



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 23, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Recovery Month Proclamation
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Sep 19, 2024 9:00 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Amanda Webb, Planning/Special Projects Director

8. Flint Hills Wellness Coalition - Pathways to a Health Kansas grant application

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

9. Big Lakes Developmental Center update

9:30 AM

Press Conference

10. Presentation of Recovery Month Proclamation - John Ford and Mike Rezkella (3-5 minutes)
11. Presentation of retirement plaque to Linda Glasgow - John Ford (2-3 minutes)
12. Presentation of retirement plaque to Vaughn Powell - John Ford (2-3 minutes)

minutes)

9:45 AM Megan Lewis, Community Corrections Director

13. Monthly Staff Update

9:50 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

15. Pending County Projects County Counselor

12:00 PM Intergovernmental Luncheon

16. Intergovernmental Luncheon Agenda

Adjournment

Announcement

A Riley County Strategic Planning Retreat will be held Wednesday, September 25th at 8:00 a.m. at Bockers II Catering.

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: Michael Rezkella, Pawnee Mental Health Services Director

MEETING: September 23, 2024

SUBJECT: Recovery Month Proclamation

PRESENTER: Michael Rezkella, Pawnee Mental Health Services Director

Move to sign the Recovery Month Proclamation for September 2024 for Pawnee Mental Health Services.

Enclosures:

- 2024 Recovery Month proclamation (DOCX)



RECOVERY MONTH PROCLAMATION

*“Recovery is for Everyone: Every Person, Every Family,
Every Community”*

WHEREAS, behavioral health is an essential part of health and overall wellness, and prevention works, treatment is effective, and people can and do recover from substance use and mental disorders; and

WHEREAS, it is critical to educate our policymakers, friends and family members, health care providers, and businesses that substance use and mental disorders are treatable, and that people should seek assistance for these conditions with the same urgency as they would any other health condition; and

WHEREAS, almost 21 million Americans have at least one addiction, yet only 10% of them receive treatment and drug overdose deaths have more than tripled since 1990; and

WHEREAS, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), and Pawnee Mental Health Services, observe Recovery Month to raise awareness and understanding of recovery from substance use and mental disorders; and

THEREFORE, Riley County, does hereby proclaim **SEPTEMBER 2024** as **RECOVERY MONTH** in Riley County and calls upon the citizens, government agencies, public and private institutions, businesses, and schools to recognize the importance of recovery, and to commit our community to increasing awareness and understanding of substance use and mental disorders and the need for appropriate and accessible services for all people.

Commissioner

Commissioner

Commissioner



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: September 23, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-09 PW DColson EAF (DOCX)
- 2024-09 Election MSmith EAF (DOCX)
- 2024-09 Election NBurns EAF (DOCX)
- 2024-09 Election LMcRell EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: David Colson**Status Change Date:** 09/30/2024**Status Change:** Separation**Date of Hire:** 02/17/2012**Seniority:** 12 Year(s), 7 Month(s)**Position:** Custodian I**Position Type:** RFT**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$22.86**Annualized Pay:** \$47,548.80**Funds Codes:** 1-General/40-Public Works**Supervisor:** Jeremiah Noll**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 PW DColson EAF (15054 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Manda Smith**Status Change Date:** 09/18/2024**Status Change:** New Hire**Date of Hire:** 09/18/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election MSmith EAF (15054 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nancy Burns**Status Change Date:** 09/18/2024**Status Change:** New Hire**Date of Hire:** 09/18/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election NBurns EAF (15054 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Larry McReil**Status Change Date:** 09/18/2024**Status Change:** New Hire**Date of Hire:** 09/18/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election LMcReil EAF (15054 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Special Meeting
TENTATIVE Agenda
September 25, 2024**

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

Cindy Kabriel
785-565-6200

Bockers II Catering & Events, 221 N. 4th St.

7:30 AM

[District 1 – John Ford, Chair](#)

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

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

7:30 AM Riley County Retreat

7:30 AM	Arrival & Light Breakfast
8:00 AM	Welcome & Opening Remarks - Amanda Webb, Planning Director
8:05 AM	Agenda, Meeting Purpose, Ground Rules - Molly Saunders, Shockey Consulting
8:10 AM	Introductions - All
8:25 AM	Opening Activity - Molly Saunders/All
8:45 AM	Visioning Process - Molly Saunders
9:30 AM	Values Exercise & Prioritization - Grant Mayfield, Shockey Consulting
10:00 AM	Break
10:15 AM	Interview Themes/Finding - Molly Saunders
10:45 AM	Funding Public Facilities - Grant Mayfield
11:15 AM	Lunch
12:00 PM	Building Tour Findings/Discussion - Molly Saunders
12:30 PM	Building Prioritization - Grant Mayfield
1:45 PM	Break
2:00 PM	Funding Strategy for Riley County - Molly Saunders
3:00 PM	Action Steps - Molly Saunders
3:30 PM	Recap the Day - All

Attachment: 09-25-24 Special Meeting tentative agenda (14237 : Tentative Agenda)

4:00 PM

Adjourn

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 26, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Bob Isaac, Planner

4. Public hearing for Special Use Authorization to allow construction of a rural fire station on an unplatted tract and plat the tract into a single lot

10:05 AM

Vivienne Leyva, PIO

5. PIO update

10:20 AM

Shanika Rose, Chronic Disease Risk Reduction Coordinator and Jenni Ebert, Community Health Educator

6. Harm Reduction

Attachment: 09-26-24 tentative agenda (14237 : Tentative Agenda)

- 10:40 AM Jennifer Reifschneider and Captain Brad Jager, RCPD**
7. Public hearing for the 2024 Edward Bryne Memorial Justice Assistance Grant (JAG)
- 10:45 AM David Adams, EMS/Ambulance Director**
8. Staff update
 9. EMS Headquarters Station signage
- 1:00 PM Riley County Conservation District Tour**
- 1:00 PM Meet at the USDA Service Center (3705 Miller Parkway, Manhattan)
- 1:15 PM Depart for Tour
- 1:45 PM Arrive at Plant Materials Center (3800 S 20th Street, Manhattan)
1. Facility and grounds tour
 2. Discussion of projects underway, impact of research, etc.
 3. Rainfall simulator exhibit
- 3:45 PM Depart
- 3:55 PM Arrive at Jared Parsons' farm (5465 McDowell Creek Road, Manhattan)
1. Rangeland tour and discussion
 2. Invasive species, rangeland health
- 4:30 PM Depart
- 4:50 PM Arrive back at USDA Service Center
Final Q&A
Disperse

**** Note times may vary****

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: 09-26-24 tentative agenda (14237 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 30, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

1:00 PM

Leave for NBAF tour

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: 09-30-24 tentative agenda (14237 : Tentative Agenda)



PLANNING & DEVELOPMENT
Grant

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: September 23, 2024

SUBJECT: Flint Hills Wellness Coalition - Pathways to a Health Kansas grant application

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Flint Hills Wellness Coalition (“coalition”) is applying for a Phase 3 Pathways to a Healthy Kansas grant from Blue Cross Blue Shield of Kansas. The grant application is due September 27, 2024. The application packet is attached for your information.

DISCUSSION

The coalition will apply for a coordination grant, to include all intended partner projects. If awarded, each partner will apply for an implementation grant for their respective portions. This will occur 3-6 months after the coordination grant is awarded.

In 2020, the coalition was awarded a Phase 2 Pathways to a Health Kansas grant. That four-year grant brought \$300,000 of implementation grant funding into the community during a grant period that ended in July 2024. The attached 2024 Impact Report highlights just a few of the initiatives that were possible because of this grant.

The coalition is partnering with local/regional entities to determine what to pursue for implementation grants on behalf of the community. To make this determination, the coalition hosted two community meetings in September. There are many items identified to meet each of the pathways identified in the application packet.

The Comprehensive Plan update, which will include a health chapter, can qualify for funding under the “Neighborhood and Build Environment pathway” provided the required work portions are met. It may

require an addendum, or additional development in the health chapter possibly outside of the Comprehensive Plan itself, to meet these criteria. However, these are non-competitive implementation grants in the amount of \$5,000 to \$50,000, and worth an application if the BOCC is in support of such. As stated above, Riley County does not have to apply for the initial round; the coalition will apply for the coordination grant which includes all partner projects. If awarded, Riley County will then need to apply for the implementation grant within a few months. That application will come before you for review and approval prior to submittal.

Communities being considered for funding will receive an in-person site visit to occur between October 28 and November 22, 2024. Any communities not selected for a site visit will not be funded. Award notifications will be by December 6, 2024. The funding period is January 1, 2025 through December 31, 2026.

I am asking for BOCC support to include the Comprehensive Plan, and health chapter addendum, as part of the coalition's initial coordination grant application.

FISCAL IMPACT

There is no fiscal impact with the coalition's submittal of this grant application. When Riley County applies for the implementation grant, a match is expected. The BOCC has already allocated funds towards the Comprehensive Plan Update. No additional fiscal impact is anticipated.

RECOMMENDATION

I recommend the BOCC support the inclusion of the Comprehensive Plan Update, and health chapter addendum, in the Flint Hills Wellness Coalition's application for the Pathways to a Healthy Kansas grant.

POSSIBLE MOTION

Move to approve the inclusion of the Comprehensive Plan Update, and health chapter addendum, in the Flint Hills Wellness Coalition's application for the Pathways to a Healthy Kansas grant.

Enclosures:

- 2024 Kansas Pathways Impact Report_Riley County (PDF)
- Pathways to a Healthy Kansas 2024 Application Packet (PDF)



Four Years of Impact

The Food and Farm Council received a Pathways grant to develop a Master Food Plan. Through community engagement strategies including a resident lived experience survey, focus groups and a partner summit, a 10-year strategic Master Food Plan was adopted by the City and County Commissions.

Adding a sidewalk along the north side of Fort Riley Boulevard between Martin Luther King, Jr. Boulevard and Westview Drive, where a cow path currently exists, has long been a priority for the City of Manhattan. Thanks to a Pathways grant, safe access along this busy corridor will provide residents access to public services and businesses that were previously inaccessible.

Under Pathways, Resist chapters supported the Flint Hills Wellness Coalition's efforts to persuade the Riley County Commission to prohibit vaping and smoking in public parks and on trails. The Commission's decision made Riley County the first county in Kansas where all public parks and trails are vape and smoke free.



Flint Hills Wellness Coalition

(785) 341-1143

info@flintheillswellness.org

flintheillswellness.org

Facebook: FlintHillsWellnessCoalition

Twitter: FlintHWC

Instagram: fh_wellness

Riley County

The mission of the **Flint Hills Wellness Coalition** is to create a healthy, equitable community for Manhattan/Riley County residents through policy, system, environmental and personal change. Using a Health in All Policies framework, the Coalition and partners continue to elevate the discussion regarding healthy eating, active living and commercial tobacco use with the goal of improving individual and community health.



Initiative Wide:
Community condition
(e.g. housing, transportation, education) impact overall health.

71.3%

Strongly agree/Agree

18.3%

Neither agree nor disagree

4.7%

Strongly disagree/Disagree

“ Pathways created a springboard for the Flint Hills Breadbasket's efforts to increase guest selection of healthy foods.
Karla Hagemeister, Executive Director, Flint Hills Breadbasket, Riley County ”

Note: Results are from a survey of Blue Cross and Blue Shield of Kansas members for whom e-mail addresses were available in communities that received Pathways funding. The survey response rate was 4.7% (N = 3,311). Blank response = 5.7%.

From Voices to Victories: The Impact of Community Engagement

The development of the local food system work was guided by input from previously unheard voices collected through focus groups conducted in multiple languages. The “Health in All Policies” policy statement, along with the “Diversity, Equity and Inclusion” policy, will further strengthen the Food and Farm Council bylaws.

12
Implementation
Grants

\$500,000
Total Pathways
Funding

20
Policies
Passed

218
Partner Organizations
Engaged

Pathways to a Healthy Kansas

2024 Application Packet

Deadline for application:
September 27, 2024



Attachment: Pathways to a Healthy Kansas 2024 Application Packet (15053 : Pathways to a Healthy KS grant application)

Our mission

Invest in communities to create sustainable, healthy places where Kansans live, work and play in ways that improve the quality of their lives.



8.b

Introduction

Blue Cross and Blue Shield of Kansas (BCBSKS) is committed to a future where Kansans live in healthy communities that provide the highest possible quality of life and well-being. We know that healthy places make healthy people, and as the insurer that so many Kansans trust with their health, we want to partner with you to make our communities a place where we all can thrive.

Pathways to a Healthy Kansas is the largest community grant initiative ever funded by BCBSKS. It combines community-wide, evidence-based solutions and practices to help Kansas communities improve active living, healthy eating, behavioral health and commercial tobacco prevention.

Data from the Centers for Disease Control and Prevention shows that increasing physical activity, eating healthy and avoiding commercial tobacco are among the best ways to lower risk for developing chronic diseases and to live a healthier, longer life. Behavioral health, which includes both mental health and substance use, is deeply intertwined with these health behaviors. Maintaining physical health through active living, healthy eating, and avoiding commercial tobacco can improve mental well-being, reduce stress, and may help prevent the onset or worsening of mental health conditions and improve overall mental well-being.

The Pathways initiative is structured around five pathways that require collaboration across many areas of a community. Within these pathways are packages, or

projects, that represent evidence-supported strategies for improving community health. Pathways provides community coalitions with robust technical assistance, and tools and resources needed to remove barriers and engage their communities to implement these packages.

Pathways aims to contribute to a future where every Kansan can be healthy. Through Pathways we live out the BCBSKS commitment to health equity. Coalitions are asked to identify a population of focus for each package to address health equity.

Advancing health equity

The work of Pathways recognizes that racial and other inequities in communities lead to poorer health outcomes for some populations in our communities. To improve health for those community members experiencing health inequities, the Pathways initiative seeks to incorporate a health equity lens as part of the development and implementation of this work.

Pathways equips grantees to identify existing health inequities in communities, understand the root causes of these inequities, build relationships with those experiencing inequities and consider how the Pathways efforts can be used to take corrective action and change

The World Health Organization defines health as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."

the systems, structures and policies that created those conditions.

Embedding equity considerations in package could include the following. TA will be provided to help adapt these strategies to community specific setting:

- Engage diverse community members in planning and decision-making.
- Use data to identify and address health disparities.
- Use inclusive communication strategies engagement community members.
- Ensure cultural competency in all activities.
- Allocate resources equitably.
- Form partnerships with diverse local organizations.
- Address barriers to access.
- Educate and empower community members.
- Work towards equitable policies.
- Ensure sustainable practices for long-term impact.

Populations of focus

Populations of focus are those populations that are at a higher risk for poor health as a result of the barriers they experience to social, economic, political and environmental resources, as well as limitations due to illness or disability.

The list of populations provided below is not intended to be exhaustive, and local demographics should be considered to ensure that all population groups are

identified that could experience barriers to health. This list serves as a starting point to ensure that populations experiencing barriers to health are not overlooked and are considered throughout the process. Projects with the greatest impact often focus on multiple, intersecting populations from the 'list of populations of focus.' For example, your project might focus on rural individuals who may also have disabilities and be uninsured. Populations may include racial and ethnic groups, including persons of Black, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander races and persons of Hispanic or Latino ethnicity; children; persons who are pregnant; persons who are LGBTQIA+; older adults; persons with chronic illnesses; persons with housing instability or who are unhoused; immigrants with any documentation status; displaced persons; persons with limited English proficiency; persons with low literacy; persons with low income; persons with disabilities; persons with dementia; persons with mental illness or substance use disorder; uninsured or underinsured; and others (HI-C and KSCSCG CAB & TAP).



What we aim to achieve

- Increase awareness and community engagement in leading healthy lifestyles.
- Make the healthy choice the default choice across sectors of the community through both policy and practice.
- Increase consumption of and access to healthy foods.
- Increase access to and use of safe environments for physical activity.
- Support commercial tobacco-free living.
- Improve behavioral health using a whole-person health approach to reduce stigma and increase community connections.
- Improve quality of life in participating communities starting now and continuing for generations to come.

Pathways team

Blue Cross and Blue Shield of Kansas (BCBSKS)

Blue Cross and Blue Shield of Kansas has been the insurer Kansans trust with their health for over 80 years. By designing and funding Pathways to a Healthy Kansas as a piece of our Blue Health Initiatives, BCBSKS is investing in community health throughout our service area to promote health and improve quality of life, not only for our members, but for all Kansans living in our 103-county service area.

Kansas Health Institute (KHI)

The Kansas Health Institute (KHI) is a nonprofit, nonpartisan, educational organization that is based in Topeka, Kansas. KHI's mission is to improve the health of all Kansans by supporting effective policymaking, engaging at the state and community levels, and providing nonpartisan, actionable and evidence-based information. As a part of the Pathways Team, KHI has provided input and expertise on the initiative design. KHI assists communities with a utilizing data and engaging populations of focus. KHI also conducts an evaluation of the overall Pathways to a Healthy Kansas initiative.

Community Engagement Institute (CEI)

The Community Engagement Institute at Wichita State University is dedicated to improving the health of Kansans through leadership development, organizational capacity building, research and evaluation, and community collaboration. With 40 years of experience and more than 75 staff, CEI works with community coalitions, non-profits, government entities, health and human

services organizations, and support groups. As a part of the Pathways Team, CEI has provided input and expertise on the design of the initiative and provides coordination and technical assistance to the funded communities.

Seeds 2 Roots (S2R)

Seed 2 Roots is a legal and policy consulting enterprise led by attorneys Mary Marrow and Natasha Frost. As a part of the Pathways Team, they work in partnership with community members and coalitions, public health departments and other governmental entities and public and private organizations to provide legal technical assistance regarding community policy solutions at the state, local and organizational levels. Using a social determinants of health lens, they help frame a community vision in the context of existing policy and systems and identify seeds of change that will foster strong roots to grow just, equitable communities. When all people are healthier, the communities they live in are happier, safer, more vibrant places.

CML Collective, LLC

CML Collective is an award-winning company that strengthens marketing and communication strategies for brands that recognize inclusion as a business imperative. A proven partner with demonstrated performance on public, private, local, national and international projects, CML Collective engages a dynamic collaborative of talented partners to execute with excellence. As part of the Pathways Team, they will assist grantees with identifying marketing goals and key/target audiences, message distribution, media purchasing, marketing plans and community outreach.

Additional technical assistance providers will work with coalitions to accomplish the goals of specific selected packages. Examples of those partners include Thrive Allen County, Kansas Children's Service League and More than Food Consulting.

Initiative components

Pathways to a Healthy Kansas is structured to provide a balance of funding, technical assistance and evaluation in a manner that allows communities to reach their full potential. This is a two-year opportunity for up to 20 communities. The initiative will run from Jan. 1, 2025 – Dec. 31, 2026. Pathways represents the long-term commitment of Blue Cross and Blue Shield of Kansas to thriving Kansas communities. We plan to offer future Pathways funding opportunities on the same schedule of regular two-year grant cycles.

After receiving the award, communities will be approved to complete a package from each pathways a and develop an action plan. This will allow the coalition to engage multiple sectors for the most impact. Additional descriptions of the pathways begin on page 5 and continues to page 9. The addendum containing the packages begins on page 9.

Criteria for awards

Participating communities will be selected based on:

- The readiness of the coalition to coordinate with sectors from across the community.
- Demonstrated commitment to use a health equity lens for grant strategies.
- Demonstrated commitment of key stakeholders to work across all focus areas and sustain the progress in future years.
- Organizational ability to administer and support full implementation of the grant strategies.

Who should be involved?

Incorporating healthy living into community cultural norms requires strong, comprehensive community partnerships, including diverse groups of people that reflect the entire community. Stakeholders who will be impacted by the

work of the grant should be engaged from planning to implementation and follow-up on the work. Specifically, applicants are expected to:

Carry out work through an existing, active health coalition. Active coalition is defined as a group that consistently meets to pursue defined health goals through collaborative efforts. This coalition engages its members and community in ongoing projects, allocates necessary resources, maintains clear leadership, and tracks measurable outcomes to ensure continuous progress. Coalitions have a written record of activities described above (e.g., meeting minutes, agenda, bylaws, charter or outlined roles and responsibilities).

Work as a community. For the purposes of this initiative, a community is a group of people living within a specific area such as a neighborhood, city, county, or region. This type of community shares a common location and often faces similar environmental and social conditions.

Engage partners across sectors. Coalitions that will be the most successful in Pathways regularly engage key partners, such as city or county government, school leadership, businesses, public health, healthcare – including behavioral health providers – extension offices, farmers and producers, and faith-based and community organizations. Successful coalitions will also be those that regularly engage community members and create opportunities for participation and decision-making power for those that do not participate on behalf of an organization or an employer.

Identify a coordinator and leadership team.

The coalition leadership team is responsible for the overall direction of the grant, oversight of the budget and planning process, coordination of coalition efforts related to the grant, collaboration with other community stakeholders and accountability for making progress on agreed upon strategies and outcomes.

Intentionally include community members who are traditionally underserved or hard-to-reach.

Individuals who experience poor health outcomes or who may not be typically offered the opportunity to engage in community decision making are key stakeholders for this grant. For the purposes of this initiative, we will refer to these groups as “populations of focus.” Throughout the initiative coalitions will be required to be clear about who they are aiming to serve, why this population of focus has been selected, and how this population has been engaged in shaping the work of the grant.

Coordination grants and additional support

There are three primary sources of support provided to communities selected for Pathways to a Healthy Kansas:

- 1 Coordination Grant
- 2 Implementation Grant
- 3 Technical Assistance

Coordination Grant

This application packet is for Coordination Grant funding of up to \$100,000, or \$50,000 per year for two years. Communities must commit to partnering with the BCBSKS Pathways Team with a goal of implementing sustainable changes that will last beyond the funding period. The communities that are selected for the Coordination Grant will receive technical assistance to help prepare organizations within that community to apply for non-competitive Implementation Grant funds.

Implementation Grant

Throughout the initiative, organizations within the community will work with technical assistance providers to achieve the minimum requirements for different package of work. Minimum requirements will be laid out in the form of a pledge at the start of the initiative, but an overview of packages can be found in the addendum beginning on page 9. As milestones – such as passing a policy – are met throughout the course of the grant period, communities will become eligible for non-competitive Implementation Grants.

These grants assist with the actions taken by an organization to complete a pathways goal. For example, in the Economic Stability pathway, when a food pantry has completed the minimum requirements, the pantry may apply for an Implementation Grant to support equipment costs or other updates needed to advance the goals of the grant. The process for moving from package pledge to Implementation Grant is listed in the diagram below.

Technical Assistance

Technical assistance for project coordination and implementation will be provided by Community Engagement Institute (CEI). Assistance with collecting and utilizing data will be provided by the Kansas Health Institute (KHI). Legal technical assistance will be provided from Seed 2 Roots (S2R) to support policy development. Inclusive marketing and communication assistance will be provided by CML Collective. Types of assistance include one-on-one support, mentor community consultations, face-to-face learning sessions, and online trainings. Additional technical assistance by other subject matter experts will be available to assist communities with work in specific packages.

Coordination Grant requirements

Funded communities will be expected to work on strategies in all outlined pathways as follows:

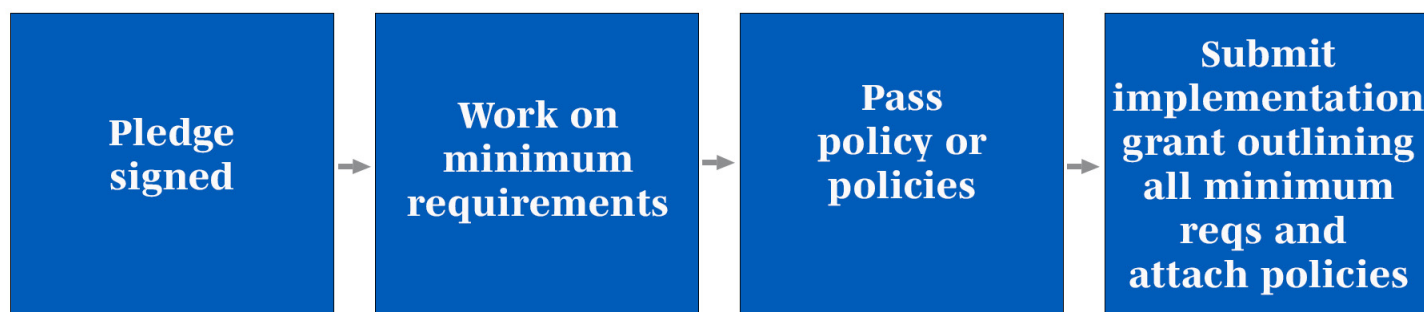
- Coordination Pathway
 - Coordination and planning activities such as regular engagement with technical assistance providers, peer communities and in-person training sessions.
 - Community engagement and leadership strategies.
 - Evaluation reporting and data collection.
- Community Pathways
 - Economic Stability
 - Education Access and Quality
 - Health Care Access and Quality
 - Neighborhoods and Built Environment
 - Social and Community Context

Pathways

Coordination Pathway

The coordination pathway details the expectations for a funded coalition to execute the requirements of the Pathways grant.

- 1 Establish or assign a community Pathways coordinator
 - To be successful in this initiative, a coordinator position is typically full-time. Funding in the coordination grant is intended to be support approximately half of a full-time position with match by a local organization to support the Pathways work. Match may be provided as office space, benefits, equipment or other forms of support if coordination funds support more than half of the coordinator position.
 - The Pathways coordinator should live in the community they are serving, fostering a deeper understanding of local needs and facilitating more effective engagement with community members.
- 2 Commit to conducting the work through an equity lens. Actively connect with key stakeholders and members of the community beyond the existing coalition to engage them in the decision-making for any work that they may be impacted by.
- 3 Garner commitment of key policymakers, business leaders, health and human service organizations, schools, and civic leaders when implementing Pathways packages.
- 4 Select one package from each pathway described in the addendum below to work on throughout the grant period.
- 5 Host at least one community event per year to support active engagement between the coalition and broader community.
- 6 Complete and maintain an Action Plan to identify activities, action steps and measure the short-term outputs and long-term outcomes of each strategy. Technical assistance will be provided to communities to ensure success.
- 7 Send a team (three to five people) of coalition members to a minimum of one annual grantee event each year. Send the grant coordinator to a minimum of one regional grantee learning event per year.
- 8 Actively participate in technical assistance and learning opportunities associated with Pathways to a Healthy Kansas. Technical assistance and learning opportunities will include, but are not limited to, conference calls, webinars and in-person opportunities.
- 9 Participate in all grant evaluation activities. These include, but are not limited to, data collection and reporting, surveys, key informant interview and qualitative data collection.



Community Pathways

Pathways is designed to support coalitions as they take a holistic, community-wide approach to improving health outcomes by addressing the social determinants of health (SDOH) and advancing health equity. Social determinants are the conditions in which people are born, grow, live, work and age that fundamentally affect a wide range of health outcomes and risk (CDC). Pathways is structured around five pathways that align with the Healthy People 2030 framework for the social determinants of health: Economic Stability, Education Access and Quality, Healthcare Access and Quality, Neighborhood and Built Environment, and Social and Community Context. By using this framework, the initiative will strive to improve conditions that are the drivers of health in a community.

Coalitions will select one package from each pathway below to work on throughout the grant period. Pathways grantees will be required to engage partners to sign a Pathways pledge and meet the minimum requirements in each package to become eligible for an Implementation Grant. Coalitions may become eligible to add more packages as work is completed throughout the grant period.

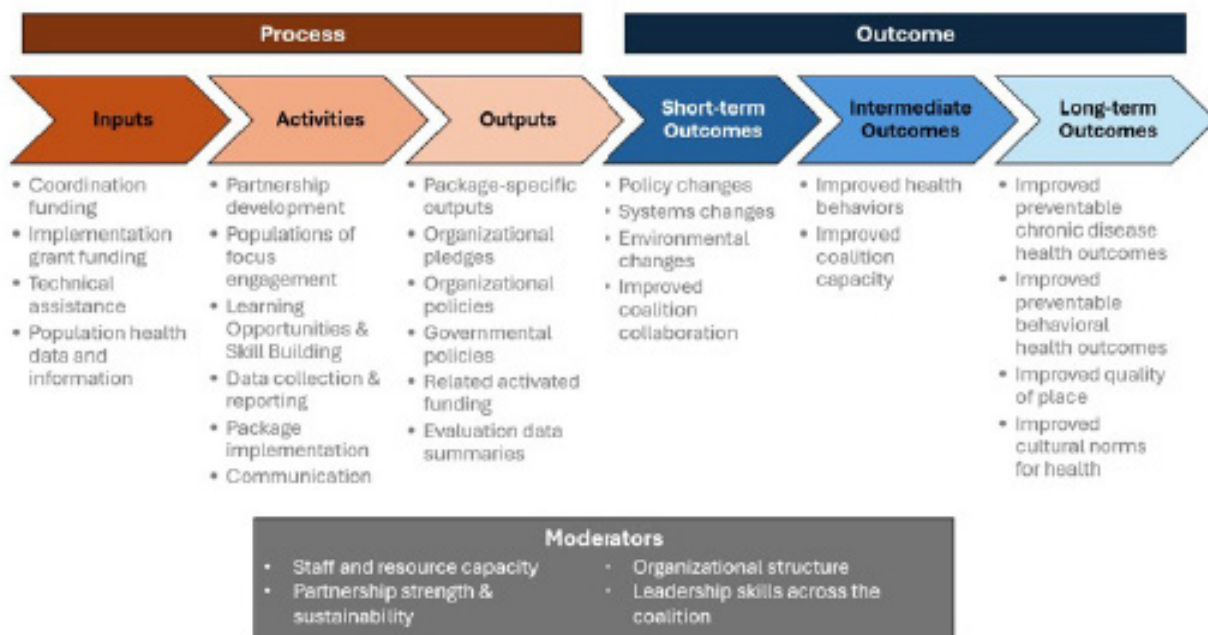
Within each pathway, there are specific packages or projects. Packages describe a set of activities that address one or more of the four focus areas - physical activity, commercial tobacco prevention, behavioral

Social Determinants of Health



Source: Healthy People 2030, U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion. Retrieved [date graphic was accessed], from <https://health.gov/healthypeople/objectives-and-data/social-determinants-health>.

health, and healthy eating - that reduce risk for serious health conditions. While some of the packages are activities that could be used to address other risk factors, for the purpose of this grant communities must focus on the four focus areas. Additional packages may be added during the grant period as new research and resources become available. For additional details on each package, please see the addendum starting on page 10.



Economic Stability pathway



This social determinant represents an individual's ability to access essential resources such as food, housing or healthcare.

It also involves creating a healthy business culture to help an employer attract and retain talent, reduce absenteeism and turnover, and improve productivity. Pathways grantees will be required to engage partners to sign a Pathways pledge. Packages under this pathway include:

- Food Pantry/Food Reclamation
- Healthier Food Retail
- Healthier Restaurants
- Kansas Power of the Positive - Family Friendly Workplaces
- Social Entrepreneurship Supports

Education Access and Quality pathway



This social determinant creates connections between education and health and well-being by promoting healthy lifestyles, creating supportive infrastructure and environments that enable educational attainment, language and literacy skills, and early childhood education and development. Pathways grantees will partner with early childhood centers, school districts, and/or higher education organizations to sign a Pathways Pledge and meet the minimum requirements related to the following packages:

- Farm to School or Child Care
- Healthier Higher Education Food Environment
- Healthier Child Care Facilities
- Substance Use Prevention in Schools
- Youth Physical Activity

Health Care Access and Quality pathway



This social determinant focuses on connecting access to health care, both physical and behavioral health care, and people understanding how health services impacts their own health. It ensures that health care organizations work to address factors that impact community health. Pathways

grantees will be required to engage health care partners to sign a Pathways pledge and complete work related to the following packages:

- Community Engaged Quality Improvement
- Community Health Needs Assessment/Health Improvement Plan Support
- Food is Medicine
- Health Related Social Needs
- Healthier Hospital Food Environment
- Physical Activity Prescription Program
- Placemaking in a Health Care Setting

Neighborhood and Built Environment pathway



This social determinant focuses on building connections between where a person lives (e.g., housing, neighborhood, and environment) and his or her health and well-being. Pathways grantees will be required to engage partners to sign a Pathways pledge. Potential packages under this pathway include:

- Community Planning
- Gardens and Community Farms
- Healthier Affordable Housing
- Multimodal Transportation and Recreational Trails

Social and Community Context pathway



This social determinant focuses on work at the community level to improve social integration, support systems, community engagement, and reduce stress and eliminate discrimination. Pathways grantees will be required to engage partners to sign a Pathways pledge. Potential packages under this pathway include:

- Community Resilience and Behavioral Health
- Healthier Communal Meals
- Health in All Policies
- Incubator Kitchen and Food Hub
- Placemaking

Funding

Acceptable uses of funding

The following areas are acceptable uses of funding from the BCBSKS Pathways to a Healthy Kansas initiative. If a use is not listed here, or in the exclusion section below, a community must receive approval from BCBSKS before incurring the cost.

- Costs to convene meetings, including location, materials, technology, and healthy food or refreshments.
- Compensation of community members for participating in focus groups, interviews, and other ways to share their lived experiences.
- Contracting for assessment or analysis, such as a feasibility study.
- Contracting for technical assistance not provided directly by BCBSKS.
- Personnel working directly on the grant pathways (grant coordinator, communications manager, etc.).
- Marketing and communications materials to promote Pathways to a Healthy Kansas work in the community.
- In-state travel; limited out-of-state travel with approval by BCBSKS.
- Other needs such as equipment, pending approval by BCBSKS.
- Training directly related to the initiative's goals.

Funding exclusions

The following areas are not acceptable uses for funding from the BCBSKS Pathways to a Healthy Kansas initiative:

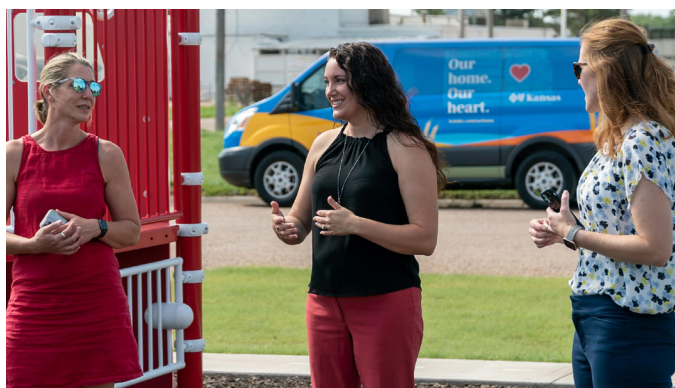
- Medical research
- Contributions to capital campaigns
- Operating deficits or retirement of debt
- Construction projects, real estate acquisition, or endowments not part of a Pathways-initiated program
- Lobbying
- Activities supporting political candidates or voter registration drives
- Grants to individuals
- Annual fund drives
- Fundraising events

Reporting and evaluation

Communities will be asked to provide an annual Grant Progress Report due in January of each year with a final report in January 2027. Reports will come from the grant management system and will include:

- Space to highlight successes, barriers/challenges and plans to address those in the coming year. For the final report, this will detail sustainability plans.
- Actuals for previous year's Coordination Grant budget.
- Tracking outputs and outcome measures identified during the initiative.

Additionally, communities will work with the Pathways Team to develop a structure for more regular communications on progress to ensure accountability. KHI will work closely with BCBSKS and each community partner to evaluate the effectiveness of the Pathways initiative. Additional information on the evaluation will be provided to funded communities at the kick-off event.



Award timeline

Application due: By 4 p.m. (CT), Sept. 27

Site visits: Oct. 28-Nov. 22

Communities being considered for funding will receive an in-person site visit; communities not selected for a site visit will not be funded.

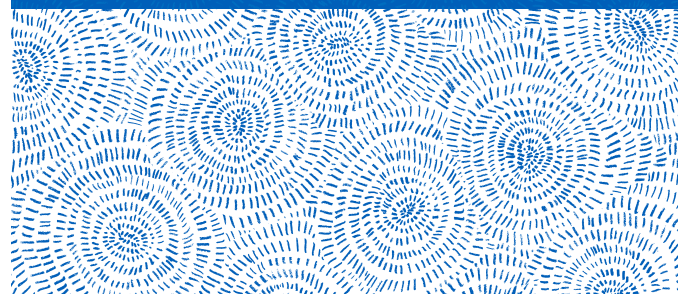
Award notification: Dec. 6

Community initiative starts: Jan. 1, 2025

Kick-off event and award presentation:
Spring 2025

Funding period: Jan. 1, 2025, to Dec. 31, 2026

Pathways to a Healthy Kansas represents the long-term commitment of Blue Cross and Blue Shield of Kansas to thriving Kansas communities. We expect to offer additional cycles of Pathways funding at the end of this two-year period.



Addendum: Package details

This addendum highlights the packages of work that can be selected to support each of the five pathways.

Packages describe activities that address the four focus areas – physical activity, commercial tobacco prevention, behavioral health, and healthy eating. While some of the packages are activities that could be used to address other risk factors, for the purpose of this grant, communities must focus on the four focus areas.

Additional packages may be added to the Pathways initiative as partners and evidence emerge throughout the grant period.

Our five pathways



Economic Stability



Education Access and Quality



Health Care Access and Quality



Social and Community Context



Neighborhood and Built Environment



Economic Stability pathway

Food Pantry/Food Reclamation

Overview: According to the United States Department of Agriculture, nutrition security means consistent access, availability and affordability of foods and beverages that promote well-being, prevent disease, and if needed, treat disease particularly among populations of focus. Food banks, food pantries and food reclamation operations are critical to local nutrition security infrastructure. Food banks and pantries can create a healthy food environment by stocking foods such as fruits, vegetables, whole grains, low-fat dairy products and lean proteins in the pantry. Food reclamation sites can prioritize healthier options and partner with distribution sites to expand access. One of the goals is to encourage healthy food selection and nutrition education. Healthy Eating Research created charitable food guidelines that provide a guide for prioritizing food purchases and assessing donations and reclaimed food. The Healthy Eating Research Nutrition Guidelines can be found here: healthyeatingresearch.org/research/healthy-eating-research-nutrition-guidelines-for-the-charitable-food-system

Required Work: The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Food banks, pantries and food reclamation operations will need to commit to tracking donations, food purchases, and food reclamation items using the Healthy Eating Research nutrition guidelines. Participating entities will need to commit to implementing the Healthy Eating Research nutrition guidelines for five years and having a detailed written plan outlining how to accomplish specified nutrition goals, including how that work involves donors, staff, volunteers, and neighbor/clients. Sites will need to complete neighbor/client surveys, complete an assessment of food items categorized by the source of food and explore the client-choice model. In addition, sites will need to explore partnerships with other local efforts, such as local grocery stores, non-profit and

governmental entities supporting the neighbors/clients, expansion of language access and culturally-relevant foods based on neighbor/client needs. All work will need to be incorporated into written policies and documents.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required Partners: Food bank/pantry/reclamation organization administrators, staff/volunteers, neighbor/clients, food policy council (if applicable).

Example: As part of the Pathways effort, Caney Valley Agape Network, a food pantry in Montgomery County, completed a food inventory to determine the source of food and how those foods were ranked using the Healthy Eating Research Nutrition Guidelines. In addition, the pantry completed a client survey. Using this information, the pantry developed yearly goals and a plan to increase healthier food options for their neighbors, embedding this work into written policy. The pantry used their Pathways grant funds to make their pantry bathroom wheelchair accessible and make energy efficiency updates to the building to save costs on utility bills. These investments made the space safer and more comfortable for neighbors and volunteers.



Healthier Food Retail

Overview: Food retailers are an integral piece of the local food system by providing communities with opportunities to conveniently purchase healthy, affordable food. Food retailers can include supermarkets, small stores and gas stations, farmers' markets, and produce bundle initiatives. Each of these food retail settings provides different opportunities to increase access to healthy foods. Over 1.1 million Kansas and Missouri residents rely on federal food assistance via the SNAP program. Providing access to SNAP/EBT and other food benefits is an important part of healthy food retail efforts to ensure that low-income customers have opportunities to purchase healthy foods. Consumption of healthy food can also be an important component to improve behavioral and mental health of community members.

Required Work: While the specific work for this package will depend on the food retail setting, all work should include expansion of commercial tobacco-free policies and linkage to SNAP/EBT and WIC. In addition, efforts must consider potential connections to double up food bucks, linkage with multimodal and transit, such as bike share programs, sidewalk and trail development, and rural transit efforts. The package will require identifying gaps in the food retail access in a community, with a specific focus on needs of populations of focus. Engagement with populations of focus can include collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Efforts will need to align with increasing access to healthy food options, committing to the work for two years and embedding all work in written policies and documents. Food retailers owned or operated by a population of focus are particularly poised to play important roles in community connection and should be prioritized as part of this package work. Supermarkets and small stores, farmers markets and produce bundle operations that are not owned or operated by a racial or ethnic minority will need to show how their work is connected to improving access to a population of focus, such as expanded language access, innovative partnerships or providing food reclamation for local food pantries. In addition, site-specific work, which will need to be documented through written policies and documents, will include:

- Supermarkets and small stores will include assessing and making alterations to the store environment to increase stocking of healthier foods, maximizing shelf space and in-store marketing of healthier foods and beverages, supporting nutrition education and energy efficiency upgrades, organizing community events and outreach, and supporting store owners around nutrition assistance benefit programs.
- Farmers' markets will include starting a new farmers' market, enhancing or expanding an existing farmers' market, evaluating an existing farmers' market and completing paperwork and obtaining equipment to allow farmers' market vendors to accept EBT and other food benefits. It can also include sustaining an existing farmers' market through additional funding and/or community partners. Farmers' market initiatives include requirements that the market provide a minimum amount of produce sales or vendors as part of the market's operation.
- Produce boxes will include creating a new initiative, enhancing or expanding an existing initiative, evaluating an existing initiative, or exploring the sustainability of an existing initiative through finding additional funding and/or community partners/retail outlets.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required Partners: Food retailer/farmers' market, landowner.

Example: Harvest to Home in Franklin County created a produce box program in Wellsville. The produce boxes are available to customers twice a month. The Pathways investment provided the start-up funds and pays for the Harvest to Home coordinator, who oversees the ordering and pick-up. This program is expanding to other sites. Produce boxes provide fruit and vegetable baskets to local customers through partnerships with community food retailers. Costs for the fruits and vegetables are significantly less than if purchased separately and help customers save time.

Healthier Restaurants

Overview: Restaurants, food stands and food trucks are an integral piece of the local food system, and are in a unique position to assist members of the community in leading healthier lives. Busy people with limited time to prepare food at home often rely on restaurant meals to feed themselves and their children. Research shows that meals prepared outside of the home have become a major source of food for children and adults, accounting for 35% of total daily calories for children. Restaurants are community and economic partners and can be leaders in promoting healthy eating and social connection as well as encouraging physical activity opportunities and commercial tobacco-free spaces.

Required Work: Efforts will need to be focused on expanding access to healthy food options using evidence-based nutrition standards. Expanding access could include menu updates, product reformulation or pricing and promotion strategies of healthy options. Businesses owned or operated by a population of focus are particularly poised to play important roles in community connection and should be prioritized as part of this package work. Restaurants, food stands and food trucks that are not owned or operated by a racial or ethnic minority will need to show how their work is connected to improving access to a population of focus, such as

expanded language access, innovative partnerships or providing food reclamation for local food pantries. In addition, businesses will need to consider the expansion of commercial tobacco-free policies, community events to improve social connection and promotion of physical activity. Businesses will need to commit to the changes for at least two years and outline all work in written policies and documents.

Grant Range: \$5,000 – \$20,000

Match Expected: No

Required Partners: Restaurant, food stand, food truck owners.

Example: Downtown Grill in Wilson County worked with a registered dietician to review their menu and to designate items as a “healthy choice.” Downtown Grill was subsequently able to use Pathways grant funds to purchase a commercial refrigerator to allow them to safely store more fruits and vegetables for use on their menu. They were also able to use grant funds to get a commercial steamer to allow for another healthy option for preparing and serving produce.





Kansas Power of the Positive – Family Friendly Workplaces

Overview: This package is a partnership between BCBSKS and the Kansas Children's Service League to promote the Kansas Power of the Positive's Family Friendly Workplaces campaign. This invites workplaces to be allies in strengthening Kansas families and protecting Kansas children. Family Friendly Workplaces (FFW) support a parent's ability to provide a safe, stable, nurturing environment for their children. This campaign supports Kansas workplaces in creating conditions that not only strengthen families, but increase recruitment, retention, and productivity in the workplace to improve an employer's competitive edge. The Family Friendly Workplaces Survey is designed for employers ready to evaluate and improve workplace policies and practices. FFW help employers mitigate the negative economic consequences in the developing Kansas workforce through supporting breastfeeding people, comprehensive employee wellness and other proven strategies. This involves working with employers to understand the needs and priorities of employees, creating or updating written policies to meet those needs and implementing these policies.

Required Work: The package will require the coalition to identify local employers willing to assess current conditions and policies related to this effort to inform work

on package. Employers will complete the Family Friendly Workplaces Survey, work with KCSL to understand the survey findings and change one or more organizational policies based on the findings of the survey. Implementation Grant funds will be used to support the implementation of these policy changes in the workplace. Businesses will need to commit to the changes for at least two years and outline all work in written policies and documents.

Grant Range: \$5,000 – \$10,000 for employer.

An employer will also contract directly with KCSL for technical assistance. Additional grant funds up to \$10,000 per employer are available to cover technical assistance.

Match Expected: No

Required Partners: Employers, Kansas Children's Service League.

Example: Live Well Shawnee County worked with Interim Healthcare as part of Pathways. After completing the Family Friendly Workplaces Survey, Interim Healthcare reviewed the survey data from their employees and implemented a new policy to support additional professional development activities for their employees. Pathways grant dollars were then used as an employee scholarship fund to cover the cost of Certified Nurse Assistant classes and testing.

Social Entrepreneurship Supports

Overview: Social entrepreneurship applies the principles and guidance used by start-up founders and entrepreneurs to a business that directly generates social change or impacts a social cause. A social entrepreneur is primarily motivated by a desire to alleviate some kind of systemic social or cultural problem. The main goal is to create lasting social change through business. This package is designed to focus on projects that increase health equity and community vibrancy through resource flow to underserved communities and populations, specifically for projects that align with the focus areas of Pathways. Create Campaign, Inc. is a 501c3 nonprofit organization that provides access to entrepreneurship education, opportunity and capital to diverse entrepreneurs. Examples of entrepreneurship opportunities would expanding healthy food access or production, access to healthcare or health services in the community or business projects that align or support one of the other Pathways packages.

Required Work: Efforts will focus on identifying local social entrepreneurs that will impact the population of focus and Pathways focus area and connecting them with Create Campaign for technical assistance that includes business consulting, structuring support, certification support, nonprofit structuring support, strategic planning, and financial coaching. Additional support can include entrepreneurship education, assistance with capital development and inclusive marketing and communication services. Grant funding will cover the agreed upon services from Create Campaign and can go toward other implementation costs for the social business project. Businesses will need to commit to the changes for at least two years and outline all work in written policies and documents.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required partners: Create Campaign.





Education Access and Quality pathway

Farm to School or Farm to Child Care

Overview: Farm to school or farm to child care initiatives create connections between local schools or child care facilities and local producers to provide healthy, local food to children and an opportunity for children to learn about where their food comes from. Farm to school and child care efforts also support the local economy by providing local producers with a steady customer base. Farm to school and child care efforts may include opportunities for children to garden at their school or child care facilities, depending on how the initiative is organized.

Required Activities: Activities must include assessing both the capacity of local producers to provide produce, minimally processed lean proteins or whole grains to schools or child care facilities and the interest of schools or child care facilities in establishing a farm to school or child care initiative. This effort can include creating a farm to school or child care initiative, enhancing or expanding existing farm to school or child care initiatives, evaluating existing farm to school or child care initiatives, or contributing to the sustainability of existing farm to school or child care efforts through finding additional funding, local producers, interested schools or child care providers, and/or community partners. All farm to school or child care initiatives must include a commercial tobacco free component with any producer delivering food to the school or child care provider. Facilities must commit to continuing the farm to school or child care initiative for at least two years. All this work must be outlined in written policies, including organizational policies outlining the program and partnership agreements with the producer(s).

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required Partners: Local producers, school district or child care facility.

Example: Live Well Crawford County, Dragon Farms, and USD 250 in Pittsburg partnered on farm-to-school work in a previous phase of Pathways. Dragon Farms consists of two shipping containers where high school students and teachers work together to grow salad greens hydroponically. Greens produced are used with the school food service, as part of the culinary arts program and are also sold at the local farmers' market. The Pathways grant was able to support USD 250 and Dragon Farms to make some infrastructure improvements to support the long-term sustainability of the effort. Pathways grant funds were used to install a water line to the shipping container, to pour a concrete slab to allow the container to be moved to a better location, and for additional storage for the farm.



Healthier Higher Education Food Environment

Overview: Higher education campuses provide various food opportunities to students, staff and visitors and are important parts of the local food system. Schools can be health-supporting employers and community role models by providing healthy food for students, staff and visitors at the various food venues (e.g., events, cafeterias, vending machines, snack carts, gift shops, food pantries).

Required Work: These efforts will be to improve the food options using evidence-based nutrition standards. The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Evidence-based nutrition standards will be specific to the setting. For example, the Healthy Eating Research standards will be used for any food pantry work. Nutrition work will assess incorporating culturally relevant foods and locally sourced options. The written policy will outline the work outlined above and include a five-year commitment to implement the nutrition standards in the specific setting.

Grant Range: \$5,000 – \$20,000

Match Expected: No

Required Partners: University or college, student groups, food vendor.

Healthier Child Care Facilities

Overview: Child care facilities are important partners in the support of healthy child development. Kansas requires licensure of certain child care providers, and the licensing requirements include regulations about various quality measures (e.g., food, active play). Child care facilities are uniquely positioned to help children cultivate healthy eating, strong social emotional skills and positive exercise habits early in life. In addition, facilities can create supportive environments for nursing mothers so children can have breastmilk available as long as the mother is willing to provide it. Facilities can establish nutrition standards that match the Child and Adult Care

Food Program standards, create active play policies, use evidence-based practices for behavioral interventions and enact breastfeeding friendly policies.

Required Work: Efforts will be to work with child care facilities that are either licensed as a child care center or as a group day care home, as long as the facility is in a commercial space (not a residential space) and the facility is operated by a business or a governmental entity with the license in that entity's name. Child care facilities will need to implement new work in at least three of the four areas: Child and Adult Food Program, active play for 60-90 minutes of moderate to vigorous physical activity per day, no screen time for children under two and only 30 minutes per week of non-educational time for children two or older, and specific language outlining a trauma-informed behavior response plan with staff trainings. The facility will also need to have a comprehensive tobacco-free policy, including third hand smoke and explore implementing the Kansas Breastfeeding Friendly Child Care standards. All work will need to be incorporated into the parent and staff handbooks with a facility-level commitment to the work for at least two years.

Grant Range: \$5,000 – \$15,000

Match Expected: No

Required Partners: Child care facility owners and staff.

Example: The Nest is a child care facility in Plainville, which is licensed as a small family home. Through Pathways, the Nest created new handbook policies to support active play, limited screen time, thirdhand smoke limitations and a tobacco-free campus. The Nest was then able to use Pathways grant dollars for an outdoor play area to give kids a fun, safe place to run and play.

Substance Use Prevention in Schools

Overview: In the wake of recent alarming reports of vaping-related lung injuries, the nation's public health community and government authorities have reacted with concern and a variety of measures. This crisis coincides with an unprecedented increase in youth e-cigarette use in the school setting. School districts can pass comprehensive policies that incorporate the vaping epidemic with other substance use prevention in schools.

Required Work: The package will require using existing secondary data such as statewide survey data, or school specific reports. The work will be updating school district policies or school-level policies to ensure a comprehensive prevention approach to substance use, including tobacco use and vaping. An equitable approach to disciplinary measures must be outlined, which will exclude suspension, expulsion or law enforcement referrals for the first response to the use or possession of tobacco or vape product. The policy must also link to cessation services and peer-led supports and include an implementation plan, including promotion, signage and marketing of the policy. Explore how access to mental health support should be included in the work and added to the policy as appropriate. The work must include two speaking events relating to substance use prevention, with one focused on vaping.

Grant Range: \$5,000 – \$10,000

Match Expected: No

Required Partners: School district or school-level administrators.

Youth Physical Activity

Overview: Studies show that regular physical activity is a protective factor for positive mental health outcomes for youth. Physical activity is also associated with a decrease in depressive symptoms for youth already experiencing depression. Youth physical activity also builds positive social opportunities and community connection. Many youth do not have access to regular physical activity

opportunities. The goal is to expand access to physical activity opportunities for youth, with a specific focus on populations that are at risk for adverse health outcomes and/or have inequitable access to culturally competent physical activity programs.

Required Work: Work in this package will include forming new or supporting existing structured, youth-focused physical activity programs. This package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. An entity must be identified to coordinate the structured youth activities for two years, requires the program to be evidence-based and/or an existing program, and requires background checks for any adults working with the children. Written policies must include specific details on implementation of the program, coordination between partners, a comprehensive commercial tobacco-free policy, and specifics on how programming supports youth mental health and/or substance use prevention.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required Partners: Local school district, after-school programs, youth clubs and recreation programs, and youth sport groups, and parents/legal guardians.



Health care pathway

Community Health Needs Assessment/ Improvement Plan Support

Overview: The Patient Protection and Affordable Care Act requires tax-exempt hospitals to conduct a Community Health Needs Assessments (CHNA) every three years. Many local health departments also conduct a community health assessment (CHA) as a part of their accreditation process. Both are encouraged to work collaboratively, implement strategies to address identified needs and track measures. By working together, a community can benefit from the alignment of resources, expertise and community participation.

Though this package will not support the full cost of conducting and implementing a CHNA and Community Health Improvement Plan (CHIP), it may be used to supplement existing efforts.

Required Work: For a CHNA/CHIP project to qualify for Pathways Implementation Funds, the CHNA/CHIP process must be collaborative and inclusive. All relevant organizations with a stake in this work must be included in the process, with a written plan to engage those organizations. For example, hospitals, health department and community mental health centers should all be leading and contributing participants, when applicable. Funded projects must have a clear written plan to engage

populations of focus in participating in the assessment and improvement planning process. Grants will be used to support contractors who are committed to facilitating productive conversations with populations of focus (including engaging new voices), providing incentives for participating in the process or resources to remove barriers to participating in community leadership for populations of focus, and/or facilitating a thriving, collaborative environment between health care entities. All efforts must be captured in written plans or policies.

Grant Range: \$5,000 – \$50,000

Match Expected: Yes, funds or in-kind match from the hospital and local health department.

Required Partners: Hospital (non-profit), local health department, community mental health center.

Example: Liberal Area Coalition for Families in Seward County used Pathways funds to engaged partners in Stevens and Haskell counties to conduct community health needs assessments. This work provided support for the hospital and health departments to complete community engagement and build new relationships in the region to expand the service area of the coalition.



Community-Engaged Quality Improvement

Overview: In 2007, the Institute of Healthcare Improvement introduced the Triple Aim, a concept of improved patient experience, better outcomes, and lower costs as key to health care transformation. Over time this has evolved into the Quintuple Aim to include clinician well-being and health equity. Together, these key elements and an understanding of the intersection with the social determinants of health are seen as essential to achieving improved patient care, outcomes, and costs. Quality improvement practices are an established way to engage in measured improvement in the healthcare system.

Required Work: Work with a local healthcare provider (hospital or clinic) and BCBSKS Clinical Quality Improvement team to develop a quality improvement project (QIP) that identifies a population of focus, works to address one or more of the focus areas and aligns with one or more key element of the Quintuple Aim. Establish a written plan outlining the workgroup that will implement the plan, goals and outcomes, timeline and measurement for the project. Implementation should follow a Plan-So-Study-Act (PDSA) cycle.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required partners: BCBSKS Clinical Quality Improvement Team, hospital or healthcare provider.

Food Is Medicine

Overview: Food is Medicine efforts seek to integrate nutrition into the health care system, enabling health care professionals to help prevent, manage and treat diet-related diseases. Food is Medicine, also known as Food as Medicine, includes produce prescriptions, nutritious food referrals and medically tailored meals and food packages. The goal is to increase health for patients while reducing the need for invasive health services thereby reducing health care costs. Food is Medicine efforts range from providing food pantries at health clinics to produce prescriptions at medical offices to medically tailored meal packages for chronically ill patients.

Required Work: Food is Medicine activities must include creating, enhancing or expanding a Food is Medicine program, with a specific focus on subsidizing healthy food for patients. An entity must be identified to coordinate the program, committing to doing that coordination for at least five years. The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Written policies must include specific details on how the food will be paid for, details on partners with food providers (such as retailers, food banks/pantry, farmers' markets), identified nutrition standards for the food, and a commitment to continue the effort at least five years.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required Partners: Health care administrators and provider(s), food outlet(s), patient groups.

Example: Live Well Geary County and Konza Prairie Community Health Center worked together to implement a community-centered food is medicine program providing produce prescriptions to be redeemed at the local farmers' market. In addition to connecting patients with fresh produce, the program also connected patients with nutrition counseling to address any health literacy or education barriers to eating healthier food. Live Well Geary County, as the coordinating entity for the program, received Pathways dollars to purchase the produce and fund other necessary infrastructure items to support launching the effort. Live Well Geary County passed several policies to support the program for five years. Policies included an internal policy, contracts with food vendors and a contract with Konza Prairie Community Health Center.

Health-Related Social Needs

Overview: Health Related Social Needs (HRSN) are social and economic needs that can affect an individual's ability to maintain their health and well-being. These needs can include: access to transportation, affordable and stable housing, education and literacy, food insecurity, interpersonal violence, personal safety, and utility assistance. An interest in value-based care has driven the health care sector to invest more in social and economic factors that impact health, such as food insecurity, transportation or lack of child care. A coordinated referral network builds the infrastructure to identify a patient's social needs and coordinate care between health care providers and community-based organizations. It enables participating partners to assess patient risks for adverse health outcomes (e.g., poor nutrition), refer the patient to a community service to address their needs (e.g., food pantry), and provide data to drive upstream solutions (e.g., new grocery store).

Required Work: Activities include identifying and developing a network of community partners, identifying integration needs, cataloging existing tools to avoid duplication, deciding risk assessment tool(s), establishing workflow and referral protocols between network partners, and creating an ongoing user group or steering committee to review network data and network success. All work on this effort must be included in written policies, procedures and contracts, with a specific written commitment to continue the work for five years.

Grant Range: \$5,000 – \$25,000

Match Expected: No

Required partners: Hospitals, community-based organization(s).

Example: Community Health Center in Cowley County Inc. (CHCCC) used funding to expand access to a referral system to revitalize the Working Together Coalition, creating a stronger resource referral network. As a result, CHCCC was able to enhance collaboration and communication between the health center social risk assessment patients and community safety-net agency staff as well as identifying other software to meet referral goals.

Healthier Health Care Food Environment

Overview: Health care sites are often community hubs and can create a vision of health for the larger community. Health care sites can include hospitals, specialty clinics, behavioral and mental health facilities, and residential facilities like long-term care facilities. For those health care institutions that provide food on-site, ensuring that food options are healthy can go a long way to setting the tone and creating demand for healthy food options. Health care facilities impact a wide range of the community, including patients, staff and visitors. Health care entities are in various stages of retooling food venues (e.g., cafeterias, vending machines, snack carts, gift shops), often in collaboration with statewide entities like the Kansas Hospital Association.

Required Work: Activities could include creating balanced menus, purchasing or upgrading approved equipment, increasing local and sustainable food procurement, increasing purchases of healthy beverages, and including culturally appropriate food options. The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Sites will be required to pass policies that include these activities, provide specific language on nutrition requirements and strategies for pricing, placement and promotion, and commit to the work for at least five years.

Grant Range: \$5,000 – \$20,000

Match Expected: Yes, funding or in-kind

Required Partners: Health care institution, food vendor.

Example: Kiowa District Hospital in partnership with Barber County United passed a resolution to support a healthier hospital food environment. Their resolution committed to meeting nutrition standards at three healthy food carts and having a percentage of their vending machine food items meet the nutrition standard as well. The Pathways funds were used to buy a refrigerator and food cart and to subsidize healthier food options.

Physical Activity Prescription Program

Overview: The Physical Activity Prescription Program is focused on encouraging health care providers to include physical activity when designing treatment plans for patients. Health care sites can include hospitals, specialty clinics, behavioral and mental health facilities, and residential facilities like long-term care facilities. Due to the specific and unique needs and interests of the client/patient, the goal of physical activity prescription programs should be successful integration of physical activity principles, social connection and behavioral techniques that motivate the participant. Physical Activity Prescription Programs must form partnerships with existing groups, organizations or businesses providing physical activities, with the goal of also providing social connection during those activities, such as gardening, birding or walking clubs.

Required Work: Efforts must include an identified program coordinator that will commit to overseeing the program for a least five years. The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. The physical activity prescribed must be paid for by the prescription program and be available for free for the patient. It also must include a plan to solve identified issues, such as transportation, availability of services and other barriers to participation. The program will require detailed written policies on how the program will be implemented,

including health care policies about the prescription program, partnership agreements and detailed agreements about how the opportunities will be paid for and provided for free to participants.

Expected Grant Range: \$10,000 – \$20,000

Match Expected: No

Required Partners: Health care administrators and provider(s), community recreation partners (public or private), patient groups.

Example: As part of Pathways, LiveWell Douglas County, Lawrence Parks & Recreation, LMH Health, and Heartland Community Health Center partnered to implement Move More Douglas County physical activity prescription program. The Move More Douglas County program encourages primary care physicians and other healthcare providers to include physical activity when designing a treatment plan for their patients with diabetes or prediabetes. Pathways dollars were used to reimburse Lawrence Parks & Recreation for the cost of the patient activities, such as aquatic classes, personal training or fitness classes at no cost to the patient. Several policies were created, including internal policies and contracts to ensure the program continued for five years.



Placemaking in a Health Care Setting

Overview: Placemaking in a health care setting applies arts, culture, and social context to reimagine health care settings and create an environment that is calming, engaging, and filled with the elements of discovery through painting, sculpture, educational games, and light installations. Health care settings could include pediatric, hospice, behavioral health or cancer care centers, amongst others. The health care entity engages populations of focus to identify opportunities to enhance the health care facility to transform the experience of patients and families to help alleviate health care anxiety.

As part of this work, health care entities work with artists to activate the minds and bodies of waiting families, turning the waiting room into an enjoyable and educational experience. Artists work with the population of focus to infuse interactive elements and artwork inspired by local flora, fauna, historical context and landscapes celebrating art, science and the beauty of Kansas. All imagery will be inspired by conversations and interactions with patients and community residents to get an understanding of the stories, people, nature and locations of importance to the community.

Required work: This work includes intentional engagement with populations of focus to identify placemaking priorities, including historical significance of the location. This may need to include engagement in other languages, such as Spanish, depending on the primary language(s) of the population of focus, and include data gathering through surveys, focus groups, and other community outreach. Placemaking work must involve working with the health care facility to ensure the viability of the placemaking effort, including

project planning, maintenance, and public access to the location in addition to continued engagement with the population(s) of focus about the placemaking effort. Placemaking locations must pass a commercial tobacco-free policy for the location. Grant funding will cover the agreed upon services from the artist team and can go toward other implementation costs for the project. All work must be incorporated into written policy with a commitment to maintain the effort for at least five years.

Grant Range: \$5,000 – \$50,000

Match Expected: No

Required Partners: Work with a team of established artists: John Sebelius, Angie Pickman and Jeromy Morris and a selection of local artists from that community will be paid to collaborate.

Example: In 2023, BCBSKS partnered with Heartland Community Health Center and a group of local creators to reimagine the waiting room space at Panda Pediatrics in Lawrence, KS. Panda Pediatrics provides comprehensive health care to children and adolescents in Lawrence and surrounding areas. The waiting room spaces have been thoughtfully designed to provide a welcoming atmosphere for families, encouraging a sense of comfort during their visit to the clinic. By incorporating painting, sculpture, educational games, and light installations, the artists aimed to activate the minds and bodies of waiting families, helping them feel more comfortable in a clinical setting. Parents, patients, and staff at Panda Pediatrics have voiced overwhelmingly positive support and increase of happiness and serenity after the lobby was transformed. Child patients ask their doctors if they can return to the lobby after the appointment to continue to enjoy the space.



Neighborhood and Built Environment pathway

Community Planning

Overview: Local government planning is an important tool used to establish long-term goals, priorities, and recommendations to guide the growth and development of a local community. Healthy community planning ensures that health priorities are included and addressed in these local plans. Healthy community planning should be informed by health priorities identified in a community's CHA/CHIP, if available. Healthy community planning efforts may include a community's comprehensive plan; subdivision plans; bicycle and pedestrian plans; food systems plan; Safe Routes to School or Safe Routes to Food (SRTF) plans; greenway and greenspace plans; transit plans; and recreation, trail, and park plans. Healthy community planning efforts provide an opportunity to use data and community engagement to identify inequities experienced by populations of focus in the community and develop goals to address these inequities.

Required Work: This work involves developing a new or updating an existing written local plan that incorporates specific language addressing community health priorities, along with goals and priorities, in the language of the plan. Healthy community planning efforts must include coordinating local planning efforts with the local hospital's CHNA/CHIP work, if available. Healthy community planning work must include an assessment of how the community's design and resource allocation and priorities impact populations of focus and should include outreach and engagement with specific populations of focus in the community. This plan must include goals and priorities to address inequities experienced by populations of focus and incorporate commercial tobacco-free goals in the planning effort.

Grant Range: \$5,000 – \$50,000

Match Expected: Yes, can include in-kind

Required Partners: Depending on the planning area of focus, local government, recreation and park department, school district, or other governmental entity with authority over the content area of the plan.

Example: Pathways funding supported two community planning efforts in Shawnee County – the development of a new Safe Routes to School (SRTS) Plan for elementary schools in USD 501 and updating the 2001 Topeka-Shawnee County Regional Trails and Greenways Plan. LiveWell Shawnee County worked with the Shawnee County Parks + Recreation Department to assess current conditions and prioritize needs of populations of focus in the development and implementation of trail and greenway infrastructure in Shawnee County. LiveWell Shawnee County also worked with USD 501, the City of Topeka, and the Shawnee County Health Department to develop a SRTS plan for elementary schools located in USD 501. Both of these planning efforts involved hiring a consultant to conduct community outreach, assess priority needs of populations of focus and coordinate with local government entities and community partners to develop and implement the plan.

Gardens and Community Farms

Overview: Local gardens and community farms involve community members collectively gardening or farming on a shared piece of land or structure (e.g., greenhouse, hoop house, hydroponics) where plants are grown and maintained by a group of individuals from the community. These gardens and farms can be located on public or private land and can include gardens where gardeners and farmers have individually assigned plots to grow food for themselves or their families; gardens or farms that are gardened collectively with the produce shared amongst the community; gardens and farms where produce is raised to be donated to certain groups or organizations in the community; and gardens and farms where produce is raised to sell locally. Local gardens and farms provide opportunities for community members to be physically active, have increased access to healthy food, be engaged in social and community activities, and have increased access to nature and green spaces. Local garden and farming efforts may involve gardens in public parks or recreational spaces, gardens at a local business or healthcare provider, or gardens at a local school, higher education institution, or childcare provider.



Required Activities: Activities could include creating a local garden or farm, enhancing or expanding an existing local garden or farm, or evaluating an existing local garden or farm. It can also include evaluating the sustainability of an existing local garden through finding additional funding and/or community partners. Gardens and farms must commit to growing fresh produce on at least 50% of the property. The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. An entity or committee must be identified to coordinate the garden or farm. This work requires a commitment to the garden or farm for at least five years and for the space to be commercial tobacco free. In addition, all work must have these three policies: written agreement with the landowner regarding water access and the use of the land as a garden or farm; written guidelines for the entity or committee with oversight of the garden or farm, including operating procedures and structure for the committee; and guidelines governing the activities of the gardeners or farmers.

Grant Range: \$5,000 – \$20,000

Match Expected: No

Required Partners: Owner of garden or farm site.

Example: Salina Regional Health Center developed a garden on their property to support the health and wellbeing of staff, guests, patients and the broader community. SRHC partnered with K-State Research and Extension and Project Search, a community nonprofit providing internship opportunities for young adults with developmental disabilities, to develop and install the garden. Pathways funding was used to purchase materials to build raised beds, garden equipment, irrigation supplies, mulch and soil, fencing, and a garden shed.

Healthier Affordable Housing

Overview: People who are living in multiunit housing, transitional housing, emergency housing and homeless shelters should have the opportunity to make healthy choices, including opportunities for their housing to promote health. Affordable multiunit housing, emergency housing, transitional housing and homeless shelters can promote healthy activities like smoke-free spaces, healthy food access, physical activity opportunities and social connectedness. Transitional housing, emergency housing and homeless shelters, especially for specific populations of focus such as LGBTQIA+ specific transitional and rapid-rehousing programs, often have barriers to providing regular access to healthy food choices due to funding, sourcing, limited kitchen facilities and other challenges. Partnerships with other community organizations can help reduce these barriers.

Required Work: Work in this package includes focusing on an affordable multiunit housing facility, emergency housing, transitional housing, and/or homeless shelter and working with the landowners, property management, or social service agency to build healthy environments. All efforts must include smoke-free leases to be phased in for all units or smoke-free facilities. Healthy housing efforts will involve asking for resident feedback for package in two of the four focus areas, which include smoke-free communal spaces (like where to put smoking areas or making outside entries smoke-free), healthy food access (like on-site pantries, connection with food

outlets through bus routes, partnerships with mobile food providers, on-site gardening or cooking classes), physical activity opportunities (like outdoor or indoor exercise equipment or walking paths) and social connectedness (like free laundry services, communal gathering spaces, walking groups, or events). The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Policy work will include smoke-free leases or smoke-free grounds policies to be in place or to be phased in for all units and policies of commitment for other efforts for at least five years. If working with a transition or shelter type housing, efforts will need to include confidentiality agreements. Collection of resident feedback on the areas listed above will need to be conducted by the service organization to protect the identity and safety of the residents (i.e. domestic violence shelter). All work must be incorporated into written policy with a commitment to maintain the effort for at least five years.

Grant Range: \$5,000 – \$20,000

Match Expected: No

Required Partners: Property owners and managers, residents.

Example: As part of Pathways, Healthy Bourbon County Action Team worked with the Uniontown Rural Rentals housing unit. They hosted conversations with residents and were ultimately able to support the adoption of a commercial-tobacco free housing policy at the multi-unit housing complex. The coalition, in partnership with Uniontown Rural Rentals, used Pathways funds to engage residents, provide current smokers with cessation resources, draft a transition plan for current smokers to detail the support they will receive, and create a graduated enforcement plan to maintain a smoke-free environment.



Multimodal Transportation and Recreational Trails

Overview: Multimodal transportation and recreational trail work creates opportunities to spend time outside in nature with family and neighbors and be physically active. Multimodal and recreational trail infrastructure improves pedestrian and bicycle transportation systems, provides recreational opportunities, creates access to green space, enhances connectivity within a community, and increases safety of walkers and bicyclists. Multimodal and recreational trail infrastructure efforts focus on trails and multimodal facilities open to the public.

Required Work: Work in this package could include creating or expanding a government- appointed Active Transportation and Recreation Advisory Board; engineering assessments for multimodal transportation and recreational trail infrastructure projects; constructing, maintaining or improving existing sidewalks and trails; implementing ADA accessibility; installation of trees and other green infrastructure along a route; wayfinding signage in multiple languages; providing educational markers and information about the historical significance of a trail or multimodal infrastructure to populations of focus; and mapping sidewalk and trail infrastructure. Activities can also include cost sharing efforts. This work must address inequities in the multimodal infrastructure or recreational trail system and improve access to populations of focus. Work will include collecting

perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. All projects must be commercial tobacco free, must be started within two years and maintained for ten years. All work on this effort must be included in a written policy.

Grant Range: \$5,000 – \$50,000

Match Expected: Yes, project costs will likely exceed funding available through this package.

Required Partners: Governmental entities, which may include School Districts, City/County Government, Metropolitan Planning Organizations, or Recreation Departments.

Example: The City of Beloit worked with the North Central Kansas Health Collaborative to obtain Pathways funding to implement part of the City's Pedestrian and Bicycle Improvements Master Plan. The City of Beloit was able to leverage Pathways funds, along with financial contributions from the Mitchell County Regional Medical Foundation and in-kind contributions from the City of Beloit, to develop sidewalks and related improvements between downtown Beloit and the Chautauqua walking bridge.





Social and Community Context pathway

Community Resilience and Behavioral Health

Overview: Community resilience is the capacity of a community to adapt, recover, and thrive despite stressors and adverse events. Cross-sector collaboration is critical to community resilience. Collaboration could include coordination amongst health care, mental health and/or substance use organizations, community groups, law enforcement and social services, schools, and community residents with lived experience.

Required Work: Work in this package will include forming new or supporting existing cross-sector collaborations/teams to address identified local behavioral health issues. Activities could include providing training for organizations and community members (coordinating with local subject matter experts and/or state and national trainers), creating stigma reduction campaigns, exploring integrated care models, supporting community support networks, or advocating for and creating policies that promote behavioral health funding, research, and access to care. Cross-sector

collaborations will need to commit to the changes for at least two years and outline all work in written policies and documents.

Grant Range: \$5,000 –\$15,000

Match Expected: No

Required Partners: Existing coalition, teams, or workgroups in the behavioral health space in your community.



Health in All Policies

Overview: Health in All Policies (HiAP) is a collaborative approach that involves working together across different sectors—like business and housing—to ensure that overall health is taken into account in all types of decisions, not just those related to healthcare and/or therapeutic care. Why is this important? Because our health isn't solely determined by visits to the doctor; it's shaped by everything around us, including our living conditions and lifestyle choices.

Decisions made by various groups, whether they're businesses, governments, or community organizations, have significant impacts on our physical and mental health. However, sometimes these connections between decisions and health outcomes aren't immediately obvious. Without recognizing how decisions affect health, we run the risk of implementing policies or projects that actually harm people's health.

Adopting a Health in All Policies approach involves considering health implications when making decisions in all areas. This leads to better, fairer, and more sustainable outcomes for everyone in the community.

While not required, gathering community perspectives could provide valuable insight and guidance for HiAP efforts in moving this package forward. For more information, check out this article: <https://www.khi.org/articles/the-ripple-effect-ways-to-make-health-in-all-policies-stick-in-kansas-and-beyond-to-enhance-health-and-equity/>

Required Work: The tasks in this package include, in addition to implementing one of the package options described below, the integration of Health in All Policies (HiAP) into organizational processes and systems. This package entails: 1) Passing a written policy; 2) Hosting a HiAP workshop delivered by KHI (unless conducted within the past 3 years); 3) Selecting and implementing one of the four tracks described below; 4) Creating a process for these tracks to integrate into ongoing processes.

1. Health Impact Checklist (HI-C): A tool facilitating the identification of potential health impacts of policies/decisions.
2. Reviewing and editing documents (e.g., Master Plan, Recreational Commission Strategic Plan) through the HiAP lens to enhance consideration of health and equity.
3. Establishing a HiAP Task Force, typically composed of multiple agencies to improve county and city policy and decision-making by encouraging collaborative work towards health and sustainability goals by incorporating health considerations into non-health policy areas.
4. HiAP Train-the-Trainer model: Building internal capacity in HiAP and working with organizations in your community to embed HiAP into their work.

Grant Range: \$5,000 – \$15,000

Match Expected: No

Required Partners: City/County Government and partners in other sectors.

Example: Cowley County passed a HiAP resolution that formed a HiAP leadership group and updated policies and procedures to identify when Health Impact Checklists (HI-C) would be conducted to identify potential health impacts from key decisions made in the community. From this work, Cowley County used the HI-C assessment on a proposed housing development for manufactured homes in the community. Through the HI-C, the health department was able to make recommendations as to how potential health harms could be prevented in the project. Pathways funds were used for staff time, training and community education for a HiAP process in Cowley County.

Healthier Communal Meals

Overview: According to the CDC, people with strong connections live longer and healthier lives. Social connections are critical to mental and physical health and can help protect against serious disease and social isolation. Studies have found that strong social connection can boost an individual's odds of survival by 50%. One of the ways to increase social connections for community members is to support communal meal programs. A communal meal is a meal that is eaten by a group of people to increase social connection and build community. The focus of this package is on healthy meals to meet nutritional needs in meals in congregate care, emergency housing or shelters, residential facilities, senior services, specific populations of focus or the community as a whole. Through this work it will be important to address both physical health, nutritional health, mental health and overall well-being of individuals and community alike.

Required Work: Work in this package includes focusing on a communal meal program that is specifically geared towards a population of focus. The communal meals program will need to expand access to healthy foods, healthy food programming or expand access to a population of focus. The package will require collecting perspectives from the identified population of focus through

approaches such as a survey, focus groups, interviews or other community outreach. In addition, the communal meals program will need to pass a written policy that includes 1) an evidence-based nutrition standard, 2) comprehensive indoor commercial tobacco free/vape-free policy; 3) commitment to the nutrition standards for 2 years and up to 5 years if the meal program continues.

Grant Range: \$5,000 – \$10,000

Match Expected: No

Required Partners: None required though it's likely to have a non-profit or other organization providing the meals.

Example: Heal Reno County Coalition worked with New Beginnings, which provides transitional housing, to build a communal meals program designed by and for individuals recovering from substance use disorder. The work included identification of nutrition standards that would be incorporated into communal meals at one of the housing programs. Pathways funds were used to provide stipends for trainings, create educational components, and investment in a garden, all with the goal of demonstrating the linkage between healthy food and recovery to residents.



Incubator Kitchen and Food Hub

Overview: Healthy food producers and entrepreneurs often lack the food system infrastructure to provide access to local community members. Incubator kitchens (also known as community commercial kitchens or shared kitchens) and food hubs can support the resiliency and sustainability of local food systems (e.g., food processors, farmers, caterers) by supporting new licensed, commercial food production distribution, processing and retail enterprises; creating new jobs; bringing money into a community and becoming cornerstones of a resilient local economy. Incubator kitchens are food facilities that can be rented for short periods of time to allow individuals starting a food business access to commercial kitchen equipment in a cost effective manner. A food hub is an aggregator of products, providing a link between farmers and growers and institutional buyers, such as restaurants, hospitals, schools, and child care. Incubator kitchens and food hubs may be run by non-profits, for-profit businesses, educational institutions, governments, faith-based organizations and others entities.

Required Work: The package will require collecting perspectives from the identified population of focus through approaches such as a survey, focus groups, interviews or other outreach efforts. Based on that outreach, the work will be to create a community food prep or distribution space that is available for free for certain population of focus community members. The work must include specific links to improving access to healthy food or expanding

a healthy food entrepreneur access to space to make or process their product. The space must host at least one healthy food or nutrition education event per year. The space and programming must last for at least five years. The written policies must include a user agreement and written document of all the work outlined above.

Grant Range: \$5,000 – \$50,000

Match Expected: Yes, funding or in-kind donation

Required Partners: Food Policy Council (if exists), local food producers, Kansas State Research & Extension, Kansas Department of Agriculture.

Example: The Quality of Life Coalition, the Central Kansas Free Fair Association, Dickinson County and K-State Research and Extension partnered to make a community commercial kitchen at Sterl Hall. This kitchen allows food entrepreneurs to use the kitchen for licensed food production, as well as for various groups to hold educational sessions and communal meals. As part of the policy work for this project, the Central Kansas Free Fair Association also passed a policy to make the fairgrounds completely tobacco free. Pathways funds were used to make investments in the space to comply with state food safety regulations.



Placemaking

Overview: Placemaking is the shaping of a place by creatively applying arts, culture and social context by engaging with populations of focus in a community to identify opportunities to enhance a location used by the population of focus to promote community pride and morale, provide opportunities for social gatherings, elevate the historical significance of an area, and encourage community members to be physically active in a commercial tobacco-free space. Placemaking starts with a physical place to improve—a building, a lot, a block, a neighborhood, a district or a town.

Placemaking can be a pop-up or temporary event, or a permanent improvement to the space (e.g., planting trees or enhancing green space, lighting features, art installations, construction of benches). Placemaking locations can be public property or in an organizational or institutional setting, depending on the population of focus and identified project.

Required Work: Work in this package includes intentional engagement with populations of focus to identify placemaking locations and priorities, including historical significance of the location. Populations of focus engagement may need to include engagement in other languages, such as Spanish, depending on the primary language(s) of the population of focus, and include data gathering through surveys, focus groups, and other community outreach. Placemaking work also includes working with the property owner/management of the identified placemaking location to ensure the viability of the placemaking effort, including project planning, maintenance, and public access to the location, and ongoing engagement with the population(s) of focus and the property owner about the placemaking effort. Property owners of placemaking locations will be required to pass a commercial tobacco-free policy and a health food policy if the placemaking effort involves regular food distribution or preparation. All of this work must be incorporated into written policy with a commitment to maintain the effort for at least five years.

Grant Range: \$5,000 – \$50,000

Match Expected: Yes, funding or in-kind donation

Required Partners: Property owner, population of focus.

Example: Live Well Norton County, the Norton Arts Council, The Haven, Norton Regional Hospital Foundation and Norton Correctional Facility worked together on a dual community mural project at both Norton Correctional Facility and The Haven, which is a home for families of loved ones at the correctional facility. The Pathways funds, combined with other state funding, supported an artist who worked with correctional facility residents and the community to develop the design and create the murals at both locations.





More information can be found at:

bcbsks.com/pathways

Pathways to a Healthy Kansas is a Blue Cross and Blue Shield of Kansas initiative. Blue Cross and Blue Shield of Kansas is an independent licensee of the Blue Cross Blue Shield Association. BLUE CROSS®, BLUE SHIELD® and the Cross and Shield Symbols are registered service marks of the Blue Cross Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans. Blue Cross and Blue Shield of Kansas serves all Kansas counties except Johnson and Wyandotte.



Pathways to a Healthy
Kansas



COMMUNITY CORRECTIONS
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: September 23, 2024

SUBJECT: Monthly Staff Update

PRESENTER: Megan Lewis - Community Corrections Director

See Attached Power Point

Enclosures:

- Monthly Staff Report September 2024 - Copy (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 22 Intakes in August
 - 15 returned to parent/guardian
 - 5 placed with a relative
 - 2 placed in an Emergency Shelter
- 17 Protective Homes
- 16 local licensed foster homes
- Newly trained staff are now partnered with experienced staff for field shadowing experience
- Monthly On-Call Officer Meeting October 8th

FY25 Juvenile Intake & Assessment (Riley County)	June	July	Aug
Juvenile Offender	7	8	4
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	1	0
Child-In-Need-of-Care	8	16	10
Total	15	25	14
FY25 Juvenile Intake & Assessment (Clay County)	June	July	Aug
Juvenile Offender	0	2	1
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	5
Child-In-Need-of-Care	2	0	2
Total	2	2	8



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	June	July	Aug
Participants	38	45	49
Required Jurors	6	24	18
Volunteer Jurors	3	4	4
MDT Referrals	0	1	1
Total	47	74	74
FY25 Youth Court IIP (Clay County)	June	July	Aug
Participants	0	1	1
Required Jurors	0	1	2
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	0	2	1

- 2 Youth Court Sessions held in August
 - 6 new juvenile offenders



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	June	July	Aug
Juvenile Intensive Supervision	4	9	5
Juvenile Correctional Facility	0	1	1
Conditional Release	1	1	1
Courtesy Supervision Out	1	0	0
ICJ	0	0	0
Total	6	11	7

FY25 Juvenile Services (Clay County)	June	July	Aug
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	1	1	0
Conditional Release	0	0	1
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

Caroline Peine Charitable Foundation Grant

- In the past these funds have assisted clients with birth certificates & IDs for employment, as well as housing and transportation assistance.
- Letter of Intent to apply for this grant is due by October 1st, 2024

FY25 Adult Services	June	July	Aug
ISP	95	96	98
In Treatment	5	5	2
In Jail	17	21	21
Total	117	122	120
Absconder ADP	54	51	52



(Adult) Drug Court

- 5 Community Corrections team members
- 20 current participants
- Graduation was held on September 11th
- 1 Riley County Graduate
- September 18th and 19th Statewide Specialty Court and Supervision Conference in Salina
- 9 Drug Court Team Members attended





**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: September 23, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 09.23.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ April. 2024 through September 18, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24) Attend and participate in BOCC public meetings. (9-5-24; 9-9-24) ***Attend and participate in BOCC public meetings. (9-12-24; 9-16-24) Review probate case matter. Communicate with staff. (9-17-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24) Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda. (9-3-24)

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)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24) Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24) **Continue working on project. (9-18-24).**

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing

in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24)

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24) Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24) **Assist and advise Department Head with question. (9-18-24)**

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) *Assist with same project. (9-6-24) Assist with same project. (9-9-24; 9-13-24;9-15-24;9-16-24; 9-17-24) Discuss with Dept. Head news item about election offices in 6 states. (9-17-24)*

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on

KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24) Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24; 8-15-16; 8-16-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24) Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24; 9-2-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24) **Work on project. (9-11-24)**

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue ("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23; 10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23; 10-26-23; 10-27-23; 10-28-23-

10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24) ***Assist with project on open position. (9-15-24) Assist with unrelated issue. (9-17-24)***

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

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

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24)

Communicate with vendor of inmate medical services. (5-31-24) Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk's office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24). **Work with counsel for KDOT on finalizing execution of contract documents on two roundabout projects. (9-12-24)**

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work

with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office

staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24) ***Weekly staff meeting. (9-13-24) Discussion regarding transition matters with Deputy County Counselor. (9-18-24)***

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on "roll out" of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24) Review opioid funds distribution charts from KAC. (8-9-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24) ***Attend and participate in meeting. (9-18-24)***

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

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

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

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-

28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24) ***Sign up to volunteer to assist with event at Employee Recognition Day. (9-17-24) Order pastry for event as assigned by committee. (9-18-24)***

Staff Road Renaming Committee:

Intergovernmental Luncheon

Monday, September 23, 2024
12:000 a.m-1:00 p.m.
Flint Hills Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Gather and luncheon (11:30 a.m.-12:00 p.m.)
2. Convene and Introductions
3. Agenda Topic
 - a. Kansas State University Update
 - i. Richard Linton, President, Kansas State University
4. Miscellaneous Discussion Items and Announcements
5. Discussion about Potential Agenda Topics for Next Meeting
6. Next Meeting Date: **Monday, October 28, 2024** – *New Location: Flint Hills Room*
7. Adjournment

IGL September Parking Garage Code: PGTGOVL92324

For those who have RSVP'd for lunch, food will be served starting at 12:00 p.m.
Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, the address of entity to be billed is required with contact information.