



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 28, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jul 24, 2025 8:30 AM

Press Conference Topics

5. Discuss Press Conference

Review Tentative Agenda

6. Tentative Agenda

9:00 AM

Diane Creek, Health Department Director

7. Out of State Travel for Raising Riley Staff
8. Out of State Travel for Raising Riley Staff
9. Debt Set Off

9:15 AM

Megan Lewis, Community Corrections Director

10. Community Corrections Staff Update
11. KDOC FY25 Juvenile Services Year-End Outcome Report
12. KDOC FY24 Adult Services Year-End Outcome Report
13. Modification of Agreement, Contract Extension with Kansas State University, Department of Sociology, Anthropology & Social Work

9:30 AM

Press Conference

9:35 AM Amanda Webb, Planning/Special Projects Director

14. Comprehensive Plan Update

9:55 AM Jacob Hansen, Interim County Counselor

15. Administrative Work Session
16. Pending County Projects County Counselor

12:00 PM Intergovernmental Luncheon

17. Intergovernmental Luncheon Agenda

Adjournment

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



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 28, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-07 TMorrand EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Terry Morrand**Status Change Date:** 07/23/2025**Status Change:** Re Hire**Date of Hire:** 07/29/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-07 TMorrand EAF (16081 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 31, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Jacob Hansen, Interim County Counselor

1. Administrative Work Session

9:20 AM

Brittany Phillips, Budget and Finance Officer

2. 2026 Opioid Fund Requests

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: 07-31-25 tentative agenda (16004 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 04, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

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

Jacob Hansen, Interim County Counselor

1. Administrative Work Session

9:30 AM

Press Conference

2. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)
3. Downtown Manhattan update - Gina Snyder (3-5 minutes)

9:40 AM

Jessie Hubbard, Administrative Assistant II

4. Line item adjustments
5. Purple Wave Auction for vehicles

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: 08-04-25 tentative agenda (16004 : Tentative Agenda)



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Diane Creek, Health Department Director

MEETING: July 28, 2025

SUBJECT: Out of State Travel for Raising Riley Staff

PRESENTER: Diane Creek, Health Department Director

BACKGROUND

Out of state travel request for Denae Jones, Raising Riley Early Literacy Facilitator, to attend the National Association for the Education of Young Children Annual Conference in Orlando, Florida from November 18-22, 2025.

FISCAL IMPACT

This will be paid for with Health Department Workforce Development Grant funds.

POSSIBLE MOTION(S)

Move to approve the Out of State Travel Request for the National Association for the Education of Young Children Annual Conference in Orlando, Florida from November 18-22, 2025 for Denae Jones with the Raising Riley program at the Health Department.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Denae Jones OUT OF STATE Travel RequestNew1 - DC 071725 (DOCX)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Denae Jones **DEPARTMENT:** Health Dept/Raising Riley

POSITION TITLE: Early Literacy Facilitator **DATE REQUESTED** 7/17/2025

FUND: Health Department

Travel From: Kansas City, Mo **Date:** 11/18/2025

Travel To: Orlando, Florida **Date:** 11/22/2025

Purpose of Travel: National Association for the Education of Young Children (NAEYC) Annual Conference

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Southwest Airlines- R/T, KC-Orlando/return, flight 1036 down, #1390 return, nonstop. 50.00 - Uber - Airport to hotel. Hotel to Airport. 50.00 Taxes/Fees for ticket. 100.00 for flight insurance. 70.00 for checked bags (35.00 ea way). 60.00 for additional Uber from hotel to convention and hotel to restaurants in area. Mileage from Manhattan to KC and KC to Manhattan (265miles/.70)	\$885.50
Lodging	Residence Inn Orlando Convention Center- 4 nights @ \$200 per night conference rate	900.00
Meals	Breakfast - complimentary at hotel. Cost will cover lunch which is an out of pocket exepense (18.00 x 5) and dinner (30.00 x 5)	240.00
Registration/Fees	Early Bird deadline 9/12/25	595.00
Other	Parking at KCI for 5 1/2 days at \$9 per 24 hours	45.00

Total Estimated Travel Costs: \$2,665.50

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

Attachment: Denae Jones OUT OF STATE Travel RequestNew1 - DC 071725 (16079 : Out of State Travel Request)



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Diane Creek, Health Department Director

MEETING: July 28, 2025

SUBJECT: Out of State Travel for Raising Riley Staff

PRESENTER: Diane Creek, Health Department Director

BACKGROUND

We are requesting out of state travel for two staff, Chelsea Manwarren, Raising Riley and Jenni Ebert, Opioid Education & Prevention Specialist, to attend the Safe Kids Prevcon conference from October 15- 18, 2025 in National Harbor Maryland. The education that Chelsea and Jenni will gain at Prevcon will be shared with the rest of the health department staff during an all staff meeting.

FISCAL IMPACT

Travel and conference expenses will be paid for out of the Health Department budget.

POSSIBLE MOTION(S)

Move to approve the Out of State Travel Requests for the Prevcon conference in National Harbor Maryland from October 15- 18 , 2025 for Chelsea Manwarren, Raising Riley and Jenni Ebert, Opioid Education & Prevention Specialist.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Out of State Travel Requests (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Chelsea Manwarren DEPARTMENT: Health

POSITION TITLE: RAISING Riley
Outreach ~~HRIS~~ Coordinator DATE REQUESTED 7/29/2025

FUND: General

Travel From: Kansas City, MO - MCI Date: 10/14/2025

Travel To: Washington D.C. - Reagan Int. Date: 10/18/2025

Purpose of Travel: Childhood Injury and Prevention Convention: prevention and public health. Engage in discussions that prioritize needs of children in our community. Gain hands-on knowledge. Networking with similar goal orientated professionals. Bring information back to the Health Department team to help keep our organization forward moving/thinking.

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

☒ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights from KCI to WAS, baggage fees, and insurance. Mileage from Manhattan to KCI and return. Uber while on location.	800.00
Lodging	Gaylord Resort - block rooms for PrevCon Conference. October 14-Oct 18, 2025	\$1,350.00
Meals	Meals while on site when breakfast and lunch are not included.	300.00
Registration/Fees	Scholarship - covered one registration	0.00
Other		0.00

Total Estimated Travel Costs: \$2,450.00

Requested by: Chelsea Manwarren Date: 7/23/25

Approved by:

Department Head: Diane Creek Date: 7/23/25

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jenni Ebert DEPARTMENT: Health

POSITION TITLE: Community Health Educator DATE REQUESTED 7/29/2025

FUND: General

Travel From: Kansas City, MO - MCI Date: 10/14/2025

Travel To: Washington D.C. - Reagan Int. Date: 10/18/2025

Purpose of Travel: Childhood Injury and Prevention Convention: prevention and public health. Engage in discussions that prioritize needs of children in our community. Gain hands-on knowledge. Networking with similar goal orientated professionals. Bring information back to the Health Department team to help keep our organization forward moving/thinking.

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

☒ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights from KCI to WAS, baggage fees, and insurance. Mileage from Manhattan to KCI and return. Uber while on location.	800.00
Lodging	Gaylord Resort - block rooms for PrevCon Conference. October 14-Oct 18, 2025	\$1,350.00
Meals	Meals while on site when breakfast and lunch are not included.	300.00
Registration/Fees	Registration - Early Bird	400.00
Other		0.00

Total Estimated Travel Costs: \$2,850.00

Requested by: [Signature] Date: 7-23-25

Approved by: [Signature]

Department Head: Crane Creek Date: 7/23/25

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98



**COUNTY CLERK &
ELECTIONS**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Diane Creek, Health Department Director

MEETING: July 28, 2025

SUBJECT: Debt Set Off

PRESENTER: Diane Creek, Health Department Director

BACKGROUND

The Riley County Health Department has had no way to collect debt from the public. We send bills, call, send reminder letters, but if the responsible party decides not to pay we have had no recourse. The health department is always willing to set up a payment plan that works for the responsible party but many don't take advantage of that benefit. The three programs at the health department that can bill clients are the health clinic, Childcare Licensing, and Maternal and Child Health. Most billing at the health department, except for Childcare Licensing, is based on a sliding fee scale.

DISCUSSION

We would like to sign up for the Kansas Debt Setoff program. The Debt Set Off program will set off money the State of Kansas owes individuals against debts those individuals owe to the health department. Money that the State of Kansas owes to individuals can consist of things like income tax returns, unclaimed property, homestead tax refunds and lottery winnings. Other Riley County departments can sign up for this service as well. Debt amounts must be \$25 or more and the health department must make at least three attempts to collect the debt prior to submitting it to the Setoff Program.

FISCAL IMPACT

It is hoped that this program will help collect debt owed to the health department.

RECOMMENDATION(S)

I approve entering into an agreement with the Kansas Debt Set Off program to help collect owed debt for the Riley County Health Department.

POSSIBLE MOTION(S)

Move to approve entering into an agreement with the Kansas Debt Set Off program to help collect owed debt for the Riley County Health Department.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Agreement HD (PDF)

AGREEMENT - MUNICIPAL

NOW on this _____ day of _____, 20____, this Agreement is entered into by the Accounts Receivable Setoff Program, Department of Administration, State of Kansas (hereafter the *State*) and Riley County Health Department (hereafter the *Municipality*).

The Municipality desires to enter into this agreement for the purpose of utilizing the debt setoff procedures provided for in K.S.A. 75-6201 *et. seq.* Upon execution of this agreement by the parties, and upon compliance with the terms hereinafter stated, the State agrees to accept debts submitted by the Municipality to the State Debt Setoff Program.

TERM OF AGREEMENT

This agreement shall be in effect beginning _____, 20____.

TERMINATION

Either party to this agreement may terminate such without cause, upon 30 days written notice. Upon termination pursuant to this paragraph the State shall pay to the Municipality any monies then held by the State for the Municipality pursuant to the terms of this Agreement. Upon termination of this agreement for any reason the Municipality agrees to pay to the State any fees owed to the State as of the date of termination.

FEES

The State shall be entitled to a 19% collection fee for all monies collected on Municipality debts submitted by computer tape or other electronic medium acceptable to the State, with accompanying social security numbers (SSNs) or employer identification numbers (EINs). The State shall be entitled to a 24% collection fee for all monies collected on Municipality debts submitted on paper, or without accompanying SSNs or EINs, or both. The State shall net out its collection fee from collections made through the Setoff Program.

DATA TO BE SUBMITTED

When submitting a debt to the Setoff Program the Municipality shall submit to the State such data as the State may prescribe, in a form acceptable to the State. The Municipality shall provide, at a minimum, the name and last known address of the debtor, a 30 character description of the debt (e.g., parking fine, library book fine, property tax debt), and the current dollar amount of the debt. It is preferable that the SSN or EIN of the debtor be submitted as well. In addition, the Municipality shall certify that at least three attempts (oral or written communication) have been made to collect the debt prior to its submission to the Setoff Program.

DOLLAR LIMITATION ON DEBTS

All debts submitted by the Municipality shall be in an amount equal to or greater than \$25.

Attachment: Agreement HD (16084 : Debt set off)

CONTACT PERSON

For purposes of communication between the State and the Municipality in regard to debts submitted by the Municipality, the respective contact persons are as follows:

Municipality Contact: Erin Kurtz - Fiscal Analyst
 Mailing Address: 2030 Tecumseh Road
 City: Manhattan State Ks Zip 66502
 Telephone Number: 785-776-4779 Fax Number: 785-565-6566
 Email Address: ekurtz@Rileycountyks.gov

State Contact: Jessica Pope Email Address: KSSetoff@ks.gov
 Telephone Number: (785) 296-4628 Fax Number: (785) 296-1477

ACCOUNT ADJUSTMENTS

The Municipality agrees to notify the State within seven days of the date that a debt has been settled through payment in full or compromise. The Municipality agrees to advise the State at least one time per calendar year of payments received and applied to debts placed with the Setoff Program, and of debt interest accumulations occurring since the last account adjustment report. The annual account adjustments may be provided upon return of the master listing to the Setoff Program, which master listing will be provided to the Municipality during the last quarter of each calendar year. The Municipality is not precluded from making more frequent reports of account adjustments. Upon notification that a match has been made against a debt owed to a Municipality, the Municipality shall notify the Setoff Program in writing within 10 days of any necessary adjustments to the account.

DECERTIFICATION OF ACCOUNTS

The Municipality may, at any time, decertify any debt previously submitted to the Setoff Program. The Municipality shall decertify within seven days any debt which has been compromised or paid in full. When debts are decertified subsequent to a match being made by the Setoff Program against a payment in process, the Municipality shall provide a brief explanation as to the reason for the decertification. The Municipality need not explain the reason for decertifying a debt which is unmatched.

SUBMISSION AND RETURN OF ACCOUNTS

For accounts which are submitted by the Municipality without a SSN or EIN the Setoff Program will use its resources to determine the debtor's SSN or EIN. In cases where such an identifying number cannot be found the account will be returned to the Municipality. The State reserves the right to refuse or return accounts at any time, without cause. The Setoff Program will not accept from the Municipality debts of the State or any State agencies or of other municipalities, except as may be specifically allowed by law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

By: _____
 Jessica Pope, Setoff Program Team Lead

Municipality: _____

By: _____

Employer's Identification Number (FEIN): 48-6023850



**COMMUNITY
CORRECTIONS**
Staff Update

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

STAFF REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: July 28, 2025

SUBJECT: Community Corrections Staff Update

PRESENTER: Megan Lewis - Community Corrections Director

Please see the attached PowerPoint.

Enclosures:

- Monthly Staff Report July 2025 BOCC (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 12 Intakes in June
 - 2 returned to a parent/guardian
 - 1 placed with a relative/family friend
 - 1 Protective Home
 - 3 placed in an Emergency Shelter
 - 1 released to DCF/Foster Care
 - 4 placed in Detention

FY25 Juvenile Intake & Assessment (Riley County)	Apr	May	June
Juvenile Offender	13	5	5
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	2	8	7
Total	15	13	12
FY25 Juvenile Intake & Assessment (Clay County)	Apr	May	June
Juvenile Offender	0	1	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	0	0
Total	0	1	0



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Apr	May	June
Participants	30	32	48
Required Jurors	11	10	14
Volunteer Jurors	3	7	5
MDT Referrals	0	3	0
Total	44	52	67
FY25 Youth Court IIP (Clay County)	Apr	May	June
Participants	0	0	0
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	0	0	0



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Apr	May	June
Juvenile Intensive Supervision	6	5	7
Juvenile Correctional Facility	2	4	4
Conditional Release	1	1	1
Courtesy Supervision Out	1	1	1
ICJ	1	1	1
Total	0	12	14
FY25 Juvenile Services (Clay County)	Apr	May	June
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	0	0	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	0	0	0



Adult Intensive Supervision

FY25 Adult Services	Apr	May	June
ISP	105	102	100
In Treatment	0	3	1
In Jail	6	5	5
Total	111	110	106
Absconder ADP	36	30	32



(Adult) Recovery Court

Recovery Court started – 2/23/22

- 16 participants in June
 - 14 Riley County Clients
 - 2 Clay County Clients
- A total of 58 participants since the start of the program
- 18 Participants have graduated from Riley County
- 7 Participants have graduated from Clay County
- 17 clients have been removed or revoked from Recovery Court
- Next Riley County Recovery Court Graduation –August 13th
- Next Clay County Recovery Court Graduation – August 14th



Additional Updates and News

- Working through the process to sell two RCCC vehicles through Purple Wave.
- Application Deadline for CSFAB (City Alcohol) is August 11th.





**COMMUNITY
CORRECTIONS**
Grant

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis, Director, Riley County Community Corrections

MEETING: July 28, 2025

SUBJECT: KDOC FY25 Juvenile Services Year-End Outcome Report

PRESENTER: Megan Lewis, Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports. As part of our Comprehensive Plan Grant Application we agreed to submit complete data regarding our initiatives.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. On July 24th the Joint Corrections Advisory Board met, reviewed and approved the FY24 Juvenile Services 4th quarter and year end outcome report. We have attached these reports for your review and approval.

The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY25 Juvenile Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY25 JS Year End Report (PDF)

Agency	Riley County Community Corrections Juvenile Intake & Assessment		Year-End Report			
Principle #1	Measure relevant processes/practices.					
Goal #1	JIAS will decrease the number of juvenile offenders processed through JIAS for a new arrest by .1% or to a 5% or less new arrest rate.					
Barriers		Supportive Entities				
A delay in processing cases through the system from arrest to disposition.		County Attorney's Office				
Not matching the correct resources to the risk/needs of juvenile.		District Court Clerk's Office				
		Director & JISOs				
		KDOC				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
Track & report out the number of new arrests w/in the fiscal year.		Director	10/1/2024	We completed a total of 48 intakes in the 4th quarter of FY25. 21/48 or 44% of the intakes completed were for juvenile offenses. 19/21 or 91% of the intakes completed in the 4th quarter were for new arrests. In FY25 we completed a total of 201 intakes. 96/201 or 48% of the intakes completed in FY25 were for juvenile offense. Of the 86/96 or 90% of the intakes completed for juvenile offenses were new arrests in FY25.	None	We have utilized an excel document that we developed to track intakes for FY25 and have found it to be very helpful and have successfully matched the numbers provided in our KDOC intake report each month!
Update MOA w/ C.A.'s Office for IIP referrals as new system is implemented.		Director & JISOs	10/1/2024	We completed and updated our MOA in FY25 with both the Riley County and Clay County Attorney's offices.	Initially we struggled to get a response from the attorneys, however persistence paid off and we were able to get the agreement signed and in place.	We will continue to communicate with the County Attorney's in both Clay and Riley County to keep our MOA's current and updated.

Principle #2 Target interventions.			Year-End Report		
Goal #2 JIAS will enhance referrals for services made.					
Barriers		Supportive Entities			
Lack of knowledge of resources by staff.		JISOs & Director			
Athena's inability to aggregate referral data.		KDOC			
JIAS On-Call Officer turnover.		Community referral partners			
Action Steps	Person Responsible	Due Date	Progress	Challenges	Modifications
Train JIAS On-Call Officers monthly on at least two available resources.	Director & JISO	Monthly	In FY25 we have shared over 24 different resources with our Juvenile Intake On-Call officers. Resources that have been discussed have included Pawnee Mental Health ACT program, Mobile Crisis Unit, Crisis Stabilization Unit, Alcohol and Drug Treatment and Services, Mental Health Services, Case Management and several other services provided through the CCBHC and many other community based resources.	On-Call JIAS staff have limited opportunity to utilize these resources and as a result forget what we have available to the children and families that we serve.	We developed a Community Resources Guide with a QR code that includes community resources. This has proved to be a helpful tool for staff to use when working with an intake family.
Communicate with KDOC regarding continued Athena report needs.	Director	Quarterly	In FY25 we communicated with Jim Johnson with KDOC when our agency struggled to run a report or find the information and data needed. Our agency utilized the monthly Juvenile Intake report that is sent out each month and compared to the in house data tracker that we developed and use.	There continues to be additional data points that we cannot access from Athena, despite the vast amount of information that we input into the database/documentation system.	We will continue to update the data tracker that we have developed and utilize, however we are hopeful that KDOC will improve the report pulling ability for all programs that utilize Athena. Data is so very important when working to improve programs and secure additional funds for programming. Duplication of work is not cost or time effective for staff.

Agency	Riley County Community Corrections Juvenile Intensive Supervision			Year-End Report		
Principle #1	Measure relevant processes/practices.					
Goal #1	Maintain probationer success to a 75% success rate or higher.					
Barriers		Supportive Entities				
Lack of knowledge to print case closure reports from Athena		KDOC, Director or ISO II				
Case plan goals not aligning w/ community supervision when in DCF out of home placement.		DCF Contractor & RCCC				
DCF & private contractor Social Workers not understanding the juvenile justice system.		KDOC, DCF, DCF Contractor & Director				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
Run Athena Case Closure Report quarterly to track termination date & reasons, or continue to track locally.		Director & YCIIP	Quarterly	In the 4th quarter of FY25, 1 out of 1 or 100% of the juveniles eligible to complete probation during this quarter did so successfully. In FY25, 10 of 11 or 90% of the juveniles successfully completed JISP.	None	None
Continue to provide clients with referrals to appropriate resources to address criminogenic needs.		ISO	Quarterly	Referrals continue to be made based on information received while conducting the YLS and Case Plan with clients. During the 4th quarter of FY25, ISO made 7 referrals, 2 for employment, 3 for therapy, and 2 for D/A services. In FY25, we did not have an in house tracking tool in place prior to the 3rd quarter as we previously thought that this data could be pulled Athena.	There are no juvenile reports in Athena in order to pull this data. Athena is our primary documentation system. We are utilizing our own in house tracking tool. We are hopeful that these tools will become available as changes are made to Athena as we move forward, reducing the opportunity for errors.	None
Administer cognitive behavioral tools to address both wanted and unwanted behavior.		ISO	Quarterly	A total of 10 CBI's were completed in the 4th quarter of FY25. In FY25 a total of 32 CBI tools were completed with JISP clients.	Throughout FY25 it has remained a challenge for staff to remember to enter each and every CBI Tool completed in Athena. Additionally, there is not mechanism to pull this data into a report from Athena	Add to Athena after each office visit checklist.
QA will be conducted by completing case file audits quarterly to ensure that both moderate and high risk needs that are identified in the YLS, are being addressed in the case plan.		ISO II and Director	Quarterly	5/6 or 83% of the case plans reviewed as a part of file audits conducted in FY25 addressed moderate and high risk needs.	In FY25 we struggled to fill a vacant ISO I position. As a result our ISO II carried a full caseload in addition to their other job responsibilities and duties. This impacted the frequency of QA that was conducted during the course of the fiscal year.	We have hired an ISO I, that in itself has come with it's own challenges. ISO has found more time to conduct QA as she is no longer carrying a full caseload.

				Year-End Report		
Principle #2	Measure relevant processes/practices.					
Goal #2	100% of Case Plans will address Moderate and High Risk Domain areas as identified in the YLS assessment.					
Barriers		Supportive Entities				
No baseline.		RCCC				
Lack of knowledge in aggregating this information in report form in Athena		KDOC & RCCC				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
ISO will enter the Court Services YLS assessment within 5 business days of receiving the assignment to Community Corrections.		ISO	Quarterly	One file audit was completed in the 4th quarter of FY25. The YLS was entered within 5 business days of receiving the assignment, 1/1 or 100%. In FY25, 6/7 or 86% of file audits completed had YLS assessments that were entered within 5 business days of receiving the assignment to Community Corrections.	None to Report. Staff does an excellent job of entering the YLS assessment upon receiving the assignment to Community Corrections.	None
A case plan will be completed with client within 30 days of assignment to Community Corrections, identifying high risk domains.		ISO	Quarterly	One file audit was completed in the 4th quarter of FY25. The Case Plan was not completed within 30 days of assignment to Community Corrections as a result of the clients failure to report and active drug use. In FY25 5/7 or 71% of the case plans in the file audits conducted were completed within 30 days of assignment to Community Corrections.	One of the case plans that was not completed within 30 days was the result of the youth being directly committed to the JCF. Staff learned that they are responsible for completing the Case Plan in these situations and should mirror what the youth is working on in the facility. The other case plan that was not completed on time was the result weather related office closures followed by the unexpected office closure due to the passing of President Jimmy Carter.	No modifications were made, however the past due case plans were completed.
Youth will be referred to appropriate community resources to address both moderate and high risk domains within 3 business days of completing the case plan with ISO.		ISO	Quarterly	One file audit was completed in the 4th quarter of FY25 and a referral for A/D services was made. Of the file audits completed in FY 25, 4/4 or 100% of youth were referred to appropriate community resources to address both moderate and high risk domains. These referrals included A/D services, mental health servcies and sex offender treatment.	Not all needs are identified at the time the case plan is completed. Staff work to continue to address needs throughout the youth's supervision period and make referrals to appropriate resources. Additionally, while staff can work to make the referral, youth and parents do not always follow through with the referral in a timely manner.	None

ISO will follow up with service provider a minimum of one time per month regarding progress and participation in services.	ISO	Quarterly	One file audit was completed in the 4th quarter of FY25 and showed 100% compliance with following up on a referral to A/D services. Ultimately this youth needed a higher level of treatment than initially recommended and staff communicated with the service provider regarding continued drug use and concerns. As a result, the youth was then referred to inpatient A/D treatment and successfully completed the program. 5/6 or 83% of the file reviews completed in FY25 showed that staff followed up with service providers.	None	None
QA will be conducted quarterly to ensure that case plans are addressing High Risk Domain areas as identified in the YLS assessment.	ISO II, Director	Quarterly	One file audit completed in the 4th quarter of FY25 showed that the YLS addressed the highest risk domains as identified in the YLS assessment. In FY25 5/5 or 100% of the case plans completed in the file reviews addressed High Risk Domains.	Clients sometimes struggle to acknowledge that they have a problem that can be addressed. Family support and engagement can be an issue in following through with the goals that are identified in the case plan.	We completed the Carey Guide agency wide case planning training in April. This provided additional guidance and tools for staff when completing case plans.

Principle #3		Skill train with directed practice (use cognitive behavioral treatment methods).		Year-End Report		
Goal #3		Reduce the number of Violation Level Reports given, as measured by tracking the number of VLRs administered. (No baseline exists as it has not been tracked to-date.)				
Barriers		Supportive Entities				
No baseline.		RCCC				
Lack of knowledge in aggregating this information in report form in Athena		KDOC & RCCC				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
Staff will receive monthly updated refresher training on CBI tools to include EPICs and Carey Guide resources at least once a month at department staff meetings.		ISO II, Director	Quarterly	In FY25 staff took turns presenting a CBI tool at each monthly staff meeting. Staff were then directed to use the tool with at least two clients over the course of the next month. At the next monthly staff meeting, staff would then report back as to how it went and how they utilized the tool. This provided staff the opportunity to be exposed to tools that they might not have used in the past and step out of their comfort zone. ISO continues to participate in relevant trainings such as EPICS Refreshers at staff meetings, webinars, and self-paced trainings.	None	None
Staff will administer and utilize CBI tools to include EPIC and Carey Guide resources with clients to encourage and promote wanted behavior as well as in response to unwanted behavior, prior to completing a VLR when appropriate.		ISO	Quarterly	A total of 6 VLR's were completed on different youth in JISP during FY25 4th quarter. 100% of the youth had prior CBI's before VLR's were administered. In FY25 a total of 23 CBI tools were administered prior to 18 VLR's being completed. 100% of the youth receiving a VLR, received CBI tool prior to the VLR.	None	None
Staff will provide a copy of the completed tool to client upon completion, after each use.		ISO	Quarterly	A copy of the tool is provided to client after completion.	In FY25 staff struggled to remember to make a copy of the tool and provide to the youth.	Staff is now providing a folder to the youth in order to keep all probation documents together, helping the youth to have access to the tools.

Quarterly file audits will be conducted to ensure that EPICs and Cognitive Behavioral tools are being administered by staff with proficiency.	ISO II, Director	Quarterly	QA was conducted on a Problem Solving CBI tool in the 4th quarter. Staff scored satisfactory in the major components of the skill and concept of the tool.		KDOC will be contracting to conduct some EPICs QA in FY26! This will be a great help to our agency and also excellent tool for our staff to improve and learn.
Staff will track the number of VLRs administered in FY2025 (no baseline exists as it has not been tracked to date).	ISO, ISO II	Quarterly	6 VLR's were completed on different youth in JISP during FY25 4th quarter. A total of 18 VLR's were completed in FY25.	None	None
Staff will provide clients with a kudos card to acknowledge client's positive and pro-social behavior. A monthly prize drawing will be held to reward a client each month. This will encourage the 4:1 positive reinforcement ratio.	ISO, ISO II,	Quarterly	A total of 26 KUDOS cards were provided by ISO during FY25 4th quarter. In FY25 Juvenile services staff gave out a total of 57 kudos cards to clients.	Staff struggled to remember to give the physical card to clients at times throughout FY25, although they continued to provide verbal praise and recognition.	None

Agency	Riley County Community Corrections Youth Court Immediate Intervention Program			Year-End Report		
Principle #1	Measure relevant processes/practices.					
Goal #1	Increase YCIIP participant success to a 95% or higher success rate by June 30, 2025.					
Barriers		Supportive Entities				
Participants are under supervision for a short period of time, not allowing enough time to see behavior change.		ISO, RAO				
Participants lack family support to access needed resources to address risk/needs		ISO, Director				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
ISO will encourage parental involvement and engagement at the time of initial contact		ISO, Director	6/30/2025	In FY25 staff improved the process of verbally communicating the value of parental involvement and family engagement at the time of the initial contact..	The main challenge continues to be the parent/guardian's willingness to be active and involved in the youth's participation in the program.	Staff is developing an informational sheet to provide to families/guardians and other support members at the time of the initial contact. The document will contain information about family enagement and the importance it has on the youth's success. Help to identify other support systems such as extended family, friends, service providers, school, etc. Staff also plan to include statistics and other evidenced based data to provide to family and supporting members to foster "Buy In" for family engagement.
Review YCIIP database to track termination date and reasons.		Director, ISO	9/30/2024	A total of 12 out of 15, or 80% of participants completed IIP successfully during the 4th quarter of FY25. In FY25 we had a total of 66/73 or 90% of participants successfully complete the IIP program.	None	None
Report out YCIIP participant success rate from YCIIP Database to staff & JCAB quarterly.		Director, ISO	9/30/2024	A total of 12 out of 15 or 80% of participants completed IIP successfully during the 4th quarter of FY25. In FY25 a total of 68/75 or 91% of participants successfully complete the IIP program.	None	None

Principle #2		Skill train with directed practice (use cognitive behavioral treatment methods).		Year-End Report		
Goal #2		Reduce the number of Violation Level Reports given, as measured by tracking the number of VLRs administered. (No baseline exists as it has not been tracked to-date.)				
Barriers		Supportive Entities				
Having a consistent method to track the VLRs.		ISO, Director				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
Improve the current database that we have in place and update as VLRs occur.		ISO, Director	9/30/2024	ISO Tracks VLR's Locally using an agency tracking database.	Being able to track using the IIP data base in the application portal	None
Report out YCIIP participant VLRs to staff & JCAB quarterly.		Director	9/30/2024	A total of 3 VLR's were completed during the 4th quarter of FY25. A total of 8 VLR's were completed in FY25 with youth engaged in the IIP Program.	None	none
Principle #3		Engage ongoing support in natural communities.		Year-End Report		
Goal #3		Implement an MOU in both Clay and Riley County by June 30th, 2025.				
Barriers		Supportive Entities				
Previously we have been in communication with the Riley County Attorney's office to develop an MOU, however the County Attorney has not signed off on the MOU that the assistant attorney's worked to develop with Community Corrections.		County Attorney's Office				
I am able to start the conversation and communicate the need and the ask, however cannot force another entity to enter into an official MOU with our agency.		Riley County Counselor				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
Director will communicate with both the Clay County and Riley County Attorney's office to gather feedback and guidance in developing an MOU for each county by 8/31/24.		Director, ISO	8/31/2024	In FY25 a new MOU was written and provided to both the Clay County and Riley County Attorney's Offices.	Initially there were challenges as the Director was new to the role and had to be persistent in getting engagement from both attorneys.	We will work to update the existing MOU for FY26.
Director will develop an MOU to be reviewed by all parties by September 30th, 2024		Director, ISO	10/31/2024	In FY25 a new MOU was written and provided to both the Clay County and Riley County Attorney's Offices.	None	None
Director will send an MOU to both Clay County and Riley County, to be reviewed by each respective County Attorney by October 15th, 2024.		Director, ISO	12/31/2024	In FY25 a new MOU was written, agreed upon by both County Attorneys and Chief District Court Judge and implemented.	None	None
Once each MOU is agreed upon and signed, each will be put into effect and followed by RCCC staff.		Director, ISO	6/30/2025	In FY25 a new MOU was written, agreed upon by both County Attorneys and Chief District Court Judge and implemented.	None	We will continue to address changes and modifications as we move forward.

FY25 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 21st JD Community Corrections

Agency Director: Megan Lewis

Report Period: July 1, 2024 - June 30, 2025

My signature certifies that I authored this report, and assisted in the compilation and analysis of the data cited therein.


Signature

7/24/25
Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein.


Signature of Advisory/Governing Board Acting Chair
Address: 210 Elm Street Ogden, Kansas 66517

7-24-25
Date

Phone: 785-341-1195

Fax: N/A

E-mail: jamesa5@cox.net

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein.

Signature of Board of County Commissioners Chairperson (Host County only)

Date

Address: 110 Courthouse Plaza Manhattan, Kansas 66502

Phone: 785-537-6357

Fax: N/A

E-mail: gmckinley@rileycountyks.gov

Attachment: FY25 JS Year End Report (16075 : KDOC FY25 Juvenile Services Year-End Outcome Report)



**COMMUNITY
CORRECTIONS**
Grant

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis, Director, Riley County Community Corrections

MEETING: July 28, 2025

SUBJECT: KDOC FY24 Adult Services Year-End Outcome Report

PRESENTER: Megan Lewis, Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. On July 23rd the Joint Corrections Advisory Board met, reviewed and approved the FY24 year end outcome report. Attached is our year-end outcome report for your review and approval. The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY25 Adult Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY25 AS Year End Report (PDF)

Agency	21st JD Community Corrections		Year-End Report			
Principle #1	Target interventions.					
Goal #1	Within 45 days of sentencing, ISO's will develop a case plan with the client to target high risk domains identified in the risk needs assessment.					
Barriers		Supportive Entities				
Timeliness of when the assessment was completed and when sentencing occurs.		Court Services				
Client participation and buy-in.		ISO's				
Client follow through.		Pawnee Mental Health				
		Community Providers				
Action Steps		Person Responsible	Due Date	Progress	Challenges	Modifications
ISO II will review the process of conducting QA during the July staff meeting, as a reminder of the purpose and process of QA.		ISO, ISO II	6/30/2025	Implemented a schedule for QA in the 1st quarter of FY25.	Done	Done
QA results will be reviewed and assessed by ISO II and Director to identify common barriers that staff are facing when conducting case plans.		ISO, ISO II	6/30/2025	2 Case Plans were assessed for QA during the 4th Quarter, one scoring a 39/45 (87%) and the other scoring 28/45 (62%). The first case plan was assessed prior to our case plan training in April using our previous QA form. The second one was assessed just afterwards using the new QA form provided by KDOC staff. Our staff showed an average proficiency of 91.3%	As expected, staff have are working to change their thought process in order to create very broad goals vs SMART goals, as well as remembering to identify/document strengths, responsivity and barriers on a case plan. When QA is completed on new case plans at the beginning of supervision, the opportunity for review is limited.	We have started to utilize the new QA form that was provided at our recent Agency Wide Case Plan training. We found that the new form is more complex and could be simplified to be more user friendly.
ISO II or Director will review QA results individually with staff within 7 business days of completing the QA review.		ISO, ISO II	6/30/2025	QA results were discussed w/staff as they were completed and 4th Quarter results were presented by the ISO II at the 7/18/25	The only challenge is when a staff member is on leave and there is a delay in reviewing the results.	None
ISO II and or Director will address common themes of concern with staff as a whole during scheduled monthly staff meetings.		ISO II and Director	6/30/2025	In FY25 we added QA to our monthly staff meeting agenda and ISO II reported out common themes to staff as a result of	Done	Done

			Year-End Report		
Principle #2	Enhance intrinsic motivation.				
Goal #2	Achieve or maintain a success rate of 75% or higher; or improve last fiscal				
Barriers		Supportive Entities			
We cannot control the clients that are ordered to Intensive Supervision (Downward Dispositional,		ISO's			
Clients may lack the motivation for change.		Director			
Clients that abscond from supervision and repeat		ISO II			
We are not able to offer early successful termination for clients that succeed in completing all obligations		Care Coordinator			
Client's have a lack of trust in staff and associate probation with LEO - assuming staff are out to get them		ISO II and Director			
Action Steps	Person Responsible	Due Date	Progress	Challenges	Modifications
Level I and Level II clients will be referred to Cognitive Education classes at the time of intake, within 10 working days of assignment.	ISO, Care Coordinator	6/30/2025	During the 4th Quarter of FY25, staff closed a total of 34 cases. 25/34 or 74% were closed successfully. 9/34 or 26% were revoked/remanded to serve their underlying sentence. 3 participants successfully completed cognitive education class in the 4th quarter. Among those participants, the Current Criminal Thinking average scores improved from 24 to 17. We had 7 new participants start the cog class this quarter. In FY25 at total of 13 participants successfully completed the Cognitive Education class. Overall, Current Criminal Thinking scores improved on average from 25.8- 20.1.	Clients schedules often vary as a result of the type of work that they do. Additionally, there are a number of other conflicting treatment groups.	We have worked to move our class to a different evening, however there is always a possibility of a conflict when you have multiple providers in the community.
Appropriate referrals will be made to community resources based on identified risks in the risk needs assessment within 45 days of assignment to Community Corrections.	ISO, Care Coordinator	6/30/2025	No LS/CMI's were reviewed this quarter. In FY25 staff showed an average of 3.7/4 or 93% proficiency for the QA results when administering the LS/CMI.	It was a challenge in FY25 for ISO II to have the time to complete this QA. We have inquired about utilizing unexpended funds to contract QA services in FY26.	We are waiting for KDOC to determine if we can utilize unexpended funds to contract QA services.
ISO's will enter each referral and intervention into Athena at the time of referral.	ISO, Care Coordinator	6/30/2025	100% of the file audits completed in FY25 showed that referrals and interventions were entered into Athena.	None	None

ISO's will provide clients with a kudos card to acknowledge client's positive and pro-social behavior. A monthly prize drawing will be held to reward a client each month. This will encourage the 4-1 positive reinforcement ratio.	ISO, ISO II, Care Coordinator, Director	6/30/2025	In FY25 we worked to improve and encourage the 4-1 positive reinforcement ratio between staff and clients by administering KUDOS cards. Staff provided a total of 1051 kudos cards, on average 88 kudos cards were given to clients, per month.	Initially staff had to buy into the idea and remember to provide the physical Kudos cards to clients.	Throughout FY25 staff witnessed the excitement from clients when receiving cards!
QA review will be conducted, following the established QA calendar and report results quarterly.	ISO II and Director	6/30/2025	ISO II presented a summary of the 4th Quarter QA results at the 7/18/25 staff meeting. Overall in FY25 opportunities for improvement identified through QA reviews included conducting brief structured appointments, reviewing homework (Carey Guides, EPICs, etc.), following up on residence verification letters, asking for permission before giving advice and remembering new expectations for case plans as provided in the Agency Wide Case Plan training.	QA was a challenge in FY25, however now that we are fully staffed, we are hopeful that moving forward this process will improve. We have also requested to utilize unexpended funds to contract QA services in FY26.	None

			Year-End Report		
Principle #3	Skill train with directed practice (use cognitive behavioral treatment)				
Goal #3	Staff will receive refresher training on EPICs tools to include EPICs worksheets and Carey Guide Tools, in order to enhance their overall				
Barriers		Supportive Entities			
Availability.		Care Coordinator, ISO's, ISO II, Director			
Staff's comfort level with new tools and information.					
Action Steps	Person Responsible	Due Date	Progress	Challenges	Modifications
Develop a QA form for auditing ISO's use of cognitive behavioral tools.	ISO II and Director	7/1/2024	In FY25 we developed a new QA form for auditing. We continue to identify areas for improvements and make changes to our QA form and QA process overall	None	None
Review newly developed QA form with staff during a	ISO II and Director	7/31/2024	Completed in a previous quarter	None	None
Develop a monthly calendar to assign each staff member an opportunity to review a cog tool with the entire team.	ISO II, ISO	6/30/2025	Staff continue to review cognitive tools at monthly staff meetings	None	None
At the time of each monthly staff meeting, staff will utilize the Carey Guide website in order to select a tool to review at the time of staff meeting.	ISO, Care Coordinator	6/30/2025	Staff continue to become more comfortable w/trying new Carey Guides and CBI tools, and have shown improvement at selecting tools that help increase clients self-efficacy	None	We also encouraged staff to use other CBI tools including EPICS and Therapistaid.com
Develop a yearly QA calendar by July 1st, 2024 in order to monitor staff compliance and implement	ISO II and Director	6/30/2025	Completed in a previous quarter	None	None

Conduct QA review following the established calendar and report results quarterly.	ISO II and Director	6/30/2025	ISO II presented a summary of the 4th Quarter QA results that the 7/18/25 staff meeting. Opportunities for improvement included conducting brief, structured appointments when reviewing homework (Carey Guides), tracking the return of residence verification letters, and remembering new expectations for case plans as learned in the Agency Wide Case Planning Training that all staff attended in April. In addition to the information shared above, in FY25 results shared with staff included tracking positive drug tests, following up on missed drugs tests, providing Kudos cards for milestones - including sobriety dates and reminders to use scoring guides for R/A assessments.	None	None
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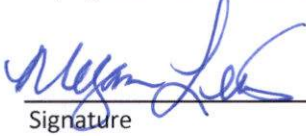
FY25 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 21st JD Community Corrections

Agency Director: Megan Lewis

Report Period: July 1, 2024 - June 30, 2025

My signature certifies that I authored this report, and assisted in the compilation and analysis of the data cited therein.


Signature

7/24/25
Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein.


Signature of Advisory/Governing Board Acting Chair

7-24-25
Date

Address: 210 Elm Street Ogden, Kansas 66517

Phone: 785-341-1195

Fax: N/A

E-mail: jamesa5@cox.net

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein.

Signature of Board of County Commissioners Chairperson (Host County only)

Date

Address: 110 Courthouse Plaza Manhattan, Kansas 66502

Phone: 785-537-6357

Fax: N/A

E-mail: gmckinley@rileycountyks.gov

Attachment: FY25 AS Year End Report (16076 : KDOC FY25 Adult Services Year-End Outcome Report)



**COMMUNITY
CORRECTIONS**
Contract

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis, Director, Community Corrections

MEETING: July 28, 2025

SUBJECT: Modification of Agreement, Contract Extension with Kansas State University, Department of Sociology, Anthropology & Social Work

PRESENTER: Megan Lewis, Director, Community Corrections

BACKGROUND

On June 10th, 2025, we were approved for a grant award modification, GAM-611556, for award number 15PBJA-21-GG-04156- DGCT from the Bureau of Justice Assistance. This modification extended our grant period from September 30th, 2025 to March 30th, 2026. As part of the grant, we are required to have a program evaluator to assist with data collection strategies and data review in order to track and improve program performance.

DISCUSSION

We will continue to collect and evaluate Recovery Court data with the assistance of the K-State program evaluator. This data collection assists in showing participant recidivism, and outcomes. This contract extension will allow our program to be in compliance with the Bureau of Justice Assistance grant requirements.

FISCAL IMPACT

No fiscal impact. This is a no cost extension.

RECOMMENDATION(S)

Approve the contract to extend the original agreement between Riley County Community Corrections and Kansas State University.

POSSIBLE MOTION(S)

Move to approve the Modification of Agreement

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- KSU Modification Agreement- Recovery Court (DOCX)

MODIFICATION OF AGREEMENT

Project Title: Riley County Community Corrections Agreement

Project Director: Kristen Kremer

Modification No.: 1

Effective Date: 9/30/2025

The Agreement entered into on March 1, 2022, by and between the Riley County Community Corrections (hereinafter referred to as “Sponsor”) and Kansas State University, 103 Fairchild Hall, 1601 Vattier St., Manhattan, KS 66506-2504 (herein referred to as “University”), is hereby modified by mutual consent of both parties as follows:

3. PERIOD OF PERFORMANCE The project shall be conducted during the period of March 1, 2022, through March 31, 2026, and will be subject to renewal only by mutual agreement of the parties.

All other terms and conditions of the Agreement remain the same.

IN WITNESS WHEREOF, the parties have caused these presents to be executed as of the day and year first written above.

SPONSOR:

KANSAS STATE UNIVERSITY:

By: Megan Lewis
Title: Director

By: Paul R. Lowe
Title: Associate Vice President for Research

Date: _____

Date: _____

FEIN:



**PLANNING &
DEVELOPMENT**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: July 28, 2025
SUBJECT: Comprehensive Plan Update
PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp Plan Staff Report July 28 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: July 28, 2025
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan Update – July 2025 Report

Next Community Workshop:

7:00 – 9:00 pm
Tuesday, August 5, 2025
Sikes Venue – 101 W Barton Road in Leonardville

Topics for discussion:
Draft Goals
Designated Growth Areas

Stantec and staff will have several tables set up for each of the subcommittee categories – housing, health, parks and recreation, agriculture/land use, economic development, and infrastructure. Proposed draft goal language will be shared, and the public will have the opportunity to provide input.

There will also be discussion on proposed expanded Designated Growth Areas.

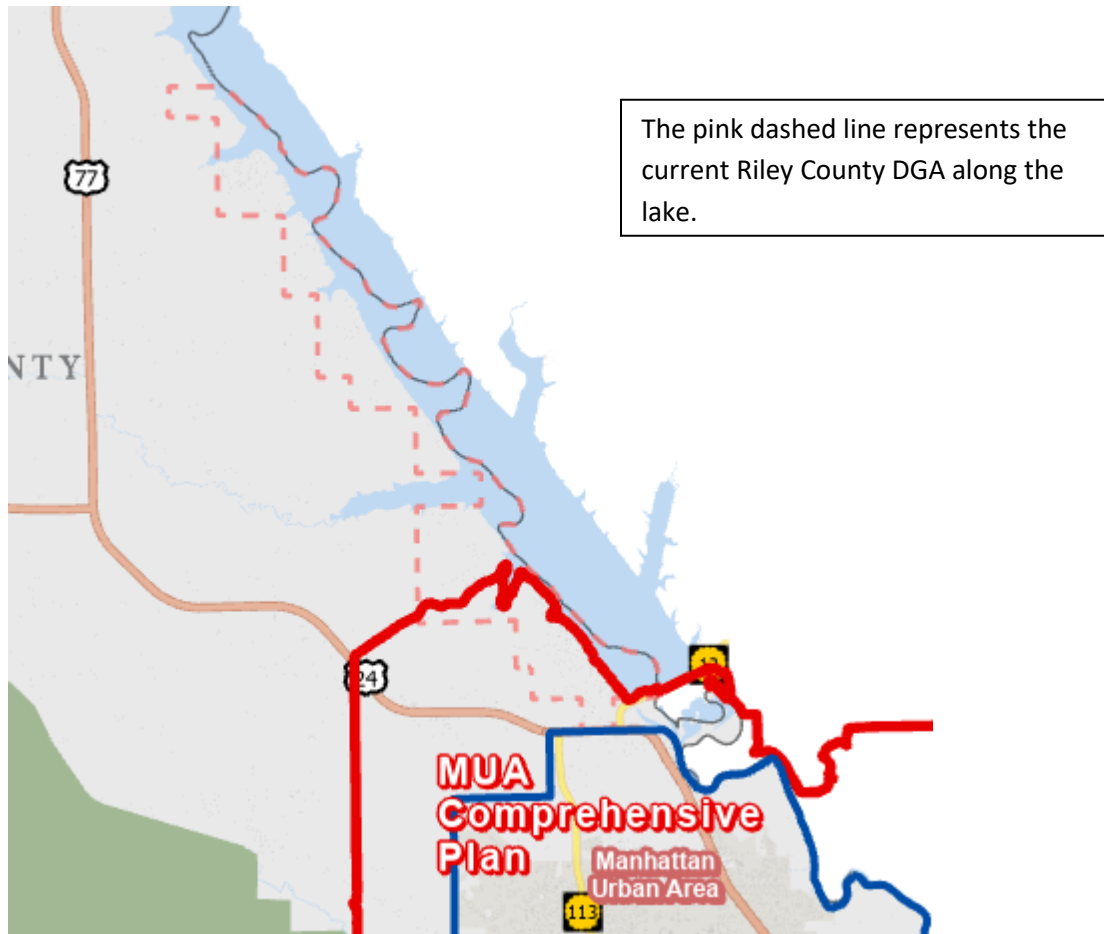
Designated Growth Areas:

A Designated Growth Area (DGA) is an identified region where development is encouraged to help manage sprawl and promote efficient use of resources. It is not a mandate requiring all growth only occur within that area but an area that has been deemed better suited for development and expansion of services into the future. For Riley County, DGAs *generally* include areas that are less appropriate for agricultural uses and where there may already be existing non-agricultural development. The intent of the DGA is to *help* preserve areas that are best suited for agricultural purposes while still providing flexibility for growth to occur.

- The DGA around each of the small cities – Leonardville, Riley, Randolph, and Ogden – will remain the same in the update. This determination was made after discussion with representatives from each of these communities.
- The DGA surrounding and within the Manhattan Urban Area, and their Comprehensive Plan Boundary, will also remain the same. Riley County Future Land Use Maps will be updated to reflect an expanded DGA that encompasses what is already established through the City of Manhattan.
- The current DGA along the lake has been deemed too limited and will be expanded to the west. We are currently reviewing how far west that expansion should occur, and what factors to consider (i.e., CAFOs or significant slopes). A citizen committee member has

assisted staff from Planning & Development and GIS in identifying potential expansion of the current DGA.

- Stantec will perform “growth scenarios” in various locations within the DGAs, to get a visual of what varying degrees of development could look like in those areas.
- Proposed DGAs will be available for public review and comment at the August 5 workshop.



Ongoing:

- Draft goal refinement
- Stakeholder interviews
- Resource roadmap – Stantec is working on an implementation program that will outline how we are going to carry out the goals and objectives of the Comprehensive Plan update.

Basic Information:

Target adoption: December 2025

Website: www.rileycountyks.gov/plan

Email address: compplan@rileycountyks.gov



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

Jacob Hansen
Interim County Counselor
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Jacob Hansen, Interim Riley County Counselor

MEETING: July 28, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Jacob Hansen, Interim Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Review and approve department contracts as to form
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Draft Letter in Opposition to Animal Control Services Transfer
- Review and Approve FRA Certification Form
- First Christian Church RFP and Overview
- 6 On-Going Nuisance Abatement Cases in District Court
- Fire Department Benevolent Organization Bylaws Update
- University Park Fire Station Utilities Services
- Keats Sewer Project
- Peterson Ranch Benefit District Formation at Request of Property Owners
- Remediation of Former Firing Range
- Review Draft Electronic Medical Records RFP
- Marlatt Improvements
- Elevator Refurbishment
- Advise Department on Zoning and Federal laws
- Review benefit district legal issues
- Process and submit 2 Prosecutorial notices for violation of County regulations
- Prepare contract for monthly sewer pumping agreement
- Advise Department on subpoenaed records
- Advise Department on election records requested via KORA
- Prepare Resolution regarding K.S.A. 79-1613
- Prepare Fence View Order on Hargrave Salzman Fence View
- Prepare Resolution and Advise staff on the LK Townhomes RHID Application
- Monitor current records and evaluation of twelve (12) active cases
- Attend off-site meetings regarding nuisance abatement cases
- Review HB 2134 and advise Budget & Planning Committee
- Conduct legal research regarding Industrial Revenue Bonds

Enclosures:



INTERGOVERNMENTAL LUNCHEON

Monday, July 28, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. USO-Kansas at Fort Riley – Charlene Hertzog, Area Operations Manager
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, August 25, 2025
 - A. Burn Permits – Russel Stukey, Riley County Emergency Management Director/Fire Chief
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.