



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Dec 23, 2021 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session
7. Pending County Projects County Counselor

9:20 AM

Barry Wilkerson, County Attorney

8. Request to fill Legal Secretary-Charging
9. Request to fill Legal Secretary-Diversion Officer

9:30 AM

Press Conference

Adjournment

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



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. 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.

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 (10520 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 03, 2022**

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

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

10:00 AM

Russel Stukey, Emergency Management Director

3. Staff update

Adjournment

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

Attachment: 01-03-21 tentative agenda (10520 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: December 27, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 12.27.2021 (DOC)

PENDING COUNTY PROJECTS • Beginning December 9, 2021 and through December 21, 2021

Submitted by Clancy Holeman, Riley County Counselor

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

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

COMMISSION LIST

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

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

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

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

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with

presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

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

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

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

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

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

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

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

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11:23)

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

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.”

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21.

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

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21)

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21)

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

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21)

Riley County Emergency Management: Provide legal advice on 1 project.

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director.

Riley County Ambulance Service: Will provide legal advice. (8-20-21)

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

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21)

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

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff’s Office for testing of Community Corrections’ clients. (10-26-21)

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson-County Attorney

MEETING: December 27, 2021

SUBJECT: Request to fill Legal Secretary-Charging

PRESENTER: Barry Wilkerson and Michele Reid

BACKGROUND

This position is vital to ensure all criminal, traffic, juvenile, and mental health cases are filed appropriately. The Riley County Attorney's Office would like to fill the position, as described in the attached position description to fill the needs of Riley County

DISCUSSION

The incumbent Charging Secretary resigned the position in order to accept a promotion within the Riley County Attorney's Office.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget.

RECOMMENDATION(S)

I recommend the Board approve the Legal Secretary-Charging Secretary for the County Attorney's office.

POSSIBLE MOTION(S)

Move to approve the position of Legal Secretary-Charging Secretary, in the Riley County Attorney's Office, be opened in order to fill this position

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-12 Legal Secretary-Charging (PDF)
- 2015 Legal Secr-Chrging Diversion (DOC)

RILEY COUNTY POSITION ACTION FORM

8.a

Department Attorney Date 12/16/21 Job Title Legal Secretary - Charging

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>11</u>	Start Date <u>12/16/21</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	End Date <u>until filled</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Ramsey Cubie	2. Effective date of promotion, transfer, termination, or change: 12/20/21	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: Internal Hire	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Current employee promoted

2. Is it possible to fill this position internally? If no, why not? Yes, if qualifications are met

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High school graduate; computer/word processing skills; ability to type 60wpm, strong written and oral communication, excellent organization skills

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

12-16-2021

12/20/2021

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	LEGAL SECRETARY-CHARGING DIVERSION		
Department:	County Attorney	Division:	
Reports To:	County Attorney or Assistant County Attorney		
Pay Grade:	I	Status:	Full time
FLSA Status:	Non-Exempt		

Position Summary: To provide secretarial services to the Office of the Riley County Attorney

ESSENTIAL FUNCTIONS:

- Prepare legal documents for all first appearance cases [PC Arrests]. To include daily review of jail report, run criminal history on suspect, forward to attorney for review and approval, file documents with court prior to hearing date.
- Communicate with the Riley County Jail and District Court on new arrests.
- Prepare all charging documents for each attorney to include warrants and summons; prepare file for attorney/secretary.
- Maintain case tracking system [Full Case] at the onset of the case indicating first appearance date and time and assigned attorney.
- Prepare all diversion documents; review diversion documents with defense attorney and client; track all diversion clients verifying compliance with diversion agreement; report to assigned prosecutor when a diversion client is in violation of agreement; testify in court when diversion is revoked; update Full Case.
- Maintain calendars to reflect up-to-date times and places for court appearances, meetings and deadlines.
- Process insufficient funds checks over \$1,000, felony checks or checks outside the City limits to include sending a 10 day letter; forward payments to merchants; prepare warrant for prosecutors signature; prepare file; update Full Case.
- Prepare bank deposits for funds received from diversion clients; prepare spreadsheet and check for District Court regarding paid costs; prepare Daily Office Receipt and check to deposit diversion funds received into Riley County General Fund.
- Prepare spreadsheet for auditor to include summary of all disbursements and deposits.

SECONDARY FUNCTIONS:

As directed by County Attorney or supervisor.

POSITION REQUIREMENTS:

Education: One year certificate from college or technical school; one year related experience and/or training; or equivalent combination of education and experience.

License(s)/Certificate(s): Must pass a criminal records background check.

Experience: Any combination of experience, education or training which provides the following knowledge, skill and ability: Knowledge of Word, Full Case, Excel and other relevant computer software. Typing speed of at least 60 wpm. Knowledge of criminal and civil legal system. Knowledge of procedures in the District Court System and Riley County Police Department as they relate to the Riley County Attorney's Office. Knowledge of required legal language for court documents. Knowledge of forms required by the State.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize.

Flexibility in planning and prioritizing work load. Ability to work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions. Ability to research Kansas Statutes and case law. Excellent spelling, grammar, and listening skills.

Supervisory Controls: This position reports directly to the County Attorney and Assistant County Attorneys. Work is assigned under general guidelines by the supervisor and performed independently on own initiative. Documents are reviewed by Attorneys for completeness and accuracy. Deadlines, scheduling, and policies are reviewed and coordinated with supervisor.

Guidelines: Guidelines are given both orally and in writing. Deviation and judgement may be permitted in the application of these guidelines.

Complexity: This position requires frequent interaction with the public, attorneys, law enforcement, and other outside agency staff. The work requires strong organizational and interpersonal skills. A high degree of accuracy is required and deadlines must be dealt with. Work requires following standardized policies and procedures. Ability to prioritize is critical.

Scope and Effect of Work: Position must perform routine, specific procedures and provide follow-through to ensure the efficient and timely progress of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases. Work product and its accuracy effects all staff in the County Attorney's office. Mistakes are generally correctable but will cause delays for staff and offenders.

Personal Contacts: This position will have daily personal contacts with members of the general public court staff, attorneys, law enforcement, and co-workers.

Purpose of Contacts: Involves mainly the gathering, exchanging, and verifying of factual information.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson-County Attorney

MEETING: December 27, 2021

SUBJECT: Request to fill Legal Secretary-Diversion Officer

PRESENTER: Barry Wilkerson & Michele Reid

BACKGROUND

This position is vital to ensure the supervision of all defendants granted Diversion through the Riley County Attorney's Office. The Riley County Attorney's Office would like to fill the position, as described in the attached position description to fill the needs of Riley County.

DISCUSSION

The incumbent Diversion Officer resigned the position in order to accept a promotion within the Riley County Attorney's Office.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget.

RECOMMENDATION(S)

I recommend the Board approve the Legal Secretary-Diversion Officer for the County Attorney's office.

POSSIBLE MOTION(S)

Move to approve the position of Legal Secretary-Diversion Officer, in the Riley County Attorney's Office, be opened in order to fill this position

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-12 Legal Secretary-Diversion (PDF)
- 2015 Legal Secr-Chrging Diversion (DOC)

RILEY COUNTY POSITION ACTION FORM

9.a

Department Attorney Date 12/16/21 Job Title Legal Secretary - Diversion Officer

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>11</u>	Start Date <u>12/16/21</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	End Date <u>until filled</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Kim Lenhart	2. Effective date of promotion, transfer, termination, or change: 12/20/21	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Current employee promoted

2. Is it possible to fill this position internally? If no, why not? Yes, if qualifications are met

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High school graduate; computer/word processing skills; ability to type 60wpm, strong written and oral communication, excellent organization skills

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

12-16-2021

12/20/2021

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	LEGAL SECRETARY-CHARGING DIVERSION		
Department:	County Attorney	Division:	
Reports To:	County Attorney or Assistant County Attorney		
Pay Grade:	I	Status:	Full time
FLSA Status:	Non-Exempt		

Position Summary: To provide secretarial services to the Office of the Riley County Attorney

ESSENTIAL FUNCTIONS:

- Prepare legal documents for all first appearance cases [PC Arrests]. To include daily review of jail report, run criminal history on suspect, forward to attorney for review and approval, file documents with court prior to hearing date.
- Communicate with the Riley County Jail and District Court on new arrests.
- Prepare all charging documents for each attorney to include warrants and summons; prepare file for attorney/secretary.
- Maintain case tracking system [Full Case] at the onset of the case indicating first appearance date and time and assigned attorney.
- Prepare all diversion documents; review diversion documents with defense attorney and client; track all diversion clients verifying compliance with diversion agreement; report to assigned prosecutor when a diversion client is in violation of agreement; testify in court when diversion is revoked; update Full Case.
- Maintain calendars to reflect up-to-date times and places for court appearances, meetings and deadlines.
- Process insufficient funds checks over \$1,000, felony checks or checks outside the City limits to include sending a 10 day letter; forward payments to merchants; prepare warrant for prosecutors signature; prepare file; update Full Case.
- Prepare bank deposits for funds received from diversion clients; prepare spreadsheet and check for District Court regarding paid costs; prepare Daily Office Receipt and check to deposit diversion funds received into Riley County General Fund.
- Prepare spreadsheet for auditor to include summary of all disbursements and deposits.

SECONDARY FUNCTIONS:

As directed by County Attorney or supervisor.

POSITION REQUIREMENTS:

Education: One year certificate from college or technical school; one year related experience and/or training; or equivalent combination of education and experience.

License(s)/Certificate(s): Must pass a criminal records background check.

Experience: Any combination of experience, education or training which provides the following knowledge, skill and ability: Knowledge of Word, Full Case, Excel and other relevant computer software. Typing speed of at least 60 wpm. Knowledge of criminal and civil legal system. Knowledge of procedures in the District Court System and Riley County Police Department as they relate to the Riley County Attorney's Office. Knowledge of required legal language for court documents. Knowledge of forms required by the State.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize.

Flexibility in planning and prioritizing work load. Ability to work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions. Ability to research Kansas Statutes and case law. Excellent spelling, grammar, and listening skills.

Supervisory Controls: This position reports directly to the County Attorney and Assistant County Attorneys. Work is assigned under general guidelines by the supervisor and performed independently on own initiative. Documents are reviewed by Attorneys for completeness and accuracy. Deadlines, scheduling, and policies are reviewed and coordinated with supervisor.

Guidelines: Guidelines are given both orally and in writing. Deviation and judgement may be permitted in the application of these guidelines.

Complexity: This position requires frequent interaction with the public, attorneys, law enforcement, and other outside agency staff. The work requires strong organizational and interpersonal skills. A high degree of accuracy is required and deadlines must be dealt with. Work requires following standardized policies and procedures. Ability to prioritize is critical.

Scope and Effect of Work: Position must perform routine, specific procedures and provide follow-through to ensure the efficient and timely progress of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases. Work product and its accuracy effects all staff in the County Attorney's office. Mistakes are generally correctable but will cause delays for staff and offenders.

Personal Contacts: This position will have daily personal contacts with members of the general public court staff, attorneys, law enforcement, and co-workers.

Purpose of Contacts: Involves mainly the gathering, exchanging, and verifying of factual information.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.