



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 25, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Mental Health Month 2022 Proclamation
4. Highway Use Permit, Larson Construction

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Apr 21, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

8. Pawnee Mental Health Services update

9:15 AM

Shelly Williams, Community Corrections Director

9. FY23 Adult Services Comprehensive Plan
10. FY23 KDOC Juvenile Service Comprehensive Grant Application
11. County Special Alcohol Fund Allocations

9:30 AM

Press Conference

12. Presentation of the Pawnee Mental Health Month Proclamation - Greg McKinley and Robbin Cole (3-5 minutes)

- 9:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
- 12:00 PM** **Intergovernmental Luncheon**
15. Intergovernmental Luncheon Agenda
- 2:00 PM** **Executive session to discuss a performance matter involving non-elected personnel**
- 3:00 PM** **Executive session to discuss a performance matter involving non-elected personnel**
- 3:30 PM** **Executive session to discuss a performance matter involving non-elected personnel**
- 4:30 PM** **Executive session to discuss a performance matter involving non-elected personnel**

Adjournment**Announcements**

The 46th Annual KCCA Conference will be held April 26-28th at the Hilton Garden Inn, Salina, Kansas.

The Board of County Commissioners will not be in session on Thursday, April 28th.

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.



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Robbin Cole, Pawnee Mental Health Services Director

MEETING: April 25, 2022

SUBJECT: Sign Mental Health Month 2022 Proclamation

PRESENTER: Robbin Cole, Pawnee Mental Health Services Director

Move to sign the Mental Health Month 2022 Proclamation for May 2022 for Pawnee Mental Health Services.

Enclosures:

- 2022 Pawnee Mental Health Month Proclamation (DOCX)



MENTAL HEALTH MONTH 2022 PROCLAMATION

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, prevention works, treatment is effective, and people can and do recover; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen share the burden of mental health problems and have a role in promoting and supporting mental health efforts; and

WHEREAS, all people face challenges in life that can impact their mental health, especially following the last two years of a public health emergency;

THEREFORE, Riley County, does hereby proclaim **May 2022** as **MENTAL HEALTH MONTH** and calls upon the businesses, schools, government agencies, healthcare providers, organizations and citizens of Riley County to recommit our community to increasing awareness and understanding of mental health, its relationship to a strong, vibrant community, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Commissioner

Commissioner

Commissioner



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: April 25, 2022

SUBJECT: Highway Use Permit, Larson Construction

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Larson Construction is requesting permission to work in the right of way to bore new water service under S. 40th Street and McDowell Creek Road.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting the Larson Construction permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 04.12.22_Larson Construction_S 40th and McDowell Creek Rd (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: S. 40th St and McDowell Creek Rd

Requesting Party: Larson Construction, 2616 Eureka Terr., Manhattan, KS 66503

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **Sleeve water line from ROW to ROW under the roadway.**

Signature: _____

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable. **Ashland Township**
Comments:

No comments from Ashland Township - per Loren Clement, Township Trustee

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____	(if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 04.12.22_Larson Construction_S 40th and McDowell Creek Rd (12090 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Larson Construction, Inc.

Water service installation via boring

Applicant Name

Type of Construction

2616 Eureka Terr.

Manhattan

KS

66503

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to Access County ROW to bore new water service along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-8330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

4/12/2022

Submitter's signature

Date

Dusty Heller - Project Mngr

Printed Name & Title

785-706-8171

Submitter's Telephone Number

Larson Construction, Inc.

Contractor Name

dheller.larson@gmail.com

Submitter's Email Address

785-537-0160

Contractor Telephone Number

4/26/2022

Proposed Date of Construction

6/26/2022

Estimated Duration of Construction

RECOMMENDED BY: _____

John Ellis
Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

Page 1 of 2

OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit _____ Bond ☒ Letter _____

Receipt No. 012782 Date: 4/12/22

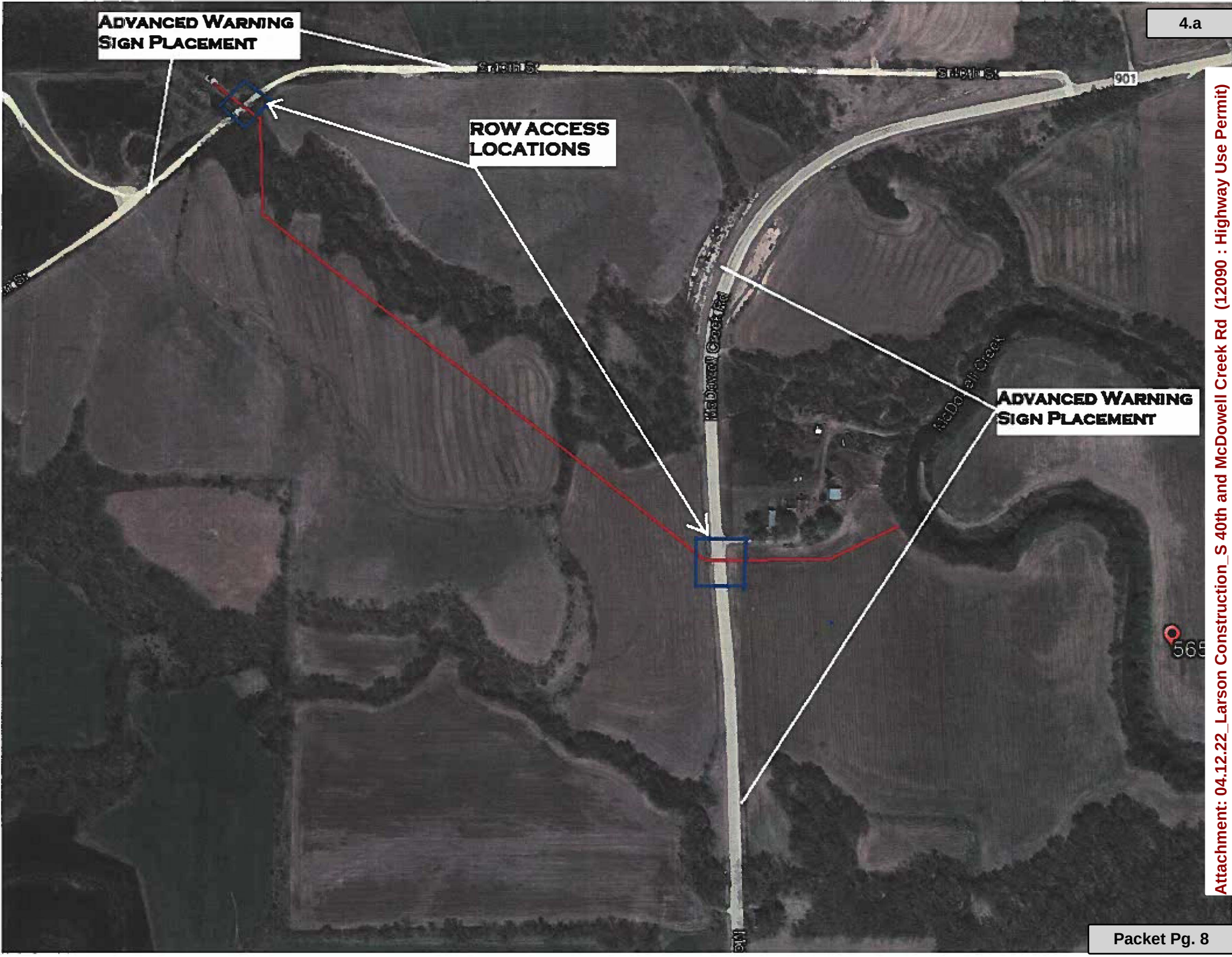
Signature: _____

ADVANCED WARNING
SIGN PLACEMENT

ROW ACCESS
LOCATIONS

ADVANCED WARNING
SIGN PLACEMENT

Attachment: 04.12.22_Larson Construction_S 40th and McDowell Creek Rd (12090 : Highway Use Permit)





**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 02, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Bob Isaac, Planner

2. Public hearing for amending the Land Development Regulations for Riley County, Kansas

9:30 AM

Press Conference

3. RCPD update - Captain Greg Steere (3-5 minutes)

9:50 AM

Amy Manges, Register of Deeds

4. Fidler Service Agreement

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:30 AM

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

11:30 AM

Executive session to discuss a performance matter involving non-elected

Attachment: 05-02-22 tentative agenda (11677 : Tentative Agenda)

personnel

12:00 PM Lunch

12:30 PM Executive session to discuss a performance matter involving non-elected personnel

1:30 PM Executive session to discuss a performance matter involving non-elected personnel

Adjournment

Announcement

A Special Law Enforcement Agency Meeting will be held today at 4:00 p.m. in the County Commission Chambers, 115 N. 4th Street.

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: 05-02-22 tentative agenda (11677 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 05, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Amanda Webb, Planning/Special Projects Director

2. Review of the Riley County Solid Waste Management Plan

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Appraiser

4. Staff update

9:50 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update
6. Battery recycling program kickoff

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

8. City of Manhattan General Update

Attachment: 05-05-22 tentative agenda (11677 : Tentative Agenda)

Adjournment

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

Attachment: 05-05-22 tentative agenda (11677 : Tentative Agenda)



COMMUNITY CORRECTIONS
Grant

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: April 25, 2022

SUBJECT: FY23 Adult Services Comprehensive Plan

PRESENTER: Shelly Williams, Director, Riley County Community Corrections.

BACKGROUND

The planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature. KDOC is planning to award \$15.6 million State General Fund dollars and \$1.2 from the Community Corrections Supervision fund (aka DUI Funding), which is the same amount awarded for FY20, FY21 & FY22. In fact, grants to Community Corrections agencies have not received an increase in NINE years. Regarding the DUI Funding, KDOC will review the revenue available in this fund as they make final allocation decisions so this amount is subject to change.

Our local SFY23 planning allocation for Adult Services is \$355,835.43 (\$343,092.07 State General Funds + \$12,743.36 DUI Funds)

As you are aware, we have applied for and been awarded Behavioral Health grant funds annually since FY14. The overall amount (\$3 million) state-wide has not changed since the inception of these funds. The Behavioral Health grant has historically paid for a Care Coordinator position, up to ½ of a Batterer's Intervention position (BIP), and voucher funds for transitional living, group/individual treatment co-pays, and assessments. We were encouraged not to apply for more than we received in prior years. Due to ensuring that the Care Coordinator and BIP Provider received annual COLAs and merits, we are only able to ask for money to fund the position of Care Coordinator (\$97,021.99). This is \$2,121.08 more than our FY22 allocation. The purpose of these funds is to enhance and/or develop behavioral health programs/interventions in the community & reduce revocations as a result. Agencies who have received BH awards were encouraged to apply for the same amount they have received in the past.

The Governor included a funding increase to Community Corrections SGF grants of \$2.6 million for the current fiscal year (ends June 30th) and \$8.4 million for FY2023 in her budget, and both the House and Senate ratified the Governor's recommendation for increased funding. While super appreciative of the increased funding, especially after 9 years of flat funding, Community Corrections needs \$14.5 million to make us "whole".

DISCUSSION

An in-depth analysis of case load sizes, offender risk levels, years of service, and salary comparisons with peer agencies in Kansas, shows Community Corrections needing \$14.5 million. The analysis showed that locally we only need .1 of an FTE which would be approximately \$6,400, and \$43,884 to make one or more positions competitive. However, these figures are based on current fiscal year salaries, and DO NOT include any 2023 cola or merit costs.

On April 21st, the Joint Corrections Advisory Board met and reviewed the Adult & Juvenile Services Comprehensive Plans, as well as the Behavioral Health and JCAB grant applications. While they agreed it was the state's respons. to fund Community Corrections, they realize the legislature has not adequately funded us in years.

FISCAL IMPACT

The attached budget has zero dollars for merit and cola's, AND we are \$1,250.00 short for vehicle insurance.

ADULT SERVICES

Merit Only Increase=\$9,438.81

Merit + COLA Increase=\$19,217.46

JUVENILE SERVICES

Merit Only Increase=\$11,895.00

Merit + COLA Increase=\$21,796.63

RECOMMENDATION(S)

Approve the FY23 Adult Services Comprehensive Plan + paying for the cost of merit and COLA increases for Community Corrections employees.

POSSIBLE MOTION(S)

Move to approve the FY23 Adult Services Comprehensive Plan + paying for the cost of merit and COLA increases for Community Corrections employees.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Comm Corr Salary Analysis (PDF)
- FY23 Adult Services Comp Plan BOCC (PDF)

Administrative Unit	Competitive Pay Scale	Additional FTE's	FTE Increase	Total
2nd	\$131,176.11	0.0	\$0.00	\$131,176.11
4th	\$230,210.12	2.0	\$140,263.36	\$370,473.48
5th	\$228,167.10	0.4	\$27,235.86	\$255,402.96
6th	\$133,349.58	0.3	\$21,166.20	\$154,515.78
8th	\$209,987.46	0.4	\$25,967.83	\$235,955.28
11th	\$273,458.10	4.7	\$299,427.81	\$572,885.92
12th	\$91,355.52	0.5	\$32,670.57	\$124,026.09
13th	\$179,848.01	0.0	\$0.00	\$179,848.01
14th	\$355,171.02	0.7	\$49,468.00	\$404,639.02
22nd	\$215,366.44	1.7	\$119,909.92	\$335,276.35
24th	\$112,092.38	0.4	\$25,720.76	\$137,813.14
25th	\$379,694.21	0.0	\$0.00	\$379,694.21
28th	\$315,556.15	7.2	\$492,577.64	\$808,133.79
31st	\$64,220.16	2.8	\$183,294.11	\$247,514.27
Atchinson County	\$133,847.02	0.0	\$0.00	\$133,847.02
Central Kansas	\$318,789.02	2.8	\$205,332.39	\$524,121.41
Cimarron Basin	\$379,255.92	0.5	\$37,498.16	\$416,754.08
Cowley County	\$414,565.99	0.0	\$0.00	\$414,565.99
Douglas County	\$400,585.55	0.0	\$0.00	\$400,585.55
Harvey/McPherson	\$292,002.49	1.5	\$94,378.54	\$386,381.03
Johnson County	\$961,961.49	0.0	\$0.00	\$961,961.49
Leavenworth County	\$176,149.78	1.8	\$114,722.25	\$290,872.02
Northwest Kansas	\$436,432.98	2.1	\$135,610.34	\$572,043.32
Reno County	\$92,478.93	3.6	\$244,764.50	\$337,243.43
Riley County	\$43,883.74	0.1	\$6,420.81	\$50,304.55
Santa Fe Trail	\$254,667.46	1.8	\$107,284.03	\$361,951.49
Sedgwick County	\$1,967,791.59	7.2	\$549,045.35	\$2,516,836.95
SG JV	\$866,701.84		\$0.00	\$866,701.84
Shawnee County	\$255,021.10	3.9	\$267,879.43	\$522,900.53
South Central Kansas	\$170,255.72	0.9	\$63,626.80	\$233,882.52
Sumner County	\$68,765.46	0.2	\$13,280.90	\$82,046.35
Unified Government	\$894,459.72	3.3	\$251,967.05	\$1,146,426.77
Total	\$11,047,268.13	50.8	\$3,509,512.61	\$14,556,780.74
Adult Salary Increase	\$5,242,609.90			
Adult FTE Increase	\$3,509,512.61			
Behavioral Health	\$437,982.37			
Juvenile Salary Increase	\$5,366,675.86			



Riley County Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2023 Adult Comprehensive Plan Grant

Primary Contact: Shelly Williams

Opportunity Details

Opportunity Information

Title

FY2023 Adult Comprehensive Plan Grant

Description

Pursuant to KSA 75-5291 and KSA 75-52,112, the Kansas Department of Corrections is seeking applications for funding the development, implementation, operation, and improvement of community correctional services that address the criminogenic and behavioral health needs of adult felony offenders. Funding obtained under this award will serve to support local community corrections agencies in increasing public safety, reducing the risk of probationers on community corrections supervision, and increasing the percentage of probationers successfully completing community corrections supervision.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Marie McNeal

Agency Contact Phone

785-230-6932

Agency Contact Email

marie.mcneal@ks.gov

Funding Opportunity Number

A-FY2023-CP

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/18fdb6fb-a1ab-4328-86eb-25eb62c63466>

Funding Information

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions

These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period

07/01/2022 - 06/30/2023

Matching Requirement

No

Submission Information

Submission Window

02/21/2022 8:00 AM - 04/29/2022 5:00 PM

Submission Timeline Type

One Time

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their assigned KDOC Regional Contact.

Attachments

- Kansas Community Corrections Agencies By Region and KDOC Contact 08.02.21

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

Conference Info / Registration Link

Sessions are scheduled for: February 24, 2022 from 2:00 to 3:30 pm and March 1, 2022 from 9:00 to 10:30 am. Contact Lucy Mills at Lucy.Mills@ks.gov if you did not receive the meeting invites.

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-5296, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the secretary of corrections. Additionally, in order to remain eligible for Community Corrections Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the secretary of corrections.

Award Administration Information

State Award Notices

Award notifications will be made on or before July 1, 2022.

Awards will be based on the criteria specified in KSA 75-52,111 and 75-52,112 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the



following timelines:

Q1 (Jul-Aug-Sep) Due on/before: 10/31/2022

Q2 (Oct-Nov-Dec) Due on/before: 01/31/2023

Q3 (Jan-Feb-Mar) Due on/before: 04/30/2023

Q4 (Apr-May-Jun) Due on/before: 07/31/2023



Project Information

Application Information

Application Name

Riley County Community Corrections

Award Requested

\$452,953.87

Total Award Budget

\$452,953.87

Primary Contact Information

Name

Shelly Williams

Email Address

swilliams@rileycountyks.gov

Address

115 North 4th Street
Manhattan, Kansas 66502

Phone Number

785-565-6810

Project Description

Agency Profile - Adult

Agency Leadership

Director Name

Shelly Williams

Director Address Line 1

115 N. 4th Street

Director Address Line 2

2nd Floor West

Director City

Manhattan

Director State

Kansas

Director Zip Code

66502

Director Phone Number

785-565-6810

Director Email Address

swilliams@rileycountyks.gov

Does your agency have an Executive/Administrative Director

☐ Yes

☒ No

To whom does agency leadership report?

☒ Board of County Commissioners (BOCC)

☐ Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name

Greg McKinley

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

1st Floor, Room B118

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number

785-537-6357

BOCC Chairperson Email Address

gmckinley@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1

115 North 4th Street

Main Office Address Line 2

2nd Floor West

Main Office City

Manhattan

Main Office State

Kansas

Main Office Zip Code

66502

Does your agency operate any satellite offices?

☒ Yes

☐ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office Address Line 1	539 Lincoln Avenue		
Satellite Office Address Line 2			
Satellite Office City/State/Zip	Clay Center		
Satellite Office Phone Number	785-632-3560		
Number of Staff Assigned to Office	1		

Does your agency operate a residential center?

☐ Yes

☒ No

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names, titles and if duties are split, the % of time spent on each set of duties.

Organization Chart

Governing/Corrections Advisory Board

Utilize Form-CAB_MEMEBERS to provide a current list of your agency's Governing/Corrections Advisory Board members.

Form-CAB_MEMBERS.xlsx

Attach a completed copy of Form-CAB_MEMBERS here.

JCAB_MEMBERS complete

Is this a joint board with the Juvenile Corrections Advisory Board?

- ☒ Yes
☐ No

Host/Administrative County

Does your agency operate as a single or multi-county entity?

- ☐ Single
☒ Multi-County

Name of the Host/Administrative County

Riley County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name

Tami Robison

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2

1st Floor, Rm B118

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas

Host/Administrative County Financial Officer Zip Code

66502

Host/Administrative County Financial Officer Phone Number

785-537-6300

Host/Administrative County Financial Officer Email Address

trobison@rileycountyks.gov

Non-KDOC Funding Information

Pursuant to KSA 75-52,103, does your agency receive assistance from the county or counties within your judicial district?

- ☐ Yes
☒ No

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY23?

- ☒ Yes
☐ No

Describe your agency's projected funding requests. Response should include the source and amount of each request.

City Alcohol, \$25,000.00
Greater Manhattan Community Foundation, \$2,500.00
Riley County Appropriations, \$7,081.00
KDHE Overdose Data to Action, \$11,641.50
Caroline, Peine Foundation, \$7,000.00
County Alcohol, \$3,000.00
BJA Drug Court Implementation, \$549,999.00

Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY22 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- ☒ Yes
☐ No

Describe the changes which impacted your program in FY22.

- AISO II sharing JIAS & GPS on-call supervisory duties
- LS/CMI & WRNA certification
- Awarded Overdose Data to Action Mini-Grant through KDHE
- Re-location of Clay County office
- Awarded OJP BJA Adult Drug Court Discretionary Grant!

Were steps taken to address the changes in FY22?

- ☒ Yes
☐ No

Describe the steps taken to address the changes in FY22.

- AISO II cross-trained to cover on-call supervisory duties; supervisors added to on-call calendar
- Incorporated LS/CMI & WRNA risk levels and scores into random color code drug testing regimens
- Hosted multiple drug testing trainings due to Corrections Officer turnover
- Changed QA and security cameras, and scheduling of Care Coordinator appts. (with smaller office)
- Develop Drug Court policies & procedures, participated in best practice training, and developed and implemented a Drug Court impacting SB123 clients.

Agency Outcomes

The following information is provided to assist applicants with completing this section of the application.

- Overall successful completion rate includes those cases closed with a termination reason of Successful, Unsuccessful, Death and Not Sentenced to Community Corrections.
- Successful case closures includes only those cases closed with a Successful termination reason.
- Unsuccessful case closures includes only those cases closed with an Unsuccessful termination reason.
- Overall Revocation Rate includes those cases closed with a termination reason of Revoked-New Felony, Revoked-New Misdemeanor and Revoked-Condition
- Contracted cognitive behavioral programming is defined as programming delivered to probationers by a community-based provider through formal agreement (contract or MOU) with the community supervision agency.

Where applicable, outcomes reported in this section should reflect the official data reported in the FY21 Community Corrections Statistical Summary report.

What was your agency's overall successful completion rate in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

79.30 %

Describe your overall successful completion rate for FY21.

- ☒ Achieved 75% or higher
- ☐ Did not meet 75% but achieved a 3% or higher increase from the previous year's overall success rate
- ☐ Did not meet 75% or achieve a 3% increase from the previous year's overall success rate

What was your agency's successful case closures rate in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

48.30 %

What was your agency's unsuccessful case closures rate in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

31.00 %

Which case closure rate was higher, successful or unsuccessful?

- ☒ Successful Case Closure Rate
- ☐ Unsuccessful Case Closure Rate

What were the most prominent drivers of unsuccessful case closures in FY21?

9 out of 19 or 47% only owed money
4 out of 19 or 21% had other violations, served County jail time, owed money so costs sent to collections
6 out of 19 or 32% picked up new cases, owed money so costs sent to collections
In the end, 19 out of 19 or 100% owed money in their unsuccessfully closed case.

Will you seek to reduce the number of unsuccessful closures in FY23 and if so, describe how. Response should consider the prominent drivers you identified in the previous question.

No. The Courts are adamant about not successfully terminating someone if they owe money.

What was your agency's overall revocation rate for FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

20.70 %

What was your agency's rate for revoked-new felony closures in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

1.70 %

What was your agency's rate for revoked-new misdemeanor closures in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

0.00 %

What was your agency's rate for revoked-condition closures in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

19.00 %

Did the agency offer in-house or contracted GROUP cognitive behavioral programming in FY21? This question does not address INDIVIDUAL CBI programming.

- ☒ Yes
☐ No

Utilize Form-CBI_OUTCOMES to report cognitive behavioral GROUP program outcomes for FY21.

Form-CBI_OUTCOMES.xlsx

Attach a completed of Form-CBI_OUTCOMES here.

Form CBI OUTCOMES

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming remain on supervision?

6

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming successfully terminated probation?

6

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming have had their probation revoked?

1

Agency Plan

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY23?

- ☐ Yes
☒ No

Supervision

Utilize this section to describe how the agency will address it's target population and any gaps or barriers that have been identified for FY23.

Describe your agency's target population for FY23. The response must include why the target population was selected.

The population that will be targeted for risk reduction will include those offenders who score moderate to high risk in Financial and Companions. These two domains were consistently in the top three domains in all closure/discharge types (total, revoked, successful, and unsuccessful populations). To-date, we have not been able to target or provide resources to address the Financial Domain, possibly contributing to these higher risk scores. Additionally, owing money is at least partially attributed to 100% of the unsuccessfully terminated cases, i.e. the Financial Domain.

Does your plan include referrals to community-based services?

- ☒ Yes
☐ No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- ☒ Education
☐ Employment
☐ Family/Marital
☐ Companions
☒ Alcohol/Drug Problems
☐ Procriminal Attitude/Orientation
☐ Antisocial Pattern

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

Offenders unsuccessfully discharged from the program who scored moderate to high risk in Education/Employment Domain had a 56% risk, while those revoked who scored moderate to high risk in Education/Employment Domain had a 67% risk.

Offenders unsuccessfully discharged from the program who scored moderate to high risk in Alcohol/Drug Domain had a 72% risk, while those revoked scoring moderate to high risk in Alcohol/Drug Domain had a 91.67% risk.

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized, a formal agreement (MOU or Contract) must exist between the entities.

- ☒ Yes
☐ No

Utilize Form-PROGRAMS to provide program details.

Form-PROGRAMS.xlsx

Attach a completed copy of Form-PROGRAMS here.

Form PROGRAMS

Are you proposing any new programs for FY23?

- ☒ Yes

☐ No

Has the program been approved by KDOC?

☒ Yes
☐ No

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.) ? (Work done one-on-one during office contacts)

☒ Yes
☐ No

Does your plan include utilization of a behavior response grid?

☐ Yes
☒ No

If your agency does not utilize a behavior response grid, discuss what behavior responses your agency plans to utilize (e.g. EPICS tools, Carey Guides, Sanctions, Rewards, Gang Intervention strategies, etc.).

The responses range from supervision, to therapeutic, to sanction responses. Day reporting, daily ua's, adjusted curfews, verbal house arrest, EMD, behavior contract, skill development worksheets (Cost/Benefit Analysis, Behavioral Analysis, Problem Solving Worksheet, Thinking Report, Readiness to Change, Values Check, Action Check, etc.), level of care treatment plan review, wrap around meeting, and jail sanctions.

Does your plan include staff trainings, excluding those required by KDOC?

☒ Yes
☐ No

Provide details regarding any confirmed or proposed staff trainings for FY23.

Training Status (Proposed/Confirmed)	Training	Training Provider	Staff Positions being Trained	Target Training Date	Purpose of Training

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?

☒ Yes
☐ No

What assessments or screeners will your agency utilize beyond those required by KDOC? Response should include the name, purpose, target population and how utilizing the assessment/screener will assist the agency in meetings in its FY23 success rate goal.

PICTS (Psychological Inventory of Criminal Thinking Styles) will be given to clients participating in cognitive behavioral courses both pre and post programming. Utilizing this assessment will help us determine if an offenders' prevalence of criminal thinking has been impacted and whether there is a need for further programming.

ACES (Adverse Childhood Experiences) will be given to every new client assigned to the program. Given that elevated scores are linked to an increased risk of substance abuse, depression, suicide, domestic violence and many chronic health conditions, this assessment will provide important background information to connect clients to appropriate treatment services.

Does the agency plan to utilize any methods/strategies that have not already been identified?

☐ Yes
☒ No

Behavioral Health Services

Behavioral Health Services Funding - Purpose and Allowable Use of Funds

The Kansas Department of Corrections anticipates the state legislature will allocate \$3,000,000.00 to develop or enhance behavioral health services statewide in Fiscal Year 2023. Any community corrections agency is eligible to apply for this funding however, utilization of these funds is limited to the attached list of eligible positions and services.

Review Form-BHEligibility for a list of positions and services which may be applied for under behavioral health services funding.

Form-BHEligibility.pdf

Did your agency receive behavioral health funding in FY22?

- ☒ Yes
☐ No

Enter the amount of funding received in FY22.

\$95,070.00

Is your agency applying for behavioral health services funding in FY23?

- ☒ Yes
☐ No

Is your agency applying for program provider FTE's?

- ☐ Yes
☒ No

Is your agency applying for peer support specialist FTE's?

- ☐ Yes
☒ No

Is your agency applying for recovery coach/peer mentor FTE's?

- ☐ Yes
☒ No

Is your agency applying for recovery specialist FTE's ?

- ☐ Yes
☒ No

Is the agency applying for care coordinator FTE's?

- ☒ Yes
☐ No

How many care coordinator FTE's are being applied for?

1.00

How will these care coordinator FTE's help the agency in achieving it's FY23 overall success rate goal?

The Care Coordinator initially meets with every offender assigned to the program to coordinate intervention and treatment services. In addition, the Care Coordinator provides weekly Offender Workforce Development Specialist (OWDS) services and serves as the facilitator for the The Courage to Change curriculum. These services along with coordinating the delivery of all behavioral health services, medication assistance, and short-term case management services, will further our client's success by breaking down barriers in accessing services.

Is your agency applying for client assistance (voucher) funds?

- ☒ Yes
☐ No

How will the use of client assistance (voucher) funds help the agency in achieving its FY23 overall success rate goal?

Client assistance voucher funds will further the risk reduction efforts by reducing the barrier of non-payment. These funds will further the responsivity principle thus increasing the likelihood of client success.

Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY23 plan?

The Director and ISO II will be responsible for monitoring and evaluating the implementation, operation and effectiveness of the agency's FY23 plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY23 plan occur?

The evaluation of the implementation, operation and effectiveness of the agency's FY23 plan will take place minimally on a quarterly basis.

How will the outcome of these evaluations be documented and distributed to stakeholders?

The outcome of the evaluation of the agency's plan will be documented and distributed on the quarterly report forms and the Director's Report to the JCAB.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that it is addressed/responded to.

The Director will be responsible for ensuring the corrective action is addressed and responded to, and will report out to the JCAB once corrected.

Goals and Objectives

Mandatory Goal

Form-CP_QRTLY_REPORTS has been pre-loaded with the following mandatory goal: Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%. This goal may not be modified by the applicant.

Form-CP_QRTLY_REPORTS has space for four (4) additional goals. If you wish to include more goals, please email a copy of the form to your program consultant and advise how many additional goal fields you will need. They will be able to add the fields and return the form to you for completion and submission with the application.

Utilize Form-CP_QRTLY_REPORTS to create the goals, objectives and action steps necessary to implement and evaluate the agency's FY23 plan.

Form-CP_QRTLY_RPTS_ADULT.xlsx

Attach a completed copy of Form-CP_QRTLY_RPTS_ADULT here.

Form CPQRTLYRPTSADULT

Collaborative Partnerships

Collaboration is a mutually beneficial and well-defined relationship entered into by two organizations to achieve common goals. The relationship includes a commitment to: a definition of mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and the sharing of resources and rewards. (The Wilder Foundation (Griffith, 2000))

Partnerships established to achieve common goals through shared responsibility will help to ensure that every dollar the State distributes to local communities will bring to fruition outcomes that demonstrate support of public safety, and data that shows a reduction of risk within the supervision agency's target population.

Utilize Form-COLL_PARTNERS to provide a list of existing collaborative partnerships

Form-COLL_PARTNERS.xlsx

Attach completed Form-COLL_PARTNERS here.

Form COLLPARTNERS



Funding Considerations

Complete Form-FUND_COND_ADULT to provide the statutorily required funding considerations for your agency.

Form-FUND_COND_ADULT.xlsx

Attach a copy of the completed Form-FUND_COND_ADULT here.

Form FUND COND ADULT

Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?

- ☒ Yes
☐ No

Does your agency assess a supervision fee?

- ☒ Yes
☐ No

What is the amount of the supervision fee?

\$100.00

How often is the supervision fee assessed?

- ☒ One Time
☐ Weekly
☐ Monthly
☐ Per Court Case
☐ Other

Does your agency assess a courtesy transfer fee

- ☒ Yes
☐ No

What is the amount of the courtesy transfer fee?

\$100.00

How often is the courtesy transfer fee assessed?

- ☒ One Time (any number of cases transferred)
☐ Per Court Case Transferred
☐ Other

Does your agency assess a fee for drug screenings?

- ☒ Yes
☐ No

What is the amount of the fee for drug screenings?

\$20.00

How often is the drug screening fee assessed?

- ☐ One Time
☐ Weekly
☐ Monthly
☐ Per Screening
☒ Other

Since Other was selected as the drug screening fee frequency, please describe.

Clients are only assessed the cost of positive drug screens.

\$20 for a positive urinalysis (\$56 for positive fentanyl, \$20.55 for positive ETG, \$36.05 for positive tramadol & \$25.75 for positive bupinorphine.)

\$15 for a positive saliva test

Does your agency assess a fee for drug screening confirmations?

- ☒ Yes
☐ No

What is the amount of the fee for drug screening confirmations?

\$20.00

How often is the fee assessed for drug screening confirmations?

- ☐ One Time
- ☐ Weekly
- ☐ Monthly
- ☐ Per Confirmation
- ☒ Only if Confirmation Result is Positive
- ☐ Other

Does your agency assess a fee for electronic monitoring devices?

- ☐ Yes
- ☒ No

Does your agency assess a fee for alcohol monitoring devices?

- ☐ Yes
- ☒ No

Does your agency assess any fees not already identified?

- ☐ Yes
- ☒ No

Fiscal Year 2023 Fees

Did your agency assess fees in FY22?

- ☒ Yes
- ☐ No

Will your agency assess the same fees in FY23?

- ☒ Yes
- ☐ No



Agency Personnel

Utilize Form-PERSONNEL to provide employee specific information. This form should include all employees (adult and juvenile) whose wages are paid, (solely or in part) from state grant funds.

Form-PERSONNEL.xlsx

Attach a completed copy of Form-PERSONNEL here.

Form-PERSONNEL

Budget Instructions

FAILURE TO ADHERE TO ALL BUDGET INSTRUCTIONS WILL RESULT IN APPLICATIONS BEING RETURNED FOR CORRECTIVE ACTION. THIS MAY DELAY FINAL AWARD DECISIONS, NOTIFICATIONS AND PAYMENTS.

General Information

Agencies may only budget for FY23 expenditures that are state funded.

Budgeting for pre-paid future year expenditures is not allowed.

If budgeting for equipment or vehicles, the following figures outline the maximum amount KDOC will grant for the purchase of the specified item. If purchase price exceeds these cost caps, the difference between the cost cap and the purchase price must be paid from a non-KDOC funding source.

- Desktop Computer (CPU Replacement): \$800.00
- Laptop Computer: \$1,300.00
- Monitor (22" flat panel): \$165.00
- Minivan or SUV: \$23,500.00
- Vehicle (mid-size car): \$18,800.00
- Vehicle (compact car): 16,500.00

Budget Categories and Line Items

Budget Categories:

- Categories are pre-defined in Amplifund.
- No additional categories may be created by the applicant.

Budget Line Items:

- Applicants will enter line items, including the line item descriptor into the budget template in Amplifund.
- Applicants are required to utilize the pre-defined line item descriptors provided in the document attached below (Form-BUDGET_CAT_AND_LINE_ITEMS).
- If additional line item descriptors are needed, agencies may create those when entering their budget. These will be reviewed upon receipt of the application and if questions arise, the applicant will be contacted for clarification.
- Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.

The attached document provides the Budget Categories, Line Item Descriptors and Glossary. Please review it prior to creating your budget.

Form-BUDGET_CAT_AND_LINE_ITEMS.xlsx

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If you wish to budget this as a line item in FY23, you must submit documentation of local policy, approval of the BOCC or Governing Authority and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- ☒ Yes
☐ No

Upload required documentation of payout fund policy, approval and rationale here.

Unallowable Costs

Applicants may not budget for the following costs with state grant funds.

- **Entertainment Costs:** Costs of entertainment including amusement, diversion, and social activities and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- **Independent Audit Costs:** KDOC will not pay for the cost of independent audit work. These costs are the responsibility of the local entity.
- **Lobbying:** Grantee may not use KDOC funds for any activities aimed at influencing decisions regarding grants, contracts, cooperative agreements, etc.
- **Late Fees/Interest Charges:** Grantee cannot use KDOC funds to pay late fees, interest charges, or finance charges.
- **Food Purchases:** Food purchases are unallowable for employees unless approved by county policy.
- **Salary and Wage Costs:** Grantee may not fund bonuses or other financial incentives outside of a position's normal salary costs with KDOC grant funds. Grantees must demonstrate salaries for all positions are consistent with similar county-funded positions.
- **State general funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.**

Supplanting

The use of KDOC funds to replace non-KDOC funds appropriated for the same purpose is prohibited. The use of KDOC funds to offset a reduction in non-KDOC funding is acceptable; however, the grantee will be required to supply documentation demonstrating the reduction in non-KDOC funds occurred for reasons other than the receipt, or expected receipt, of KDOC funds. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit.

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.



Signatory Approval

Utilize Form-SIG_APPRVL_ADULT to obtain the required grant application signatory approvals.

Form-SIG_APPRVL_ADULT.docx

Attach the signed copy of Form-SIG_APPRVL_ADULT here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
A-AISP Agency Operations		
AISP Copier Maintenance	\$2,196.00	\$2,196.00
AISP Membership Dues	\$350.00	\$350.00
AISP Shredding	\$150.00	\$150.00
AISP Vehicle Maintenance	\$90.00	\$90.00
Subtotal	\$2,786.00	\$2,786.00
A-AISP Communication		
A-AISP Communication	\$912.00	\$912.00
AISP Landline	\$1,860.00	\$1,860.00
Subtotal	\$2,772.00	\$2,772.00
A-AISP Equipment		
AISP Anti-Virus/Software	\$240.00	\$240.00
Subtotal	\$240.00	\$240.00
A-AISP Salary & Benefits		
AISP Admin Benefits	\$27,182.57	\$27,182.57
AISP Admin Salary	\$105,041.45	\$105,041.45
AISP Non-Admin Benefits	\$57,857.73	\$57,857.73
AISP Non-Admin Salary	\$159,823.04	\$159,823.04
Subtotal	\$349,904.79	\$349,904.79
A-AISP Supplies		
AISP Postage	\$60.00	\$60.00
Subtotal	\$60.00	\$60.00
A-BH Salary & Benefits		
BH Program Provider Benefits	\$29,553.53	\$29,553.53
BH Program Provider Salary	\$67,637.55	\$67,637.55
Subtotal	\$97,191.08	\$97,191.08
Total Proposed Cost	\$452,953.87	\$452,953.87

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$452,953.87	\$452,953.87
Subtotal	\$452,953.87	\$452,953.87
Total Proposed Revenue	\$452,953.87	\$452,953.87

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A-AISP Agency Operations

AISP Copier Maintenance

Xerox lease \$346.00/mo. or \$4,152.00, split 50/50 with JISP = \$173.00/mo. or \$2076.00 ImageQuest copier overage fees avg \$20.00/mo. or \$240.00/yr., split 50/50 with JISP = \$10.00/mo. or \$120.00/yr.

AISP Shredding

Shredding \$10/mo. or \$120.00/yr Additional shredding allowances for as-needed projects \$10/mo. or \$30.00/yr.

AISP Vehicle Maintenance

Oil changes and routine maintenance average \$15.00/mo. or \$180.00/yr., split 50/50 with JISP = \$7.50/mo. or \$90.00/yr.

AISP Membership Dues

KCCA membership dues \$700.00/yr., split 50/50 with JISP = \$350.00/yr.

A-AISP Communication

AISP Landline

Manhattan phone \$200.00/mo. or \$2400.00/yr., split 50/50 w/JISP = \$100.00/mo. or \$1,200.00/yr. Clay Center phone \$110.00/mo. or \$1,320.00/yr., split 50/50 w/JISP = \$55.00/mo. or \$660.00/yr.

A-AISP Communication

ISO cell phone allowance (for 2 employees) \$152.00/mo. or \$1,824.00/yr., split 50/50 with JISP = \$76.00/mo. or \$912.00/yr.

A-AISP Equipment

AISP Anti-Virus/Software

Norton Anti-Virus for Clay Center = \$120.00/yr. split 50/50 with JISP = \$60.00/yr. Splashtop annual subscription (for 2 employees) \$110.00/yr. split 50/50 with JISP = \$55.00/yr. Zoom annual subscription (for all employees)



\$150.00/yr. split 50/50 with JISP = \$125.00/yr.

A-AISP Supplies

AISP Postage

Postage averages \$5.00/mo. or \$60.00/yr.



COMMUNITY CORRECTIONS
Grant

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: April 25, 2022

SUBJECT: FY23 KDOC Juvenile Service Comprehensive Grant Application

PRESENTER: Shelly Williams, Director Riley County Community Corrections

BACKGROUND

The planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature.

Our SFY23 planning allocation for Juvenile Services is \$315,779.30 for the three juvenile core graduated sanctions programs. This is only a planning allocation for FY22, and the actual allocation cannot be determined until the close of the 2022 legislative session. This amount (\$315,779.30) has not changed since FY17, and this funding allocation is for FY23.

The Governor included a funding increase to Community Corrections SGF grants of \$2.6 million for the current fiscal year (ends June 30th) and \$8.4 million for FY2023 in her budget, and both the House and Senate ratified the Governor's recommendation for increased funding. While super appreciative of the increased funding, especially after 9 years of flat funding, Community Corrections needs \$14.5 million to make us "whole".

DISCUSSION

All of the applications are due to KDOC on Friday, April 29th.

An in-depth analysis of case load sizes, offender risk levels, years of service, and salary comparisons with peer agencies in Kansas, shows Community Corrections needing \$14.5 million. The analysis showed that locally we only need .1 of an FTE which would be approximately \$6,400, and \$43,884 to make one or more positions competitive. However, these figures are based on current fiscal year salaries, and DO NOT include any 2023 cola or merit

costs.

On April 21st, the Joint Corrections Advisory Board met and reviewed the Adult & Juvenile Services Comprehensive Plans, as well as the Behavioral Health and JCAB grant applications. While they agreed it was the state's respons. to fund Community Corrections, they realize the legislature has not adequately funded us in years.

FISCAL IMPACT

The following money will be infused into the local economy: \$315,779.30 + JCAB Grant award

The attached budget has zero dollars for merit and cola's, AND we are \$1,250.00 short for vehicle insurance.

ADULT SERVICES

Merit Only Increase=\$9,438.81

Merit + COLA Increase=\$19,217.46

JUVENILE SERVICES

Merit Only Increase=\$11,895.00

Merit + COLA Increase=\$21,796.63

RECOMMENDATION(S)

Approve the FY23 Juvenile Services Comprehensive Grant which now includes the Evidence-Based Practices (JCAB Grant) award.

POSSIBLE MOTION(S)

Move to approve...

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus

Enclosures:

- Auto Color0089 (PDF)



Riley County Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2023 Juvenile Comprehensive Plan Grant

Primary Contact: Shelly Williams



Opportunity Details

Opportunity Information

Title

FY2023 Juvenile Comprehensive Plan Grant

Description

Pursuant to KSA 75-7038, the Kansas Department of Corrections is seeking applications for funding the development, implementation, operation, and improvement of juvenile community correctional services. Funding under this award will serve to support local community corrections agencies and service providers in promoting public safety, holding juveniles accountable for their behavior, and improving their ability to live more productively and responsibly in their community.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Marie McNeal

Agency Contact Phone

785-230-6932

Agency Contact Email

marie.mcneal@ks.gov

Funding Opportunity Number

J-FY2023-CPG

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/bedb6de6-ccc2-46dd-9a4d-3f21db21dbfe>

Funding Information

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions

These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period

07/01/2022 - 06/30/2023

Submission Information

Submission Window

02/21/2022 8:00 AM - 04/29/2022 5:00 PM

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate and include



Riley County Community Corrections
Riley County Community Corrections

the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Open Date

02/21/2022 8:00 AM

Question Submission Close Date

04/29/2022 12:00 PM

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their KDOC Regional Contact.

Attachments

- Kansas Community Corrections Agencies By Region and KDOC Contact 08.02.21

Technical Assistance Session

Technical Assistance Session

Yes

Conference Info / Registration Link

Sessions are scheduled for: February 24, 2022 from 2:00 to 3:30 pm and March 1, 2022 from 9:00 to 10:30 am. Contact Lucy Mills at Lucy.Mills@ks.gov if you did not receive the meeting invites.

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-7043, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the secretary of corrections. Additionally, in order to remain eligible for Juvenile Justice Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the secretary of corrections.

Award Administration Information

State Award Notices

Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2022.

Awards will be based on the criteria specified in KSA 75-7053 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:

Q1 (Jul-Aug-Sep) Due on/before: 10/31/2022

Q2 (Oct-Nov-Dec) Due on/before: 01/31/2023



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Q3 (Jan-Feb-Mar) Due on/before: 04/30/2023
Q4 (Apr-May-Jun) Due on/before: 07/31/2023



Riley County Community Corrections
Riley County Community Corrections

Project Information

Application Information

Application Name

Riley County Community Corrections

Award Requested

\$399,816.23

Total Award Budget

\$399,816.23

Primary Contact Information

Name

Shelly Williams

Email Address

swilliams@rileycountyks.gov

Address

115 North 4th Street
Manhattan, Kansas 66502

Phone Number

785-565-6810

Attachment: Auto Color0089 (12088 : FY23 KDOC Juvenile Service Comprehensive Grant Application)



Project Description

Agency Profile - Juvenile

Agency Leadership

Administrative Contact Name

Shelly Williams

Administrative Contact Address Line 1

115 N. 4th Street

Administrative Contact Address Line 2

2nd Floor West

Administrative Contact City

Manhattan

Administrative Contact State

Kansas

Administrative Contact Zip Code

66502

Administrative Contact Phone Number

785-565-6810

Administrative Contact Email Address

swilliams@rileycountyks.gov

Does your agency have an Executive/Administrative Director

☐ Yes

☒ No

To whom does agency leadership report?

☒ Board of County Commissioners (BOCC)

☐ Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name

Greg McKinley

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

1st Floor, Room B118

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number



Riley County Community Corrections
Riley County Community Corrections

785-537-6357

BOCC Chairperson Email Address
gmckinley@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 North 4th Street

Main Office Address Line 2
2nd Floor West

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?

- ☒ Yes
☐ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Address Line 1	539 Lincoln Avenue		
Address Line 2			
City/State/Zip	Clay Center		
Phone Number	785-632-3560		
Number of Staff Assigned to the Office	1		

Organizational Chart

Attach a copy of your agency's organizational chart.

Organization Chart

Governing/Corrections Advisory Board

Utilize Form-CAB_MEMBERS to provide a current list of your agency's Governing/Corrections Advisory Board members.

Form-CAB_MEMBERS.xlsx

Attach a completed copy of Form-CAB_MEMBERS here.

JCAB_MEMBERS complete

Is this a joint board with the Adult Corrections Advisory Board?

- ☒ Yes
☐ No

Host/Administrative County

Attachment: Auto Color0089 (12088 : FY23 KDOC Juvenile Service Comprehensive Grant Application)



Riley County Community Corrections
Riley County Community Corrections

Does your agency operate as a single or multi-county entity?

- ☐ Single
☒ Multi-County

Name of the Host/Administrative County

Riley County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name

Tami Robison

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2

1st Floor, Rm B118

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas

Host/Administrative County Financial Officer Zip Code

66502

Host/Administrative County Financial Officer Phone Number

785-537-6300

Host/Administrative County Financial Officer Email Address

trobison@rileycountyks.gov

Non-KDOC Funding Information

Pursuant to KSA 75-7049, does your agency receive assistance from the county or counties within your judicial district?

- ☐ Yes
☒ No

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY23?

- ☒ Yes
☐ No

Describe your agency's projected funding requests. Response should include the source and amount of request.

City Alcohol, \$6,300
Greater Manhattan Community Foundation, \$2,500
Juvenile Supervision Fees \$1,850
Daniel Keating Foundation \$2,992



Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY22 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- ☒ Yes
☐ No

Describe the changes which impacted your program in FY22.

- AISO II sharing JIAS & GPS on-call supervisory duties
- YLS SV training and certification
- Re-location of Clay County office
- Clay County started utilizing Youth Court IIP for juvenile offenders

Were steps taken to address the changes in FY22?

- ☒ Yes
☐ No

Describe the steps taken to address the changes in FY22.

- AISO II cross-trained to cover on-call supervisory duties; supervisors added to on-call calendar
- Incorporated YLS SV into daily practice of YC IIP services
- Changed QA and security cameras, and scheduling of Care Coordinator appts. (with smaller office)
- Implemented referral process for Clay County YC IIP youth and began serving them in YC IIP

Agency Outcomes

Juvenile Intake and Assessment System (JIAS)

What entity is responsible for operating JIAS in the applicant's judicial district? For this questions, Sub-Contracted Agency is defined as a private entity that is paid, through a contractual agreement, to provide Intake Services.

- ☒ Community Supervision Agency
- ☐ Sub-Contracted Agency
- ☐ Both

How many intakes were conducted in FY21?

181

How many youth completing an intake in FY21 were referred for services?

65

Is law enforcement in the agency's judicial district utilizing the Notice to Appear (NTA) process pursuant to KSA 38-2330?

- ☒ Yes
- ☐ No

If your agency serves a multi-county district, are all counties utilizing the NTA process?

- ☒ Yes
- ☐ No

Provide a brief description of how the NTA process is working.

In Riley County, if law enforcement releases the youth to a parent/guardian at the scene, a Notice to Appear to JIAS is provided to the parents. Law enforcement usually notifies JIAS at the time of the release. The JISO reviews daily police logs to verify any NTAs given. The JISO then places the case number, name, date of offense, offense, format notified, case status and ultimately the date of the NTA Intake in an Excel spreadsheet. The Excel spreadsheet is used to track NTAs to ensure that an Intake is completed.

In Clay County, there is a less formal NTA practice. There are a number of juvenile offender cases processed as "write up/send up", wherein the County Attorney makes the decision to prosecute or not, and an intake and assessment is not completed at the time of police contact. IF the County Attorney decides to move forward with charging the juvenile offender, the youth is served a Process Order to complete their fingerprints, DNA, etc. At that time, in Clay County, the law enforcement contacts JIAS and an intake is completed.

Intermediate Intervention Program (IIP)

Pursuant to KSA 38-2346, what entity is responsible for operating IIP in the agency's judicial district?

- ☐ Juvenile Intake and Assessment (JIAS)
- ☒ Community Supervision Agency
- ☐ Court Services
- ☐ Judicial District does not meet the statutory requirements of KSA 38-2346

Has a copy of the district's signed IIP agreement been submitted to KDOC?

- ☒ Yes
- ☐ No

Have any revisions or changes been made to the district's IIP agreement since it was submitted to KDOC?

- ☐ Yes
- ☒ No

If your agency serves a multi-county district, are all counties participating in the IIP program?

- ☒ Yes
- ☐ No

What was the agency's rate for successful IIP completions in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

80.00 %

Did the rate for successful IIP completions meet the agency's target goal for FY21?



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- ☐ Yes
☒ No

Describe any gaps or barriers that contributed to the agency not achieving its FY21 successful IIP completion target goal.

A significant barrier in FY21 was the COVID19 pandemic. While the total number of unsuccessful completions stayed the same (3) from the prior year, the total number served decreased by half from the previous two years, which ultimately impacted our success rate.

Does the agency plan to address these gaps or barriers in FY23?

- ☐ Yes
☒ No

Provide a brief explanation why the agency will not be addressing these gaps or barriers in FY23.

The success rate directly correlates with the reduced number of referrals, therefore increased referrals post-COVID will eliminate this barrier.

Utilize Form-IIP to provide a breakdown of IIP cases by gender, race and ethnicity.

Form-IIP.xlsx

Attach a completed copy of Form-IIP here.

Form IIP

Of those youth whose IIP was extended, how many went to MDT?

0

Of those youth whose IIP was extended, how many were extended for evidence-based program completion?

0

Of those youth whose IIP was extended, how many were extended due to not satisfactorily completing their IIP?

0

Describe the successes/accomplishments of the IIP program to date.

One success we experienced in April of 2021, was the introduction of Pre-File IIP cases. The RAO had not wanted to pre-file IIP cases since the youth were "getting such a good deal". However, after years of advocating, they are now pre-filing almost all of the cases. What we discovered through administering the program was that even if they agreed to an IIP before their first Court appearance, they were still being charged \$56 in Court Costs. Between the assessed court costs and YC IIP supervision fee, IIP was becoming cost prohibitive for many youth. Since April of 2021, 49 youth have been processed as pre-file YC IIP. This has also cut down on the time between arrest and supervision. Another success was the implementation of YC IIP in Clay County! Since March of 2021, 11 youth have been processed as pre-file YC IIP.

Describe any challenges facing the IIP program that will be addressed in FY23.

N/A

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

What was your agency's rate for successful probation completions in FY21? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

50.00 %

Did the rate for successful probation completions meet the agency's target goal for FY21?

- ☐ Yes
☒ No

Describe any gaps or barriers that contributed to the agency not achieving its FY21 successful probation completion target goal.

A significant barrier in FY21 was the COVID19 pandemic. Supervising clients via Zoom, limited "live" resources, etc. posed barriers to clients successfully completing their supervision. We did not have enough clients to facilitate a cognitive education course in FY21. We will look to partnering with the 8th Judicial District again in the future.

Does the agency plan to address these gaps or barriers in FY23?



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- ☒ Yes
☐ No

The plan to address these gaps or barriers should be discussed in the Agency Plan section of the grant application.

Of the successful probation completions in FY21, how many discharged early due to earned discharge credit?

4

How many youth completing probation during FY21 met program hours in accordance with their YLS risk level per Standard CSS-04-103?

5

Did your agency offer in-house or contracted cognitive behavioral GROUP programming during FY21? This question does not address INDIVIDUAL CBI programming.

- ☒ Yes
☐ No

Utilize Form-CBIOUTCOMES to report cognitive behavioral GROUP program outcomes for FY21. CBI programming that is completed in a one-on-one manner should not be included in this form.

Form-CBI_OUTCOMES.xlsx

Attach a completed copy of Form-CBI_OUTCOMES here.

Form CBIOUTCOMES

How many youth who successfully completed a cognitive behavioral GROUP program are still on probation?

0

How many youth who successfully completed a cognitive behavioral GROUP program terminated probation successfully?

0

How many of the youth who successfully completed a cognitive behavioral GROUP program have had probation revoked?

0



Agency Plan

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY23?

- ☐ Yes
☒ No

Supervision

Utilize this section to describe how the agency will address its target population and any gaps or barriers that have been identified for FY23.

Does your plan include referrals to community-based services?

- ☒ Yes
☐ No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- ☐ Family/Circumstance
☒ Education
☐ Employment
☐ Peer Relations
☒ Substance Abuse
☐ Personality & Behavior
☐ Attitudes/Orientation

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

Those scoring moderate to high risk in Education may be referred to further educational services either through the local school district, or through Adult Basic Education Services at MATC.

Those scoring moderate to high risk in Substance Abuse may be referred to local SUD providers.

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized a formal agreement (MOU or Contract) must exist between the entities.

- ☒ Yes
☐ No

Utilize Form-PROGRAMS to provide program details.

Form-PROGRAMS.xlsx

Attach a completed copy of Form-PROGRAMS here.

Form PROGRAMS

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.)? (Work done one-on-one during office contacts)

- ☒ Yes
☐ No

Does your plan include staff trainings excluding those required by KDOC?

- ☒ Yes
☐ No

Provide details regarding any confirmed or proposed staff trainings for FY23.



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Training	Training Provider	Staff Positions being Trained	Target Training Date	Purpose of Training

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?
☐ Yes
☒ No

Does the agency plan to utilize any methods/strategies that have not already been identified?
☐ Yes
☒ No



Disproportionate Minority Contact

Describe any efforts made to address racial, ethnic, geographic, and other biases that may exist within the following programs.

Juvenile Intake and Assessment System (JIAS)

In the past year, we had all JIAS On-Call Officers trained on the KDAI risk assessment instrument, which is a DMC system reduction intervention (objective decision making instrument). We also rarely make detention over-ride decisions in our Judicial District.

Immediate Intervention Program (IIP)

We are now pre-filing cases which has helped shift the culture from a punitive to a what's best for the youth focus.

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

Nothing at this time.



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Delinquency Prevention Programs

Is your agency requesting delinquency prevention program funding for FY23?

- ☐ Yes
☒ No



Juvenile Corrections Advisory Board (JCAB) Funding

JCAB Funding Requirements

ELIGIBILITY

Funds are not solely restricted to governmental agencies or community corrections agencies. Any agency or organization may apply for funds if the request meets the criteria in statute (see next section) and as long as the process outlined below is followed.

STATUTORILY-DEFINED CRITERIA FOR USE OF FUNDS

K.S.A. 75-52,161(c)(7) states that funds from the Evidence-based Programs Fund may be used for Evidence-based practices and programs in the community pursuant to K.S.A. 2016 Supp. 38-2302, and amendments thereto, for use by intake and assessment services, immediate intervention, probation and conditional release; and training on evidence-based practices for juvenile justice system staff, including, but not limited to, training in cognitive behavioral therapies, family-centered therapies, substance abuse, sex offender therapy and other services that address a juvenile's risks and needs.

K.S.A. 75-52,164 states: "All expenditures from the evidence-based programs account of the state general fund shall be for the development and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers."

PROCESS

Agencies or organizations wishing to apply for funds must follow the process outlined below.

1. Complete Form_JCAB Programs
2. Present proposal at the local Juvenile Corrections Advisory Board (JCAB).
 - Juvenile Corrections Advisory Boards are operated by each judicial district and are responsible for providing feedback and recommendations regarding local policies and programs, as well as recommendations regarding allocation of resources to serve justice-involved youth and families in the community.
 - JCABs will determine if the proposed program or service is in line with the districts goals and plans for serving youth, determining the need and scope of services, ensuring the proposal meets the statutory criteria, etc., and shall approve the application at the local level.
 - If the JCAB does not approve the proposal, no additional action is needed.
 - Once the JCAB has approved the proposal, the application and all supporting documentation may be included in the judicial district's comprehensive plan and budget.
 - KDOC will review the application to determine if the proposed services meet statutory criteria and a decision will be made regarding funding. KDOC will contact the JCAB regarding approval or disapproval of funding. Notification of approval will occur at the same time as notification of comp plan approval.
 - To allow for the successful integration of evidence-based services into juvenile justice operations, KDOC will allow programs a planning period of 90 days, starting on the date of award approval. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional, and all new projects must be operational no later than 90 days from notification of approval. If program needs an extension of the planning period, a request may be submitted to KDOC, outlining reason for needed extension and new timeline for startup.

FUNDING

Applying for funds is optional. JCABs are not required to apply and may elect to decline these funds.



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Approved funding will go through the local community corrections agency, who will then distribute the funds. Funds will be distributed at the beginning of each quarter.

Programs will be required to submit quarterly financial statements to the Community Corrections Director or designee.

Community Corrections is not required to keep the JCAB funds in a separate account, although it is preferred. Reporting on these funds must be maintained separately, including cash on hand balances.

Mandatory Outcome Tracking

In addition to the outcomes tracked by the service provider, the following outcomes **MUST** be tracked and reported to KDOC on a quarterly basis.

- Percent of youth successfully completing program (target: 80%)
- Percent of youth living at home at completion of program (target: 100%)
- Percent of youth in school and/or working at completion of program (target: 90%)
- Percent of youth with no new arrests at completion of program (target: 80%)

Is your agency's Juvenile Corrections Advisory Board applying for evidence-based programs funding?

- ☒ Yes
☐ No

Utilize Form-JCAB_PROGRAMS to provide details for each program for which funding is being requested.

Form-JCAB_PROGRAMS.xlsx

Attach a completed copy of Form-JCAB_PROGRAMS here.

Form JCAB PROGRAMS



Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY23 plan?

The Director and ISO II will be responsible for monitoring and evaluating the implementation, operation and effectiveness of the agency's FY23 plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY23 plan occur?

The evaluation of the implementation, operation and effectiveness of the agency's FY23 plan will take place minimally on a quarterly basis.

How will the outcome of these evaluations be documented and distributed to stakeholders?

The outcome of the evaluation of the agency's plan will be documented and distributed on the quarterly report forms and the Director's Report to the JCAB.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that is it addressed/responded to.

The Director will be responsible for ensuring the corrective action is addressed and responded to, and will report out to the JCAB once corrected.



Goals and Objectives

Form Modifications

Form-CP_QRTLY_REPORTS has space for five (5) goals. If you wish to include more goals, please email a copy of the form to your program consultant and advise how many additional goal fields you will need. They will be able to add the fields and return the form to you for completion and submission with the application.

Utilize Form-CP_QRTLY_REPORTS to create the goals, objectives and action steps necessary to implement and evaluate the agency's plan.

Form-CP_QRTLY_RPTS_JUVENILE.xlsx

Attach a completed copy of Form-CP_QRTLY_RPTS_JUVENILE here.

Form CPQRTLYRPTSJUVENILE



Collaborative Partnerships

Collaboration is a mutually beneficial and well-defined relationship entered into by two organizations to achieve common goals. The relationship includes a commitment to: a definition of mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and the sharing of resources and rewards. (The Wilder Foundation (Griffith, 2000))

Partnerships established to achieve common goals through shared responsibility will help to ensure that every dollar the State distributes to local communities will bring to fruition outcomes that demonstrate support of public safety, and data that shows a reduction of risk within the supervision agency's target population.

Utilize Form-COLL_PARTNERS to provide a list of existing collaborative partnerships

Form-COLL_PARTNERS.xlsx

Attach a completed copy of Form-COLL_PARTNERS here.

Form COLLPARTNERS



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Funding Considerations

Complete Form-FUND_COND_JUV to provide the statutorily required funding considerations for your agency.

Form-FUND_COND_JUV.xlsx

Attach a completed copy of Form-FUNDCOND_JUV here.

Form FUNDCONDJUV



Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?

- ☒ Yes
☐ No

Does your agency assess a supervision fee?

- ☒ Yes
☐ No

What is the amount of the supervision fee?

\$50.00

How often is the supervision fee assessed?

- ☒ One Time
☐ Weekly
☐ Monthly
☐ Per Court Case
☐ Other

Does your agency assess a courtesy transfer fee

- ☐ Yes
☒ No

Does your agency assess a fee for drug screenings?

- ☐ Yes
☒ No

Does your agency assess a fee for drug screening confirmations?

- ☐ Yes
☒ No

Does your agency assess a fee for electronic monitoring devices?

- ☐ Yes
☒ No

Does your agency assess a fee for alcohol monitoring devices?

- ☐ Yes
☒ No

Does your agency assess any fees not already identified?

- ☐ Yes
☒ No

Fiscal Year 2023 Fees

Did your agency assess fees in FY22?

- ☒ Yes
☐ No

Will your agency assess the same fees in FY23?

- ☒ Yes
☐ No



COMMUNITY CORRECTIONS
Funding

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: April 25, 2022

SUBJECT: County Special Alcohol Fund Allocations

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

County Alcohol Tax Funds are dollars collected from establishments within the county. These dollars are to be allocated to alcohol education and prevention programming. The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.

DISCUSSION

The Joint Corrections Advisory Board met in January 2022 to establish the RFP granting process for 2022. They met on April 21st to review County Alcohol grant applications and make recommendations to the BOCC.

The Ogden Community Center initially submitted an application, however after staff requested clarification and modifications to their application, they decided to wait to apply until 2023.

Riley County Community Corrections requested \$2,900 to send one team member to the National Association of Drug Court Professionals.

There is a total of \$4,400.95 in the County Alcohol Fund, with grant requests totaling \$2,900.00.

FISCAL IMPACT

Up to \$2,975.00 out of County Alcohol Tax

RECOMMENDATION(S)

The Joint Corrections Advisory Board made the following recommendations for funding to the BOCC:
award RCCC up to \$2,975.00 for a Drug Court team member to attend the NADCP, the motion was approved unanimously.

POSSIBLE MOTION(S)

Move to approve up to \$2,975.00 for a Drug Court team member to attend the NADCP training out of County Alcohol Tax dollars.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CY22 County Alcohol Application ADC RISE22! (DOC)

**21st Judicial District Joint Corrections Advisory Board
2022-2023 Riley County Alcohol Tax Application
K.S.A. 79-41a04**

Agency Riley County Community Corrections Adult Services

Address 115 N. 4th Street, MHK 66502

Contact Person Sandi Harper Email: sharper@rileycountyks.gov Phone 785-565-6803

Total Program Cost \$40,084.32 (14 ADC Team Members)

Grant Funds Requested \$ 2,863.14 for 1 person to attend

Estimated Number of Participants/Clients to be served: Up to 14 attendees to the National Association of Drug Court Professionals Conference

Proposed Starting Date: July 25, 2022 Ending Date July 28, 2022

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

"Treatment courts are the single most successful intervention in our nation's history for leading people living with substance use and mental health disorders out of the justice system and into lives of recovery and stability. Instead of viewing addiction as a moral failing, they view it as a disease. Instead of punishment, they offer treatment. Instead of indifference, they show compassion."
(<https://www.nadcp.org/treatment-courts-work/>)

Treatment courts refer more people to treatment than any other intervention across the United States, and the average national completion rate for treatment courts is nearly 60%.
(<https://www.nadcp.org/treatment-courts-work/>)

By attending this training and implementing a drug court locally, we will be able to reduce substance use and abuse with our SB123 offenders, with the long-term plan of serving every drug-addicted person under supervision with Riley County. There are approximately 25 SB123 offenders under active supervision.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

The National Association of Drug Court Professionals (NADCP) RISE22! National Conference will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing and enhancing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending. We will return with a detailed plan on enhancing our local treatment court!

3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.

We will track attendance at scheduled appointments, drug and alcohol test results, graduation rates, lengths of stay, reduced risk, in-program technical violations, and new arrests in order to measure the performance and the effectiveness of our drug court.

Page 2

If at all possible, we will track new arrests, new convictions, and new incarcerations for at least three years following each participant's entry into the Drug Court. Offenses will be categorized according to the level (felony, misdemeanor, or summary offense) and nature (e.g., person, property, drug, or traffic offense) of the crime involved.

4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

City of Manhattan Alcohol Funds, KDADS Opioid Grant, OJP BJA Grant, Riley County Appropriations and other disciplines' training budgets

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to swilliams@rileycountyks.gov

***Proposed expenses assumes worst case expenses with 1 room per person, 1 vehicle transport per person, all 3 meals on travel days, and a higher priced flight.

Attachment: CY22 County Alcohol Application ADC RISE22! (12089 : County Special Alcohol Fund Allocations)



**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: April 25, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 04.25.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning April 14, 2022 and through April 20, 2022

Submitted by Clancy Holeman, Riley County Counselor

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

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

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) *Attend BOCC public meeting.(4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22)*

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

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-21;3-21-22;3-25-22;3-28-22;3-29-22) *Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22)*

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical

Attachment: FINAL Commission List 04.25.2022 (12087 : Clancy's Commission List)

expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

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

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

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

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

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to

provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

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

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

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) *Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22)*

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

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct." *Participate in 1 ½ hour DHC meeting. (4-20-22)*

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

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

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing

federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

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

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) *Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom.* (4-7-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

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

DEPARTMENTAL LIST

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

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) *Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form.* (4-19-22) *Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form".*

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

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

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

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22)

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

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22)(4-7-22) *Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22)*

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

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22; 2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22; 2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) *Prepare for RCP & D’s scheduled 4-21-22 presentation to BOCC. (4-19-22)*

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

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22)

Participate in discussion with outside regulatory authority. (4-1-22) *Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order--prepare contractual provisions attachment for consulting firm's review and approval.(4-19-22)*

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22)

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

PROFESSIONAL ASSOCIATION MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) *Participate in Board meeting of CCAK. (4-20-22)*

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)



INTERGOVERNMENTAL LUNCHEON

April 25, 2022

12:00 p.m. (Noon)

Excel Room, Bluemont Hotel

1212 Bluemont Avenue,

Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
 - a. Discussion on State or Federal Legislative Items of Mutual Concern (All)
 - 1. K-State and Higher Ed Update (Susan Peterson)
 - b. Entity General Updates
- IV. Miscellaneous Discussion Items and Announcements and Possible Future Items
- V. Next Meeting Date: June 27, 2022 (In Person at Bluemont Hotel)
- VI. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payment will be collected on site, cash or credit card are the preferred methods of payment.



This meeting is being held in the Excel Room at Bluemont Hotel, 1212 Bluemont Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.