



Unified Government of Wyandotte County and Kansas City, Kansas

Administration & Human Services Standing Committee

Fifth Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Commissioner Christian Ramirez

*Commissioner At-Large Dist. 2 Andrew Kump, Commissioner, District 1 - Jermaine Howard
Commissioner, District 4 - Evelyn Hill, Commissioner, District 6 - Phil Lopez*

UPDATED AGENDA

Monday, April 13, 2026

Immediately upon adjournment of the earlier committee, or 5:00 PM

1. **Call to Order/Roll Call**
2. **Revisions to April 13, 2026, Agenda**
AGENDA UPDATE: CHANGE TO ITEM 4.1 UNDER COMMITTEE
AGENDA AND ADD DOCUMENT TO ITEM 4.7
3. **Approval of standing committee minutes from March 24, July 28, August 25, and September 22, 2025, and January 28 and February 17, 2026.**
4. **Committee Agenda**
 - 4.1 **RESOLUTION: SELLING CERTAIN UNIFIED GOVERNMENT PROPERTIES TO THE PUBLIC (CHANGE PER AGENDA UPDATE)**
Synopsis: Adopting a resolution to authorize the sale of 10039 Leavenworth Road, 9913 Leavenworth Road, 3042 N. 99th Street, 3030 N. 99th Street, **2938 N. 99th Street**, 12 N. James Street, 16 N. James Street, and **72 Central Avenue**.
Tracking #: 21264
 - 4.2 **RESOLUTION: HOUSE SUBSTITUTE FOR SENATE BILL 244**
Synopsis: Adopting a resolution authorizing the County Administrator to implement a policy related to ensuring compliance with House Substitute for Senate Bill 244 regarding the designation and use of multiple-occupancy private spaces in public buildings.
Tracking #: 21231
 - 4.3 **APPROVAL: HR GUIDE REVISION: 5.13 PAID CHILDBIRTH AND PARENTAL LEAVE**
Synopsis: Language is proposed to modify the policy whereby the amount of childbirth and parental leave granted is prorated to equivalent 6 week and 4 weeks of paid childbirth and parental leave, respectively. Additional proposed language includes parameters for leave taken at the end of employment.
Tracking #: 21228

- 4.4 **APPROVAL: HR GUIDE REVISION: 2.13 IDENTIFICATION BADGES**
Synopsis: New language is proposed to clarify that employees must wear UG ID badges while on duty; Employees can only use their own ID badge to gain entry into authorized facilities and supervisors must promptly collect and disable badge access from employees that are no longer employed.

Tracking #: 21229

- 4.5 **APPROVAL: HR GUIDE REVISIONS: 6.6 TAKE-HOME VEHICLE POLICY**

Synopsis: As a result of the elimination of the residency requirement for Unified Government employees, it is necessary to amend the Take-Home Vehicle policy to mitigate risks associated with storing UG vehicles outside of Wyandotte County.

Tracking #: 21230

- 4.6 **PRESENTATION: LEGISLATIVE AUDITOR'S OFFICE**

Synopsis: An update on the Legislative Auditor's Office operation, programs, accomplishments, challenges, and upcoming priorities.

For Information Only.

Tracking #: 21241

- 4.7 **PRESENTATION: UPDATE FROM REGISTER OF DEEDS (ADDING DOCUMENT PER AGENDA UPDATE)**

Synopsis: An update on department projects, programs, and initiatives from the Register of Deeds office.

For Information Only.

Tracking #: 21242

5. Public Agenda

6. Adjourn

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**AGENDA UPDATE
ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MEETING
MONDAY, APRIL 13, 2026**

CHANGING AN ITEM & ADDING NEW DOCUMENTS

4. COMMITTEE AGENDA

Item No. 4.1 – RESOLUTION: SELLING CERTAIN UNIFIED GOVERNMENT PROPERTIES TO THE PUBLIC

Synopsis: Adopting a resolution to authorize the sale of 10039 Leavenworth Road, 9913 Leavenworth Road, 3042 N. 99th Street, 3030 N. 99th Street, **2938 N. 99th Street**, 12 N. James Street, 16 N James Street, and **72 Central Avenue**.

- Resolution
- Parcel Maps

Tracking #: 21264

ADDING DOCUMENT

4. COMMITTEE AGENDA

Item No. 4.7 – PRESENTATION: UPDATE FROM REGISTER OF DEEDS

Synopsis: An update on department projects, programs, and initiatives from the Register of Deeds office.

For Information Only.

Tracking #: 21242

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Melissa Bynum
Commissioner Mike Kane – Commissioner Christian Ramirez –
Commissioner Andrew Davis – Commissioner Evelyn Hill

MINUTES

Monday, March 24, 2025
6:38 PM – 7:46 PM

Attendance:

Committee Members Present:

- Commissioner Bynum (Chair)
- Commissioner Kane
- Commissioner Davis
- Commissioner Hill
- Commissioner Ramirez

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Unified Government Clerk's Office)
- Wendy Green (Deputy Chief Counsel)
- Irene Caudillo (Chief of Staff, Mayor's Office)
- Dr. Shelley Kneuvean (Chief Financial Officer)
- Alyssa Marcy (Long Range Planner, Planning and Urban Design)
- Luby Valdovino (Grants Administrator)
- SueZanne Bishop (Senior Legal Attorney)
- Rodney Lucas (Interim Assistant County Administrator)

Call to Order:

Commissioner Bynum called the meeting to order at 6:38 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes:

There were no minutes to approve.

Committee Agenda:**Item No. 4.1 - ORDINANCE: PROVIDING FOR COUNTY ADMINISTRATOR SUCCESSION
(Discussion Begins: 1:34:12)**

This item was remanded to the standing committee from the full commission for additional review and discussion. The ordinance would amend the Unified Government Code to provide for County Administrator succession during periods when the Administrator has been dismissed, resigned, or has a prolonged absence.

Commissioners in discussion.

Discussion Participants:

- **Commissioner Davis** questioned the necessity, noting current processes work effectively with Assistant County Administrators (ACAs) serving as acting administrators
- **Commissioner Kane** stated this was "a solution to a problem we don't have"
- **Commissioner Hill** inquired about succession when mayor and pro tems are unavailable simultaneously
- **Wendy Green, UG Legal Counsel**, explained existing procedures under sections 2-81, 2-101, and 2-102 of the Unified Government Code. Counsel Green confirmed that acting County Administrators possess all authorities of the County Administrator, and existing charter provisions adequately address succession scenarios through Mayor appointment with commission consent.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

No motion was offered. No action was taken by the Committee.

Item No. 4.2 - ORDINANCE: PROHIBITING THE COUNTY ADMINISTRATOR FROM TERMINATING OR DISCIPLINING SUBORDINATES DUE TO UNFAVORABLE PERSONNEL ACTION (Discussion Begins: 1:34:12)

This ordinance would prohibit the County Administrator from taking retaliatory action against employees. The item was also remanded from the full commission.

Discussion Participants:

- **Irene Caudillo, Chief of Staff** explained the mayor's concerns about potential gray areas regarding administrator authority over staff
- **Commissioner Kane** reiterated this addresses a non-existent problem
- **Commissioner Davis** inquired about whistleblower protections and employee rights
- **SueZanne Bishop, Legal Department** confirmed UG employees are informed of their rights and are covered by federal whistleblower laws.

Legal Remedies Identified:

- HR complaint processes
- Ethics administrator complaints
- Mayor can call special sessions for immediate action
- Federal whistleblower protections for grant-funded employees

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

No motion was offered. No action was taken by the Committee.

Item No. 4.3 - PRESENTATION: INTERDEPARTMENTAL GRANTS COALITION: 2025 FUTURE GRANT PURSUITS (Discussion Begins: 1:58:24)

Alyssa Marcy, the Long-Range Planner in the Planning and Urban Design Department, presented the item.

Key Points

- The interdepartmental grants coalition began in December 2022, now includes 13 departments and USD 500, and coordinates grant pursuits to avoid departments competing against each other.
- Coalition priorities are seeking no-match grants due to financial constraints; the group uses a strategic “go/no-go” approach before applying for grants.

- Collaboration with partners (e.g., the Kansas Infrastructure Hub) helps identify opportunities and leverage technical assistance.
- There is uncertainty with federal grant programs: some grants have disappeared or been rescinded, and the loss of “disadvantaged community” status affects eligibility and matching requirements.
- 2025 priority projects include:
 - A. Micro transit programs continuation
 - B. Permanent location for “On House” facility
 - C. Choice Neighborhood planning grant (with KCK Housing Authority)
 - D. Youth supportive services (sub-grants to nonprofits)
 - E. Riverfront development and levee trails (funding gap exists)
 - F. Combined sewer overflow systems (large funding needs)
 - G. Major bridge replacements (Kansas and Central Avenue)
 - H. Intersection improvements (especially ahead of World Cup 2026)
 - I. Turkey Creek Trail public access
 - J. World Cup beautification efforts
 - K. Park-specific priorities like Rosedale Arch restoration, Piper land acquisition, Parkwood pool assessment, and countywide urban heat island mitigation
- Noted challenges include tighter federal grant environments, ongoing funding gaps, and shifting grant eligibility.
- The coalition’s work fosters collaboration, strategic planning, and efforts to maximize grant success under constrained fiscal circumstances.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

COMMITTEE REQUESTS FOR FUTURE AGENDA ITEMS

The following items were formally requested for future committee consideration:

1. Elected Official Succession Planning - Address succession when mayor and pro tems are unavailable
2. ARPA Projects Update - Comprehensive report on American Rescue Plan Act project outcomes
3. Grants Policy Review - Presentation and potential revision of current grants policy

Commissioner Davis made a motion to request these items for future agendas. The motion was seconded by Commissioner Ramirez.

Vote: Motion carried 5-0

- Ayes: Davis, Kane, Hill, Ramirez, Bynum
- Nays: None
- Absent: None

Adjournment: (Discussion Begins: 2:39:48)

Commissioner Kane moved to adjourn the meeting. The motion was seconded by Commissioner Ramirez.

Vote: Motion carried 5-0

- Ayes: Davis, Kane, Hill, Ramirez, Bynum
- Nays: None
- Absent: None

The meeting was adjourned at 7:46 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Melissa Bynum
Commissioner Mike Kane – Commissioner Christian Ramirez
Commissioner Andrew Davis – Commissioner Evelyn Hill

MINUTES

Monday, July 28, 2025
5:01 PM – 7:13 PM

Attendance:

Committee Members Present:

- Commissioner Bynum (Chair)
- Commissioner Kane
- Commissioner Ramirez
- Commissioner Davis
- Commissioner Hill (Arrived at 5:27 p.m.)

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Unified Government Clerk's Office)
- Wendy Green (Deputy Chief Counsel)
- Alan Howze (Assistant County Administrator)
- J. Renee Ramirez (Director of Human Resources)
- Dr. Shelley Kneuvean (Chief Financial Officer)
- Michael Abbott (Election Commissioner)
- Phyllis Wallace (Director of Human Services)
- Monica L. Sparks (Unified Government Clerk)

Call to Order:

Commissioner Bynum called the meeting to order at 5:01 p.m.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes:

Commissioner Kane moved to approve the minutes of the April 22 and May 20, 2024, meetings. The motion was seconded by Commissioner Davis.

Vote: Motion carried 4/0

- Ayes: Kane, Ramirez, Davis, Bynum
- Nays: None
- Absent: Hill

Committee Agenda:

**Item No. 4.1 - APPROVAL: TRANSIT DRUG AND ALCOHOL POLICY CHANGES
(Discussion Begins: 3:22)**

The transit drug and alcohol policy changes were presented by J. Renee Ramirez, Director of Human Resources, and Deasiray Bush, Director of Public Transportation.

Key Points:

- **Reason for changes:**
 - A. Required to address findings from a Federal Transit Authority (FTA) / U.S. Department of Transportation audit of the Transit drug and alcohol program.
 - B. Audit began September 2024; onsite work in October; corrections issued in November.
- **Scope of the audit:**
 - A. HR Guide policy 7.4A (drug and alcohol policy).
 - B. Drug and Alcohol Program Manager (DER) information.
 - C. Records management.
 - D. Breath alcohol technician and urine collection procedures.
 - E. Third-party administrators (TPAs) performing collections.

- **Nature of findings and corrections:**
 - A. 11 categories of changes identified.
 - B. Mostly minor corrections: wording changes, clarifying language, small process tweaks.
 - C. No major substantive changes to the overall policy or program.
- **Notable policy change:**
 - A. Add oral fluid as a DOT-approved specimen type.
 - B. Remove references to blood collection for testing.
 - C. However, no U.S. lab is currently certified to test oral swabs, so in practice they cannot use oral fluid yet, even though federal regulations allow it.
- **FTA approval and compliance timeline:**
 - A. FTA has approved all submitted policy edits.
 - B. Unified Government must now close out the FTA audit by providing proof of policy acceptance and proof of distribution of the updated policy to affected employees.
 - C. Deadline to show compliance: September 16, 2025.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Kane made a motion to approve the policy. The motion was seconded by Commissioner Ramirez.

Vote: Motion carried 4/0

- Ayes: Kane, Ramirez, Davis, Bynum
- Nays: None
- Absent: Hill

Item No. 4.2 - RESOLUTION: GRANTS POLICY THRESHOLD AND ACCEPTANCE OF GRANTS (Discussion Begins: 11:08)

The grants policy threshold and acceptance of grants resolution was presented by Dr. Shelley Kneuvean, Chief Financial Officer.

Key Points

Reporting of Awarded Grants (Reinstated Practice)

- The prior policy required reporting when grants are received, but this practice had largely stopped.

- The updated policy explicitly re-establishes that:
 - A. Staff will report back to the Commission on grants awarded.
 - B. A regular, comprehensive list of grants received will be provided (anticipated monthly) to committees and included in packets.
- An annual grants impact report is planned, highlighting outcomes and community benefits, not just dollar amounts.

Short-Notice Grants (New Clarified Section – Subsection C)

- Addresses rare situations where a grant has a very short application deadline.
- In those cases, staff may:
 - A. Use a blue sheet to bring the grant request directly to a Commission meeting to avoid missing the opportunity.
- This is an exception to the normal process; most grants will still follow standard timelines.

Entitlement Grants (Clarification of Scope)

- Many grants are “entitlement grants”: automatic allocations where the Unified Government is the designated administering agency (no competitive application).
- Examples:
 - A. Aging programs/Older Americans Act,
 - B. Medicare funding (Health Department, senior services),
 - C. WIC,
 - D. Community Corrections,
 - E. CDDO and Community Development Block Grant (CDBG).
- These do not require “permission to apply,” because the Unified Government does not apply for them.
- They will, however, be reported so the Commission can see all grant activity.
- A comprehensive list of entitlement grants will be:
 - A. Emailed to the Mayor and Commissioners, and
 - B. Included in the full Commission packet with this policy item.

Thresholds and Matching Requirements

- \$50,000 threshold remains in place:
 - A. Applies to grants over \$50,000, or
 - B. Grants with matching/supplemental funds greater than the stated amount (as described in Subsection (C)).

Dr. Kneuvean reported that:

- Staff reviewed other cities’ and counties’ grant and purchasing policies.

- Unified Government’s thresholds are comparable to peers.
- Main concern is budget impact of matches and new FTEs, not simply the dollar figure.
- She noted that small philanthropic grants (often smaller amounts) may prompt future consideration of a tailored process, but that would not substantially change current practice.

Grant Writing Capacity

- The Unified Government does not have a central grant writer.
- Departments write their own grants as content experts.
- Finance supports the budget and financial components.
- Iparametrics is available for one-off consulting support.
- Departments and Finance monitor grants.gov and association communications; staff do not believe the Unified Government is missing significant grant opportunities.

Oversight Context – Single Audit

- The annual Single Audit (separate from the ACFR) reviews:
 - A. Grant fund use
 - B. Compliance and accounting
- It provides a listing of all grants received in the prior year and is presented to the Commission (typically in September).

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Ramirez made a motion to adopt the resolution. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.3 - RESOLUTION: ESTABLISHING AN ANNUAL LOCAL PRIORITIES LEGISLATIVE PLAN (Discussion Begins: 28:19)

Alan Howze, Assistant County Administrator, presented the resolution establishing an annual Local Priorities Legislative Plan.

Key Points

Purpose of the Plan

- Create a structured, annual process for identifying and acting on local policy and process priorities—similar to the state legislative agenda the Unified Government adopts each year.
- Focus on:
 - A. Eliminating or reducing inefficient, confusing, costly, or unnecessary processes.
 - B. Streamlining ordinances and procedures to improve service delivery.
 - C. Producing tangible, achievable changes within one calendar year (“low-hanging fruit”).

Concept and Background

- Idea came from a 2024 Cities Work evaluation (national nonprofit that helps cities reduce barriers for small businesses).
- Cities Work recommended a “spring cleaning ordinance” approach:
 - A. Regular, intentional review of ordinances and processes.
 - B. Ask: *Are they still accomplishing the intended outcomes? Can they be simplified or modernized?*
- The plan is meant to mirror the state legislative agenda process:
 - A. At the state level, Unified Government develops a short, focused wish list for the legislative delegation.
 - B. Locally, this plan would do the same for Unified Government’s own policies and operations.

Structure of the Local Priorities Plan

- Leadership & Development:
 - A. The County Administrator will:
 - a. Consult with the Legislative Auditor (independent, court-appointed).
 - b. Review community survey results, departmental input, and other data.
 - c. Engage with boards, commissions, and task forces.
 - d. Develop a draft Local Priorities Plan each year.
- Content of the Plan:
 - A. Focus areas could include:
 - a. Administrative actions / process improvements (internal changes staff can implement).
 - b. Policy or ordinance changes (requiring Commission action).

- c. Assignments or guidance to:
 1. Standing Committees, and
 2. Boards and commissions (e.g., Planning Commission, human services boards) to develop recommendations or work plans.
- **Timeline:**
 - A. January: County Administrator presents a proposed Local Priorities Plan to the Commission.
 - B. By end of February: Commission amends and adopts the plan.
 - C. Following adoption:
 - a. The Mayor, working with committee chairs, assigns priorities to appropriate standing committees and boards/commissions.
 - b. Work proceeds over the year, with progress tied back to the adopted priorities.

Role of the Legislative Auditor

- The Legislative Auditor is independent of the Unified Government’s administrative and elected arms.
- Conducts evaluations and reports on operations and policies.
- Under this resolution, their work can:
 - A. Help identify target areas for reform, and
 - B. Provide analysis to support evidence-based changes in the Local Priorities Plan.

Use of Committees, Boards & Commissions

- The plan explicitly leverages existing structures:
 - A. Standing committees (e.g., Administration & Human Services) to vet and advance changes.
 - B. Boards and commissions to:
 - a. Bring community perspectives,
 - b. Work on detailed policy or process recommendations in their subject areas.
- Example topics mentioned:
 - A. Land Bank process.
 - B. Sign ordinances and parking minimums.
 - C. Housing starts and development barriers.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Davis made a motion to adopt the resolution. The motion was seconded by Commissioner Ramirez.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.4 - PRESENTATION: ELECTION ACTIVITIES UPDATE (Discussion Begins: 45:00)

Election Commissioner, Michael Abbott, provided a comprehensive overview of election operations, noting that elections are administered by the county election officer following federal and state law. He announced that effective January 1, 2026, Kansas will eliminate the three-day grace period for mail ballots. Wyandotte County elections cover over 700 positions, maintain daily voter registration updates conducting 40,000-80,000 changes annually, and manage 35 polling locations (30 Election Day, 5 early voting). The office has 10 full-time staff and uses 250-350 election workers per election. Election workers have not received a raise since 2016.

Key Operations Presented:

- Over 300 pieces of election equipment
- Testing 15,000-105,000 ballots before each election
- Election Day operations from 5 AM with polls open 7 AM-7 PM
- Serving 20,000-45,000 voters across 30 locations
- First in state to report election night results (averaging 8:15 PM)

New Initiatives:

- Changed to .gov domain (wycovoteskck.gov)
- Added early voting locations in west county and Edwardsville
- Enhanced security with \$95,000 state grant (cameras, badge access)
- First "I Voted" sticker contest won by Kayla Mortel of Piper High School

Identified Needs:

- Training area (currently interrupts operations)
- Parking lot assessment for safety

- Updated phone system (handled 10,000 calls in 2024)
- New voting equipment (~\$2.5 million estimated, with ~\$1 million in election levy fund)

Budget: \$1.6 million actual budget after \$207,000 transfer to county general fund

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Item No. 4.5 - PRESENTATION: HUMAN SERVICES/CDDO (Discussion Begins: 1:08:48)

The Human Services Department covers three areas: the Wyandotte County Developmental Disability Organization (CDDO) serving only county residents, Human Relations ensuring equal opportunity and access, and Dispute Resolution providing mediation services. Phyllis Wallace, Human Services Director, Yer Hang, Human Services, and Greg Carr, Dispute Resolution, provided information to the committee.

Key Points

- **CDDO Services:** Single point of entry for Intellectual and Developmental Disability waiver with approximately 9-10 year wait list. Seven waivers available in Kansas with varying eligibility criteria. Most families served live below poverty line on fixed incomes. Programs include summer day program, Special Olympics, and emergent need program.
- **Funding:** 65% state/federal match, 35% mill levy covering seven staff members.
- **Human Relations:** Mission to ensure equal opportunity and access through anti-discrimination law enforcement, mediation services, education and community engagement. Includes ADA compliance, landlord-tenant issues, and disabled parking applications.
- **Dispute Resolution:** Greg Carr serves as sole mediator, handling misdemeanor case mediation, police report review, and directing cases to appropriate departments. Also handles disabled parking site visits and landlord-tenant issues with approximately 15 years as state-approved mediator.
- **Community Events:** Annual Picnic in Park (August 22 at Bonner Wyandotte County Park), resource fairs, job readiness classes, community outreach events.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

**Item No. 4.6 - PRESENTATION: UNIFIED GOVERNMENT CLERK'S OFFICE OVERVIEW
(Discussion Begins: 1:38:01)**

Monica L. Sparks, Unified Government Clerk, provided a two-phase presentation covering rebate programs and overall operations of the Clerk's office. Staff members were introduced to the committee.

Key Points

- **Rebate Programs:**
 - A. Utility rebate (including BPU pilot relief) for BPU rate payers based on income, age, disability (maximum \$200)
 - B. Sales tax rebate available even if utility rebate doesn't qualify
 - C. Property tax rebate from state (homestead, safe senior up to 75% rebate, disabled veterans/seniors)
- **2024 Results:**
 - A. Served 1,480 individuals (increase from 1,343 in 2023)
 - B. District 8 showed biggest increase in applicants
 - C. Total Unified Government rebate: \$465,000
 - D. Property tax rebate: \$468,000
 - E. Combined total: \$933,000 (increase from \$891,000 in 2023)
- **Outreach Efforts:** Mobile service to community centers (Eisenhower, Argentine, Annex most attended), participation in community events, partnerships with 311, BPU, Transportation, Aging services.
- **Barriers:** Communication remains primary challenge with 80% of last applicants being first-time participants who had never heard of the programs.
- **Clerk's Office Operations:**
 - A. 1,000+ statutory responsibilities
 - B. 81 meetings attended in 2024 (176 hours)
 - C. Meeting notices for 37 active boards/commissions
 - D. Tax levy management for 17 taxing entities
 - E. Freedom of Information officer (460 requests, 4,111 sheriff's jackets in 2024)

- F. Mail handling: 96,000 pieces incoming mail, 7,589 packages for four buildings
- G. 962 boxes of records shredded (end of lifecycle)

- **Efficiency Initiatives:**

- A. Standardizing agenda formats across all boards/commissions
- B. Single Zoom link per year for full commission meetings
- C. Working toward summary minutes instead of verbatim (currently 8 hours transcription per 1 hour of meeting)
- D. Consolidating tax levy systems with Appraiser's office
- E. Potential email tax statements
- F. Consolidating records storage from two facilities to one
- G. Digital ordinance/resolution library (2004-forward currently available)

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Adjournment: (Discussion Begins: 2:11:47)

Commissioner Ramirez made a motion to adjourn the meeting. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

The meeting was adjourned at 7:13 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Melissa Bynum
Commissioner Mike Kane – Commissioner Christian Ramirez
Commissioner Andrew Davis – Commissioner Evelyn Hill

MINUTES

Monday, August 25, 2025
6:00 PM – 7:34 PM

Attendance:

Committee Members Present:

- Commissioner Bynum (Chair)
- Commissioner Kane
- Commissioner Ramirez (Arrived at 6:06 p.m.)
- Commissioner Davis
- Commissioner Hill

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Unified Government Clerk's Office)
- David Johnston (County Administrator)
- Wendy Green (Deputy Chief Counsel)
- Alan Howze (Assistant County Administrator)
- SueZanne Bishop (Senior Counsel)
- Ruth Jones (Director Area Agency on Aging)
- Jacqui Watts (Fiscal Analyst, Area Agency on Aging)
- Emma Fonseca (Area Agency on Aging)

- Lesley Strohschein (Deputy Chief Financial Officer)
- Lupe Valdovino (Grants Administrator)
- Reginald Lindsey (Budget Director)

Call to Order:

Commissioner Bynum called the meeting to order at 6:00 p.m.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins: 59:42)

Commissioner Kane moved to approve the minutes from the July 22, 2024, meeting. The motion was seconded by Commissioner Davis.

Vote: Motion carried 4/0

- Ayes: Kane, Hill, Davis, Bynum
- Nays: None
- Absent: Ramirez

Committee Agenda:

Item No. 4.1 - RESOLUTION: BUDGET AMENDMENT FOR DEPARTMENT OF AGING (Discussion Begins: 1:00:03)

Alan Howze, Assistant County Administrator, and Ruth Jones, Director of Area Agency on Aging, presented the adoption of a resolution approving a budget amendment for the Area Agency on Aging Department. The budget amendment seeks to repay \$429,000 to the Kansas Department of Aging and Disability Services (KDADS) based on a recent audit. This was the first audit by KDADS in the department's 33-year history.

Key Audit Findings Discussed:

- **Late Monthly Financial Reports:** Reports were submitted quarterly instead of monthly due to staff transitions and new financial systems.
- **Sub-ledger Reconciliation:** Accounting ledgers weren't matching with the new Workday system implemented in 2023.

- **Single Audit Delays:** Federal grant audits were behind schedule but are now back on track.
- **Volunteer Stipend Issues:** Long-standing practice of paying volunteer stipends was found non-compliant; volunteers are now part-time employees.
- **Time and Activity Records:** The primary cause of the \$429,000 recoupment - lack of signed daily/weekly activity sheets despite having payroll records and documented work serving seniors.
- **Supporting Documentation:** Monthly financial reports and cash receipt documentation issues.
- **Annual Audit Review:** Leavenworth County sub-recipient monitoring was overlooked but has been completed.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Kane made a motion to adopt the resolution. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Hill, Ramirez, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.2 - ORDINANCE: AMENDING LEVY OF TRANSIENT GUEST TAX (Discussion Begins: 1:38:18)

David Johnston, County Administrator, and Wendy Green, Deputy Chief Counsel, presented approval of an ordinance to increase the transient guest tax from 8% to support World Cup 2026 preparations and ongoing tourism infrastructure needs.

Original Proposal: Increase from 8% to 10% for calendar year 2026 only, with 1.5% to Parks and Recreation capital projects and 0.5% to the convention and tourism fund.

Discussion Points:

- World Cup 2026 expected to bring 670,000 visitors
- Other cities have increased their rates: Lawrence (6% to 8%), Olathe (6% to 9%)
- Each 1% generates approximately \$600,000 in revenue
- Tax applies only to hotel stays and short-term rentals (Airbnb, VRBO)
- Does not impact residents unless they stay in local accommodations

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Kane made a motion to adopt the resolution at a 10% rate. The motion was rescinded.

Commissioner Davis made a motion to adopt the resolution increasing the tax from 8% to 12%, no sunset date, and 3% allocated to Parks. The motion was seconded by Commissioner Kane.

Commissioner Davis amended his motion to increase the tax by 4%, with no less than 3% allocated to Parks, with no sunset date. The amended motion was seconded by Commissioner Kane.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.3 - ORDINANCE: CALLING FOR ELECTION RELATING TO CITY RETAILERS' SALES TAX (Discussion Begins: 2:01:45)

David Johnston, County Administrator, and Wendy Green, Deputy Chief Counsel, presented approval of an ordinance calling for an election to consider increasing city retailer sales tax by 1% for general purposes, generating approximately \$35-37 million annually.

Current Tax Structure:

- State: 6%
- County: 1%
- City: 1.625% (1% general + 0.625% special purpose)
- Proposed total: 10.125%

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

No action was taken by the committee.

Adjournment: (Discussion Begins: 2:33:05)

Commissioner Kane made a motion to adjourn the meeting. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

The meeting was adjourned at 7:34 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Melissa Bynum
Commissioner Mike Kane – Commissioner Christian Ramirez
Commissioner Andrew Davis – Commissioner Evelyn Hill

MINUTES

Monday, September 22, 2025
6:20 PM – 8:19 PM

Attendance:

Committee Members Present:

- Commissioner Bynum (Chair)
- Commissioner Kane
- Commissioner Ramirez
- Commissioner Davis
- Commissioner Hill

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Unified Government Clerk's Office)
- David Johnston (County Administrator)
- Wendy Green (Deputy Chief Counsel)
- Alan Howze (Assistant County Administrator)
- SueZanne Bishop (Senior Counsel)
- Ruth Jones (Director Area Agency on Aging)

- Angel Ferrara (Director, Parks and Recreation)
- Chelsee Chism (Director of Economic Development)
- Dr. Shelley Kneuvean (Chief Financial Officer)

Call to Order:

Commissioner Bynum called the meeting to order at 6:20 p.m.

Revisions to Agenda (Discussion Begins: 1:09:47):

The Clerk reported a change in the order of the agenda. Item No. 4.1 would be heard as the last item at the request of the Chair.

Approval of Previous Minutes:

No previous minutes were presented for approval.

Committee Agenda:

Item No. 4.1 - RESOLUTION: AREA AGENCY ON AGING AREA PLAN (Discussion Begins: 2:57:59)

Ms. Jones apologized for attendance conflicts. Ruth Jones, Area Agency on Aging Director, presented the area plan requirements:

- Federally mandated four-year strategic plan
- Kansas Planning Service Area 01 (Wyandotte/Leavenworth counties)
- Funded by the Older Americans Act
- Required components: information/referral, community services, nutrition, transportation, caregiver support
- Community input through public hearings and a 30-day comment period

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Kane made a motion to adopt the resolution and fast-track the item to the September 25, 2025, Board of Commissioners meeting. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Hill, Ramirez, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.2 - RESOLUTION: 2025 BROWNFIELDS GRANT PROGRAM (Discussion Begins: 1:10:12)

Chelsee Chism, Economic Development Director, presented on behalf of Alyssa Marcy. The presentation covered:

- Overview of contaminated areas east of I-635 due to industry
- Current program utilizing three funding sources
- Over 400 parcels remediated in KCK since 2022 with \$2 million investment
- Final round of funding: \$1 million multi-purpose grant with no match requirement
- Focus area: east of I-435
- Fast track request due to approaching application deadline

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Davis made a motion to adopt the resolution and to not fast-track the item. The motion was seconded by Commissioner Kane.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.3 - ORDINANCE: AMENDING LEVY OF TRANSIENT GUEST TAX (Discussion Begins: 1:17:53)

Deputy Chief Legal Counsel Wendy Green presented the current status:

- Current rate: 8% (chartered out of state statute in 2018)
- State statute limits to 2%, but UG chartered out
- Proposed ordinance initially at 10%, amended to 12% in committee

- 3% of receipts proposed for Parks and Recreation capital improvements
- Remainder for the convention and tourism fund
- Some hotels excluded due to bond pledges

Alan Carr, Executive Director of Visit Kansas City, Kansas, presented concerns:

- Rate competitiveness: Current 8% rate keeps KCK competitive regionally
- Earmark concerns: 3% allocation to on-tourism projects sets precedent
- Recommended temporary increase for World Cup preparation
- Total tax rates (including sales tax):
- Current rates: 17.125% to 19.125%
 - A. At 1% increase: 18.125% to 20.125%
 - B. At 2% increase: 19.125% to 21.125%
 - C. At 4% increase: 21.125% to 23.125%
- Industry feedback indicated hotels want to remain competitive regionally. Visit KCK board vote to endorsed 1% increase.

Angel Ferrara, Parks Director, discussed Rock Island Bridge area development at the request of the chair:

- UG inherited 3.5-4 acres of riverfront parkland
- Applied for a \$13 million outdoor recreation legacy program grant
- Parks serve tourism purposes, including historical significance

The Chairman opened the public hearing. The following comments were received:

- **James Bain (Comments begin: 1:30:45)**
- **Terry Swineford (Comments begin: 1:34:47)**
- **Vimal Renault (Comments begin: 1:36:52)**
- **Mario Escobar (Comments begin: 1:40:20)**
- **Amanda Sabia (Comments begin: 1:41:30)**
- **Chris Patel (Comments begin: 1:48:02)**
- **J.D. Rios (Comments begin: 1:50:01)**
- **Andrea O'Hara (Comments begin: 1:52:57)**

The public hearing was closed.

Commissioner Davis made a motion to approve the ordinance with an increase on the transient guest sales tax from 8% to 10%, with 3% dedicated to Parks at a 4-year sunset. The motion was seconded by Commissioner Kane.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

Item No. 4.4 - ORDINANCE: CALLING FOR ELECTION RELATING TO CITY RETAILERS' SALES TAX (Discussion Begins: 2:19:37)

Wendy Green, Deputy Chief Counsel, presented information on city retailer sales tax laws:

- Current general purpose tax: 1% (established 1980 and 1984)
 - A. 1% remaining capacity under general purpose cap
- Special purpose capacity: 0.375% remaining
 - A. EMS tax: 0.25% (no sunset due to grandfather clause)
 - B. Public safety/infrastructure tax: 0.375% (expires 2028)
- County sales tax: at maximum 1%

Alan Howze, Assistant County Administrator, provided election timeline information:

- June 1, 2026: Deadline for August ballot
- September 1, 2026: Deadline for November ballot
- Constitutional amendments scheduled for August and November 2026
- Substantial staff resources required for ballot initiatives

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

No action was taken by the Committee.

Adjournment: (Discussion Begins: 3:05:20)

Commissioner Kane made a motion to adjourn the meeting. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5/0

- Ayes: Kane, Ramirez, Hill, Davis, Bynum
- Nays: None
- Absent: None

The meeting was adjourned at 8:19 P.M.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
Commission Chambers
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Christian Ramirez

*Commissioner, District 1, Jermaine Howard - Commissioner At-Large, District 2, Andrew Kump
Commissioner, District 4, Evelyn Hill - Commissioner, District 6, Phil Lopez*

MINUTES

Wednesday, January 28, 2026

5:35 PM – 9:00 PM

Attendance:

Committee Members Present:

- Commissioner Ramirez (Chair)
- Commissioner Lopez
- Commissioner Hill
- Commissioner Howard
- Commissioner Kump
- Commissioner Stites (observing)
- Mayor Watson (observing)
- Commissioner Pacheco (observing)

Committee Members Absent:

- None

Staff Present:

- Monica L. Sparks (Unified Government Clerk)
- J. Renee Ramirez (Director of Human Resources)
- Shakeva Christian (Deputy Director of Human Resources)
- SueZanne Bishop (Senior Counsel, Unified Government Legal Department)
- Rodney Lucas (Assistant County Administrator)

Call to Order:

Commissioner Ramirez called the meeting to order at 5:35 PM.

Revisions to Agenda: (Discussion Begins: 25:46)

The Clerk reported there was an agenda update issued: removing Item No. 4.1 on the agenda.

Approval of Previous Minutes: (Discussion Begins: 26:03)

Commissioner Kump moved to approve the minutes from the January 27, October 27, and November 17, 2025, meetings. The motion was seconded by Commissioner Ramirez.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

Committee Agenda:**Item No. 4.2 - DISCUSSION: COMMITTEE WORKING PLAN (Discussion Begins: 26:40)**

Commissioner Ramirez presented a discussion item for creating a committee working plan for the year. This initiative aims to detail policy issues to address and guide policy creation, while serving as a tool for the full commission during policy review.

Key Points:

- Goal: Create a committee working plan for the year
- Identify key policy issues the AHS committee will address
- Help guide policy creation and structure the committee's work
- Serve as a tool for the full commission during policy review and discussions
- This ties into the previously adopted Local Priorities Plan, which:
 - A. Functions like a local version of a legislative agenda
 - B. Requires items to be categorized as:
 - a. Administration (staff can handle)
 - b. Legislative (ordinances/resolutions by commissioners)
 - c. Budgetary (combo of admin and legislative)

- Requires that items be completed within one year – focused on “low-hanging fruit” fixes

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Item No. 4.3 - RESOLUTIONS: AMENDING HUMAN RESOURCES GUIDE (Discussion Begins: 41:13)

J. Renee Ramirez, Director of Human Resources, presented a comprehensive analysis of the residency requirement policy for UG employees.

Key Points:

- The committee reviewed whether and how to change the UG employee residency requirement in the HR Guide (currently: employees must move into Wyandotte County within 12 months of hire).
- Key Facts HR Presented
 - A. Current Flexibility
 - a. Baseline rule: 12 month in county move in.
 - b. County Administrator already can:
 - 1. Extend some classifications to 24 months (e.g., sheriff’s deputies, police dispatchers, some health staff).
 - 2. Approve individual extensions and exceptions to residency.
- Turnover & Vacancies
 - A. UG’s 2025 turnover (~12.25%) is below the national average (~13.5%).
 - B. Nationally and locally, top drivers of turnover are:
 - a. Burnout/work overload
 - b. Pay/compensation
 - c. Culture and schedules
 - d. Better offers elsewhere
- Residency is not usually a primary driver.
 - A. Internal vacancy comparisons
 - B. Sheriff’s Office: high vacancies despite 24-month residency and bonuses.
 - C. Fire Department: low vacancies despite strict 12-month residency.

- D. KCKPD: challenges tied to pay levels, 8-hour shifts vs. 10-hour shifts elsewhere, and 18-month probation vs. 12-month move in deadline.
- Surveys & Community View
 - A. 2022 community survey: opinion on dropping residency is split, no clear majority:
 - a. 33% opposed, 30% strongly support, 20% somewhat support, 17% neutral.
 - B. 2025 online mayoral survey: methodologically weak (no controls), so not decision grade.
- External research shows strict residency rules don't measurably improve crime or complaints, can hurt morale, and that pay, flexibility, engagement, and local-investment incentives work better for recruitment, retention, and community trust than mandating where employees live
- Policy Options Outlined
 - A. Keep Current Policy (12 Month In County)
 - a. Clean up language to align with Workday.
 - b. Standardize proof of residency.
 - c. Continue 24-month extensions on a case-by-case exceptions.
 - B. 30 Mile Radius Model
 - a. Allow employees to live within 30 miles of City Hall (all directions).
 - b. Possible variants:
 - 1. 12 months to move into the 30-mile radius.
 - 2. 24 months to move into the 30-mile radius.
 - c. County Administrator could still require key leadership roles (Mayor, CAO, directors, public safety command) to live inside Wyandotte County.
 - C. 15 Mile Radius from County Lines
 - a. Allow residence within 15 miles outside the county boundary in all directions.
- Legal Constraint (Missouri Issue)
 - A. Legal counsel advised:
 - a. It would likely be unconstitutional to say "you can live within X miles in Kansas but not in Missouri" if residency is otherwise lifted (Privileges and Immunities Clause).
 - b. Pure in county residency requirements (like current rule) are generally upheld.
- Risks & Considerations HR Flagged
 - A. Morale: Change could be seen as either supportive or unfair depending on rollout.
 - B. Complexity ("Swiss cheese"): Multiple carve outs (different rules by rank/department) risk:

- a. Perceptions of inequity.
- b. Promotion problems (people needing time to move to qualify for higher positions).
- C. Related Policies: If residency is eased, UG may need to revisit:
 - a. Take home vehicle policy.
 - b. Sign on/retention bonuses currently tied to residency barriers.
- D. HR's bottom line: Residency is one factor, but compensation, schedules, culture, and engagement are equally or more important for recruitment/retention.

The Chairman opened the public hearing. Comments were received.

Written Comments Received, Read by UG Clerk:

- **Kevin Sanderson (Comment Begins 1:12:59)**
- **Elizabeth Pfigier (Comment Begins 1:14:03)**
- **Dion Whitten (Comment Begins 1:14:50)**
- **Christina Van Cleave (Comment Begins 1:17:36)**
- **Gina Brosnick (Comment Begins 1:18:22)**
- **Crystal Duran (Comment Begins 1:20:02)**
- **Charlotte Square (Comment Begins 1:21:04)**

Public Comments:

- **Kylie Byron (Comment Begins 1:22:13)**
- **Eva Garcia Meza (Comment Begins 1:23:45)**
- **Daniel Hashman (Comment Begins 1:27:09)**
- **Corey Hall (Comment Begins 1:29:57)**
- **Pamela Penn Hicks (Comment Begins 1:33:43)**
- **Lydia Black (Comment Begins 1:35:55)**
- **Karen Daniels (Comment Begins 1:38:24)**
- **Fanny Hill (Comment Begins 1:39:43)**
- **Holland Aikens (Comment Begins 1:42:34)**
- **Joe Casey (Comment Begins 1:45:16)**
- **Timothy Fithian (Comment Begins 1:48:19)**
- **Dr. Brenda Scruggs Androssi (Comment Begins 1:50:43)**
- **Lisa Walker Yeager (Comment Begins 1:55:22)**

- **Nathaniel Faulkner (Comment Begins 1:57:17)**
- **Stuart Littlefield (Comment Begins 1:59:29)**
- **Quentin Johnson (Comment Begins 2:02:06)**
- **Laura Lado (Comment Begins 2:04:03)**
- **Jesse Martinelli (Comment Begins 2:06:47)**
- **Josh Slutsky (Comment Begins 2:08:55)**
- **Shannon Simpson (Comment Begins 2:10:19)**
- **Paulette Hall (Comment Begins 2:13:47)**
- **Marie Monahan (Comment Begins 2:16:35)**

The Chairman closed the public hearing.

Commissioner Ramirez made a motion to move the item forward without recommendation to the March 5 full Board of Commissioners meeting February 19, 2026. The motion was seconded by Commissioner Lopez.

Commissioner Ramirez amend his motion to move the item forward without recommendation to the March 5, 2026, full Board of Commissioners meeting, with commissioners able to submit additional data questions to HR department by February 6 deadline. The motion was seconded by Commissioner Lopez with the same understanding regarding the language change.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

Adjournment: (Discussion Begins: 3:48:54)

Commissioner Kump moved to adjourn the meeting. The motion was seconded by Commissioner Hill.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

The meeting was adjourned at 9:00 PM.

ML

Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
Commission Chambers
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Christian Ramirez

*Commissioner, District 1, Jermaine Howard - Commissioner At-Large, District 2, Andrew Kump
Commissioner, District 4, Evelyn Hill - Commissioner, District 6, Phil Lopez*

MINUTES

Tuesday, February 17, 2026

6:34 PM – 7:38 PM

Attendance:

Committee Members Present:

- Commissioner Ramirez (Chair)
- Commissioner Lopez
- Commissioner Hill
- Commissioner Howard
- Commissioner Kump

Committee Members Absent:

- None

Staff Present:

- Monica L. Sparks (Unified Government Clerk)
- SueZanne Bishop (Senior Counsel, Unified Government Legal Department)
- Alan Howze (Assistant County Administrator)
- Reed Partridge, Legislative Auditor
- Shaya Lockett (Parks Department)
- Terrie Garrison (Interim Health Department Director)
- Colleen Kelly (Manager, Strategic Communications and Operations Division of the Health Department)

Call to Order:

Commissioner Ramirez called the meeting to order at 6:34 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins: 1:34:23)

Commissioner Kump moved to approve the minutes from the April 21, 2025 meeting. The motion was seconded by Commissioner Howard.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

Committee Agenda:

Item No. 4.1 - PRESENTATION: NON-PROFIT ORGANIZATIONS' USAGE OF UNIFIED GOVERNMENT FACILITIES (Discussion Begins: 1:34:43)

Reed Partridge, Legislative Auditor, presented an audit identifying nonprofit organizations using Unified Government facilities at no cost. The audit was requested by the county administration and consisted of surveying and visiting facilities.

Key Points:

- Three noteworthy facilities identified:
 - A. **Parkwood Center:** Houses Economic Opportunity Foundation, utilizing the entire first floor (5,400 square feet)
 - B. **Beatrice Lee Center:** Houses Groundworks Northeast Revitalization group (250 square feet)
 - C. **Memorial Hall:** Various users, including UG departments, at no cost

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Item No. 4.2 - PRESENTATION: HEALTH DEPARTMENT UPDATE (Discussion Begins: 1:59:01)

Terrie Garrison, Interim Health Department Director, with Colleen Kelly, Manager, Strategic Communications and Operations of the Health Department, presented the item.

Key Points:

2025 Highlights:

- Expanded the Healthy Families Wyandotte program from 3 to 5 home visitors
- Launched PayIt platform for fee payments with waived charges for clinical services
- Expanded walk-in clinic hours to five days per week
- Updated public health emergency response plans for FIFA World Cup preparation
- Launched online WIC application process
- Investigated several communicable diseases
- Named Advocate of the Year by Grandparents for Gun Safety
- Conducted the first art contest with 87 entries, partnering with local libraries

2026 Upcoming Activities:

- FIFA World Cup preparation, including emergency response planning
- National Public Health Accreditation Board re-accreditation site visit expected
- CLIA laboratory inspection for recertification
- Monthly recurring events: Happy Bottoms diaper distribution, Be Wise Monday immunizations
- Annual community events: baby showers, back-to-school immunizations
- Second annual art contest partnering with Parks and Recreation

Notable Challenges and Needs:

- Capital improvements for 50+ year old facility (built 1972)
 - A. ADA-compliant bathroom upgrades and wayfinding signage
- Electronic Medical Record (EMR) system concerns (only remaining county using current platform)
- Staffing challenges, particularly nursing and nurse practitioner positions

Financial Overview:

- Total operating budget revenue 2025: \$13,212,298
 - A. Revenue sources: 68% federal/state grants, 25.5% local tax (98% dedicated health levy), 6.5% fees and charges, 1% foundation grants

- B. Local tax funding: 98% dedicated health levy, 2% general fund (primarily county coroner services)

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Adjournment: (Discussion Begins: 2:36:10)

Commissioner Kump moved to adjourn the meeting. The motion was seconded by Commissioner Hill.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

The meeting was adjourned at 7:38 PM.

ML



Report to
Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="586 386 1036 478" style="border: 1px solid black; padding: 5px;"> Jeffrey Conway, Assistant Counsel </div> jconway@wycokck.org x5075	Legal
AGENDA ITEM #4.1.		
RESOLUTION: SELLING CERTAIN UNIFIED GOVERNMENT PROPERTIES TO THE PUBLIC (CHANGED PER AGENDA UPDATE)		
BACKGROUND		
A resolution to authorize the sale of 10039 Leavenworth Road, 9913 Leavenworth Road, 3042 N. 99th Street, 3030 N. 99th Street, 12 N. James Street, and 16 N. James Street.		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
N/A		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Resolution to sell UG properties 4-13-26_V2, 4.1 Maps		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. R-_____

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO SELL CERTAIN IDENTIFIED PARCELS OF REAL PROPERTY OWNED BY THE UNIFIED GOVERNMENT

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas (“Unified Government”) is the legal owner of certain real estate parcels in Kansas City, Kansas, at or about 10039 Leavenworth Road, 9913 Leavenworth Road, 3042 N. 99th Street, 3030 N. 99th Street, 12 N. James Street, and 16 N. James Street (collectively referred to as the “Properties”);

WHEREAS, it is the policy of the Unified Government that it should dispose of surplus real property in a manner that will provide the best and highest return to the government and its taxpayers;

WHEREAS, the Unified Government has adopted a resolution establishing an alternative methodology for the disposal of real property and establishing minimum requirements for the disposal of such property as authorized and provided for in K.S.A. 19-211(b) and as authorized by the Unified Government’s home rule power;

WHEREAS, said alternative methodology was approved by the Unified Government Board of Commissioners through the adoption of Resolution No. R-141-06 and Ordinance No. O-120-06 on November 2, 2006, with publication on November 8, 2006;

WHEREAS, the sale of real property by a consolidated city-county government should follow a uniform method of disposal unless mandated to do otherwise by a specifically applicable federal or state statute;

WHEREAS, real property of the Unified Government represents a considerable investment of public funds which require procedures and safeguards designed to encourage efficient utilization of property, establish managerial control, and provide for the efficient disposition of property in accordance with this policy or other applicable restrictions governing the disposition of such property;

WHEREAS, the timely redevelopment of the Properties is in the best interests of the parties and the health, safety, and welfare of the Unified Government’s residents.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS:

Section 1. That the Unified Government Board of Commissioners authorizes the County Administrator to offer for sale the Properties as identified by address below, pursuant to the policies outlined in Resolution No. R-141-06 and Ordinance No. O-120-06:

10039 LEAVENWORTH RD KANSAS CITY, KS 66109
9913 LEAVENWORTH RD KANSAS CITY, KS 66109
3042 N 99TH ST KANSAS CITY, KS 66109
3030 N 99TH ST KANSAS CITY, KS 66109
2938 N 99TH ST KANSAS CITY, KS 66109
12 N JAMES ST KANSAS CITY, KS 66118
16 N JAMES ST KANSAS CITY, KS 66118
72 CENTRAL AVE KANSAS CITY, KS 66118

Section 2. That the County Administrator and other officials and representatives of the Unified Government are hereby authorized to negotiate the terms and conditions of such sales and to execute in the name of the Unified Government of Wyandotte County/Kansas City, Kansas, such deeds and any such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to take any further action necessary to effectuate the sales.

Section 3. This Resolution will take effect and be in full force from and after its passage by the Board of Commissioners.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS ____ DAY OF _____ 2026**

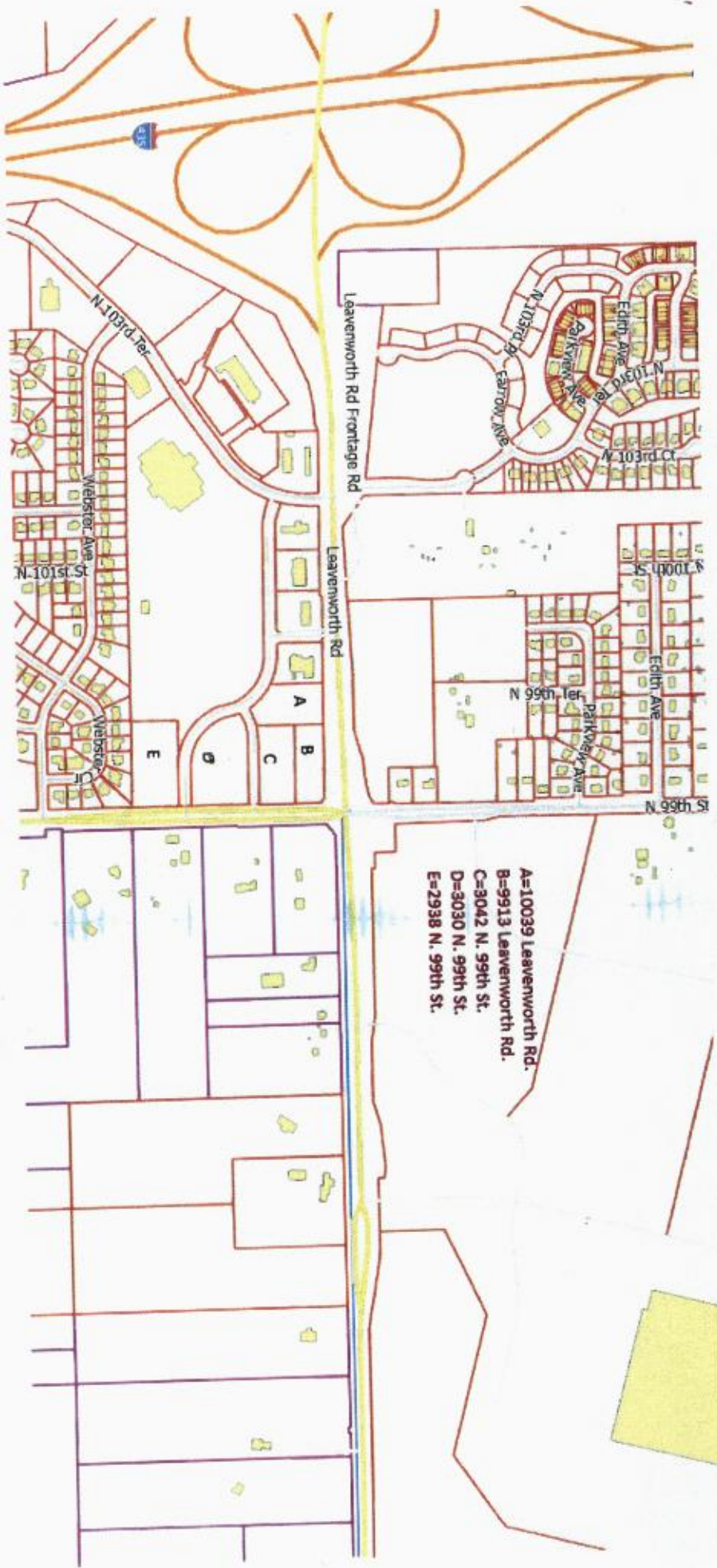
Christal E. Watson, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Acting Chief Counsel



- A=10039 Leavenworth Rd.
- B=9913 Leavenworth Rd.
- C=3042 N. 99th St.
- D=3030 N. 99th St.
- E=2938 N. 99th St.



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Casey Meyer, Senior Counsel cmeyer@wycokck.org x2851	Legal
AGENDA ITEM #4.2.		
RESOLUTION: HOUSE SUBSTITUTE FOR SENATE BILL 244		
BACKGROUND		
The Legal Department is asking for authorization for the commission to authorize the County Administration to implement policy, 244: Restroom Use and Accommodations.		
RECOMMENDATION		
Approve Adopt the resolution..		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
na/		
LEGAL/ POLICY CONSIDERATIONS		
Legal has reviewed/approved.		
ATTACHMENTS		
Designation and Use of Multiple-Occupancy Private Spaces Policy 3.25.26, Resolution H Sub SB 244		

Approved by Mayor/Administrator to add to agenda.



Designation and Use of Multiple-Occupancy Private Spaces

1. Purpose.

The purpose of this policy is to ensure compliance with House Substitute for Senate Bill 244, regarding the designation and use of multiple-occupancy private spaces in public buildings owned or leased by the Unified Government of Wyandotte County/Kansas City, Kansas (UG). This policy establishes procedures for designation of such spaces, responding to complaints, and documenting actions taken to comply with the law.

2. Applicability.

This policy applies to all public buildings owned or leased by the UG, except for buildings owned by the UG that are leased to a private entity if the lease agreement was in force before February 26, 2026.

3. Definitions.

For purposes of this policy, the following definitions apply:

- A. **Multiple-Occupancy Private Space:** A facility designed or designated for simultaneous use by more than one individual where an individual may be in a state of undress in the presence of another individual. Examples include restrooms, locker rooms, shower rooms, and changing rooms.
- B. **Single-Occupancy Private Space:** A facility designed or designated for use by only one individual at a time where the individual may be in a state of undress. Examples include single-user restrooms with locking doors and family restrooms.
- C. **Sex:** An individual's biological sex, either male or female, at birth.

4. Designation of Facilities.

- A. All multiple-occupancy private spaces located within a public building owned or leased by the UG and subject to this policy shall be designated for use only by individuals of one sex.
- B. Clear signage shall be posted identifying the designation of each multiple-occupancy private space.
- C. Where feasible, the UG may provide **single-occupancy private spaces** for use by any individual seeking additional privacy.

5. Exceptions.

Consistent with Kansas law, individuals may enter a multiple-occupancy private space designated for the opposite sex under the following circumstances:

- A. Custodial, maintenance, or inspection purposes;
- B. Rendering medical or emergency assistance;
- C. Assisting an individual who requires help using the facility;
- D. Law enforcement purposes;
- E. Preventing a serious threat to safety or order;
- F. Coaching or athletic training when precautions are taken to ensure no individual is undressed; or
- G. A child under nine years of age accompanied by a caregiver.

6. Reasonable Steps to Ensure Compliance.

The UG shall take reasonable steps to ensure compliance with facility designations.

Reasonable steps may include:

- A. Posting clear signage;
- B. Providing staff training, or
- C. Establishing procedures for receiving and documenting complaints.

7. Complaint Reporting.

- A. UG employees who receive a complaint regarding the use of a multiple-occupancy private space shall notify their supervisor who will provide the individual with a UG complaint form and direct the individual to submit the completed form to the Human Resources Department for review. Complaints submitted through this process may be reviewed and investigated by the Director of Human Resources or Director of Buildings and Logistics or their designees.
- B. UG employees should not verify an individual's sex, request personal documentation, or directly confront individuals regarding the use of a multiple-occupancy private space. Employees who receive a concern should refer the matter through the complaint process outlined in this policy.
- C. Employees shall respond to complaints in a professional manner and refer concerns to a supervisor or designated administrator as appropriate.

- D. The UG may review concerns brought to its attention even if a complaint form is not completed.

8. Complaint Review and Investigation.

- A. The Director of Human Resources or Director of Buildings and Logistics or their designees shall be responsible for reviewing complaints related to this policy.
- B. Upon receiving a complaint, the Director of Human Resources or Director of Buildings and Logistics or their designees may:
 - 1. Review incident reports.
 - 2. Speak with staff or witnesses.
 - 3. Evaluate whether further action is appropriate.
- C. The Director of Human Resources or Director of Buildings and Logistics or their designees shall document the outcome of the review.

9. Written Notice of Violation.

- A. If the UG determines that an individual has violated the designation of a multiple-occupancy private space under Kansas law, the UG shall issue written notice of violation to the individual.

The written notice may be delivered by one or more of the following methods:

- 1. Personal delivery to the individual, or
 - 2. Certified mail, return receipt requested to the individual's last known address.
- B. The written notice shall include:
- 1. The date and location of the multiple-occupancy private space where the violation occurred;
 - 2. a statement that repeated violations may result in fines or criminal charges; and
 - 3. the procedure to administratively appeal the finding that such individual violated this section.

10. Appeal of Determination.

- A. Any individual who receives a written notice of violation under this policy may request an administrative review of the determination.
- B. A request for review must be submitted in writing to the UG within ten business days after the date the written notice is issued.

- C. The request should include the individual's name, contact information, and a brief explanation of why the individual believes the determination was made in error.
- D. The appeal shall be reviewed by the County Administrator or his designee provided that the reviewing official was not directly involved in the initial determination when practicable.
- E. In conducting the review, the UG may consider:
 - 1. The incident report;
 - 2. Statements from UG employees or witnesses; and
 - 3. Any written information submitted by the individual requesting the review.
 - 4. The reviewing official may affirm, modify, or dismiss the determination.
 - 5. The UG shall provide written notice of the decision to the individual. The decision of the reviewing official shall constitute the final administrative action of the UG.

11. Recordkeeping.

The UG shall maintain records of complaints and investigations related to this policy in accordance with applicable records retention requirements.

12. Staff Training.

To assist with implementation of this policy, the UG may provide guidance or training, as appropriate, to employees who interact with members of the public.

13. Policy Administration.

The County Administrator shall be responsible for administering this policy and may develop procedures or guidance necessary to implement it.

RESOLUTION NO. _____

A RESOLUTION authorizing the County Administrator to implement a policy related to ensuring compliance with House Substitute for Senate Bill 244 regarding the designation and use of multiple-occupancy private spaces in public buildings.

WHEREAS, Kansas House Substitute for Senate Bill 244 was passed by the Kansas Legislature, effective February 26, 2026; and

WHEREAS, Kansas House Substitute for Senate Bill 244 requires the governing body take every reasonable step to comply with this law; and

WHEREAS, Section 2-103 of the Unified Government Code of Ordinances provides the County Administrator authority to execute the policies of the unified board of commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. The County Administrator and/or his designee is hereby authorized to implement a policy related to ensuring compliance with House Substitute for Senate Bill 244 regarding the designation and use of multiple-occupancy private spaces in public buildings.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS ____ DAY OF _____, 2026.

Christal E. Watson, Mayor/CEO

Unified Government Clerk



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div style="border: 1px solid black; padding: 2px;">Shakeva Christian, Manager</div> schristian@wycokck.org x5661	Human Resources
AGENDA ITEM #4.3.		
APPROVAL: HR GUIDE REVISION: 5.13 PAID CHILDBIRTH AND PARENTAL LEAVE		
BACKGROUND		
<p>In 2022, the Unified Government approved a new policy to allow eligible full-time employees to receive 160 hours of paid parental leave and 240 hours of paid childbirth leave. For 40 hour employees, this was equivalent to 4 weeks and 6 week respectively. New verbiage added to reflect that eligible employees that work non-traditional schedules of a longer workweek will receive the equivalent pro-rated amount of 4 weeks of parental leave and 6 weeks of childbirth leave. Language also added to reflect that employees may be subject to reimburse UG for not returning to work after such paid leave and that this paid leave can not be used to extend the last day of employment for those separating from the UG.</p>		
RECOMMENDATION		
Approved policy revisions.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
<p>Since the policy has been in place, the UG has approved an average of 71 paid parental leaves and 17 childbirth leaves. Those that work non-traditional workweeks comprise approximately 25.23% of the total UG employee headcount. Assuming the same UG population percentage applies to the number of employees that take paid parental and childbirth leave, it would yield an approximate 18 employees on non-traditional workweeks taking 4 weeks of paid parental leave and 4 employees on non-traditional workweek taking 6 weeks of paid childbirth leave. This is an approximate additional 995 hours of paid time off granted per year.</p>		
LEGAL/ POLICY CONSIDERATIONS		
n/a		
ATTACHMENTS		
4.13.26 Presentation_FINAL, Paid-childbirth-parental-leave-policy_redlined, Paid-childbirth-parental-leave-policy_FINAL		

Approved by Mayor/Administrator to add to agenda.



Human Resources

2.13 Identification Badge Policy Update

Date: April 13, 2026

Administration & Human Services Meeting



Overview of Proposed Changes to Policy

- Policy now indicates it applies to ALL individuals performing work: Employees, Contractors, Volunteers, Interns, Temporary/Seasonal staff (not just employees)
- Strict badge visibility requirement at all times
- Anti-tailgating rules for entering into UG facilities:
 - No badge sharing
 - No holding doors
- Enhanced badge lifecycle (Day 1 issuance, updates, reporting)
- Supervisor accountability added
- Workday-triggered deactivation
- Immediate vs end-of-day deactivation rules
- Visitor escort procedures added

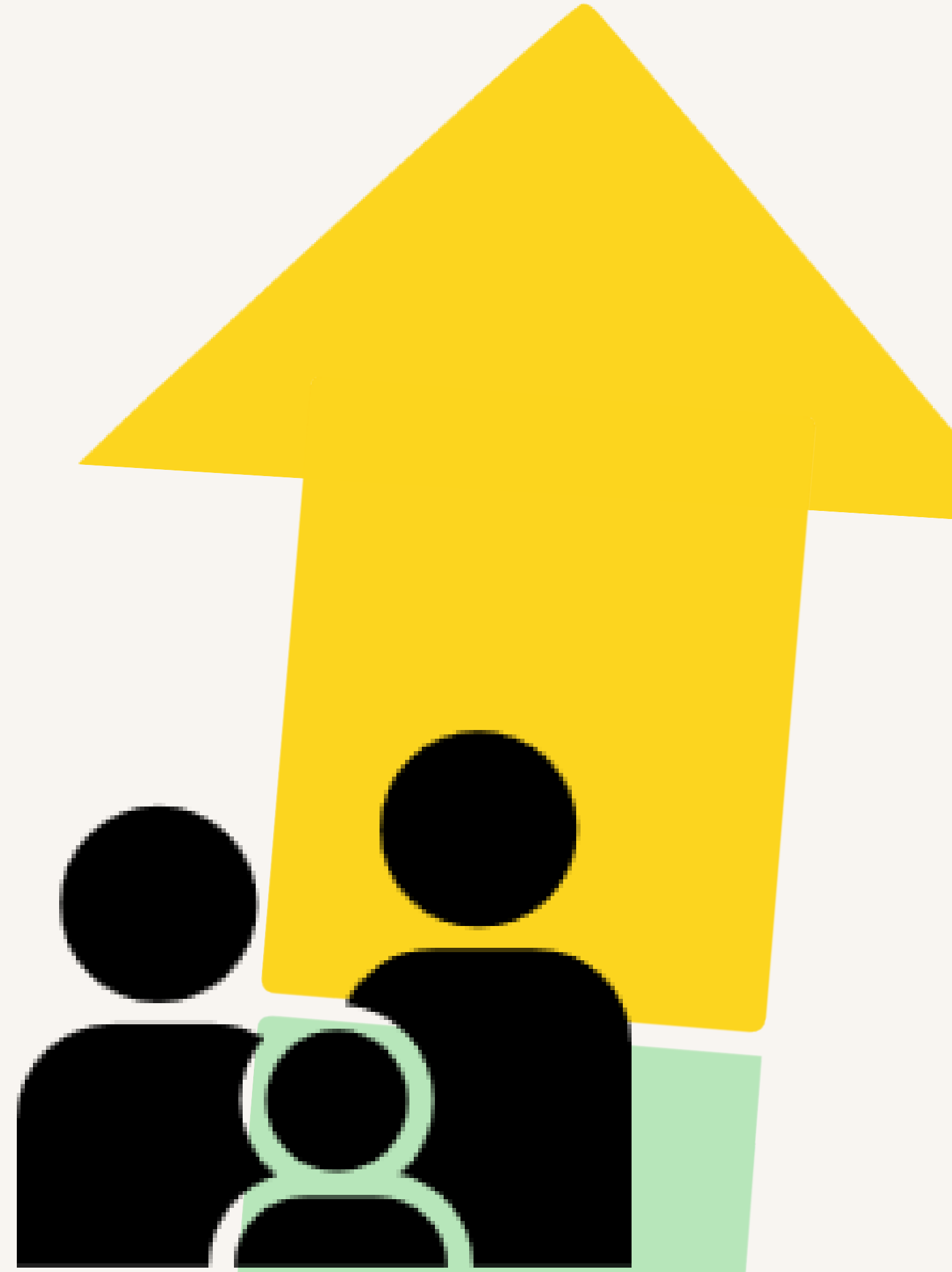
Why This Change is Needed

- Strengthens building security and access control
- Prevents unauthorized access to offices, records, and operational spaces
- Reduces risk of badge misuse (sharing, tailgating)
- Ensures timely removal of access upon separation
- Establishes clear accountability for supervisors



Human Resources

5.13 Paid Childbirth and Parental Leave Policy Update



What this Policy Provides

Overview of Policy

- Paid childbirth leave for recovery following delivery
 - ✓ 240 hours for full-time employees (120 hs for PT): equivalent to six (6) weeks for 40-hour employees.
- Paid parental leave for bonding after birth, adoption, or foster placement
 - ✓ 160 hours for full-time employees (80 hrs for PT): Equivalent to four (4) weeks for 40-hour employees.
- Runs concurrently with FMLA but does not require FMLA eligibility

Key Changes

- Language changed so that leave is now pro-rated for non-traditional work schedules

Paid Childbirth Leave

- Equivalent to six (6) weeks for non-traditional schedule
- Leave cannot extend employment separation date
- Employees who do not return may be required to reimburse UG

Paid Parental Leave

- Equivalent to four (4) weeks for non-traditional schedules



Rationale for Changes

- Ensures equitable amount of “time off” across traditional and non-traditional work schedules
- Clarifies eligibility, usage, and limitations of paid leave



Human Resources

6.6 Take Home Vehicle Policy



Purpose of the Policy

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

Note: Department heads can establish more strict guidelines than the general UG policy. Police, Fire, Sheriff and Public Works currently have set aside departmental policies that abide by this general policy.

Why changes are needed:

- Change in residency requirement requires new parameters to be set to reduce liability
- Maintain operational readiness and response expectation for employees with take-home vehicles.

Key Policy Changes

New Requirements

- Vehicles must be stored within Wyandotte County
- Employees living outside the WYCO cannot store vehicles at home
- Departments may establish a UG facility/parking lot to store UG take-home vehicles for employees residing outside of WYCO.

Why This Matters

- Ensures proper use of public assets
- Reduces liability and misuse risk

Response Time & Operational Expectations Defined

- Employees must respond within 60 minutes when required
- Departments may require shorter response times based on operations
- Employees must acknowledge these guideline before assigned a UG take-home vehicle.

Why This Matters

- Ensures emergency response reliability
- Ensures expectations are clearly defined and adhered to.



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Effective ~~01-01-22~~

PAID CHILDBIRTH AND PARENTAL LEAVE

- I. General: Paid childbirth leave is available to employees who give birth to a child or children to provide time for recovery from childbirth before returning to work. Paid parental leave is available to eligible employees to care for and bond with their child or children after birth or placement with the employee for adoption or foster care. These benefits are separate from leave under the Family and Medical Leave Act (FMLA) but will run concurrently with FMLA leave.
- II. Policy
 - A. Paid childbirth leave
 1. Full-time employees who give birth to a child or children are eligible for up to 240 hours of paid leave following delivery. Part-time A employees who give birth are eligible for up to 120 hours of paid leave following delivery. [These amounts will be pro-rated or adjusted to the equivalent of six \(6\) weeks of leave for employees who work non-traditional schedules.](#)
 2. Paid childbirth leave begins on the day of delivery and must be taken continuously.
 3. An employee should notify her department that she will be taking leave for childbirth at least 30 days before the anticipated delivery date.
 - B. Paid parental leave
 1. Eligibility
 - a. Full-time or Part-time A employees are eligible for paid parental leave following a qualifying event. An employee need not be eligible for leave under the FMLA to use paid parental leave.
 - b. Parents who are both eligible employees may each take the maximum amount of leave available under this policy for the same qualifying event; they are not required to share the paid leave.
 2. Definitions
 - a. “Child” means a biological, adopted, or foster child who is under age 18.
 - b. “Qualifying event” means the birth of the employee’s child or children or the placement of one or more children with the employee for adoption or



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foster care.



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3. Leave available

Paid parental leave is available to full-time and Part-time A employees as follows:

<u>Employee Status</u>	<u>Maximum per qualifying event</u>
Full-time	160 hours
Part-time A	80 hours

[These amounts will be pro-rated or adjusted to the equivalent of four \(4\) weeks of leave for employees who work non-traditional schedules.](#)

4. Use of leave

- a. Paid parental leave may be taken continuously or, with the approval of the department head, on an intermittent or reduced schedule basis.
- b. Employees may not use more hours of paid parental leave per day than they are normally scheduled to work.

5. Limitations on paid parental leave

- a. An employee may receive paid parental leave for only one qualifying event in a 12-month period.
- b. An employee may receive only one instance of paid parental leave per qualifying event. (For example, a full-time employee is eligible to receive 160 hours, not 320 hours, of paid parental leave following the birth of twins.)
- c. A child may be the subject of only one qualifying event. (For example, an employee who uses paid parental leave following the placement of a child with the employee for foster care is not eligible for paid parental leave if the employee later adopts the child.)
- d. Paid parental leave must be used within 16 weeks of the qualifying event. Leave not used within 16 weeks is forfeited. The County Administrator may make exceptions to this requirement in extenuating circumstances (such as when a child is born prematurely and must remain in neonatal intensive care for an extended time after birth). An employee requesting an extension of time to use paid parental leave may be required to provide supporting documentation from the treating medical provider.



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- e. Paid parental leave may not be taken beyond the life of the child or the end of the child's placement with the employee.



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- f. The following employees are ineligible for paid parental leave:
 - (1) Surrogate mothers and sperm donors.
 - (2) Employees who elect to give up their newborn child for adoption.
 - (3) Employees who adopt a stepchild.

- 6. Requests for leave
 - a. Human Resources is responsible for determining an employee's eligibility for paid parental leave and for approving the leave.
 - b. An employee must submit a completed Request for Paid Parental Leave form to Human Resources at least 30 days before the anticipated qualifying event. If the completed form cannot be submitted 30 days in advance, it must be submitted as soon in advance as possible.
 - c. An employee may be required to submit documentation substantiating the reason for the leave. The documentation required will be determined by Human Resources.

- 7. Notification to department
 - a. Upon submitting a Request for Paid Parental Leave form to Human Resources, an employee must notify his or her department of the request for paid parental leave.
 - b. If taking paid parental leave on an intermittent or reduced schedule basis, an employee must submit a proposed leave schedule to his or her supervisor for approval before beginning paid parental leave. If the supervisor does not approve the schedule, the supervisor and employee should work together to come to a mutually acceptable schedule.

- C. Compensation
 - 1. Childbirth and parental leave will be paid at the employee's base salary or hourly rate of pay.
 - 2. Paid childbirth and parental leave will not count as hours worked for purposes of calculating overtime.



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3. Paid childbirth and parental leave will count towards the minimum month worked.
4. Employees using paid childbirth or parental leave will continue to accrue vacation and sick leave.
5. Official holidays will not be counted against paid childbirth or parental leave.

D. Relationship to FMLA and other leave policies

1. Paid childbirth and parental leave will run concurrently with FMLA leave.
2. Employees are not required to exhaust other available leave (e.g., vacation or sick leave) to use paid childbirth or parental leave.

E. Separation or retirement

1. Employees will not be paid for unused childbirth or parental leave upon separation from employment or retirement.
2. [Paid childbirth and parental leave shall not be used to extend the date of separation from employment.](#)
3. [Employee who do not return to work or separate from their position during paid childbirth or parental leave may be required to reimburse Unified Government for said leave.](#)

F. ~~Effective date~~

~~Paid childbirth and parental leave will be available for births or, in the case of paid parental leave, for placements for adoption or foster care that occur on or after January 1, 2022.~~

RELATED POLICIES: [5.6 Family & Medical Leave](#)
 [2.17A Pregnant Worker Fairness Act Policy](#)
 [2.19 Break Time for Nursing Mothers](#)

RELATED FORMS: [FMLA Packet](#)
 [Request for Lactation Space and Break Time](#)

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- I. General: Paid childbirth leave is available to employees who give birth to a child or children to provide time for recovery from childbirth before returning to work. Paid parental leave is available to eligible employees to care for and bond with their child or children after birth or placement with the employee for adoption or foster care. These benefits are separate from leave under the Family and Medical Leave Act (FMLA) but will run concurrently with FMLA leave.
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 2. Paid childbirth leave begins on the day of delivery and must be taken continuously.
 3. An employee should notify her department that she will be taking leave for childbirth at least 30 days before the anticipated delivery date.
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 1. Eligibility
 - a. Full-time or Part-time A employees are eligible for paid parental leave following a qualifying event. An employee need not be eligible for leave under the FMLA to use paid parental leave.
 - b. Parents who are both eligible employees may each take the maximum amount of leave available under this policy for the same qualifying event; they are not required to share the paid leave.
 2. Definitions
 - a. “Child” means a biological, adopted, or foster child who is under age 18.
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Effective 01-01-22

3. Leave available

Paid parental leave is available to full-time and Part-time A employees as follows:

<u>Employee Status</u>	<u>Maximum per qualifying event</u>
Full-time	160 hours
Part-time A	80 hours

These amounts will be pro-rated or adjusted to the equivalent of four (4) weeks of leave for employees who work non-traditional schedules.

4. Use of leave

- a. Paid parental leave may be taken continuously or, with the approval of the department head, on an intermittent or reduced schedule basis.
- b. Employees may not use more hours of paid parental leave per day than they are normally scheduled to work.

5. Limitations on paid parental leave

- a. An employee may receive paid parental leave for only one qualifying event in a 12-month period.
- b. An employee may receive only one instance of paid parental leave per qualifying event. (For example, a full-time employee is eligible to receive 160 hours, not 320 hours, of paid parental leave following the birth of twins.)
- c. A child may be the subject of only one qualifying event. (For example, an employee who uses paid parental leave following the placement of a child with the employee for foster care is not eligible for paid parental leave if the employee later adopts the child.)
- d. Paid parental leave must be used within 16 weeks of the qualifying event. Leave not used within 16 weeks is forfeited. The County Administrator may make exceptions to this requirement in extenuating circumstances (such as when a child is born prematurely and must remain in neonatal intensive care for an extended time after birth). An employee requesting an extension of time to use paid parental leave may be required to provide supporting documentation from the treating medical provider.



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- e. Paid parental leave may not be taken beyond the life of the child or the end of the child's placement with the employee.
 - f. The following employees are ineligible for paid parental leave:
 - (1) Surrogate mothers and sperm donors.
 - (2) Employees who elect to give up their newborn child for adoption.
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- a. Human Resources is responsible for determining an employee's eligibility for paid parental leave and for approving the leave.
 - b. An employee must submit a completed Request for Paid Parental Leave form to Human Resources at least 30 days before the anticipated qualifying event. If the completed form cannot be submitted 30 days in advance, it must be submitted as soon in advance as possible.
 - c. An employee may be required to submit documentation substantiating the reason for the leave. The documentation required will be determined by Human Resources.
7. Notification to department
- a. Upon submitting a Request for Paid Parental Leave form to Human Resources, an employee must notify his or her department of the request for paid parental leave.
 - b. If taking paid parental leave on an intermittent or reduced schedule basis, an employee must submit a proposed leave schedule to his or her supervisor for approval before beginning paid parental leave. If the supervisor does not approve the schedule, the supervisor and employee should work together to come to a mutually acceptable schedule.
- C. Compensation
- 1. Childbirth and parental leave will be paid at the employee's base salary or hourly rate of pay.
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Unified Government Human Resources Guide

Effective 01-01-22

3. Paid childbirth and parental leave will count towards the minimum month worked.
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- D. Relationship to FMLA and other leave policies
1. Paid childbirth and parental leave will run concurrently with FMLA leave.
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- E. Separation or retirement
1. Employees will not be paid for unused childbirth or parental leave upon separation from employment or retirement.
 2. Paid childbirth and parental leave shall not be used to extend the date of separation from employment.
 3. Employee who do not return to work or separate from their position during paid childbirth or parental leave may be required to reimburse Unified Government for said leave.

RELATED POLICIES: 5.6 Family & Medical Leave
2.17A Pregnant Worker Fairness Act Policy
2.19 Break Time for Nursing Mothers

RELATED FORMS: FMLA Packet
Request for Lactation Space and Break Time



Unified Government Human Resources Guide



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Shakeva Christian, Manager schristian@wycokck.org x5661	Human Resources
AGENDA ITEM #4.4.		
APPROVAL: HR GUIDE REVISION: 2.13 IDENTIFICATION BADGES		
BACKGROUND		
New language is proposed to clarify that employees must wear UG ID badges while on duty; Employees can only use their own ID badge to gain entry into authorized facilities and supervisors must promptly collect and disable badge access from employees that are no longer employed.		
RECOMMENDATION		
Approve Approve recommended policy revisions.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
Legal has reviewed/approved		
ATTACHMENTS		
Identification Badges_3-24-26 Redlined, Identification Badges_3-24-26_FINAL, 4.13.26 Presentation_FINAL		

Approved by Mayor/Administrator to add to agenda.



Unified Government Human Resources Guide

Effective 045-01-0519

IDENTIFICATION BADGES

I. General: It is the policy of the Unified Government to require identification badges for employees, contract personnel, volunteers, interns, and temporary/ seasonal workers while on duty. Identification badges support staff identification, access control, safety, and security throughout Unified Government facilities. that each employee be required to wear an identification badge while on duty to differentiate between employees and members of the public.

II. Policy

A. Covered Individuals

A. All Unified Government personnel, including employees, volunteers, contract employees, interns, and temporary/seasonal employees, must wear identification badges while performing official duties. whether working inside or outside of Unified Government main buildings, ~~are required to wear employee identification badges while on duty.~~ The only exceptions are when the display of such identification interferes with the performance of official duties.

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B. Display and Badge Usage

1. Visibility requirements:

Employee identification badges must be worn at all times in a clearly visible place. The badges should be worn either around the neck or attached to the front of the employee's employee's garments. Employees who fail to wear their identification badge may be subject to disciplinary action as indicated in Section 7.1, Rules and Discipline.

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2. Individual Badge use and Anti- Tailgating:

Badges are assigned to an individual and may not be used by another person. Employees must not badge in others, allow another person to use their badge, or hold doors open to permit unauthorized entry. All Individuals employees or visitors alike must badge in their own credential each time they enter access-controlled areas.

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B. C. Badge issuance and replacements

~~1. New Hires: Identification badges may be obtained by contacting the Buildings and Logistics Police Security Department office. Upon first day of employment, Human Resources will provide the initial identification badge~~

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2. Transfers: When an employee transfer departments, the new department head will coordinate with the police asset protection division for an updated badge with correct departmental information Upon transfer of employment to a new

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Unified Government Human Resources Guide

Effective 045-01-0519

department, the new Department Head will coordinate with Police Asset Protection Division for an updated identification badge indicating the new department.

3. Lost Badges: 2. — ~~The first badge is provided by the Unified Government.~~ If a badge is ~~it is~~ lost or stolen, the employee must notify security immediately so the badge can be deactivated. ~~a second~~A second identification badge is ~~also~~ provided at no cost to the employee. After the second badge, a fee will be charged to the employee for replacement.
4. Badge ownership: Badges remain property of the Unified Government and must be turned in when the employment or affiliation ends.—Returned badges should be collected by the supervisor at the time of separation and forwarded to Human Resources within three (3) calendar days.

D. Supervisor Enforcement and Responsibilities

1. Compliance Oversight: Supervisors are responsible for ensuring personnel under their direction understand and comply with badge policies.
2. Remediation: Supervisors must address violations (—e.g. failures to badge, badge sharing, or unmet escort requirements) may initiate corrective actions consistent with Section 7.1, Rules and Discipline.
3. Access Control review: Supervisors must notify the appropriate security unit whenever an employee's access needs change (—e.g. job duty changes, schedule changes, extended absence)

E. Visitors and escort procedures

1. Visitor Badges: All Visitors must check-in at a designated front desk or security station and must present a valid government issued photo identification before being issued a visitor's badge. Security will temporarily retain visitors' identification while the visitors' badge is in use. The visitor's identification will be returned upon surrender of the visitor's badge when departing Unified Government facility.
2. Escort Requirement: Visitor must be escorted at all times by an authorized employee while in a non-public area. Escorts are responsible for ensuring visitors do not access unauthorized spaces.

F. Access Authorization & Security Coordination



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- ~~3.~~ Department heads are responsible for determining access the employee will need for the hours of operations and contacting the appropriate security division/unit.
- For access to the Sheriff's Office, Courthouse, and Community Corrections facilities contact the Sheriff/Court Security Unit.
 - For access to all other Unified Government Buildings contact the Police Asset Protection Division. ~~This must be communicated to the Police Asset Protection Division within the established security protocol.~~
- ~~34.~~ Badges are the property of the Unified Government and must be turned in to the supervisor or the department director when the employee separates from Unified Government employment ~~the employment or business relationship ends.~~ Returned badges should be given to the Human Resources Department.

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G. Workday Process

When employee, contractor, or affiliate separation is initiated in Workday.

1. Automated Notification

Once a termination, resignation, retirement or contract end date is entered and approved in workday, an automated notification shall be sent to the appropriate security unit (Police Asset Protection Division or Sheriff/Court Security Unit) to deactivate the individual's physical access badge.

2. Timing of Deactivation

Badge access shall be disabled:

- Immediately for Involuntary separations, security related removals, or misconduct cases
- At the end of the last scheduled workday for voluntary resignations, retirements, or end of the contract separation

3. Supervisor responsibilities

Supervisor and department heads must:

- Ensure separations actions are entered promptly and accurately in Workday
- Not delay Workday processing in order to extend badge access

4. Collect physical badges and forward them to Human Resources within Three (3) Calendar days.



Unified Government Human Resources Guide

Effective [045-01-0519](#)

[Security units may independently disable badges access upon receiving notice of separation, even if physical badge return has not yet occurred.](#)

5. Failure to process

[Failure to initiate or complete separation in Workday may result in unauthorized building access and may be treated as a compliance or security violation, subject to disciplinary action](#)

[RELATED POLICIES: 7.1 Rules and Discipline](#)

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Unified Government Human Resources Guide

Effective 05-01-19

IDENTIFICATION BADGES

I. General: It is the policy of the Unified Government to require identification badges for employees, contract personnel, volunteers, interns, and temporary/ seasonal workers while on duty. Identification badges support staff Identification, access control, safety, and security throughout Unified Government facilities.

II. Policy

A. Covered Individuals

All Unified Government personnel, including employees, volunteers, contract employees, interns, and temporary/seasonal employees, must wear identification badges while performing official duties, whether working inside or outside of Unified Government buildings. The only exceptions are when the display of such identification interferes with the performance of official duties.

B. Display and Badge Usage

1. Visibility requirements:

Employee identification badges must be worn at all times in a clearly visible place. The badges should be worn either around the neck or attached to the front of the employee's garments. Employees who fail to wear their identification badge may be subject to disciplinary action as indicated in Section 7.1, Rules and Discipline.

2. Individual Badge use and Anti- Tailgating:

Badges are assigned to an individual and may not be used by another person. Employees must not badge in others, allow another person to use their badge, or hold doors open to permit unauthorized entry. All Individuals employees or visitors alike must badge in their own credential each time they enter access-controlled areas.

C. Badge issuance and replacements

1. New Hires: Upon first day of employment, Human Resources will provide the initial identification badge.
2. Transfers: When an employee transfer departments, the new department head will coordinate with the police asset protection division for an updated badge with correct departmental information .
3. Lost Badges: If a badge is lost or stolen, the employee must notify security immediately so the badge can be deactivated. A second identification badge is provided at no cost to the employee. After the second badge, a fee will be charged to the employee for replacement.



Unified Government Human Resources Guide

Effective 05-01-19

4. Badge ownership: Badges remain property of the Unified Government and must be turned in when the employment or affiliation ends. Returned badges should be collected by the supervisor at the time of separation and forwarded to Human Resources within three (3) calendar days.

D. Supervisor Enforcement and Responsibilities

1. Compliance Oversight: Supervisors are responsible for ensuring personnel under their direction understand and comply with badge policies.
2. Remediation: Supervisors must address violations (e.g. failures to badge, badge sharing, or unmet escort requirements) may initiate corrective actions consistent with Section 7.1, Rules and Discipline.
3. Access Control review: Supervisors must notify the appropriate security unit whenever an employee's access needs change (e.g. job duty changes, schedule changes, extended absence)

E. Visitors and escort procedures

1. Visitor Badges: All Visitors must check-in at a designated front desk or security station and must present a valid government issued photo identification before being issued a visitor's badge. Security will temporarily retain visitors' identification while the visitors' badge is in use. The visitor's identification will be returned upon surrender of the visitor's badge when departing Unified Government facility.
2. Escort Requirement: Visitor must be escorted at all times by an authorized employee while in a non-public area. Escorts are responsible for ensuring visitors do not access unauthorized spaces.

F. Access Authorization & Security Coordination

Department heads are responsible for determining access the employees will need for the hours of operations and contacting the appropriate security division/unit.

- For access to the Sheriff's Office, Courthouse, and Community Corrections facilities contact the Sheriff/Court Security Unit.
- For access to all other Unified Government Buildings contact the Police Asset Protection Division.



Unified Government Human Resources Guide

Effective 05-01-19

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Security units may independently disable badges access upon receiving notice of separation, even if physical badge return has not yet occurred.

4. Failure to process

Failure to initiate or complete separation in Workday may result in unauthorized building access and may be treated as a compliance or security violation, subject to disciplinary action

RELATED POLICIES: 7.1 Rules and Discipline



Human Resources

2.13 Identification Badge Policy Update

Date: April 13, 2026

Administration & Human Services Meeting



Overview of Proposed Changes to Policy

- Policy now indicates it applies to ALL individuals performing work: Employees, Contractors, Volunteers, Interns, Temporary/Seasonal staff (not just employees)
- Strict badge visibility requirement at all times
- Anti-tailgating rules for entering into UG facilities:
 - No badge sharing
 - No holding doors
- Enhanced badge lifecycle (Day 1 issuance, updates, reporting)
- Supervisor accountability added
- Workday-triggered deactivation
- Immediate vs end-of-day deactivation rules
- Visitor escort procedures added

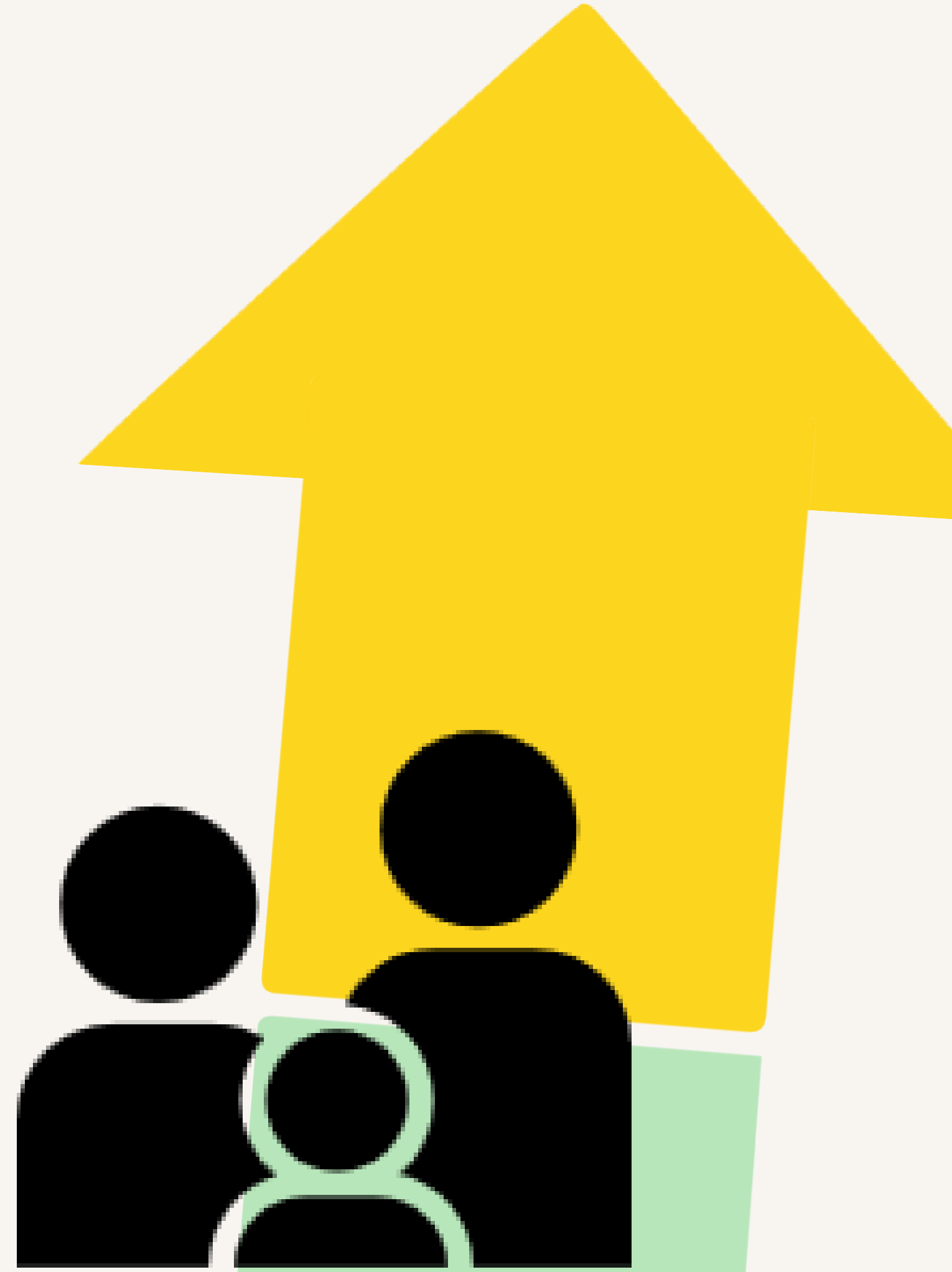
Why This Change is Needed

- Strengthens building security and access control
- Prevents unauthorized access to offices, records, and operational spaces
- Reduces risk of badge misuse (sharing, tailgating)
- Ensures timely removal of access upon separation
- Establishes clear accountability for supervisors



Human Resources

5.13 Paid Childbirth and Parental Leave Policy Update



What this Policy Provides

Overview of Policy

- Paid childbirth leave for recovery following delivery
 - ✓ 240 hours for full-time employees (120 hs for PT): equivalent to six (6) weeks for 40-hour employees.
- Paid parental leave for bonding after birth, adoption, or foster placement
 - ✓ 160 hours for full-time employees (80 hrs for PT): Equivalent to four (4) weeks for 40-hour employees.
- Runs concurrently with FMLA but does not require FMLA eligibility

Key Changes

- Language changed so that leave is now pro-rated for non-traditional work schedules

Paid Childbirth Leave

- Equivalent to six (6) weeks for non-traditional schedule
- Leave cannot extend employment separation date
- Employees who do not return may be required to reimburse UG

Paid Parental Leave

- Equivalent to four (4) weeks for non-traditional schedules



Rationale for Changes

- Ensures equitable amount of “time off” across traditional and non-traditional work schedules
- Clarifies eligibility, usage, and limitations of paid leave



Human Resources

6.6 Take Home Vehicle Policy



Purpose of the Policy

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

Note: Department heads can establish more strict guidelines than the general UG policy. Police, Fire, Sheriff and Public Works currently have set aside departmental policies that abide by this general policy.

Why changes are needed:

- Change in residency requirement requires new parameters to be set to reduce liability
- Maintain operational readiness and response expectation for employees with take-home vehicles.

Key Policy Changes

New Requirements

- Vehicles must be stored within Wyandotte County
- Employees living outside the WYCO cannot store vehicles at home
- Departments may establish a UG facility/parking lot to store UG take-home vehicles for employees residing outside of WYCO.

Why This Matters

- Ensures proper use of public assets
- Reduces liability and misuse risk

Response Time & Operational Expectations Defined

- Employees must respond within 60 minutes when required
- Departments may require shorter response times based on operations
- Employees must acknowledge these guideline before assigned a UG take-home vehicle.

Why This Matters

- Ensures emergency response reliability
- Ensures expectations are clearly defined and adhered to.



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Shakeva Christian, Manager schristian@wycokck.org x5661	Human Resources
AGENDA ITEM #4.5.		
APPROVAL: HR GUIDE REVISIONS: 6.6 TAKE-HOME VEHICLE POLICY		
BACKGROUND		
<p>Request approval to revisions of the HR Guide policy 6.6 Take-Home Vehicles. As a result of the elimination of the residency requirement for Unified Government employees, it is necessary to amend the Take-Home Vehicle policy to mitigate risks associated with storing UG vehicles outside of Wyandotte County. The revised policy adds verbiage that indicates that those that are assigned a take-home vehicle who live outside of Wyandotte County will be required to leave their UG vehicles at a nearby UG facility that is closest to his/her home.</p>		
RECOMMENDATION		
Approve revised policy.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
Legal has reviewed/approved		
ATTACHMENTS		
4.13.26 Presentation_FINAL, Take Home Vehicle Policy_Redline, Take Home Vehicle Policy_FINAL		

Approved by Mayor/Administrator to add to agenda.



Human Resources

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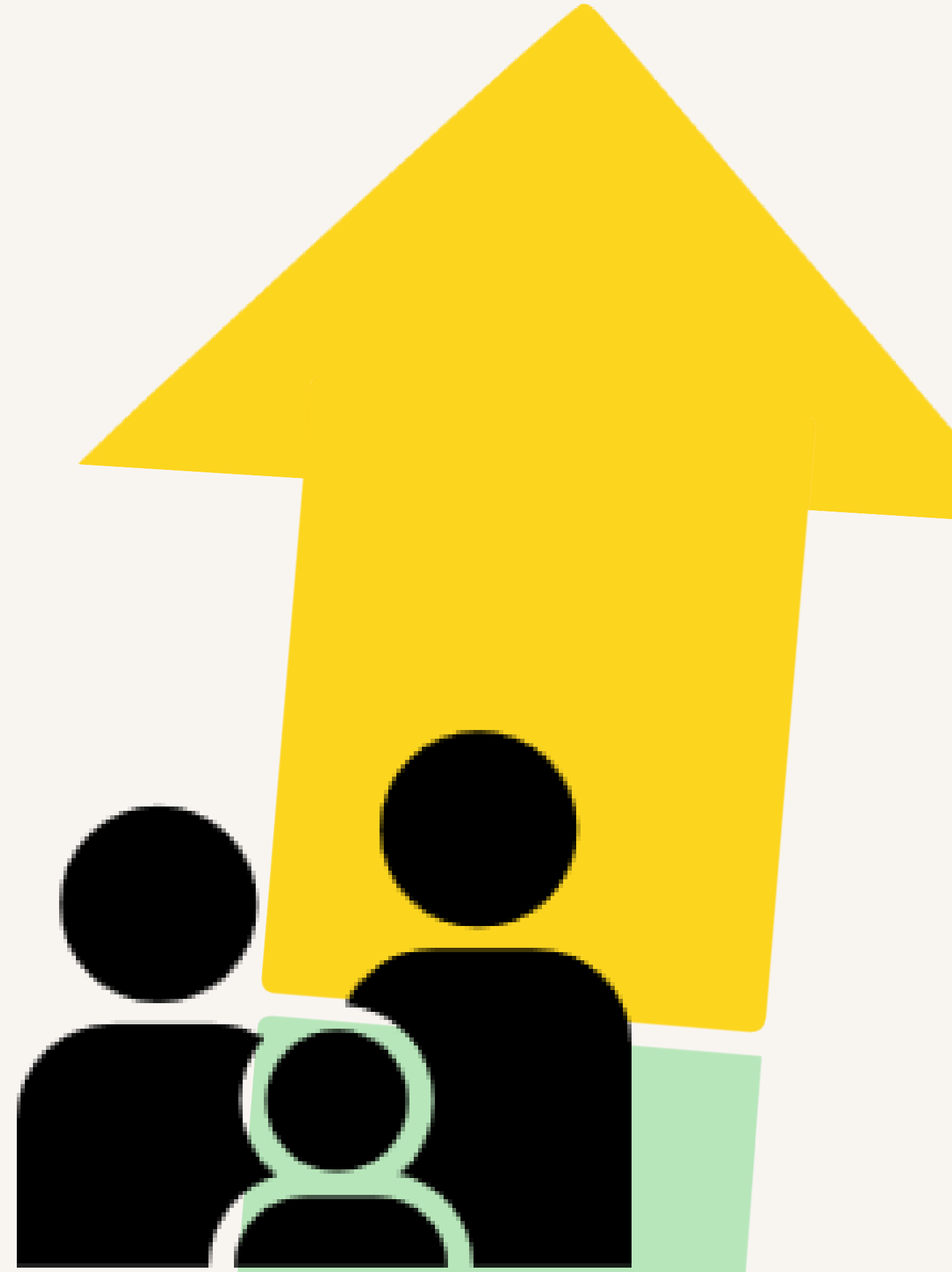
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Human Resources

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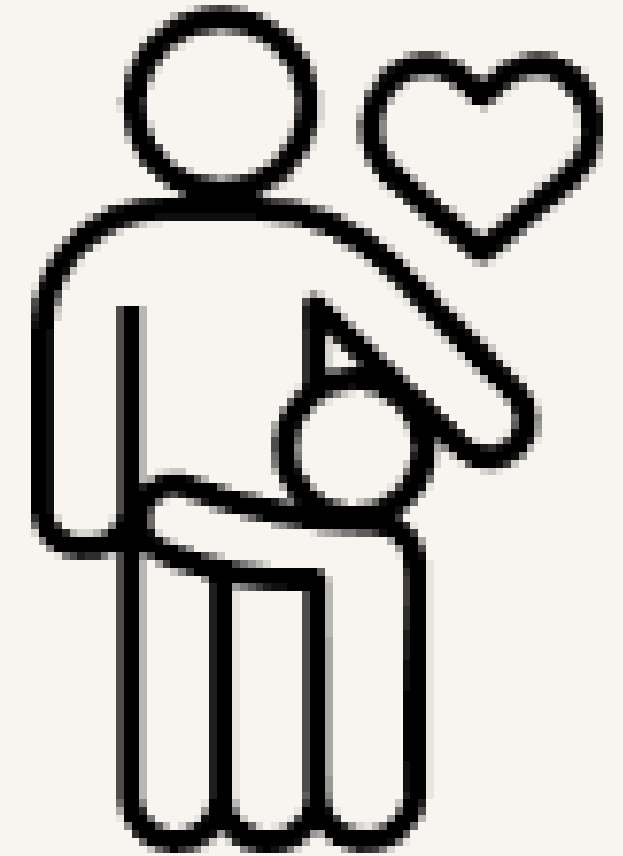
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Human Resources

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Why changes are needed:

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- Maintain operational readiness and response expectation for employees with take-home vehicles.

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New Requirements

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- Ensures proper use of public assets
- Reduces liability and misuse risk

Response Time & Operational Expectations Defined

- Employees must respond within 60 minutes when required
- Departments may require shorter response times based on operations
- Employees must acknowledge these guideline before assigned a UG take-home vehicle.

Why This Matters

- Ensures emergency response reliability
- Ensures expectations are clearly defined and adhered to.



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: ~~06-27-2024~~

TAKE-HOME VEHICLES

- I. General: This policy establishes rules and procedures for authorization and use of Unified Government take-home vehicles. Some of these rules are mandated by federal and state regulations (such as K.S.A. 8-301 *et seq.*, K.S.A. 21-6002(a)(1) and IRS guidelines).
- II. Policy
 - A. Unified Government employees must follow these rules and procedures for authorization and use of take-home vehicles. Take-home vehicle authorizations will be based on demonstrable and beneficial need for the delivery of services for the Unified Government and will comply with IRS guidelines for employer-provided vehicles.
 - B. Departments may create their own take-home vehicle policy subject to review by Human Resources [and legal](#) and the approval of the County Administrator. Such policies may be stricter than the Unified Government take-home vehicle policy.
 - C. Authorization for Take-Home Vehicles
 1. Take-home vehicles will be approved only for the purpose of conducting Unified Government business, based on public purpose and demonstrable and beneficial need, in accordance with IRS guidelines.
 2. Operators must maintain a valid Kansas driver's license for the class of vehicle they are assigned to operate.
 3. An employee may be authorized to use a take-home vehicle only after a Take-Home Vehicle Use Authorization Form has been submitted to and approved by the by the department head. Take-Home Vehicle Use Authorization Forms must be completed annually. Authorization will not exceed one year.
 4. If the basis for the authorization changes during the year, a new authorization form must be submitted and approved.
 5. Department heads will only approve take-home vehicles when there is a justified business necessity.
 6. In declared emergencies, the department head, or his or her designee, may temporarily change a take-home vehicle's use to support Unified Government operations.



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: ~~06-27-2024~~

7. Employees who are authorized to use a take-home vehicle must comply with this policy to ensure IRS rules are followed. Unified Government will report employee take-home vehicles as imputed income via payroll tax deduction.

D. Responsible Use of Take-Home Vehicles

1. Only authorized employees are permitted to operate Unified Government vehicles.
2. Non-business passengers (e.g., family members and friends) are prohibited from operating, riding in, or using Unified Government vehicles.
3. Only "de minimis" personal use of a take-home vehicle is permitted. De minimis use is defined as infrequent and limited travel outside of the direct commuting route between the employee's residence and his or her place of work each day or outside of direct travel between work stops during the workday, e.g., stopping at a convenience store on the direct route while commuting to home or work or stopping between two work sites for a meal or to use the restroom.
4. Employees are prohibited from travelling outside of a 50-mile radius of Wyandotte County in a take-home vehicle unless the travel is pre-approved by the employee's department head, or his or her designee.
5. When operating a Unified Government vehicle, employees must comply with all federal, state, and local laws.
6. Operators of take-home vehicles shall immediately notify their supervisor and department director of any changes in their driver's license, traffic citations received while operating a UG or personal vehicle (if that citation affects the status of the driver's license).
7. Operators of Unified Government vehicles must adhere to HR Guide 6.2 Driver Safety, Accident Reporting and Vehicle Use.
8. Operators of take-home vehicles will be subject to the Substance Abuse policy 7.4 and Substance Abuse Policy Transit 7.4A as outlined in the Human Resources Guide.
9. Take-home vehicles must be maintained in accordance with Unified Government fleet management operating procedures. Vehicle maintenance and refueling must be done at department designated Unified Government facilities.
10. Traffic or parking citations received while driving a take-home vehicle are the responsibility of the vehicle's operator.



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: ~~06-27-2024~~

11. Mileage incurred in a Unified Government vehicle is not eligible for reimbursement.
12. Employees authorized to utilize a take-home vehicle are not eligible for compensation of a stipend or vehicle allowances.
13. Use of tobacco products, including e-cigarettes and chewing tobacco, in a Unified Government vehicle is prohibited.
14. The Unified Government highly encourages employees who have been authorized to use a take-home vehicle to park the vehicle in the driveway, to be respectful of neighbors and motorists and to reduce the risk to children at play.
15. Unified Government vehicles shall not be regularly parked or stored outside of Wyandotte County. Employees that are assigned a Take Home Vehicle who reside outside of Wyandotte County are prohibited from storing/parking their UG assigned vehicle at their residence or any other location outside of Wyandotte County. Upon approval by the County Administrator, Department heads can authorize the use of a Unified Government facility/parking lot for which a Take Home Vehicle may be parked/stored. Public Safety Departments may designate parking areas at the Chief's or Sheriff's discretion.
16. In emergency situations whereby an employee's response utilizing their UG assigned take-home vehicle is required, the employee must be able to respond to the appropriate work location within 60 minutes. Department heads can may require a shorter response time based via their specific approved departmental policies based on their operational needs. In situations where an immediate response requiring an employee to respond using their UG-assigned take-home vehicle, the employee must be able to report to the designated work location within 60 minutes. Department heads may establish a shorter response time in accordance with their approved departmental policies and operational needs.
- ~~14.~~
- ~~15-17.~~ The use of a take home vehicle is a privilege and can be revoked for policy violations (i.e., failed drug/alcohol test, misuse of vehicle, failure to timely respond to calls for service etc.).
- ~~16-18.~~ Employees in violation of this policy are subject to discipline up to and including termination.
- ~~17-19.~~ Employees should consult their department head, or his or her designee, if they have questions about this policy.

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UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: ~~06-27-2024~~

Related Policies:

- 6.2 Driver's Safety, Accident Reporting and Vehicle Use
- 6.5 Use of Cell Phones and Electronic Devices While Driving
- 7.1 Rules and Discipline
- 7.4 Substance Abuse
- 7.4A Substance Abuse Transit Department

Related Forms:

Take Home Vehicle Justification Form



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective:

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UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective:

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UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective:

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17. The use of a take home vehicle is a privilege and can be revoked for policy violations (i.e., failed drug/alcohol test, misuse of vehicle, failure to timely respond to calls for service etc.).
18. Employees in violation of this policy are subject to discipline up to and including termination.
19. Employees should consult their department head, or his or her designee, if they have questions about this policy.

Related Polices:

- 6.2 Driver's Safety, Accident Reporting and Vehicle Use
- 6.5 Use of Cell Phones and Electronic Devices While Driving
- 7.1 Rules and Discipline



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective:

7.4 Substance Abuse

7.4A Substance Abuse Transit Department

Related Forms:

Take Home Vehicle Justification Form



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="581 386 1039 478" style="border: 1px solid black; padding: 2px;"> Reed Partridge, Senior Audit Manager </div> RPartridge@wycokck.org x8043	Legislative Auditor
AGENDA ITEM #4.6.		
PRESENTATION: LEGISLATIVE AUDITOR'S OFFICE		
BACKGROUND		
<p>An update on the Legislative Auditor's Office operation, programs, accomplishments, challenges, and upcoming priorities.</p> <p>This item was added at the request of Commissioner Ramirez.</p>		
RECOMMENDATION		
<p>For information only</p> <p>Information only</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
None		
LEGAL/ POLICY CONSIDERATIONS		
None		
ATTACHMENTS		
Legislative Auditor's Office Overview		

Approved by Mayor/Administrator to add to agenda.



Legislative Auditor's Office Overview

April 13, 2026



Legislative Auditor's Office

Authority

Established by Charter: The UG Charter established the office of Legislative Auditor, formerly Wyandotte County Auditor.

Appointed by District Court Judges: The Legislative Auditor is appointed by the judges of Wyandotte County District Court and reports to the Chief Judge.



Legislative Auditor's Office

Function: The Charter describes the role of the Legislative Auditor as a “citizen oversight.”

Internal Performance Audit – The Legislative Auditor conducts independent performance audits of operations.

Ethics Program – The Legislative Auditor oversees the UG Ethics Program.



Legislative Auditor's Office

Other Functions:

Transactional audit

Non-voting member of RFP committees



Legislative Auditor's Office

Internal Performance Audit

Standards – Audits conducted using the U.S. Government Accountability Office standards (GAO).

Peer Review – The LAO received the highest level of validation awarded by the Association of Local Government Auditors.



Legislative Auditor's Office

Internal Performance Audit (continued)

Audit Topics

Risk Based

Management Recommendation

Focus

Fraud, Waste & Abuse

Compliance, Economy, Efficiency, Equity



Legislative Auditor's Office

Ethics Program

Ethics Code – Applies to UG elected officials, employees and representatives.

Ethics Commission – Five-members appointed by Chief Judge, DA, and LA.

Ethics Administrator – Supports the Ethics Commission.



Legislative Auditor's Office

Budget

Actual Expenditures			
2023	2024	2025	2026
857,637	693,236	735,950	-

Amended Budget			Original
2023	2024	2025	2026
785,682	840,868	767,474	788,082



Legislative Auditor's Office

Staff

6 Current FTE

1 Frozen position

1 Part-time contract employee – Ethics Administrator



Legislative Auditor's Office

Questions?



Report to
Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
		Register of Deeds
AGENDA ITEM #4.7.		
PRESENTATION: UPDATE FROM REGISTER OF DEEDS (ADDING DOCUMENT PER AGENDA UPDATE)		
BACKGROUND		
An update on department projects, programs, and initiatives from the Register of Deeds office. This item is added at the request of Commissioner Ramirez.		
RECOMMENDATION		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
None		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Reister of deeds powepoint 04-07-2026		

Approved by Mayor/Administrator to add to agenda.



REGISTER OF DEEDS OFFICE

Presentation



ABOUT US

The Register of Deed office serves as custodian and maintains a perpetual, comprehensive set of public records dating back to the late 1850's (K.S.A. 19-1204).



OUR SERVICES

Office Hours

Mon - Fri: 8:00AM to 5:00PM
We are open through the lunch hour, and we stop recording documents everyday at 4:30 p.m.

Several Options to record documents

The Register of Deeds office offers mail in service, in person recording, and electronic recording of documents.

Property Fraud Alert

Homeowners can sign up for this service. This service will alert homeowners if anything has been recorded in our office on their name.

Laredo Subscriptions

Laredo subscriptions are available for a monthly fee. This service gives the subscription customer access to our documents dating back to 1955.

E-Recording subscriptions

Customers sign a Memorandum of Understanding and that gives them access to record documents electronically with our office.

Customer Service

Customer service is very important to the Register of Deeds office. We continue to provide the best customer service possible.

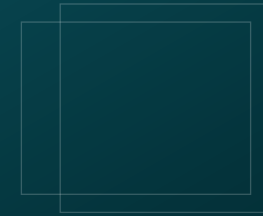
RECORDED DOCUMENTS



2024



2025



- **20,023 –This includes paper and Erecorded documents.**

- **21,517- This includes paper and Erecorded documents.**
- **Increase of 1,500 documents**
- **82% documents filed come thru E-record**
- **18% recordings are by walk-ins and by mail**

PROPERTY FRAUD ALERT

TWO YEAR FORECAST

2 YEAR SUMMARY	2024	2025	DIFFERENCES
TOTAL SUBSCRIBERS	1,677	2,305	628
TOTAL ALERTS	480	268	-212

DATA MIGRATION

- 19 year's worth of documents migrated into the main search engine.
- Spanning the years 1955 to 1974
- Total of 981 books
- 411,750 documents
- Approximately 800,000 images
- We have currently indexed 115,269 documents
- 269,479 remain to be indexed

GOALS

- Continuation of Data Migration
- Notary Fraud- implement this. It is like property fraud, however it is for notaries
- Rebinding some books

THE TEAM

Susan P. Nelson

Register of Deeds

Margaret Orendac

Deputy Register of Deeds

Sandra M. Ayala

Administrative Support
Supervisor

Brandy Lynch

Program Specialist

Juanita Soto

Administrative Support
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Karen Shipman

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THANK YOU



Susan P. Nelson
Register of Deeds



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