

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, May 20, 2024**

The meeting of the Administration and Human Services Standing Committee was held on Monday, May 20, 2024, at 5:16 p.m. The following members were present: Commissioner Bynum, Chairman; Commissioners Kane, Davis, Hill. Commissioner Ramirez was absent. The following officials were also in attendance: Alan Howze, Assistant County Administrator; Renee Ramirez, Director of Human Resources; Shakeva Christian, Manager in Human Resources; Casey Meyer, Senior Counsel; Angela Lawson, Acting Chief Counsel; Karl Oakman, Chief of Police; Dave Wimberly, Risk Manager; and Brittne MacDonald, UG Clerk Office.

Chairman Bynum said before I call this meeting to order, I want to announce that some committee members, staff, and public are attending remotely via Zoom as well as on site. All participants joining by phone should mute their phones when not speaking to avoid background noise. During the meeting, please make sure you announce yourself by name and title every time you speak to the public that is observing knows who is speaking. When speaking, be sure and speak directly into your microphone, so all comments are heard, and the record of the meeting is accurate. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom or submit comments by email prior to the meeting, and those comments will be included in the record of this meeting. The public may also indicate their intent to provide remote public comment by contacting the Clerk's Office by 5:00 P.M. the Thursday before the meeting. The public will also have the opportunity to provide brief comments, either by telephone, via Zoom, or from the 5th Floor Conference Room of the Municipal Office building. Public comment will be allowed during each agenda item and should be limited to the item at hand and per our Commission Rules of Procedure and should not include any rude or derogatory remarks, reflections as to the integrity abusive comments or statements as to motives or personalities.

Chairman Bynum called the meeting to order. Roll call was taken, and all members were present as shown above.

May 20, 2024

Chairman Bynum said Clerk, do we have any revisions for our meeting tonight? **Brittnie MacDonald, Clerk's Office**, said no revisions.

Chairman Bynum said there are no revisions to tonight's agenda and there are no minutes to approve.

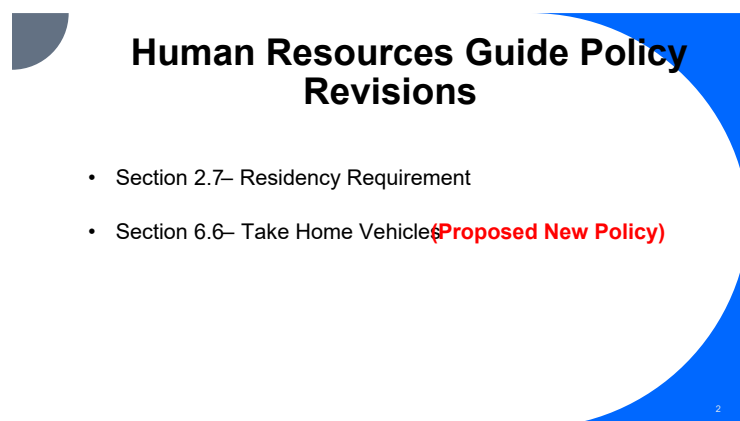
COMMITTEE AGENDA

Item No. 1 – 21104...RESOLUTIONS: HUMAN RESOURCES POLICY UPDATES

Synopsis: Two resolutions adopting approval of updates to the Human Resource Guide regarding the Take-Home Vehicle Policy and revisions to the current Residency Requirement Policy as a result of Workday, submitted by Renee Ramirez, Director of Human Resources.

Renee Ramirez, Director of Human Resources, said this evening before you we're bringing the first of a few policies that we're revising in the Human Resources Guide. The first that we're going to speak of is going to be Section 2.7, the Residency Requirement. Shakeva Christian, HR Manager, will go over some of the modifications to that policy. I do want to state that in no way do the revisions of this policy change the requirement of Unified Government employees having to live within Wyandotte County.

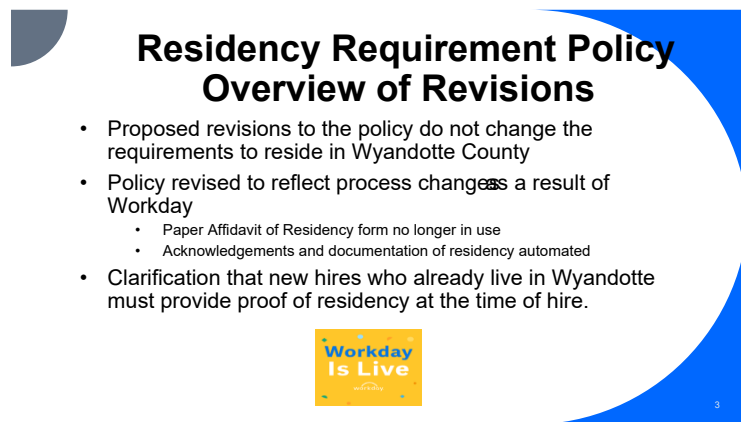
The second policy is going to be in Section 6.6. It's a Take-Home Vehicle Policy. This is a proposed new policy that we have not had before in our Human Resources Guide.



A few years back after we found the Legislative Auditor was doing an audit on take-home vehicles, and we didn't have one overarching policy for take-home vehicles for the different departments

here at the Unified Government, so HR halted their progress on developing this policy until the Legislative Auditor finished the audit, and then we picked that back up and brought stakeholders in for feedback. Dave Wimberly, our Risk Manager, will be going through the details of that policy. With that, I'll turn it over to Shakeva Christian.

Shakeva Christian, HR Manager, said just to go over the proposed changes to the residency requirement policy, as stated earlier, there is no proposal to change the requirements for employees to reside in Wyandotte County.



**Residency Requirement Policy
Overview of Revisions**

- Proposed revisions to the policy do not change the requirements to reside in Wyandotte County
- Policy revised to reflect process changes as a result of Workday
 - Paper Affidavit of Residency form no longer in use
 - Acknowledgements and documentation of residency automated
- Clarification that new hires who already live in Wyandotte must provide proof of residency at the time of hire.

**Workday
Is Live**

Largely this policy is being reviewed for the new processes under Workday. There are a few changes to that verbiage wise that I will point out to you, but largely the reason for the review is due to Workday. There are no more paper affidavits for residency due to the Workday process, and all of the acknowledgements regarding residency are now automated. All of the documentation concerning how that is uploaded or acknowledged is all through our Workday process.

There are three things that I do want to point out with respect to content changes, and that is that we did clarify that new hires that do live in Wyandotte County must provide proof of residency just like all other employees or anyone that's living outside of Wyandotte County in their probationary period that would then move into Wyandotte County as a result of having a 12-month period to relocate. If you do live in Wyandotte County at the time of hire, you still will be required to provide that proof at the time of hire. For those new employees that do not live in Wyandotte County at the time of hire, we want those employees at the six-month period to provide Human Resources with an update of their progress. We just want to make sure that that's occurring

because it does sometimes take a little bit of time to establish if you're moving from one county to the other, you're putting houses on the market. We want to make sure that those things are being worked on while they are in that 12-month period that they have. We included that information in the policy to make sure employees that are new to Wyandotte County and new to the Unified Government are making those arrangements to be in compliance.

The other change with respect to new hires is those employees that have a lease outside of Wyandotte County, they must notify Human Resources if they are going to renew a lease that's outside of Wyandotte County and the reasons for that, and we would review each of those on a case-by-case basis. And then finally, we will now start having all employees acknowledge annually their current addresses and making sure that they have proper documentation for where they reside. That's the gist of that policy. Any questions about that?

Chairman Bynum said I have a question. As far as the paper affidavit, going paperless, but if I'm a new hire, either way, moving into the county or I already live here, I'm apparently uploading some document electronically, right? So, we're still having the evidence, we're just keeping less paper. Is that correct? **Ms. Ramirez** said yes, that is correct. You're still having to provide that information, just in a different format.

Chairman Bynum said other questions? **Commissioner Hill** said yes. I have a question. Thank you for the information. I believe one of the comments I've heard from your department, that one of the challenges for hiring new staff is this residential policy. And I know I've heard the same from the school district, the Police Department, Fire Department. So, I mean I'm just—Okay. Let me ask another question. How long has this policy been in place? **Ms. Ramirez** said this policy has been in place for several, several years. **Commissioner Hill** said at the beginning of the Unified Government when things were changed? **Ms. Ramirez** said yes. **Commissioner Hill** said okay. **Ms. Ramirez** said the city has always had the residency requirement within Kansas City, Kansas. When we consolidated on October 1, of 1997, is when the merger occurred, when it broadened the area to include Wyandotte County, which is how we got Bonner Springs and Edwardsville. So employees would then have the opportunity to live within Wyandotte County instead of just the city of Kansas City, Kansas, because we were unified at that point. **Commissioner Hill** said okay.

Alan Howze, Assistant County Administrator, said and just maybe, Commissioner, one point of clarification. You mention the school district. The school districts don't have residency policies. Our local government is the only one in Wyandotte County that has a residency policy. Just to clarify that. **Commissioner Hill** said sorry about that. I think they used to, though. Maybe not. **Mr. Howze** said I'm not sure if they did or not, but they certainly, none of the school districts have a residency requirement currently.

Chairman Bynum said you know, Dr. Hill, what I think I remember is that they had certain administration levels and higher were required to live in Kansas City, Kansas, and if I'm not mistaken, our Board of Public Utilities has a residency requirement. Is that not correct? **Mr. Howze** said correct, as a sub agency of the Unified Government. **Chairman Bynum** said a sub agency of us. Okay. Go ahead Dr. Hill. I'm sorry.

Commissioner Hill said so with that said, could we do something different? I'm just asking. **Chairman Bynum** said I will say I think it's always worth looking at these policies. We've had presentations brought to us by the Fire Chief, the Police Chief, even the Sheriff, to speak to us about the constraints it puts on hiring. And we have, in the past, even asked this question on our community survey, and we've used those survey results to guide policy making. The year that we did ask that question, which I believe was probably two years ago, those results came back from the citizens far more in support of keeping the policy than removing it. And so it's a difficult decision for us to make, and it's also a policy decision that's going to have to come to the Commission. Ultimately, we would be the ones that would bring forward a change. But I feel like the citizen survey was largely the reason why no change has occurred yet. Because when we saw the results of that it gave us a certain comfort level to continue the policy. So we're going to have to really, I think, do some more study and research and ponder before we do make a change to something like that. Thanks for asking the question. It's a good question, and it's a good conversation to have.

Commissioner Hill said thank you, Commissioner Bynum. I appreciate that, and I hope we can do some further surveys or whatever we need to do because we complain. We just heard a citizen complain about a particular item in the previous meeting, and maybe part of that even is because of lack of staff. I don't know. I'm just saying. If we're going to be proactive, that might be an area where we can make some changes and get more movement for improved services here at the UG. **Chairman Bynum** said thank you. That's a point well taken.

Commissioner Kane said exactly what Commissioner Bynum said. We did the survey, and it was overwhelmingly saying that they had these good jobs with these good benefits, that they should be required to stay here, and if we need to do another survey, I'm okay with that. But the number was so large saying that they should stay versus not staying, and I also think we done a much better job. The Fire Department has hired a bunch. The Sheriff's Department has hired some more. So, should we do another survey? Absolutely. But, in the past, and we've done this more than once, they have said no, we'd just as soon they stay.

Commissioner Davis said a couple of comments and then a question. So, regarding the residency requirements, I do think more engagement is needed. I have heard comments, and that there's some data out there. It might have, I don't know if it is 2022 or it might have been a 2020 or 2019 community survey, I don't even know if we're still doing those anymore. But I do think getting an updated opinion would be very beneficial. I've had conversations with folks throughout Wyandotte County that are on both sides of this issue. What I will say is that there are a lot of our peers that are still struggling to hire that do not have a residency requirement. The DA got rid of the residency requirement, which is within his right. And so that is the other thing to consider. I do think we should have a data driven conversation. It shouldn't just be whether or not you live in Wyandotte County. We really have to weigh the costs and see if school districts or others that have gotten rid of this residency policy are actually doing better as opposed to just saying well, if we got rid of it, it would—KCMO got rid of theirs, and they're still struggling to hire. They just increased the Police Department. They just increased the pay to \$65,000, so there are other things that should be considered.

When I worked for the city of Lawrence, for example, the change that was made was if you were a department head you had to live there or up. So there are other conversations that can be had about this. I don't think it's kind of black and white, but I do think more updated data is needed. Regarding what we have before us for the change, if my packet is accurate, and I'm looking at the residency requirement policy, so it's section 2A. It has a change that implies, at least with my reading, that the—and maybe I need to keep reading. But based upon that amended sentence, it is implying that only those administered by the County Administrator that's a UG employee would have to abide by the residency requirement, and then I see a strikeout for the

executive in the Mayor's Office. So maybe I need to keep reading or I missed something, but is this policy saying that the Mayor's Office no longer has to require residency for the Unified Government, or am I misreading that? **Chairman Bynum** said Commissioner Davis, I am looking at my packet, and I don't see that at all, so I don't know if we're looking at two different packets, Alan? **Mr. Howze** said if you keep going there is a red line version in your packet. **Chairman Bynum** said oh, there sure is. I'm so sorry. I thought I had scrolled to the end. Okay. So 2A. **Ms. Christian** said I think it was struck to reflect that the employee's are employed under the County Administrator versus CEO. But certainly, we can take note.

Chairman Bynum said to me, Ms. Christian, the question that Commissioner Davis brings up, and you will have to tell me if I'm right or wrong, but if I am the Mayor/CEO, I make my own hires in my office, and they work for me. Is that right or wrong? Or are they under the direction of our County Administrator? **Ms. Christian** said your understanding is correct. They work under the Mayor, those in the Mayor's Office. **Chairman Bynum** said and so if we strike, or the Chief Executive/Mayor, we're in effect eliminating their residency requirement. Would that be true, Legal? **Casey Meyer, Senior Counsel**, said that's correct the way it's worded. Yes.

Commissioner Davis said do we have a member of the Mayor's Office that could provide some clarity or I don't know if this is a preference of theirs? I don't want to speak for staff. Could someone provide some information as to how this came about or what the reasoning is behind this? I'm curious. **Chairman Bynum** said was that brought as any suggestion from our Mayor's Office? **Ms. Christian** said no ma'am. **Chairman Bynum** said it was brought within the HR Division? **Ms. Christian** said correct. **Chairman Bynum** said okay.

Mr. Howze said maybe I'll just add, I think it's hard, this understanding that we have now where the DA, for example, can set his own residency policy. So there is a difference for elected officials, and this is really reflecting that organizationally the Civil Service, if you will, of the Unified Government reports up and through the County Administrator, and so this policy is really applicable to that. But the Constitutional Officers have their own latitude to have a residency policy or not. **Chairman Bynum** said now I'm going to push back on that a little bit because it's my understanding that the DA's explanation for why he was able to do that was because he is basically an officer of the state. **Ms. Meyer** said that's true, but also because he's an elected official, he can set his own policy. Similarly, the Sheriff, he's an elected official, he could set his

own policy. Technically, his employees wouldn't have to comply with our Unified Government policy.

Chairman Bynum said, committee, I'm going to suggest leaving for the Chief Executive/Mayor in the wording of Section 2A. That's my suggestion.

Commissioner Kane said well, I got a push back myself. I know the Sheriff's Department can do certain things, but I don't think that's one of them. Something this big, I think we should have on-threes to discuss how we should go about doing this and whether we want to do another survey or so. Unless they're saying it's just simple enough we're not going to move anything right now, and this is just something to kind of update what we're doing and then do a survey later. I'm okay with that, too.

Chairman Bynum said Well, I appreciate that. I would say that in looking at the strikethroughs, and I had read it in the section above. So, I'm reading it again with the strikethroughs, and nothing had bothered me about it when I was reading it without the strikethroughs. And so, the rest of what you bring to me is acceptable, if you will. But I am questioning removing the CEO/Mayor because I believe, and again, it's going to be an opinion, that employees working for our Mayor should live in Wyandotte County if in fact our policy is you need to live in Wyandotte County to work for the Unified Government. I don't know why we would carve out the top elected position within that government.

Commissioner Davis said I agree with you, Chairwoman. I think that, I mean what has been brought to us, I think, is good, and it cleans up a lot of things. I see the Workday mentioned as well. I mean, there is a lot of good stuff in here. But I am absolutely not for that, giving that latitude. I do not see the Mayor or the County Executives or the Chief Executive Officer as a constitutional office in the same way that the DA or the Election Commissioner or the Sheriff is. With that, I think it just makes sense. If you work for the Mayor or the Chief Executive Officer of your community that you have to live here. That is not optional. I don't think that that should be optional. And so I would be in favor of everything else, but I would not be in favor of that particular strikeout. And I do agree that a larger conversation on residency and a more comprehensive study on residency should take place. I don't necessarily think that that means we

can't make a decision tonight, though. **Chairman Bynum** said I would agree with you, and I appreciate that.

I would be willing to take a motion accepting the changes with the exception of 2A, leaving in the phrase or the Chief Executive/Mayor of the Unified Government and then adopting the rest of the policy as presented if someone would be willing. **Commissioner Kane** said are we doing that in the form of a motion? **Chairman Bynum** said please. **Commissioner Kane** said well, I asked you if you were doing that in the form of a motion. **Chairman Bynum** said oh, I would be willing to accept you doing that in the form of a motion. **Commissioner Kane** said okay.

Action: **Commissioner Kane made a motion accepting the changes with the exception of 2A, leaving in the phrase or the Chief Executive/Mayor of the Unified Government and then adopting the rest of the policy as presented.**

I'll make the motion exactly the way you said. **Chairman Bynum** said okay. Thank you. Is there a second to that motion? **Ms. MacDonald** said we have to have the public forum before the motion. Public comment. **Chairman Bynum** said okay. We'll hold on that motion for just a moment. We've had committee comments, so we will ask if there were any comments received from the public? **Ms. MacDonald** said no comments received. **Chairman Bynum** said okay is there anyone online from the public that wishes to speak? **Ms. MacDonald** said yes. We have one hand raised for A. J. L. Please state your name, and you will have three minutes.

Angela Lawson, Interim Chief Council, said I just wanted to say that the statutes are different for each of the elected's offices. The Sheriff's employees do have to follow the personnel codes. **Chairman Bynum** said okay. **Ms. Lawson** said so that was what I just wanted to provide clarity on. But those statutes vary per elected office. **Chairman Bynum** said okay, so, for example, within the DA's purview per state statute, he did have the latitude, but within the Sheriff and those statutes that elected official does not have the latitude. Right? **Ms. Lawson** said correct. Those are very different. I haven't pulled up the District Attorney's one, but that is my recollection of his, but I just double checked the Sheriff's, and they do have to follow. **Chairman Bynum** said okay. I appreciate that very much.

Commissioner Hill said yeah, just another question. I know we're moving forward with the motion and a second now, but when will we come back to this and have this conversation in more detail? **Commissioner Bynum** said I think that is a request that should be made to our Mayor and our Administrator. Because perhaps it is a discussion at a special session more than likely, so it would not hinder the work here, but as Commissioner Kane I think also indicated, and even Commissioner Davis, it is worthy of more conservation, but I think it's a request that's going to go through our Mayor and our Administrator. **Commissioner Hill** said okay. Thank you.

Chairman Bynum said Clerk, are there other hands up online? Is there anyone in the audience present that would? Chief, please? You may come forward if you like. Come up to the table, and take the microphone, and speak to us, please.

Chief Oakman, Police Department, said real quick, the only comment I had was on the six months, that is new, and most of our people at six months they're not nowhere near ready to move in because they had just, it takes them five months to get out of the academy, so that would be putting additional pressure on them when they have a year, and we're requiring them to give something in six months. **Chairman Bynum** said and for the record, if after six months a new hire has not relocated to Wyandotte County they will need to provide Human Resources a written update of lack of their progress? **Chief Oakman** said yes. That's new. That's a new thing. **Chairman Bynum** said do you think that's an undue burden? **Chief Oakman** said I think so, for us. Now, I don't know about the rest of the departments.

Chairman Bynum said correct me if I'm wrong Renee. Is that an email from me to you saying I've looked at these ten apartments. **Ms. Ramirez** said so what we're looking for here is just basically that, something from the new hire that basically says I've started looking at apartments or looking at different locations on where to relocate in Wyandotte County. I think what we're trying to avoid is that new hires actually sending information for extensions in month 11, and no progress has been made. **Chairman Bynum** said I don't want to assume anything, but sometimes it sounds like it's because we haven't made any progress because we haven't tried. **Ms. Ramirez** said that's correct. **Chairman Bynum** said and Chief, to your point, I'm in the academy so it's hard for me to find something in a six month time when five of the six months I'm in the academy.

Chief Oakman said correct, and if we, I mean we give them 12 months. If they move in 11 months and 15 days, they get 12 months. **Commissioner Bynum** said that's right. **Chief Oakman** said I get it. I understand. I agree with Renee 100%, but I think what it does is it's still cutting into that we're not trying to expand the residency, we're trying to restrict it. Just something to think about. **Chairman Bynum** said Commissioners, any thoughts on that comment?

Commissioner Davis said so, in line with that, and how I'm reading this, it is not necessarily saying if you haven't moved here in six months you can't work here. What I'm reading is if after six months you haven't—within six months we need you to give us some idea of what the progress has been. I would be amendable to changing that to nine months to accommodate, and this is just an idea off the fly, Committee, but nine months to accommodate such situations where, particularly for folks getting out of the academy, you get those additional three months to advise on progress, and, of course, you have another three months if you're at nine, right, to get to 12. You have another three months to actually move. So, that would be an idea. I would love to hear what other folks think. I'm curious, for Chief Oakman, if that does satisfy some of those concerns.

Chief Oakman said I agree 100%. I was thinking the exact same thing Commissioner Davis. **Chairman Bynum** said thank you for that. I appreciate that. So, Committee, that would be a modification of 2C.

Commissioner Kane said are we done with the public? **Chairman Bynum** said let me double check. Thank you, Commissioner Kane. Are there others that want to speak on the item? Online or in person. **Ms. MacDonald** said no hands raised. **Chairman Bynum** said okay. Commissioner Kane.

Action: **Commissioner Kane** made a motion to modify his motion from six months to nine months.

Chairman Bynum said okay. So the motion, if I could restate it, would include removal of the strikeout in A, 2A in putting the words or the Chief Executive/Mayor of the Unified Government back into that section of the policy. In 2C we would modify if after nine months a new hire has

not relocated. Commissioner Kane, is that acceptable as your motion? **Commissioner Kane** said perfect.

Chairman Bynum said and is there a second? **Commissioner Davis** seconded the motion.

Chairman Bynum said any further discussion? Clerk, let's have roll please.

Roll call was taken, and there were three "Ayes," Davis, Kane, Bynum, and one "No," Hill.

Chairman Bynum said so, Committee, because the motion fails, it's three to one in favor of. However, in order for an item to move forward for adoption by full committee it requires a minimum of four votes in favor. So, what that means is that this is going to have to either come back in some new form. Casey, please enlighten us on next potential steps or I guess it's possible that there just won't be a revision. **Ms. Meyer** said well, I think that the department can take into consideration the comments tonight and then bring it back in the future. **Chairman Bynum** said okay. So we could put failed for tonight. This portion of the policy is failed for tonight. We could see it again next month possibly. My suggestion would be to talk with Commissioner Hill specifically to see if there is something that would be amenable, and then we do still have a second portion of this HR guide revision that you're wanting to bring forward if you want to go ahead and walk us through that section now.

Ms. Ramirez said yes, we do. We'll move forward with Dave Wimberley and the take-home vehicle policy. **David Wimberly, Risk Manager**, said tonight, we are proposing a new policy of, let's just call it our take-home vehicle policy. The purpose of this policy is to establish strong internal control systems to ensure the UG vehicles are being used appropriately.

Key Elements of Take Home Vehicle Policy

Centralized Authorization Process:

- Use of vehicle based on beneficial need for delivery of service for UG business
- Driver's must maintain a valid Kansas DL based on class of vehicle
- "Take Home Vehicle Authorization Form" must be completed at onset and annually thereafter
- Operators subject to annual motor vehicle checks
- Take Home Vehicles are only authorized when there is clear and convincing justification to do so
- Departments can set a stricter policy subject to the County Administrator's approval
- County Administrator must approve all take home vehicles for director level positions and above

Responsible Use of Take Home Vehicle:

- Only authorized employees are permitted to operate vehicle
- Non-business passengers (e.g. family/friends) prohibited from riding in vehicle
- Only "de minimis" personal use is permitted
- Travel 50 miles outside of Wyandotte County is prohibited unless approved by department
- Employees must abide by all state, federal, and local laws while operating vehicle.
- Operators must abide by HRG policies for Substance Abuse; Driver's Safety; Use of Cell/Electronic Devices While Driving
- Operators must inform UG of any traffic citations or suspension of driver's license while operating a UG vehicle or personal vehicle (if that citation affects the status of the driver's license).
- Violations of the policy could result in revocation of take home vehicle and/or disciplinary action up to and including termination.

Some of the key elements of this take-home vehicle are the use of the vehicles based on a beneficial need for delivery of services of the Unified Government. Drivers must maintain a valid Kansas driver's license based on the class of vehicle they'll be operating. A take-home vehicle authorization form must be completed at the onset or annually thereafter an employee has been granted the use of a take-home vehicle. The operators will be subject to an annual motor vehicle check. The take-home vehicles are only authorized when there is a clear and convincing justification to do so. Also, some departments can set stricter policies subject to county administration's approval.

Take Home Vehicle Policy

Purpose of new policy

The purpose of this policy is to establish a strong internal control system to ensure UG vehicles are being properly used and comply with local, state and federal regulations.

Note: Police, Fire and Public Works have set aside departmental policies that must abide by this general policy (These depts account for more than 90% of UG take home vehicles)

Rationale for creating new policy

- UG liable for improper UG vehicle use
- No current centralized system of authorizations
- No current centralized system of tracking vehicles authorized for take home purposes
- No formal policy concerning take home vehicles for non-public safety and non-public works departments
- HR previously began development of this policy. It was placed on hold due to an Audit by the Legislative Auditor. This policy contains all recommendations of the Legislative Auditor.

Ms. Ramirez said I'm sorry to interrupt, but before we get into the details of the policy, I would like for us to go over the rationale for creating the new policy because I think you have to have the rationale to get the full understanding of why we're making a change on the policy. And again, as Dave mentioned, the purpose of this policy is to establish a strong internal control system to ensure that the vehicles are being used properly. That is something that we haven't had before. The second thing is that HR was working on this policy. The Legislative Auditor took it up and did an

audit and came back with some of the same findings that we actually are establishing within this policy. So again, the rationale for creating the policy is that UG liability for the improper use, you know when you're not properly utilizing Unified Government vehicles that is a liability and a risk to our organization, which ultimately costs us money. Again, no current centralized system of authorizing who gets a take-home vehicle and for what business necessity and why. We needed to have a system that was going to track this so that way if we're asked questions, we have the data, and we can make decisions based off of the data. No formal policy has ever been in place. Those are the reasons why we wanted to bring forth an overarching umbrella policy. There are specific departments that actually have their own internal policies that could be stricter than the overall policy. The Police Department has a take-home vehicle policy. The Fire Department has a take-home vehicle policy, and the Public Works Department also has a take-home vehicle policy. We've taken all of that information and kind of incorporated some of those things to develop the policy that we're bringing forward to you this evening.

Mr. Wimberley said thank you, Renee. Some of the responsibilities of a take-home vehicle—only authorized employees are permitted to operate this vehicle. There will be no non-business passengers. Family, friends would be prohibited from riding in the vehicle. The vehicle could only be used for de minimis personal use. That would be permitted—that would be something if an employee needs to pick up a prescription on their way home, and it's on the route home. They can't go out of the way to pick up that prescription, that's as an example. Travel 50 miles outside of Wyandotte County is prohibited unless approved by the department. Employees must abide by all state, federal, and local laws while operating the vehicle. Operators must abide by the HRG policies for substance abuse, driver's safety, and use of cell phones while using the vehicles. And the operators must inform the UG or their department of any traffic citations or suspensions of their driver's license while operating a UG vehicle or personal vehicle, particularly if that citation affects the status of their driver's license. For example, if they get suspended or revoked. And then all violations of this policy could result in revocation of the take-home vehicle and/or disciplinary action up to and including termination.

Main take aways

Adopting this policy will ensure the Unified Government is complying with state and federal regulations, which prohibits private use of publicly owned vehicles.

Enactment of this policy provides an avenue to revoke access to a take home vehicle due to policy violation

Implementation of this policy will reduce the Unified Government's liability due to unauthorized use

6

Some of the main take-aways of this policy is adopting this policy will ensure the Unified Government is complying with state and federal regulations, which prohibits private use of publicly owned vehicles. Enactment of this policy provides an avenue to revoke access to a take home vehicle due to a policy violation. Implementation of this policy will reduce the Unified Government's liability due to unauthorized use.

Next Steps:

- All departments supply a list of individuals that have been issued takehome vehicles and complete Take Home Vehicles Authorization forms for each.
- County Administration to review department specific policies for approval.
- Human Resources to crossreference department forms with Fleet Maintenance records to ensure all vehicles are captured.
- Human Resources to complete motor vehicle records checks of individuals that have been issued TakeHome Vehicles.
- Human Resources to ensure individuals authorized to use/drive a take-home vehicle are in the random drug and alcohol pool.

The next steps with adopting this policy is all departments will supply a list of individuals that have been issued a take-home vehicle and complete a take-home vehicle authorization form for each employee that has a take-home vehicle. County Administration is to review the department specific policies for approval. Human Resources will cross-reference department forms with Fleet Maintenance records to ensure all vehicles are captured, all vehicles that are used as a take-home vehicle are captured. Human Resources will then complete motor vehicle record checks for individuals that have been issued a take-home vehicle. And also, Human Resources will ensure individuals authorized to use or drive a take-home vehicle are in the random drug and alcohol pools.

Chairman Bynum said okay. Thank you very much. Questions from the Committee? Is there anyone online from the public that wishes to speak on the item? **Ms. MacDonald** said no hands are raised. **Chairman Bynum** said and anyone here in person that wishes to speak. We have no comments from our commissioners and no comments from the public. Is there a motion to adopt this policy as presented?

Action: **Commissioner Hill made a motion, seconded by Commissioner Kane, to approve as submitted.** Roll call was taken, and there were four “Ayes,” Hill, Davis, Kane, Bynum.

Adjourn

Chairman Bynum said thank you very much and thank you Human Resources. Really appreciate your work. That does conclude our meeting, and I would entertain a motion to adjourn.

Action: **Commissioner Kane made a motion, seconded by Commissioner Davis, to adjourn.** Roll call was taken and there were four “Ayes,” Hill, Davis, Kane, Bynum.

The meeting was adjourned at 6:01 p.m.

dt/bs