



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Mar 21, 2024 9:00 AM

Press Conference Topics

4. Discuss Press Conference

Review Tentative Agenda

5. Tentative Agenda

9:00 AM

Shelly Williams, Community Corrections Director

6. Juvenile Intake & Assessment Services On-Call Needs

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

7. Big Lakes Developmental Center update

9:30 AM

Press Conference

8. National weather service presentation - Laurie Harrison (2-3 minutes)
9. Presentation of retirement plaque to Shelly Williams - John Ford (3-5 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

10. Comprehensive Plan Update - Consultant discussion

- 10:00 AM Presidential Preference Primary Election Canvass**
11. Procedures for Canvass of Ballots
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
12. Administrative Work Session
13. Pending County Projects County Counselor
- 10:35 AM Elizabeth Ward, Human Resources Director**
14. Working session - Employee Policy Manual proposal
- 12:00 PM Intergovernmental Luncheon**
15. Intergovernmental Luncheon 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 28, 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

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:55 AM

Julie Gibbs, Health Department Director

4. Out of State Travel Request

10:05 AM

Vivienne Leyva, PIO

5. PIO update

10:20 AM

Elizabeth Ward, Human Resources Director

6. Employee Procedures Manual

10:50 AM

Evan McMillan, Assistant County Engineer

7. Bid Opening for 2024 Asphalt Overlay Program

Attachment: 03-28-24 tentative agenda (14188 : Tentative Agenda)

11:00 AM Amanda Webb, Planning/Special Projects Director

8. STR Enforcement

11:20 AM Anna Burson, Appraiser

9. Riley County Exempt Value

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: 03-28-24 tentative agenda (14188 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 01, 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

1. Public Health Week Proclamation
2. Retail Dealer's 2024 Cereal Malt Beverages License

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

4. RCPD Update - Greg Steere (3-5 minutes)
5. Public Health Week Proclamation - John Ford and Julie Gibbs (2-3 minutes)

9:40 AM

**Amanda Webb, Planning/Special Projects Director and Brittany Phillips,
Budget and Finance Officer**

6. Riley County Retreat

10:00 AM

Russel Stukey, Emergency Management Director

7. Staff update

10:15 AM

Brian Peete, RCPD Director

Attachment: 04-01-24 tentative agenda (14188 : Tentative Agenda)

8. RCPD update

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.



COMMUNITY CORRECTIONS
Personnel

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director Riley County Community Corrections

MEETING: March 25, 2024

SUBJECT: Juvenile Intake & Assessment Services On-Call Needs

PRESENTER: Shelly Williams, Director Riley County Community Corrections

BACKGROUND

Riley County Community Corrections assumed oversight of Juvenile Intake & Assessment Services (JIAS) in July 1997. JIAS was a standalone department that answered directly to the County Commissioners. Riley County Community Corrections built the program from the ground up utilizing existing full-time staff to both develop (policies, procedures & practices) and operate. Fast forward 27 years and Community Corrections is still operating Juvenile Intake & Assessment with a combination of full-time and as-needed, on-call employees.

JIAS is required per KDOC State Standard JIAS-04-100 to respond to law enforcement 24/7/365 for incidences involving children-in-need-of-care and juvenile offenders. State Standard JIAS-04-101 requires that the intake commence within thirty minutes of receiving the notification.

DISCUSSION

Prior to April 2020, three Adult Intensive Supervision Officers and two Juvenile Intensive Supervision Officers (ISO) were each assigned one day of the week to cover **day** Juvenile Intake & Assessment Services, rotating the Friday assignment. The Clay County Adult/Juvenile Intensive Supervision Officer currently serves as the day on-call officer in Clay County, and whenever needed, the Riley County day on-call officer assists. Following 10 years of flat funding, we had to lay off a Juvenile Services position in April 2020, thus reducing the number of line-staff available to cover JIAS.

Riley County ISOs currently cover on-call day Intake Monday through Friday. In order to do

that, they must block that day off each week and not schedule any probation clients. On-call officers respond to the Riley County Police Department, the Clay County Police Department and the Clay County Sheriff's Office for any situation involving a child-in-need-of-care or juvenile offender Monday through Friday between the hours of 8:00am and 5:00pm.

Each week Intensive Supervision Officers cover the following workload:

- Morning drug testing 7:30-8:30am

- Lunch drug testing 11-1:00pm

- Evening drug testing Monday - Thursday's 4-6pm

- One on-call day 8am-5pm

- Youth Court facilitation 2 nights a month totaling 6 hours (3 staff members)

- Parent Project facilitation 1 night a week totaling 3 hours (1 staff member)

- Cognitive behavior change course Thursday nights until 8pm (1 supervisor)

These work assignments add a minimum of 3.5 hours outside of the traditional 8-5pm on any given week, not including weeks with Youth Court and/or Parent Project. All of these work assignments are mandated either through the Kansas Department of Corrections State Standards, the evidence-based curriculum, best practices or a grant requirement.

Additionally, with the County Attorney's and the Courts caught up from COVID backlog, our juvenile caseloads have doubled. For example, in March 2019, the Juvenile Intensive Supervision Officer had 5 on intensive probation, and to-date in March 2024, there are 11 juvenile offenders on intensive supervision. In March 2019, there were 10 juvenile offenders on Youth Court Immediate Intervention Program, and to-date in March 2024, there are 21 on Youth Court supervision.

In 2023, we responded to 186 Intakes involving abused and neglected children/youth or juvenile offender incidents, with the average intake being 2 hours and 30 minutes.

With Friday being the last day of the workweek and the aforementioned work assignment demands, not to mention required District Court hearings, it became difficult for staff to flex out hours, especially any Intake hours taking place on Fridays. If a staff member was absent for any reason on their assigned day, the ISO II and/or the Director would attempt to cover the day on-call duties, however given the unpredictability of Juvenile Intake events, that is next to impossible.

Prior to Riley County assisting Community Corrections with personnel costs, we were unable to budget any money for overtime. Taking into consideration the above factors and not being able to pay overtime, at some point (in the last couple of years) we started asking our JIAS On-Call Officers to assist covering some Friday's. To-date, we have managed to cover most Friday's with as-needed, on-call staff. Much like we added Columbus Day and Juneteenth to the on-call requirements, we added Friday's as an opportunity for the As-Needed, On-Call Officers.

The expansion of hours was not included in the Riley County budget process nor was the approval obtained from the Commissioners for the expansion of on-call coverage. As this was/is funded 100% with KDOC funds and they allow flexibility within the allocation to make adjustments as needed, the approval step was missed.

In addition to not being able to afford to pay staff for overtime, staff being unable to flex out the other demands of the job while being required to cover Friday on-call 8-5pm, has become problematic.

I am requesting the ability (to continue) utilizing as-needed, on-call staff for Friday coverage and periodic all-staff training days, sick days, etc. Staff burnout and morale already take a toll on the amazing staff at Riley County Community Corrections just for the fact they work in the field of child welfare and corrections.

FISCAL IMPACT

The 2024 approved budget included 650 hours for call out hours for On-Call Officers. Including benefits, the call out pay budgeted for 2024 amounted to \$12,354.62.

Additionally, the 2024 approved budget included on-call stipends for the following:

On Call Daily Fee		
weekends @ \$60.00/day - 106 hours		\$6,360.00
holidays @ \$84.00/day-11 days		\$924.00
weekdays @ \$30.00/day - 260 days		\$7,800.00
		\$15,084.00
FICA/SUI	7.75%	\$1,169.01
		\$16,253.01

Together the on-call and call out pay approved for 2024 is \$28,607.63.

The 2025 request is to expand the on-call coverage to cover Fridays as well as 5 additional days to cover periodic all-staff training days, sick days, etc. Furthermore an audit of call-out hours revealed RCCC only used 380 call-out hours in 2023, therefore we are projecting to use fewer call out hours moving forward.

Costs for both on-call coverage pay for 2025 is projected to be 420 hours for call-out pay for \$8,309.92, with stipends being:

On Call Daily Fee	
Weekends @ \$60/ day - 105 days	\$ 6,300.00
Holidays @ \$84/day - 12 days	\$ 1,008.00
Weekdays @ \$30/day - 52 days	\$ 1,560.00
Coverage for FTE Weekdays - 5 days	\$ 150.00
Subtotal	\$ 16, 818.00
FICA/SUI - 7.75%	\$ 1,303.40
Total	\$18, 121.40

Therefore, the total budget impact for 2025 would be \$26,431.22 which is actually \$2,176.41 dollars less than the approved 2024 budget for this on-call and call out pay.

RECOMMENDATION(S)

Allow RCCC to expand on-call coverage to include Fridays, as well as 5 additional days to cover periodic all-staff training days, sick days, etc.

POSSIBLE MOTION(S)

Move to approve allow RCCC to expand on-call coverage to include Fridays, as well as 5 additional days to cover periodic all-staff training days, sick days, etc.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PLANNING & DEVELOPMENT
Work Session

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 25, 2024

SUBJECT: Comprehensive Plan Update - Consultant discussion

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

In April 2023, Riley County issued a Request for Qualifications (RFQ) for professional consultant services to assist with the Comprehensive Plan Update with an allocated amount of \$25,000 with the potential of additional funding should it be warranted. The Scope of Work included:

- *Review all existing related plans and studies.
- *Coordinate public outreach and committee participation.
- *Update demographics/socioeconomics.
- *Update current and future land use inventories.
- *Evaluate county facilities/space needs for all downtown buildings.

The cost estimate for the original RFQ was based on information available at the time and being fiscally prudent. Unfortunately, we received no responses. I spoke with staff from Kansas State University, who did not have the availability to assist with the process, and Wichita State University, who needed more in funding than we were able to allocate to one specific aspect. From there, I attempted to complete the work in-house with existing staff as a cost savings measure and to get the project going.

So far, Planning and Development staff have completed many of the initial steps in the planning process, including:

- *A public input survey with 687 responses.
- *Eleven community meetings all around the county.

*Recruitment and establishment of the Comprehensive Plan Committee (the "TAC") - a group of 54 volunteers who have diverse expertise and interests.

*Public outreach through the creation of a webpage, newsletter, news releases, interviews, and social media posts.

*Development of title, tagline, and logo ideas and a public survey to select the most popular elements.

DISCUSSION

The comprehensive plan guides growth and development within the county and is carried out in the form of regulations. It impacts everyone who lives, works, or plays here because it influences how land can be used, whether it be for housing, economic development, agriculture, parks (etc.). The intent is to find a balance between agricultural/rural preservation and accommodating for responsible growth and development.

The remaining tasks required to complete the Comprehensive Plan Update represent more work than Planning and Development staff can reasonably accomplish while attending to other duties, which include amending the Land Development Regulations, the Sanitary Code, and other long range planning documents, issuing building, floodplain, wastewater, and private well permits, and code enforcement.

Issuing a revised RFQ for the remaining tasks, with a more appropriate funding allocation, will help ensure a robust quality plan that accurately reflects the community's vision.

We've already done a lot of work that will provide the foundation for the plan. Fortunately, that work remains valid and useful, and all the public input we've collected so far will be incorporated into the plan.

A revised Scope of Work within the RFQ will include:

*Reviewing all existing related plans and studies.

*Drafting goals, policies, and actions for each plan element.

*Updating demographics and socioeconomic data.

*Conducting current and future land use inventories.

*Continuing public engagement and committee coordination.

While we are still targeting an end of year adoption date, the project schedule will be modified once a consultant is on board. We will also come back before you to ensure the project is proceeding as you envisioned.

FISCAL IMPACT

I've spoken with several planning firms (some of which received the original RFQ) as well as colleagues around the state working on various long-range plans. With the information gathered, and again to support a quality plan, I believe Riley County's Comprehensive Plan update can be successfully completed between \$125,000 and \$150,000. I am recommending a not-to-exceed total allocation of \$150,000.

Most of the previously allotted \$25,000 from the Economic Development Fund remains available to be applied to this use. Therefore, I am requesting an additional allocation of \$125,000 from Economic Development funds.

RECOMMENDATION

I have spoken with the Budget and Planning Committee about this request, and they are supportive. Should you agree to allocate the additional \$125,000 to this project, I will bring a draft RFQ back for your consideration before issuance.

POSSIBLE MOTION(S)

Move to allocate an additional \$125,000 from the Economic Development Fund to hire a professional consultant to finish all remaining elements of the Riley County Comprehensive Plan update.

Enclosures:



COUNTY CLERK & ELECTIONS
Meeting information

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk
MEETING: March 25, 2024
SUBJECT: Procedures for Canvass of Ballots
PRESENTER: Rich Vargo, County Clerk

Enclosures:

- March 2024 ElectionCanvassProcedures (DOC)

March 25, 2024

Procedures for Canvass of Ballots

1. The Canvassing Board will be presented the 2024 Presidential Preference Primary Canvass Report. The Canvass Report will have the total numbers of ballots cast for each polling location.
2. Riley County Clerk's Office staff will read through each individual polling location results and present to the Canvassing Board recommendations for the provisional ballots being accepted, partially counted or rejected and the reason why rejected.
3. The Board of Canvassers can then ask for any further verification of the recommended status of the provisional ballots presented.
4. The Board of County Canvassers move to approve the valid provisional ballots upon completion of the partial count provisional ballots and certify the Official Election Results of the 2024 Presidential Preference Primary Election.
5. The review board in the County Clerk's Office will process the valid provisional ballots.
6. The Riley County Clerk will then tabulate the valid provisional ballots.
7. Once the provisional ballots, partial county provisional ballots and hand counted ballots have been processed and tabulated, the Final Canvass Results will be placed on the Riley County website and sent to the Secretary of State's Office.



**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 25, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 03.25.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2023 and through March 20, 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) ***Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

Attachment: FINAL_Commission List 03.25.2024 (14607 : Clancy's Commission List)

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) ***Review House calendar status of SB 162. It is on General Orders. (3-20-24)***

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) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24)***

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 Department: 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.) **Advise Department on personnel policy manual upcoming revision. (3-19-24)**

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) **Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issue than immediately preceding entry.(3-18-24) Work on both of immediately preceding entry matters. (3-19-24)**

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) *Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24)*

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) *Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24)*

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) ***Prepare for, attend and participate in committee meeting. (3-20-24)***

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) *Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24)*

Staff Road Renaming Committee:



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 25, 2024

SUBJECT: Working session - Employee Policy Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

The last formal update to the Riley County Employee Manual was approved in 2012. Since then, many laws and regulations have changed, as well as operational practices at Riley County. Many of these changes were documented through resolutions, or individual Department Policies.

Having an updated and accurate employee manual is a vital tool to communicate expectations to current and future employees, assist supervisors in managing their teams, and preventing legal liability.

Therefore, a workgroup has collaborated with Keystone risk management group to draft a new Employee Manual and Employee Procedures Manual for Riley County.

The result is a shorter, more concise, and more accurate policy manual. The process also gave us the opportunity to evaluate the policies and update them to the best standard practices for managing our responsibilities as an employer.

DISCUSSION

The below outlines the significant changes to policy proposed in the new manual draft.

Format The new format is easier to read, and therefore easier for employees to use.

The current manual is 141 pages as originally approved, but with the addition of 12 years of resolutions and changes, it has grown to over 300 pages.

Keystone specializes in Employee Manuals; therefore, the new one is more user friendly and incorporates an interactive table of contents.

We also pulled the procedures out of the manual, for convenience for employees and so that we can update procedures as they change without adopting a new policy manual.

We have also eliminated individual department employee policies, incorporating all those applicable policies into the Employee Manual

Policy changes

We have updated the required content to ensure compliance with federal, state, and local laws pertaining to the employee/employer relationship.

Changes in hiring practices:

- Page 12 - HD requires certain testing and immunizations for all employees. This is usually covered by the employee's health insurance, but we have had insurance companies deny the required tests/immunizations. When that happens, we are proposing Riley County pays for cost.
- Page 13 - a definition of RCFD#1 volunteer firefighters is included. Although these workers are volunteers, they also have some compensation, in the form of stipends, and benefits such as retirement, Workers Compensation and EAP. They are also required to follow Riley County policies.
- Page 13 - previously only BoCC could approve an employee working over 100 hours in a pay period. It is requested to allow department heads to approve this.
- Page 14 - Overtime no longer includes any form of leave. Leave taken in the same week as overtime is worked will be converted to flex time.
- Page 14 - call out provisions. The County pays employees an extra hour of pay when they are called in to work one hour before or one hour after their regular scheduled shift. (employees also get paid the hours they work for such call in).
 - Several department heads would like to pay employees if they are called an hour before the regular shift, no matter when the employee arrives.
 - The workgroup recommends continuing to pay employees only if they are both called by the supervisor AND arrive at least an hour before or after the scheduled shift.
- Pay processes are moved to the Procedure manual and follow the process approved in 2022.
- Page 18 - Holidays - Christmas holiday policy change proposed to:
 - "2 days for Christmas holiday as designated by Human Resources each payroll calendar."
- Page 19 - 22 - PTO and Critical leave were updated to the schedule and policy approved in March 2023.

- Page 19 - Eligibility for holiday pay - previously the policy allowed department heads to assign alternate holidays for employees not scheduled to work on a holiday. Meaning they would then take 2 days off work for each holiday.
 - The workgroup believes a benefit of an alternative schedule or part time position is the consistent days off work, therefore we propose changing the policy to only pay holiday for an employee scheduled to work.
 - Previous policy: “For any employee not scheduled to work on a given holiday, the department head may re-designate the officially observed holiday within the work week. If re-designation of a holiday is not made and an employee works their regular schedule, which does not include the holiday, they will not be paid for the holiday.”
 - New policy: “An employee not scheduled to work on a holiday shall not be paid holiday pay, nor shall he/she be assigned an alternative holiday.”
- Page 21 - Pay out of Critical Leave and PTO is now limited to:
 - PTO at the End of Employment: Accrued PTO remaining unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice. Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.
- Flexible work schedules are not defined in the new manual.
- Page 29 - Paid Bereavement Leave proposed policy:

<i>Relationship</i>	<i>Leave Granted to non-EMS</i>	<i>Leave Granted to EMS</i>
Spouse, child (includes miscarriage), foster child, stepchild, parent (includes in loco parentis), sibling	Up to five (5) consecutive working days	Two (2) consecutive 24-hour shifts
Grandparent (including great grandparent and in-law), grandchild, great grandchild, mother- or father-in-law, brother- or sister-in-law, legal guardian, all “half” and “step” relations	Up to three (3) consecutive working days	One (1) 24-hour shift
Coworkers (current and past)	Up to 2 consecutive hours to attend the funeral	

- Page 33 - Discipline policy and procedures have been updated to those approved by consensus March 2023
- Page 34 - Dispute Resolution Process (formerly Appeal Process) has been updated to that approved by consensus March 2023
- Page 36 - Dress code has remained the same except allowing:
 - Nose studs as acceptable body piercing.
 - Visible tattoos not deemed offensive.
- Page 37 - County ID badges - HD requires employees to visibly wear their name badges. The suggestion was made to require this for all employees.

- Page 39 - Drug and Alcohol policy - this was updated to current practice and is in line with local and federal guidelines.
 - Removed specific information for CDL drug and alcohol testing - this is in appendix.
- Page 43- Electronic Communication policy and Bring Your Own Device policy both reflect current practice but are expected to be updated within the year.
- Page 46 Use of Social Media policy was added.
- Page 49 - Re-Employment after separation - the policy was expanded to allow employees who return to work to start accruing leave at the rate when they left.
- Page 52 - Violence and Weapons policy - updated to that approved in March 2023
- Page 55 - Appendix - definitions moved to the back of the policy. Several new definitions required by new manual and some removed.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is to review the changes proposed to the Personnel Manual and, if you have no concerns, bring it back for approval.

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:

- Employee Policy Changes Exec Summary 2024-03 (DOCX)



HUMAN RESOURCE DIVISION

Executive Summary of Riley County Employee Manual update

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Intergovernmental Luncheon

Monday, March 25, 2024
12:00-1:00 p.m.
Bluemont Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Gather and luncheon (11:30 a.m.-12:00 p.m.)
2. Convene and Introductions
3. Agenda Topic(s)
 - a. Fake Patty's Day Debrief
 - i. Brian Peete, director, Riley County Police Department
 - b. Community Land Trust – RHID Tool
 - i. Josh Brewer, executive director, Habitat for Humanity of the Northern Flint Hills
 - c. K-State FY23 Economic Impact Analysis
 - i. Grant Hill, deputy chief of staff, Kansas State University
4. Miscellaneous Discussion Items and Announcements
5. Discussion about Potential Agenda Topics for Next Meeting
6. Next Meeting Date: **Monday, April 22, 2024**
7. Adjournment

IGL February Parking Garage Code: **PGTGOVL32524**

For those who have RSVP'd for lunch, food will be served starting at 11:30AM. Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, address of entity to be billed is required with contact information.