the local health department administrator.

Submitter Contact Information

Select the county health department Progress Report being remitted.

Riley

Enter Submitter First and Last Name:

Skylar German

Enter Submitter E-mail Address:

sgerman@rileycountyks.gov

Activity Items/Deliverables

Activity Item 1

Due Date: Quarterly

A local health department (LHD) representative will attend, in person, via conference call or webinar; the Quarterly scheduled Healthcare Coalition (HCC) meetings for their region. This activity supports the Funding Opportunity Award (FOA) requirements that the LHD are one (1) of the four (4) core members of a coalition that must attend the meetings.

Designees/Proxies are permitted, provided they are designated by the LHD Administrator/Director and the letter is received prior to any meetings that will be missed. Letters received after a missed meeting will not be made retroactive. In the event a designee/proxy is assigned, the designee/proxy is required to attend the HCC meeting in person unless the meeting is only offered virtually. Designee/Proxy Letters must be remitted to KDHE.Preparedness@KS.Gov and to the Healthcare Coalition (HCC) Readiness and Response Coordinator (RRC) prior to any meeting that will be missed. Proxy letters must be physically signed by the LHD Administrator/Director. It is the responsibility of the attendee to assure their attendance has been properly recorded by the HCC RRC. It is the responsibility of the local health department to communicate to the assigned Designee/Proxy when they will be unable to attend a meeting to assure the assigned Designee/Proxy can attend in their absence. Refer to the Guidance Document located on the KDHE Preparedness Website for more information related to Designee/Proxy Letters.

Select from the list below the HCC Region:

Northeast Healthcare Coalition

Enter the KS-Train ID# of the HCC meeting attended:

1071554

Enter the HCC meeting date attended and the attendee(s) first and last name(s). Enter date as MM/DD/YYYY.

12/05/2023 - Skylar German

Activity Item 2

Due Date: Due Within Quarter Attended

The LHD may send staff to preparedness conferences, preparedness meetings, trainings and/or exercises to increase knowledge, skills and abilities develop and maintain plans, conduct trainings and exercises and respond to public health threats and emergencies using a whole-community approach preparedness management. (Examples include but are not limited to: National Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association.)

Conferences and out of state training events must be pre-approved by the KDHE Preparedness Program. Requests for approval must be remitted to KDHE.Preparedness@KS.Gov with the subject line of Conference/Training Approval Request. See the guidance documents for instructions on

submission of a pre-approval request if the conference, training and/or exercise was not included and approved in the original budget submitted. Note that altering an original budget and/or updated budget may result in the need to perform a Budget Maintenance Request (BMR) in K

For out-of-state events a Summary Report will be remitted to the LHD Administrator/Director by each individual attendee from the health department within fifteen (15) business days following the event. The LHD Administrator/Director will upload the summary reports to the Upload Tab in KGMS within fifteen (15) business days following the event. The uploaded Summary Report(s) will then be reviewed during the Quarterly Progress Report review.

Each summary shall include the course/conference/training event name, attendance date(s), attendee first and last name, summarize the event by including lessons learned, important take-aways and how the individual will apply what was learnt to their job position or how they will use the information learnt to educate co-workers and/or the community at large.

IN-STATE EVENTS:

Enter the in-state event date(s). Enter dates as MM/DD/YYYY or MM/DD/YYYY-MM/DD/YYYY.

Enter the in-state event title/name:

Select the number of attendees from the local health department who attended the in-state event:

Enter the first and last name(s) of the local health department attendee(s) who attended the in-state event:

OUT-OF-STATE EVENTS:

Enter the out-of-state event date(s). Enter date as MM/DD/YYYY or MM/DD/YYYY-MM/DD/YYYY.

Enter the out-of-state event title/name:

Select the number of attendees from the local health department who attended the out-of-state event:

1

Enter the first and last name(s) of the local health department attendee(s) who attended the out-of-state event:

Was the out-of-state event summary for each attendee remitted to KDHE.Preparedness@KS.Gov within the 15 business days of the event date?

☐ Yes☒ No

If no, enter reason not met.

Activity Item 3

Due Date: Due Within Quarter Attended

LHD will have a staff member attend at least three (3) webinars developed by the KDHE Preparedness Program specifically for the PHEP grant. Attendance can be via the live webinar or by listening to the recording of the webinar. Make note that the KDHE Preparedness Program will validate

attendance in KS-Train using the webinar rosters and the training transcripts. This will eliminate the need to upload training certificates in KGMS. Therefore, it is imperative to register and complete the trainings in KS-Train. Training webinars in KS-Train must reflect as "Complete and receive credit. Trainings reflecting "Withdrawn", "Not Started", "In-Progress", "Incomplete" or just "Complete" in KS-Train will not count as complete for the activity.

- Attendance is required for the July 5, 2023 Work Plan Guidance session.
- The LHD can choose the other two (2) webinars from the KDHE Preparedness Webinar Wednesday listing to complete this activity. This can be located by viewing KS-Train Training Plan ID # 6474.
- Make note that only the KDHE Preparedness Program Budget Period 5 approved training webinars will apply to this activity. Therefore, attendance of prior budget period trainings or those not listed on KS-Train Training Plan # 6474 will not apply to this activity.

Enter the KS-Train ID # of the KDHE Preparedness Program monthly webinar attended and the attendee(s) first and last name(s). The LHD office free to attend all webinars offered listing each webinar attended in the appropriate quarter completed. The July webinar and two (2) additional at minimum must be attended and listed in the quarterly reporting to complete the activity. Note that having a staff member attend a live webinar and another staff member listen to the recording of the same will only count as one (1) completion. The same applies that having two (2) or more attendees attend a single webinar or completing a single recording will only count as one (1) completed. Our office does encourage multiples to attend the webinars to expand the skills and knowledge of staffing. List as 1090000-Jane Doe, John Doe, etc. 10900001 - Jane Doe, etc.

1111024-Skylar German

Activity Item 4

Due Date: Due Once Within The Quarter Attended

A LHD representative will participate in a local ESF 8 or LEPC planning meeting at least once per budget period to collaborate with local health and medical partners along with other local partners in order to strengthen community preparedness and response activities. The local ESF-8 or LEPC acts as an advisory committee of governmental and non-governmental partners to the local health department to integrate preparedness efforts across jurisdictions and to leverage funding streams.

- Select the type of meeting attended below:
- ☐ ESF-8
- ☐ LEPC

List the ESF-8/LEPC meeting date attended by a staff member of the LHD. Enter the date as MM/DD/YYYY.

List first and last name(s) of the LHD representative(s) who attended the ESF-8/LEPC meeting.

In KGMS upload a copy of the attendance sign-in sheet to the Uploads Tab. In lieu of the sign-in sheet a copy of the meeting minutes reflecting attendance may be uploaded or an e-mail that verifies the individuals attendance of the designated meeting. Select below if the deliverable requested has been uploaded.

- ☐ Yes
- ☐ No

If no, enter the reason the deliverable was not uploaded.

Activity Item 5

Due Date: Due Within Quarter E-Mail Received

LHD Administrator/Director and Health Officer will maintain their contact information in the Kansas Health Alert Network (KS-HAN) system to ensure the ability of the LHD in receiving situational awareness information.

- Contact information should be checked no less than annually by the user. Users are expected to update their own user profiles.
- KDHE Preparedness Program will send the LHD Administrator/Director a KS-HAN registrant list via e-mail, annually (one time within the Budget Period). The LHD Administrator/Director will reply to the e-mail providing a list of changes (add/remove registrants) or respond indicating no changes to the KS-HAN Administrator within the quarter the report is received.

KS-HAN ADDITIONS/UPDATES:

Select below the Quarter the KS-HAN Registrant Listing was received.

- ☐ Quarter 1
 ☐ Quarter 2
 ☐ Quarter 3
 ☐ Quarter 4

Enter the date the KS-HAN Registrant List review and update was completed with additions and/or updates and returned to the KS-HAN Administrator at KDHE.KSHANAdmin@ks.gov. Enter the date as MM/DD/YYYY.

Activity Item 6

Due Date: Due Within Quarter Conducted

LHD Administrator/Director, Health Officer and staff members registered on the Kansas Health Alert Network (KS-HAN) system will respond to a minimum of one (1) KS-HAN drill to ensure and demonstrate the ability to receive and respond to situational awareness updates and common operational picture information, and to ensure that communications equipment is appropriately receiving health alerts and situational information.

- All LHD staff registered in KS-HAN will be contacted for each drill conducted by the KDHE Preparedness Program and are encouraged to respond to each drill notification received. LHD Administrators/Directors must respond to a minimum of one (1) of the four (4) drills to be conducted within the budget period.
- A KDHE Preparedness Program KS-HAN drill will be conducted one (1) time within each quarter and reported on the appropriate quarterly Progress Report.
- For the quarterly performed drill the subject line of the KS-HAN message will read as "Quarter # Response Drill #-#-20##"; to eliminate confusion with an actual KS-HAN alert notification, and may be sent via work e-mail, cell phone text messaging, or mobile app. The platform for which a registered user receives the drill may be different than other users within the health department. The drill will only be sent via one (1) platform, per user, per drill. The goal is for each registered user to test each platform.

KS-HAN DRILL PARTICIPATION:

Select the Quarter the LHD staff participated in the KS-HAN drill.

- ☐ Quarter 1
 ☐ Quarter 2
 ☐ Quarter 3
 ☐ Quarter 4

Enter the date of the KS-HAN Drill the LHD staff participated in. Enter date as MM/DD/YYYY.

Did any of the LHD staff experience any difficulties and/or challenges receiving and/or responding to the drill?

- ☐ Yes
 ☐ No

If yes was checked above, please provide a brief explanation of the obstacles/challenges encountered. Our office will use this response to assist in

Activity Item 7

Due Date: Quarterly

LHD Administrator/Director will ensure 24/7 epidemiological contact information is kept current and sent to KDHE Bureau of Epidemiology & Publ Health Informatics through KDHE’s Contact Management Community System (available at <https://kansasct.force.com/cms/s/>) at least quarterly. Th supports the public health system by having access to personnel trained to manage and monitor routine jurisdictional surveillance and epidemiologic investigation systems and support surge requirements in response to threats.

Quarter 1

Enter the date the KDHE’s Contact Management Community System was notified in Quarter 1 of an update/change to the LHD staff 24/7 contact information. Enter the date as MM/DD/YYYY.

Quarter 2

Enter the date the KDHE’s Contact Management Community System was notified in Quarter 2 of an update/change to the LHD staff 24/7 contact information. Enter the date as MM/DD/YYYY.

01/11/2024

Quarter 3

Enter the date the KDHE’s Contact Management Community System was notified in Quarter 3 of an update/change to the LHD staff 24/7 contact information. Enter the date as MM/DD/YYYY.

Quarter 4

Enter the date the KDHE’s Contact Management Community System was notified in Quarter 4 of an update/change to the LHD staff 24/7 contact information. Enter the date as MM/DD/YYYY.

Activity Item 8

Due Date: September 30, 2023

LHD Administrator/Director will ensure that priority communication services are available in an emergency. This should include maintaining an alw on high-speed internet connection, email services, and a phone and or cell phone that is available to LHD preparedness personnel.

Attachment: ATL PHEP Q2 (14569 : RCHD Aid to Local Grants)

Activity Item 9

Due Date: September 30, 2023

LHD will use community preparedness to build partnerships and address risks within their community. LHDs will aim to engage community partners who might otherwise not be involved with preparedness efforts.

LHD will participate in the National Preparedness Month social media campaign during the month of September 2023 by posting:

- At least two (2) different posts on one (1) social media platform each week during the month of September 2023.
- Use hashtag #KSPrepared to signify participation allowing the KDHE Preparedness Program to track the social media participation. If hashtag #KSPrepared was utilized, then no additional documentation will be required. If hashtag #KSPrepared was not used, then screen shots of each activity posting must be captured reflecting the date and what was posted to the social media sites utilized and uploaded to the Uploads Tab in KGMS.

Select from the below list the social media site(s) utilized for the National Preparedness Month Social Campaign by the local health department.

- ☐ County Website
- ☐ Instagram
- ☐ Reddit
- ☐ Twitter
- ☐ Facebook
- ☐ Other
- ☐ Snapchat
- ☐ Whatsapp
- ☐ Flickr
- ☐ Pinterest
- ☐ Tumblr
- ☐ You Tube

If "Other" was selected above, please list those Social Media sites below so our office can track the activity of those who utilized hashtag #KSPrepared.

Enter the access address of each social media site of where the Preparedness Month Campaign postings were completed.

If hashtag #KSPrepared was not utilized in the National Preparedness Month Social Media Campaign, was the screen shot documentation uploaded the Uploads Tab in KGMS?

Activity Item 10

Due Date: December 31, 2023

LHD will maintain a website where information can be posted and accessed by members of the public to promote awareness of LHD preparedness activities and actions the public can take to improve personal preparedness. The LHD will also make regular use of social media channels (for example Facebook, Twitter, Instagram, etc.).

As with prior budget periods, the KDHE Preparedness Program will accept social media sites (i.e., Facebook, Instagram, Twitter, etc.) as a “website for this activity. Refer to the Guidance Document if additional information is needed.

From the list below select the site(s) reviewed/updated.

☒ County Website

☐ Instagram

☐ Reddit

☐ Twitter

12.b

☐ Facebook

☐ Other

☐ Snapchat

☐ Whatsapp

☐ Flickr

☐ Pinterest

☐ Tumblr

☐ You Tube

If "Other" was selected above, please list the site(s) below.

Enter the access address of each site where the data was verified to be current and the site as active.

https://www.rileycountyks.gov/286/Health-Department

Please list the last date(s) the selected website/social media site(s) was reviewed/updated. Enter the date(s) as MM/DD/YYYY.

12/29/2023

Activity Item 11

Due Date: December 31, 2023

New LHD administrators/directors (employed six (6) months or less or new to the administrator/director position) will complete the KDHE Preparedness Program - New LHD Administrator Training on KS-TRAIN for administration of the PHEP grant. This is KS-TRAIN Training Plan # 4137. Note that there are a total of five (5) modules (Module 1 through 5) to this training plan. Only list on the Progress Report once the last of the 5 modules has been completed.

The KDHE Preparedness Program Compliance will validate completion in KS-Train via the training rosters and transcripts eliminating the need to upload certificates of completion in KGMS. Training modules must reflect as "Completed - Verified" in KS-Train for credit. Make note the completion of the training modules is a one (1) time training unless otherwise instructed.

By selection of "Yes" or "No" below, is the LHD Administrator/Director new to the position within the last six (6) months and/or has not previously completed the New LHD Administrator Training modules in a prior budget period? If selecting "No", please proceed to Progress Report Activity Item 12.

No

List the first and last name of the LHD Administrator/Director and the date the final training module was completed. Enter as Jane Doe - MM/DD/YYYY.

If the newly employed LHD Administrator/Director was unable to complete the New LHD Administrator Training modules, please briefly explain why.

Activity Item 12

Due Date: December 31, 2023

LHD administrators/directors will ensure designated staff* complete the following online training:

- FEMA IS-100: An Introduction to the Incident Command System (ICS)

- FEMA IS-200: Basic ICS
- FEMA IS-700: An Introduction to the National Incident Management System (NIMS)

12.b

Completion of the designated training is required once. Therefore, if a new staff member is hired and they previously completed the designated training they do not need to retake the training as long as they provide the LHD Administrator/Director a copy of their completed training certificate to be maintained in the LHD records.

*Designated staff is a staff member determined by the LHD Administrator/Director that may be a part of the LHD ICS.

The LHD Administrator/Director will select the box below signifying that the designated LHD staff members have completed the appropriate identified NIMS trainings.

☒ Yes

☐ No

If "No" was selected above, please provide a brief explanation of why the individual(s) has not completed the training.

Activity Item 13

Due Date: December 31, 2023 AND June 30, 2024

LHD will ensure that a minimum of two (2) health department staff and/or volunteers are registered and active users of the Inventory Management Tracking System (IMATS) and:

- A. All new users have completed the appropriate training according to their designated role in IMATS.
- B. All users must login to IMATS a minimum of once every six (6) months to keep their account active and update their own user profiles.
- C. The KDHE Preparedness Program will send LHD Administrators/Directors the list of IMATS registrants twice annually (within the budget period). LHD Administrators/Directors will provide a list of changes (add/remove registrants); or respond that the registrant list information is accurate and does not require changes, back to the KDHE Preparedness Program within the quarter received.
- D. The LHD will update Point of Dispensing (POD) location(s) and any other relevant POD information in IMATS, at least annually.

For the purpose of reporting on this activity in KGMS there will be two (2) reporting periods. First reporting period will be from 07/01/2023 to 12/31/2023 and will be reported under Activity Item 13-1 on the Progress Report. Second reporting will be from 01/01/2024 to 06/30/2024 and will be reported under Activity Item 13-2 on the Progress Report. For reporting period 1 (Activity Item 13-1) this information will be reported one (1) time a during this reporting period Activity Item 13-2 data fields will be left blank. For reporting period 2 (Activity Item 13-2) this information will be report one (1) time and during this reporting period Activity Item 13-1 data fields will be left blank.

ACTIVITY ITEM 13-1

Enter the date the first IMATS registrant list was reviewed and returned to the KDHE Preparedness Program with additions and/or changes for B. Enter the date as MM/DD/YYYY.

12/27/2023

Enter the date IMATS was last accessed and/or updated. If multiple IMATS users only report the date that one IMATS user accessed and/or updated information in IMATS. Enter the date as MM/DD/YYYY.

12/27/2023

List the first and last name(s) of any new IMATS user(s), if any, the KS-Train ID of the training completed and the date they completed the training. As a reminder IMATS Training is a one (1) time training. Therefore, only report NEW IMATS System users that have completed the training within appropriate reporting period. Enter data as Jane Doe - 109XXXX, MM/DD/YYYY, etc.

Was the POD information in IMATS updated? Check the "Yes" box below signifying the POD information was updated or check the "No" box to indicate the POD information is up-to-date and no updates are required for this bi-annual reporting period.

Yes

ACTIVITY ITEM 13-2

Enter the date the second IMATS registrant list was reviewed and returned to the KDHE Preparedness Program with additions and/or changes for BP5. Enter the date as MM/DD/YYYY.

Enter the date IMATS was last accessed and/or updated. If multiple IMATS users only report the date that one IMATS user accessed and/or updated information in IMATS. Enter the date as MM/DD/YYYY.

List the first and last name(s) of any new IMATS user(s), if any, the KS-Train ID of the training completed and the date they completed the training. As a reminder IMATS Training is a one (1) time training. Therefore, only report NEW IMATS System users that have completed the training within appropriate reporting period. Enter data as Jane Doe - 109XXXX, MM/DD/YYYY, etc.

Was the POD information in IMATS updated? Check the "Yes" box below signifying the POD information was updated or check the "NO" box to indicate the POD information is up-to-date and no updates are required for this bi-annual reporting period.

Activity Item 14

Due Date: June 30, 2024

Using KS-TRAIN, the LHD Administrator/Director will ensure appropriate staff members take or renew the following certification every two (2) years for:

- Packing and Shipping Dangerous Goods: What the Laboratory Staff Must Know (KS-Train ID # 1092665).

*Make note that the KDHE Preparedness Program Compliance will pull the training certificates from the KS-Train training rosters and transcripts. Therefore, there is no need to upload the training certificates in KGMS.

Enter the first and last name(s) of the attendee(s) that completed for the first time, renewed their training certificate, or currently has a valid Packaging & Shipping Training certificate and the date(s) the training was completed. Enter as Jane Doe - MM/DD/YYYY.

Activity Item 15

Due Date: March 31, 2024

Attachment: ATL PHEP Q2 (14569 : RCHD Aid to Local Grants)

How has PHEP made a difference for your local health department and/or community? Provide a written summary of how PHEP funds assisted your county. Include success stories, activities or items purchased that the LHD would not have been able to do without PHEP funding. PHEP funding to be considered in this narrative will be funding from 07/01/2023 to 03/31/2024. Maximum length 1 page.

12.b

A PHEP Funding Narrative template can be located on the KDHE Preparedness website at <https://www.kdhe.ks.gov/759/Compliance-Document-Resources>. After completion, please upload a copy of the narrative to the Uploads Tab in KGMS. Make note that the PHEP Funding Narrative will be accepted prior to the Quarter 3 Progress Report reporting.

Enter the date the PHEP Funding Narrative Template was uploaded to the Uploads Tab in KGMS. Enter the date as MM/DD/YYYY.

Activity Item 16

Due Date: June 30, 2024

LHD will ensure annual fit testing for PPE (or PAPR annual training) for LHD staff is completed in compliance with the revised OSHA respiratory protection standard, 29 CFR 1910.134, adopted April 8, 1998.

Enter the date the fit testing and/or PAPR Training was completed. Enter the date as MM/DD/YYYY.

Activity Item 17

Due Date: June 30, 2024

LHD can purchase equipment and/or supplies to maintain PHEP readiness based on their county plans, risk assessments and AAR/IPs. These items must be included in the KDHE approved PHEP KGMS budget. LHD Administrator/Director or designee will:

- Use Comprehensive Resource Management and Credentialing System (CRMCS) for deployable/non-consumable items. Track other items in a inventory tracking system(s).
- Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system.
- Note the responsible person for the cache, and identify expired items and how the expired items were disposed.

This is an activity the health department will complete annually in an effort to maintain a healthy inventory of cache. For the PHEP Grant, the KDHE Preparedness Program is only concerned with those equipment/supply items purchased using PHEP Funding. It is important to note that prior to disposing of any item that was purchased using PHEP Funding the LHD must have the prior approval of the KDHE Preparedness Program. There are forms that must be completed and submitted with the request. Since the forms may change from year-to-year, remit an e-mail to KDHE.Preparedness@KS.Gov with the subject line of the e-mail to indicate "Equipment Disposal Request" and ask for the Disposal/Transfer Form. Our office will then e-mail the forms to the requester for which will be completed and returned back to the KDHE.Preparedness@KS.Gov e-mail address for approval. Guidance of follow-up steps will be provided through the process. Make note that items purchased using PHEP Funding cannot be sold, auctioned, raffled, etc., as this is a violation of the PHEP Grant regulations.

List the first and last name(s) of the person(s) responsible for the tracking of the local health departments inventory of equipment and supplies. The individual(s) identified would be known as the Cache Manager.

Date items purchased and entered into CRMCS, IMATS, or another inventory tracking system:

Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system. Enter the date(s) of review of the inventory and the date(s) purchased inventory item(s) was entered into CRMCS, IMATS, or another inventory tracking system. Enter the date(s) as MM/DD/YYYY.

List the item(s) disposed and how they were disposed of. If no items were disposed of enter N/A.

Activity Item 18

Due Date: June 30, 2024

The LHD will review, and update their Infectious Disease Response Plan or equivalent plan. Once a copy of the Infectious Disease response Plan has been updated, the updated copy will be uploaded in KGMS to the Upload Plan of the quarter for which it was completed in. This activity must be completed and uploaded by the due date of June 30, 2024.

Was the Infectious Disease Response Plan (or equivalent plan) updated and uploaded in KGMS? Select from the below:

If "No" above was selected, please explain why the plan was not updated and/or uploaded in KGMS.

After updating the Infectious Disease Response Plan (or equivalent plan), upload a copy to the Uploads Tab in KGMS. Enter the date the completed plan was uploaded in KGMS as MM/DD/YYYY.

Activity Item 19

Due Date: AAR/IP Due 60-Days After Exercise Completion OR June 30, 2024 (Whichever Date Comes First)

LHD will participate in an annual exercise during Budget Period 5 (2023-2024) at the local-level as defined below:

Infectious Disease Response Plan – (Workshop)

- At a minimum, exercise Capabilities 11-Nonpharmaceutical Interventions, 12-Public Health Laboratory Testing and 14-Responder Safety and Health.
- Workshop must utilize the Infectious Disease Response Plan or its equivalent plan.

Exercise options:

Hold a workshop to complete and/or update the required Infectious Disease Response Plan (or equivalent plan). Assure the plan contains up-to-date information with discussion of the plans strengths and weaknesses; as well as, identify any gaps in the plan.

OR

Hold a tabletop exercise to test a local plan of the local health departments choice. Alternative PHEP capabilities may be identified for the exercise this option.

- Plans/procedures for assisting at-risk/vulnerable populations specific to the jurisdiction must be documented or evidenced in all exercises. This must be included in the narrative of the After Action Report and Improvement Plan (AAR/IP).
- Exercise activity will be aligned with the Homeland Security Exercise Evaluation Program (HSEEP) principles and test/validate current plans and procedures.
- Exercise AAR/IPs must be written using the KDHE approved AAR/IP Template and only reflect PHEP capabilities, not the capabilities or requirements outlined by other agencies (i.e., The Centers for Medicare & Medicaid Services (CMS), Emergency Management, etc.).
- Ensure that specific exercise role(s)/responsibilities and improvement plan tasks are outlined for your individual health department.
- Each capability tested must outline at least one (1) strength and one (1) area for improvement.

Serving in an observer role does not meet the participation requirement.

The AAR/IP is due within sixty (60) days from the date of the exercise or no later than June 30, 2024 (whichever date comes first) to the Regional Coordinator (or Subject Matter Expert (SME)) and uploaded in KGMS to the Uploads Tab with all to be completed in tandem. After uploading the AAR/IP and any other supporting deliverable (i.e., attendance sign-in, Situational Manual, etc.) it is suggested to remit an e-mail to KDHE.Preparedness@KS.Gov notifying the AAR/IP upload has been completed alerting out office the AAR/IP was remitted for review and approval. Exercise should be held by no later than April 30, 2024, to allow the sixty (60) days for submission of the AAR/IP to be no later than June 30, 2024.

The submitted AAR/IP must be approved by the KDHE Preparedness Program Training and Exercise Coordinator for credit to be awarded.

Enter the date of the exercise. Enter the date as MM/DD/YYYY.

Enter the date the AAR/IP was remitted to the Regional Coordinator/SME and uploaded in KGMS to the Uploads Tab. Enter the date as MM/DD/YYYY.

Activity Item 20

Due Date: June 30, 2024

To further build community preparedness, Medium and Large sized LHDs will participate in another month-long social media campaign conducted a time and with the topic of the LHD's choosing. LHD will assure this second campaign is separate from the September National Preparedness Month campaign and will include at least two (2) different posts per week for the entire calendar month on at least one (1) social media platform (i.e., Twitter, Instagram, Facebook, etc.). The campaign can be on one (1) topic or cover a variety of topics, but all posts should be tagged with #KSPrepared.

Use the hashtag #KSPrepared to signify participation. KDHE will track social media participation if hashtag #KSPrepared was utilized. If hashtag #KSPrepared was utilized then no additional documentation will be required. If hashtag #KSPrepared was not used in the posts then screen shots of activity reflecting the date and the item posted must be captured for each posting completed and then upload those copies to the Uploads Tab of the appropriate quarterly progress report in KGMS.

Select from the below list of the social media site(s) utilized for the second Social Media Preparedness Campaign by the local health department.

- | | | | |
|---|------------------------------------|-----------------------------------|-----------------------------------|
| ☐ County Website | ☐ Instagram | ☐ Reddit | ☐ Twitter |
| ☐ Facebook | ☐ Other | ☐ Snapchat | ☐ Whatsapp |
| ☐ Flickr | ☐ Pinterest | ☐ Tumblr | ☐ You Tube |

If "Other" was selected, please list those Social Media sites below so our office can track the activity of those who utilized hashtag #KSPrepared.

Enter the access address of each social media site of where the Social Media Campaign postings were completed.

If hashtag #KSPrepared was NOT utilized was the screen shot documentation (to include county website postings whether the #KSPrepared or not) uploaded to the Uploads Tab in KGMS?

12.b

Select from the drop-down list below the month within Budget Period 4 (July 1, 2022 - June 30, 2023) for which the second Social Media Preparedness Campaign took place.

Activity Item 21

Due Date: June 30, 2024

LHD administrators will ensure designated staff complete one (1) additional training to address gaps/needed improvements based on a Budget Period (BP4) exercise AAR/IP, real-world incident AAR/IP, or jurisdictional risk assessment for the LHD.

KDHE will verify training attendance and completion if the training was completed in KS-TRAIN. If the training was not completed in KS-TRAIN, the certificate of completion must be uploaded to the Uploads Tab of the appropriate quarterly progress report in KGMS.

List the date of the training. Enter the date as MM/DD/YYYY.

Enter the name of the training course completed.

Was the completed training course listed in KS-Train?

If "Yes" was selected above, please enter the KS-Train ID number associated with the training. The KDHE Preparedness Program Compliance will verify attendance using the KS-Train course roster and transcripts. Enter the KS-Train ID # as 109XXXX.

If the gap training course was not listed in KS-Train, please upload supporting documentation (i.e., sign-in sheet, agenda, training plan, PowerPoint completed training certificates, etc.) to the Uploads Tab in KGMS. Enter the date the supporting documentation was uploaded in KGMS. Enter the date as MM/DD/YYYY.

Enter the first and last name(s) of the attendee(s) that completed the training course.

Attachment: ATL PHEP Q2 (14569 : RCHD Aid to Local Grants)

DateTime: 1/30/2024 11:59:28 AM

UserName: ngriffith

Description:

For Activity Item # 7 on the Quarter 2 Progress Report remitted on 01/16/2024 in the field requesting "Enter the date the KDHE's Contact Management Community System was notified in Quarter 2 of an update/change to the LHD staff 24/7 contact information. Enter the date as MM/DD/YYYY.", you entered "01/11/2024". I am noting this specifically because the date entered is a Quarter 3 reporting date. Quarter 1 = July 1, 2023 to September 30, 2023, Quarter 2 = October 1, 2023 to December 31, 2023, Quarter 3 = January 1, 2024 to March 31, 2024, and Quarter 4 = April 1, 2024 to June 30, 2024. When completing activities, the Due Dates listed at the top of the Activity Item in the KGMS Progress Report is the date activity must be completed by. KDHE allows until the 15th of the month that follows the end of the Quarter for reporting to be remitted in KGMS to allow grantees ample time to collect the information and get items uploaded in to KGMS. The date of 01/11/2024 will be allowed for this Quarter 2 reporting, but you will not be allowed to use this date for Quarter 3 reporting. Quarter 3 of this activity shall now be completed between 01/12/2024 and 03/31/2024. This note serves as a clarification of the date entry error and a friendly reminder regarding Quarter designation dates and reporting due dates.

DateTime: 1/30/2024 11:41:41 AM

UserName: ngriffith

Description:

For Activity Item # 6 on the Quarter 2 Progress Report remitted on 01/16/2024 all data reporting fields were left blank. For clarification, the health department is only required to participate in one (1) KDHE KS-HAN Drill performed in Budget Period 5. Our office does encourage the participation and reporting of all KDHE KS-HAN Drills performed within the budget period. Each time a KDHE KS-HAN Drill is performed a different platform tested (e.g., cell phone app, work e-mail, etc.) to assure that there are no difficulties experienced in receiving the KS-HAN alert notifications no matter the platform utilized. Part of the reporting is inquiring if any difficulties or challenges were experienced, which in turn allows our office to address and resolve those issues. In review of the Quarter 2 KDHE Preparedness Program KS-HAN Drill performed on 11/08/2023 I reflect that Skylar German, Jacob Clarke, and Shanika Rose responded promptly to the drill. The LHD Administrator and a couple other staff did not respond to the drill. This has been added to serve as a correction to the reporting errors and for clarification to the health department. For this activity this note serves to reflect that the Quarter 2 radio button was selected and the date the drill entered to be 11/08/2023 on the Quarter 2 Progress Report.

DateTime: 1/30/2024 11:25:22 AM

UserName: ngriffith

Description:

For Activity Item # 1 on the Quarter 2 Progress Report remitted on 01/16/2024 in the field requesting "Enter the HCC meeting date attended and the attendee(s) first and last name(s). Enter date as MM/DD/YYYY.", you entered "12/05/2023 - Skylar German". In review of the Budget Period 5, Quarter 2 meetings held by the NE HCC I found that the NE HCC held two meetings in Quarter 2. First NE HCC meeting was held on 10/03/2023 and the second NE HCC meeting was held on 12/05/2023. In review of the KS-Train roster for the NE HCC meeting held on 10/03/2023 I was able to verify that Skylar German attended this meeting. Then in review of the KS-Train roster for the NE HCC meeting held on 12/05/2023 I was able to verify that Skylar German attended this meeting. This note serves to correct the missing data and reflect that for the 10/10/2023 NE HCC meeting that Skylar German attended this meeting.

Attachment: ATL PHEP Q2 (14569 : RCHD Aid to Local Grants)

PROGRESS REPORT

County : Riley

Form Name: PHEP LHD Administrative Preparedness Req 2023-2024

Quarter 2 (Jan 15)

Submitted By sgerman 1/16/2024 4:58:11 PM

Approved By jriggles

Administrator: Julie Gibbs

Fiscal Officer: Shelley Ha

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2023-2024 Administrative Preparedness Requirements

The following represent administrative preparedness requirements that can be requested at any time during the project period. Please maintain all documents on-site throughout the project period (2019 - 2024):

- Document, through job descriptions and employee time and attendance records, that all staff members paid with Preparedness funds are perform activities directly related to preparedness.
- Retain copies or transcripts of all certificates and/or proof of attendance for trainings completed during the entire project period for at least five years.
- Have available signed shared resource agreements, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU) and any maintenance contracts relating to PHEP grant funds.
- Regional Coordinators will provide to the KDHE Preparedness Program information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Hospital Preparedness Program (HPP) and/or the Public Health Emergency Preparedness (PHEP) Cooperative Agreement.
- Retain copies of expenditure reports, including but not limited to invoices for each capital equipment purchase, for a period of at least five (5) years. Capital equipment includes purchases of \$5,000.00 and above and/or with a lifespan of greater than a year.
- LHD Administrators within a Cities Readiness Initiative (CRI) footprint will ensure work plans for the local health departments are completed as well as the CRI work plan items.

As the local health department administrator I attest the administrative preparedness requirements have been met and all documents have been maintained on-site for the project period (2019 - 2024) and are readily available if requested.

☒ Yes

☐ No

If no, enter reason not met.

Attachment: ATL Admin Q2 (14569 : RCHD Aid to Local Grants)

County : Riley
Form Name: Child Care Licensing Program SFY2025

Administrator: Julie Gibbs

Fiscal Officer: Shelley Ha

Counties Served

Name of County/City Applying for the Child Care Licensing Award

Riley County Health Department

Select lead agency/applicant county and other counties currently served, if any.

☐ Allen	☐ Coffey	☒ Geary	☐ Johnson	☐ Miami	☐ Pratt	☐ Sherman
☐ Anderson	☐ Comanche	☐ Gove	☐ Kearny	☐ Mitchell	☐ Rawlins	☐ Smith
☐ Atchison	☐ Cowley	☐ Graham	☐ Kingman	☐ Montgomery	☐ Reno	☐ Stafford
☐ Barber	☐ Crawford	☐ Grant	☐ Kiowa	☐ Morris	☐ Republic	☐ Stanton
☐ Barton	☐ Decatur	☐ Gray	☐ Labette	☐ Morton	☐ Rice	☐ Stevens
☐ Bourbon	☒ Dickinson	☐ Greeley	☐ Lane	☐ Nemaha	☒ Riley	☐ Sumner
☐ Brown	☐ Doniphan	☐ Greenwood	☐ Leavenworth	☐ Neosho	☐ Rooks	☐ Thomas
☐ Butler	☐ Douglas	☐ Hamilton	☐ Lincoln	☐ Ness	☐ Rush	☐ Trego
☐ Chase	☐ Edwards	☐ Harper	☐ Linn	☐ Norton	☐ Russell	☐ Wabaunsee
☐ Chautauqua	☐ Elk	☐ Harvey	☐ Logan	☐ Osage	☐ Saline	☐ Wallace
☐ Cherokee	☐ Ellis	☐ Haskell	☐ Lyon	☐ Osborne	☐ Scott	☐ Washington
☐ Cheyenne	☐ Ellsworth	☐ Hodgeman	☐ Marion	☐ Ottawa	☐ Sedgwick	☐ Wichita
☐ Clark	☐ Finney	☐ Jackson	☐ Marshall	☐ Pawnee	☐ Seward	☐ Wilson
☒ Clay	☐ Ford	☐ Jefferson	☐ McPherson	☐ Phillips	☐ Shawnee	☐ Woodson
☐ Cloud	☐ Franklin	☐ Jewell	☐ Meade	☒ Pottawatomie	☐ Sheridan	☐ Wyandotte

Attachment: ATL CCL (14569 : RCHD Aid to Local Grants)

Surveyor Qualifications & Experience

Complete the table for all child care licensing surveyors.

	First and Last Name	Highest Degree of Education/Focus	License(s) Held	Other Training	% FTE	Years as CC Surveyor
1.	Heather Ritchey	Bachelor of Science			100	15 years
2.	Angie Hobbs	Bachelor of Science			100	6 years

	First and Last Name	Highest Degree of Education/Focus	License(s) Held	Other Training	% FTE	Year Started	12.d
3.	Julia Minnich	Bachelor of Science			100	3 years	
4.	Anna Isern	Bachelor of Science			100	2.5 years	
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Attachment: ATL CCL (14569 : RCHD Aid to Local Grants)

Recruitment/Outreach

Describe Recruitment Goal (e.g., increase new providers and licensed facility count by 10%).

Our team is striving to reduce the number of illegal care in the 5 counties that we survey and increase our facility count. We have been concentrating on educating the public on what illegal care is and who to report it to. CCL has also had many conversations with our community partners regarding illegal care. We have also participated in a couple of Communities in Action meetings where we have specifically talked about illegal care and the effects for the community. We also plan on continuing the waived local initial fee for any individuals providing illegal care that become new providers. CCL also has plans to create a television commercial for our area.

Describe Recruitment Activities (e.g., local community events, social media activities).

Traditional recruitment activities will include disseminating our Child Care Licensing flyer and brochure through out all counties. Child Care Licensing staff will continue recruitment efforts at our local health department events, such as community baby showers, flu shot clinics, community fairs etc. CCL staff will continue to create engaging social media posts on the Health Department Facebook page and update our Child Care Licensing website as needed.

Describe Non-traditional Recruitment Activities (e.g., working with local organizations to offer a grant for new child care applicants, handing out licensing educational materials at car seat checks, setting up a booth at the local hospital birthing event, working with the local chamber or other partners to engage, inform, and recruit).

Non-traditional recruitment activities will include continuing our outreach to local businesses to express the need for child care for their employees. CCL staff will continue to participate in the Geary County Early Childhood Family Network, Geary County Child Care Coalition, Dickinson County Early Childhood Council, Dickinson County Child Care Task Force, Manhattan Chamber of Commerce Child Care Task Force, Pottawatomie County Child Care Task Force, Pottawatomie County Local Interagency Coordinating Council and the Wamego High School FCS Advisory Board. Our participation with these partners strengthens our ties and relationships in the community as well using it as a platform to educate our community. Our Supervisor's goal is to meet with all the County and City Commissioners in all five of our counties to educate them on what we do and talk about

possible incentives they could offer for new providers.

12.d

Describe Community & Leadership Outreach Activities & Education to Promote Community Awareness (e.g., requirements for licensing, how to become licensed, the importance of regulation and quality child care, supports to assist families in the search for child care).

CCL staff participate in many community committees sharing information. CCL staff educate fellow committee members regarding requirements for licensing as well as the importance of regulations and quality child care. CCL staff participate in community baby showers and other community events sharing information with parents on how to find quality care, how to find licensed care and information on how to look up compliance history on current licensed facility. Our website also provides all this information as well as the Facebook posts we share. CCL staff also continue to meet with local law enforcement agencies to educate them on what CCL does and how we can work as partners. CCL Supervisor presented the Flinthills Regional Leadership Program and the Emerging Leaders Summit regarding what CCL services provide and the importance of regulation and quality care.

Describe Planned Activities to Retain & Recognize Existing Licensed Providers (e.g., community events, joint efforts with child care partners, incentives).

For a number of years, we have celebrated Provider Appreciation Day recognizing our facilities with a small gift or token of appreciation. CCL staff worked with the Manhattan Chamber of Commerce along with other partners last year to sponsor a Provider Appreciation Day which was held at a local winery. We had great attendance. We have already started to plan this year's event. CCL staff keeps an open line of communication with providers and usually sends out emails on a weekly basis as well as keeping our Facebook page for providers updated with new information. We often will send out a regulation refresher if there is something we are citing on a regular basis. We still offer zooms when something major is changing regarding guidance or regulation. CCL is partnering with KCCCTO to offer free monthly trainings as well for our providers. We also send out a Congratulations card when a facility receives their full license.

Attachment: ATL CCL (14569 : RCHD Aid to Local Grants)

Salary

Description	Request	Total
Anna Isern	\$59,825.00	\$59,825.00
Angie Hobbs	\$66,302.19	\$66,302.19
Julia Minnich	\$62,076.44	\$62,076.44
Heather Ritchey	\$83,760.76	\$83,760.76
Total	\$271,964.39	\$271,964.39

Benefits

Description	Request	Total
FICA	\$20,805.27	\$20,805.27
KPERS	\$27,903.55	\$27,903.55
Unemployment	\$271.96	\$271.96
Health Insurance	\$58,445.15	\$58,445.15
Total	\$107,425.93	\$107,425.93

Capital Equipment (ITEMIZE)

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Health Services

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Total
Office Supplies such as printer cartridges, paper, pens, etc	\$1,500.00	\$1,500.00
Total	\$1,500.00	\$1,500.00

Travel

Description	Request	Total
Mileage	\$3,000.00	\$3,000.00
Total	\$3,000.00	\$3,000.00

Other

Description	Request	Total
Cell Phone	\$1,920.00	\$1,920.00
Internet Access (mifi)	\$1,920.60	\$1,920.60

Attachment: ATL CCL (14569 : RCHD Aid to Local Grants)

Description	Request	Total	12.d
Other Insurance (liability, worker's comp, vehicle, etc)	\$4,500.00	\$4,500.00	
Training	\$500.00	\$500.00	
Total	\$8,840.60	\$8,840.60	

Request	Grand Total
\$392,730.92	\$392,730.92

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: Immunization Action
Grant Period: ATL2025

12.e

County : Riley
Form Name: IAP SFY2025

Administrator: Julie Gibbs

Fiscal Officer: Shelley Ha

Required agreements and grantee responsibilities related to the IAP grant will be listed on the Notice of Grant Award that will be received by approved recipients. By agreeing to this section, the grantee acknowledges that these requirements should be reviewed prior to accepting grant award and complied with while contracted as an IAP provider.

- ☒ Agree
☐ Disagree

Briefly describe plans for identifying activities to improve immunization rates for both children and adolescents being served by your health department.

Free administration fees and incentives for timely child and adolescent vaccinations. Increased outreach clinics in schools MOGE policy
Implementation of mass vaccination add-in within EMR to streamline outreach events

The local health department (LHD) will target an 80% immunization coverage rate for 4:3:1:3:3:1:4 series and 90% immunization coverage rate for each single antigen for all 24-35 months by 2 year olds receiving LHD services.

- ☒ Agree
☐ Disagree

The LHD will assure progress toward the Healthy People 2030 target for the following adolescent (ages 13 to 15) vaccines; 1Tdap, 2Varicella, 1MCV4, 2 or 3 (per ACIP recommendation) HPV (males and females).

- ☒ Agree
☐ Disagree

Briefly describe training plan for assuring grantee staff develop and maintain skills for best practices related to all aspects of immunization delivery including storage and handling, vaccine safety and proper immunization schedules.

Yearly training is required for all staff. "You call the Shots" is part of the workforce development plan for RCHD, and is consistently required as a refresher course. Manufacturer/KDHE/CDC webinars for new vaccines to market or changes in vaccine recommendations. Monthly audits of best practice schedules for all nursing staff.

The LHD will assure at least one staff person who is assigned immunization responsibility attends the Annual Kansas Immunization Conference.

- ☒ Agree
☐ Disagree

Attachment: ATL FP Clinic (14569 : RCHD Aid to Local Grants)

Salary

Description	Request	Total
Kayla Mathis	\$8,673.71	\$8,673.71
Total	\$8,673.71	\$8,673.71

Benefits

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Capital Equipment (ITEMIZE)

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Health Services

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Total
Office supplies such as paper, highlighters, pens, etc	\$36.29	\$36.29
Total	\$36.29	\$36.29

Travel

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Other

Description	Request	Total
Kansas Immunization Conference	\$350.00	\$350.00
Total	\$350.00	\$350.00

Request	Grand Total
\$9,060.00	\$9,060.00

Attachment: ATL FP Clinic (14569 : RCHD Aid to Local Grants)

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: Maternal & Child Health (MCH)
Grant Period: 2024

County : Riley
Form Name: MCH SFY2024

Administrator: Julie Gibbs

Fiscal Officer: Shelley Hay

SFY2024 Maternal & Child Health (MCH) Application

(Total Points Available: 160 points)

Prior to completing this application, please review the Title V Block Grant Executive Summary and Supporting Document #1.

Have you reviewed the Title V Block Grant Executive Summary and Supporting Document #1?

☒ Yes

☐ No

SECTION A - Administration

(Section Points Available: 9 points)

1. List your MCH program staff names, positions and email addresses that will be supported with your MCH grant (Grant Award & Match). **Not staff member who is the Primary Point of Contact & MCH Home Visitor** (Staff listed here should be included in the budget with FTE percentage of time in either request and/or match) (1 point)

Breva Spencer*, Licensed Bachelor Social Work-Program Supervisor/Primary Point of Contact (bspencer@rileycountyks.gov), Sara Darnell*, MCH Home Visitor (sdarnell@rileycountyks.gov), Jada Hinrichs, Registered Nurse- M&I Nurse (jhinrichs@rileycountyks.gov), Maria Baquero, Bilingual Navigator/Case Manager, (mbaquero@rileycountyks.gov), Leslie James, Clerk (ljames@rileycountyks.gov), Sarah Boxberger, Registered Nurse-MCH Nurse (sboxberger@rileycountyks.gov), Tammy Feldkamp, Licensed Bachelor Social Worker (tfeldkamp@rileycountyks.gov), Sarah Haybarker, Social Worker, (shaybarker@rileycountyks.gov), Alyssa Nider, Registered Nurse- Clinic Nurse, Riley County Health Department (anider@rileycountyks.gov)

2. Attach an agency organizational chart that clearly identifies where the MCH program falls within the agency and the staff associated in the "Upload" tab at the top. (Identify positions and/or staff names for MCH positions funded by the grant/match)

Did you upload a copy of your agency organizational chart? (1 point)

☒ Yes

☐ No

3. What revenue sources do you bill for services (within the limitations of the payer/service)? Select all that apply. (1 point)

☒ Medicaid/CHIP/KanCare

☒ Private Insurance

☒ TRICARE

☒ Self-Pay

☐ Do NOT provide billable services

☐ Other

4. Describe in detail how your agency will assess the client's insurance coverage and facilitate the enrollment into adequate and affordable insurance plans including Private and Public such as Medicaid/Medicare. (6 points)

Maternal & Child Health (MCH) 2024 (3/9/2023 9:47:57 AM)

Attachment: Continuation ATL MCH (14569 : RCHD Aid to Local Grants)

Clients are assisted with insurance information when a need is identified during the enrollment appointment or if someone calls with questions or expresses the need for assistance. All new clients are scheduled for an enrollment appointment with a Licensed Social Worker. If a client does not have insurance, the MCH Social Worker will ensure the client is given information and educated as well as assisted with completing the KanCare application, if applicable. KanCare applications are given to clients who are uninsured and assistance is provided as needed by the MCH Social Workers, Interpreter, or MCH home visitor. The MCH staff and KanCare Specialist collaborate and communicate on a regular basis with questions, requests for application status updates and technical assistance as needed. The MCH Staff also fax completed KanCare applications to the clearinghouse or the KanCare Specialist for processing. If clients are denied eligibility for KanCare, they are referred to an Affordable Care Act (ACA) navigator, located at the Area Agency on Aging or the ACA website. Undocumented clients or clients who do not have access to insurance are eligible to apply for the Riley County Perinatal grant, which covers prenatal care through delivery. The MCH bilingual navigator also assists with Sixth Omnibus Budget Reconciliation Act (SOBRA) applications and KanCare once the infant is born. Additionally, two MCH staff are certified Presumptive Eligibility Specialist and are available to determine eligibility for KanCare applicants to expedite the application and approval process.

SECTION B - Community & Needs

(Section Points Available: 4 points)

1. Select the county(ies) in which your agency provides MCH services. If your agency is providing services outside your county (multi-county lead agency), select all counties served under MOA/MOU(s) with other agencies. (1 point)

- | | | | | | | |
|-------------------------------------|------------------------------------|---|--------------------------------------|--|---|-------------------------------------|
| ☐ Allen | ☐ Coffey | ☒ Geary | ☐ Johnson | ☐ Miami | ☐ Pratt | ☐ Sherman |
| ☐ Anderson | ☐ Comanche | ☐ Gove | ☐ Kearny | ☐ Mitchell | ☐ Rawlins | ☐ Smith |
| ☐ Atchison | ☐ Cowley | ☐ Graham | ☐ Kingman | ☐ Montgomery | ☐ Reno | ☐ Stafford |
| ☐ Barber | ☐ Crawford | ☐ Grant | ☐ Kiowa | ☐ Morris | ☐ Republic | ☐ Stanton |
| ☐ Barton | ☐ Decatur | ☐ Gray | ☐ Labette | ☐ Morton | ☐ Rice | ☐ Stevens |
| ☐ Bourbon | ☐ Dickinson | ☐ Greeley | ☐ Lane | ☐ Nemaha | ☒ Riley | ☐ Sumner |
| ☐ Brown | ☐ Doniphan | ☐ Greenwood | ☐ Leavenworth | ☐ Neosho | ☐ Rooks | ☐ Thomas |
| ☐ Butler | ☐ Douglas | ☐ Hamilton | ☐ Lincoln | ☐ Ness | ☐ Rush | ☐ Trego |
| ☐ Chase | ☐ Edwards | ☐ Harper | ☐ Linn | ☐ Norton | ☐ Russell | ☐ Wabaunsee |
| ☐ Chautauqua | ☐ Elk | ☐ Harvey | ☐ Logan | ☐ Osage | ☐ Saline | ☐ Wallace |
| ☐ Cherokee | ☐ Ellis | ☐ Haskell | ☐ Lyon | ☐ Osborne | ☐ Scott | ☐ Washington |
| ☐ Cheyenne | ☐ Ellsworth | ☐ Hodgeman | ☐ Marion | ☐ Ottawa | ☐ Sedgwick | ☐ Wichita |
| ☐ Clark | ☐ Finney | ☐ Jackson | ☐ Marshall | ☐ Pawnee | ☐ Seward | ☐ Wilson |
| ☐ Clay | ☐ Ford | ☐ Jefferson | ☐ McPherson | ☐ Phillips | ☐ Shawnee | ☐ Woodson |
| ☐ Cloud | ☐ Franklin | ☐ Jewell | ☐ Meade | ☒ Pottawatomie | ☐ Sheridan | ☐ Wyandotte |

2. Attach letters of support (LOS) or memorandums of understanding (MOU) from local community partners (i.e. hospitals, birthing centers, FQHC, Family Practitioners, OB/GYN, etc.) that will make referrals to the MCH program.

Did you upload letters of support or memorandums of understanding? (1 point)

- ☒ Yes
☐ No

3. Is your agency interested in expanding your service area? (1 point)

- ☒ Yes
☐ No

4. Is your agency interested in learning more about the Kansas Perinatal Community Collaborative (KPCC) model? (1 point)

- ☐ Yes
- ☐ Maybe
- ☐ No, not at this time
- ☒ Already a KPCC

Section C - Population Served

(Section Points Available: 5 points)

1. Describe how your agency will use the Title V MCH data outlined in the Annual Application/Report and/or locally available data (e.g., Kansas Health Matters, DAISEY, Vital Statistics) to improve programs/services provided. (4 points)

The MCH Supervisor reviews client numbers on a quarterly basis, at a minimum, and MCH staff meet weekly to discuss gaps, improvements and enhancements to MCH program services. Local and state data is reviewed during the grant writing and reporting processes, which assists to determine areas of improvement, along with client feedback and suggestions. Over the last several years, data has shown an increase in PMAD scores on prescreens, EPDS and PASS screening tools. However, the local mental health agency nor private therapists are an affordable option for many of the MCH clients, regardless of insurance status. As a result, a partnership was created with the Kansas State University Couples and Family Therapy Graduate program to provide onsite student therapy services to clients free of charge. The therapists are located at the Family and Child Resource Center within the MCH program area and MCH/RCHD staff are able to refer clients through a streamlined process. Currently, three student therapists are assigned to the MCH program, two are bilingual and one is male in an effort to serve a more diverse population seeking therapy services. After reviewing the Community Health Needs Assessment, it indicated Riley County has an invisible population with significant needs. Those who have fewer resources or who are outside the mainstream (e.g., non-English speakers, persons with low income) have a sense of being forgotten or pushed aside. They have significant issues with access to necessary physical and mental health services. In the Riley County Community Health Improvement Plan (2017) the top 3 priorities are access and coordination of services, mental health, and transportation. All of the priorities listed in the CHIP align with women having early and comprehensive health care before, during, and after pregnancy. Using this information, the MCH program continues to find grant opportunities and provide affordable comprehensive services on a sliding fee scale or at no cost.

2. Estimated numbers to be served in the grant period SFY2024 (July 1, 2023 through June 30, 2024): (1 point)

SFY2024 (anticipated)

Prenatal/Pregnant Woman

250

Perinatal Community Collaborative Prenatal Education (BaM)

180

Postpartum Woman (up to 60 days after delivery)

150

Woman (23 through 44 years, not counted in Prenatal/Pregnant and Postpartum categories)

75

Infant (<1 year, not counted in CSHCN category)

130

Child (1 through 11 years, not counted in CSHCN category)

120

Adolescent (12 to 22 years, not counted in CSHCN category)

50

Children with Special Health Care Needs (0 through 21 years)

5

SECTION D - Local MCH Work Plan

(Section Points Available: 114 points)

Please complete the following population domain sections your agency will serve with MCH funds (grant/match). If you agency isn't serving a population with MCH funds (grant/match) you may opt out of the section.

D1 - Women/Maternal Health (24 points)

Priority 1: Women have access to and utilize integrated, holistic, patient-centered care before, during, and after pregnancy.

NPM1: Percent of women with a preventive medical visit in the past year

SPM 1: Percent of women who have recently given birth who reported experiencing postpartum depression following a live birth

1. Which Women/Maternal Health State Action Plan Service(s) will your agency work towards this grant year? Select if you will be directly providing the service and/or referring to internal or external partners. Providing the service could include clinical care, education provided, or screenings conducted. If you are not providing a direct or referral service, do not select anything for that objective. (1 point)

	MCH Funds used to Provide Services	Referring Internally for Services	Referring Externally for Service
OBJECTIVE 1.1: Comprehensive Annual Well-Woman/Preventive Services	☒	☒	☒
OBJECTIVE 1.2: Education and/or screening for perinatal mood and anxiety disorders (PMADs)	☒	☒	☒
OBJECTIVE 1.3: Prenatal education and support services	☒	☒	☒
OBJECTIVE 1.4: Pregnancy intention screening (One Key Question)	☒	☒	☒

2. Select all the Title V endorsed and recommended evidence-based/promising practice tools or initiatives that will be utilized to accomplish your Woman/Maternal Health goals during the grant year: (1 point)

- | | |
|--|--|
| ☐ Alcohol, Smoking and Substance Involvement Screening Test (ASSIST) | ☒ KS Tobacco Quitline (KanQuit) |
| ☐ Baby & Me Tobacco Free (BMTF) | ☒ Patient Health Questionnaire (PHQ)-9 |
| ☒ Becoming a Mom® (BaM)/Comenzando bien® (CB) Prenatal Education | ☒ Perinatal/Postpartum Mood and Anxiety Disorders (PMAD) |
| ☒ Edinburgh Postnatal Depression Scale (EPDS) | ☒ Pregnancy Intention Screening (like One Key Question) |
| ☐ Generalized Anxiety Disorder (GAD)-7 | ☐ Smoking Cessation and Reduction in Pregnancy Treatment Program (SCRIPT) |
| ☐ Intimate Partner Violence Educations (CUES) | ☐ Social Determinants of Health (SDOH) Screening Form |
| ☒ Kansas Perinatal Community Collaborative (KPCC) | ☒ Other (specify below) |

2a. If there are other tools or resources that will be utilized please list them here along with a hyperlink that includes information explaining how they are evidence-based, evidence-informed or a promising practice.

Perinatal Anxiety Screening Scale (PASS) Screening, Brief Intervention, and Referral to Treatment (SBIRT) Process, Drug Abuse Screening Tool (DAST), Alcohol Use Disorders Identification Test (AUDIT), Promoting Maternal Mental Health

For each of the services/objectives selected in Women/Maternal Question 1, create a SMART objective to work toward this grant year.

SMART Objective:

S-Specific (What exactly are we going to do? What strategies will we use? Who will be involved? Use strong action verbs such as conduct, develop, build, plan, provide, or execute.)

***Example: MCH staff will educate all female clients on the importance of annual well visits.

M-Measurable (How will we know that change has occurred? Where we will gather these data from?)

***Example: 100% of clients will receive Well Women education. Well Women education will be selected on the MCH Service Form. DAISEY reports will be used to monitor progress and ensure staff are educating every client.

A-Achievable (Can it be done in the proposed timeframe? Are the limitations and constraints understood? Can we do this objective with the resources available?)

***Example: Currently, 90% of clients are receiving education and we are planning to utilize health educators to provide universal education and think we can achieve 100% through that effort.

R-Realistic (Do we have the resources available to achieve this objective? Is it possible to achieve this objective?)

***Example: All staff will be trained on the procedures related to universal well woman education.

T-Timebound (When will this objective be accomplished? What is the stated deadline?)

***Example: By June 30, 2024, 100% of Women/Maternal clients at XYZ Health Department will be educated on the importance of having an annual well woman exam.

1.1 Comprehensive Annual Well Woman Visit/Preventive Services (5 points)

Providing Services

Specific

Clients will be educated on the importance of a well woman visit and family planning options/services that are available to them. They will report having attended a well woman exam during the past 12 months. At their postpartum home visit, clients will complete the Reproductive Life Plan with the MCH nurse which will include discussion with the patient about options for birth control, inter-conception, and preconception health. Clients will report using some form of birth control after pregnancy and have a postpartum check-up scheduled by the time of their delivery.

Measurable

1. 90% of BaM clients will report using Birth Control after pregnancy and have a postpartum check-up scheduled. 2. 100% of MCH clients will be educated on the importance of the well woman visit and will be educated on the family planning options/services available. 3. 95% of MCH clients will report having a well visit during the last 12 months. 4. 100% of MCH clients receiving a postpartum visit with the MCH nurse will complete the Reproductive Life Plan to include discussion with the patient about options for birth control, inter-conception and preconception health. Data will be collected from DAISEY and EzEMRx between January 1 and December 31, 2023.

Achievable

Our most recent data shows that: 1. 98.5% of BaM clients reported using birth control after pregnancy, and 92.5% had a 6-week postpartum check-up scheduled. 2. Every client, or 100%, is educated on well woman and family planning options. 3. 96% of MCH clients reported having a well visit during the past 12 months. 4. 100% of MCH clients had completed a Reproductive Life Plan which included discussion about options for birth control, inter-conception, and preconception health.

Realistic

1. MCH staff will assess each client's attendance at a Well Woman visit in the past year and clients will be educated on the importance of preventative care. 2. Well woman visits are scheduled at the RCHD clinic or referred to the client's OBGYN. The RCHD clinic contracts with an OBGYN from the Woman's Health Group to provide family planning services to underinsured clients. The RCHD Clinic APRN provides the well woman exam and birth control options. OBGYN is available for consultation and onsite appointments as needed. 3. MCH staff will ask clients the "One Key Question" at every MCH/BaM enrollment, the 8th month M&I appointment, postpartum M&I appointments and at every MCH Newborn Home visit. MCH staff will use the March of Dimes materials to promote and educate on the topic. MCH Nurses will review the Reproductive Life Plan and create an implementation plan to incorporate the information into the postpartum visit. 4. During the first postpartum visit the MCH nurse will assess insurance needs of the client and refer to RCHD clinic for affordable (sliding fee scale) well woman visit and birth control.

services as needed. This is important for MCH clients who no longer are eligible for KanCare services after 6 weeks postpartum. This will assist in establishing care for affordable well woman visits and family planning services throughout their reproductive years. 5. Refer women to their primary care physician/OBGYN or Health Department's Title X Family Planning for birth control. 6. MCH staff will use March of Dimes materials and reputable scientific journals and text books when educating and providing clients resources. 7. MCH Nurses will review the Preconception Health Guide to ensure knowledge on preconception health best practices and recommendations. 8. MCH staff and all new MCH employees will attend Mental Health First Aid and have a certificate of completion, as available in the community.

Timebound

By June 30, 2024

1.2 Education and/or screening for perinatal mood and anxiety disorders (PMADs), including depression and anxiety in the prenatal and 12-month postpartum periods. (5 points)

Providing Services

Specific

All MCH and Becoming a Mom participants will be screened for Postpartum Mood and Anxiety Disorder using the EPDS tool, and staff will follow the SBIRT process.

Measurable

1. 100% of MCH and/or BaM participants will be screened for Postpartum Mood and Anxiety Disorder (PMAD) with the EPDS tool. 2. 100% of MCH clients scoring a 10 or higher or select anything other than never on question 10 on the EPDS will be referred same day to their PCP/OBGYN. 3. 98% of BaM participants will be educated and have knowledge about available resources in the community, to include therapists, peer groups and other PMAD resources. 4. 100% of MCH clients with a high EPDS score will be contacted by the MCH nurse or social worker to obtain updated status and plan for next steps within 1 week of referral for EPDS score. All clients will be provided the "Depression and Anxiety During and After Pregnancy" brochure at the one week follow up call.

Achievable

Our most recent data shows that: 1. 100% of MCH and Becoming a Mom participants were screened for PMAD using the EPDS toll. 2. 100%, or 2 of 28, who scored a 10 or higher or answered anything other than "never" on question 10 were referred same day to their PCT/OBGYN. 3. 100% of BaM clients were educated on the EPDS tool and PMAD signs, symptoms, resources, and referral options. 4. 100% of MCH clients with a high EPD score were contacted by the MCH nurse or social worker within 1 week of the referral. 50% were given the "Depression and Anxiety During and After Pregnancy" brochure at their one week follow up.

Realistic

1. MCH staff will screen MCH and BaM clients during BaM session 2 and 6, at every postpartum MCH home visit and minimum of one time at the Maternal and Infant (M&I) visit. 2. MCH clients that score a 10 or higher or select anything other than never on question 10 on the EPDS will be referred same day to their PCP/OBGYN. MCH staff will follow the Perinatal Mental Health Intervention Plan and PMAD workflow/algorithm per MCH policy and procedures. 3. MCH staff educate clients on the EPDS tool and about postpartum mood and anxiety disorder, to include signs, symptoms, resources and referral options. MCH uses the mental health integration toolkit provided by the Kansas Maternal and Child Health program. 4. MCH staff will contact clients with a high EPDS no later than 1 week after making a referral to obtain an update, offer support and determine if additional resources or referrals are needed. 5. The MCH program will utilize "5 Action Steps for Helping Someone in Crisis" and other evidence based educational materials to promote mental health awareness. This will include advertising on the MCH lobby T.V., posters and social media. 6. MCH created and will offer Becoming a Family educational series for postpartum women to assist in connecting clients, provide education and help build resiliency during the postpartum period. This will include Baby Cues, Preparing to Pump, The Fourth Trimester and Beyond, and Infant and Child CPR. This series is offered on a quarterly basis and taught by MCH nurses. 7. MCH will continue the partnership with Kansas State University Marriage and Family Therapy program to offer student therapy services to MCH/RCHD clients at no cost. Furthermore, MCH and the KSU student therapists will explore a PMAD peer support group to fill any gaps in support and services.

Timebound

June 30, 2024

1.3 Prenatal education and support services (5 points)

Providing Services

Specific

The MCH program will provide comprehensive prenatal education and support services to residents of Riley County and the surrounding area.

Classes will be offered in a hybrid format to reduce barriers for at-risk clients and increase BaM participation by 10% in FY2024.

Measurable

1. 100% of Spanish speaking clients on the Riley County Perinatal Grant (RCPG) will attend Spanish BaM classes, participate in monthly M&I nurse visits and intensive weekly home visiting. 2. MCH will provide the Becoming a Mom® class series in a hybrid format (option of virtual or in-person) to reduce barriers for at-risk clients. 3. MCH will increase the total number of BaM participants by 10% from the FY23 total number of participants to educate and support the Riley County perinatal community. 4. 20% of The Women's Health Group referrals will enroll in MCH/BaM services and receive care coordination. 5. MCH will provide two additional opportunities for prenatal education and support services to clients.

Achievable

Our most recent data shows that: 1. 100% of Spanish speaking clients attended Spanish BaM classes, 100% participated in monthly M&I nurse visits, and 88% participated in intensive weekly home visiting/case management services. 2. MCH has continued to offer BaM classes in a hybrid format throughout 2022. 3. Between July 1 and December 31, 2022, MCH served 72 clients through Becoming a Mom. 4. 22% of the referrals from Women's Health Group between July 1 and December 31, 2022 completed an enrollment for MCH services and received care coordination. 5. MCH offered opportunities for prenatal education and support services by offering a prenatal MCHHV, car seat check lane, and hosting the Becoming a Family class series.

Realistic

1. The Bilingual Navigator will provide the BaM class series to all RCPG recipients as well as translate the monthly M&I nurse visit and intensive weekly home visits as needed. The Bilingual Navigator will provide the Promoting Maternal Mental Health curriculum and create a minimum of one prenatal goal focused on positive birth outcomes with every RCPG client. 2. MCH will provide Becoming a Mom® classes throughout the year (minimum of 10 months/year) at no cost to expecting families. Classes will be offered at different times throughout each month to accommodate the client's schedule. Classes will be held in a hybrid format to reduce barriers for participation (virtual or in-person). Twice a year, the classes will be offered on Saturday's for those who cannot attend during the week. 3. MCH will partner with The Women's Health Group to facilitate onsite MCH/BaM enrollment as well as provide care coordination of mutual clients. The MCH Bilingual Navigator will be onsite at TWHG a minimum of one day per week to provide support services and target disparities in birth outcomes. 4. MCH will brainstorm ideas, with client feedback to offer education and support services to prenatal women to assist in connecting to peers, provide education and help build resiliency during the prenatal period. Activity ideas include, peer group, lunch and learn, community baby shower or other similar activity. 5. To increase community awareness, social media posts will be created and shared on Facebook, Spanish Facebook and Instagram promoting the MCH program services and upcoming classes. Also, MCH will create a BaM and MCH radio advertisement to target the perinatal population in the community.

Timebound

June 30, 2024

1.4 Pregnancy intention screening (like One Key Question) (5 points)

Providing Services

Specific

MCH clients will be screened for pregnancy intention with One Key Question/PATH, and educated on the importance of preconception and inter-conception care, counseling, and planning at multiple appointments before, during and after their pregnancy. Each client will complete the Reproductive Life Plan at either the 8th month M&I visit or 1 month postpartum visit with the MCH nurse. Awareness of programs available will be shared using social media specific to pregnancy intention, preconception and inter-conception care, counseling, and planning in the community.

Measurable

1. 100% of MCH clients will be screened for pregnancy intention with "One Key Question" and educated on the importance of preconception and inter-conception care, counseling and planning at multiple appointments before, during and after pregnancy. 2. 100% of MCH clients receiving a postpartum visit with the MCH nurse will complete the Reproductive Life Plan to include discussion with the patient about options for birth control, inter-conception and preconception health. 3. MCH will use social media to educate the community.

Achievable

Our most recent data shows: 1. 100% of MCH clients were screened for pregnancy intention using "One Key Question" and educated during multiple appointments before, during, and after pregnancy. 2. Between July 1 and December 31, 2022, the MCH nurse reviewed and discussed the Reproductive Life Plan with 100% of clients at their postpartum visit. 3. Created commercial for Cox Media streaming services which aired August 2022-December 2022.

Realistic

1. All MCH staff are trained and utilize evidence-based pregnancy interventions including "One Key Question" to include education and referrals. All MCH staff participate in annual cultural sensitivity training in order to understand cultural beliefs around pregnancy intention and educate and support clients in their pregnancy and birth control goals. 3. The MCH staff will provide "The Bedsider" resource guide to clients seeking more information and details regarding birth control. Additionally, birth control options and education is shared with breastfeeding persons in order to provide accurate information. 4. MCH Nurses will review the Preconception Health Guide to ensure knowledge on preconception health best practices and recommendations. 5. During the first postpartum visit, the MCH nurse will assess insurance needs of the client and refer to RCHD clinic for affordable (sliding fee scale) well woman visit and birth control services, as needed. This is important for MCH clients who no longer are eligible for KanCare services after 6 weeks postpartum. This will assist in establishing care for affordable well woman visits and family planning services throughout their reproductive years. 6. MCH will use evidence based preconception and inter-conception materials and create Facebook and Instagram posts to educate the community on this topic a minimum of three times per year. 7. MCH will develop a social media calendar specific to pregnancy intention, inter-conception, and preconception health.

Timebound

June 30, 2024

3. Would you like support, training, or technical assistance from KDHE on any of the objectives above?

☒ Yes

☐ No

3a. Please name the Women/Maternal topic of interest and describe the type of support that would be helpful (webinar, patient handouts, one-on-one consulting, etc.)

With eliminating the use of One Key Question, MCH would like to have training on the new recommended screening tool.

4. What additional Women/Maternal services does your agency provide to support women's access to and utilization of integrated, holistic, patient-centered care before, during, and after pregnancy? (2 points)

The MCH Supervisor is the Co-Chair of the Riley County Perinatal Coalition, which provides a grant for clients who do not have access to insurance for parental care. Through the grant, recipients receive timely, patient-centered care before during and after pregnancy. The MCH program provides same-day pregnancy testing confirmation appointments. The Clinic provides walk-in services for family planning, birth control and STI testing and treatment on a sliding fee scale. MCH partners with the Kansas State University Family Center and has on-site student therapists specializing in PMAD or Perinatal counseling. These services are free to MCH clients. The student therapist are located on-site and MCH staff provide a warm hand-off and have a referral process for MCH clients. MCH has a bilingual navigator on staff to focus on expanding support and education for the perinatal Spanish speaking population and target disparities in birth outcomes. The Bilingual Navigator has an office and is onsite one day per week for the Women's Health Group to assist in interpreting, streamline services and to ensure the client's questions are answered.

D2 - Perinatal/Infant Health (24 points)

Priority 2: All infants and families have support from strong community systems to optimize infant health and well-being.

NPM5: Percent of infants placed to sleep; (A) on their backs; (B) on separate sleep surface; and (C) without soft objects and loose bedding

SPM 2: Percent of infants breastfed exclusively through 6 months

1. Which Perinatal/Infant Health State Action Plan Service (s) will your agency work towards this grant year? Select if you will be directly providing the services and/or referring to internal or external partners. Providing the service could include clinical care, education provided, or screenings conducted. If you are not providing a direct or referral service, do not select anything for that objective. (1 point)

	MCH Funds used to Provide Services	Referring Internally for Services	Referring Externally for Services
OBJECTIVE 2.1: Breastfeeding Supports and Education	☒	☒	☒
OBJECTIVE 2.2: Safe Sleep Promotion/Initiatives	☒	☒	☒

MCH Funds used to Provide
Services

Referring Internally for Services

Referring Externally for Services

OBJECTIVE 2.3: Cross-Section Initiatives Focusing on Improving Internal and Infant Health Outcomes (Perinatal Risk Screening, Maternal Mortality Prevention, Alliance for Innovation on Maternal Health (AIM) Bundle, Neonatal Abstinence Syndrome (NAS))



OBJECTIVE 2.4: MCH Universal Home Visiting



2. Select all the Title V endorsed and recommended evidence-based/promising practice tools or initiatives that will be utilized to accomplish your Perinatal/Infant Health goals during the grant year: (1 point)

☒ Ages & Stages Questionnaire (ASQ)-3

☐ Intimate Partner Violence Educations (CUES)

☒ Ages & Stages Questionnaire (ASQ)-SE2

☐ KAN Be Healthy (KBH) – EPSDT Screening Form

☐ Baby Pediatric Symptom Checklist

☒ KS Tobacco Quitline (KanQuit)

☐ Baby & Me Tobacco Free (BMTF)

☒ Maternal Warning Signs Educational Materials

☒ Becoming a Mom® (BaM)/Comenzando bien® (CB) Prenatal Education

☒ Safe Sleep Instructor (SSI)

☒ Bright Futures Guidelines/Toolkit

☒ Smoking Cessation and Reduction in Pregnancy Treatment Program (SCRIPT)

☒ Community Supporting Breastfeeding (CSB)

☐ Social Determinants of Health (SDOH) Screening Form

☐ Forever Free – Baby and Me (relapse prevention program)

☒ Other (specify below)

2a. If there are other tools or resources that will be utilized please list them here along with a hyperlink that includes information explaining how they are evidence-based, evidence-informed or a promising practice.

Newborn Assessment (completed by RN) Basic assessment of newborn to include, weight, lungs, heart, skin, circumcision, umbilical stump, bowel sounds, fontanel, etc. Screening, Brief Intervention, and Referral to Treatment (SBIRT), Drug Abuse Screening Tool (DAST) used at the MCH enrollment if the client scores high on SBIRT. Alcohol Use Disorders Identification Test (AUDIT)- used at the MCH enrollment if the client scores high SBIRT.

For each of the services/objectives selected in Perinatal/Infant Question 1, create a SMART objective to work toward this grant year.

SMART Objective:

S-Specific (What exactly are we going to do? What strategies will we use? Who will be involved? Use strong action verbs such as conduct, develop, build, plan, provide, or execute.)

*** Example: XYZ Health Department will establish a new partnership with XYZ Hospital to receive referrals to our home visitor.

M-Measurable (How will we know that change has occurred? Where we will gather these data from?)

*** Example: One new referral partner will be established. One new written agreement and referral protocol will be developed with the referring partner. Ten clients will be referred to XYZ Health Department for home visiting services from XYZ Hospital.

A-Achievable (Can it be done in the proposed timeframe? Are the limitations and constraints understood? Can we do this objective with the resources available?)

*** Example: XYZ Hospital is a partner on the XYZ Coalition and has expressed interest in home visiting services and how they help families. We think they are ready to move from general interest to implementing a system for connecting their patients to our home visitor.

R-Realistic (Do we have the resources available to achieve this objective? Is it possible to achieve this objective?)

***Example: XYZ Health Department staff will work with KDHE MCH staff to develop a referral protocol to propose to XYZ Hospital.

T-Timebound (When will this objective be accomplished? What is the stated deadline?)

***Example: By June 30, 2024, XYZ Health Department will establish one new partnership with XYZ Hospital to develop a referral protocol and receive at least 10 referrals to our home visitor.

2.1 Breastfeeding Supports and Education (5 points)

Providing Services

Specific

The MCH program will improve infant health by providing breastfeeding support.

Measurable

1. 8% of participants in MCH and BaM will identify as African American or Black. 2. 98% of BaM participants in Riley County will initiate breastfeeding at birth. 3. 60% of MCH clients will breastfeeding exclusively through the 5-month postpartum nursing visit. 4. 65% of infants in Riley County will be exclusively breastfeeding at 6 months of age.

Achievable

Our most recent data shows that: 1. 6% of participants identified as African American or Black. 2. 96% of BaM participants reported initiating breastfeeding at birth. 3. 56% of clients reports exclusively breastfeeding through the 5-month postpartum nursing visit. 4. 64% of mothers of infants in Riley County report exclusively breastfeeding at 6 months of age.

Realistic

1. The MCH program will provide BaM® classes to educate families on the importance of infant health and well-being such as breastfeeding, nutrition and safe sleep. 2. The MCH staff will contact the African American doula in the community and engage in conversation regarding RCPC, MCH program services and referrals. Furthermore, MCH staff will engage African American staff and stakeholders to create a plan for increasing African American enrollment in MCH/BaM services. 3. MCH will coordinate and host a CLC training in the fall of 2022 that is available for local and state partners. Currently, two MCH staff are Certified Lactation Counselors (CLC) and three additional MCH staff will attend CLC training in fall 2022, for a total of 5 CLC certified MCH staff. All MCH CLC staff will maintain education, certification and assist with breastfeeding support. MCH will provide breastfeeding support for all non-WIC clients either in the office or in the client's home. 4. MCH staff and WIC will brainstorm ideas to reestablish the Riley County Breastfeeding Coalition. 5. MCH staff will collaborate with WIC on shared clients along with the African American WIC Breastfeeding Peer Counselor and WIC IBCLC. 6. MCH staff will increase awareness within Via Christi Hospital and Irwin Medical Center regarding breastfeeding support services to mothers in their home or office after hospital discharge. MCH will provide this service for anyone in the community free of charge. 7. MCH staff will provide an evidence-based breastmilk pumping class in English and Spanish to the community in an effort to extend breastfeeding rates. MCH staff will provide additional support for the client as needed. 8. MCH staff will partner with WIC to enroll WIC clients directly in BaM session 4 (breastfeeding), even if the client is not interested in attending all BaM sessions.

Timebound

June 30, 2024

2.2 Safe Sleep Promotion/Initiatives (5 points)

Providing Services

Specific

The MCH program will promote and support safe sleep practices and cross-sector initiatives to maintain a low SUID rate.

Measurable

1. 99% of Becoming a Mom participants will answer yes to placing their baby to sleep on his/her back on the post-test. 2. 100% of MCH clients will be screened and referred to ensure the infant has a safe place environment. 3. MCH staff will partner with other local agencies to enhance and support safe sleep efforts and provide direct education to families at risk for adverse outcomes in the community.

Achievable

Our most recent data shows that: 1. 97% of Becoming a Mom participants answered yes to placing their baby to sleep on his/her back on the post-test. 2. 100% of MCH clients were screened and referred to ensure the infant has a safe place environment. 3. MCH staff partnered with local agencies such as Life Choice ministries to enhance and support safe sleep efforts and provide direct education to families at risk for adverse outcomes in the community.

the community.

Realistic

1. The MCH program will provide BaM® classes to educate families on the importance of safe sleep. 2. The MCH program will identify one staff person to apply for Safe Sleep Instructor training and attend the training if approved. 3. The MCH program, along with community partners, will host a Community Baby Shower and invite clients, community members and professionals. 4. The MCH program will provide additional education, such as M&I postpartum appointments, and MCH newborn home visits, whereby clients are informed and educated on safe sleep practices. MCH staff will utilize evidence based safe sleep education and resources. 5. The MCH program will continue to provide pack n plays as a BaM completion incentive or purchase a pack n play through MCH Aid to Local grant funds earmarked for items/tools to ensure client's in need have a safe sleep environment. Pack and plays will be delivered to the family before (if possible) or immediately after delivery, if there is not a safe sleep option in the home. 6. MCH will develop and utilize a social media calendar to raise awareness and promote safe sleep efforts.

Timebound

June 30, 2024

2.3 Cross-Section Initiatives Focusing on Improving Maternal and Infant Health Outcomes (e.g., Perinatal Risk Screening, Maternal Mortality Prevention, AIM Bundle, NAS) (5 points)

Providing Services

Specific

The MCH program will promote and educate clients on the importance of maternal and perinatal mental health and implement initiatives to decrease maternal morbidity and mortality in Riley Co.

Measurable

1. 100% of MCH clients will be educated on maternal morbidity and mortality risk factors and the importance of perinatal risk screenings. 2. 100% of MCH/BaM clients will be screened for chronic disease, substance use, mental health and pregnancy intention at one or more of the visits. 3. MCH staff will promote awareness of maternal morbidity, mortality risk factors and health interventions within the community.

Achievable

Our most recent data shows that: 1. 100% of MCH clients were educated on maternal morbidity and mortality risk factors and importance of perinatal risk screenings. 2. 100% of clients are screened for chronic disease, substance use, mental health, and pregnancy intention at the new client enrolment. A total of 73 were screened between July 1 and December 31, 2022. 3. MCH provided education and awareness through social media and additional educational materials disseminated throughout the community.

Realistic

1. The MCH program nurse will assess infant and mother for any health conditions or risks at the MCH prenatal, Newborn and postpartum nurse visits. 2. The MCH program staff will be trained and provide standardized perinatal risk screening, brief intervention, and referrals for treatment and additional follow-up screenings, such as the Alcohol Use Disorders Identification Test (AUDIT) and Drug Abuse Substance Tool (DAST) and provide education, support, referrals and follow-up per MCH policy and procedures. 3. The MCH program will utilize the Maternal Warning Signs tool kit during visits as well as Count the Kicks educational materials. 4. The MCH program will utilize the Perinatal Mental Health Integration Toolkit as evidence based resource for MCH staff. 5. The MCH program will provide the BaM series once a month to the community, which includes education on signs of preterm labor, Maternal Warning Signs, Severe Maternal Morbidity (SMM) and how to talk to your provider. Staff utilize and educate on the importance of the Count the Kicks initiative. An extensive amount of resources are provided to clients during home visits, prenatal/postnatal appointments.

Timebound

June 30, 2024

2.4 MCH Universal Home Visiting (5 points)

Providing Services

Specific

The MCH program will promote and educate clients/families and community agencies about the importance of universal home visitation and impact on family and infant outcomes to increase referrals in Riley County.

Measurable

1. 85% of BaM participants will receive a prenatal and postpartum MCHHV. 2. 90% of BaM participants will receive a postpartum MCH nurse visit within 28 days of birth. 3. MCH will increase referrals from community partners and increase the MCH/BaM enrollment rate from referrals by 30%. 4. 98% of MCH clients will be screened using the Social Determinants of Health (SDOH) Screening Form. 5. MCHHV will incorporate one parent training/support skills building sessions into MCHHV curriculum.

Achievable

Our most recent data shows that: 1. Between July 1 and December 31, 2022, 60 BaM participants received a prenatal MCHHV, and 53 participants received a postpartum MCHHV. 2. 83% of BaM participants received a postpartum MCH nurse visit within 28 days of birth. 3. 22% of the Women's Health Group referrals completed an enrollment for MCH services. 4. The MCH Social Workers, Home Visitor, and Nurses have been trained on using the SDOH tool, and will complete it with the MCH client at the earliest opportunity. 5. The MCH Home Visitor has been trained on "Keys to Infant Caregiving" which includes infant sleep patterns, infant cues, and feeding. The MCHHV will begin incorporating these topics at the postpartum MCHHV.

Realistic

1. The MCH Social Worker will schedule the prenatal MCHHV at time of enrollment to ensure it is completed before the due date. 2. The MCH program will advertise MCH Universal Home Visiting services through brochures, social media, community boards, disseminated to partnering agencies. MCH provides donated diapers and formula to families in the community and will be given an MCH brochure. Additionally, staff will ensure the KSU International Student office has the MCH website and brochures to provide international families. 3. The MCH nurse will follow up with each positive pregnancy test and promote and educate on MCH services to include scheduling an enrollment appointment. 4. The MCH staff will provide additional community classes throughout 2022, such as First Aid/CPR/AED, Baby Cues, Pumping, and the 4th Trimester and Beyond. 5. The MCH program will partner with The Women's Health Group to facilitate onsite MCH/BaM enrollment as well as provide care coordination of mutual clients. The MCH Bilingual Navigator will be onsite at TWHG a minimum of one day per week to provide support services and target disparities in birth outcomes. 6. The MCHHV will identify and incorporate one family strengthening and parent training/support skill into the MCHHV curriculum to assure positive outcomes for infants and families. 7. The MCH Social Worker will conduct the SDOH screening at enrollment. If no enrollment is completed, the MCH Home Visitor or MCH Nurse will conduct it during the postpartum MCH home visit.

Time bound

June 30, 2024

3. Would you like support, training, or technical assistance from KDHE on any of the objectives above?

☒ Yes

☐ No

3a. Please name the Perinatal/Infant topic of interest and describe the type of support that would be helpful (webinar, patient handouts, one-on-one consulting, etc.)

Additional information regarding the AIM bundle.

4. What, if any, additional Perinatal/Infant services does your agency provide that link to your agency priorities and align with this priority measure? (e.g., substance use, newborn screening, well visit/KBH, immunization compliance, topics from prenatal education sessions, Home Visiting focused education topics, maternal warning signs education) (2 points)

MCH created a series of four classes to provide additional education and support during the Fourth Trimester. The four class series is called "Becoming a Family" and includes Baby Cues, Postpartum Breastfeeding Essentials, The 4th Trimester and Beyond, and Starting Solids. Infant and Child CPR is also offered as a supplemental course to the Becoming a Family class series. The MCHHV schedules a prenatal visit for each BaM participant to educate and provide support before delivery, and a postpartum visit. During the postpartum MCH home visit the client chooses a topic of interest from a curriculum, then is given more specific information regarding this topic from the MCH Home Visitor. MCH nurse (RN) visits are completed at 1, 3, and 5 months postpartum to further support the client and infant during the fourth trimester. Developmental screenings, such as the Ages and Stages Questionnaire are completed at each visit. Maternal Warning Signs, Pre-screening for mood, substance abuse and tobacco are completed with clients throughout the MCH prenatal and postpartum visits. Furthermore, the MCHHV or MCH Nurse review the schedule for age appropriate immunizations and well visits and referrals are made as needed.

D3 - Child Health (19 points)

Priority 3: Children and families have access to and utilize developmentally appropriate services and supports through collaborative and integrated communities.

Maternal & Child Health (MCH) 2024 (3/9/2023 9:47:57 AM)

Attachment: Continuation ATL MCH (14569 : RCHD Aid to Local Grants)

NPM6: Percent of children, ages 9 through 35 months, who received a developmental screening using a parent-completed screening tool in the past year

Which Child Health State Action Plan Service(s) will your agency work towards this grant year? Select if you will be directly providing services and referring to internal or external partners. Providing the service could include clinical care, education provided, screenings conducted. If you are not providing a direct or referral service, do not select anything for that objective. (1 point)

	MCH Funds used to Provide Services	Referring Internally for Services	Referring Externally for Services
OBJECTIVE 3.1: Developmental Screening	☒	☐	☒
OBJECTIVE 3.2: Access to Health Promotion Activities and Programs	☒	☒	☒
OBJECTIVE 3.3: Comprehensive Annual Well-Child/Preventive Services	☐	☒	☒

2. Select all the Title V endorsed and recommended evidence-based/promising practice tools or initiatives that will be utilized to accomplish your Child Health goals during the grant year: (1 point)

- | | |
|--|---|
| ☒ Ages & Stages Questionnaire (ASQ)-3 | ☐ Modified Checklist for Autism in Toddlers (MCHAT) |
| ☒ Ages & Stages Questionnaire-Social Emotional (ASQ)-SE2 | ☐ Parent Evaluation of Developmental Status (PEDS) |
| ☒ Becoming a Mom® (BaM)/Comenzando bien® (CB) Prenatal Education | ☐ Pediatric Symptom Checklist (PSC-17) (ages 4-16) |
| ☒ Bright Futures Toolkit | ☐ Social Determinants of Health (SDOH) Screening Form |
| ☐ Kan Be Healthy (KBH) - EPSDT Screening Form | ☐ Strengths and Difficulties Questionnaire (SDQ) (ages 3-16) |
| ☒ Kansas Perinatal Community Collaborative (KPCC) | ☒ Other (specify below) |

2a. If there are other Child Health tools or resources that will be utilized please list them here along with a hyperlink that includes information explaining how they are evidence-based, evidence-informed or a promising practice.

The MCH program utilizes an evidence based curriculum known as Promoting First Relationships and Promoting Maternal Mental Health.

For each of the services/objectives selected in Child Health Question 1, create a SMART objective to work toward this grant year.

SMART Objective:

S-Specific (What exactly are we going to do? What strategies will we use? Who will be involved? Use strong action verbs such as conduct, develop, build, plan, provide, or execute.)

***Example: MCH nurses at XYZ County Health Department will provide recommended immunizations to children during school vaccination events.

M-Measurable (How will we know that change has occurred? Where we will gather these data from?)

***Example: 100 children will receive immunizations from XYZ County Health Department. The immunizations will be documented as M services in DAISEY.

A-Achievable (Can it be done in the proposed timeframe? Are the limitations and constraints understood? Can we do this objective with the resources available?)

***Example: XYZ County Health Department will be able to vaccinate 100 children because we were able to vaccinate 87 in SFY 2022. COVID restrictions being lifted, we are able to visit more schools.

R-Realistic (Do we have the resources available to achieve this objective? Is it possible to achieve this objective?)

***Example: This objective is realistic for XYZ County Health Department because we will be able to reach our target number of children.

by utilizing various funding streams (e.g. MCH, VFC, etc.) to serve children with and without insurance. We will report any revenue from immunizations on our FSR.

T-Timebound (When will this objective be accomplished? What is the stated deadline?)

***Example: By June 30, 2024, XYZ County Health Department will provide recommended immunizations to 100 children.

3.1 Developmental Screening (5 points)

Providing Services

Specific

MCH will ensure children and families have access to and utilize developmentally appropriate services and supports.

Measurable

1. 100% of children enrolled in the MCH program will receive evidenced based information regarding healthy child development and early learning.
2. 100% of children enrolled in MCH will complete an age appropriate ASQ.

Achievable

Our most recent data shows that: 1. 100% of children enrolled in the MCH program receive evidenced based information regarding healthy child development and early learning. Evidence-based tools include the ASQ, ASQ-SE, and CDC materials. 2. 100% of children enrolled in MCH services included an age appropriate ASQ screening. A total of 63 children were screened between July 1 and December 31, 2022.

Realistic

1. The MCH home visiting program, Maternal and Infant services will use the Ages and Stages Questionnaire 3rd Edition (ASQ) and Ages and Stages Questionnaire: Social-Emotional, 2nd Edition (ASQ-SE) to provide evidence based outcome measures for developmental milestones. Interventions and referrals to community partners (Parents as Teachers, Infant and Toddler Services) will be made as needed via the IRIS referral system or warm hand off. 2. The MCH program train staff and promote the protective factors and provide education and support to prevent Adverse Childhood Experiences (ACES) which can lead to health issues across the lifespan. 3. The MCH program will continue participating in the Local Interagency Coordinating Council (LIACC), a community of early childhood educators and family advocates and encourage developmental screenings and appropriate referrals throughout the community. 4. Staff will promote the 1-800-Children Helpline resource directory and mobile app downloads to clients at home and office visits. 5. MCH staff will continue as the Riley County Safe Kids Coalition chair and recruit community partners to actively participate in Car Seat Check lane and host at least one Safe Kids event in FY2023. 6. MCH staff will provide evidence based educational materials, such as the Bright Futures toolkit, Milestone Moments book (CDC), Promoting First Relationships curriculum and Becoming a Family classes (Baby Cues and Fourth Trimester and Beyond) to promote and encourage age appropriate developmental milestones. Additionally, this encourages parent/child interaction.

Timebound

June 30, 2024

3.2 Access to Health Promotion Activities and Programs (5 points)

Providing Services

Specific

MCH will collaborate with community partners to increase access to activities and programs that promote healthy development and learning of children in Riley County.

Measurable

1. The MCH program will continue to build partnerships with community organizations to promote and support child activities and programs.
2. 100% of MCH families will have knowledge of the importance of child health initiatives.

Achievable

Our most recent data shows: 1. Staff continue to provide outreach and collaborate with key partners to promote MCH services. 2. 100% of families were educated on the importance of child health initiatives and provided information to include physical activity, nutrition, literacy and Safe Kids information and resources.

Realistic

Maternal & Child Health (MCH) 2024 (3/9/2023 9:47:57 AM)

Attachment: Continuation ATL MCH (14569 : RCHD Aid to Local Grants)

1. MCH staff will continue as the Riley County Safe Kids Coalition chair and recruit community partners to actively participate in Car Seat Check lane and host at least one Safe Kids event in FY2023. 2. MCH staff will provide evidence based materials to educate and encourage families on the importance of physical activity, nutrition, literacy and screen time for children. 3. MCH staff will communicate with and support community partners offering child health initiative activities. The MCH program will inform clients of local health initiative activities and promote on the Riley County Facebook page.

Timebound

June 30, 2024

3.3 Comprehensive Annual Well-Child/Preventive Services (5 points)

Providing Services

Specific

MCH will educate families on the importance of receiving quality comprehensive preventative services in Riley County.

Measurable

1. 95% of children enrolled in MCH have received a preventive child well visit in the last 12 months. 2. 98% of children enrolled in MCH will have a medical home. 3. 100% of children enrolled in MCH will be assessed per APA guidelines for preventive well-visits.

Achievable

Our most recent data shows that: 1. 97% children enrolled in the MCH program received a preventive child well visit in the last 12 months. 2. 100% of children enrolled in MCH report having a medical home. 3. 100% of children were enrolled in MCH and assessed per APA guidelines for preventive well-visits.

Realistic

1. MCH staff will assess each child enrolled in the MCH program for child well visits, vision, hearing and dental and refer as needed. 2. MCH staff will educate on the importance of comprehensive annual preventative services with evidence based educational materials. 3. MCH staff will use the latest version of ASQs with families and KAN-BE-Healthy cards to educate on vaccines. 4. MCH staff will refer families to their medical home for preventive child well visits or connect the child to Konza Community Health Clinic to obtain a Primary Care Provider. Konza is a Federally Qualified Health Center (FQHC) and provides services on a sliding fee scale.

Timebound

June 30, 2024

3. Would you like support, training, or technical assistance from KDHE on any of the objectives above?

- ☐ Yes
☒ No

3a. Please name the Child Health topic of interest and describe the type of support that would be helpful (webinar, patient handouts, one-on-one consulting, etc.)

None at this time.

4. What, if any, additional Child Health services does your agency provide that link to your agency priorities and align with this priority measure? (WHY campaign) (2 points)

The MCH program provides services to prevent and reduce child injuries. One example is the MCH Social Worker is the chair of the local Safe Kids Coalition. Through the local coalition, a weekly car seat check lane is provided in the community and staffed by certified technicians. At the check lane, families are educated about car seat safety and use. If a family is in need of a car seat, one is installed at the event, as available. MCH families receive evidence-based education and resource materials regarding child injury and prevention at every enrollment, MCHHV and prenatal and/or postpartum visit. A partnership with USD 383 and the RCHD was formed to provide well-child screenings required for preschool. The screenings included review of current vaccinations and vaccinations were provided at the time of screening, if needed. Children were referred to a medical home as needed. The MCH program will address child abuse prevention by promoting the protective factors and provide education and support to prevent Adverse Childhood Experiences (ACES) which can lead to health issues across the lifespan. MCH staff will utilize the evidence based Promoting First Relationships curriculum which focuses on strengthening protective factors which will increase the health and well-being of children and families. Other parenting trainings, such as Love and Logic and Scream Free Parenting classes are offered by Raising Riley, community partner.

Workforce Development (5 points)

Cross-Cutting Priority: Professionals have the knowledge, skills, and comfort to address the needs of maternal and child health populations.

1. Describe your professional development activities planned (i.e., training activities for the MCH workforce in your community). (5 points)

The Riley County Health Department provides quarterly professional development training for all staff and has a schedule of topics for the year. Staff are trained on Child Abuse Prevention/Mandated Reporting, Suicide Prevention Training, Human Trafficking, Public Health Emergency Preparedness, ACES training, Lemonade for Life training, Cultural Competency, Motivational Interviewing and also includes presentations from community agencies, such as Shepard's Crossing, Community Care Team, Manhattan Housing Authority, Manhattan Free Clinic, and The Homestead House to name a few. MCH staff attend the Kansas Governor's Public Health, Kansas Home Visiting, and Governor's Conference for Prevention of Child Abuse and Neglect annually. MCH staff have been trained in the following topics, as available: Count the Kicks, 1-800-Children, Maternal Warning Signs, One Key Question, the Reproductive Life Plan, Well Woman Integration Tool Kit, KPCQ Maternal Quality Initiative, Bright Future Tool Kit, Tobacco Intervention Training, Kansas Breastfeeding Conference, AWHONN Post Birth Warning Signs, Lemonade for Life, Safe Sleep, Promoting Maternal Mental Health, and Mental Health First Aid. Additionally, MCH Nurses complete Counseling Adolescents About Sexual Coercion and Abuse, Making the Connection: Domestic and Sexual Violence, Birth Control Sabotage, Pregnancy Pressure, and Unintended Pregnancy. MCH strives to provide a trauma-informed, strength based, client centered approach when serving clients. MCH staff recognize and support a client's perception or trigger to a certain practice or service and how traumatic experiences may affect the client or family. MCH services, as well as the program environment, focus on safety, choice, collaboration, trustworthiness and empowerment. The MCH program area provides seating in a quiet area, the artwork on the walls is calming and absent of triggering images, and consumer rights are clearly posted. MCH staff provide opportunities for clients to feel empowered and comfortable during their visit, and engage the client to be part of any decision making for referrals, care, etc. Education, resources, signage, brochures, etc. is provided in English and Spanish as they are available. At the new client enrollment, the MCH Social Worker screens for ACES and past/present trauma, to include secondary trauma. MCH staff participate in trainings such as Trauma Informed Care, ACEs, Lemonade for Life, etc. After a critical incident or experience, staff can debrief with the MCH Supervisor to evaluate the response and discuss incident. MCH staff strive to use language that is strength-based and inclusive. During visits, MCH staff provide positive feedback and encourages self-efficacy. Funding for annual professional development training is available to increase the knowledge, skills, and comfort level of staff in order to better serve the MCH population. MCH policy and procedures are reviewed annually for cultural competency, trauma-informed care with a focus on activities to address social determinants of health. As part of the RCHD Workforce Development plan, all RCHD staff are required to attend a minimum of 16 hours of professional development and training related to MCH. Additionally, MCH staff attend the Kansas Governor's Public Health Conference, Kansas Home Visiting Conference and Governor's Conference for Prevention of Child Abuse and Neglect annually, if available.

Family Services and Supports (5 points)

Cross-Cutting Priority: Strengths-based supports and services are available to promote healthy families and relationships.

1. Describe how your MCH program encourages individuals and families with lived experiences to participate in planning, implementing, or evaluating services you provide? Please note if no formal activities are planned and describe supports or technical assistance that would assist you in providing these services. (5 points)

MCH staff are trained in strength based practices and motivational interviewing, and utilize the Promoting Maternal Mental Health and Promoting First Relationships curriculum with prenatal and weekly home visiting clients. MCH staff utilize research-based practices and materials when working with clients. MCH Social Workers create individual or family goals with achievable tasks utilizing a strength based perspective. Staff provide evidence-based education to clients to encourage them to make informed decisions. Staff can connect clients to resources that can be useful in reaching their goals. MCH has a Bilingual Navigator on staff due to a need identified through the MCH Equity grant, to assist, support and educate the Spanish speaking clients served by MCH. The Bilingual Navigator provides service coordination, case management and holistic care coordination to MCH clients. Services include linking families to housing, food, insurance, transportation, daycare, medical care, mental health, social/emotional supports, etc. MCH is an active agency utilizing the Care Portal which can provide needed items not available at local agencies (mattress, pest control, safety items, etc.). MCH also has access to the Community Care Team, which provides "wrap around" collaboration to support families needing multiple services within the community. The CCT participants ensure the families needs are addressed in a timely and efficient manner for client. The MCH program believes collaboration is essential to supporting patients and their families. MCH plans to provide family engagement activities by hosting our second community baby shower in June 2023. Additional ideas are prenatal yoga or a family event at the zoo. MCH will continue to provide Becoming a Family class series throughout the year facilitated by MCH nursing staff. Riley County Community Corrections is offering a parenting class that is available to any family in the community.

Section E - Home Visitation Services

(Section Points Available: 18 points)

1. Will home visiting be the only MCH service your agency provides? (1 point)

- ☐ Yes
☒ No

2. Estimated numbers to be served in the grant period 2024 (July 1 to June 30): (1 point)

SFY2024 (anticipated)

—Prenatal/Pregnant Women

200

—Postpartum Women

200

—Other (Women, Adolescent, Infant)

100

3. What methods will be utilized to provide home visitation services? (select all that apply) (1 point)

- ☒ Virtual using video (e.g., Zoom, Teams, FaceTime)
☒ In home
☒ In clinic
☐ Other community setting (e.g., library, restaurant, community center, medical facility)
☒ Telephone voice only

Home Visiting Goals and Objectives

Goal 1: All Universal Home Visiting clients will receive consistent support, screening, and education related to critical health issues. Applicant sit can choose which screening or education model they will deliver, but any model chosen must include the following components:

- * Screening for social determinants of health (SDOH)
- * Screening for perinatal behavioral health, including depression, anxiety, and substance use
- * Education on intimate partner and domestic violence
- * Screening for developmental delays (infants/toddlers)
- * Education on Maternal Warning Signs (MWS)
- * Education on breastfeeding
- * Education on safe sleep
- * Education on safe home environments (poisoning, lead, car seat safety)

4. Describe the screening or educational tool that will be used for each item listed above as well as when/how often that screening or discussion/education will take place. It is recommended that programs utilize and enter screening tools provided through DAISEY for MCH program but not required. (6 points)

Description of Educational Material or Screening Tool Used

How Often or At Which Home Visits is the Education or Screening Tool Used

	Description of Educational Material or Screening Tool Used	How Often or At Which Home Visits is the Education or Screening Tool Used
Screening for social determinants of health (SDOH)	Health Related Social Needs screening tool/Biopsychosocial assessment A resource guide is given to address any social determinants of health, to include housing, transportation, employment, food, etc. As appropriate, intimate partner violence education is provided to clients in a safe and secure manner. In July, 2023, the program will implement the Social Determinants of Health Screening Tool, which helps to identify high risk areas associated with domestic violence, sexual assault and intimate partner violence.	Clients will be screened and educated at the new client enrollment or postpartum MCHHV.
Screening for perinatal behavioral health, including depression, anxiety, and substance use	Brief Screen (SBIRT) Edinburgh Postnatal Depression Scale (EPDS) Perinatal Anxiety Screening Scale (PASS) Drug Abuse Screening Test (DAST) Alcohol Use Disorders Identification Test (AUDIT) Depression and Anxiety Happen. Getting Help Matters. (National Child & Mental Health) Pregnancy and Postpartum Resource Center Brochure/warm line (Pregnancy and Postpartum Resource Center) Depression and Anxiety During and After Pregnancy: supported by HRSA and HHS Kansas Designated Women's Substance Use Treatment Programs Info Sheet Marijuana Effects (UMKS and SBIRT) Alcohol Effects (UMKS and SBIRT) Kansas Drug Endangered Tip Cards (Kansas Alliance for Drug Endangered Children-Shawnee County)	The EPDS is completed at enrollment, before sessions 2 & 6 of Becoming a Mom, and postpartum MCHHV. Additionally, partners are given the "Talk About Depression & Anxiety During Pregnancy & After Birth" flyer provided by KDHE at the prenatal MCHHV. To address substance use at enrollment, if clients score high through the SBIRT screen but are not currently using, they are given the Alcohol Effects or Marijuana Effects handout based on their usage trend. If the client is actively using substances, our MCH Social Worker utilizes the Kansas Drug Endangered tip cards accordingly. When appropriate, women are given the informational sheet "Kansas Designated Women's Substance Use Treatment Programs" to help initiate the process of seeking treatment opportunities.
Education on intimate partner and domestic violence	Hear Her: published by CDC 1-800-Children Helpline Importance of Fatherhood: KCSL Crisis Center Information As appropriate, intimate partner violence education is provided to clients in a safe and secure manner. In July, 2023, the program will implement the Social Determinants of Health Screening Tool, which helps to identify high risk areas associated with domestic violence, sexual assault and intimate partner violence.	Information is given at enrollment, during BaM session 5 (Period of PURPLE crying) and prenatal/postpartum MCHHV.
Screening for developmental delays (infants/toddlers)	Accessing Early Learning Home Based Services Online Application: From www.usd383.org Milestone Moments (booklet): Center for Disease Control CDC: https://www.cdc.gov/ncbddd/actearly/milestones/ Early Social-Emotional Development: Pathways.org	Information for our local district Infant and Toddler Services and Milestone Development is provided at postpartum MCHHV.

Description of Educational Material or Screening Tool Used

How Often or At Which Home Visits is the Education or Screening Tool Used

Education on Maternal Warning Signs (MWS)

Maternal Warning Signs Integration Toolkit - education

Information is given throughout the Become a Mom series, Maternal and Infant visits with the nurse, and at the prenatal and postpartum MCHHV.

Education on breastfeeding

Your Guide to Breastfeeding: Office on Women's Health Breastfeed Your Baby to Reduce the Risk of SIDS: Safe to Sleep campaign, NICHD

MCHHV clients receive the book "Your Guide to Breastfeeding" in a gift bag during their prenatal home visit. Also included is the flyer "Breastfeed Your Baby to Reduce the Risk of SIDS" which promotes breastfeeding and safe sleep.

Education on safe sleep

Sleep Baby Book: www.charlieskids.org adapted from the 2016 Academy of Pediatrics Safe Infant Sleep Recommendations Back to Sleep, Tummy to Play: www.Healthychildren.org last updated: 1/20/2017 Cuddle Book: The Happy Healthy Baby Series: Kansas Department of Health & Environment and Kansas Maternal & Child Health. Safe Sleep Environment: Safe to Sleep campaign, NICHD ABCs of Safe Sleep: Safe Kids of Kansas

Clients are given either the Sleep Baby or Cuddle board book in their gift bag during the prenatal MCHHV. Additionally, information provided by Safe Kids is provided during the prenatal and postpartum MCH Home Visit.

Education on safe home environments (poisoning, lead, car seat safety)

Ultimate Babyproofing Checklist: from www.cpsc.gov U.S. Consumer Product Safety Commission Look Before You Lock: www.nsc.org/heatstroke Your Poison Center: American Association of Poison Control Centers 2003 www.1-800-222-1222.info W.H.A.L.E. ID: Kansas Traffic Safety Resource Office www.ktsro.org Give your Child a Boost: Safe Kids Kansas, Kansas Traffic Safety Resource Office, and Kansas Department of Transportation, www.kansasboosterseat.org Car Seat Check Lane: (Flyer from Safe Kids Coalition): Riley County Health Department, Riley County EMS, Riley County Police Department, Manhattan Fire Department, and Safe Kids Riley County Coalition

Information is given at the prenatal MCH Home Visit - clients receive information about car seat check lane offered every Tuesday in Riley County, W.H.A.L.E. ID, Give Your Child a Boost from Safe Kids, and Look Before You Lock, a flyer from NSC. At the postpartum MCHHV visit information on Childproofing their Home and Poison Control is provided.

Goal 3: Meaningful and impactful support services will be provided to all Universal Home Visiting clients. Face to face interaction is the primary preferred contact between clients and home visitors, but these visits are not required to take place in the home. Possible settings could include client's home (including health department) or schools. Other settings that are acceptable may include safe community spaces (libraries, community centers, etc). Virtual visits should/can be conducted in situations where the caregiver is unable/unwilling to attend an in-person meeting. A virtual visit is defined as an interaction which entails a video call (Zoom, other telehealth platforms). All visits should include the core components (outlined, above).

5. Describe how home visitors will interact with clients, including specifics regarding telehealth platforms if one will be used. (4 points)

All visits will be in the client's home unless another location is requested or the client resides outside of Riley County/City of Manhattan. When a home visit is not possible, an office visit or virtual appointment may be provided as appropriate. The home visitor uses motivational interviewing skills to interact with the client in a positive manner, using a strength based model which encourages self-empowerment and problem solving. The overall visit is client centered with a focus on support, education and resources.

Goal 4: All Universal Home Visiting staff will receive consistent and high-quality training. All Home Visiting staff will complete the trainings as

outlined in the Home Visiting Orientation and Training Checklist in the MCH Service Manual.

6. Describe your agency's onboarding plan that will ensure staff will complete training as outlined within the required timeframes. (4 points)

All new hires or interns are required to complete an onboarding process which includes both the KDHE orientation checklist, a RCHD/MCH checklist, and shadowing opportunities with existing staff. The MCH supervisor provides oversight and evaluates competencies prior to staff providing services independently. Staff also receive a 6 month evaluation and 12 month evaluation within a year of hire. This helps to ensure all new employees understand the role of each position within RCHD. Each task has a timeframe for completion, most required to be signed off within 30-60 days.

SFY2024 Budget for Maternal & Child Health

Benefits

Description	Request	Match	Total (Request + Match)
FICA	\$0.00	\$19,048.48	\$19,048.48
KPERS	\$0.00	\$23,480.68	\$23,480.68
Unemployment	\$0.00	\$249.00	\$249.00
Health Insurance	\$0.00	\$52,289.95	\$52,289.95
Total	\$0.00	\$95,068.11	\$95,068.11

Capital Equipment (ITEMIZE)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Health Services

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Promotional Materials

Description	Request	Match	Total (Request + Match)
Promotional Materials	\$0.00	\$500.00	\$500.00
Total	\$0.00	\$500.00	\$500.00

Salary - MCH

Description	Request	Match	Total (Request + Match)
Maria Baquero	\$7,547.22	\$0.00	\$7,547.22
Sarah Boxberger	\$11,439.25	\$0.00	\$11,439.25
Tammy Feldkamp	\$3,507.27	\$0.00	\$3,507.27
Sarah Haybarker	\$3,284.26	\$0.00	\$3,284.26
Jada Hinrichs	\$81,879.53	\$0.00	\$81,879.53
Leslie James	\$11,967.50	\$0.00	\$11,967.50
Alyssa Nider McCoy	\$3,569.99	\$0.00	\$3,569.99
Breva Spencer	\$13,218.05	\$0.00	\$13,218.05
Total	\$136,413.07	\$0.00	\$136,413.07

Salary - SHCN-SO

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

SHCN-SO Only

Description	Request	Match	Total (Request + Match)
No data to display	Request	Match	Total (Request + Match)
Total	\$0.00	\$0.00	\$0.00

Salary - Home Visiting

Description	Request	Match	Total (Request + Match)
Sara Darnell	\$59,282.50	\$0.00	\$59,282.50
Sarah Boxberger	\$45,756.98	\$0.00	\$45,756.98
Maria Baquero	\$7,547.22	\$0.00	\$7,547.22
Total	\$112,586.70	\$0.00	\$112,586.70

Home Visiting ONLY

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Match	Total (Request + Match)
General Supplies such as pens, paper, etc	\$100.23	\$1,800.00	\$1,900.23
Prenatal Vitamins	\$0.00	\$500.00	\$500.00
Total	\$100.23	\$2,300.00	\$2,400.23

Training/Travel

Description	Request	Match	Total (Request + Match)
Trainings-such as Governor's Conference	\$500.00	\$250.00	\$750.00
Travel such as mileage, meals, and lodging	\$0.00	\$750.00	\$750.00
Total	\$500.00	\$1,000.00	\$1,500.00

Other

Description	Request	Match	Total (Request + Match)
Consultant-Standing Orders Physician	\$0.00	\$1,200.00	\$1,200.00
Total	\$0.00	\$1,200.00	\$1,200.00

Approved Rate or 10% de minimus rate

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Request	Match	Grand Total
\$249,600.00	\$100,068.11	\$349,668.11

Budget Narrative/Justification (10 points)

Salaries - MCH

Details on each position (provide position title) funded by the grant (award/match). Provide each position title with description of work.

Bilingual Navigator- provides case management services, education and support to clients, specifically Spanish speaking clients, as well as translate documents from English to Spanish Public Health Nurse-provides clinic services to perinatal families and infants, to include birth control and vaccination and assistance with MCH child and adolescent services Social Worker- conducts enrollments for clients, resource navigation, teaches BAM MCH Supervisor-manages program, staff, applies for grant opportunities to enhance the program and ensures grant deliverables are met Medical Clerk/Receptionist-client check-in, reminders, scheduling, referral follow-up, manages enrollment paperwork and updates EHR Maternal Child Health Home Visitor-provides educational and resource home visits to clients, teaches BAM Maternal and Child Health Nurse- provides perinatal visits to families, teachers BAM

Salaries - SHCN

Details on each position (provide position title) funded by the grant (award/match). Provide each position title with description of work.

NA

Salary - Home Visiting

Details on each position (provide position title) funded by the grant (award/match). Provide each position title with description of work.

Maternal Child Health Home Visitor-provides educational and resource home visits to clients, teaches BAM Maternal and Child Health Nurse- provides perinatal visits to families, teachers BAM Bilingual Navigator- provides case management services, education and support to clients, specifically Spanish speaking clients, as well as translates documents from English to Spanish

Benefits

List all components of fringe benefits and indicate rates for ALL benefits.

	Staff Name	Total Wage	Percentage for ALL Fringe Benefits	Total Cost for Fringe
1.	Maria Baquero	15,094.44	38.18	5,763.05
2.	Sarah Boxberger	57,196.23	38.18	21,837.52
3.	Sarah Haybarker	3,284.26	38.18	1,253.93

	Staff Name	Total Wage	Percentage for ALL Fringe Benefits	Total Cost for Fringe
4.	Jada Hinrichs	81,879.53	38.18	31,261.60
5.	Leslie James	11,967.50	38.18	4,569.19
6.	Alyssa McCoy	3,569.99	38.18	1,363.02
7.	Breva Spencer	13,218.05	38.18	5,046.65
8.	Sara Darnell	59,282.50	38.18	22,634.06
9.	Tammy Feldkamp	3,507.27	38.18	1,339.08
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

What fringe benefits do you provide? Select all that apply:

- ☒ FICA
- ☒ Health Insurance
- ☒ Retirement
- ☐ Workers Comp

Capital Equipment

Describe need and detail all costs associated with equipment with a useful life of more than one year and costing \$500 or more.

NA

Health Services

Describe need and detail all health services to support the program including contractors and consultants and indicate if individuals and/or organizations will be reimbursed for services on a fee basis. Specify type of contractor or consultant and rate charged.

Medical Consultant-\$100 per month for 12 months=\$1200 total

Home Visiting ONLY

Detail all costs associated with home visiting

Promotional Materials

Describe need and detail all costs associated with promotional materials, promoting services and recruiting clients and explain how costs were estimated.

Promotional Materials-\$500 (match) Items and advertising to promote services and recruit clients to the program such as brochures, flyers and boosts on social media.

Special Health Care Needs-Satellite Office ONLY

Detail all costs associated with being a Special Health Care Needs-Satellite Office.

NA

Supplies

Describe need and detail all costs associated with program supplies and other consumables, costing less than \$500 per unit: (Costs under this category include printing, postage, general office supplies).

Supplies such as paper, printing, pens, and other general office supplies. \$1900.23 total (100.23 Grant/1800 match) Prenatal Vitamins-\$500 match

Training/Travel

Describe the purpose for all training and travel and how costs were determined. Detail all cost associated with training and travel including registration fees, mileage, lodging, per diem, etc.

Training-\$1500-funds for registration fees, mileage, lodging, food stipend for trainings such as the Governor's Public Health Conference and Governor's Conference for the Prevention of Child Abuse and Neglect. (\$500 grant/\$1000 match)

Other

Describe need and provide justification for all other expenses necessary to achieve program outcomes not covered in any other budget category.

NA

Indirect Costs

Costs attributed to overhead, accounting or general operating expenses. Indirect costs may NOT exceed state rate unless applicant has a federally

negotiated rate (upload documentation of federally negotiated indirect rate in the Uploads tab).

NA

Notes:

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: Family Pl 12.g
Grant Period: ATL2025

County : Riley
Form Name: Family Planning SFY2025 - Returning Applicant

Administrator: Julie Gibbs

Fiscal Officer: Shelley Ha

Title X Family Planning ATL Continuation Application - SFY2025

A. ADMINISTRATION

1. For each Family Planning service site, list any changes in address, phone number, or site hours since the last Progress Report. If none, submit "None".

None

2. For each Family Planning service site, list any staffing changes since the last Progress Report. Include new staff as well as staff that are no long working with your Family Planning clinic. Provide name, position, email and identify each as "New" or "Left". If none, submit "None".

None

3. Please complete the following contact information each position:

1a. Administrator name

Julie Gibbs

3a. FP Provider name

Thereasa Stewart

5a. FP nurse name

Mallory Breeden

1b. Administrator e-mail

jgibbs@rileycountyks.gov

3b. FP Provider e-mail

tstewart@rileycountyks.gov

5b. FP nurse e-mail

mbreeden@rileycountyks.gov

1c. Administrator phone #

857764779 ext 7639

3c. FP Provider phone #

7857764779 ext 7607

5c. FP nurse phone #

7857764779 ext 7624

2a. Med. Director name

Beka Weber

4a. Fiscal contact name

Shelley Hays

6a. DAISEY contact name

Danielle Kitt

2b. Med. Director e-mail

bekaweber@gmail.com

4b. Fiscal contact e-mail

shays@rileycountyks.gov

6b. DAISEY contact e-mail

dkitt@rileycountyks.gov

2c. Med. Director phone #

7857761400

4c. Fiscal contact phone #

7857764779 ext 7628

6c. DAISEY contact phone #

7857764779 ext 7611

4. Enter the hours your FP provider is in the clinic for each day. Enter N/A if your FP provider is not in clinic for any day.

4a. How often does your FP provider have clinic hours? Daily, weekly, monthly, biweekly, once a month? Explain if other than daily.

Daily

Attachment: ATL IAP Clinic (14569 : RCHD Aid to Local Grants)

5. Enter the hours your FP nurse is in the clinic for each day. Enter N/A if your FP nurse is not in clinic for that day.

12.g

5a. How often does your FP nurse have clinic hours? Daily, weekly, monthly, biweekly, once a month? Explain if other than daily.

Daily

6. Number of clients served in CY24:

310

7. Number of clients projected to be seen in CY24:

890

8. Number of clients seen in CY24 that were at or less than 100% of the Federal Poverty Level:

145

9. Which method will your agency use to enter client level data into DAISEY?

- ☒ Directly enter client level data
- ☐ Import data from another system
- ☐ API from another system

10. I verify the following documents have been uploaded into KGMS for this application:

- ☒ Current Organizational Chart
- ☒ FP staff training logs for required trainings
- ☒ Current schedule of fees and discounts
- ☒ Current Client Satisfaction Survey tool
- ☒ Updated/New Contracts for all contracted health services (labs, medical director, etc.)
- ☒ Updated/New MOU for each agency in a multi-agency model, if applicable

B. ADVISORY COUNCIL

1. List the names of all members of your Family Planning advisory committee and the frequency of meetings.

Shelli Schottler Cindy Wichman Julie Miller Jean DeDonder Sarah Ziegler Matthew Rutkowski Grace Tua - Alternate for Matthew Rutkowski
Meeting frequency: monthly

C. PARTNERSHIPS

1. Identify your organization's key partners for Family Planning including community-based health providers, social service providers and Maternal and Child Health (MCH) programs. NOTE: List organizations BYNAME even if formal partnerships are not currently in place.

Many of the family planning program key partners are health department programs such as Maternal and Child Health, Raising Riley, Becoming Mom, and Women, Infants and Children. Other key partners include regional Health Departments such as Geary County and Pottawatomie County Health Departments. Approximately a quarter of RCHD clients travel from surrounding counties who don't offer LARC services or have limited office hours. Lafene Health Center is another key partner for referrals. The majority of referrals from Lafene include students who either do not have health insurance or cannot afford Lafene's services. Further, The Crisis Center and Manhattan Emergency Shelter refer clients to RCHD for family planning services as many of these individuals don't have health insurance. The Riley County Health Department also has partnerships in place with

Attachment: ATL IAP Clinic (14569 : RCHD Aid to Local Grants)

Konza Prairie Community Health Center, a FQHC that has a satellite location within the same building as RCHD, as well as KDHE Disease Investigation Specialists, Positive Connections, an organization that provides comprehensive services for individuals living with HIV and sexually transmitted diseases, and Pawnee Mental Health. Clients are directed to Konza for primary care, mental and dental health needs, and in response, clients are directed to RCHD for family planning, communicable disease, and immunization services. Those with chronic conditions may be directed to Manhattan Free Clinic (formerly Flint Hills Community Clinic), which is a free local clinic that is staffed primarily by medical volunteers. Lastly, Shepherd's Crossing and Catholic Charities of NE Kansas receive the majority of social services referrals.

Salary

Description	Request	Match	Total (Request + Match)
Stacy Licklider	\$21,908.73	\$0.00	\$21,908.73
Amelia Posligua	\$5,982.50	\$5,982.50	\$11,965.00
Danielle Kitt	\$23,238.93	\$0.00	\$23,238.93
Terri Stewart	\$138,670.83	\$0.00	\$138,670.83
Kayla Mathis	\$6,672.08	\$0.00	\$6,672.08
Mallory Breeden	\$52,496.14	\$0.00	\$52,496.14
Debbie Shaver	\$19,288.45	\$0.00	\$19,288.45
Jacob Clarke	\$27,262.53	\$0.00	\$27,262.53
Alyssa Nider McCoy	\$22,523.84	\$0.00	\$22,523.84
Total	\$318,044.03	\$5,982.50	\$324,026.53

Benefits

Description	Request	Match	Total (Request + Match)
FICA	\$0.00	\$24,788.03	\$24,788.03
KPERS	\$0.00	\$33,245.12	\$33,245.12
Unemployment	\$0.00	\$324.03	\$324.03
Health Insurance	\$0.00	\$69,633.30	\$69,633.30
Total	\$0.00	\$127,990.48	\$127,990.48

Capital Equipment (List each item separately.)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Health Services (Contract employees, labs, etc. List separately and identify by contract.)

Description	Request	Match	Total (Request + Match)
Contact Physician	\$3,000.00	\$1,800.00	\$4,800.00
Pharmacy Consultant	\$360.00	\$0.00	\$360.00
Laboratory Services	\$2,500.00	\$0.00	\$2,500.00
Total	\$5,860.00	\$1,800.00	\$7,660.00

Supplies – Operating & Office (List separately and identify by type.)

Description	Request	Match	Total (Request + Match)
Copying Expense (Copier rental/copy costs)	\$0.00	\$3,600.00	\$3,600.00
Office Supplies such as paper, pens, cardstock, etc.	\$0.00	\$1,800.00	\$1,800.00
Total	\$0.00	\$5,400.00	\$5,400.00

Supplies – Other Medical (Bandages, needles, exam table paper, etc.)

Description	Request	Match	Total (Request + Match)
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Attachment: ATL IAP Clinic (14569 : RCHD Aid to Local Grants)

Description	Request	Match	Total (Request + Match)	12.g
Medical Supplies	\$3,000.00	\$3,000.00	\$6,000.00	
Total	\$3,000.00	\$3,000.00	\$6,000.00	

Supplies – Pharmaceutical (Pills, Depo, IUDs, etc. List separately by type.)

Description	Request	Match	Total (Request + Match)
LARC (nexplanon and IUDs)	\$35,000.00	\$0.00	\$35,000.00
Pills and Depp	\$5,000.00	\$5,000.00	\$10,000.00
Total	\$40,000.00	\$5,000.00	\$45,000.00

Training (Registration and required items only. List separately and identify by training name.)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Travel (Hotel, mileage, airfare, per diem, etc. List separately and identify by training name.)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Other (Language line, subscriptions, rent, etc. List separately.)

Description	Request	Match	Total (Request + Match)
Language line/interpreter services	\$1,200.00	\$0.00	\$1,200.00
Total	\$1,200.00	\$0.00	\$1,200.00

Approved Rate or 10% de minimus rate

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Request	Match	Grand Total
\$368,104.03	\$149,172.98	\$517,277.01

Attachment: ATL IAP Clinic (14569 : RCHD Aid to Local Grants)

To be completed by State Office - Date Received: _____

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

Grant Period: July 01 2024 - June 30 2025

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

This form, complete with signatures, is required to complete your Aid to Local and/or MIECHV application package.
Upload as an attachment under Work Area, Agency Imports and under the upcoming grant period year: 2025 for ATL and 2024 for MIECHV.
ATL applications due at noon on April 1, 2024.
MIECHV applications are due at noon on July 8, 2024.
Applications Due April 01, 2024

Applicant:(Name of Agency)
 Riley County Health Department

Address
 2030 Tecumseh Road
 Manhattan, Kansas 66502-3541

KGMS Administrator
 Julie Gibbs

KGMS Administrator Phone
 7857764779

Programs

PHEP SFY2025	\$49,327.00
IAP SFY2025	\$9,060.00
MCH SFY2025 Returning Applicant (Funded in SFY2024)	\$271,968.21
Child Care Licensing Program SFY2025	\$392,730.92
State Formula SFY2025	\$114,428.00
Family Planning SFY2025 - Returning Applicant	\$368,104.03
Total	\$1,205,618.16

Signatures

President/Chairman Local Board of Health or Board of Directors

Julie Gibbs

Administrator/Director

3-5-24

Date: _____

Date: _____

Attachment: HD grant signature pages (14569 : RCHD Aid to Local Grants)

To be completed by State Office - Date Received: _____

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

Grant Period: July 01 2024 - June 30 2025

1000 SW Jackson, Suite 340

Topeka, Kansas 66612-1365

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ATL applications due at noon on April 1, 2024.

MIECHV applications are due at noon on July 8, 2024.

Applications Due April 01, 2024

Applicant:(Name of Agency)

Wildcat Region

Address

2030 Tecumseh Road
 Manhattan, Kansas 66502

KGMS Administrator

Julie Gibbs

KGMS Administrator Phone

Programs

RPHEP SFY2025	\$30,330.00
Total	\$30,330.00

Signatures

President/Chairman Local Board of Health or Board of Directors:

Julie Gibbs
Administrator/Director

3-5-24

Date:

Date:

Attachment: HD grant signature pages (14569 : RCHD Aid to Local Grants)



**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 18, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 03.18.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2023 and through March 13, 2024 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects 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. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). *Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

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)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use.(10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24)) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting.(2-29-24) ***Attend and participate in BOCC meeting (3-7-24)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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 (9-11-23;9-12-23;9-13-23)Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals . (1-19-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issue related to service. (10-25-23.)

Legislation: Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-

24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24)) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) **Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24)**

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) *Work on autopsy record storage issue. (2-2-24)* Prepare resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) *Work on notice of upcoming special meeting of BOCC. (3-12-24)*

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24)

Riley County Emergency Management: *Work on project issue. (11-7-23; 11-8-23)* Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24)

Riley County Emergency Medical Services

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership.(1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on

KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24)

Riley County GIS: Assist with provision of “shapefile” requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health *Work on contract law issue. (10-12-23;10-13-23.)* Work on contract law issue. (10-19-23;10-23-23; 10-24-23.)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23.(10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue(“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”.(10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) *Work on personnel law issue for Division and Department. (11-10-23).Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23).* Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24)_ Review material provided. (2-27-24) **Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24)**

Riley County Information Technology/GIS *Work with department on contract law issue. (10-24-23.)* Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) *Discuss legal issues involving federal act(s) and communication technology. (2-1-24)*

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) *Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with*

regarding Facebook change of services offered. (3-12-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024 meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) *Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss with staff contract proposed. (3-12-24)*

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23)

Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning.(2-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24)

Intergovernmental Luncheon: *Attend and participate in 2 pm. meeting of committee. (3-11-24)*

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: *Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)*

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) *Attend and participate in meeting of committee. (3-11-24; 3-12-24;3-13-24)*

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County’s insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer

to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate committee meeting. (2-20-24)

Staff Road Renaming Committee:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 18, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | | |
|-------------|----|---|
| Pages 3-7 | A. | Approve February 20, 2024 Law Board Meeting Minutes |
| Pages 8-22 | B. | Approve 2023 & 2024 Expenditures/Credits |
| Pages 23-24 | C. | 2023 & 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 25-28 | D. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 29 | E. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Page 30 | F. | Seizure Expenditures- <i>(Review)</i> |
| | G. | Reports- <i>(Review)</i> |
| Pages 31-46 | 1. | Monthly Crime Report |
| Pages 47-50 | 2. | Quarterly Review of Emergency Line Performance Measurements (COMM 2.5.3)- Captain Hajek |
| | 3. | Annual |
| Pages 51-58 | a) | Annual IA/AA Report (26.2.5)- Director Peete |
| Pages 59-70 | b) | Annual Report of Asset Seizure & Forfeitures- Captain Freidline |

IV. GENERAL AGENDA

- | | | |
|--------------|----|--|
| | H. | Additions or Deletions |
| | I. | Public Comment |
| | J. | Fraternal Order of Police Lodge #17 Comments |
| | K. | Board Member Comments |
| | L. | Award Presentation- Director Peete & Assistant Director Moldrup |
| Page 71 | 1. | Life Saving Award for Efforts on November 7, 2023 Presented to Police Officer Nicolas Dugan |
| Page 72 | 2. | Letter of Appreciation for efforts on November 7, 2023 presented to Citizen Daniel Watkins |
| Page 73 | 3. | Life Saving Award for Efforts on November 10, 2023 Presented to Dispatch Supervisor Kimberly Boyda |
| Page 74 | 4. | Life Saving Award for Efforts on November 15, 2023 Presented to Dispatch Supervisor Kimberly Boyda |
| Page 75 | M. | National Public Safety Telecommunications Week Proclamation- Chairperson Matta |
| | N. | Community Advisory Board Update- CAB Chairperson Teresa Parks- <i>(Discussion)</i> |
| | O. | License Plate Reader (LPR) Agreement- Director Peete- <i>(Discussion)</i> |
| Pages 76-79 | P. | Fake Patty's Day Analysis 2024- Captain Steere- <i>(Discussion)</i> |
| | Q. | Process for Issuing Citations to Businesses Found in Violation of Liquor Laws- Captain Steere- <i>(Discussion)</i> |
| Pages 80-104 | R. | Crime Reduction Plan- Director Peete- <i>(Discussion)</i> |

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

- S. Executive Session- *(Vote Required)*
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- T. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Riley County Law Enforcement Agency Law Board Meeting

**Monday, March 18, 2024
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

Contact Director Peete with any questions
(785) 537-2112 ext. 2468

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

February 29, 2024		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	February	2 Months	16.67%	Actual	10 Months	83.33%
01	Salaries-Full Time	17,089,553.45	1,334,337.76	2,672,945.34	15.64%	2,625,741.91	14,416,608.11	84.36%
02	Salaries-Part Time	125,000.00	12,495.82	21,538.31	17.23%	13,599.38	103,461.69	82.77%
03	Salaries-Overtime	471,762.00	62,809.46	112,284.56	23.80%	118,985.57	359,477.44	76.20%
TOTAL SALARIES		17,686,315.45	1,409,643.04	2,806,768.21	15.87%	2,758,326.86	14,879,547.24	84.13%
36	Kansas Police & Fire	2,380,794.61	187,136.20	372,093.50	15.63%	429,036.48	2,008,701.11	84.37%
37	KPERS	798,707.30	59,414.91	118,399.34	14.82%	124,131.89	680,307.96	85.18%
38	Social Security	709,538.16	54,706.19	108,534.60	15.30%	106,950.77	601,003.56	84.70%
39	Health Insurance	1,537,150.00	120,000.00	240,000.00	15.61%	240,000.00	1,297,150.00	84.39%
40	Workers Compensation Insurance	380,000.00	22,432.45	22,432.45	5.90%	70,730.92	357,567.55	94.10%
41	Unemployment Compensation	17,686.65	1,346.06	2,676.04	15.13%	2,623.68	15,010.61	84.87%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	445,035.81	864,135.93	14.84%	973,473.74	4,959,740.79	85.16%
TOTAL PERSONNEL COSTS		23,510,192.17	1,854,678.85	3,670,904.14	15.61%	3,731,800.60	19,839,288.03	84.39%
04	Utilities	205,000.00	70.00	70.00	0.03%	21,488.41	204,930.00	99.97%
05	Insurance	320,000.00	366,596.00	504,599.00	157.69%	131,004.00	-184,599.00	-57.69%
06	Legal & Accounting	85,000.00	6,050.35	10,475.35	12.32%	9,750.44	74,524.65	87.68%
07	Training & Travel	108,000.00	16,192.82	16,192.82	14.99%	6,484.59	91,807.18	85.01%
08	Postage	7,400.00	91.30	1,091.30	14.75%	1,188.41	6,308.70	85.25%
09	Printing	7,500.00	37.50	37.50	0.50%	99.82	7,462.50	99.50%
10	Rentals-Maint Agreements	60,000.00	4,671.78	4,671.78	7.79%	4,885.99	55,328.22	92.21%
11	Building & Grounds	30,000.00	6,506.79	6,506.79	21.69%	2,806.41	23,493.21	78.31%
12	Equipment Repair & Maintenance	85,000.00	3,801.68	3,801.68	4.47%	2,599.63	81,198.32	95.53%
13	Vehicle Maintenance	90,000.00	9,863.30	10,043.30	11.16%	5,055.40	79,956.70	88.84%
14	Telephone Service	62,000.00	1,594.81	1,909.24	3.08%	908.26	60,090.76	96.92%
16	Medical Fees	15,000.00	725.00	725.00	4.83%	978.00	14,275.00	95.17%
19	Contractual Services-Computers	690,000.00	9,740.01	9,740.01	1.41%	38,572.12	680,259.99	98.59%
20	Other Contractual Services	314,000.00	54,759.48	54,759.48	17.44%	59,912.59	259,240.52	82.56%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	480,700.82	624,623.25	30.05%	285,734.07	1,454,276.75	69.95%
17	Prisoner Food & Care	195,000.00	34,622.37	41,875.01	21.47%	36,055.64	153,124.99	78.53%
21	Community Services	17,500.00	795.00	795.00	4.54%	745.00	16,705.00	95.46%
22	Books, Subscriptions, Memberships	10,000.00	799.95	799.95	8.00%	1,546.72	9,200.05	92.00%
23	Uniforms & Accessories	40,000.00	5,710.31	5,710.31	14.28%	2,791.78	34,289.69	85.72%
25	Maintenance Supplies	29,500.00	2,538.77	2,538.77	8.61%	586.45	26,961.23	91.39%
26	Fuel & Lubrication	163,000.00	17,001.22	17,080.22	10.48%	3,130.98	145,919.78	89.52%
27	Vehicle Tires	17,000.00	0.00	0.00	0.00%	0.00	17,000.00	100.00%
28	Office Supplies	24,000.00	1,220.21	1,220.21	5.08%	1,339.09	22,779.79	94.92%
29	Replenishment Supplies	45,000.00	4,028.22	4,028.22	8.95%	2,073.91	40,971.78	91.05%
TOTAL COMMODITIES		541,000.00	66,716.05	74,047.69	13.69%	48,269.57	466,952.31	86.31%
30	Communications Equipment	10,000.00	0.00	0.00	0.00%	0.00	10,000.00	100.00%
31	Guns & Crime Equipment	60,000.00	948.12	948.12	1.58%	15,441.55	59,051.88	98.42%
32	Furniture	15,000.00	2,252.28	2,252.28	15.02%	162.46	12,747.72	84.98%
33	Office Equipment	452,000.00	27,437.36	27,437.36	6.07%	0.00	424,562.64	93.93%
34	Vehicles and Equipment	270,000.00	18.99	18.99	0.01%	0.00	269,981.01	99.99%
TOTAL CAPITAL OUTLAY		807,000.00	30,656.75	30,656.75	3.80%	15,604.01	776,343.25	96.20%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	578,073.62	729,327.69	21.28%	349,607.65	2,697,572.31	78.72%
TOTAL EXPENDITURES		26,937,092.17	2,432,752.47	4,400,231.83	16.34%	4,081,408.25	22,536,860.34	83.66%

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

February 29, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	2 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	27,564.18	17,117,117.63	2,672,945.34	0.00	2,672,945.34	15.62%	14,444,172.29
02	Salaries-Part Time	125,000.00	0.00	125,000.00	21,538.31	0.00	21,538.31	17.23%	103,461.69
03	Salaries-Overtime	471,762.00	2,240.13	474,002.13	112,284.56	0.00	112,284.56	23.69%	361,717.57
TOTAL SALARIES		17,686,315.45	29,804.31	17,716,119.76	2,806,768.21	0.00	2,806,768.21	15.84%	14,909,351.55
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	372,093.50	0.00	372,093.50	15.63%	2,008,701.11
37	KPERS	798,707.30	0.00	798,707.30	118,399.34	0.00	118,399.34	14.82%	680,307.96
38	Social Security	709,538.16	0.00	709,538.16	108,534.60	0.00	108,534.60	15.30%	601,003.56
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	240,000.00	0.00	240,000.00	15.61%	1,297,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	22,432.45	0.00	22,432.45	5.90%	357,567.55
41	Unemployment Compensation	17,686.65	0.00	17,686.65	2,676.04	0.00	2,676.04	15.13%	15,010.61
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	864,135.93	0.00	864,135.93	14.84%	4,959,740.79
TOTAL PERSONNEL COSTS		23,510,192.17	29,804.31	23,539,996.48	3,670,904.14	0.00	3,670,904.14	15.59%	19,869,092.34
04	Utilities	205,000.00	0.00	205,000.00	70.00	0.00	70.00	0.03%	204,930.00
05	Insurance	320,000.00	0.00	320,000.00	504,599.00	0.00	504,599.00	157.69%	-184,599.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	10,475.35	0.00	10,475.35	12.32%	74,524.65
07	Training & Travel	108,000.00	823.96	108,823.96	16,192.82	0.00	16,192.82	14.88%	92,631.14
08	Postage	7,400.00	71.05	7,471.05	1,091.30	0.00	1,091.30	14.61%	6,379.75
09	Printing	7,500.00	0.00	7,500.00	37.50	0.00	37.50	0.50%	7,462.50
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	4,671.78	0.00	4,671.78	7.79%	55,328.22
11	Building & Grounds	30,000.00	20.35	30,020.35	6,506.79	0.00	6,506.79	21.67%	23,513.56
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	3,801.68	0.00	3,801.68	4.47%	81,198.32
13	Vehicle Maintenance	90,000.00	1,027.92	91,027.92	10,043.30	0.00	10,043.30	11.03%	80,984.62
14	Telephone Service	62,000.00	331.73	62,331.73	1,909.24	0.00	1,909.24	3.06%	60,422.49
16	Medical Fees	15,000.00	0.00	15,000.00	725.00	0.00	725.00	4.83%	14,275.00
19	Contractual Services-Computers	690,000.00	0.00	690,000.00	9,740.01	0.00	9,740.01	1.41%	680,259.99
20	Other Contractual Services	314,000.00	2,917.55	316,917.55	54,759.48	0.00	54,759.48	17.28%	262,158.07
TOTAL CONTRACTUAL SERVICES		2,078,900.00	5,192.56	2,084,092.56	624,623.25	0.00	624,623.25	29.97%	1,459,469.31
17	Prisoner Food & Care	195,000.00	28,888.79	223,888.79	41,875.01	0.00	41,875.01	18.70%	182,013.78
21	Community Services	17,500.00	0.00	17,500.00	795.00	0.00	795.00	4.54%	16,705.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	799.95	0.00	799.95	8.00%	9,200.05
23	Uniforms & Accessories	40,000.00	5,711.76	45,711.76	5,710.31	0.00	5,710.31	12.49%	40,001.45
25	Maintenance Supplies	29,500.00	0.00	29,500.00	2,538.77	0.00	2,538.77	8.61%	26,961.23
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	17,080.22	0.00	17,080.22	10.48%	145,919.78
27	Vehicle Tires	17,000.00	0.00	17,000.00	0.00	0.00	0.00	0.00%	17,000.00
28	Office Supplies	24,000.00	55.07	24,055.07	1,220.21	0.00	1,220.21	5.07%	22,834.86
29	Replenishment Supplies	45,000.00	0.00	45,000.00	4,028.22	0.00	4,028.22	8.95%	40,971.78
TOTAL COMMODITIES		541,000.00	34,655.62	575,655.62	74,047.69	0.00	74,047.69	12.86%	501,607.93
30	Communications Equipment	10,000.00	2,961.00	12,961.00	0.00	0.00	0.00	0.00%	12,961.00
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	948.12	0.00	948.12	1.58%	59,051.88
32	Furniture	15,000.00	0.00	15,000.00	2,252.28	0.00	2,252.28	15.02%	12,747.72
33	Office Equipment	452,000.00	0.00	452,000.00	27,437.36	0.00	27,437.36	6.07%	424,562.64
34	Vehicles and Equipment	270,000.00	0.00	270,000.00	18.99	0.00	18.99	0.01%	269,981.01
TOTAL CAPITAL OUTLAY		807,000.00	2,961.00	809,961.00	30,656.75	0.00	30,656.75	3.78%	779,304.25
TOTAL NON-PERSONNEL COSTS		3,426,900.00	42,809.18	3,469,709.18	729,327.69	0.00	729,327.69	21.02%	2,740,381.49
TOTALS		26,937,092.17	72,613.49	27,009,705.66	4,400,231.83	0.00	4,400,231.83	16.29%	22,609,473.83

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
February 20, 2024 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson (Left at 12:50 p.m.) Member Wynn Butler
Member Kaleb James Member Betty Mattingly-Ebert

Absent: Member Patricia Hudgins

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Mark French
Captain Scott Hajek Captain Brad Jager
Captain Greg Steere

Recorder: Executive Offices Manager Nichole Glessner, Riley County Police Department
(RCPD or Department)

I. Establish Quorum: By Chairperson Matta at 12:00 p.m.

II. Pledge of Allegiance: Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. Consent Agenda:

- A. Approve January 16, 2024 Law Board Meeting Minutes
- B. Approve 2023 & 2024 Expenditures/Credits
- C. 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Approval of Department Policies
 - 1. 31.1.1 Agency Recruitment
 - 2. 41.1.5 Police Service Canines
- G. Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Quarterly
 - a) 4th Quarter Uniform Crime Report (82.1.4)
 - b) 4th Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 4th Quarter Seizure & Forfeiture Report (84.1.8)
 - 3. Semiannual
 - a) Semiannual Alcohol Enforcement Report

Vice Chairperson Ford moved to approve the Consent Agenda as presented. Member Butler Seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

H. **Additions or Deletions:** None.

I. Public Comment: Dennis Cook, Executive Director, Aggieville Business Association (ABA), mentioned that Fake Patty's Day is approaching. He noted that the Semiannual Alcohol Enforcement Report, which was part of the Consent Agenda, was not discussed in detail by the RCPD and Law Board. For those unfamiliar with the report, he offered to provide business cards and engage in individual discussions to offer insights from a business perspective.

Regarding Fake Patty's Day, Cook acknowledged that most attendees are likely familiar with its history and the attempts made to manage it. Despite efforts in the past, the event continues to pose challenges, primarily occurring outside the Aggieville district. Cook expressed willingness to collaborate with the city and stakeholders to find effective solutions and get it out of the residential areas, although resolving it won't be feasible for this year. He encouraged anyone with questions or ideas to reach out for further discussion.

J. **Fraternal Order of Police Lodge #17 Comments:** None.

K. Board Member Comments: Member Butler also addressed Fake Patty's Day, commending the efforts of the RCPD in disseminating public relations information via social media. However, a lot of people are misinterpreting the information regarding public gatherings. He emphasized the importance of participants adhering to city codes regarding public gatherings and activities, citing specific regulations that were established in 1989, two years after a victory in a basketball game against KU. Member Butler highlighted that the origins of these city codes were aimed at preventing unruly behavior. He stressed that while small gatherings are permissible, extreme behavior will not be tolerated.

Vice Chairperson Ford recalled that the event referred to by Member Butler was from 1987 involving a tie in a football game with KU. He explained that the Law Board will have to steer into the event instead of away, because it is not going away. Ford stressed the importance of acknowledging the situation and expressed a desire to work together as a community to create a safe environment for all involved, while also ensuring adherence to legal and lawful practices.

On a separate note, Vice Chairperson Ford expressed appreciation for the invitation to the RCPD Employee Appreciation Reception that was held Sunday evening. He highlighted the enthusiastic participation of the employees as they supported one another during the awards ceremony. He felt that this engagement showcased the level of professionalism and civility of the employees of the department.

Secretary Wilkerson pointed out that while certain Aggieville establishments do a good job at verifying IDs to ensure those who are drinking are of legal age, others lack in this respect. He emphasized the need to get all bars on the same page with regard to checking IDs. He recalled an incident that occurred earlier in the year involving a 16-year old who was drinking in a bar and was shot. He stressed the need to prevent such

circumstances and homicides. Secretary Wilkerson said that one of the saddest comments he has received was from the mother of a victim in the Tremelle Montgomery shooting. She recounted how her family had immigrated from Africa to the United States. Her son, who served in the military, including in combat zones, tragically lost his life *not* in Afghanistan or Iraq, but in Aggieville. Secretary Wilkerson said that is one of the things the RCPD is striving to avoid. He commended the RCPD for their ongoing efforts in combating these issues. He added that one method to achieve this is by ensuring that only individuals of legal age are consuming alcohol in establishments.

L. Addendum to the 2022 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Memorandum of Understanding: Captain Freidline reported that the RCPD had leftover grant funds which can be rolled over into the current contract. These grant funds contribute towards providing a vehicle for the task force officer, who frequently travels around the state. The addendum will allow the RCPD to make use of the leftover funds to help offset the expenses of the vehicle lease agreement.

Secretary Wilkerson moved to approve the grant application and receipt of grant funds. Member Butler seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

M. Addendum to the 2023 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Memorandum of Understanding: Captain Freidline explained that the contents of this addendum mirror the aforementioned scenario. With the Law Board's approval, the RCPD would like to take the remaining grant funds and carry over them over into the current year to help offset the expenses of the vehicle lease agreement.

Vice Chairperson Ford moved to accept the grant funding application for the 2023 HIDTA. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

N. Annual 2024-2028 Multi-Year Strategic Plan and Department Goals/Objectives: Director Peete briefed the Law Board on the RCPD Annual 2024-2028 Multi-Year Strategic Plan and Department Goals/Objectives. He discussed the importance of having a strategic plan that evolves with the community's needs and external circumstances. He explained that the Multi-Year Strategic Plan is a living, breathing document that meets CALEA requirements and embodies best practices essential for maintaining law enforcement excellence.

Director Peete explained that the Multi-Year Strategic Plan is the result of thorough internal and external assessments, including extensive dialogue with officers, supervisors, and community feedback. The plan, addresses the SWOT analysis that was conducted, highlighting the department's strengths, weaknesses, opportunities, and threats. Strengths identified include the department's national and state accreditation (which equates to a strong, healthy organization) and a good training program, to name only a couple. The report also acknowledges areas for improvement (i.e. weaknesses), such as staffing levels, underfunded line items, inmate mental health, and IT infrastructure.

On a related note, Director Peete stated that the department's Crime Reduction Plan, which will be presented to the Law Board in March, is a direct response to community concerns and perceptions. Currently, the department is waiting on the survey results from K-State, which will be integrated into the plan.

Director Peete stated that the Multi-Year Plan serves as a foundation for division commanders to develop approaches to attain the Director's strategic priorities. It also allows for governments within the county to forecast economic stratagems in preparation of RCPD's projected asks. The Multi-Year Strategic Plan details the strategic goals and objectives that are rooted in the departments four foundational or long-term goals which are as follows:

- Minimize the financial and social cost of public safety while remaining cognizant of community planning so to ensure the department meets future safety needs.
- Maintain a safe and secure community by prioritizing and procuring training, equipment, and technology that advance proficiency and investigative capability, increase staff survivability and wellness, and maximize workforce efficiency.
- Promote legitimacy in the eyes of the public, and reduce law enforcement-related liabilities to the department and the communities we serve.
- Safeguard operational readiness by increasing resiliency and wellness for staff while creating a culture of service throughout the organization.

Director Peete noted that the strategic plan is not merely a box to check or CALEA obligation, but rather a roadmap guided by the department's mission to reduce crime and improve the quality of life for the citizens it serves.

Vice Chairperson Ford expressed his concern about the feasibility of accomplishing everything within a four-year timeframe. He suggested that as time progresses, there will likely be changes and shifts in direction. While he acknowledged the legitimacy of the current four-year plan, he anticipated that closer to 2028, adjustments might be necessary, possibly extending the timeline to 2032 or 2034. He emphasized the complexity of the plan and recommended ongoing yearly analysis.

Director Peete confirmed that the report would undergo annual review. He commented that the department will also be looking at hiring a vendor to conduct a workload assessment in the very near future.

Member James inquired about the vendor selection process for the workload assessment.

Director Peete explained that the vendor Cri-Tech was chosen by the International Association of Chiefs of Police (IACP). The vendor underwent vetting by both the IACP and Department of Justice.

Member James asked if the Law Board will be given the opportunity to review the vendor's methodology before proceeding with the assessment.

Director Peete confirmed that the Board would be given the chance to review the methodology before the assessment begins.

O. Executive Session: It was determined that an Executive Session was not needed.

P. Adjournment: Member Butler moved to adjourn the meeting. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Matta and Mattingly-Ebert voting in favor, and no one against. The motion passed 5-0. The February 20, 2024 Law Board Meeting adjourned at 12:52 p.m.

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	MARCH 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
15001	American Digital Security	33	Cameras	12,187.26	12,187.26
15002	The Bella Fence Guys	11	Jail Fence	7,883.61	7,883.61
15003	Godfrey's	23	Uniforms	616.29	
		23	New Jail Uniforms	29,832.79	30,449.08
15004	Mathis	20	Pre-Employment	500.00	500.00
			Subtotal		51,019.95
15201	City of Manhattan, Utilities	04	LEC Water bill	3,499.14	
		04	Aggieville Water Fee	2.48	
		04	LEC - water Fee	2.48	
		04	Aggieville Water	60.36	3,564.46
			Subtotal		3,564.46
			Total		54,584.41

Chair, Riley County Law Enforcement Agency

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3001	ADP LLC	19	Payroll	5,287.65	5,287.65
3002	Arthur-Green Attorneys at Law	06	Legal Retainer	2,750.00	2,750.00
3003	Iron Insurance Partners	05	WC Liability Policy	8,862.00	
		05	Business Auto Liability	-2,030.00	6,832.00
3004	Assessment Strategies, LLC	20	Pre-Employment Evals	1,575.00	
		20	Pre-Employment Evals	1,260.00	
		20	Pre-Employment Evals	1,260.00	
		20	Pre-Employment Evals	945.00	5,040.00
3005	Burnett Automotive	27	Tires	716.25	716.25
3006	Cheny Door Company	12	Equipment Repair	490.66	
		12	Equipment Repair	141.00	631.66
3007	DeepRoots	11	Landscaping	150.00	150.00
3008	Dickinson County Jail	17	Inmate Housing	1,305.00	1,305.00
3009	Krispy Clean Cleaners #1	20	uniform cleaning	149.40	149.40
3010	Ecolab, Inc	10	Equipment Rental	200.00	200.00
3011	EMC Risk Services LLC	40	Workers Comp	15,375.17	15,375.17
3012	Empower Flex	06	admin services	1,204.60	1,204.60
3013	Evco Wholesale Food Corp	17	Kitchen Supplies	94.64	
		17	inmate food	3,181.02	
		17	inmate food	-91.71	
		17	inmate food	2,291.19	
		17	Kitchen Supplies	163.05	
		17	inmate food	-37.20	
		17	Kitchen Chemicals	46.36	
		17	inmate food	1,497.96	
		29	Replenishment Supplies	30.34	
		17	inmate food	1,643.60	
		17	kitchen plates/sporks	67.36	
		17	inmate food	74.73	
		17	inmate food	1,572.71	10,534.05

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3014	Film at Eleven, Inc	13	Vehicle Maintenance	344.02	344.02
3015	4 My Benefits, Inc	20	1094/1095 Filing	828.00	828.00
3016	Law Office of Michael Gillespie	06	Law Board Legal Services	1,500.00	1,500.00
3017	Godfrey's	23	Uniforms	247.36	457.33
		23	Uniforms	209.97	
3018	Gary Grubbs	20	Pre-Employment	1,050.00	1,050.00
3019	Hiland Dairy	17	inmate food	213.56	1,369.24
		17	inmate food	129.00	
		17	inmate food	213.56	
		17	inmate food	215.00	
		17	inmate food	191.56	
		17	inmate food	172.00	
		17	inmate food	234.56	
3020	Imaging Office Systems, Inc	10	Printer Maintenance	1,075.00	1,075.00
3021	Interstate Glass Co.	13	Vehicle Maintenance	403.00	838.00
		13	Vehicle Maintenance	435.00	
3022	Ka-Comm, Inc	12	Equipment Maintenance	124.00	2,397.60
		12	Equipment Maintenance	500.00	
		12	Equipment Maintenance	90.90	
		12	Equipment Maintenance	37.00	
		12	Equipment Maintenance	420.00	
		12	Equipment Maintenance	181.50	
		12	Equipment Maintenance	436.70	
		12	Equipment Maintenance	30.00	
		12	Equipment Maintenance	29.50	
		23	Uniforms	448.00	
		20	Service Contract	100.00	
3023	Kansas Gas Service	04	Garage Utilities	44.18	4,820.48
		04	Aggieville Utilities	126.95	
		04	LEC Utilities	4,649.35	

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3024	Konza Lab Inc	16	Pre-Employment Testing	225.00	225.00
3025	Language Line Services	20	Interpretation Services	502.44	502.44
3026	Manhattan Wrecker Service Inc	20	Towing	105.00	105.00
3027	Marta's & Son, Inc	20	Cleaning Contract	2,466.00	2,466.00
3028	Mathis	20	Pre-Employment Testing	625.00	625.00
3029	Max Motors	13	Vehicle Maintenance	592.37	
		13	Vehicle Maintenance	536.52	1,128.89
3030	McKesson Medical	17	Inmate Laundry	37.29	37.29
3031	MKC Headquarters	26	Fuel	214.14	
		26	fuel	16,523.51	16,737.65
3032	Kim (Hank) Nelson	20	Pre-Employment	1,500.00	1,500.00
3033	Net@Work, Inc	19	Sage	499.00	499.00
3034	Pawnee Mental Health Services	20	Co Responder	8,404.98	
		20	On Call	1,500.00	9,904.98
3035	Petty Cash	26	Fuel	36.63	36.63
3036	Pfeifley's	29	Replenishment Supplies	10.00	10.00
3037	Phillips 66 Fleet Service	26	Fuel	69.74	69.74
3038	Pitney Bowes Reserve Acct	08	Postage	200.00	200.00
3039	Pottawatomie County Sheriff	17	Inmate Housing	855.00	855.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3040	Power DMS	19	Contract	7,890.57	7,890.57
3041	Pro Copy Inc	10	Dept Meter Charges	1,903.02	1,903.02
3042	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	32.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	32.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	721.00	721.00
3043	Riley County Noxious Weeds	11	Snow Removal	104.58	104.58
3044	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
3045	Riley County Public Works	26	Fuel	145.82	
		26	Fuel	440.86	
		26	Fuel	444.89	
		26	Fuel	308.84	
		26	Fuel	398.92	1,739.33
3046	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
3047	R.K. Black	19	Annual Contract	6,909.86	6,909.86
3048	Robbins Motor Co.	13	Vehicle Maintenance	339.85	
		13	Vehicle Maintenance	571.60	911.45

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3049	Hali Rowland	20	Media Consultant	3,960.00	3,960.00
3050	Smith Plumbing	12	Equipment Maintenance	456.00	456.00
3051	Waxie Sanitary Supply	29	Replenishment Supplies	-160.41	
		29	Replenishment Supplies	1,398.36	1,237.95
3052	Sysco Kansas City, Inc	17	Inmate Food	3,289.68	
		29	Replenishment Supplies	161.75	
		17	kitchen supplies	322.48	
		17	Inmate Food	27.07	
		17	kitchen supplies	12.87	
		17	kitchen supplies	35.90	
		17	kitchen supplies	217.37	
		17	Kitchen Supplies	101.30	
		17	Kitchen Supplies	158.00	
		17	Inmate Food	2,871.74	
		17	Kitchen Supplies	275.84	
		17	kitchen supplies	493.20	
		29	Replenishment Supplies	123.30	
		17	Inmate Supplies	46.95	
		17	Inmate Supplies	407.89	
		17	Inmate Food	2,342.75	
		17	kitchen supplies	166.48	
		17	Inmate Food	3,957.57	
		17	Inmate Supplies	336.70	
		29	Replenishment Supplies	49.32	
		17	Kitchen Supplies	197.28	
		17	Inmate Food	3,295.42	18,890.86
3053	Axon Enterprises Inc	19	Annual Officer Safety Plan	199,998.75	199,998.75
3054	TekNix Solutions	29	Replenishment Supplies	10.00	10.00
3055	Konza Sign	13	Vehicle Maintenance	988.95	988.95
3056	Travelers Insurance	06	Legal Services	2,311.50	2,311.50

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3057	US Foodservice	17	Kitchen Supplies	20.89	
		17	Inmate Food	869.72	
		17	Kitchen Supplies	63.23	
		17	Inmate Food	1,231.01	
		17	Inmate Food	314.30	
		17	Inmate Food	306.41	
		17	Inmate Food	39.58	
		17	Inmate Food	1,250.12	
		17	Timer	15.38	
		17	Inmate Food	329.46	
		17	Inmate Food	22.27	
		17	Kitchen Supplies	51.57	
		17	Inmate Food	1,059.12	
		17	Inmate Food	111.87	
		17	Inmate Food	44.83	
		17	Kitchen Supplies	166.81	
		17	Kitchen Supplies	1,311.96	
		17	Inmate Food	62.87	7,271.40
3058	Via Christi Hospital	16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Pre-Employment Testing	78.00	
		16	Employee Medical	1,056.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	
		16	Legal Collections	3.00	1,185.00
3059	Wabaunsee RWD #2	04	Range Water	50.00	50.00
3060	Wage Works Inc	06	Cobra	166.00	166.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3061	Waters True Value	25	Maintenance Supplies	13.49	13.49
3062	Evergy	04	LEC Electric	10,214.20	
		04	Aggieville Electric	73.37	
		04	Garage Electric	31.67	10,319.24
3063	Xerox Financial Services	10	Jail Copier	349.12	
		10	Patrol Copier	266.00	
		10	Evidence Copier	349.12	
		10	Invest/Dispatch Copier	566.89	
		10	Records Copier	602.28	
		10	Admin Copier	474.12	2,607.53
			Subtotal	489,591.55	
3201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
3202	Allegiant Technology	14	IP Flex Plan	1,349.88	1,349.88
3203	Amazon.com	31	Animal Care	49.77	
		33	Jail Supplies	31.97	
		17	Inmate Supplies	96.36	
		31	Drone Accessories	49.96	
		29	Replenishment Supplies	13.98	
		32	Acoustic Tiles	304.20	
		25	Maintenance Supplies	95.97	
		32	Office Supplies	65.50	
		29	Replenishment Supplies	219.20	
		17	Inmate Supplies	-51.96	874.95
3204	Apple iTunes Store	19	Monthly icloud	9.99	9.99
3205	Battery Junction	29	Replenishment Supplies	75.12	
		29	Replenishment Supplies	138.24	213.36
3206	Bluestem Electric Co-op Inc	04	Range Electric	601.61	601.61
3207	Chewy.com	20	Animal Care	-68.38	

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
		20	Animal Care	99.71	
		20	Animal Care	71.98	103.31
3208	Cox Communications, Inc	17	Inmate Cable	210.95	
		19	LEC - Internet and Cable	2,348.65	2,559.60
3209	Dillons 15	17	Inmate Food	39.90	
		20	Pre-Employment Evals	49.43	
		20	Pre-Employment Evals	26.99	116.32
3210	DJI	31	Drone Accessories	808.00	808.00
3211	Underground Vaults	20	Shredding	50.00	
		20	Shredding	67.50	117.50
3212	Dollar Tree Stores	17	Inmate Supplies	20.47	
		17	Inmate Supplies	28.65	49.12
3213	Fastenal Inc	25	Maintenance Supplies	11.07	
		25	Maintenance Supplies	104.28	115.35
3214	Ferguson Enterprises	11	Building Supplies	57.02	57.02
3215	Fix My Blinds	25	Maintenance Supplies	29.45	29.45
3216	Grainger	29	Replenishment Supplies	79.01	79.01
3217	GT Distributors Inc	23	Uniforms	87.00	
		23	Uniforms	63.00	
		23	Uniforms	29.00	
		23	Uniforms	84.00	
		23	Uniforms	128.84	391.84
3218	Handcuff Warehouse	23	Uniforms	99.98	99.98
3219	Hertz - LAG Rentals LLC	20	Car Rental	649.96	649.96

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3220	Home Depot	25	Maintenance Supplies	260.00	
		25	Maintenance Supplies	39.19	
		25	Maintenance Supplies	149.94	
		29	Replenishment Supplies	9.98	
		31	Bike Team Supplies	21.96	
		25	Maintenance Supplies	99.99	
		25	Maintenance Supplies	296.88	
		25	Maintenance Supplies	20.47	
		29	Replenishment Supplies	9.98	
		11	Landscaping	139.14	
		25	Maintenance Supplies	54.98	
		25	Maintenance Supplies	11.04	
		25	Maintenance Supplies	43.20	
		25	Maintenance Supplies	24.14	1,180.89
3221	Howie's Trash Service	20	Trash	871.00	871.00
3222	Indeed	20	Indeed	120.00	120.00
3223	Insight Public Sector Inc	33	1 HP EliteBook	1,321.07	
		33	2 HP Workstation, 5 Probooks	7,333.68	
		33	Monitor	527.04	
		33	15 HP Elite 600 G9	13,845.60	
		33	HP Care Packs	3,374.04	
		28	Office Supplies	244.95	
		33	HP Care Packs	-170.42	
		33	iPad and Apple Pencil	918.12	
		33	1 HP EliteBook	-1,063.84	26,330.24
3224	Int'l Assn of Chiefs of Police	22	Membership	190.00	190.00
3225	Jaspertronics	28	Office Supplies	55.99	55.99
3226	KDIAI	07	KDIAI Conference	170.00	170.00
3227	KCJIS	07	KCJIS Conference	132.23	132.23
3228	Kansas Turnpike Authority	07	Tolls	43.50	43.50

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		MARCH 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3229	Karsmizki Locksmith	20	Locksmith	17.00	17.00
3230	Kleen-Rite Corp	13	Vehicle Maintenance	48.20	
		13	Vehicle Maintenance	19.21	67.41
3231	Manh Area Chamber	22	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		22	Military Relation Lunch	40.00	
		07	Military Relation Lunch	20.00	
		07	Military Relation Lunch	20.00	
		07	Military Relation Lunch	20.00	
		07	Good Morning Manhattan	25.00	200.00
3232	Menards	11	Building Supplies	15.58	
		12	Equipment Maintenance	90.39	
		29	Replenishment Supplies	25.36	131.33
3233	Military Names	23	Uniforms	32.00	
		23	Uniforms	41.75	73.75
3234	NAPA of Manhattan	13	Vehicle Maintenance	267.99	
		13	Vehicle Maintenance	-18.00	
		13	Vehicle Maintenance	-36.00	
		13	Vehicle Maintenance	535.98	749.97
3235	Pathfinder, Inc	12	Equipment Maintenance	59.98	
		12	Equipment Maintenance	40.00	99.98

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

MARCH 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3236	P-Card Misc Vendors	07	NAWLEE Conf	619.92	
		07	Jail Training Academy	1,032.50	
		07	Crisis Negotiations	288.00	
		07	CAB	40.80	
		20	Extradition	241.70	
		07	FBI LEEDA	795.00	
		07	FBI LEEDA	70.87	
		07	FBI LEEDA	141.74	
		07	FBI LEEDA	212.62	
		07	ARIDE Training	684.55	
		07	Hostage Negotiations Phase III	1,950.00	
		07	ABA Lunch Meeting	11.61	
		07	Jail Risk Management Institute	1,286.61	
		20	Membership Fee	40.00	
		07	KACP Leadership Conf	250.00	
		07	KS Crime Victims Rights Conf	250.00	
		07	Kansas Jail Training Academy	1,548.75	
		07	KLETC Graduation	20.00	
		07	Intergovernmental Meeting	13.00	
		07	Intergovernmental Meeting	13.00	
		07	End Violence Against Women	3,146.97	
		25	Maintenance Supplies	27.63	
		07	KS Police Admin Seminar	350.00	
		07	Regional Law Enforce Breakfast	21.85	
		07	Regional Law Enforce Breakfast	21.85	
		07	Regional Law Enforce Breakfast	21.86	
		07	Regional Law Enforce Breakfast	21.86	
		07	Transport	31.52	
		07	KLETC Instructor	95.00	
		07	Science Based Interview Tech	167.65	
		07	KS Jail Training Academy	516.25	
		20	Extradition	642.93	
		20	Extradition	274.96	
		20	Extradition	174.05	15,025.05
3237	Pitney Bowes, Inc.	28	Office Supplies	199.18	199.18
3238	Pitney Bowes Financial	10	Postal machine lease and meter	408.99	408.99
3239	Plumbzilla	11	Building Supplies	62.38	62.38

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RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MARCH 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3240	Police Bike Store	23	Uniforms	129.85	129.85
3241	Priority Dispatch Corp	07	EFD-Q Initial cert	655.00	655.00
3242	Reconyx	20	Access and Images	40.00	40.00
3243	reMarkable	33	Monthly Subscription	2.99	
		33	Monthly Subscription	2.99	5.98
3244	Rock Auto	13	Vehicle Maintenance	393.46	
		13	Vehicle Maintenance	469.86	
		13	Vehicle Maintenance	90.98	954.30
3245	Sierratac	23	Uniforms	53.98	53.98
3246	Staples Advantage	28	Office Supplies	106.44	106.44
3247	T38 Fax	14	Fax	15.16	15.16
3248	Target	17	Inmate Food	15.87	
		17	Inmate Food	13.79	
		17	Inmate Food	13.96	
		33	Timers	37.18	80.80
3249	Terminix	11	LEC Pest Control	69.00	69.00
3250	Timekettle	33	Wireless Translating Devices	349.99	349.99
3251	TLOxp	20	Access	544.20	544.20
3252	T-Mobile US Inc	14	Patrol Car phones	43.65	43.65
3253	Twin Valley Telephone, Inc	14	Riley Substation Phone	52.07	
		14	Riley Substation - Internet	79.99	132.06

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MARCH 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3254	Twitter, Inc	20	Annual Fee	84.00	84.00
3255	ULINE	29	Replenishment Supplies	168.71	168.71
3256	UPS	08	Shipping	36.60	
		08	Shipping	34.23	
		08	Shipping	28.36	99.19
3257	Verizon Wireless	14	Phones	5,114.49	5,114.49
3258	Wal-Mart	29	Replenishment Supplies	79.94	
		29	Replenishment Supplies	16.11	
		16	Employee Medical	24.89	
		29	Replenishment Supplies	36.32	157.26
3259	WTC	19	LEC - Internet	335.95	
		19	Aggeville - Internet	80.00	
		19	Downtown - Internet	80.00	495.95
3260	Zero9 Holsters	23	Uniforms	284.95	
		23	Uniforms	455.92	740.87
3261	Zoom	19	Zoom	163.61	163.61
				Subtotal	64,581.45
				Total	554,173.00

Chair, Riley County Law Enforcement Agency

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

**Riley County Police Department
Credits Report
Net Changes from 2/1/2024 to 2/29/2024**

Account Number	Description	Net Changes	Credits
600100-00	Manhattan	1,778,697.00	3,557,394.00
600200-00	Riley County	0.00	1,334,023.00
610110-00	Copy Fees-Discovery, etc.	0.00	270.00
610112-00	Copy Fees-Records	597.07	1,359.06
610113-00	Fingerprint Fees-Records	1,057.76	2,085.71
Budget:		1,780,351.83	4,895,131.77
620900-01	Misc Reimbursements-salaries	123.18	1,597.18
620900-07	Misc Reimbursements-training	2.38	823.96
620900-08	Misc Reimbursements-postage	33.65	71.05
620900-11	Misc Reimbursements-building & grounds	17.97	20.35
620900-13-130	Misc Reimbursements-vehicles	1,027.92	1,027.92
620900-14	Misc Reimbursements-phone	41.47	331.73
620900-17-170	Misc Reimbursements-jail	975.61	28,888.79
620900-20-400	Misc Reimbursements-Car Lease HIDTA	1,779.95	2,917.55
620900-23	Misc Reimbursements-Uniforms	470.00	470.00
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-30	Misc Reimbursements-comm eq	0.00	2,961.00
631500-23	Bulletproof Vest Program	0.00	5,241.76
632500-03	JTTF Grant-OT	1,034.46	1,182.24
632700-03	STEP Grant-OT	1,057.89	1,057.89
632800-01-415	VOCA 2024 Grant Reimb	6,810.00	25,967.00
Budget Credits:		13,374.48	72,613.49
640902-00	Prior year Restitution	0.00	151.70
Non-Budget Credits:		0.00	151.70
Total:		1,793,726.31	4,967,896.96

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No.	[6] To [8]							
From Fiscal Period	[2024-02] To [2024-03]							
For Source Code	[GL-JE]							
Account #/Reference	Description	Date	Year	Prd	Source	Debits	Credits	
700120-01	Regular Salaries-----INVEST'N							
Salary Feb	M Mosher	2/29/2024	2024	02	GL-JE		5,252.00	
	Total: Regular Salaries-----INVEST'N					0.00	5,252.00	
700122-01-415	VOCA Grant Salaries 2024							
Salary Feb	M Mosher	2/29/2024	2024	02	GL-JE	5,252.00		
	Total: VOCA Grant Salaries 2024					5,252.00	0.00	
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:								
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>								
743700-37	KPERS							
Feb KPERS	M Mosher	2/29/2024	2024	02	GL-JE		539.00	
	Total: KPERS					0.00	539.00	
743700-37-415	KPERS - VOCA Grant 2024							
Feb KPERS	M Mosher	2/29/2024	2024	02	GL-JE	539.00		
	Total: KPERS - VOCA Grant 2024					539.00	0.00	
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:								
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>								
743800-38	Social Security							
Feb SS	M Mosher	2/29/2024	2024	02	GL-JE		326.00	
	Total: Social Security					0.00	326.00	
743800-38-415	Social Security - VOCA Grant 2024							
Feb SS	M Mosher	2/29/2024	2024	02	GL-JE	326.00		
	Total: Social Security - VOCA Grant 2024					326.00	0.00	
Adjust VAC SS entires per VOCA Grant Reporting Requirements:								
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>								
743810-38	Medicare Tax							
Feb Medicare	M Mosher	2/29/2024	2024	02	GL-JE		76.00	
	Total: Medicare Tax					0.00	76.00	
743810-38-415	Medicare Tax- VOCA Grant 2024							
Feb Medicare	M Mosher	2/29/2024	2024	02	GL-JE	76.00		
	Total: Medicare Tax- VOCA Grant 2024					76.00	0.00	
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:								
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>								

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No.	[6] To [8]							
From Fiscal Period	[2024-02] To [2024-03]							
For Source Code	[GL-JE]							
Account #/Reference	Description	Date	Year	Prd	Source	Debits	Credits	
743900-39	Health Insurance							
Feb Health Ins	M Mosher	2/29/2024	2024	02	GL-JE		489.00	
	Total: Health Insurance					0.00	489.00	
743900-39-415	Health Insurance - VOCA Grant 2024							
Feb Health Ins	M Mosher	2/29/2024	2024	02	GL-JE	489.00		
	Total: Health Insurance - VOCA Grant 2024					489.00	0.00	
Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:								
Completed by: Jennifer R. Schneider Approved by: [Signature]								
744000-40	Workers Comp Insured deductibles							
Feb Workers Comp	M Mosher	2/29/2024	2024	02	GL-JE		123.00	
	Total: Workers Comp Insured deductibles					0.00	123.00	
744000-40-415	Workers Comp - VOCA Grant 2024							
Feb Workers Comp	M Mosher	2/29/2024	2024	02	GL-JE	123.00		
	Total: Workers Comp - VOCA Grant 2024					123.00	0.00	
Adjust VAC WC entires per VOCA Grant Reporting Requirements:								
Completed by: Jennifer R. Schneider Approved by: [Signature]								
744100-41	Unemployment Compensation							
Feb Unemployment Ins	M Mosher	2/29/2024	2024	02	GL-JE		5.00	
	Total: Unemployment Compensation					0.00	5.00	
744100-41-415	Unemployment Compensation - VOCA Grant 2024							
Feb Unemployment Ins	M Mosher	2/29/2024	2024	02	GL-JE	5.00		
	Total: Unemployment Compensation - VOCA Grant 2024					5.00	0.00	
Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:								
Completed by: Jennifer R. Schneider Approved by: [Signature]								
711100-11	Building & Grounds							
Jan Architect Services	Baker McMillan AIA Architects	2/5/2024	2024	02	GL-JE		2,975.00	
	Total: Building & Grounds					0.00	2,975.00	
712090-20	Misc-Other Contractual Service							
Jan Architect Services	Baker McMillan AIA Architects	2/5/2024	2024	02	GL-JE	2,975.00		
	Total: Misc-Other Contractual Service					2,975.00	0.00	
Adjust G/L Account for Building Study to be moved from Buildings to Contracts								
Completed by: Jennifer R. Schneider Approved by: [Signature]								

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/24 Page. 148
Time.11.59.23

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department.142 Riley Co Police Dept</u>								
402		Investment Interest	R	.00	.00	1,654.12		.00
Department Revenue.. #142				.00	.00	1,654.12 *		.00
Total Revenue Fund.... 168				.00	.00	1,654.12 **		
Total Trans. IN Fund.. 168				.00	.00	.00 **		
Total Rev. & Trans. .. 168				.00	.00	1,654.12 **		
Total Disbursements... 168				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund 168			.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	116,018.19
YTD Revenue.....	1,654.12
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	117,672.31 ***

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/24 Page. 149
Time.11.59.23

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	6,000.00-	6,000.00-		.00
402		Investment Interest	R	.00	.00	2,455.52		.00
		Department Revenue.. #142		.00	.00	2,455.52 *		.00
		Department Dsbmnts.. #142		.00	6,000.00-	6,000.00-*		
		Total Revenue Fund.... 169		.00	.00	2,455.52 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	2,455.52 **		
		Total Disbursements... 169		.00	6,000.00-	6,000.00-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	176,457.01
YTD Revenue.....	2,455.52
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	6,000.00-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	172,912.53 ***

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/24 Page. 152
Time.11.59.23

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
<u>Department. 0</u> Not Designated							
180		Distr - Real Current	R	5,219,242.00	.00	2,944,734.31	56.42 2,274,507.69
182		Distr - Oil & Gas Curr.	R	.00	.00	615.21	.00
184		Distr - P.P. Current	R	.00	.00	31,083.65	.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,080.91	71.85 815.09
193		Distr - Watercraft Cur	R	3,022.00	.00	1,996.02	66.05 1,025.98
181		Distr - Real Delq.	R	.00	.00	20,197.99	.00
185		Distr - P.P. Delq.	R	.00	.00	290.01	.00
194		Distr - Watercraft Del	R	.00	.00	13.52	.00
102		Distr - Motor Vehicle Tax	R	385,401.00	.00	75,417.40	19.57 309,983.60
103		Vehicle Rental Excise Tax	R	8,690.00	.00	3,111.35	35.80 5,578.65
113		Distr - RV Tax	R	3,781.00	.00	736.49	19.48 3,044.51
130		Distr - Commercial Veh	R	16,285.00	.00	279.55	1.72 16,005.45
191		Distr- TIF Adjustment	R	.00	.00	78,232.33-	.00
Department Revenue.. # 0				5,639,317.00	.00	3,002,324.08 *	2,610,960.97
<u>Department.171</u> RCPD Operations							
<u>Department.416</u> HD-KCCTF							
Total Revenue Fund.... 173 5,639,317.00 .00 3,002,324.08 ** 53.24							
Total Trans. IN Fund.. 173 .00 .00 .00 **							
Total Rev. & Trans. .. 173 5,639,317.00 .00 3,002,324.08 **							
Total Disbursements... 173 .00 .00 .00 **							

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining Encumbrance Available
<u>Department. 0</u> Not Designated							
<u>Department.171</u> RCPD Operations							
2200		Office Equipment Rental		950.00	950.00		950.00- .00 950.00-
2220		Building Space Rental	12,000.00	.00	950.00	7.92	11,050.00 .00 11,050.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00 .00 6,000.00
2480		Repair/Maint Build/Gr	140,000.00	7,648.52	10,526.14	7.52	129,473.86 .00 129,473.86
2650		Physician Fees	240,000.00	21,031.87	37,194.32	15.50	202,805.68 .00 202,805.68
2655		Hospital Fees	10,000.00	.00	.00		10,000.00 .00 10,000.00
2900		Budget Appropriations	5,336,092.00	.00	1,334,023.00	25.00	4,002,069.00 .00 4,002,069.00
Total Contractual Expenses			5,744,092.00	29,630.39	1,383,643.46	24.09	4,360,448.54 .00 4,360,448.54

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/24 Page. 153
Time.11.59.23

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)									
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
Total Commodities Expense			1,500.00	.00	.00		1,500.00	.00	1,500.00
Department Expense # 171			5,745,592.00	29,630.39	1,383,643.46	24.08	4,361,948.54	.00	4,361,948.54 *
Expense & Transfers# 171			5,745,592.00	29,630.39	1,383,643.46				
Department.416 HD-KCCTF									
Total Expenditures Fund 173			5,745,592.00	29,630.39	1,383,643.46	24.08	4,361,948.54	.00	4,361,948.54 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	137,841.73
YTD Revenue.....	3,002,324.08
YTD Reported Expenses.....	1,383,643.46-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	13,252.42-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,743,269.93 ***

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # _____

To:	Director Peete		
Thru:	Assistant Director Moldrup		
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	February 2024		
Policy #:	N/A		
Date:	March 12, 2024		

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	104.2

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Riley County Police Department

Date: February 28, 2024

Voucher #: 24-001

Check #:

Acct. Name: State Seizure Funds Acct

Invoice #:	Services Provided:	RCPD Case #:	Description:	Cost/Split:	Payment Amount:
	Investigations "buy" money				\$6,000.00
				TOTAL /	\$6,000

TOTAL

\$6,000

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)



Monthly Report

February 2024

Alyssa Ward, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

To **reduce crime** and
improve the quality
of life for
the **citizens we serve**

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters, filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
 - Final data entry by records can be delayed due to the RTO status of a case.
 - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime may have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).

Part I Crime

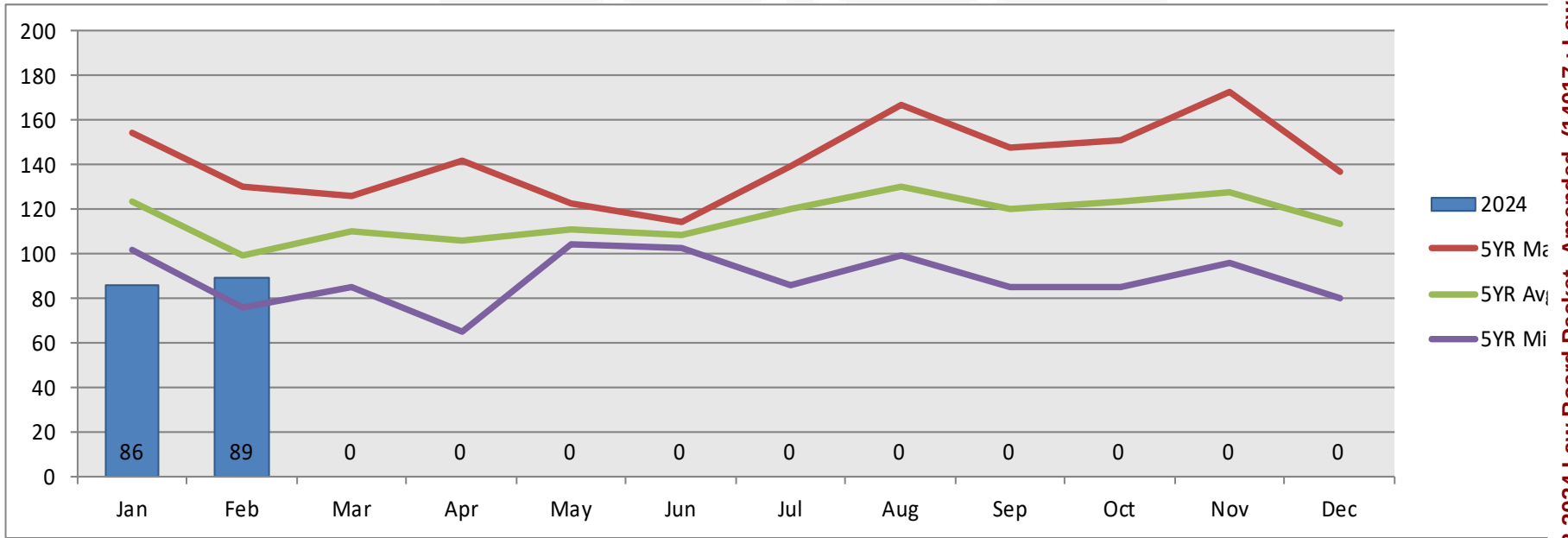
Offense Codes: 0100-0810

All Data As Of: 3/1/24 12:00 AM

15.a

- Part I crime in February 2024 was 10.6% below the 5 year average. Compared to February 2023 there was a 18.3% decrease.
- Year to date 2024 is down 21.7% from the 5 year average.
- In February, both Part I violent and property crimes were below the 5 year average.

	Feb	Year to Date	Yearly Total
2019	77	231	1583
2020	130	260	1493
2021	76	197	1420
2022	106	208	1152
2023	109	221	1327
2024	89	175	
% Change	-18.3%	-20.8%	-18.2%
Yearly Total Projection:			1086



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	133
2020	130	130	85	65	113	107	139	125	148	151	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	113
2022	102	106	95	100	108	103	86	99	92	85	96	80
2023	112	109	126	113	107	112	123	113	85	117	98	112
2024	86	89	0	0	0	0	0	0	0	0	0	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

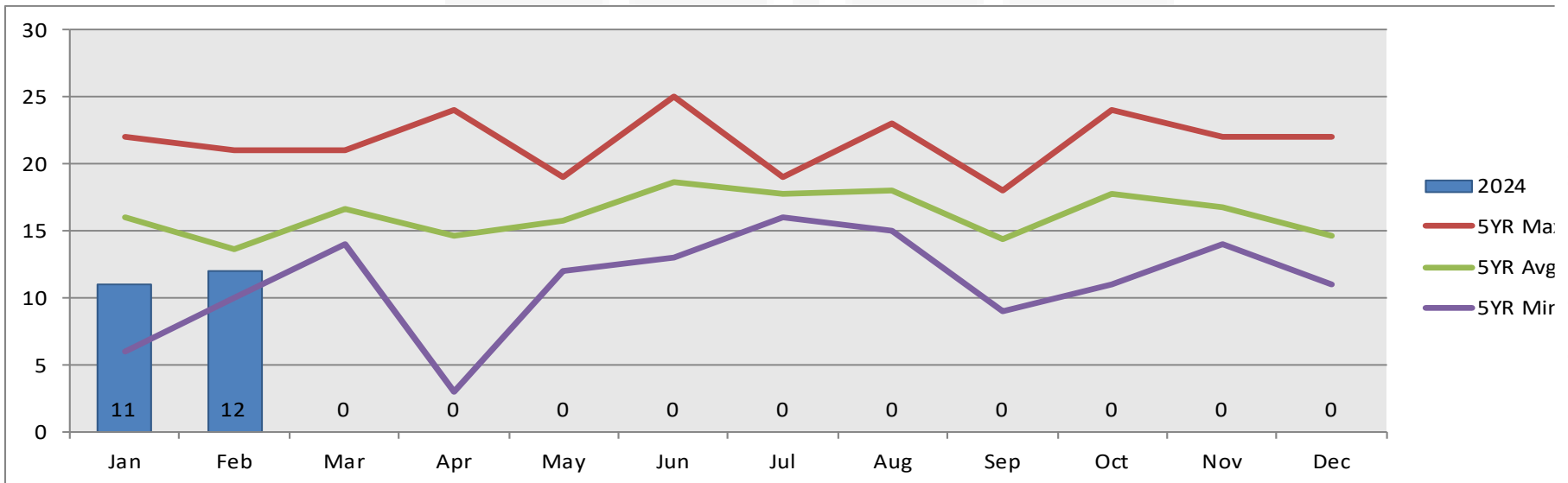
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 3/1/24 12:00 AM

- February 2024 was 11.8% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 22.3% from the 5 year average.
- There were 8 aggravated assaults / batteries, 2 rapes, 2 robberies, and 0 homicides reported during February 2024.

	Feb	Year to Date	Ye 15.a
2019	10	26	217
2020	21	39	196
2021	16	34	198
2022	11	17	181
2023	10	32	181
2024	12	23	
% Change	+20.0%	-28.1%	-16.5%
Yearly Total Projection:			151



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	17	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	14	14
2024	11	12	0	0	0	0	0	0	0	0	0	0

Includes Part 1 violent crimes that were the primary offense only.

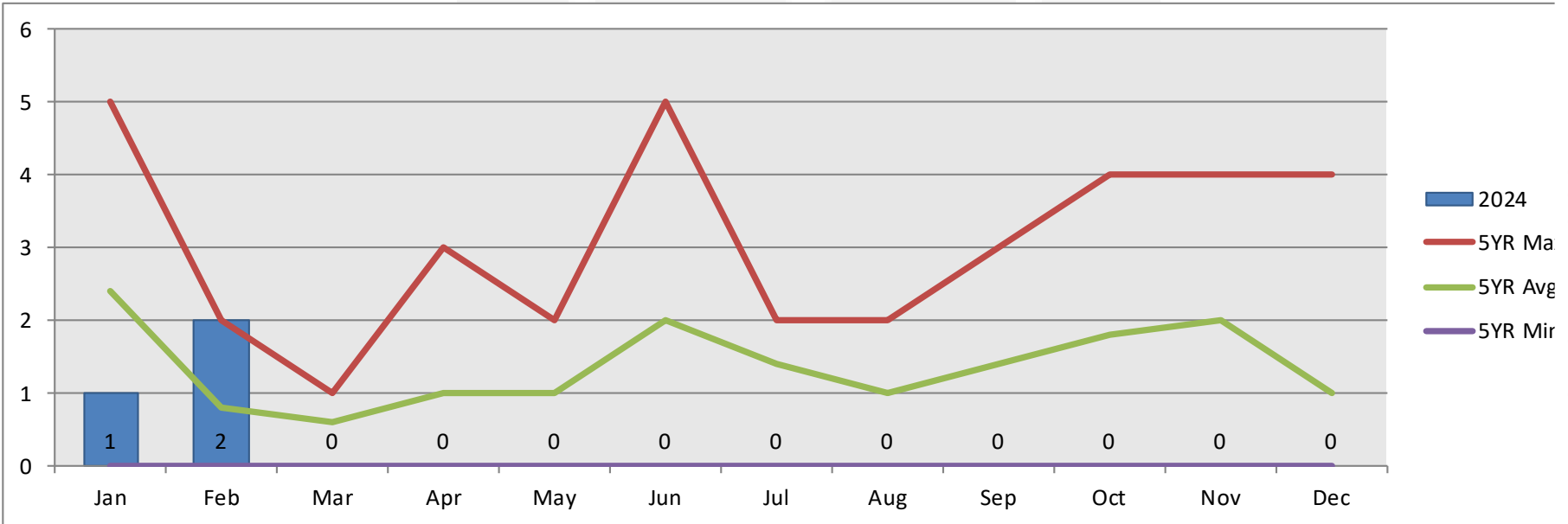
Robbery

Offense Codes: 0310

All Data As Of: 3/1/24 12:00 AM

	Feb	Year to Date	Year
2019	2	7	26
2020	1	3	17
2021	1	3	18
2022	0	0	11
2023	0	3	10
2024	2	3	
% Change	N/A	0.0%	+64.4%
Yearly Total Projection:			16

- There were 2 robberies reported in February 2024 which is 150.0% above the 5 year average.
- There was an arrest in one of these incidents as of 3/11/2024.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	2	0	0	0	0	0	0	0	0	0	0

Aggravated Assault and Battery

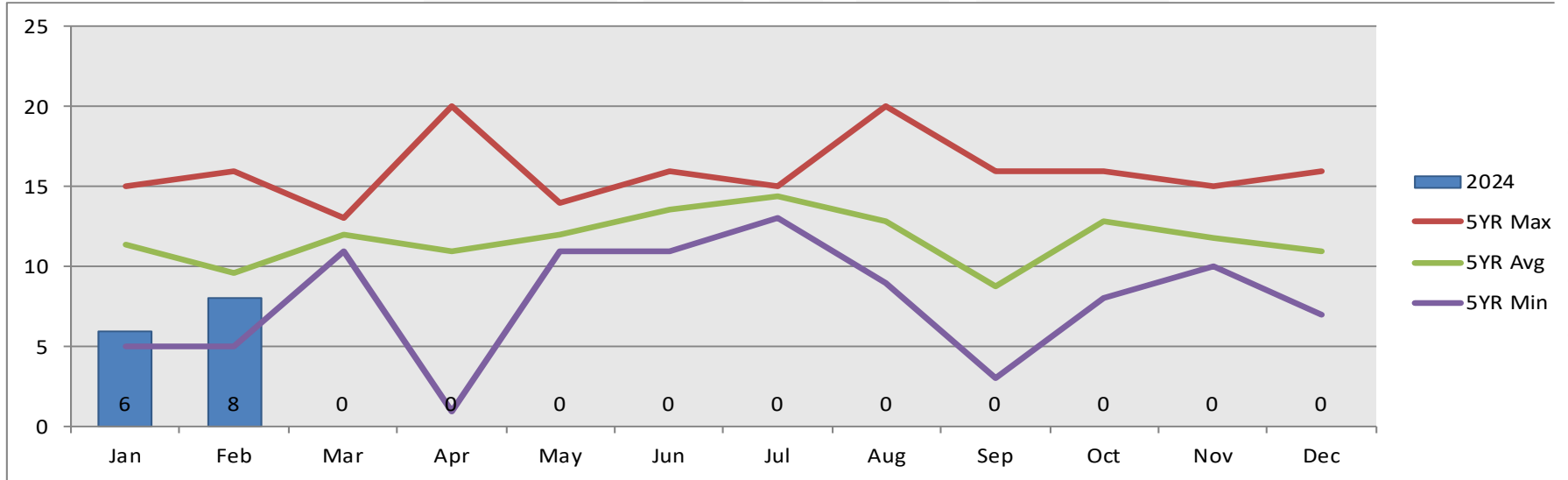
Offense Codes: 0410-0440

All Data As Of: 3/1/24 12:00 AM

15.a

- There were 4 aggravated batteries and 4 aggravated assaults reported during the month of February. This is 16.7% below the 5 year average.
- Two of the incidents in February were domestic.
- As of 3/11/2024, there were arrests in 3 of the incidents.

	Feb	Year to Date	Yearly Total
2019	5	13	155
2020	16	31	145
2021	12	26	145
2022	6	11	128
2023	9	24	133
2024	8	14	
% Change	-11.1%	-41.7%	-29.2%
Yearly Total Projection:			94



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	9	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	10	11
2024	6	8	0	0	0	0	0	0	0	0	0	0

Includes aggravated assaults and battery crimes that were the primary offense only. 36.

Part I Property Crime

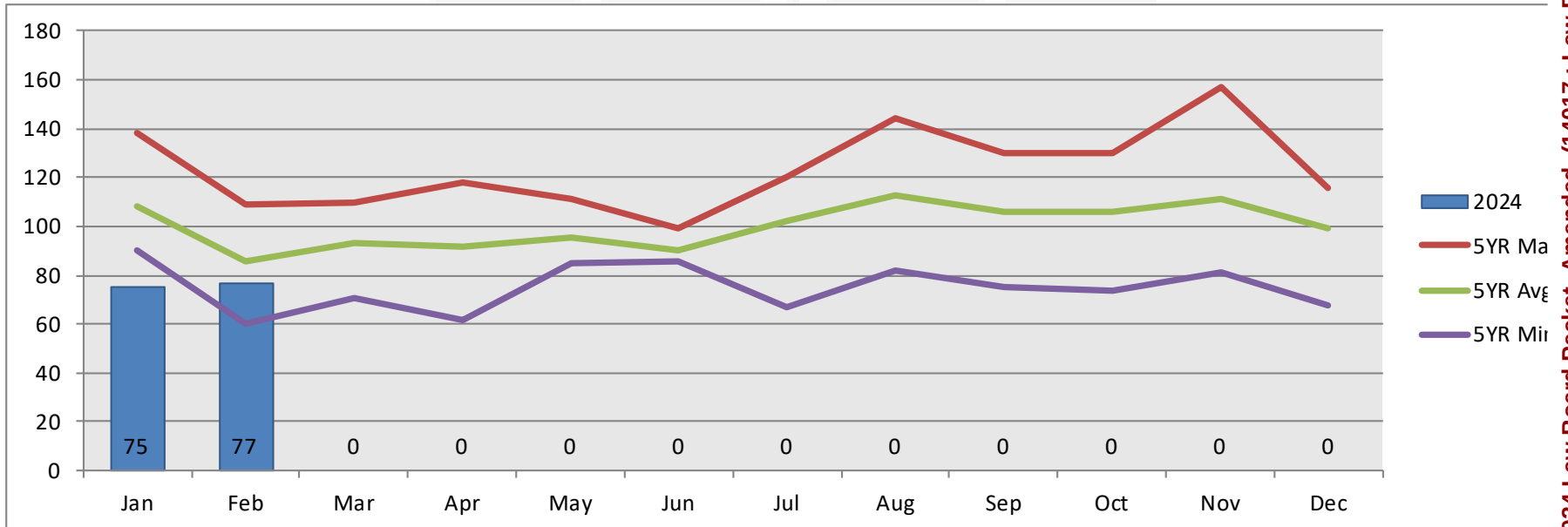
Offense Codes: 0500-0810

All Data As Of: 3/1/24 12:00 AM

15.a

- For February, Part I property crime was down 10.5% from the 5 year average.
- Part I property crime year to date is 21.6% below the 5 year average.
- The property crime for February 2024 included 8 structural burglaries, 11 larcenies from motor vehicle, 3 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (55 incidents).

	Feb	Year to Date	Yearly Total
2019	67	205	1366
2020	109	221	1297
2021	60	163	1222
2022	95	191	971
2023	99	189	1146
2024	77	152	
% Change	-22.2%	-19.6%	-18.7%
Yearly Total Projection:			932



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	99	106	98	75	93	84	98
2024	75	77	0	0	0	0	0	0	0	0	0	0

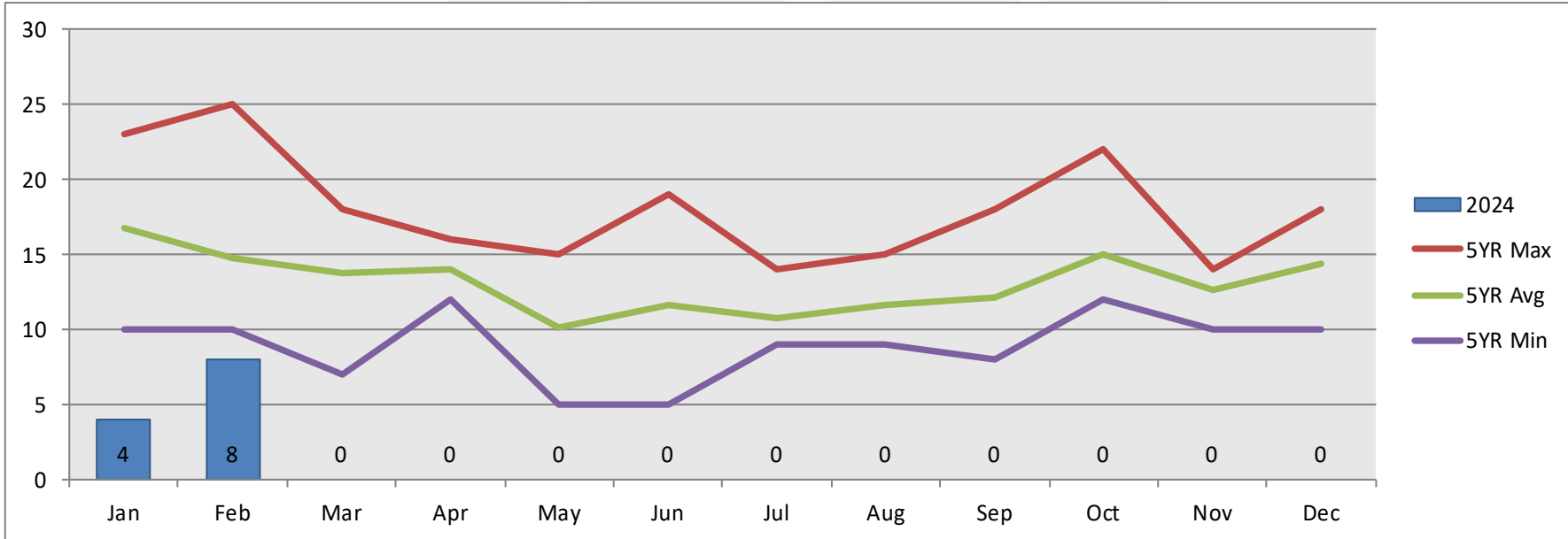
Structural Burglary

Offense Code: 0510

All Data As Of: 3/1/24 12:00 AM

- Structural burglaries were 46.0% below the 5 year average for February.
- Six of the burglaries were non-residential and two were residential.
- All of them occurred in Manhattan.

	Feb	Year to Date	Year
2019	10	25	171
2020	25	43	174
2021	10	28	157
2022	18	41	150
2023	11	21	137
2024	8	12	
% Change	-27.3%	-42.9%	-56.1%
Yearly Total Projection:			60



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	14	13	10
2024	4	8	0	0	0	0	0	0	0	0	0	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Vehicle Burglary

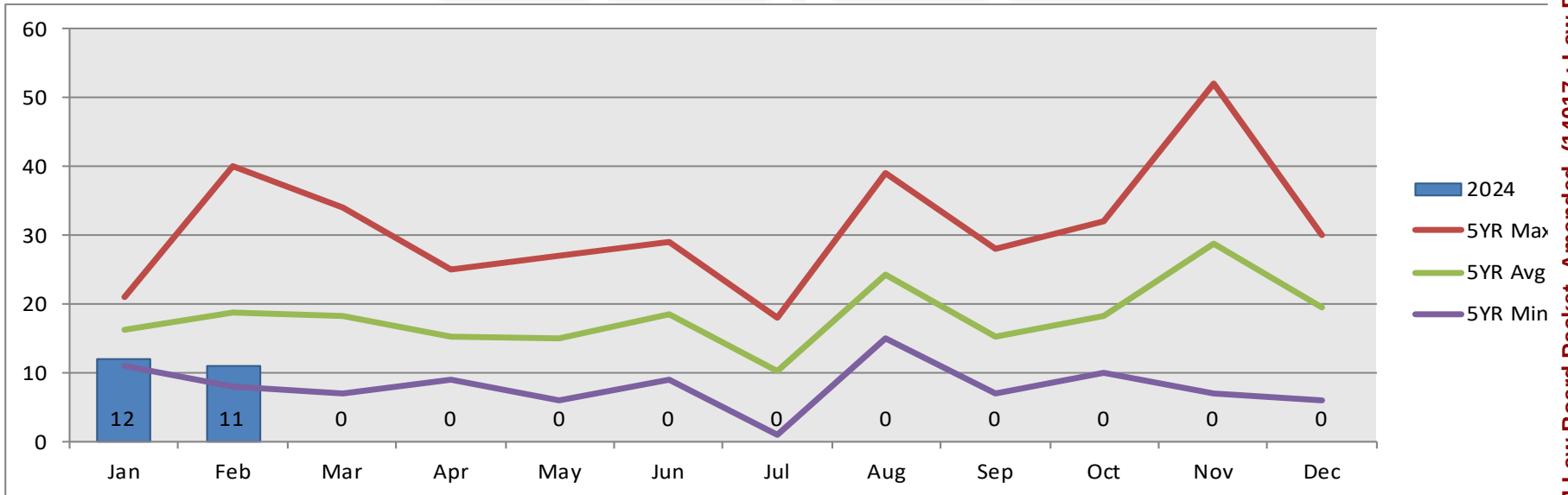
Offense Code: 0640

All Data As Of: 3/1/24 12:00 AM

15.a

- February 2024 was 41.5% below the 5 year average for vehicle burglary.
- There were no signs of forced entry noted in 10 of the reports.

	Feb	Year to Date	Yearly Total
2019	8	21	228
2020	13	31	255
2021	14	33	255
2022	19	30	122
2023	40	61	233
2024	11	23	
% Change	-72.5%	-62.3%	-42.0%
Yearly Total Projection:			135



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	17	7	10	7	6
2023	21	40	34	25	11	19	9	15	7	16	19	17
2024	12	11	0	0	0	0	0	0	0	0	0	0

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Motor Vehicle Thefts

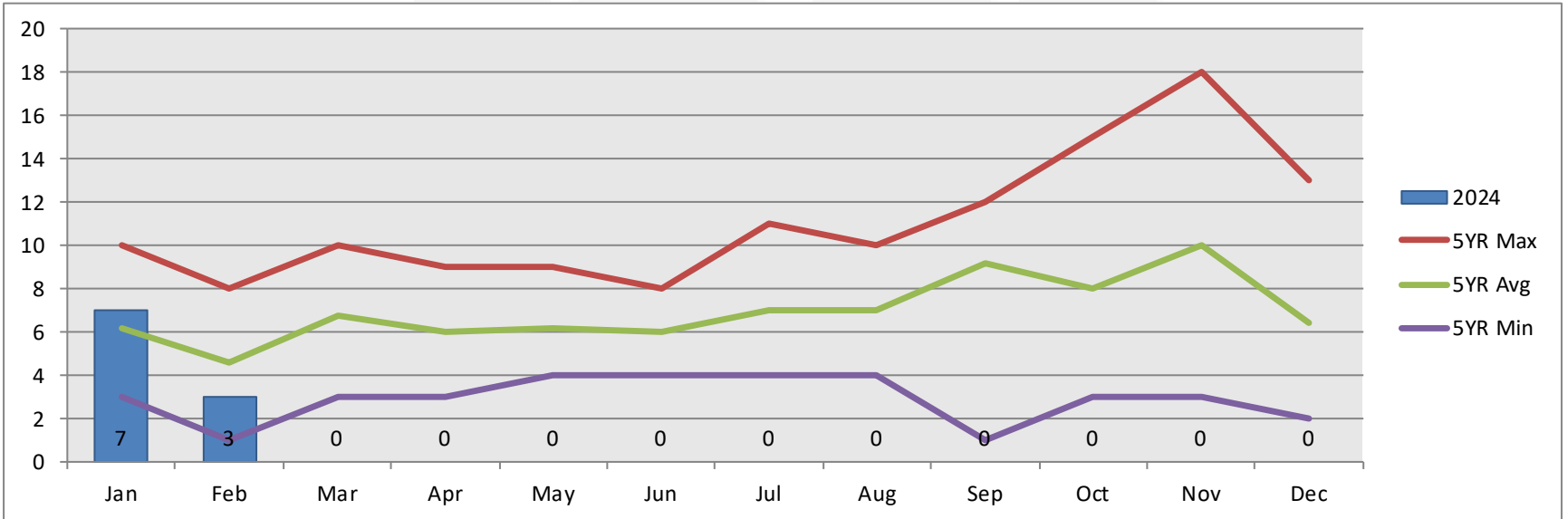
Offense Code: 0710

All Data As Of: 3/1/24 12:00 AM

- Motor vehicle thefts were down 34.8% from the 5 year average in February.
- One of the vehicles were taken from a known suspect.
- Two of the vehicles have been recovered as of 3/11/2024.

	Feb	Year to Date	Yearly
2019	4	12	104
2020	7	10	96
2021	3	10	86
2022	1	11	67
2023	8	11	64
2024	3	10	
% Change	-62.5%	-9.1%	+16.3%
Yearly Total Projection:			74

15.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	7
2024	7	3	0	0	0	0	0	0	0	0	0	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

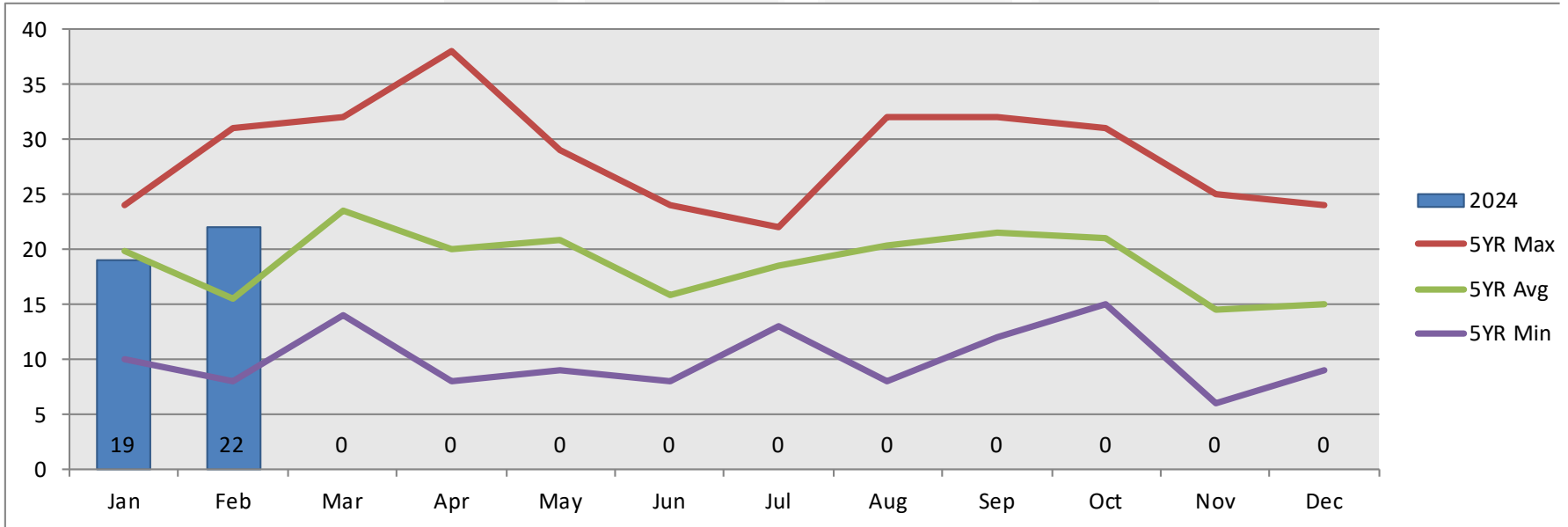
DUIs

Offense Code: 2110

All Data As Of: 3/1/24 12:00 AM

➤ The number of DUIs for February 2024 was 41.0% above the 5 year average.

	Feb	Year to Date	Yearly Total
2019	8	32	265
2020	12	34	168
2021	17	27	191
2022	10	29	208
2023	31	55	282
2024	22	41	
% Change	-29.0%	-25.5%	-8.0%
Yearly Total Projection:			259



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	0	0	0	0	0	0	0	0	0	0

Traffic Accidents

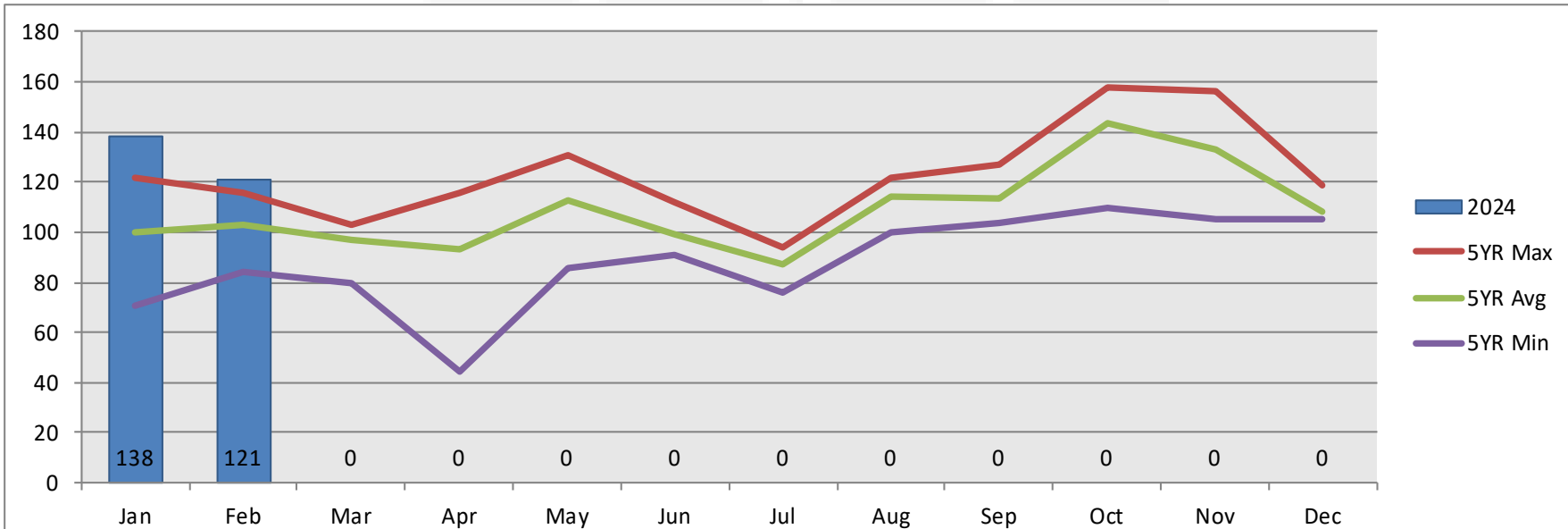
Offense Codes: 5000-5139

All Data As Of: 3/1/24 12:00 AM

15.a

➤ The number of traffic accidents in February 2024 was 17.5% above the 5 year average.

	Feb	Year to Date	Yearly Total
2019	116	235	1436
2020	109	231	1220
2021	84	155	1314
2022	104	200	1283
2023	102	192	1264
2024	121	259	
% Change	+18.6%	+34.9%	+31.6%
Yearly Total Projection:			1663



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	105
2024	138	121	0	0	0	0	0	0	0	0	0	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Preventable Traffic Accidents

Offense Codes: 5000-5139

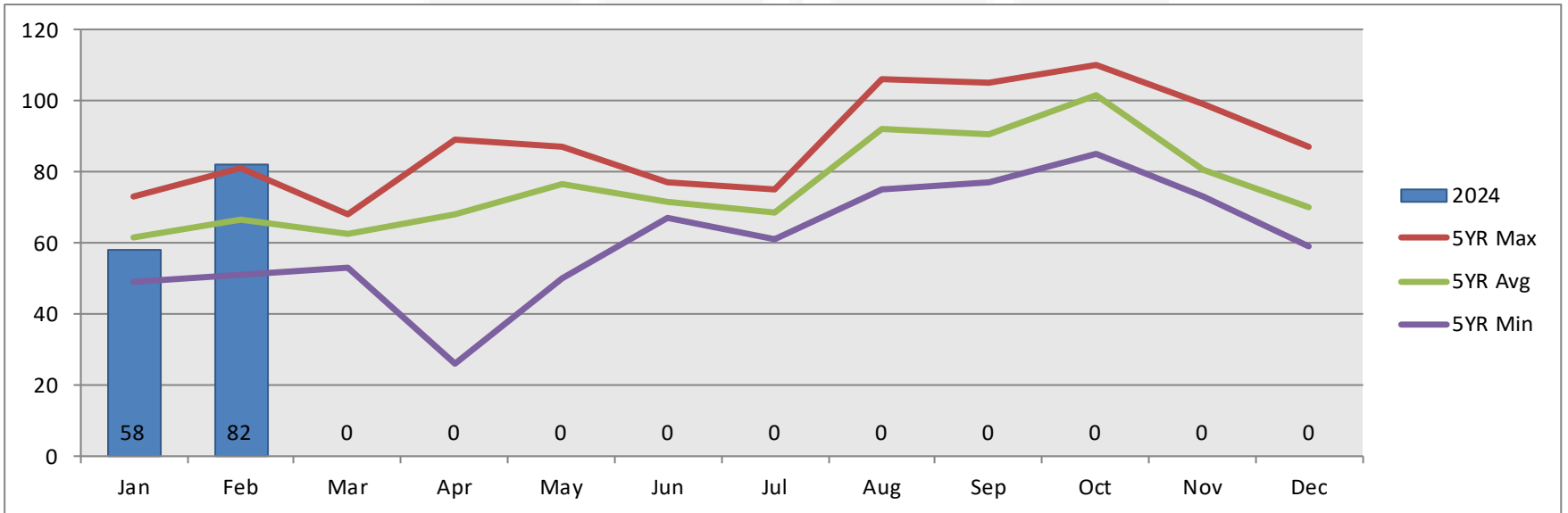
All Data As Of: 3/1/24 12:00 AM

➤ The number of preventable traffic accidents in February 2024 was 23.1% above the 5 year average.

➤ Number may change as data entry corrections continue.

	Feb	Year to Date	Yearly Total
2019	51	111	945
2020	81	154	855
2021	54	103	965
2022	67	132	897
2023	80	141	891
2024	82	140	
% Change	+2.5%	-0.7%	+10.7%
Yearly Total Projection:			986

15.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	82	0	0	0	0	0	0	0	0	0	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 26 Feb 24
Thru:	Assistant Director Moldrup	Good report. This should be one that goes to Law Board. Copy to sign by staff as well. KMM 1.9.23 <i>This comprehensive report shows that the communications center is working very well, and it contains solutions to potential issues. Thank you Tyler! SH#18 1/4/24</i>
Thru:	Captain Hajek	
From:	Tyler Siefkes	
Position:	Communication Center Manager	Division: Support/Dispatch
Report Title:	Review of Emergency Line Performance Measurements	
Rpt Freq./Year:	Quarter 4/2023	
Policy #:	COMM 2.5.3	
Date:	01-02-2024	

The purpose of this report is to measure the effectiveness of the Emergency Communication Center's (ECC) answering and processing of emergency line calls. CALEA COMM Standard 2.5.2 requires the agency to establish performance measurements for processing times for all incoming emergency lines. This information can then be reviewed to identify any areas of improvement, adjust personnel allocation to adjust for call volume, and ensure a professional level of service at all times.

RCPD COMM Policy 2.5.2 establishes the performance measurement standard for Emergency Call Answering. The policy states:

1. Answering times for incoming emergency lines, to include Text-2-911 sessions, shall be measured against the National Emergency Numbers Association's (NENA) Standard for 9-1-1 Call Processing.
2. The standard states that Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) SHALL be answered within ($\leq$) fifteen (15) seconds. Ninety-five percent (95%) of all 9-1-1 calls SHOULD be answered within ($\leq$) twenty (20) seconds.

During the 4th quarter of 2023, the RCPD ECC exceeded the NENA standards defined above. Chart #1 below shows the Public Safety Answering Point (PSAP) Ring Time Report. This report is representative of the call-taker's experience with ring-to-answer being measured from the time of call presentation at the console to the time of agency answer (reported in seconds).

RILEY COUNTY POLICE DEPARTMENT Report Submission

Call Hour	Ring Times In Seconds							Total	Avg. Duration	% with Ring			
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+			≤ 10 Secs	≤ 15 Secs	≤ 20 Secs	≤ 40 Secs
00:00	139	0	0	0	0	0	0	139	177.2	100.00 %	100.00 %	100.00 %	100.00 %
01:00	118	0	0	0	0	0	0	118	183.9	100.00 %	100.00 %	100.00 %	100.00 %
02:00	120	0	0	0	0	0	0	120	184.4	100.00 %	100.00 %	100.00 %	100.00 %
03:00	77	0	0	0	0	0	0	77	176.6	100.00 %	100.00 %	100.00 %	100.00 %
04:00	50	0	0	0	0	0	0	50	170.3	100.00 %	100.00 %	100.00 %	100.00 %
05:00	68	0	0	0	0	0	0	68	185.2	100.00 %	100.00 %	100.00 %	100.00 %
06:00	84	0	0	0	0	0	0	84	149.2	100.00 %	100.00 %	100.00 %	100.00 %
07:00	174	0	0	0	0	0	0	174	114.2	100.00 %	100.00 %	100.00 %	100.00 %
08:00	207	0	0	0	0	0	0	207	117.5	100.00 %	100.00 %	100.00 %	100.00 %
09:00	197	0	0	0	0	0	0	197	120.4	100.00 %	100.00 %	100.00 %	100.00 %
10:00	184	0	0	0	0	0	0	184	115.3	100.00 %	100.00 %	100.00 %	100.00 %
11:00	216	0	0	0	0	0	0	216	117.8	100.00 %	100.00 %	100.00 %	100.00 %
12:00	246	0	0	0	0	0	0	246	137.3	100.00 %	100.00 %	100.00 %	100.00 %
13:00	236	0	0	0	0	0	0	236	112.6	100.00 %	100.00 %	100.00 %	100.00 %
14:00	248	0	0	0	0	0	0	248	133.8	100.00 %	100.00 %	100.00 %	100.00 %
15:00	231	0	0	0	0	0	0	231	129.5	100.00 %	100.00 %	100.00 %	100.00 %
16:00	273	0	0	0	0	0	0	273	136.5	100.00 %	100.00 %	100.00 %	100.00 %
17:00	296	0	0	0	0	0	0	296	132.6	100.00 %	100.00 %	100.00 %	100.00 %
18:00	278	0	0	0	0	0	0	278	136.7	100.00 %	100.00 %	100.00 %	100.00 %
19:00	248	0	0	0	0	0	0	248	149.0	100.00 %	100.00 %	100.00 %	100.00 %
20:00	221	0	0	0	0	0	0	221	161.9	100.00 %	100.00 %	100.00 %	100.00 %
21:00	228	0	0	0	0	0	0	228	156.6	100.00 %	100.00 %	100.00 %	100.00 %
22:00	173	0	0	0	0	0	0	173	147.4	100.00 %	100.00 %	100.00 %	100.00 %
23:00	147	0	0	0	0	0	0	147	161.2	100.00 %	100.00 %	100.00 %	100.00 %
Total:	4,459	0	0	0	0	0	0	4,459	140.4	100.00 %	100.00 %	100.00 %	100.00 %
Overall %:	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						

Chart #2 below shows the PSAP Answer Time Report, which is representative of the caller's answer time experience. Seizure-to-answer time is measured from the time of call seizure to the time of agent answer. Times shown include setup and ring seconds. It should be noted that differences from the chart above occur due to the time it takes to deliver the call to the PSAP. Even with added delivery time, the Riley County ECC is still exceeding NENA standards.

Call Hour	Answer Times In Seconds							Total	Avg. Duration	% Answered			
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+			≤ 10 Secs	≤ 15 Secs	≤ 20 Secs	≤ 40 Secs
00:00	138	1	0	0	0	0	0	139	177.2	99.28 %	100.00 %	100.00 %	100.00 %
01:00	118	0	0	0	0	0	0	118	183.9	100.00 %	100.00 %	100.00 %	100.00 %
02:00	120	0	0	0	0	0	0	120	184.4	100.00 %	100.00 %	100.00 %	100.00 %
03:00	78	0	0	0	0	0	0	78	193.5	100.00 %	100.00 %	100.00 %	100.00 %
04:00	49	1	0	0	0	0	0	50	170.3	98.00 %	100.00 %	100.00 %	100.00 %
05:00	68	0	0	0	0	0	0	68	185.2	100.00 %	100.00 %	100.00 %	100.00 %
06:00	85	0	0	0	0	0	0	85	179.4	100.00 %	100.00 %	100.00 %	100.00 %
07:00	175	0	1	0	0	0	0	176	122.8	99.43 %	99.43 %	100.00 %	100.00 %
08:00	207	1	1	0	0	0	0	209	123.4	99.04 %	99.52 %	100.00 %	100.00 %
09:00	196	1	0	0	0	0	0	197	120.4	99.49 %	100.00 %	100.00 %	100.00 %
10:00	182	4	0	0	0	0	0	186	115.4	97.85 %	100.00 %	100.00 %	100.00 %
11:00	217	0	0	0	0	0	0	217	123.0	100.00 %	100.00 %	100.00 %	100.00 %
12:00	243	1	2	0	0	0	0	246	137.3	98.78 %	99.19 %	100.00 %	100.00 %
13:00	233	3	0	0	0	0	0	236	112.6	98.73 %	100.00 %	100.00 %	100.00 %
14:00	242	5	1	1	0	0	0	249	133.5	97.19 %	99.20 %	99.60 %	100.00 %
15:00	230	2	0	0	0	0	0	232	129.8	99.14 %	100.00 %	100.00 %	100.00 %
16:00	272	2	0	0	0	0	0	274	136.3	99.27 %	100.00 %	100.00 %	100.00 %
17:00	294	2	0	0	0	0	0	296	132.6	99.32 %	100.00 %	100.00 %	100.00 %
18:00	278	0	0	0	0	0	0	278	136.7	100.00 %	100.00 %	100.00 %	100.00 %
19:00	254	0	0	0	0	0	0	254	155.5	100.00 %	100.00 %	100.00 %	100.00 %
20:00	220	2	1	0	0	0	0	223	167.2	98.65 %	99.55 %	100.00 %	100.00 %
21:00	228	0	0	0	0	0	0	228	156.6	100.00 %	100.00 %	100.00 %	100.00 %
22:00	174	0	0	0	0	0	0	174	152.4	100.00 %	100.00 %	100.00 %	100.00 %
23:00	148	0	0	0	0	0	0	148	167.2	100.00 %	100.00 %	100.00 %	100.00 %
Total:	4,449	25	6	1	0	0	0	4,481	143.1	99.29 %	99.84 %	99.98 %	100.00 %
Overall %:	99.29%	0.56%	0.13%	0.02%	0.00%	0.00%	0.00%						

The final chart shows the number of incoming calls to the Vesta 9-1-1 handling system by hour and day of the week. The figures include 911 voice and text calls, administrative line calls handled on the Vesta system, and abandoned 911 calls (911 calls placed but disconnected prior to display or answer on the Vesta). Emergency call volumes continued to decrease (1,232) from the previous quarter and peak hours continue to trend toward the afternoon and early evening. In 2024, dispatch will be staffed with additional personnel working at 1400-0200 split shift to help with the peak hours.

RILEY COUNTY POLICE DEPARTMENT Report Submission

Call Hour	Count	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
00:00	Total	37	25	25	31	15	29	36	198
01:00	Total	39	21	8	21	20	10	31	150
02:00	Total	49	15	13	7	16	27	51	178
03:00	Total	31	18	14	14	12	8	20	117
04:00	Total	10	11	6	24	8	8	8	75
05:00	Total	22	16	11	18	12	23	18	120
06:00	Total	12	22	19	19	12	30	21	135
07:00	Total	20	43	34	47	40	40	18	242
08:00	Total	30	45	52	43	56	52	28	306
09:00	Total	42	32	58	75	55	61	44	367
10:00	Total	44	38	50	68	43	38	45	326
11:00	Total	42	58	77	45	59	43	50	374
12:00	Total	30	75	36	54	56	71	56	378
13:00	Total	57	49	56	66	44	48	54	374
14:00	Total	39	52	45	53	52	59	50	350
15:00	Total	23	53	39	67	41	52	48	323
16:00	Total	38	43	42	79	70	47	51	370
17:00	Total	38	58	59	62	63	66	49	395
18:00	Total	39	42	63	66	60	46	58	374
19:00	Total	45	63	42	50	54	44	52	350
20:00	Total	32	28	47	32	39	58	56	292
21:00	Total	39	35	44	42	45	51	61	317
22:00	Total	26	42	26	19	35	31	49	228
23:00	Total	15	24	24	20	41	30	49	203
	Total	799	908	890	1,022	948	972	1,003	6,542

COMM Policy 2.5.2 also establishes the performance measurement standard for Emergency Call Processing. The policy states:

1. The standard for Emergency Call processing is to accomplish the following tasks within 60 seconds of receipt of the phone call 90 percent of the time:
 - a. Obtain and verify the location of the emergency;
 - b. Obtain and verify the callback phone number from the person making the call;
 - c. Determine the nature of the incident or emergency, and;
 - d. Selection and assignment of the appropriate response to the incident.

The above points are scrutinized monthly by reviewing Priority 1 CAD calls. Priority 1 incidents are defined by RCPD Policy 81.2.6 as those for which “a threat to human life exists and necessitates an immediate response by an officer. The primary responding officer may be authorized an emergency response.” Priority 1 calls also include any medical and fire calls receiving an emergent response.

The below chart indicates the number of Priority 1 incidents dispatched for each call type (fire, law, medical) during the quarter. It should be noted that some incidents (injury accidents, respiratory and cardiac arrests, structure fires, suicide attempts, etc.) are counted multiple times depending upon scene circumstances.

Seconds	Fire	Law	Medical	Totals
0-60	172 (91%)	48 (84%)	370 (96%)	590 (93%)
61-90	15 (8%)	4 (7%)	15 (4%)	34 (5%)
91+	2 (1%)	5 (9%)	2 (1%)	9 (1%)
Call Totals	189	57	387	633

In the 4th quarter of 2023, the ECC met the dispatching goal for Priority 1 calls. Improvement was made in each of the three disciplines with the number of fire calls dispatched in 0-60 seconds improving by five percent from the previous quarter. Law incidents dispatched in under 60 seconds also saw an improvement of eight percent. I believe the improved performance was a result of a couple key factors:

- 1) Dispatch Supervisors working with individual dispatchers struggling with timeliness of dispatching; and,
- 2) Implementation of further CAD Response Plans which simplify the dispatching process.

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Staffing remains a critical component to the timeliness of dispatching as more dispatchers on the floor means less need for multi-tasking between taking the call and dispatching the call. It will be necessary for a Dispatcher II hiring process as soon as possible in 2024.

Respectfully Submitted,
CCM Tyler Siefkes

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 6 Mar 24
Thru:	Assistant Director Moldrup	KMM 3.4.24
From:	Lieutenant Daryl Ascher	
Position:	Internal Affairs	Division: Office of the Director
Report Title:	Internal Affairs Annual Summary	
Rpt Freq./Year:	Annual / 2023	
Policy #:	26.2.5	
Date:	February 29, 2024	

Policy:

The Internal Affairs Officer will complete and submit to the Director an annual overview. This report will recap the past year's activities, a statistical analysis, analysis of complaint areas, and resolution of cases.

Investigations:

In 2023, the Internal Affairs Section received twenty (22) cases for investigation:

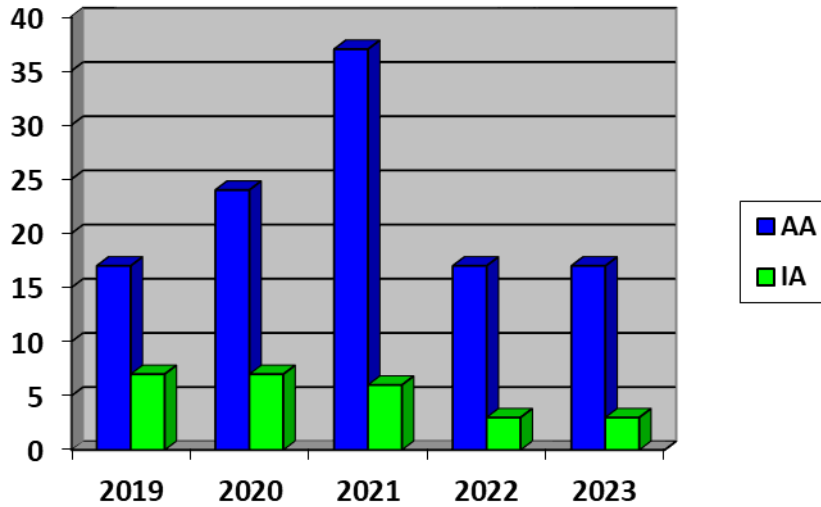
- Three (3) cases were reported by members of the public and involved:
 1. (2) Police Officers
 2. (1) Correction Officers
 3. (0) Support/Professional Staff
 4. (0) Communication Staff
- Seventeen (17) cases were reported internally and involved:
 1. (10) Police Officers
 2. (6) Corrections Officers
 3. (1) Support/Professional Staff
 4. (2) Communication Staff

Total Internal Affairs (IA) and Administrative Action (AA) reports for Past Five Years:

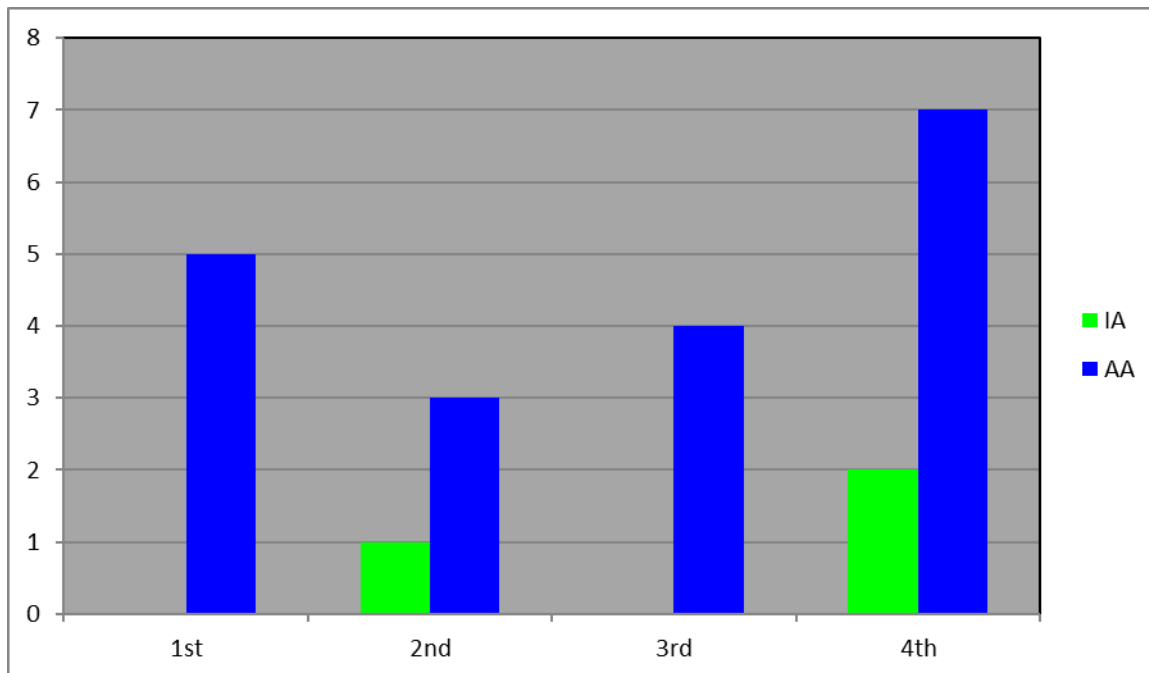
	<u>IA</u>	<u>AA</u>	<u>Total</u>
• 2019	7	17	24
• 2020	7	24	31
• 2021	6	37	43
• 2022	3	17	20
• 2023	3	17	21

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The following chart details the last five (5) years of Internal Affairs cases:



The following chart details complaints by Quarter for 2023:



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2023 Types of Complaints Received and findings

Allegations	Allegation Total	Unfounded	Exonerated	Unsubstantiated	Improper Conduct	Disposition Pending
Failure to Take Appropriate Action	2		1	1		
Obedience to Policies	6		1	2	3	
Core Value	2				2	
Collection of Evidence Property	1				1	
Reporting for Duty	2				2	
Use of Force	1		1			
Submission of Reports						
Courtesy	1				1	
Operation of Department Vehicles	2				2	
Neglect of Duty						
Dissemination of Information	1		1			
Misdemeanor Crime						
Escape of Prisoners						
General Rules of Conduct	5			2	3	
Supervision						
Abuse of Alcohol While Off-Duty						
Use of Department Computer						
Discrimination						
38Felony Crime						
Insubordination						
Immoral Conduct						
Conformance to Laws	1	1				
Unprofessional Conduct	1				1	
Truthfulness	1				1	
Transmission of Messages	1				1	
Unwanted Harassment	3			3		
Public Statements	2			2		
Reporting Policy Violations	2			2		

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RILEY COUNTY POLICE DEPARTMENT

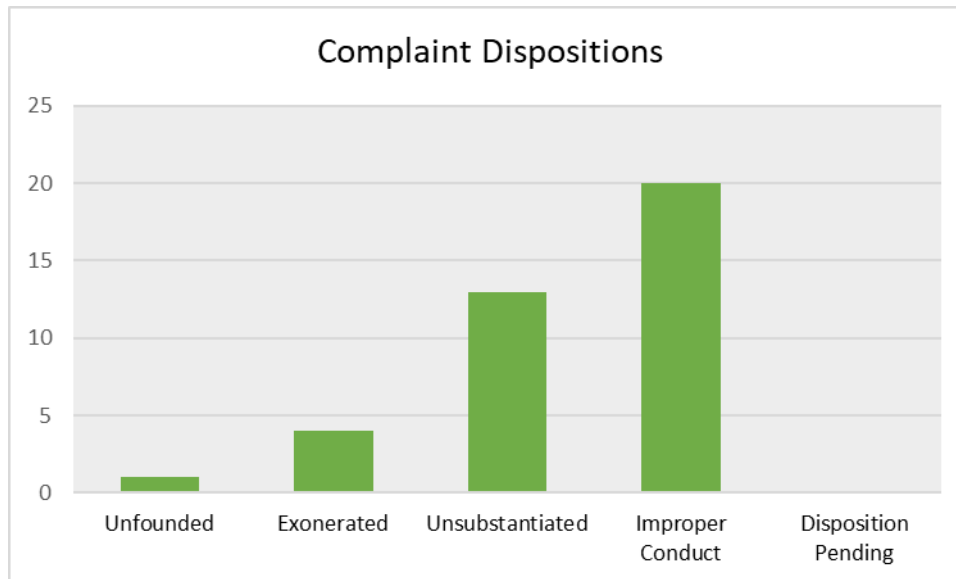
Report Submission

Reporting Internal Relationship	2				2	
Misuse of Sick Leave	1				1	
Alcoholic Beverage on Property	1			1		
Total:	38	1	4	13	20	

Allegations Reflected

There was a total of three (3) Internal Affairs investigation initiated because of allegations made by the public. There was a total of seventeen (17) Administrative Action investigation initiated for internal review. Some of the complaints and/or investigations revealed the accusation of more than one policy violation. Due to the reflection of multiple violations within some investigations the number of charges may be greater than the total number of investigations. The number of personnel involved will also often be higher than the number of allegations because in some instances multiple agency members were involved.

Page 4 Chart	Allegation Dispos	Total
	Unfounded	1
	Exonerated	4
	Unsubstantiated	13
	Improper Conduct	20
	Disposition Pending	0



2023 Complaint Dispositions

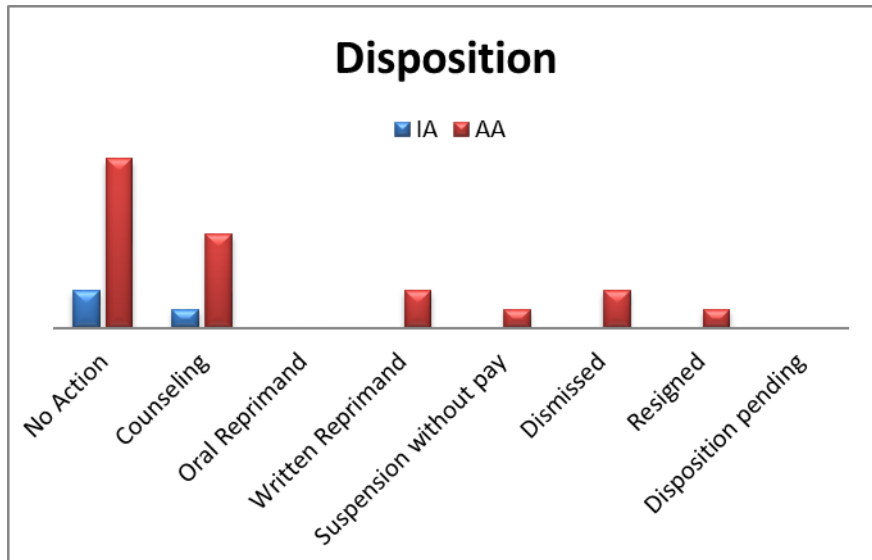
The previous graph indicates that most dispositions result in a finding of improper conduct. The reason for this is that a majority of the complaints received by the Internal Affairs Office are a result

RILEY COUNTY POLICE DEPARTMENT

Report Submission

of Administrative Action investigations initiated by an internal investigation and not the result of an outside complaint. Most of the incidents in which were investigated revolved around a policy violation that had occurred and a supervisor reported the violation taking place. The figures below also reinforce the previous information.

<u>Dispositions</u>	<u>IA</u>	<u>AA</u>
No Action	2	9
Counseling	1	5
Oral Reprimand	0	0
Written Reprimand	0	2
Suspension without pay	0	1
Dismissed	0	2
Resigned	0	1
Disposition pending	0	0
Total:	3	20



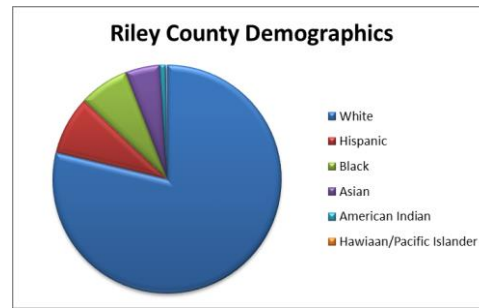
Demographics:

Our department is responsible for policing all of the Riley County area which is made up of 609 square miles. The 2020 US Census Bureau estimates the population for our policing area as 71,959 people and the race profile is as follows:

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Race	%
White	77.1
Hispanic	8.1
Black	6.9
Asian	4.8
American Indian	0.8
Hawiaian/Pacific Islander	0.2



Demographic Breakdown of Complaints by Race and Gender:

Race	Total
White	2
Hispanic	0
Black	1
Asian	0
Native American	0
Hawaiian/Pacific Islander	0

Gender	Total
Male	1
Female	2

In 2023, we received three (3) complaints from members of the public and in 2022 we received 3 complaints from the public. The 3 complaints from 2023 involved allegations that had to be investigated as actions which had the potential to contain multiple policy violations. Considering that during the calendar year 2023 RCPD received 48,179 calls for service the number of complaints from the public should be considered as very low. It should be understood that of the 48,179 calls for service 9,510 were playbook activities, 8790 were traffic stops and 974 were instances where an RCPD officer conducted a standby during a flight at the airport. Playbook activities are proactive crime fighting measures used by RCPD patrol personnel to place our uniformed personnel in places where past crime data suggests a crime may be more likely to occur or other activity which is utilized in an attempt to reduce crime. Playbook activities do not always include interaction with the public. It may or may not include interaction with the public and the department does not currently engage in tracking these interactions for that data. It should also be considered that if the playbook data was removed the total number of calls for service would be 38,669. The interaction with the public for these incidents may be limited to a simple phone interaction with a dispatcher. Alternatively, the call for service could require an officer or officers to interact with a large number of people. The data may also be misleading in regard to the number of people our officers interact in which no record exists. An example of this type of interaction may include someone approaching an officer with a question when they are out in public or simply a conversational interaction. The number of these types of interaction would be impossible to quantify or track appropriately at this time.

Our arrest data indicates that 1,894 people were arrested and booked into the Riley County Jail. Of the 1,894 people booked into the Riley County Jail 1699 were persons arrested by RCPD officers.

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The other 195 people were arrested by agencies other than RCPD. The Kansas Highway Patrol, the Pottawatomie County Sheriff's Office, and the Kansas State University Police Department share portions of RCPD's jurisdiction. The Kansas Highway Patrol arrested 46 people. The Kansas State University Police arrested 34 people, and the Pottawatomie Sheriff's Office arrested 24 people. The remaining 91 people were arrested by agencies throughout the state of Kansas. These arrest are attributed to outside agencies arresting these individuals as a result of an arrest warrant stemming from charges within Riley County which was investigated by RCPD. This arrest number includes probable cause arrests, warrant arrests and juveniles who were taken into custody. This number does not include those who issued a notice to appear, those who were forced to appear before a court under the power of a summons, those who were sentenced and remanded in our custody and those that were detained and released.

In reviewing the complaints filed and internal administrative action I found no alarming trends or patterns that would suggest bias. I would also conclude that due to the very low number of external complaints that the number is so low that statistical relevance may be questioned because of the low sample size.

Our department utilizes an Early Warning System (EWS) to identify employees who by virtue of engaging a pattern of behavior or misconduct may need active engagement to resolve an issue or issues. The criteria to initiate the EWS are to have two substantiated IA/AA complaints within a quarter or four substantiated IA/AA's in one year. In 2023, we initiated zero (0) EWS case based on the aforementioned criteria.

The following chart depicts how many members of the public or supervisors-initiated complaints against employees. Each complaint may involve only one allegation or multiple allegations of misconduct by an employee therefore the conclusion of facts may exceed the number of complaints.

CALEA Proof:

Complaints & Internal Affairs Investigations			
<u>External</u>	2021	2022	2023
Citizen Complaint	6	3	3
Improper Conduct	1	2	1
Unsubstantiated	3	0	0
Unfounded	1	0	0
Exonerated	1	1	2
<u>Internal</u>			
Internal Complaint	37	17	18

RILEY COUNTY POLICE DEPARTMENT**Report Submission**

Improper Conduct	32	14	8
Unsubstantiated	2	2	6
Unfounded	0	0	1
Exonerated	3	1	3

Application: 4225170207

Tim Schuck - tschuck@rileycountypolice.org
KASFR - Annual Report 2023

Summary

ID: 4225170207

Last submitted: Mar 4 2024 08:15 AM (CST)

Kansas Asset Seizure and Forfeiture Annual Financial Report

Completed - Mar 4 2024

KASFR - Annual Financial Report

Calendar Year

2023

ORI:

KS0810000 RILEY COUNTY PD

Agency Information

Mailing Address	1001 S Seth Child Rd
City	Manhattan
State	Kansas
Zip	66502

STATE FORFEITURE

State - Beginning account balance as of January 1 (\$):

186822.25

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

State - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

11797

State - Interest income (\$):

8603.81

State - Proceeds from sale of forfeited property (\$):

Total of all deposits to your state forfeiture fund from selling forfeited property.

5310.9

State - Other Deposits

Total of all other deposits to your state forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc. Please note, this should ONLY include deposits related to civil forfeiture.

3035

State - Other deposits - Describe

Please describe what the other deposits as reported in previous question were for, including the dollar amounts.

Please note, this should ONLY include deposits related to civil forfeiture.

For example:

\$1500 - vest grant reimbursement

\$1000 - administrative fee

3035 -22-004901

State - Drug Tax

NEW! Total of any drug tax deposited in your state forfeiture fund.

Previously, agencies were asked to exclude drug tax from this reporting as it is not civil forfeiture funds. For the ease of reporting, we have added this field for agencies to be able to report any drug tax that is in the same account as their forfeiture funds, so that the reported balance reflects the agency's true balance in that account. If your forfeiture fund contains drug tax, please use the following instructions:

- **State - Beginning account balance** - This field should match 2022 ending account balance.
- **State - Drug Tax** - Any drug tax deposited in 2023 + any drug tax previously excluded from the annual reporting.
- **State - Ending account balance** - This field should match your actual ending account balance as of December 31, 2023 after you have added drug tax back in.
- **Comments** - If you have included any drug tax from a prior year, please include the amount in the comments box on the final page of the report. For example "\$500 of reported drug tax deposits is from prior years."

By following the instructions listed above, your beginning and ending balance should match your actual beginning and ending balance going forward.

0

Total Deposits

\$28746.71

Expenditures from the special law enforcement trust fund/forfeiture fund (\$):

Refer to K.S.A. 60-4117 for acceptable use of state civil forfeiture funds

State - LE operations (A)	0
State - Evidence purchase funds (A)	0
State - Overtime (A)	0
State - Training expenses (B)	5395
State - Building & Facilities (C)	0
State - Law enforcement equipment (D)	14500
State - Vehicles (D)	0
State - Joint LE/Non-LE use (E)	0
State - Administrative/multi-use equipment (E)	0
State - Professional services (F)	0
State - Travel Expenses (G)	7788.28
State - Employee/Partner/Citizen recognitions (H)	0
State - Prevention/awareness programs (I)	0
State - Grant match (J)	0
State - Transfers to other LE agencies (K)	0

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Total cost of forfeiture action: Safekeeping, publication, plaintiff's attorney fees, etc.

Total of all fees paid from forfeiture fund for forfeiture action

3183.25

Drug Tax Expenditures

NEW! Total drug tax revenue that was spent out of this fund. Note, drug tax revenue is not civil forfeiture money, therefore the spending of this money should be reported separately from the state forfeiture expenditure categories above.

0

Total year's expenditures (\$):

30866.53

State - Ending account balance as of December 31 (\$):

184702.43

Difference (\$):

If there is a difference other than \$0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of \$0.00.

\$0.00

State - Estimated value of property converted to agency use (\$):

Total property that is forfeited and converted to agency use during the reporting period. Please note that this also includes property awarded to your agency that has not yet been sold.

0

State - Firearms destroyed (\$):

Total estimated value of all civil forfeiture related firearms destroyed during reporting period.

2761

Forfeited currency not yet received or deposited by December 31 (\$):

Total value of currency that was forfeited during the reporting period but not physically deposited by the end of the year due to an ongoing criminal case, shared proceeds not yet received, or any other reason. ***This value should not be included in your ending balance.**

0

PENDING STATE FORFEITURE

This holding account is used to track currency from the point it was seized through disposition. Even if you do not have an actual pending account, you should still report seized currency as if it were in an account. To assist with reporting this, we have added some explanations for each field below.

Pending - Beginning account balance as of January 1 (\$):

The total of any seized currency that had not yet been forfeited as of January 1, 2023.

0

Pending - Total year's deposits (\$):

The total amount of currency that was seized in 2023, regardless of whether it was also forfeited in 2023 or not.

0

Pending - Interest income (\$):

Any interest accrued, if applicable.

0

Pending - Total year's transfers (\$):

The total amount of currency that received a disposition in 2023 and is no longer pending forfeiture as of December 31, 2023.

0

Pending - Ending account balance as of December 31 (\$):

The total seized currency that as of December 31, 2023 had not yet received a disposition.

0

Difference (\$):

If there is a difference other than \$0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of \$0.00.

\$0.00

Property Pending State Forfeiture:

Pending - Estimated value of property held as of December 31 (\$):

0

FEDERAL FORFEITURE

Federal - Beginning account balance as of January 1 (\$):

159315.25

Federal - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

0

Federal - Interest income (\$):

6701.39

Federal - Proceeds from sale of forfeited property (\$):

Total of all deposits to your federal forfeiture fund from selling forfeited property.

0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Federal - Other Deposits (\$):

Total of all other deposits to your federal forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc. Please note, this should ONLY include deposits related to civil forfeiture.

0

Federal - Other Deposits - Describe:

Please describe what the other deposits as reported in previous question were for, including the dollar amounts. Please note, this should ONLY include deposits related to civil forfeiture.

For example:

- \$1500 - vest grant reimbursement
- \$1000 - administrative fee

0

Federal - Total Deposits

\$6701.39

Expenditures from the federal forfeiture fund (\$):

Refer to the U.S Department of Justice's Guide to Equitable Sharing, Use of Shared Funds, for acceptable use of state civil forfeiture funds

Federal - Law enforcement operations and investigations (a)	0
Federal - Evidence purchase (a)	0
Federal - Training and education (b)	0
Federal - Law enforcement, public safety and detention facilities (c)	0
Federal - Law enforcement equipment (d)	30998.45
Federal - Vehicles (d)	19000
Federal - Joint law enforcement/public safety operations (e)	0
Federal - Contracting for services (f)	0
Federal - Law enforcement travel and per diem (g)	0
Federal - Law enforcement awards and memorials (h)	0
Federal - Drug, gang and other education or awareness programs (i)	0
Federal - Matching grants (j)	0
Federal - Support of community-based programs (k)	0
Federal - Non-categorized expenditures/other	0
Federal - Transfers to other participating LE agencies (With appropriate Waiver)	0
Federal - Salaries (Appropriate Exception Required)	0
Federal - Overtime (Appropriate Exception Required)	0

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)

Federal - Total year's expenditures:

49998.45

Federal - Ending account balance as of December 31 (\$):

116018.19

Federal - Difference

\$0.00

Federal - Estimated value of property converted to agency use (\$):

0

Federal - Firearms destroyed (\$):

0

Comments:

(No response)

Esignature (submitter):A handwritten signature in black ink that reads "Jennifer Reifschneider". The signature is written in a cursive, flowing style.

Printed Name (submitter):

Jennifer Reifschneider

Email Address (submitter):

jreifschneider@rileycountypolice.org

Phone Number (submitter):

785-473-2307

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

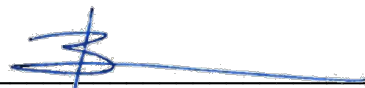
Police Officer Nicolas Dugan

The Riley County Police Department Life Saving Award is presented to Police Officer Nicolas Dugan in recognition of his efforts and dedication to duty while providing critical lifesaving assistance. On November 7, 2023, Officer Nicolas Dugan displayed exceptional responsiveness when he responded to a distress call at Tuttle Terrace, Manhattan, KS, involving an unresponsive 25-year-old male who had stopped breathing. Upon arriving at the scene, Officer Dugan promptly engaged with multiple individuals, including Former VFW Post #1786 Commander Daniel Watkins, who was attempting CPR on the unconscious individual.

Officer Dugan assumed control of the life-saving efforts, which included adjusting the unresponsive male's air way and performing chest compressions. Through his diligent efforts, the individual began exhibiting signs of life and started breathing, albeit faintly. Without the collaborative efforts of both Daniel Watkins and Officer Dugan in administering life-saving measures and providing critical information to EMS, the outcome could have been tragically different. In recognition of his outstanding actions which resulted in the preservation of life, it is with honor that I present this Life Saving Award to Police Officer Nicolas Dugan.

Presented this 18th day of March 2024




 Brian R. Peete
 Director
 Riley County Police Department



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Director Brian R. Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

March 18, 2024

RE: Letter of Appreciation

Dear Daniel Watkins,

On November 7, 2023, Officer Nicolas Dugan of the Riley County Police Department answered a distress call at Tuttle Terrace in Manhattan, KS. The call involved a 25-year-old male who was unresponsive and not breathing. Upon reaching the location, Officer Dugan interacted with several individuals, including yourself, who was administering CPR on the unconscious individual.

Officer Dugan assumed control of the life-saving efforts, which included adjusting the unresponsive male's air way and performing chest compressions. Sometime after, the individual began exhibiting signs of life and started breathing, albeit faintly. Without the collaborative efforts of you and Officer Dugan in administering life-saving measures and providing critical information to EMS, the outcome could have been tragically different.

In cases such as this, the initiation of resuscitation efforts as quickly as possible is essential for survival. On behalf of the entire department, I would like to express my deepest gratitude to you for your indispensable role which resulted in the preservation of life.

Sincerely,

Brian R. Peete
Director
Riley County Police Department



RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatch Supervisor Kimberly Boyda

The Riley County Police Department Life Saving Award is presented to Dispatch Supervisor Kimberly Boyda in recognition of her efforts and dedication to duty while providing critical lifesaving assistance. On November 10, 2023, Dispatch Supervisor Boyda answered a 911 call regarding a 61-year-old female who was choking on food. During the call, the female could be heard in the background coughing and struggling to breathe; however, as the call continued, the coughing stopped and the female's breathing status came into question. Dispatch Supervisor Boyda adeptly switched to the dispatch life-saving instructions protocol and promptly guided the caller through the Heimlich maneuver. This swift action effectively cleared the airway obstruction, stabilizing the female's condition until Riley County Emergency Medical Services (EMS) and first responders arrived. Riley County EMS Assistant Director Josh Gering acknowledged the critical nature of the situation, confirming the effectiveness of the Heimlich maneuver in clearing the fully obstructed airway.

It is important to recognize that the effectiveness of the Heimlich maneuver decreases over time as the person becomes more deprived of oxygen. The importance of acting quickly cannot be overstated. Doing so increases the chances of successfully clearing the airway before serious complications arise. For Dispatch Supervisor Boyda's decisive response which played a pivotal role in preserving life during this choking emergency, it is my honor to present this Life Saving Award to Dispatch Supervisor Kimberly Boyda.

Presented this 18th day of March 2024




 Brian R. Peete
 Director
 Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatch Supervisor Kimberly Boyda

The Riley County Police Department Life Saving Award is presented to Dispatch Supervisor Kimberly Boyda in recognition of her efforts and dedication to duty while providing critical lifesaving assistance. On November 15, 2023, at approximately 12:15 PM, Dispatch Supervisor Boyda demonstrated exemplary performance when she received an abandoned 911 call. Upon reconnecting with the caller, Dispatch Supervisor Boyda spoke with a distressed female reporting that her husband had lost consciousness and she was unable to revive him. During the course of the call, the caller expressed concern that her husband might not be breathing. Dispatch Supervisor Boyda promptly utilized the PROQA software to initiate life-saving instructions (CPR). After initiating chest compressions, the caller noticed signs of potential breathing, but Dispatch Supervisor Boyda accurately recognized the situation as agonal breathing and instructed the caller to continue chest compressions. CPR was diligently administered for an additional four minutes until Police Officer Brian Dow and Emergency Medical Services (EMS) personnel arrived on the scene. Emergency Medical Services Assistant Director Josh Gering commended Dispatch Supervisor Boyda's handling of the situation, acknowledging that her prompt administration of CPR likely contributed to the individual's survival.

The actions of Dispatcher Supervisor Boyda contributed significantly to saving the life of a member of our community. She responded to this incident with professionalism, and she performed in a manner that exemplified the Department's training standards. On behalf of the citizens of Manhattan and Riley County it is my honor to present this Life Saving Award to Dispatch Supervisor Kimberly Boyda.

Presented this 18th day of March 2024




 Brian R. Peete
 Director
 Riley County Police Department



Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services;

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property;

WHEREAS, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the police-fire communications center;

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services;

WHEREAS; Public Safety Dispatchers are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and ensuring their safety;

WHEREAS; Public Safety Dispatchers of the Riley County Police Department have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients;

WHEREAS; each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year;

THEREFORE, BE IT RESOLVED, that all citizens of Manhattan and Riley County observe the week of April 14th through April 20th, 2024 as National Public Safety Telecommunications Week, in honor of the men and women whose diligence and professionalism keep our city, county and citizens safe.

John E. Matta
Chair of the Riley County Law Board

Attachment: 03-18-2024 Law Board Packet- Amended (14017 : Law Board Meeting Agenda)



Fake Patty's Day Analysis 2024

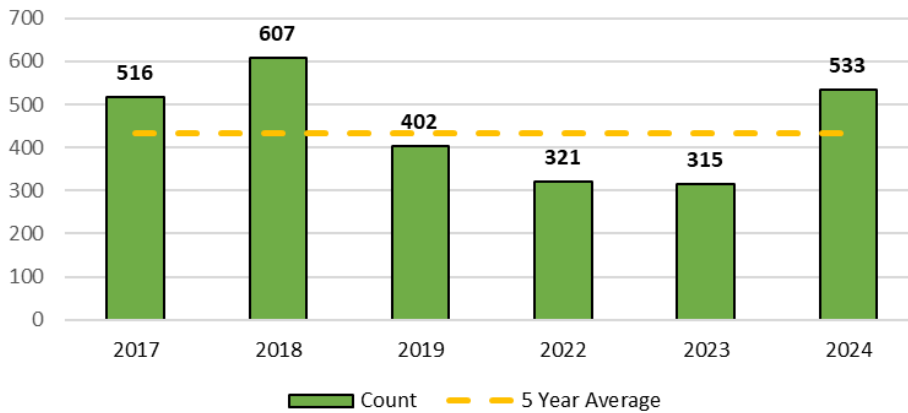
Note:

This report will compare the counts of calls for service, law reports, citations, and arrests that occurred over Fake Patty's Day in 2024 compared to past years. For this report, 2017 – 2019 & 2022, 2023 will be used as the comparison years due to the impact that COVID-19 had on the activities in 2020 and 2021. The time period for the Fake Patty's Day statistics are from Friday at 7 PM to Sunday at 6 AM. Anything that occurred or was reported during that time in Riley County is included in this report. This data was pulled on March 6 - 8, 2024, any corrections that occur in the records management system beyond this date will not be reflected in this report.

All Calls for Law Enforcement

All Calls for Service During Fake Patty's Day

Friday at 7 PM - Sunday at 6 AM



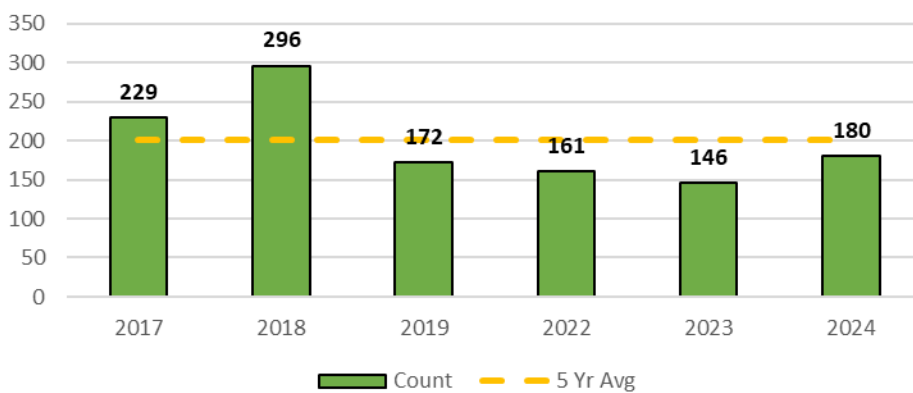
Top 5 Call for Service Natures

Call Nature	2017	2018	2019	2022	2023	2024	Total
TRAFFIC STOP	97	120	113	47	41	53	471
ALCH-MIP/MIC	51	76	43	9	6	22	207
ALCH-OPEN CONT	6	7	1	18	27	111	170
WELFARE CHECK	48	35	23	12	27	16	161
PARKING PROBLEM	38	35	30	16	11	27	157

Citizen Initiated Law Calls for Service

Citizen Initiated Law Calls for Service during Fake Patty's Day

Friday at 7 PM - Sunday at 6 AM



Top 5 Citizen Initiated Law Call for Service Natures

Call Nature	2017	2018	2019	2022	2023	2024	Total
PARKING PROBLEM	30	31	26	10	6	18	121
WELFARE CHECK	29	30	18	11	16	10	114
DIST-PEAC/NOISE	17	27	16	10	10	14	94
UNWANTED SUBJ	15	14	7	10	10	14	70
ACCIDENT-NONINJ	12	14	13	7	8	10	64

Law Calls for Service Summary

The chart to the left shows the number of calls for service that law enforcement responded to during Fake Patty's Day by year. This includes both officer initiated and citizen initiated calls. The yellow dotted line shows the 5-year average of 432.2 calls for service.

This chart shows that 2024 was above the 5-year average (up 23.3%). Comparing 2024 to last year there was a 69.2% increase.

Historically, Traffic Stop was the top call nature during this event followed by Minors in Possession and Open Container. In 2024, Open Container was the top call nature (111 calls) followed by Public Contact (63 calls).

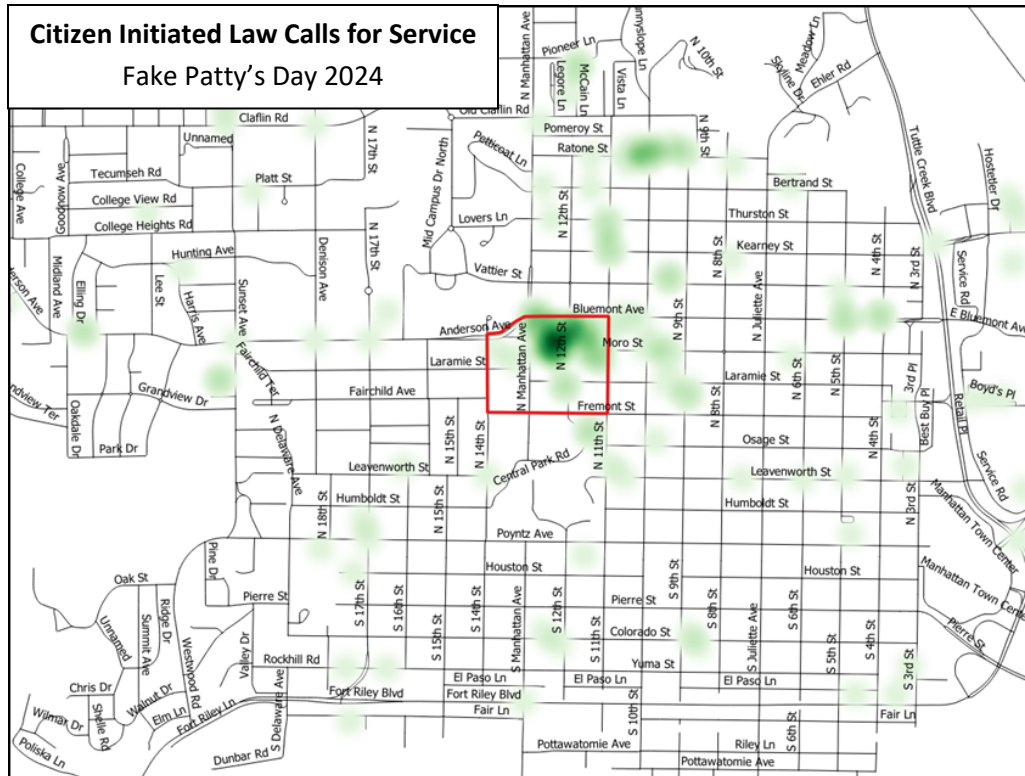
Citizen Initiated Law Calls for Service Summary

This section focuses on the law calls for service that were received from citizens, so it excludes all officer-initiated calls. The 5-year average for citizen-initiated law calls was 200.8 (displayed as the yellow dashed line on the chart).

2024 was below the 5-year average for citizen-initiated law calls from service (down 10.4%). Compared to last year, there was a 23.3% increase. This did break the downward trend that had occurred since 2019.

Parking problem, unwanted subject, and noise complaints were the top citizen-initiated call natures in 2024.

On the next page, you will find a map with the citizen-initiated law calls visualized.



Reports Filed Excluding Alcohol Violations

Reports Filed during Fake Patty's Day (excludes alcohol violations)

Friday at 7 PM - Sunday at 6 AM

Year	Other Law Report	Part I Property	Part I Violent	Total
2017	78	6	3	87
2018	88	15	2	105
2019	47	5	1	53
2022	37	3	2	42
2023	37	6	2	45
2024	56	4	2	62

Top 5 Offenses during Fake Patty's Day by Year							
Offense Description	2017	2018	2019	2022	2023	2024	Total
FOUND PROPERTY	16	16	2	5	8	5	52
DRUGS-POSSESSION	17	14	7	2	2	5	47
BATTERY-SIMPLE	9	3	7	3	4	10	36
DUI-ALCOHOL OR DRUGS	5	11	8	3	4	1	32
DISORDERLY CONDUCT	6	4	1	3	1	6	21

Reports Filed Summary

The top 5 offenses in 2024 during Fake Patty's Day were battery-simple, disorderly conduct, drugs-possession, interference/obstruction, and found property.

Citations

This section counts the number of citations that were issued during Fake Patty's Day by year. This includes traffic, parking, misdemeanor, and ordinance citations.

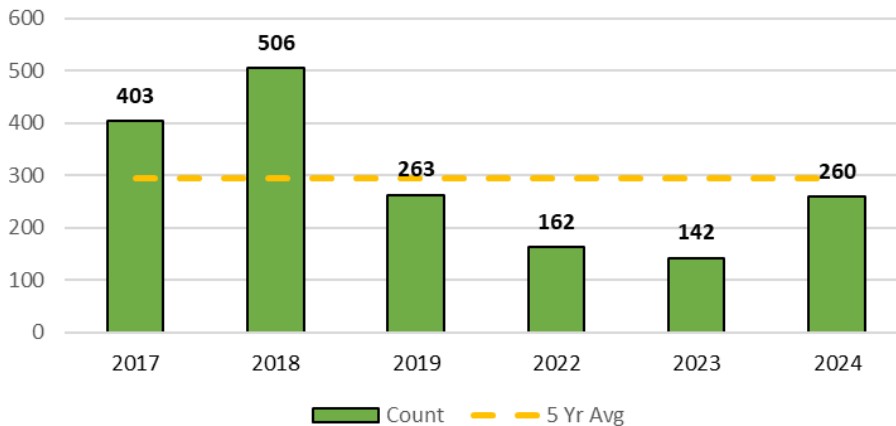
Citations Summary

Looking at the number of citations issued during Fake Patty's Day, 2024 was 11.9% below the 5-year average (average was 295.2). Compared to 2023, there was an increase of 83.1%.

For citation offenses, historically Open Container was the most cited. In 2024, the top offense was consistent with past years with 107 Open Container offenses. This is followed by Stop, Stand Prohibited in Certain Places, and Possession or Consumption of Alcohol by a Minor.

Citations Issued during Fake Patty's Day

Friday at 7 PM - Sunday at 6 AM



Top 5 Citation Offenses during Fake Patty's Day

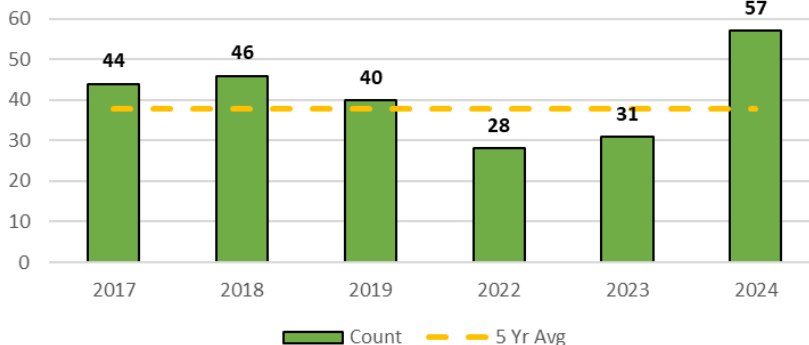
Citation Offenses	2017	2018	2019	2022	2023	2024	Total
POSSESS OPEN CONTAINER PUBLIC	123	226	61	16	20	107	553
STOP, STAND PROHIB-CERT PLACES	48	50	43	18	25	47	231
POSSESSION OR CONSUMPTION OF ALCOHOL BY MINOR	48	53	24	18	26	40	209
PARKED ON PRIVATE PROPERTY	81	40	23	3	17	13	177
MINOR OBTAIN OR PURCHASE ALCHOL/CMB	9	33	25	0	0	6	73

Custody Arrests – All Agencies

This section shows the number of custody arrests that were made during the Fake Patty's Day time by all agencies. This includes the agencies RCPD, Kansas Highway Patrol, and Kansas State University Police who had a larger part of enforcement during Fake Patty's Day in prior years.

Custody Arrests by All Agencies during Fake Patty's Day

Friday at 7 PM - Sunday at 6 AM



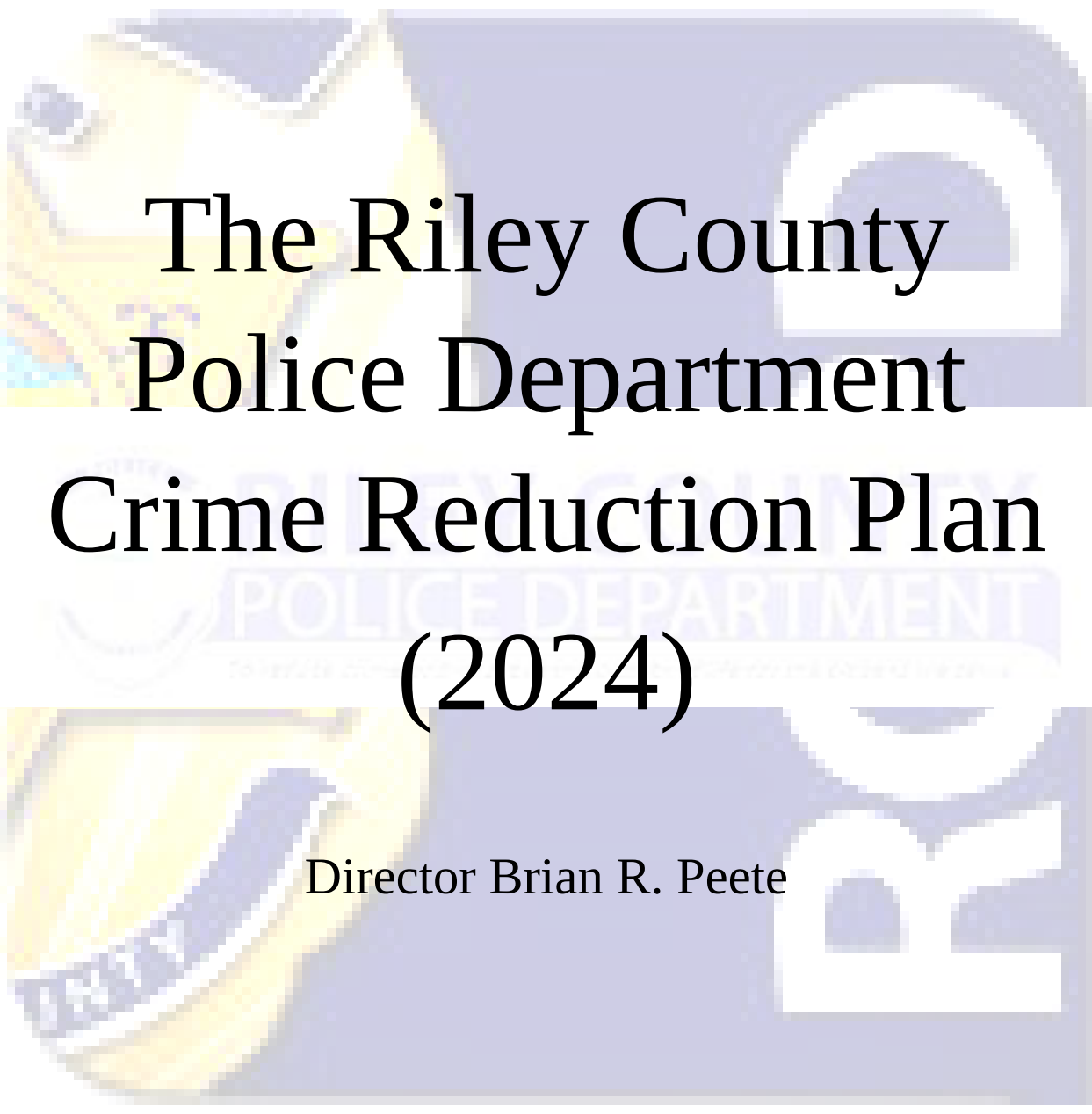
Top 5 Arrest Offenses during Fake Patty's Day

Arrest Offense	2017	2018	2019	2022	2023	2024	Total
DUI-ALCOHOL OR DRUGS	10	13	19	19	16	12	89
DISORDERLY CONDUCT	10	17	5	3	2	14	51
DRUGS-POSSESSION	12	7	7	3	5	6	40
ALCOHOL-MIP/MIC	8	13	3	0	4	7	35
INTERFERENCE/OBSTRUCTION	1	0	1	1	1	24	28

Arrest Summary

2024 had the most arrests made during Fake Patty's Day in the tracking period (50.8% increase compared to the average of 37.8). Compared to 2023, there was an 83.9% increase.

DUI, which is historically a top arresting offense, was the third highest offense in 2024. Interference/Obstruction was the top offense arrested for in 2024 followed by Disorderly Conduct.



The Riley County Police Department Crime Reduction Plan (2024)

Director Brian R. Peete

Executive Summary

This is the Riley County Police Department's (RCPD) Crime Reductive Plan (CRP). The purpose of the CRP is to outline our efforts to reduce violent crime and its negative impact within our county. There are many components that contribute to violent crime, and while the primary responsibility to fight crime rests with RCPD, it takes a multi-pronged approach to make a true and sustainable impact. By reducing crime and the perception of crime, Riley County shall thrive economically and in safety.

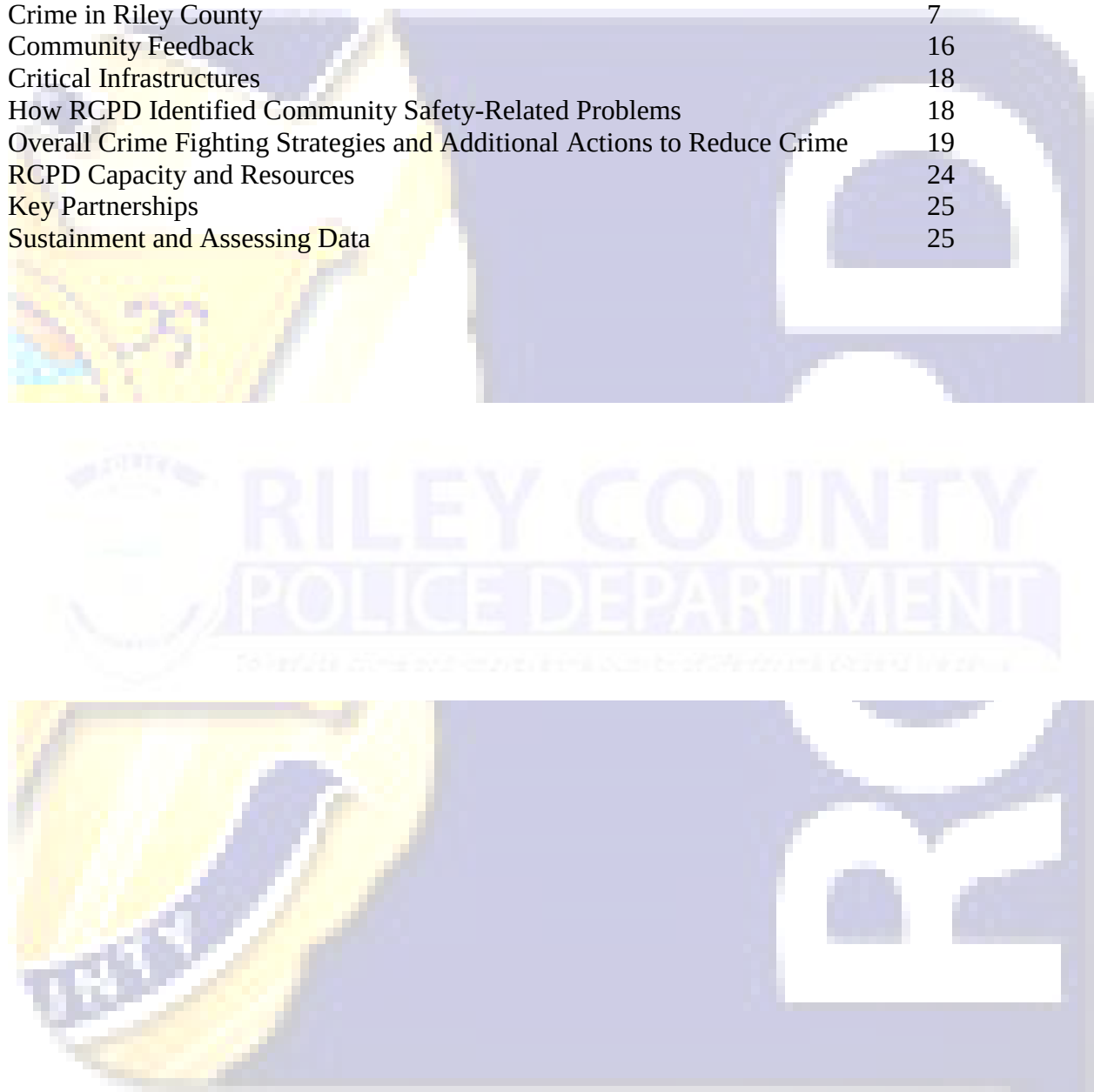
RCPD's problem-solving approach to crime reduction consists of four main categories: **Prevention, Proactivity, Response and Accountability**, and **Reducing Recidivism**. Prevention is achieved through active outreach to the community, stakeholder government agencies, businesses and private and public organizations; disseminating information to the public and pointing people to help and resources before difficult situations turn into crisis. Proactivity is another method RCPD employs by using information and data to maximize our limited resources; focusing our efforts to deter crime and how can we eliminate or push it out of our community entirely. Response and Accountability as when called, RCPD must be prepared to respond to and overcome any potential threat in a manner that keeps our officers and the public as safe as possible: training, equipment, and preparation are key. We must be thorough, impartial and beyond reproach so the justice system can fairly hold offenders accountable and out of our community. Lastly, Reducing Recidivism. Research has shown over-and-over that generational cycles of crime exist. RCPD will continue to work with partner organizations to provide resources and hope to end the cycles of violence and crime thereby increasing opportunity, viability, and self-worth. This CRP will specify RCPD's efforts in all four.

I am exceptionally proud of the people at the Riley County Police Department. They are the epitome of guardians; vested in the community and committed to the highest ideals of integrity, safety, service, and excellence. Riley County remains one of the safest communities in Kansas as well as in the United States, but we must always push ourselves to making this county even safer.

Brian R. Peete
Director, Riley County Police Department

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Mission of the Riley County Police Department

“To reduce crime and improve the quality of life for the citizens we serve.”

RCPD holds itself to the highest standards of service to our community, and we pride ourselves on living and working by our values of Integrity, Teamwork/Cooperation, Initiative, Empathy, Reliability, Judgment, Professionalism, and Loyalty. These are more than just words for us, they are the foundation in everything we do.

Purpose of the Crime Reduction Plan

The purpose of a Crime Reduction Plan (CRP) is to identify the most commonly occurring crimes within our jurisdiction, then work to reduce or eliminate crime through the development comprehensive crime-fighting enforcement strategies, and with the available resources within the community. To effectively “fight crime,” it is vital to have a better understanding of what, if any, internal or external contributors exist, and which types of crime are the most prevalent in our community. This allows for effective strategies to be developed. There are many theories as to what causes crime ranging from biological, psychological, social and economic. A majority of current research focuses on whether social causes or social contributors are the reasons as to why people commit crime, and/or whether it is the presence of pathological factors such as personality or psychological characteristics. It is beyond RCPD’s scope or ability to affect broad-ranging socio-economic factors. Therefore, this plan will center on social learning-based factors (e.g., Social Learning Theory - that criminal behavior is learned)¹, individual factors as they pertain to basic needs (e.g., Maslow’s hierarchy of needs)², and how both contribute to an individual’s immersion within the criminal justice system.

It is extremely important to note that despite the best efforts of any community or police department, it is impossible to both eliminate all crime through enforcement or through the creation of positive social conditions.

Enforcement Strategies

These are responsibilities that lie solely with the police. RCPD incorporates a plethora of evidence-based and intelligence-led practices for enforcement. The idea is to identify and stop those committing or intending to commit crime before their actions have severe safety-related consequences to an individual, the community, and even to our officers.

Cooperative Strategies with Stakeholders

These strategies are rooted in helping members within our community meet their basic needs, and/or how to avoid circumstances that may contribute to the learning of or exposure to external factors which are often correlational to crime; whether a person is a victim, offender or both.

¹ https://study.sagepub.com/system/files/Akers%2C_Ronald_L._-Social_Learning_Theory.pdf

² <https://www.webmd.com/mental-health/what-is-maslow-hierarchy-of-needs>

This CRP addressed enforcement strategies and cooperative stakeholder strategies, and how they were relevant to the four-category problem-solving approach the Department employed:

Prevention, Proactivity, Response and Accountability, and Recidivism.

- a. **Prevention** - A cooperative strategy where stakeholders are in partnership with other government entities, social service agencies, academic institutions and community organizations, RCPD will work relentlessly to provide information and education to the public about crime and related indicators. RCPD will also communicate with social services agencies to identify and help those who need essential services, as well as those who may be at higher risk of either being exposed to crime or potentially may be victims of crime. Such a layered approach at intervention may prevent more dangerous incidents from occurring, and in many cases, could increase the odds of breaking cycles of violence or further exposure to the criminal justice system.³
- b. **Proactivity** - An enforcement strategy that incorporates numerous aspects of law enforcement: using evidence-based, data-driven practices and analytics for intelligence-led policing to identify crime, as well as how to best deploy and manage resources to stop crime. Proactivity also means ensuring employees have the most current training and equipment because crime routinely becomes more sophisticated each year through technological improvements, while simultaneously increasing risk and danger to both officers and community.
- c. **Response and Accountability** - An enforcement strategy synergetic with the government institutions of accountability. Similar to proactivity, quality (and modern) equipment and training are essential to increase the likelihood of safe preferable outcomes when responding to emergency calls for service or critical incidents. There are numerous critical infrastructures within Riley County, several of which demand the highest tactical levels of a law enforcement response due to the criminal or terroristic elements which often target them. Professionalism, integrity, and competency are the key components of ensuring accountability; we are truth-seekers who will ensure investigations are carried out correctly and fairly so that those who have committed crimes are held accountable by the appropriate institutions.
- d. **Reducing Recidivism** – An enforcement strategy synergetic with community organizations and resources. One of the many benefits of consolidation is RCPD's control of the county jail. A jail varies from a prison in that jails house individuals who are accused of crime, whereas prisons house individuals who have been convicted of a crime. The RCPD jail sees thousands of inmates each year, a majority of whom were found to have committed lower level offenses making them more likely to be released back into the community within a relatively short amount of time. According to the U.S.

3

<https://pubmed.ncbi.nlm.nih.gov/37125879/#:~:text=Background%3A%20Violence%20is%20a%20global,early%20development%20of%20antisocial%20behavior> , <https://ci.uct.ac.za/early-intervention-best-way-break-cycle-child-gender-violence> , <https://youth.gov/youth-topics/juvenile-justice/prevention-and-early-intervention#:~:text=Early%20intervention%20prevents%20the%20onset,a%20youth's%20assets%20and%20resilience.&text=It%20also%20decreases%20rates%20of,engage%20with%20the%20justice%20system>.

Department of Health and Human Services, within three (3) years of their release from jail, two (2) out of three (3) people are rearrested and more than 50% are incarcerated again. Additionally, studies throughout the last twenty or more years have shown jails and prisons house more and more individuals with mental illness. In 2016, it was determined approximately 383,000 individuals with a severe psychiatric disease were behind bars in the U.S. in 2014 which was nearly 10 times the number of patients remaining in the nation's hospitals.⁴ Since 1955, the number of state hospital beds in the U.S. dropped by almost 97% by 2016.⁵ This circular system places significant financial strain on RCPD and taxpayers, and also presents an immense burden of stress and mental well-being for corrections staff which leads to many negative consequences including burnout, poor health, and recruiting and retention issues. As such, RCPD shall partner with community stakeholders to provide resources to its inmate population in efforts to reduce recidivism.

Goals and Objectives of the RCPD Crime Reduction Plan

It is RCPD's position that crime can never truly be eliminated from a community, however certain types of crime, can be reduced, diffused, or displaced.⁶ By adhering to the four-category (Prevention, Proactivity, Response and Accountability, and Reducing Recidivism), RCPD intends to:

1. Reduce quality-of-life crimes (such as theft, noise violations, criminal damage to property, traffic infractions in school zones, etc.).
2. Further reduce violent and drug-related crime while increasing its reputation of competency and expertise in order to promote deterrence.
3. Uncover any existing human trafficking or sex-related crimes and deter any of its supporters or consumers.
4. Continue RCPD's storied history of legitimacy and community trust by maintaining impartiality and diligence in how we interact with the public and how we conduct our investigations.

Conducting a Crime Problem Analysis

In general terms, the literature of problem-solving and evidence-based policing indicates that 10 percent of locations generate more than 60 percent of crimes, 10 percent of offenders are involved in more than 50 percent of crimes, and 10 percent of victims are involved in 40 percent of victimizations.⁷

⁴ <https://www.treatmentadvocacycenter.org/evidence-and-research/learn-more-about/3695>

⁵ <https://www.treatmentadvocacycenter.org/key-issues/bed-shortages>

⁶ <https://popcenter.asu.edu/content/tool-guides-analyzing-crime-displacement-and-diffusion-page-2> , <https://portal.cops.usdoj.gov/resourcecenter/content.ashx/cops-p167-pub.pdf> .

⁷ Spelman, W., and J.E. Eck. *Sitting Ducks, Ravenous Wolves, and Helping Hands: New Approaches to Urban Policing*. *Public Affairs Comment*. 1989; as cited in Anthony A. Braga. *Problem Oriented Policing and Crime Prevention*. Second Edition. 2008.

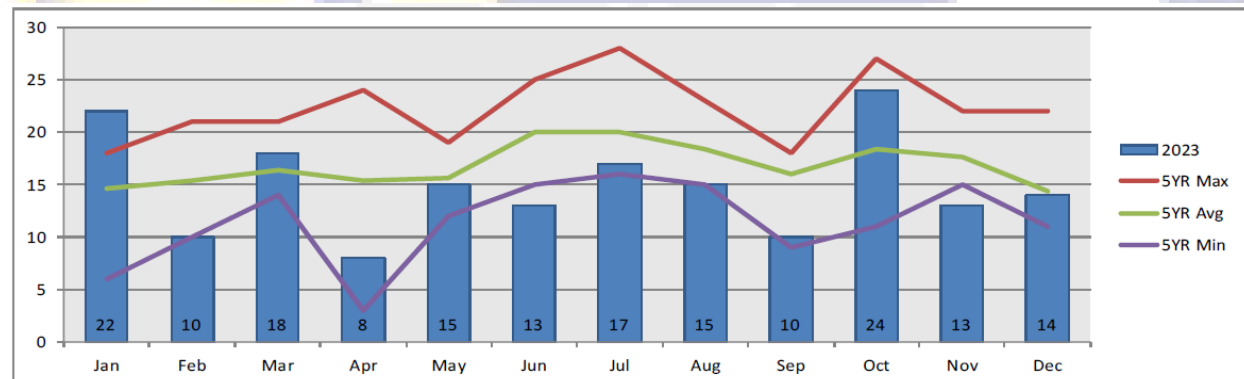
Crime in Riley County

Riley County enjoys a low violent crime rate. According to neighborhoodscout.com (which uses crime reporting data), Manhattan, KS (the highest population density in Riley County), recorded 2.6 violent crimes per 1,000 residents with the national average at 4, the State of Kansas average at 4.15, and the national average at 4.⁸ Violent crime was defined as homicide, rape, armed robbery and aggravated assault.



The below charts are summarizations of crime within Riley County. Some of the cases reported are not resolved as of the date of this report. However, while the numbers are extremely reliable for purposes of this plan.

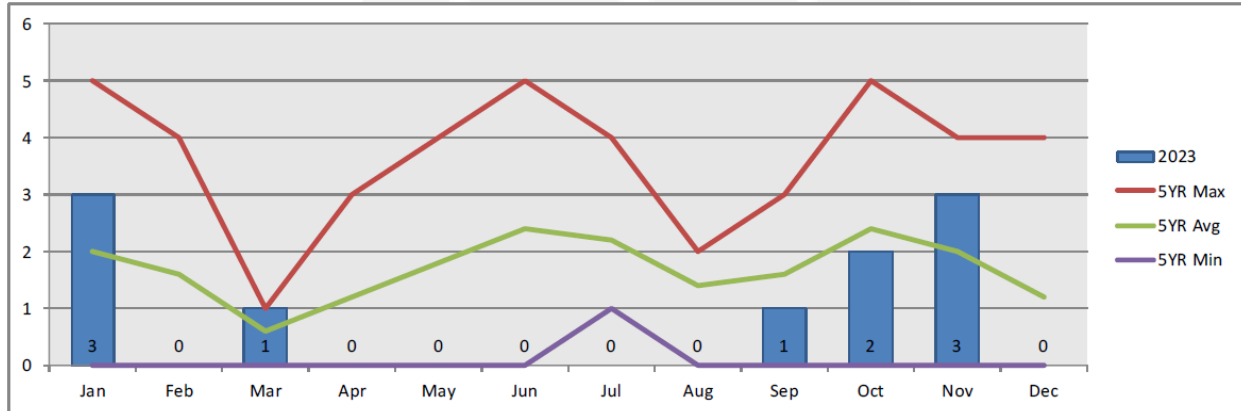
Part 1 Violent Crime



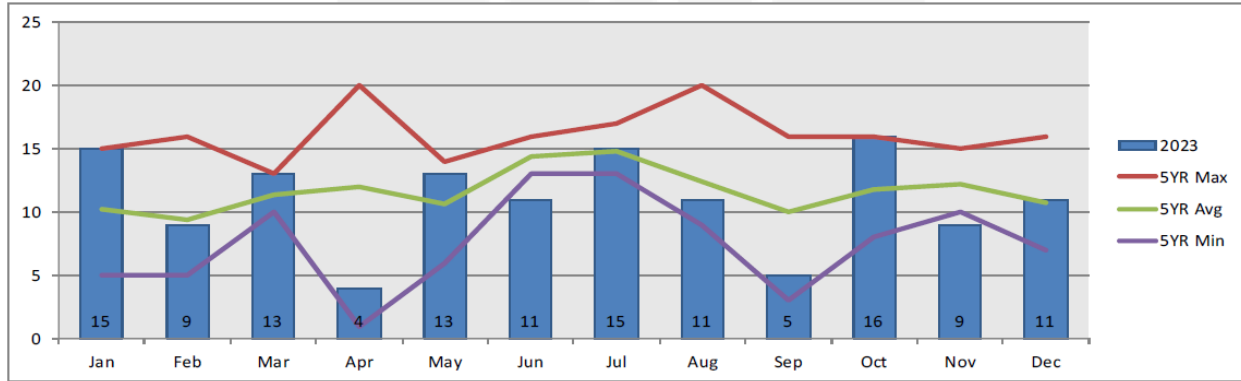
⁸ <https://www.neighborhoodscout.com/ks/manhattan/crime>

Riley County Police Department Crime Reduction Plan (2024)

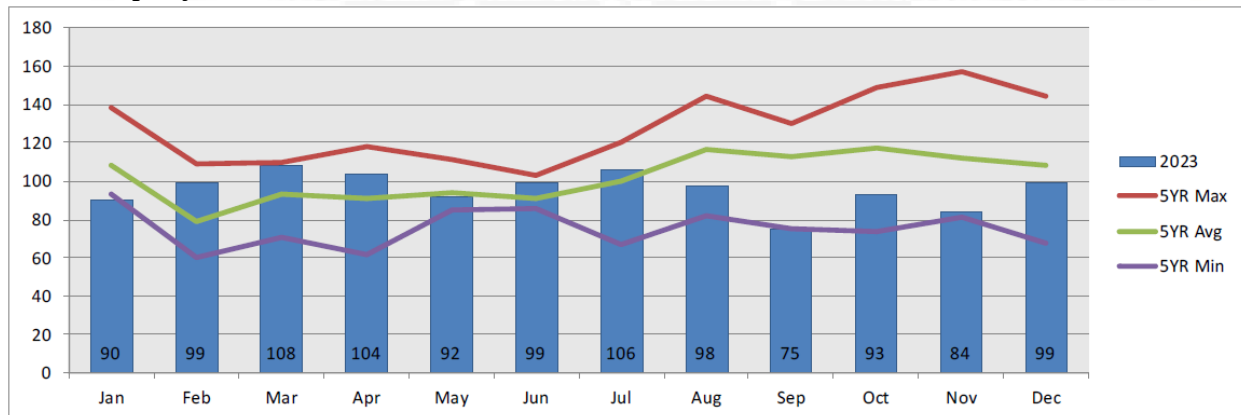
Robbery



Aggravated Assault and Battery

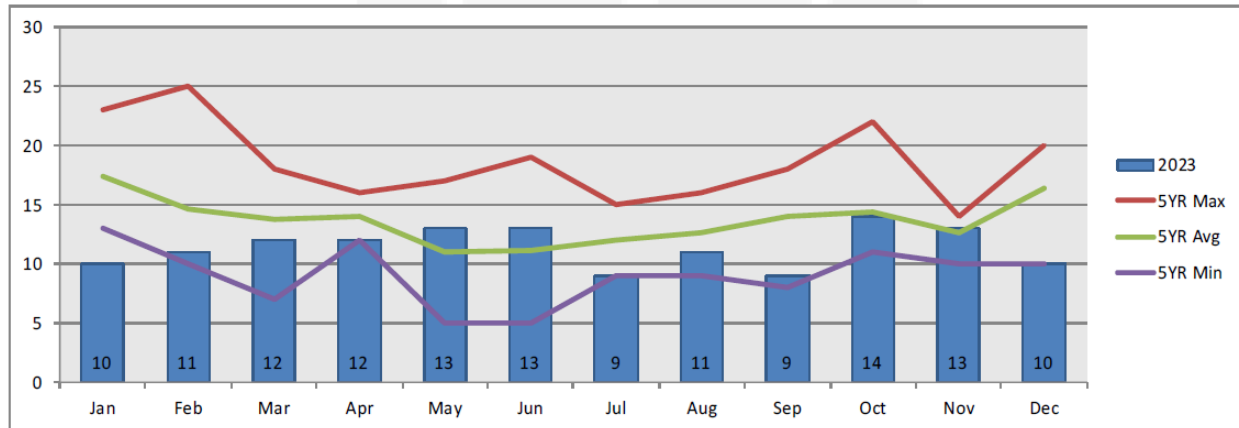


Part 1 Property Crime

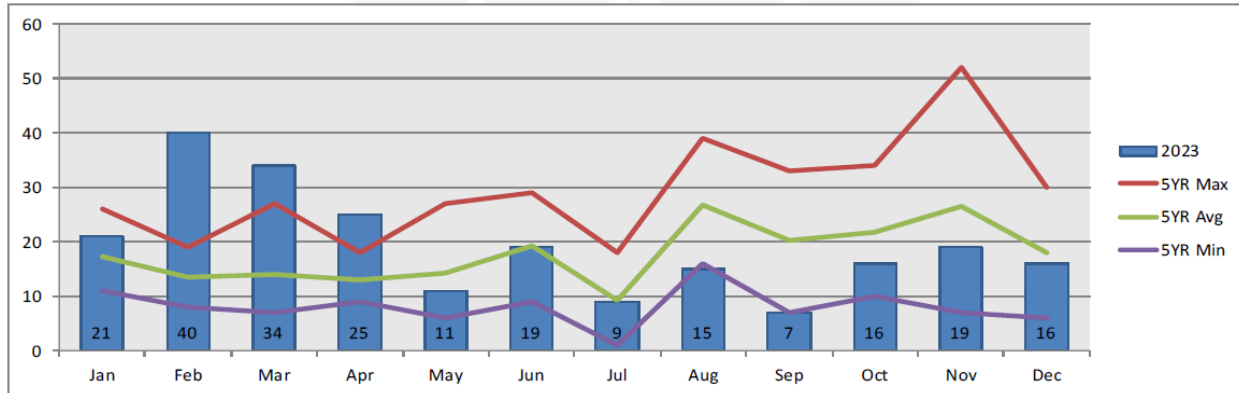


Riley County Police Department Crime Reduction Plan (2024)

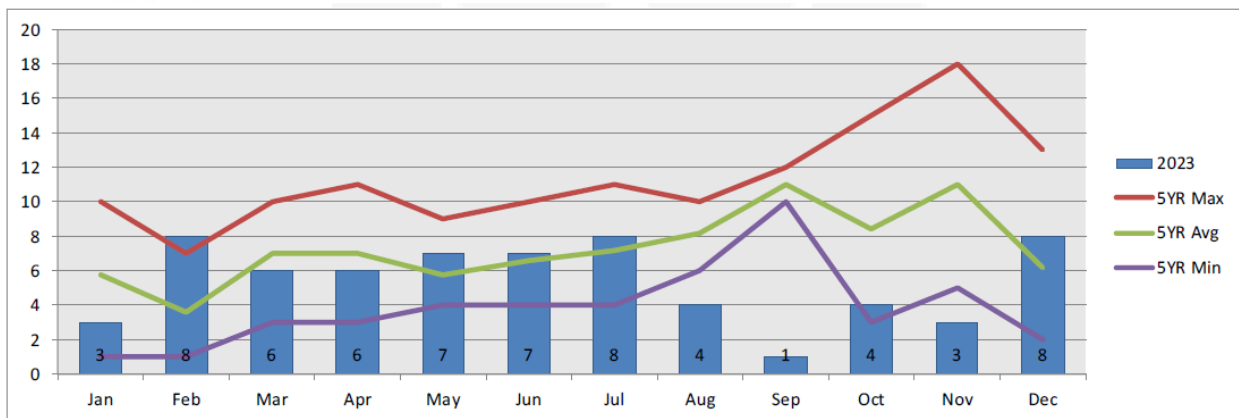
Structural Burglary



Vehicle Burglary

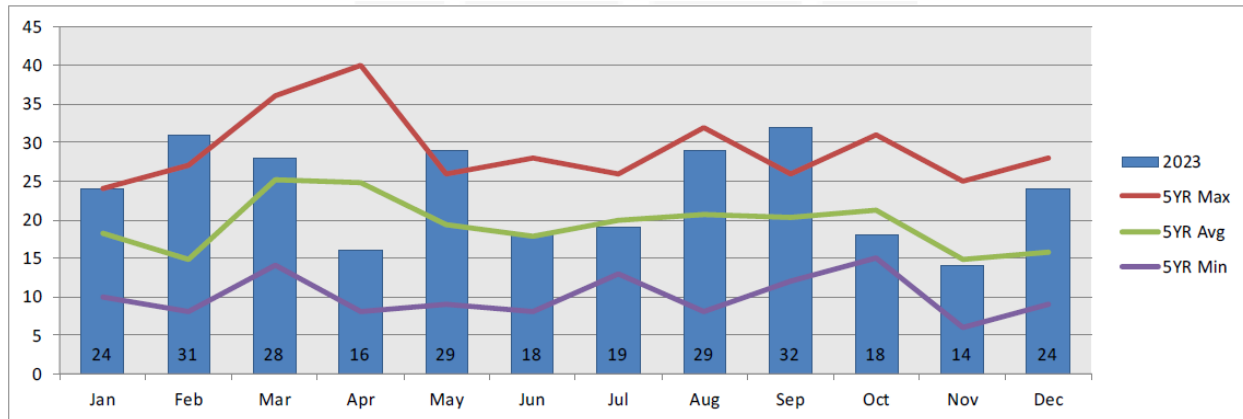


Motor Vehicle Thefts

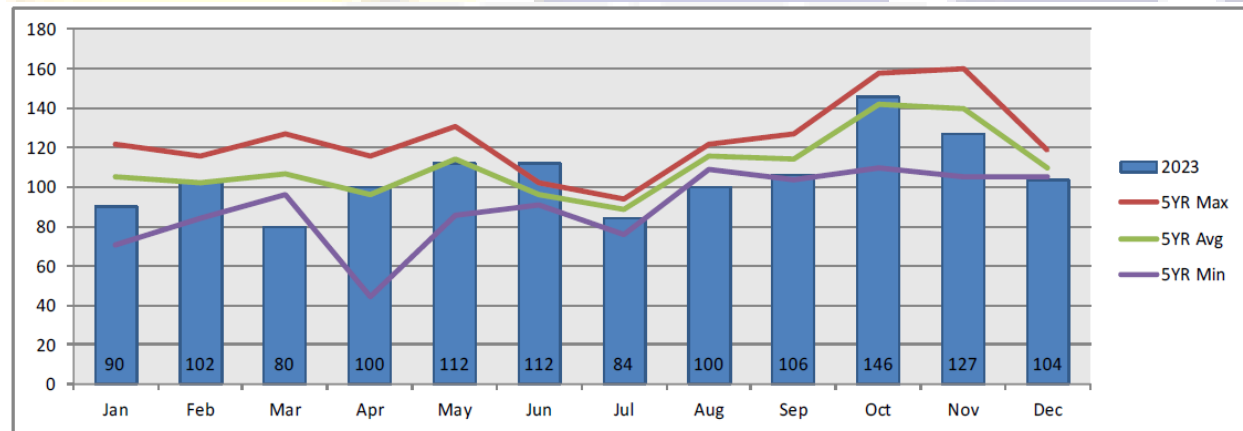


Riley County Police Department Crime Reduction Plan (2024)

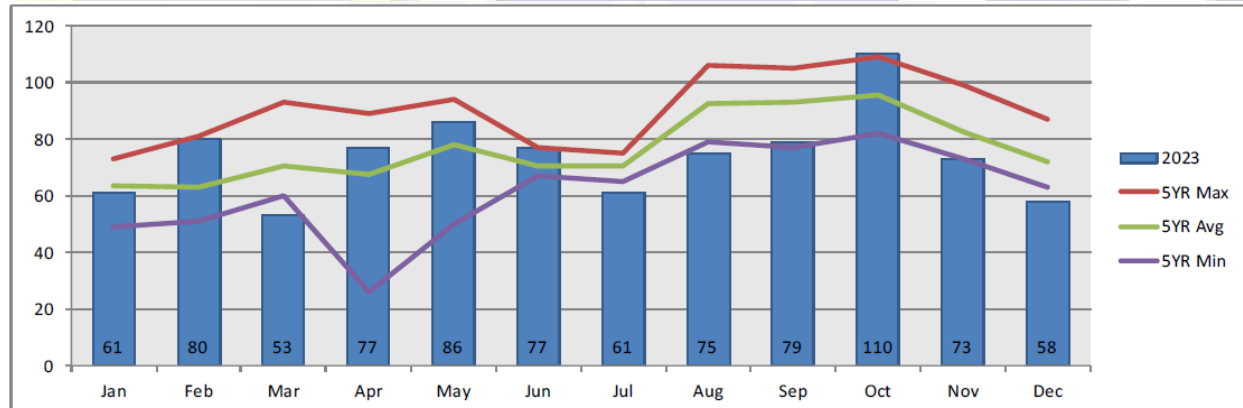
DUIs



Traffic Accidents

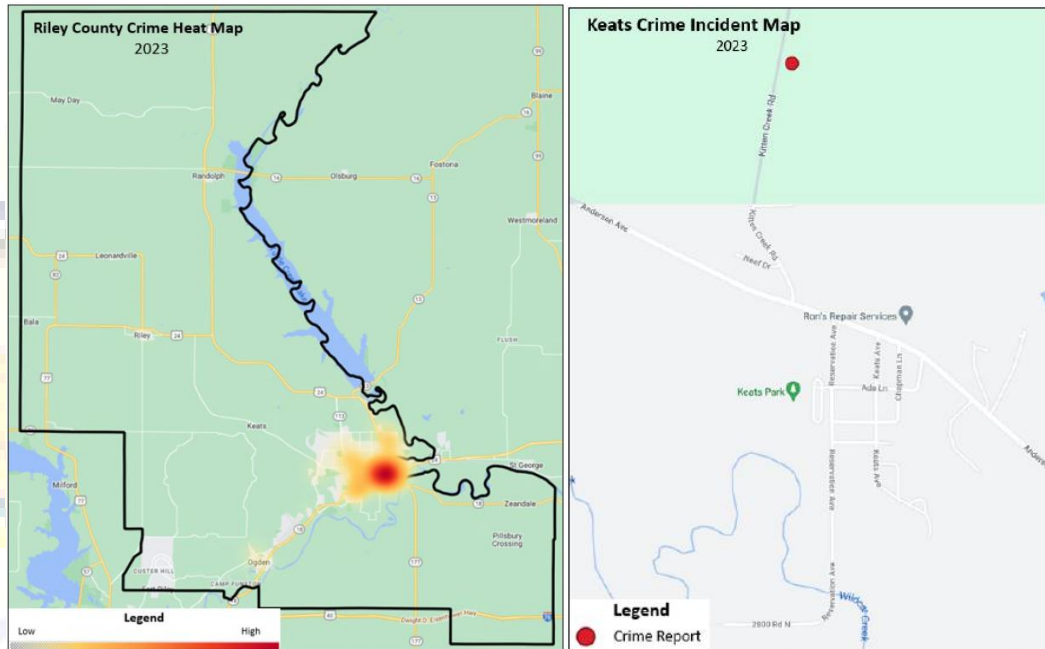


Preventable Traffic Accidents

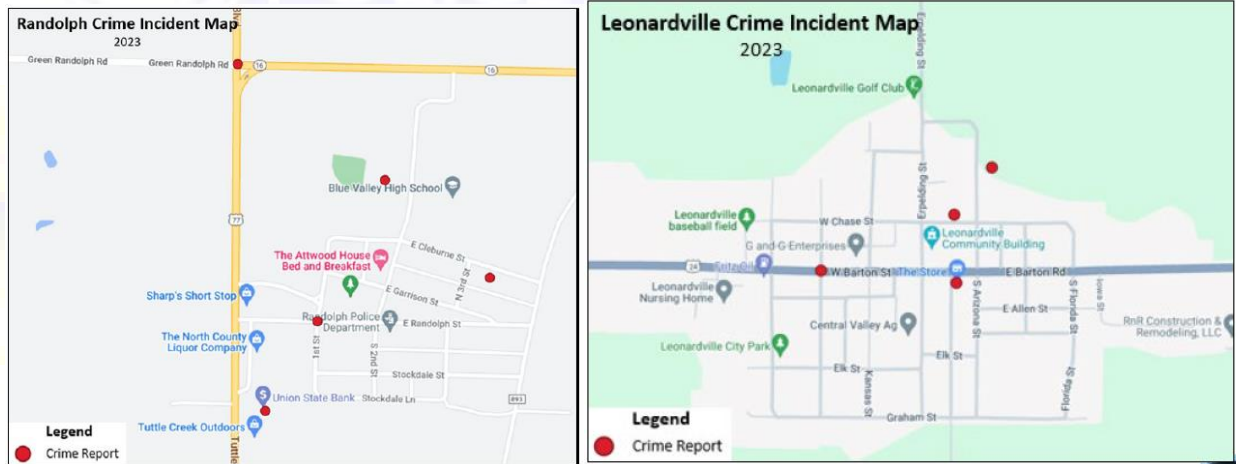


Riley County Police Department Crime Reduction Plan (2024)

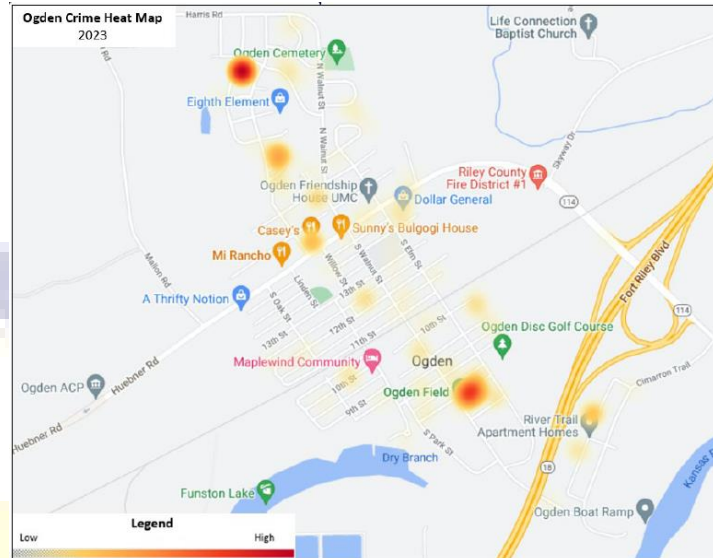
The below graphics are Heat Maps which reflect the areas throughout the county with the most concentrated calls for service/incidents. The majority of incidents/calls for service were concentrated in the City of Manhattan with the lowest within the Keats community.



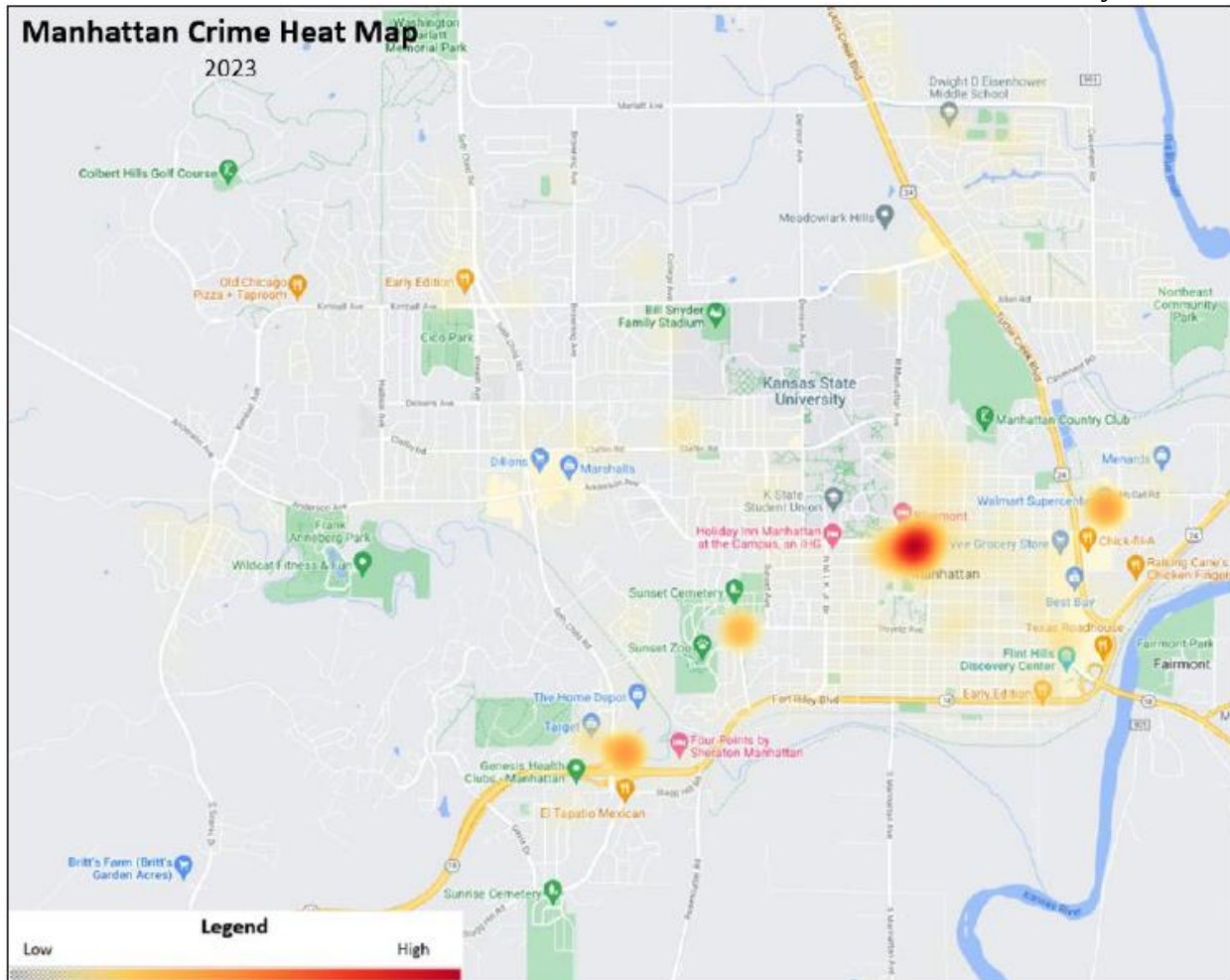
Randolph, Leonardville, and Ogden also had relatively low calls for service, especially calls relating to violent crime.



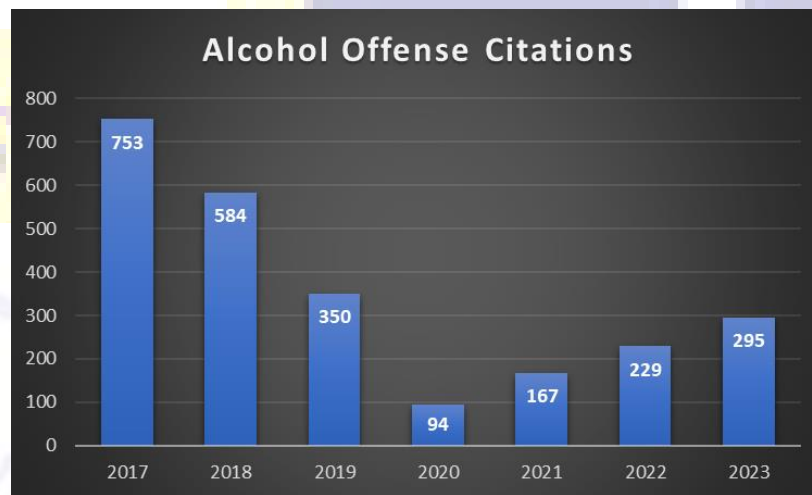
Riley County Police Department Crime Reduction Plan (2024)



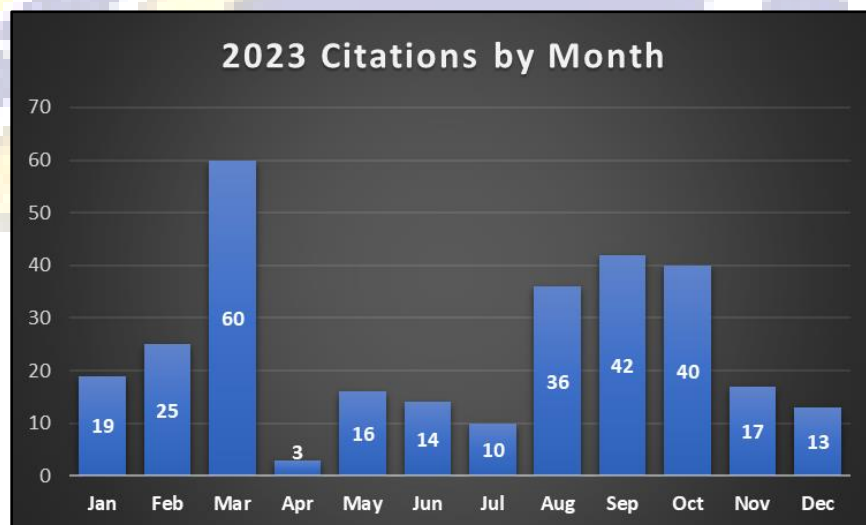
The city of Manhattan had the highest concentration of incidents/calls for service of which the majority were consolidated to the area between Bluemont Ave to Fremont Street, and 9th Street to 14th Street. RCPD considers this to be one of the entertainment districts in the county.



A significant amount of calls for service in the entertainment districts were alcohol-related. RCPD cited 295 alcohol-related offenses in 2023, a 28.8% increase from 2022. This is a continuation of an upward trend in year-end totals since 2020's low. The 2023 total is a 15.2% increase from the 2023 mid-year projected total of 256 cited offenses. This count does not include unlawful use of ID offenses. In 2020, there was a large decrease in alcohol offenses due to the pandemic which altered operations of establishments. Also, "Fake Patty's Day," which historically was a driver of alcohol violations, has morphed into smaller independent celebrations compared to previous years (pre-2020). RCPD is concerned of a gradual reemergence of Fake Patty's Day in the past couple of years which has caused these numbers to steadily increase. It is essential that RCPD remain diligent, yet measured, in alcohol-related enforcement. Doing so increases both safety (and the perception of safety) and appeal for our citizens and visitors, thereby increasing patronization and business growth within the entertainment districts.

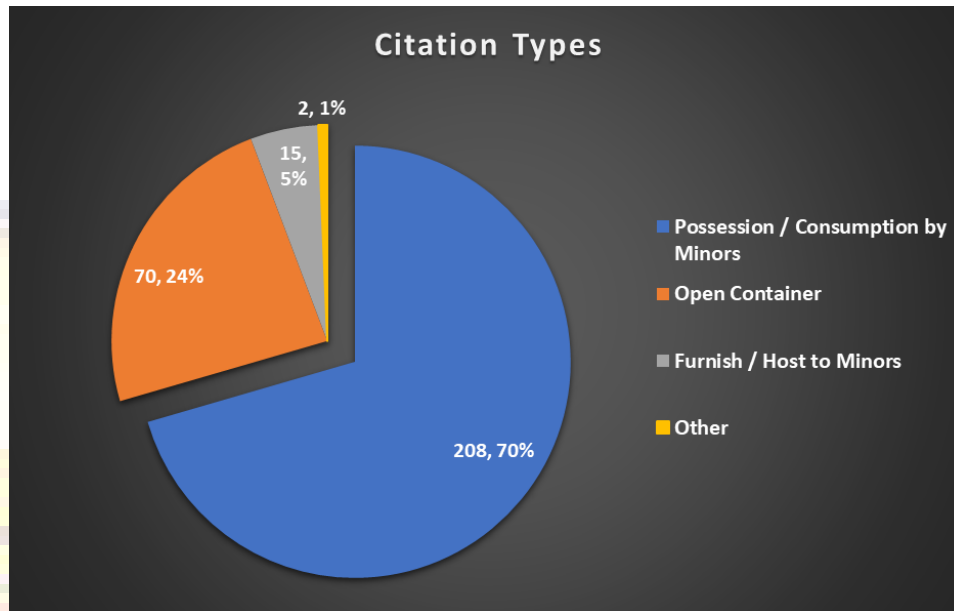


Before the Covid-19 pandemic, there was a large spike in alcohol citations in March due to Fake Patty's Day with relatively lower figures in the remaining months. In 2023, there was a small spike in March compared to the other months. This difference in March versus the other months has gradually become more distinct in the past couple of years due to Fake Patty's Day growth from 2020's cancellation. The other months in 2023 ranged from 3 to 42 with an average of 21.4 citations.



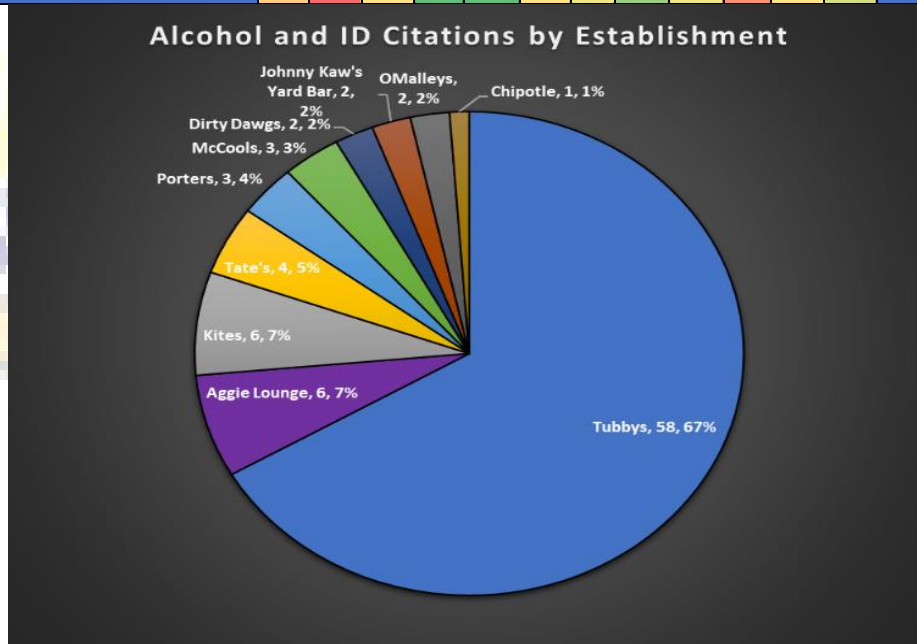
Riley County Police Department Crime Reduction Plan (2024)

The most common offenses cited were possession/consumption by minors and open container.



A review of enforcement activities directly attributable to an establishment with a liquor license is summarized in the below graphics.

Establishment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tubbys	2	7	6	1	1	8	7	2	3	8	7	6	58
Aggie Lounge	3	0	0	0	0	0	0	0	1	2	0	0	6
Kites	2	2	1	0	0	0	0	0	0	1	0	0	6
Tate's	0	0	1	0	0	0	0	0	3	0	0	0	4
Porters	0	3	0	0	0	0	0	0	0	0	0	0	3
McCools	2	1	0	0	0	0	0	0	0	0	0	0	3
Dirty Dawgs	0	0	0	1	0	0	0	0	0	1	0	0	2
Johnny Kaw's Yard Bar	0	1	0	0	0	0	0	1	0	0	0	0	2
OMalleys	0	0	0	0	1	0	0	0	0	0	1	0	2
Chipotle	0	0	0	0	0	0	0	1	0	0	0	0	1
Total	9	14	8	2	2	8	7	4	7	12	8	6	87



Riley County Police Department Crime Reduction Plan (2024)

The following graphics depict police reports directly attributable to alcohol establishments. The category is based on the primary offense of the reports.

	Part I Violent	Simple Assault / Battery	Alcohol Related	Disorderly Conduct	Other	Drugs	Weapons	Total
Tubbys	2	1	5	53	17	4	0	82
Dirty Dawgs	1	2	4	4	5	2	0	18
Tate's	1	0	4	3	3	3	0	14
Kites	0	0	0	7	2	3	0	12
Johnny Kaw's Yard Bar	0	0	2	3	3	1	0	9
Town Center 13	0	4	0	0	4	0	0	8
Chipotle	1	0	1	4	2	0	0	8
OMalleys	0	1	1	3	1	1	0	7
Finns Pub	0	0	0	1	3	3	0	7
Bluemont Hotel	0	1	1	0	3	0	0	5

The following graphic depicts calls for service directly attributed to an alcohol establishment averaging two (2) or more calls for service per month and is sorted to show the establishments with the highest number of citizen-initiated calls for service at the top. It is noted the Bluemont Hotel was included in this report, but is unique in that it is both a lodging and dining establishment.

Establishment	Citizen Initiated	Officer Initiated	% Officer Initiated	Total
Bluemont Hotel	25	0	0%	25
OMalleys	24	20	45%	44
Tubbys	23	184	89%	207
Dirty Dawgs	17	43	72%	60
Tate's	16	56	78%	72
Johnny Kaw's Yard Bar	14	37	73%	51
Chipotle	11	13	54%	24
Kites	6	32	84%	38

The following graphic shows the nature of the top ten calls for service at the above establishments which averaged two (2) or more calls for service each month.

	UNWANTED SUBJ	PUBLIC CONTACT	FIGHT IP	ALCH-MIP/MIC	PUBLIC SERVICE	VERBAL ARGUMENT	WELFARE CHECK	LOST PROPERTY	SPEAK W/ OFC	UNLAW USE DL/ID	Top 10 Total
Tubbys	40	27	20	44	8	16	9	3	4	7	178
Tate's	5	11	22	1	3	4	3	5	1	0	55
Dirty Dawgs	10	12	9	1	4	2	3	2	0	4	47
Johnny Kaw's Yard Bar	15	6	5	1	9	1	1	5	0	1	44
Kites	6	8	4	5	6	1	3	0	1	1	35
OMalleys	5	4	4	2	8	2	4	2	2	0	33
Bluemont Hotel	6	0	0	0	0	0	3	0	4	0	13
Chipotle	1	4	1	0	0	2	1	0	1	0	10
Grand Total	88	72	65	54	38	28	27	17	13	13	

The following graphic shows the establishments which averaged two (2) or more calls for service each month, but only show the calls initiated by citizens and not the police.

	UNWANTED SUBJ	LOST PROPERTY	WELFARE CHECK	PUBLIC SERVICE	SPEAK W/ OFC	LARCENY	PARKING PROBLEM	BATTERY	SUSPICION	DOMESTIC	Top 10 Total
Tubbys	2	3	2	2	1	1	0	4	3	1	19
OMalleys	5	2	2	5	2	0	1	1	0	0	18
Bluemont Hotel	6	0	3	0	4	1	1	0	1	2	18
Tate's	0	5	1	1	1	1	1	1	1	2	14
Dirty Dawgs	1	2	2	2	0	3	0	0	0	1	11
Johnny Kaw's Yard Bar	2	5	1	1	0	1	0	0	1	0	11
Chipotle	1	0	0	0	1	1	5	0	0	0	8
Kites	1	0	1	1	1	0	0	1	0	0	5
Grand Total	18	17	12	12	10	8	8	7	6	6	104

Community Feedback

The most vital part of any Crime Reduction Plan is community feedback as it ensures the department knows the concerns and perceptions of those it serves and allows for supervisors to develop specific strategies which meet need and demand. The notes recorded in this plan are directly from meetings between the Director and community members over the course of the past year in personal and professional settings. They are also a compilation of meetings and interactions between the Director and stakeholder partners to include faith-based organizations, the Crisis Center, the County Attorney's Office, individual community members, and community visitors. Specific to this plan, on November 30, 2023, the Director and several Division Commanders met with members of the Kansas State University Division of Academic Success and Student Affairs to solicit feedback and discuss any concerns of crime or safety within Riley County. From January 29, 2024 to January 31, 2024, the Director, the Public Information Officer and several Division Commanders, Supervisors, and staff conduct Town Hall Meetings in Riley, Manhattan and Ogden. Lastly, RCPD conducted an online survey for KState staff.

In summarizing those interactions, citizens in the county's rural areas expressed strong desire for RCPD to interact with and be available to citizens, and for the department to focus on theft and traffic enforcement. An overwhelming majority of both county and Manhattan residents expressed concern for personal safety in Manhattan's entertainment districts, as well as conduct displayed by individuals at "Fake Patty's Day." Many people who identified as parents and customers opined they did not patronize businesses in these districts, especially during evening hours, because of drunken behavior, fights, shootings and a general perception of visitors and "partygoers" being irresponsible with, or threatening others with firearms. There were also numerous complaints of narcotics being readily available in and around several entertainment-

based businesses, overserving/high levels of alcohol consumption, the availability of date-rape drugs and sexual assault, and intoxicated driving.

Below is a summarized list of the concerns/topics expressed by citizens (by order of volume):

1. Violence in the entertainment districts.
2. Citizens carrying firearms while drunk.
3. Citizens leaving their weapons in vehicles in plain sight, especially in the entertainment districts and theft of those weapons.
4. Crimes committed with firearms/perceived increase in shootings/criminal depravity.
5. Opioid use throughout the county.
6. Narcotic sales in and around the entertainment districts/Ease of access to narcotics in the entertainment districts.
7. Underaged drinking in the entertainment districts.
8. Overconsumption of alcohol in the entertainment districts.
9. Rape as a result of over-intoxication or date-rape drugs in the entertainment districts.
10. Bullying/threatening behavior on social media, especially committed by and directed towards youth and violence in schools.
11. Traffic enforcement (Ogden) on Riley Ave.
12. Traffic enforcement (DUI, distracted driving, and running traffic lights).
13. More officers/increased visibility of RCPD officers in and around the entertainment districts so patrons and visitors can “feel safe.”
14. Sex-related crimes and sex-related trafficking over the internet and cybersecurity.
15. Data transparency from RCPD.

From February 7, 2024 to March 8, 2024, Kansas State University helped RCPD in publicizing a Community Crime and Safety Perception survey for KState staff. The survey consisted of six questions. There were 19 individuals who completed the survey. The results are listed below.

Survey Questions	Agreed	Disagreed	Neutral	Strongly Agreed	Strongly Disagreed
RCPD is positively working to make the areas around campus safer for KState faculty, staff and students.	5 (26.3%)	0 (0%)	8 (42.1%)	5 (26.3%)	1 (5.3%)
RCPD is transparent and effectively communicates with the public as to its efforts in maintaining safety and security.	8 (42.1%)	3 (15.8%)	4 (21.1%)	4 (21.1%)	0 (0%)
I believe RCPD members are approachable and helpful.	7 (36.8%)	1 (5.3%)	1 (5.3%)	7 (36.8%)	3 (15.8%)
The reputation of RCPD members is one of being respectful, professional, and conducting themselves in a fair and impartial way.	7 (36.8%)	2 (10.5%)	1 (5.3%)	7 (36.8%)	3 (15.8%)
RCPD makes a positive contribution to KState's recruiting and retention efforts by maintaining a safe and welcoming environment.	7 (36.8%)	1 (5.3%)	6 (31.6%)	5 (26.3%)	0 (0%)
I feel safe in immediate off-campus areas as well as locations most frequented by our staff and students.	10 (52.6%)	0 (0%)	4 (21.1%)	5 (26.3%)	0 (0%)

Space was provided within the survey for individuals to leave any additional comments which are listed below.

“Respect people’s rights if you want the community’s trust.”

“I may be completely ignorant, but I feel safe anywhere in Manhattan and especially at the Kansas State Campus. I am not out real late and am pretty aware of my surroundings, but I cannot think of a time that I worried for my safety in the community.”

“Job well done, RCPD!”

“Test form.”

Critical Infrastructures

Critical infrastructures, as defined by the Cybersecurity and Infrastructure Security Agency (CISA), are collections of systems, networks and assets, whether physical or virtual, that are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof.⁹ There are 16 sectors for critical infrastructure of which eight (8) are within this jurisdiction (Chemical, Commercial facilities, Critical Manufacturing, Defense Industrial Base, Emergency Services, Food and Agriculture, Healthcare and Public Health, Transportation, and Water and Waste Water Systems). We are home to Kansas State University, the National Bio and Agro Defense Facility, Fort Riley Army Post, KState’s Biosecurity Research Institute, an active regional airport, and the Tuttle Creek Dam. Each of these employ key personnel and/or are critical to national or community safety and security, and/or draw large crowds/visitors which may draw domestic or international terrorism. There are also numerous public works facilities, schools, and houses of worship. RCPD is especially focused on these areas when developing partnerships and crime reduction strategies which are more proactive than reactive.

How RCPD Identified Community Safety-Related Problems

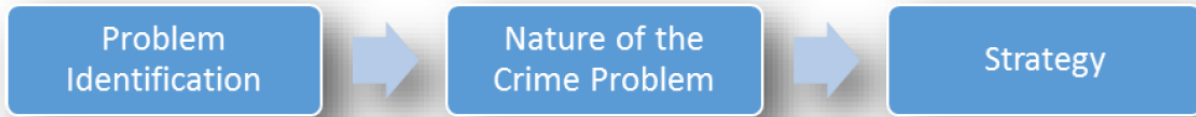
In identifying problems, RCPD uses a model emphasizing the Problem Analysis Triangle.¹⁰



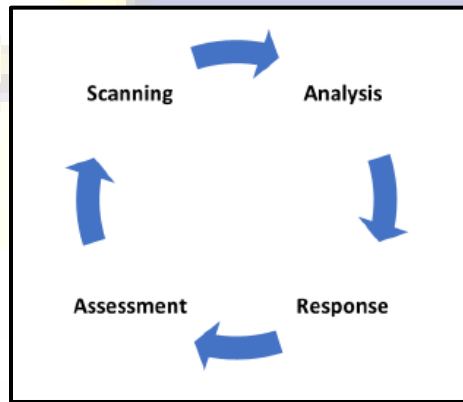
⁹ <https://www.cisa.gov/topics/critical-infrastructure-security-and-resilience/critical-infrastructure-sectors>

¹⁰ <http://www.popcenter.org/>

In conducting an analysis of the problem for strategy development, RCPD employed a basic model as outlined by the Major Cities Chiefs Association and the Bureau of Justice Assistance in their Violent Crime Reduction Operations Guide:



In assessing the effectiveness of a strategy, RCPD will utilize the SARA Model (Scanning, Analysis, Response and Assessment):¹¹



Overall Crime Fighting Strategies and Additional Actions to Reduce Crime

RCPD prioritized community feedback, concerns and perceptions and combined them with its statistics on criminal trends in responding to community crime concerns:

1. Violence in the entertainment districts.
RCPD plans to continue to partner with individual businesses, business organizations and the City of Manhattan to offer training and assistance, and to jointly develop mutually beneficial safety plans which do not interrupt business operations, but help to increase security, reduce liability, and instill a sense of safety for the community.
2. Citizens carrying firearms while drunk.
Kansas law does not permit citizens in the public to carry weapons while intoxicated. RCPD has a good working relationship with businesses within Manhattan's entertainment districts where owners and staff communicate with law enforcement related to criminal activity, legal infractions, and public safety in its entirety.
3. Citizens leaving their weapons in vehicles in plain sight, especially in the entertainment district and theft of those weapons.
Kansas state law limits any enforcement actions local municipalities and police departments can make relating to transportation and storage of firearms within vehicles. RCPD plans to promote an informational campaign alerting the public to the

¹¹ <http://www.popcenter.org/>

unintended consequences of storing weapons in vehicles, especially weapons in plain view. As mentioned, RCPD has a very good working relationship with businesses within Manhattan's entertainment districts and will continue our partnership to enforce laws as they relate to carrying firearms while intoxicated. RCPD will work with the community, Manhattan, and business owners in the implementation of camera and license plate reader technology to solve and deter crime.

4. Crimes committed with firearms/perceived increase in shootings/criminal depravity. *Unfortunately, Riley County is not immune to increasing levels of heinous acts of criminal depravity, especially with narcotic-related activity. Organizations such as the Council on Criminal Justice and the Brennan Center report a national decrease trend in homicide rates¹² however, in 2023, the Kansas Reflector reported the Kansas Child Death report showed an increased in gun-related deaths and suicides.¹³ While violent gun-related crime in Riley County is significantly lower than in other parts of Kansas, we cannot rest on laurels. RCPD is proactive in combating narcotics and other gang-related activities within the community which is where a significant amount of violent crime is often traced back to. In order to keep violent crime low, we plan to increase proactive investigations.*
5. Opioid use throughout the county. *In 2023, the Kansas Reflector reported state officials warned that fentanyl had become a significant threat to Kansas adolescents as evidenced by an increase in overdose fatalities over the last two years.¹⁴ We see the effects of opioid use and the devastation it causes those who are addicted and their families. The department has invested in partnerships, technology, equipment and training that allowed investigators more access to internet underworlds to root out drug markets in our community. As a result, we have identified numerous subjects and made several arrests of those who have brought narcotics here and we will continue to unapologetically do so. Several community members have been adamant that access to drugs is now easier than it has ever been before, and our own investigations have confirmed that. To even keep pace with this explosion, the department aims to conduct more proactive investigations. We have also been key partners in standing up the new Wildcat Area Substance Misuse Task Force whose mission is: "Through the promotion of education and awareness of substance addiction, abuse, and misuse, this task force endeavors to save lives through supporting prevention, promoting recovery, and increasing access to services that create a healthier and safer community for everyone living in the Wildcat Region."*

¹² <https://counciloncj.org/homicide-trends-report/#data> and https://www.brennancenter.org/our-work/research-reports/myths-and-realities-understanding-recent-trends-violent-crime?gclid=Cj0KCQiAzoeuBhDqARIsAMdH14FfTzQBQirygsnOb9uYC4VXCUS2nO-a8l1C8_jy37QA3hE922Fwr8aAkGIEALw_wcB&ms=gad_violent%20crime%20statistics_617000456634_8626214133_143843260761

¹³ <https://kansasreflector.com/2023/10/04/kansas-child-death-report-shows-increase-in-gun-related-deaths-suicides/>

¹⁴ <https://kansasreflector.com/2023/10/04/kansas-child-death-report-shows-increase-in-gun-related-deaths-suicides/>

6. Narcotic sales in and around the entertainment districts/Ease of access to narcotics in the entertainment districts.

RCPD is acutely aware of individuals who are attempting to sell narcotics in and around the entertainment districts of Manhattan. The partnerships the department has with business owners and business organizations ensured a steady flow of information which have led to numerous arrests and the identification of dealers and suppliers. Several convicted and suspected dealers have hailed from locations far outside of Riley county, which has prompted investigators to build robust relations with several law enforcement agencies to facilitate the sharing of information. We are very grateful for the public's willingness to report their observations to us which has led to many arrests.

7. Underaged drinking in the entertainment districts.

RCPD works hard to proactively identify and cite minor in possession of alcohol. Officers also work hand-in-hand with business owners and organizations throughout the county to provide training and resources to help identify minors utilizing fictitious IDs. As previously reported, the partnerships the department has with business owners and business organizations have ensured a steady flow of information. These cooperative relationships have led to numerous citations being issued which sends the message that this community is committed to enforcement, safety, and an enhanced quality of life for patrons and visitors.

8. Overconsumption of alcohol in the entertainment districts.

RCPD is part of several community-led efforts to warn the public on the dangers of the over consumption of alcohol. For example, RCPD is part of "Cats Don't Drink and Drive" or CATS3D which is a commitment and awareness campaign to promote "Drive to Zero." Officers also reach out and work with young organizations and university groups to discuss the dangers of over consumption as well as designated driver programs. Citizens and businesses have also been key partners in reporting disorderly conduct or suspected intoxicated driving. RCPD also uses intelligence-led practices that help us predict the times and locations where incidents related to overconsumption are most likely to occur. This plays a part in which days and times our officers report for duty. RCPD will consider an increase in personnel allotments as on several occasions within the past two years, the department has had difficulties with having enough officers available to respond in a timely manner to alcohol-related incidents, as well as to regular calls for service.

9. Rape as a result of over-intoxication or date-rape drugs in the entertainment districts.

RCPD's Public Information Officer, Victim Advocate Coordinator, School Resource Officers (SROs) and Training Officers have been very aggressive in pushing public information campaigns with other community stakeholders to provide information to the public, especially youth, social groups, fraternities and sororities on the dangers of drugs (to include alcohol). We also partner with businesses in the entertainment districts to provide training and information on how date-rape drugs are used and the signs to look for: the methods offenders use to drug their victims, and the physical symptoms a person exhibits when they have been drugged.

10. Bullying/threatening behavior on social media, especially committed by and directed towards youth, and violence in schools.

RCPD has a very strong and robust relationship with its school districts, KState, and other schools and colleges within the county. Mid 2023, RCPD partnered with USD 383 to add a third SRO. However, grant funding is set to expire in 2024. SROs, our Public Information Officer and Victim Advocate Coordinator also work with parental organizations and other institutions regarding the dangers of bullying and cyber bullying. Through the leadership of the Law Board, several local officials, State and U.S. leaders (including Senator Moran and Congressman Tracey Mann), RCPD has been working with CIT International, FBI, KBI and several other stakeholders and subject matter experts to design and implement a training program for both law enforcement officers and mental health professionals. The training helps in recognizing and assessing active-shooter based threats. This is a first-of-its-kind training program that works to identify and intervene potential shooter-based threats before they occur.

11. Traffic enforcement (Ogden) Riley Ave.

Ogden has recurring issues with drivers speeding through the community on Riley Ave., especially during common hours where people are driving to and from work. Residents have observed drivers ignoring Stop signs on buses, driving aggressively and failing to stop for school children while they are in crosswalks, and ignoring signals and directions from crossing guards. Many parents, teachers and concerned citizens have observed the same reckless behaviors multiple times, and unfortunately on a consistent basis. RCPD has long partnered with Fort Riley and the Fort Riley Police Department, which has been extremely helpful and cooperative in curbing reckless driving around the Post area. Our Public Information Officer will also continue our on-going campaign to remind the community of the dangerous consequences of distracted driving and speeding. RCPD will also continue to provide traffic enforcement and/or presence during high traffic times. This community concern validates the need for the creation of a dedicated Traffic Enforcement Team so that the department can provide traffic safety in this area on a reliable and consistent basis.

12. Traffic enforcement (DUI, distracted driving, and running traffic lights).

Traffic enforcement is a recurring complaint/concern of this community and remains a focus for our Patrol Division. RCPD uses data to analyze where and when officers should conduct traffic enforcement to maximize safety. As noted before, RCPD shall consider the creation of a dedicated Traffic Enforcement Team.

13. More officers/increased visibility of RCPD officers in and around the entertainment districts so patrons and visitors can “feel safe.”

RCPD is acutely aware of apprehensions community members may have when considering to patronage entertainment districts within Manhattan, especially due to recent incidents involving firearms, thefts, and otherwise disorderly behavior. The department plans to implement license plate and camera technology in these areas to provide additional presence and security, and will continue its enforcement efforts especially relating to alcohol. It is vital our citizens feel safe in entertainment districts

regardless of the time of day. The department understands the importance of safety in our business districts as safety and the perception of safety contribute to the community's ability to grow and attract families, businesses and students.

14. Sex-related crimes and sex-related trafficking over the internet and cybersecurity.

RCPD has invested in advanced training and technology which allows us to be more responsive and even more proactive for these types of crimes. We have forged strategic partnerships with State and Federal partners to identify and apprehend criminals. There are few greater responsibilities of a law enforcement agency than to protect and be the voice of those who are the most vulnerable.

15. Data transparency from RCPD.

RCPD prides itself on transparency and cooperation with the community it serves. We are governed by an independent civilian Law Board consisting of citizens and elected officials from both the County and City of Manhattan. There is also a Community Advisory Board made of community members throughout the County that assists the department in maintaining strong community ties, legitimacy, and fairness. Lastly, the Fair and Impartial Policing group will be re-introduced, and is designed to facilitate community awareness and discussions of RCPD's data and policies. Any person wishing to know more about RCPD is encouraged to visit our webpage at <https://www.rileycountypolice.org/> where they will find lots of information, to include crime mapping, in an organized and easily navigable way. While there, people can sign up for various alerts and notifications. The department also maintains social media sites which include Facebook. If citizens cannot find what they are looking for, they can always email us at Contact_RCPD@rileycountypolice.org or can call 785-537-2122.

Foremost, the department will prioritize its legitimacy in maintaining the community's trust. Law Enforcement cannot be at all places at all times and relies on information from the public to aid in providing safety and solving crimes. When there is mutual trust, reporting systems and "see something, say something campaigns" are effective and serve as the greatest deterrent to criminal activity. RCPD shall also focus proactive efforts/enforcement in entertainment districts and partner with businesses and business organizations to develop strategies to reduce crime and improve cooperation and communications.

The department shall also implement programs and partner with community organizations to reduce recidivism within the community. This is a task that primarily shall be the responsibility of Corrections. To date, RCPD is working to bring more programs to assist those within the jails with mental health treatments and counseling, education, and trade skills. It is just as important that Corrections introduce specialty teams tasked to investigate violations, respond to critical incidents, and improve information and intelligence. Such teams provide additional safety within the facility and assist in law enforcement and investigative efforts that keep the county safe.

A common denominator in meeting the above community concerns is the department's need to conduct more proactive investigations, and to be more visible and accessible, and to implement or increase specialty teams such as Traffic Enforcement. Traffic enforcement and police

presence have long been acknowledged as having a strong correlation to safety. In 1985, the U.S. Department of Justice noted visible patrols were effective deterrents to crime, while high/low visibility patrols resulted in more apprehensions.¹⁵ The study also found additional contributing factors to deterrence were close cooperation with the community, the use of team policing, and increased night patrols. While RCPD's culture and practices allow for both community cooperation and team policing, but the department sorely lacks the staffing to increase night patrols. Another DOJ article noted "...effective traffic law enforcement can be a means of detecting crime, intercepting fleeing criminals, and preventing crime."¹⁶ This same study advised for officers to "look beyond the ticket (i.e., they must be trained to observe signs that the occupants of a vehicle may be engaged in violations other than law infractions)." RCPD officers do "look beyond the ticket" as they are trained to observe and notice other clues to detect DUIs, burglary, human and sex trafficking, and other violent crimes. A common and justified concern of more focused traffic enforcement is the potential to reduce police legitimacy through actual or perceived racial disparities (e.g., the targeting of historically marginalized populations). RCPD has a long history, validated by statistics and general public sentiment, of not targeting individuals based on protected class. Furthermore, a recent Initial Organization Assessment (2023) confirmed that not only does RCPD not target marginalized groups, it has policies and intelligence-led practices in place that ensure traffic stops are more opportunities for public education rather than a demand for strict adherence to traffic laws. Therefore, there is strong confidence that any unintended consequence of implementing a dedicated traffic enforcement team will enhance safety and not erode public trust and confidence.

Meeting the plans outlined in this reduction plan, and also based on projected community growth, will require an increase in current staffing levels. RCPD has applied for federal funding that will allow for the department to conduct an outside workload assessment and staffing survey to help determine how many officers RCPD needs to effectively provide law enforcement in the county without increasing burnout, low morale, and liability. Upon making the decision to potentially add additional staff, it is imperative the department find ways to reduce internal costs to fund its primary safety-related objectives without adding significant financial burdens to taxpayers.

RCPD Capacity and Resources

RCPD consists of five divisions: Patrol, Investigations, Corrections, Support and Administration. Each division houses teams which play crucial roles in public safety to include Dispatch, Victim Services, Narcotics and Sex Crime investigations, Bike Teams, Hostage Negotiations, Crime Scene Processing, a Criminal Intelligence Unit, an Emergency Response Unit (which includes a Bomb Team), K-9 officers, a HAZMAT evidence recovery team, and a dedicated Training staff. RCPD also utilizes intelligence-led policing strategies such as Arc and Playbook, has an embedded Mental Health Professional, and has implemented a Crisis Response Team (CIT) Program.

¹⁵ <https://www.ojp.gov/ncjrs/virtual-library/abstracts/relationship-between-police-presence-and-crime-deterrence>

¹⁶ <https://www.ojp.gov/ncjrs/virtual-library/abstracts/does-traffic-enforcement-reduce-crime#:~:text=Criminals%20travel%20to%20and%20from,fleeing%20criminals%2C%20and%20preventing%20crime.>

Though RCPD has more specialized teams with capabilities than a majority of law enforcement agencies in the country, it comes at significant cost to bandwidth. Many officers have several additional duties which causes completing priorities and a reduced ability to become for proficient in a given specialty. It also leads to an increase of burnout as officers are spending significant amounts of time working OT and less conducting specialized training or being able to volunteer to join our specialty teams.

Key Partnerships

RCPD has taskforce partnerships with the FBI and works closely with area public safety agencies including the Manhattan Fire Department, Junction City Police, the Pottawatomie Sheriff's Office, KBI, and Riley County EMS and FIRE.

It is also vital that RCPD establish and maintain strong collaborative relationships with stakeholder community organizations to work towards legitimacy, and assisting "at-risk" individuals to mitigate recidivism such as Dr. Lorenza Lockett's YouthBuild apprenticeship program, and the Jacobs family with the House Café in Ogden, KS, which works to combat generational and cyclical poverty.

Sustainment and Data Assessment

Like every county or municipality, Riley County has its own unique set of challenges, stakeholders and resources. To sustain the recommended strategies, RCPD must ensure it maintains a culture that retains personnel while attracting new motivated people of character, integrity, competency, and who prioritize service and servant-based leadership. The department must also look for ways to re-allocate existing funds to keep pace with increasing technological demands, responsibly request budget increases that allow the department to increase staff, and make logistical and technological improvements to maintain pace with future community needs and criminal trends. As the county grows and the challenges RCPD faces are constantly evolving and must plan for new staffing, strategies and technology. The department's statistical data and strategic progression are routinely provided to the Law Board who provides oversight to the department, and as such gauge our effectiveness.