



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
December 23, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**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. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards
4. Sign Riley County Personnel Action Form(s)

**Review Minutes**

5. Board of Riley County Commissioners - Regular Meeting - Dec 20, 2021 8:30 AM

**Review Tentative Agenda**

6. Tentative Agenda

**Press Conference Topics**

7. Discuss Press Conference

**9:00 AM**

**Barry Wilkerson, County Attorney**

8. Staff update

**9:15 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

9. Administrative Work Session

**9:35 AM**

**Cory Meyer, IT/GIS Director**

10. IT/GIS Staff Update - December 2021

**Adjournment**

**Announcement**

Riley County Offices will be closed at 12:00 (noon) today and Friday, December 24, 2021 in observance of the Christmas Day holiday.

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



**COUNTY CLERK & ELECTIONS**  
Boards

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

## COMMISSION AGENDA REPORT

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**FROM:** Cindy Kabriel, Administrative Assistant II

**MEETING:** December 23, 2021

**SUBJECT:** Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

**PRESENTER:** Cindy Kabriel, Administrative Assistant II

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### POSSIBLE MOTION(S)

Move to approve the following appointments and Resolution No. 122321- , A Resolution appointing Riley County representatives to Council/Advisory Boards.

|                                |                                       |                                                        |
|--------------------------------|---------------------------------------|--------------------------------------------------------|
| Patty Parker<br>Comm Dist 3    | January 1, 2022-<br>December 31, 2024 | Hunters Island Water District Advisory Board<br>3 year |
| Kate KuKanich<br>Comm Dist 2   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Jennifer Miller<br>Comm Dist 2 | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Cindy Wichman<br>Comm Dist 3   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |

**Enclosures:**

- interest forms, application, recommendations (PDF)
- appointment letters and resolution (PDF)

**Cindy Kabriel**

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**From:** Evelyn Clark  
**Sent:** Wednesday, December 15, 2021 8:19 AM  
**To:** Cindy Kabriel  
**Cc:** Julie Winter; John Ellermann  
**Subject:** Hunter's Island Water District Board

Good morning Cindy,

Patty Parker has agreed to serve another term on the board. I have left a message for Roger Nauerth to call me back.

Thank you!

Have a great day,

Eve Clark  
*Administrative Clerk II - Utilities*  
**Riley County Public Works Department**  
6215 Tuttle Creek Blvd.  
Manhattan, KS 66502  
Office: 785-537-6335  
Fax: 785-565-6606  
Email: [eclark@rileycountyks.gov](mailto:eclark@rileycountyks.gov)



**Cindy Kabriel**

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**Subject:** FW: RC PHAC interest forms and application

**From:** Julie Gibbs

**Sent:** Thursday, December 16, 2021 10:19 AM

**To:** Cindy Kabriel <ckabriel@rileycountyks.gov>; Tasha R. Young <tryoung@rileycountyks.gov>

**Subject:** RE: RC PHAC interest forms and application

She's replacing Jenny. I recommend Kate and Jennifer be reappointed.

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**From:** Tasha R. Young

**Sent:** Wednesday, December 15, 2021 1:33 PM

**To:** Cindy Kabriel <ckabriel@rileycountyks.gov>; Julie Gibbs <jgibbs@rileycountyks.gov>

**Subject:** RE: RC PHAC interest forms and application

Good Afternoon Ms. Cindy,

I apologize for the late response. The Public Health Advisory Council has approved the application for Cindy Wichman. This decision was made on 11/17/2021. Please let me know if you need anything else.

Thanks,

*Tasha R. Young*

Administrative Assistant II  
Riley County Health Department  
2030 Tecumseh Rd.  
Manhattan, KS 66502  
Phone: 785.776.4779 Ext. 7622



Attachment: interest forms, application, recommendations (11777 : Advisory Board Appointments)

**Name of Council/Board Member:** Kate KuKanich

**Board:** Riley County Public Health Advisory Council

**Date of Term Expiration:** December 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

KuKanich

Council/Board Member

10/1/2021

Date

Attachment: interest forms, application, recommendations (11777 : Advisory Board Appointments)

**Name of Council/Board Member:** Jennifer Miller

**Board:** Riley County Public Health Advisory Council

**Date of Term Expiration:** December 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

  
Council/Board Member

10-04-2021  
Date

Attachment: interest forms, application, recommendations (11777 : Advisory Board Appointments)

**Name of Council/Board Member:** Jenny Yuen

**Board:** Riley County Public Health Council

**Date of Term Expiration:** December 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

☐ I am interested in serving another term.

☒ I am not interested in serving another term.

☒ I am not eligible to serve another term.

☐ I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:



Council/Board Member

9-29-2021

Date

Attachment: interest forms, application, recommendations (11777 : Advisory Board Appointments)



RILEY COUNTY  
APPLICATION FOR SERVING  
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Cindy Wichman Date 9/29/21

Address 2325 Timberlane Drive, Manhattan, KS 66502

Telephone 785-587-0699 (Home) 785-313-1704 (Work) Occupation Chief Operating Officer

e-mail address: Cindy.Wichman@pawnee.org

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

|                                                                |                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Armed Forces Memorial Committee Board | <input type="checkbox"/> Museum Board of Trustees                               |
| <input type="checkbox"/> Big Lakes Developmental Center Board  | <input type="checkbox"/> North Central -- Flint Hills Area Agency on Aging      |
| <input type="checkbox"/> Fair Board                            | <input type="checkbox"/> Pawnee Mental Health Services Board                    |
| <input type="checkbox"/> Food and Farm Council                 | <input type="checkbox"/> Riley County Council on Aging                          |
| <input type="checkbox"/> Hunters Island Water District         | <input type="checkbox"/> Riley County Parks Board                               |
| <input type="checkbox"/> Joint Corrections Advisory Board      | <input type="checkbox"/> Riley County Planning Board/Board of Zoning Appeals    |
| <input type="checkbox"/> Judicial Nominating Commission—21st   | <input checked="" type="checkbox"/> Riley County Public Health Advisory Council |
| <input type="checkbox"/> Law Enforcement Agency Board          | <input type="checkbox"/> Road and Bridge Advisory Board                         |
| <input type="checkbox"/> Manhattan Urban Area Planning Board   | <input type="checkbox"/> Solid Waste Management Committee                       |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

Please see my attached resume. I am interested in filling the vacancy that will be created when Robbin Cole retires from the Public Health Advisory Council. As Chief Operating Officer for Pawnee, I welcome the opportunity to follow in Robbin's footsteps and act as an ambassador to the Advisory Council. I will make it my goal to advise/inform the council on mental health system projects and initiatives, not only specific to Pawnee and Riley County but also those issues of state/national importance that impact local services and our citizens.

**Please provide references: (Name, address and phone number)**

Robbin Cole, Executive Director - Pawnee Mental Health Services  
2001 Claflin, Manhattan  
785-587-4300

Signature Cynthia Wichman

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

**Please return this application (interested or not) to:**  
**County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502**  
**THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY**

## Cynthia K. Wichman

2325 Timberlane Drive - Manhattan, KS 66502  
785-587-0699 (home) - 785-313-1704 (cell) - [wichman@cox.net](mailto:wichman@cox.net) (email)

### Professional Experience:

- **Nov 2018 to present: Pawnee Mental Health Services, Inc., Manhattan, Kansas, Chief Operating Officer.** Pawnee is a 501(c)(3) with an annual operating budget of \$8.5 million and contracted by the Kansas Department for Aging and Disability Services to provide diagnostic evaluation and treatment services as the sole Community Mental Health Center covering a 10-county area in northeast Kansas. Accomplishments include: supervision for seven direct reports; liaison to Medical Director; contract negotiation and oversight; chair of technology services steering committee; process analysis; policy/procedure development; local, state and federal grant oversight; project management; fiscal management; regulatory interpretation and compliance; problem-solving; team facilitation; strategic planning; cultivating positive workplace culture.
- **2016 to 2018: Kansas Department for Aging and Disability Services, Topeka, Kansas, Home Community-Based Services (HCBS) Director.** Managed seven 1915(c) HCBS Medicaid waivers serving over 24,000 Kansans. Key accomplishments: management of the Statewide Transition Plan for Kansas in collaboration with the Kansas Department for Health and Environment, the Department for Children and Families, and the Centers for Medicare and Medicaid Services; concurrent renewal of five of the seven 1915(c) waivers in Kansas; development and implementation of managed care remediation strategies related to HCBS waiver performance measures; federal and state policy analysis; organizational development of program management team comprised of 85 percent new staff, all of whom are new to state government.
- **1996 to 2016: Big Lakes Developmental Center, Manhattan, Kansas, Director of CDDO Administration.** Senior management team member charged with directing all activities of the Community Developmental Disabilities Organization (CDDO). Certified functional assessor and developmental disability eligibility specialist. Managed subcontractor agreements with 30 agencies in four counties. Assisted CEO in administering State contract, risk management and regulatory compliance, crisis service access, CDDO fiscal operations, dispute resolution, information management and quality oversight for over 300 persons with developmental disabilities.
- **May 2004 – September 2005: Homecare and Hospice, Manhattan, Kansas, Executive Director.** Directed administrative and clinical services for small non-profit with revenues of \$1 million annually. Collaborate with 40-member nursing and social service staff, agency Board of Directors and private operating foundation board.

### Other Experience

- **1994 – 1996: TCI, Inc., Manhattan, Kansas, Advertising Producer.** Sole producer for advertising account executives statewide. Received first place recognition by the Mid-America Cable Television Association.
- **1993 – 1994: Memorial Hospital, Manhattan, Kansas, Assistant Community Relations Director/Volunteer Coordinator.** Prepared monthly newsletter for physicians and staff; wrote news releases; planned/coordinated special events; supervised volunteers; coordinated Meals on Wheels program; organized volunteer clerical support for medical records department.
- **1986 – 1993: Meadowlark Hills Retirement Community, Manhattan, Kansas, Director of Marketing and Community Relations.** Member of senior management team; responsible for all direct marketing activities for continuing care retirement community to include family services and social programming. Earned Kansas Adult Care Home licensure.
- **1984 – 1986: Manhattan Cable Television, Manhattan, Kansas, Program Director.** Produced and hosted broadcast productions for local cable access station, including news writing and video editing.

### Education

- **Walden University, School of Public Policy and Administration,** Master of Science, Nonprofit Leadership and Management, February 2013.
- **Washburn University of Topeka, Kansas,** Bachelor of Arts in Communication Arts, cum laude, 1984.

### Certifications

Community of Practice, LifeCourse Ambassador; Rehabilitation Administration, University of Missouri.

### Professional/Personal Interests

Manhattan Rotary Club, oil painting, music, live theater, spending time with family.

Attachment: interest forms, application, recommendations (11777 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

3.b

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66506  
Phone: 785-565-6884  
Fax: 785-565-6884  
E-mail: [bocc@rileycountyks.go](mailto:bocc@rileycountyks.go)

December 23, 2021

Patty Parker  
1167A S. Manhattan Avenue  
Manhattan, KS 66502

Dear Patty:

This is to confirm your appointment to the Hunters Island Water District Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Hunters Island Water District Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

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Chairman

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Member

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Member

Attachment: appointment letters and resolution (11777 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

3.b

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66501  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: [bocc@rileycountyks.gov](mailto:bocc@rileycountyks.gov)

December 23, 2021

Kate KuKanich  
6024 Patterson Drive  
Manhattan, KS 66503

Dear Kate:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

---

Chairman

---

Member

---

Member

Attachment: appointment letters and resolution (11777 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

3.b

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66501  
Phone: 785-565-6841  
Fax: 785-565-6841  
E-mail: boccc@rileycountyks.gov

December 23, 2021

Jennifer Miller  
709 Brierwood Drive  
Manhattan, KS 66502

Dear Jennifer:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

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Chairman

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Member

---

Member

Attachment: appointment letters and resolution (11777 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

3.b

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66501  
Phone: 785-565-6841  
Fax: 785-565-6841  
E-mail: [bocc@rileycountyks.gov](mailto:bocc@rileycountyks.gov)

December 23, 2021

Cindy Wichman  
2325 Timberlane Drive  
Manhattan, KS 66502

Dear Cindy:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attachment: appointment letters and resolution (11777 : Advisory Board Appointments)

**RESOLUTION NO. 122321-****A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO  
ADVISORY BOARDS**

**WHEREAS**, Riley County has positions available to be filled on various boards; and

**WHEREAS**, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

**WHEREAS**, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

|                                |                                       |                                                        |
|--------------------------------|---------------------------------------|--------------------------------------------------------|
| Patty Parker<br>Comm Dist 3    | January 1, 2022-<br>December 31, 2024 | Hunters Island Water District Advisory Board<br>3 year |
| Kate KuKanich<br>Comm Dist 2   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Jennifer Miller<br>Comm Dist 2 | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Cindy Wichman<br>Comm Dist 3   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of Riley County, Kansas that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

**ADOPTED** this 23<sup>rd</sup> day of December, 2021.

**BOARD OF COUNTY COMMISSIONERS  
OF RILEY COUNTY, KANSAS**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**MEMBER**

\_\_\_\_\_  
**MEMBER**

**ATTEST:**

\_\_\_\_\_  
**RICH VARGO**  
Riley County Clerk



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, Human Resource Manager

**MEETING:** December 23, 2021

**SUBJECT:** Sign Riley County Personnel Action Form(s)

**PRESENTER:** Elizabeth Ward, Human Resource Manager

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Enclosures:

- 2021-12 EMS (green) (PDF)

# RILEY COUNTY PERSONNEL ACTION FORM

|                                            |                        |                               |
|--------------------------------------------|------------------------|-------------------------------|
| <input type="checkbox"/> Add               | Supervisor:            | Fill Request Date: 12/21/2021 |
| <input checked="" type="checkbox"/> Change | Dept Head: David Adams | Employee #                    |

|                                      |                                        |                                   |                                               |                                          |
|--------------------------------------|----------------------------------------|-----------------------------------|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other                | County Service                           |

|                                               |                                       |                                    |                                    |
|-----------------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|           |         |  |  |
|-----------|---------|--|--|
| Valentine | Timothy |  |  |
|-----------|---------|--|--|

Name: Last First Middle Home Phone

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Address: Street City State Zip

|           |     |             |
|-----------|-----|-------------|
| Paramedic | EMS | 0001-000020 |
|-----------|-----|-------------|

Position Title Department Fund

|          |                          |                                     |  |                                         |                             |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|
| 12/25/21 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

|       |   |         |                                          |    |                                    |                             |                          |
|-------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|
| Prmdc | 1 | \$16.74 | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> 40 | <input type="checkbox"/> |
|-------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: DAVID ADAMS Date: 12-21-2021

Personnel: [Signature] 12-21-2021

BOCC

Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                            |                        |                               |
|--------------------------------------------|------------------------|-------------------------------|
| <input type="checkbox"/> Add               | Supervisor:            | Fill Request Date: 12/21/2021 |
| <input checked="" type="checkbox"/> Change | Dept Head: David Adams | Employee #                    |

|                                      |                                        |                                   |                                               |                                          |
|--------------------------------------|----------------------------------------|-----------------------------------|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other                | County Service                           |

|                                               |                                       |                                    |                                    |
|-----------------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|        |        |  |  |
|--------|--------|--|--|
| Castro | Brandi |  |  |
|--------|--------|--|--|

Name: Last First Middle Home Phone

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Address: Street City State Zip

|      |     |             |
|------|-----|-------------|
| AEMT | EMS | 0001-000020 |
|------|-----|-------------|

Position Title Department Fund

|          |                          |                                     |  |                                         |                             |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|
| 12/25/21 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

|      |   |         |                                          |    |                                    |                             |                          |
|------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|
| AEMT | 5 | \$16.01 | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> 40 | <input type="checkbox"/> |
|------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: David Adams Date: 12-21-2021

Personnel: [Signature] 12-21-21

BOCC  
Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                            |                        |                               |
|--------------------------------------------|------------------------|-------------------------------|
| <input type="checkbox"/> Add               | Supervisor:            | Fill Request Date: 12/21/2021 |
| <input checked="" type="checkbox"/> Change | Dept Head: David Adams | Employee #                    |

|                                      |                                        |                                   |                                               |                                          |
|--------------------------------------|----------------------------------------|-----------------------------------|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other                | County Service                           |

|                                               |                                       |                                    |                                    |
|-----------------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|            |      |  |  |
|------------|------|--|--|
| Hettenbach | Josh |  |  |
|------------|------|--|--|

Name: Last First Middle Home Phone

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Address: Street City State Zip

|      |     |             |
|------|-----|-------------|
| AEMT | EMS | 0001-000020 |
|------|-----|-------------|

Position Title Department Fund

|          |                          |                                     |  |                                         |                             |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|
| 12/25/21 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

|      |   |         |                                          |    |                                    |                             |                          |
|------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|
| AEMT | 5 | \$16.01 | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> 40 | <input type="checkbox"/> |
|------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: DAVID ADAMS Date: 12-21-2021

Personnel: [Signature] 12-21-21

BOCC

Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                            |                        |                               |
|--------------------------------------------|------------------------|-------------------------------|
| <input type="checkbox"/> Add               | Supervisor:            | Fill Request Date: 12/21/2021 |
| <input checked="" type="checkbox"/> Change | Dept Head: David Adams | Employee #                    |

|                                      |                                        |                                   |                                               |                                          |
|--------------------------------------|----------------------------------------|-----------------------------------|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other                | County Service                           |

|                                               |                                       |                                    |                                    |
|-----------------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|        |         |  |  |
|--------|---------|--|--|
| Fieser | Timothy |  |  |
|--------|---------|--|--|

Name: Last First Middle Home Phone

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Address: Street City State Zip

|           |     |             |
|-----------|-----|-------------|
| Paramedic | EMS | 0001-000020 |
|-----------|-----|-------------|

Position Title Department Fund

|          |                          |                                     |  |                                         |                             |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|
| 12/25/21 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|----------|--------------------------|-------------------------------------|--|-----------------------------------------|-----------------------------|

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

|       |   |         |                                          |    |                                    |                             |                          |
|-------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|
| Pmcdc | 1 | \$16.74 | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> 40 | <input type="checkbox"/> |
|-------|---|---------|------------------------------------------|----|------------------------------------|-----------------------------|--------------------------|

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: David Adams Date: 12-21-2021

Personnel: [Signature] 12-21-21

BOCC

Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
December 27, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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**

**9:30 AM**

**Press Conference**

**10:00 AM**

**Break**

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

1. Administrative Work Session

**Adjournment**

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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: 12-27-21 tentative agenda (10519 : Tentative Agenda)



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
December 30, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Approve payroll/accounts payables (when completed)

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

**Adjournment**

**Announcement**

Riley County Offices will be closed Friday, December 31, 2021 due to the observance of the New Year's Day holiday.

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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: 12-30-21 tentative agenda (10519 : Tentative Agenda)



**IT/GIS**  
*Staff Update*

**Cory Meyer**  
IT/GIS Director  
110 Courthouse Plaza  
Manhattan, KS 66502  
Phone: 785-537-6305

## STAFF REPORT

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**FROM:** Cory Meyer

**MEETING:** December 23, 2021

**SUBJECT:** IT/GIS Staff Update - December 2021

**PRESENTER:** Cory Meyer

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Commissioners,

The last month has been spent working on internal projects, as well as continued progress on department/countywide projects. Here are some highlights:

### Information Technology (IT)

- Continued COVID 19 related work, including Splashtop remote access installs, assistance with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Continue to work with the PIO/Civic Plus on the 2021 County website redesign. Colors and page design selected; Civic Plus has finished mockup page for preview. Department heads approved the mockup and colors. The kickoff meeting is February 1<sup>st</sup>.
- Moving forward with Office 365 migration.
- Inventory is close to finished. Been a tough year with so much staff movement, work from home, and grant purchases
- Work with ATT to get new fax lines for Vaccine Refrigerator monitoring at RCHD/FCRC, install new Dialers, etc.
- Working with Tyler Odyssey and Attorney's office as they move forward with training, implementation, and data conversion
- Commission Video Quality and Remote Executive Session Upgrades
- New Paint and Carpet without any downtime
- Plan to upgrade some of the RCHD external facing cameras for better coverage.

- Continue discussions with Vendors regarding quotes for our 2022 Microsoft Enterprise Agreement renewal, Office 365 implementation plans, etc.
- Continue to pursue quotes for an enterprise electronic document signature solution.
- Continue discussions with District Court and State about KScourt.org email addresses
- Continue ongoing work with new PIO/HR staff on review/update of unfinished IT Policies, which has been delayed by Covid related work.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.

### **Geographic Information Systems (GIS)**

- Continue Covid dashboard updates as well as plan for vaccine booster deployment.
- Large Format Plat Scanner
- Sanborn kickoff meeting for our next Ortho flight in Feb/Mar 2022.
- Participate in NG911 road renaming committee meeting.
- Finalize planning/back end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Implement new backup process for GIS related servers, which will significantly shorten recovery time, should these servers become non-functional in a disaster scenario, etc.
- Assist Emergency Management/RCPD with updating GIS data for the re-numbering of rural fire stations for 911 response.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.

**Signed,  
Cory Meyer**

Enclosures: