



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*

AGENDA

Monday, September 14, 2026

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

- 1. Call to Order/Roll Call**
- 2. Revisions to Agenda**
- 3. Approval of standing committee minutes**
 - 3.1 MINUTES**

Synopsis: Minutes from the special meeting on August 12, 2026.
Tracking #: MINUTES
- 4. Committee Agenda**
 - 4.1 RESOLUTION: AMERICORPS SENIORS RSVP GRANT**

Synopsis: Adopt a resolution for the application for, and acceptance if offered, of the service year 2027-2030 AMERICORP Seniors Funding Opportunity Grant. The grant term is three years, running from March 31, 2027, through March 2030, with an award amount of \$75,000.00 plus \$350 per volunteer. 10 percent match in-kind for salary.
Tracking #: 21874
 - 4.2 RESOLUTION: GRANT APPLICATION AND POLICY**

Synopsis: Adopt a resolution amending the grant application and acceptance policy.

*On July 13, 2026, the **Administration and Human Services Standing Committee**, chaired by Commissioner Ramirez, voted unanimously to approve and forward to the Board of Commissioners meeting. This matter was scheduled before the Board of Commissioners on August 6, 2026, and set back to this standing committee for further discussion.*

Tracking #: 21526

4.3 **DISCUSSION: CREATION OF CITIZEN OVERSIGHT BOARD RELATED TO COUNTYWIDE RETAILERS' SALES TAX INITIATIVE**

Synopsis: Discussion regarding creation of a citizen oversight board related to countywide retailers' sales tax initiative to advise how funds would be expended.

Tracking #: 21916

5. **Public Agenda**

6. **Adjourn**

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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 At-Large Dist. 2 Andrew Kump –
Commissioner Dist. 1 Jermaine Howard – Commissioner Dist. 3 Christian Ramirez – Commissioner Dist. 4
Evelyn Hill – Commissioner Dist. 6 Phil Lopez*

MINUTES

SPECIAL MEETING

Wednesday, August 12, 2026

4:30 PM – 5:49 PM

Attendance:

Commissioners Present:

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

Staff Present:

- Monica L. Sparks (Unified Government Clerk)
- Alan Howze (County Administrator)
- Reginald Lindsey (Budget Director)
- Michael Peterson (Deputy Budget Director)
- Shanna DePriest (Senior Budget Analyst)
- Sam Her (Senior Budget Analyst)
- Renee J. Ramirez (Director of Human Resources)
- Dave Wimberly (Risk Manager, Human Resources)
- Stasha Ferguson (Senior Analyst, Human Resources)
- Terrie Garrison (Interim Director, Health Department)
- Kevin Bibbs (Executive Director, Technology)

- Crystal Sprague (Director, Performance and Innovation/311)
- John Kelly (Director of Buildings and Logistics)
- Dr. Shelley Kneuvean (Chief Financial Officer)
- Casey Meyer (Interim Assistant County Administrator/Deputy Chief Counsel)

Call to Order:

Commissioner Ramirez called the meeting to order at 4:01 PM.

Notice and Consent to Meeting: (Discussion begins: 00:01:20)

NOTICE OF SPECIAL MEETING of the Unified Government of Wyandotte County/Kansas City, Kansas, is scheduled to be conducted in a hybrid format on Thursday, May 14, 2026, at 4:30 p.m. for a budget workshop in the fifth-floor conference room of the Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas.

CONSENT TO MEETING of the governing body of Wyandotte County/Kansas City, Kansas, accepting service of the foregoing notice, waiving all and any irregularities in such service and in such notice, and consent and agree that we, the governing body, shall meet at the time and place therein specified and for the purpose therein stated.

HUMAN RESOURCES DEPARTMENT BUDGET WORKSHOP (Discussion Begins 00:01:20)

Budget Presentation — Preliminary Remarks

Michael Peterson, Deputy Budget Director, provided preliminary assumptions applicable to all departments being covered during the workshop. He noted that the numbers reflected in the department budget pages in the budget document may appear slightly different from the numbers presented in the slides. He clarified that the figures presented in the slides represent strictly the certified budgets — the amounts the commission would adopt upon passing the budget or that were under review as the proposed budget. These numbers do not include grant funds, project funds, or internal service funds, which may appear in the budget document as a picture of each department's full resources outside the certified budget.

Human Resources Budget Overview

Shanna Depriest, Senior Budget Analyst, presented the following budget details:

- Total Proposed Budget (2027): \$2,650,400
- Budget Breakdown:
 - A. Personnel: 81%
 - B. Contractual Services: 17%

- C. Commodities: 2%
- Fully Funded FTEs: 16
- 2027 Budget Impacts:
 - A. Increased costs for a third-party administrator to manage workers' compensation and injury-on-duty claims: \$150,000
 - B. Third-party background screening vendor for pre-employment screenings: \$50,000
- Key Notes:
 - A. The largest expense within the Human Resources budget is personnel at 81%.
 - B. Of the contractual and commodities budget, approximately 65% goes toward background checks and new employee onboarding fees.
 - C. Approximately 7% of the contractual and commodities budget is allocated toward employee appreciation and awards.

Budget Snapshot Presentation

Michael Peterson, Deputy Budget Director, presented a budget snapshot for Human Resources:

- 2027 Base Budget (2026 approved budget with 3% COLA applied to personnel): approximately \$2.5 million
- Department Requested Budget: approximately \$3.6 million (primary differences included contractual training for employees and various other requests)
- 2027 Proposed/Funded Budget: \$2,650,400 (approximately \$2.65 million)
- Fully Funded Request (what it would take to adequately fund Human Resources at current capacity): approximately \$3.8 million

Human Resources Director Remarks

Renee Ramirez, Director of Human Resources, addressed the committee and provided an overview of the department's strategic role and operations. The Human Resources Department plays a vital strategic role in advancing the organization's mission, managing the full employee lifecycle, and fostering a productive, equitable, and compliant workplace. HR oversees a broad spectrum of services including:

- Recruitment and retention
- Employee relations
- Benefit administration
- Compensation planning
- Training and development
- Labor relations

- Risk management
- Workplace safety
- Compliance with all federal, state, and local employment laws and organizational policies

Director Ramirez highlighted key priorities including:

- Streamlining recruitment and hiring processes
- Advancing initiatives for employee engagement and inclusivity
- Expanding employee training and professional development opportunities
- Improving operational efficiencies to better support both employee and organizational goals

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

The Chairman closed the public hearing.

Committee Questions — Human Resources Department

Commissioner Hill directed a question to Director Ramirez regarding staffing adequacy, asking whether 16 funded FTEs were sufficient to run the department adequately.

Renee Ramirez, Director of Human Resources, responded as follows:

- Based on industry standards, the FTE ratio for every 100 employees should be 1.7.
- At the current staffing level of 16 FTEs, the department has less than 0.75 FTE per every 100 employees at the Unified Government.
- Director Ramirez confirmed that 16 FTEs are not sufficient for an organization of this size.

Commissioner Hill followed up by asking how many employees would be required at the 1.7 industry standard ratio.

Renee Ramirez, Director of Human Resources, responded that at the 1.7 ratio — the industry standard — the department should have 39 employees in Human Resources today. While the department does not have those numbers, she stated that the current staff represents the best talent in the human resources profession and works diligently to support the organization and employee needs as effectively as possible.

HEALTH DEPARTMENT BUDGET WORKSHOP (Discussion Begins 00:11:26)

Health Department Budget Overview

Sam Her, Senior Budget Analyst, Budget Department, presented the following budget details, noting that the figures presented represent only the certified or tax levy funds for the Health Department, as the department is greatly reliant on grants:

- Total Tax-Funded Budget (2027 Proposed): approximately \$5.7 million
- FTEs Funded: 34.35 FTEs (approximately 58% of budget)
- Budget Breakdown:
 - A. Personnel: approximately 58%
 - B. Contractual Services: 26%
- Functional Hierarchy within the Health Department:
 - A. Health Administration
 - B. Clinical Services
 - C. Public Health
 - D. Community Health
 - E. County Coroner
- 2027 Capital Improvements:
 - A. Health department facility capital improvements: approximately \$180,000
 - B. Improvements to include new security cameras, computer equipment, and ADA signage
- Notable Budget Details:
 - A. Of the 26% contractual services budget, approximately 55% is allocated to autopsies within the coroner's budget.
 - B. The three main areas of cost for the Health Department are: Environmental Health, Administration, and Women, Infants and Children (WIC) and Early Childhood Programming.

Michael Peterson, Deputy Budget Director, presented a budget snapshot for the Health Department:

- 2027 Base Budget (2026 approved budget with 3% personnel inflation): approximately \$5.26 million
- Department Requested Budget: approximately \$6.3 million (primary differences included additional staffing and capital requests)
- 2027 Proposed/Funded Budget: \$5.7 million (capital needs were met within available resources for the health fund)
- Fully Funded Request: \$6.3 million (as requested by the Health Department)

The chairman opened the public hearing. No comments were received.

The chairman closed the public hearing.

Committee Questions — Health Department

Commissioner Kump asked about the 0.35 FTE figure, inquiring whether that represented a situation in which the tax levy funds 0.35 of a position and the remainder is grant-funded.

Michael Peterson, Deputy Budget Director, responded that the Health Department is very unique as far as staffing is structured. He noted that 0.35 FTE is not one individual employee, but rather reflects a structure in which most Health Department employees have their positions split between grant funding sources and the health levy fund, with specific percentages allocated to different funding sources. He deferred to Director Garrison for further clarification.

Commissioner Lopez asked whether the Health Department had recently received a grant related to early childhood programming.

Terrie Garrison, Interim Health Director, confirmed that the department had recently applied for a Maternal Produce Prescription Grant, which would provide a prescription for produce for pregnant women and mothers up to a certain age of the child. The application had been submitted, but the department had not yet received a response on whether the program had been funded.

Commissioner Hill asked about capital improvement opportunities, including building-related capital needs.

Terrie Garrison, Interim Director, outlined the following capital improvement needs:

- The health department building was constructed in 1972 and has not undergone any large rebuilds in nearly 50 years.
- The main public bathrooms on the clinical floor are not ADA compliant. Some modifications had been made, but full ADA compliance had not been achieved.
- ADA signage is needed throughout the facility to help community members navigate the building safely and appropriately.
- The front handicap-accessible door needs a full framework and door replacement.
- Security camera improvements are requested to connect to the security office at City Hall (located in the basement).

Commissioner Hill asked whether the \$75,000 or the \$295,000 figure would cover the referenced improvements.

Terrie Garrison, Interim Health Director, clarified that the \$295,000 is for capital equipment and capital improvements submitted through the CIP (Capital Improvement Program).

The \$75,000 is designated primarily for maintenance of the building, including some smaller

improvements. She noted that the building's elevators are approximately 55 years old and break down on a frequent basis, and that plumbing issues have also required recent repairs.

Commissioner Howard asked whether the Kansas Department of Health and Environment (KDHE) had been involved in the process and whether KDHE had been supportive in providing resources for facility upgrades.

Terrie Garrison, Interim Health Director, stated that to her knowledge, there had been no conversations with KDHE regarding the Health Department's facility needs and improvements. Each individual local health department is responsible for its own facilities and buildings, and that KDHE does not have a role in that work at the local level.

Commissioner Howard asked for clarification on what KDHE is.

Terry Garrison, Interim Health Director, explained that KDHE stands for the Kansas Department of Health and Environment, which is the state health department. KDHE serves as a flow-through entity for many federal grants, including Title X Family Planning, Title V Maternal and Child Health, Tuberculosis Control, and STI Control. Federal funds are channeled through KDHE and then carved out for distribution to local departments for various services.

John Kelly, Director of Buildings and Logistics, added in response to Commissioner Howard's question that the responsibility for the courthouse and health department buildings lies with the local government, not KDHE. He confirmed that Buildings and Logistics is responsible for providing the facilities to the Health Department and that Terry Garrison had correctly identified the situation.

Commissioner Lopez expressed concern about the building's non-ADA compliant status, noting that the county enforces code compliance against businesses for ADA deficiencies, yet the Unified Government's own building is not fully compliant.

Terrie Garrison, Interim Health Director, explained that the building is old enough to have been grandfathered in under ADA requirements, meaning it has not been required to meet all current ADA standards.

John Kelly, Director of Buildings and Logistics, responded that the UG has several older facilities that were not built to ADA standards. He stated that whenever improvements or renovations are recommended, the department tries to address ADA issues at those times. He confirmed that the UG receives a portion of funding annually to address some of its older buildings and that funding has been used to make incremental ADA improvements, but that the referenced funding would not bring the health department building to 100% ADA compliance.

Commissioner Lopez asked further whether it would be possible to partner with a local doctor's office to help serve patients.

Terrie Garrison, Interim Health Director, responded that the Health Department works very closely with Federally Qualified Health Centers (FQHCs) within the community. She identified the following FQHCs operating in Wyandotte County:

- Vibrant Health
- Swope Health
- Mercy and Truth (also referred to as a safety net clinic)

FQHCs are required to serve uninsured, insured, and Medicaid individuals and receive a higher reimbursement rate through Medicaid and Medicare because of their designation, allowing them to use those higher reimbursements to help cover the uninsured population. Services provided include primary care, women's care, and dental care, depending on the clinic. The Health Department works with KU Family Medicine and other departments within KU Medical Center. She indicated that the low number of primary care physicians relative to the community's population is one factor contributing to lower county health rankings.

Director Garrison confirmed that the health department building is a municipality building. John Kelly confirmed the building had previously had security coverage, but that security had been pulled due to budget cuts. He noted that the current budget discussion includes improvements to bring security cameras up to a higher standard, but current funding for security personnel is not included in the facility's budget at this time.

Commissioner Kump asked what year the health department building was built.

John Kelly, Director of Buildings and Logistics, stated the building was built in the mid to late 1970s and offered to provide the exact date. Commissioner Kump noted that the Americans with Disabilities Act (ADA) was passed in June 1990, confirming that the building was grandfathered in. Commissioner Kump asked whether the current capital funding for ADA compliance would bring the building to full ADA compliance.

John Kelly stated that the current funding would not bring the building to 100% ADA compliance.

Commissioner Ramirez commented on the nature of the Health Department as a state-mandated department for which the local government bears funding responsibility. Commissioner Ramirez stated that the state of Kansas frequently provides unfunded mandates to local governments without assisting in funding those mandated departments, which he identified as frustrating. He noted that the Health Department is important and is not funded at the level it should be to adequately provide services, though he acknowledged this could be said of many departments within the local government.

Commissioner Ramirez directed a question regarding contractual services, specifically regarding the coroner's budget. He asked how the county having a coroner relates to 55% of the contractual services budget going toward autopsies.

Terrie Garrison, Interim Health Director, explained that the Health Department has a contracted coroner as well as a contracted forensic medical service that performs autopsies. The coroner determines whether an autopsy is needed, the extent of the autopsy (external, full, or partial), and signs off on death certificates. Forensic Medical is contracted to conduct autopsies. The coroner's office also manages "first call" — retrieving individuals who have passed and transporting them to Forensic Medical — and assists in locating family members of decedents whose family connections are unknown.

Interim Health Director Garrison also corrected an earlier statement, clarifying that the Coroner's Office includes a three-quarter FTE (0.75 FTE) employee who handles administrative work such as paperwork and phone calls, in addition to the contracted coroner.

Commissioner Ramirez asked how other jurisdictions in the metro area handle their coroner's function.

Terrie Garrison indicated she was not fully certain but believed Johnson County operates its own medical examiner and pathology clinic.

Casey Meyer, Interim Assistant County Administrator, added that by statute, the commission appoints the coroner, which applies across the entire state of Kansas. He noted that the process used by the Unified Government — contracting the coroner and then working on contracts for other related services approved by the county administrator — is historically very consistent with how other jurisdictions operate.

TECHNOLOGY DEPARTMENT BUDGET WORKSHOP (Discussion Begins 00:34:20)

Technology Department Budget Overview

Michael Peterson, Deputy Budget Director, presented the following Technology Department budget details for 2027:

- Total Proposed Budget (2027): \$13.26 million
- FTEs Funded: 34.75 FTEs
- Four Primary Divisions:
 1. 311 Call Center
 2. Enterprise System Support
 3. Performance and Innovation
 4. Integrated Technical Services (Technology)
- Budget Breakdown (Overall):
 - A. Contractual Services: 61% (primary due to large enterprise contracts supporting all UG departments and functions, including ERP Workday)
 - B. Personnel: 30%
 - C. Capital Outlay: 6%

D. Commodities: 3%

- Technology makes up approximately 4% of the tax levy budget and 4% of the general funds.
- Technology supports the entire Unified Government in the areas of telephone services, cybersecurity, performance and innovation, and manages the 311 Call Center.

Division-Level Breakdowns:

311 Call Center:

- 2027 Recommended Budget: approximately \$771,000
- FTEs: 6.25
- Budget Breakdown: 34% contractual services; 65% personnel
- No capital budgeted for 2027
- A new CRM (Customer Relationship Management) system was implemented via the amended 2026 budget; \$150,000 built into 2027 for maintenance.

Enterprise System Support:

- Total Budget: \$5.7 million
- FTEs: 5 FTEs to support enterprise software programs
- Contractual increases for different software systems estimated at approximately \$460,000 built into the 2027 budget
- Capital: Infrastructure migration budgeted at approximately \$50,000

Performance and Innovation:

- 2027 Budget: approximately \$2.37 million
- Funded FTEs: 8.5
- 2027 Additions include:
 - A. Adaptive Planning (budgeting software)
 - B. Prism (data holder integrating with ERP)
 - C. Cayenta (Kinder) Retirement system — migration from an outdated on-premises server to cloud solution
 - D. Exelon Managed Services: \$200,000
 - E. Subscriptions for timekeeping (UG Chrono Software — scheduling system for police and fire)
 - F. Additional funding for the fiber program

G. 311 Customer Management System (CRM) — implementation in 2026 amended;
next steps for tax management system under development

Integrated Technology:

- 2027 Recommended Budget: \$4.4 million
- FTEs: 15 FTEs to support the entire Unified Government
- Contractual software increases: approximately \$111,000
- Computer equipment replacement shifted from capital schedule to operating budget as an annual operating need
- Capital items include UPS batteries, firewall replacement, VMware server
- Budget Breakdown: 42% personnel; 42% contractual services

Kevin Bibbs, Executive Director, Technology, addressed the committee.

Director Bibbs illustrated the impact of rising costs with a real-world example: a computer device purchased six months ago with a multi-year warranty was quoted today — for an identical machine — at \$900 more than the original purchase price. The cost of goods and services continues to increase at what feels like a daily rate.

Director Bibbs described how the Technology team has worked to reduce budget impacts by negotiating multi-year contracts and purchasing equipment with extended warranties. He referenced a Request for Proposals (RFP) process he completed in 2021 using staff job descriptions, which received over 20 responses. Despite these strategic efforts, price increases continue to outpace the team's efficiency work, prompting staff to begin evaluating new solutions to continue providing strong service to internal customers and ultimately to the broader community.

The chairman opened the public hearing. No comments were received.

The chairman closed the public hearing.

Committee Questions — Technology Department

Commissioner Kump referred to a prior committee presentation by Director Sprague — approximately one to two months earlier — in which technology upgrades needed to improve cross-functionality and efficiency were discussed. Commissioner Kump asked whether the proposed budget contemplates funding those technology upgrades.

Crystal Sprague, Director of Performance and Innovation, responded that the proposed budget gets the department "the foot in the door" and starts to lay a solid groundwork — particularly around the CRM system — which will enable the leveraging of additional innovations in the future. She emphasized the importance of starting with a strong foundation, stating that the CRM would provide that start.

Commissioner Hill asked whether the integrated technology software increase of \$111,200 and the computer equipment replacement line items would improve the systems to provide better cybersecurity.

Kevin Bibbs, Executive Director, Technology, responded that the budget items help move the department in the right direction. He noted that the equipment purchases are designed to create standards to ensure coverage across the entire organization, but that rising prices continue to make this a "moving target." Staff are actively evaluating other solutions, devices, brands, and options to create a positive impact on the budget.

Commissioner Hill confirmed with Director Bibbs that the price increase previously referenced was \$900 — not \$900,000 — for the computer device example.

Commissioner Hill also raised a prior discussion about increasing insurance to protect against cyber-attacks.

Michael Peterson, Deputy Budget Director, responded that the budget includes market-rate increases for various insurance policies but could not immediately recall the specifics of the cybersecurity insurance line. He confirmed that cybersecurity insurance is budgeted and a cybersecurity program is budgeted within the Technology Department at status quo levels from prior years.

Kevin Bibbs, Executive Director, Technology, added that the UG's cybersecurity insurance covers all entities — including the UG, the Police Department, and Fire — with coverage of \$5 million.

Interim County Administrator Alan Howze noted that several years ago, a significant increase to the cybersecurity posture was made, and that the UG's current posture is meaningfully different from what it was a couple of years ago.

Commissioner Ramirez expressed enthusiastic support for the 311 CRM system, noting that at the beginning of the year when he became Chair, he prioritized investigating the 311 system. After meeting with Director Sprague and learning about the system's limitations, he brought it to the committee for discussion. To his knowledge, the 311 system had never been formally presented to a standing committee regarding its operations or needed improvements. Chair Ramirez expressed satisfaction that the new CRM system is now included in the budget and emphasized that 311 touches every part of the community.

Commissioner Lopez asked Director Sprague how calls to 311 are currently handled from intake through resolution.

Crystal Sprague, Director of Performance and Innovation, provided the following explanation:

- 311 call operators only receive less than 20% of all phone calls dialed to 311; the remaining calls are automatically routed to other departments through the IVR (Interactive Voice Response) phone routing system.

- Calls received by 311 operators are logged in the current CRM system, which is significantly limited in capability.
- Licenses exist for some frequently using departments to access and work on their own tickets.
- A major challenge with the current CRM system is the absence of any communication loop back from departments to 311 regarding ticket outcomes. 311 operators are rarely, if ever, notified of the resolution status of tickets passed to departments.
- This means that if a caller contacts 311 again for a status update, 311 cannot provide any information.
- The new 311 CRM system will begin to remedy this issue and establish service level agreements with departments for status updates back to 311.

Director Sprague added that the 311 system is on track to receive approximately 62,000 phone calls in the current year — and that 62,000 represents only 20% of those who attempt to reach 311, with the remaining 80% being routed elsewhere. She described the current CRM as a "freemium" version that cannot be upgraded or properly managed and expressed excitement about the forthcoming improvements.

Commissioner Lopez suggested that 311 should be CC'd on all departmental completion emails so the system can track ticket statuses.

Director Sprague agreed that this kind of integration is exactly what the new CRM system is designed to support.

Interim County Administrator Alan Howze asked Director Sprague to explain the acronym-heavy Performance and Innovation budget slide in plain language, noting the real-world impact of each item on internal and external customers.

Crystal Sprague provided the following explanations for 2027 budget impact items:

- Adaptive Planning - A budgeting software tool to be integrated within the existing ERP system.
- Prism — A data holder that automatically integrates with the ERP system.
- Cayenta (Kinder) Retirement — The current retirement platform is hosted on an outdated, unsecure, high-risk on-premises server. Moving it to the cloud-based solution protects historical retirement data long-term.
- Exelon (Acella) Managed Services — Support services for the Acella product already in use by the UG.
- UG Chrono Software — Subscription software used by police and fire for scheduling, callout management, and staffing of trucks; this is the system of record for police and fire scheduling.
- Fiber Program — Expansion and maintenance of the fiber program throughout the county, governed by a structured approach to identify where optimizations will yield the greatest return.

Director Sprague used the analogy of a bridge: once you build a bridge, you maintain it, optimize it, and keep it up to code — you do not build redundant offshoots to accomplish the same purpose. She described most of the 2027 additions as optimization of the existing ERP investment rather than new platforms.

Commissioner Kump asked Director Sprague to speak to the tax management system replacement.

Crystal Sprague explained that the Performance and Innovation Division often engages with projects before they reach the RFP stage to help shape requirements and the procurement process. Initial discovery and implementation costs typically appear first in the Performance and Innovation budget and are later transitioned to the appropriate department — or, for enterprise systems like tax management, to Director Bibbs' enterprise budget for organization-wide management.

Director Sprague stated that the current tax management system is known to create duplicative work and is considered risky in terms of sending communications and assessing taxes. She noted the system is outdated and in need of replacement, and that the procurement process would gather requirements from all stakeholders across the Unified Government before transitioning to a new platform. She referred to Monica Sparks, Clerk, who was present, for further details.

Monica L. Sparks, Unified Government Clerk, provided the following context on the tax management system:

- The tax upgrade has been in process for approximately 10 years.
- The appraiser is mandated by the state to use a specific tax system. Currently, the Unified Government operates two systems — one used by the rest of the UG and one used by the appraiser — which do communicate with each other, but not effectively.
- The UG's current system, known as CIC, has become increasingly burdensome and the UG has outgrown it.
- Between the appraiser's office and the clerk's office, four people are performing essentially the same function, which is inefficient and causes delays for citizens.
- Moving to a single unified system would allow data to be entered once and would benefit numerous departments across the UG, including NRC, Maps, the Appraiser, the Treasurer, Finance, Registered Deeds, and others.
- Implementation is expected to take approximately one year.
- The Clerk noted that the transition is not expected to significantly increase software costs; instead, it is anticipated to result in cost-neutral or even cost-stabilizing outcomes compared to managing the current legacy systems.
- The Clerk expressed excitement about the project moving forward, noting that she, Interim County Administrator Alan Howze, Budget Director Reginald Lindsey, and Appraiser Matt Willard have been working diligently to advance this initiative.

- The Clerk cited a recent example in which the CIC system could not generate the required documents for revenue neutral notices and tax rolls without direct programmer and vendor intervention, underscoring that the UG has outgrown the system.

Commissioner Lopez referenced a technology platform based out of Martin City that he had looked into previously — described as app-like software used by large cities including Chicago, St. Louis, and Dallas — that would provide integrated dispatch and service visibility across 311, police, fire, the street department, BPU, and other departments for approximately \$50,000 per year. Commissioner Lopez committed to following up with staff on the name of the platform.

Commissioner Ramirez closed the Technology Department discussion by stating that the UG does not do a sufficient job of making its technology infrastructure a priority, noting that technological infrastructure is just as important as physical infrastructure. He said that his committee intends to work with both Director Bibbs and Director Sprague to elevate technology infrastructure as a Unified Government-wide priority to ensure systems are secure and optimized.

CLERK'S OFFICE BUDGET WORKSHOP (Discussion Begins 01:06:13)

Clerk's Office Budget Overview

Sam Her, Senior Budget Analyst, presented the following Clerk's Office budget details:

- Total Proposed Budget (2027): just under \$1.7 million
- FTEs: 10
- Funding Sources: City General Fund, County General Fund, and Clerk's Technology Fund (minor portion)
- Budget Breakdown:
 - A. Personnel: 56%
 - B. Contracted Services: 42%
- 2027 Notable Budget Changes:
 - A. Large postage increase: approximately \$48,000
 - B. Software increases: approximately \$80,000 total
 - a) \$20,000 moved from the Clerk's Technology Fund
 - b) \$60,000 in growth of software cost increases
 - C. Several software products used by the clerk's office are contributing to the inflationary increase.

The difference between the requested amount and the funded amount reflects additional staff requests and some operating items that could not be built into the proposed budget.

Monica L. Sparks, Unified Government Clerk, presented a comprehensive overview of the Clerk's Office operations and accomplishments.

She described the Clerk's Office as "small but mighty" and as "the heartbeat of the organization." The Clerk outlined the following responsibilities of the Clerk's Office:

- Conducting and managing all government meetings
- Ensuring compliance with KOMA (Kansas Open Meetings Act)
- Processing and managing rebates (two programs: Homes for Generations and Disaster Relief Tax Abatement)
- Providing notice for approximately 40 boards and task forces throughout the UG (monthly, quarterly, or as needed schedules)
- Updating and maintaining the municipal code (accessible online for developers and citizens)
- Serving as the registered agent for the Unified Government — receiving service of process, garnishments, lawsuits, and claims filed by individuals
- Responsible for tax rolls and creation of revenue neutral notices
- Completing all final tax levies for 16 taxing entities within Wyandotte County, including:
 - A. The County
 - B. 4 Cities
 - C. 3 Drainage Districts
 - D. Municipal Downtown Schmid (Business District)
 - E. 4 School Districts
 - F. 1 Community College
 - G. 1 Recreation Commission
 - H. 1 County Library
- Serving as the designated Official Records Custodian for the Unified Government
 - A. Approximately 25,000 boxes of records stored across two locations
 - B. Records date back to the 1800s
 - C. Two locations: basement of the Health Department; a leased warehouse in Fairfax
- Managing all incoming, outgoing, and interoffice mail for the UG

Recent Accomplishments:

- The Clerk's Office had previously been two years behind in meeting minutes. The office is now within six months of being able to pilot an AI program for minutes and is completely caught up.

- Meeting videos are now uploaded and made available online to citizens, with timestamps for individual agenda items.
- Documents distributed during meetings are now uploaded into the system and made available to the public.
- The office processed its largest-ever rebate season, including two programs:
 - A. Homes for Generations — arising from the Community Benefits Ordinance; the Clerk's Office is processing applications.
 - B. Disaster Relief Tax Abatement — a statutory program established by the state of Kansas allowing citizens to apply for tax rebates following a disaster; the Clerk's Office recently discovered it is responsible for administering this program and has processed two applications.

Goals for Upcoming Year:

- Tax Management System — Transitioning to a single unified system, which is anticipated to take approximately one year, and which will allow the Clerk's Office to evaluate other processes once complete.
- Records Digitization and Inventory — The current inventory is not digitized. The Clerk's Office has 134 notebooks of approximately 500 pages each that must be searched manually. Records are sometimes labeled only as "miscellaneous" or "general" with no dates, making retrieval extremely difficult. The Clerk emphasized that records must not only be stored but also be retrievable. Proper categorization of records is essential.

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

The Chairman closed the public hearing.

Committee Questions — Clerk's Office

Commissioner Kump noted that an asterisk appeared in the capital section of the Clerk's Office budget slide and asked for clarification.

Michael Peterson, Deputy Budget Director, explained that the asterisk was intended to appear on every department slide to indicate that capital numbers include the fleet fund. He noted that the asterisk is not applicable to the Clerk's Office slide because the Clerk's Office has no capital in its budget.

Monica L. Sparks, Clerk, confirmed that the Clerk's Office has no capital.

Commissioner Hill asked how much it would cost to digitize the records.

Monica L. Sparks, Clerk, provided a comparable example: the Commission approved approximately \$1.5 million for one department (the District Attorney's Office) for digitization.

She noted that the Unified Government has more than 40 departments with multiple divisions, making the full digitization cost significantly higher and difficult to calculate on the spot.

Dr. Shelley Kneuvean, Chief Financial Officer, noted that the Secretary of State has rules governing what can be digitized and what must be kept in paper form. Different types of records have different requirements, and this is an additional consideration in any digitization planning.

Commissioner Lopez asked whether records that cannot be legally digitized as official records could still be digitized for convenience and reference purposes — so that the physical location of documents is known even if the paper originals must be retained.

John Kelly, Director of Buildings and Logistics, responded to a follow-up question from Commissioner Lopez regarding the Fairfax storage facility. He confirmed that the facility in Fairfax is a leased facility used by several UG departments, including the Clerk's Office (records management), the Police Department (property storage), and Buildings and Logistics. He noted that the facility is climate-controlled for heating in winter but is not air-conditioned. He confirmed that there is currently no UG-owned facility available that could serve as a climate-controlled records management location, which is why the lease arrangement is in place.

Commissioner Ramirez expressed support for the concept of a future capital investment in a dedicated facility capable of housing record management for the entire Unified Government, rather than one or two departments. He acknowledged the significant cost of such a facility but framed it as a long-term capital planning goal. He also referenced the DA's Office digitization project, noting that the Clerk's Office deals with all UG departments, making digitization an important future investment.

Commissioner Ramirez made a personal request regarding staffing. He noted that, by the committee's Rules of Procedure, a staff coordinator is to work with the committee chairs and the clerk to support the running of committee meetings. He stated that at present, this coordination falls primarily on him, the clerk, and available staff, and that the approved budget did not include a requested position for a dedicated staff coordinator. He formally requested that consideration be given to incorporating a dedicated staff coordinator position into the Clerk's Office budget — a single person whose sole responsibility is to coordinate all committee work, handle agenda item submissions, and serve as the point of contact for all committee chairs. He expressed confidence that Commissioner Kump, as chair of another committee, would also benefit from such a position.

Interim County Administrator Alan Howze noted that the commission liaison role has historically performed some of these functions out of the administrator's office and suggested it would be worth a more in-depth conversation to understand Commissioner Ramirez's specific needs and how those could be supported, ensuring that the policy-making arena is well-coordinated.

Commissioner Ramirez acknowledged the historical commission liaison role and recalled a prior individual (referenced as "Allie") who fulfilled that role effectively, providing commissioners with bi-weekly updates on constituent issues and working across departments to resolve items and report back. He stated that while the commission liaison and a dedicated staff coordinator for committees would serve related but distinct functions — the liaison connecting the administrator's office and the commission, and the staff coordinator focused specifically on the legislative and committee process — he expressed support for revisiting the commission liaison role as well.

UNHOUSED (HOMELESS SERVICES) BUDGET WORKSHOP (Discussion Begins 01:25:12)

Unhoused Budget Overview

Reginald Lindsey, Budget Director, presented the following Unhoused budget details:

- Total Proposed Budget (2027): \$280,000
- The budget represents less than 1% of the city tax levy, the city general fund, and the county general fund.
- Purpose: Provides funding to strengthen the capacity to coordinate homeless services and ensure a stable funding source for the cold weather shelter.

County Administrator Alan Howze provided additional context regarding the capital side of the unhoused initiative. He noted that while not reflected in the current budget, \$4 million is available for capital funding for the Willa Gill replacement project:

- \$2 million from Cerner funds
- \$2 million from ARPA funds

He stated that the UG has been working closely with John Kelly, Director of Buildings and Logistics, to identify suitable locations, though he acknowledged challenges in securing a location, likening the experience to "Charlie Brown and the football." He noted that while capital dollars are available, the operational funding for a future shelter is not currently budgeted, which will represent a significant challenge in 2027 and beyond. He referenced the upcoming Monday AHS meeting to discuss sales tax initiatives as a relevant opportunity to connect the dots with this funding question.

The chairman opened the public hearing. No comments were received.

The chairman closed the public hearing.

Committee Questions — Unhoused

Commissioner Kump asked how much of the \$4 million in capital funds has a time-based spending constraint by year-end.

Mr. Howze responded that none of the \$4 million is subject to a year-end deadline. He explained that the ARPA dollars were designated as revenue replacement funds — a term of art established by the federal government — which effectively removes the December 31 deadline for those funds, ensuring they are not at risk of being lost.

Commissioner Hill asked about the \$50,000 for the Homeless Coordinator position, specifically whether the UG would hire someone before having the full funding amount secured or would wait until all funding was available.

Mr. Howze explained that funding for the position is included in the 2026 amended budget and that once approved, the UG would be able to move forward with hiring this year. He noted that the UG has a funding partner commitment, but the partner requires confirmation that the UG is also bringing funding to the table before finalizing their commitment. He confirmed that once the local funds are available and the amended budget is approved, the requisition process to hire for the position can proceed.

Commissioner Hill commended the administrator and team for including this position in the budget.

Commissioner Hill also raised a concern regarding the cold weather shelter, noting that an individual had contacted her who was waiting for reimbursement for services provided at the cold weather shelter — referencing a delay of potentially several months. She asked whether there is a reason such reimbursements take an extended period.

Mr. Howze acknowledged the specific situation without recalling all the particulars. He stated that delayed payment is not typical and that there may have been something that caused the reimbursement to be held up — potentially related to the type of funds used and associated federal government requirements. He confirmed it is not a regular occurrence and that the UG aims to avoid such delays.

Commissioner Ramirez stated a personal preference to change the name of the position from "Homeless Coordinator" to "Unhoused Coordinator." He noted this was not a politically motivated change but rather one intended to afford greater dignity to the individuals experiencing this life circumstance. He reiterated that individuals experiencing homelessness are still human beings and still residents of the city and of the county who deserve every effort to help them get back on their feet.

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

Adjournment (Discussion Begins 01:33:55)

Commissioner Howard made a motion to adjourn. The motion was seconded by Commissioner Kump.

Vote: Motion carries 5/0

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

COMMISSONER RAMIREZ ADJOURNED

THE MEETING AT 5:49 P.M.

Monica L. Sparks, CMC
Unified Government Clerk

GH



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Colleen Kelly, Policy & Development Manager Terrie Garrison, Interim Director Raegan Billinger, Workforce Development Coordinator ckelly@wycokck.org, tgarrison@wycokck.org, rbillinger@wycokck.org X8833, x6726, X8232	Health Department
AGENDA ITEM #4.1.		
RESOLUTION: AMERICORPS SENIORS RSVP GRANT		
BACKGROUND		
Seeking approval to apply for, and accept if offered, the AmeriCorps Seniors RSVP Grant.		
RECOMMENDATION		
Approve		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
N/A		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Resolution for AmeriCorps Seniors Grant acceptance by HD DRAFT, 9.14.26 AHS Standing Committee - AmeriCorps Seniors RSVP		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. _____

A RESOLUTION FOR THE ACCEPTANCE OF THE SERVICE YEAR 2027-2030 AMERICORPS SENIORS FUNDING OPPORTUNITY GRANT

WHEREAS, the Wyandotte County Public Health Department wishes to apply for the service year 2027-2030 AmeriCorps Seniors RSVP Funding Opportunity grant, administered by AmeriCorps, on October 20, 2026, and expects to receive its award determination by March 31, 2027; and

WHEREAS, the grant term is three years, running from March 31, 2027, through March of 2030, with an award amount of \$75,000.00 plus \$350 per volunteer; and

WHEREAS, the grant would allow the Public Health Department to provide health education and Alzheimer's screenings; and

WHEREAS, the Health Department intends to recruit ten or more AmeriCorps Seniors volunteers to assist capacity building and direct service in providing the health education and Alzheimer's screenings; and

WHEREAS, the Health Department's partnership with AmeriCorps promotes volunteerism, empowers community members to meet community needs, and improves educational and behavioral health outcomes.

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 Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Public Health Department, its acceptance of the service years 2027-2030 AmeriCorps Seniors RSVP Funding Opportunity grant for a term of three years with an award amount of \$75,000.00 plus \$350 per volunteer per year.

Section 2. If the Public Health Department is awarded the service years 2027-2030 AmeriCorps Seniors RSVP Funding Opportunity grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 3. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

**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

Attest:

Unified Government Clerk

Approved as to Form:

AmeriCorps Seniors RSVP Grant

September 14, 2026

Terrie Garrison, Colleen Kelly, Raegan Billinger



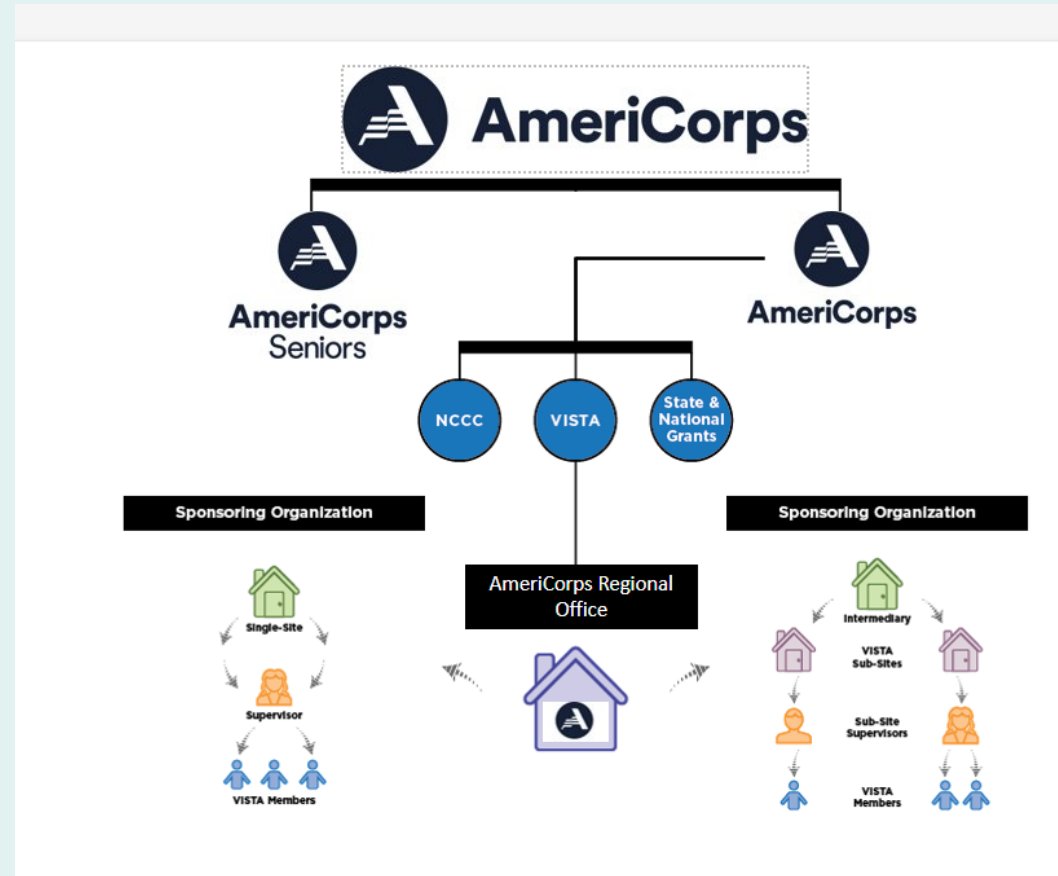
Wyandotte County Public Health Department

Current UG AmeriCorps Programming

- The Wyandotte County Public Health Department currently facilitates a \$674,000 AmeriCorps VISTA Grant
- 14 AmeriCorps VISTAs are currently serving within Wyandotte County
- VISTAs are restricted to capacity building and cannot provide direct service
- The VISTA program has existed at the UG since 2014



AmeriCorps Organizational Chart



Notice of Funding Opportunity (NOFO)

- AmeriCorps Seniors announced the 3-year grant award NOFO on **Thursday, August 20th**
- The grant deadline is **Tuesday, October 20th**
- The grant budget is **\$75,000 plus \$350/volunteer** with a 10% (\$7,500) match requirement
 - Staff salary could be used to fulfill the match requirement



Public Health
Prevent. Promote. Protect.

Retired and Senior Volunteer Program (RSVP)

- Adults 55+ are recruited to volunteer and engage in direct service activities, which can include:
 - Tutoring children
 - Facilitating education workshops
 - Helping prepare tax documents
 - Assisting with care coordination
 - Could collaborate with the health department's Alzheimer's Project



Public Health
Prevent. Promote. Protect.

Request...



**AmeriCorps
Seniors**

RSVP

- The Health Department is requesting approval to apply for and accept funding, if awarded, to expand our AmeriCorps programmatic offerings
- This program would allow adults 55+ to volunteer to provide direct services to Wyandotte County residents
- The grant application will be for \$75,000 + \$350/volunteer with a 10% match requirement



Public Health
Prevent. Promote. Protect.



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Jeffrey Conway, Assistant Counsel jconway@wycokck.org x5075	Legal
AGENDA ITEM #4.2.		
RESOLUTION: GRANT APPLICATION AND POLICY		
BACKGROUND		
Update the policy: • Section IV. (Policy), Subsection C. (pg. 2) Increase from \$50,000 to \$100,000 • Change in the wording of the highlighted paragraph to: ○ In the event grant funding opportunities are released with application deadlines that fall outside the standard review and approval timelines contemplated under this policy, the Mayor/CEO or County Administrator may authorize an expedited review process. Under such circumstances, the requesting department may seek authorization for the grant application through a fast-tracked approval process, including review by the applicable Standing Committee. To meet submission deadlines and to preserve eligibility for funding consideration and approval of grants under this policy, actions authorized under this exception may be considered at the next regular meeting of the Commission.		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
N/A		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Resolution to amend grant policy 2026 (2), Mayors grant policy draft (5)		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. R-____-26

A RESOLUTION AMENDING THE GRANT APPLICATION AND ACCEPTANCE POLICY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

WHEREAS, budgetary and financial policies contain high-level principles and requirements that an organization must follow, as formally agreed upon by management and a governing body, in order to direct the strategic vision of an organization;

WHEREAS, budgetary and financial policies inform organizational processes by providing insight into standard functions and key risk and control points needing monitoring; take into consideration risk assessments, mitigations, and audit efforts to achieve operational efficiencies; and help to shape strategic direction, so an organization can move to a mindset that recognizes cost and risk avoidance as a critical public policy discipline;

WHEREAS, formal adoption of budgetary and financial policies by a governmental organization is a recommended practice of the International City Management Association (ICMA) and the Government Finance Officers Association (GFOA);

WHEREAS, the Grant Application and Acceptance Policy of the Unified Government of Wyandotte County/Kansas City, Kansas supports the utilization of grants funds to supplement and expand the Unified Government's core and discretionary operations and the services it provides;

WHEREAS, the Unified Government's Grant Application and Acceptance Policy was adopted pursuant to Resolution No. R-63-25, on August 7, 2025; and

WHEREAS, the Unified Government's Grant Application and Acceptance Policy may require clarification and updating from time to time.

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

Section 1. The Unified Government Board of Commissioners hereby amends its Grant Application and Acceptance Policy in substantially the form attached hereto.

Section 2. The County Administrator is hereby directed to design and develop an internal grant review process for certain categories of grants described in the Grant Application and Acceptance Policy as indicated in the attached policy.

Section 3. Further Action. The County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. That the original Grant Application and Acceptance Policy, adopted pursuant to Resolution No. R-63-26, is hereby repealed and rescinded.

Section 5. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND 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, Chief Counsel



Unified Government of Wyandotte County and Kansas City, Kansas

Commission Resolution:

R-____-26

Adopted:

Grant Application and Acceptance Policy

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG) per pursuant to Resolution R-35-18. The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Grant Administrator.

II. **Purpose:**

The Unified Government is presented and seeks the opportunity to utilize grant funds to supplement and expand the core and discretionary operations and services it provides. This policy governs the grant application and acceptance process. To the extent practical, this policy follows the intent of the Budget Policy adopted by the Commission on 12/10/15, or the most recent approved update, with approved dollar thresholds. In all circumstances, any necessary or required budget revision is subject to that Budget Policy.

III. **Applicability and Scope:**

This policy shall apply to all departments that are a part of the Unified Government.

IV. **Policy:**

A. For purposes of this policy, there are 3 categories of grants with differing controls as follows:

1) **Grants \$50,000 \$100,000 or less, which require matching or supplemental UG funds of less than \$10,000.**

The Operating and Capital Budget Policy authorizes the County Administrator to manage Department expenditures of less than \$10,000. Grants in this category are subject to that policy and the application and acceptance of such grants require the approval of the County Administrator and do not require Mayor or Commission review or approval. Notice of such application and acceptance will be provided at the next scheduled meeting of the applicable standing committee.

2) **Grants \$50,000 \$100,000 or less, which require matching or supplemental UG funds greater than \$10,000 but less than the grant amount.**

a. If the department has identified the matching funds as part of their adopted budget, only County Administrator approval is required to apply for and accept the

grant. Such applications will be reported at the next scheduled meeting of the applicable standing committee.

b. If the department did not budget for the matching funds as part of their adopted budget, but they have identified funds, it requires the approval of the County Administrator and the Mayor, or Mayor pro-tem if the Mayor is absent. Such applications will be reported at the next scheduled meeting of the applicable standing committee.

3) Grants greater than ~~\$50,000~~ \$100,000, or which require matching or supplemental funds greater than ~~\$50,000~~ \$100,000.

Prior to applying for and accepting any grant under this category, the application for such grants grant is subject to the identification of adequate funds for the match approved by the County Administrator and the approval of the appropriate standing committee and Commission.

If the grant is awarded, an update on these this grant and similar grants will be provided to the Commission not less than once a year.

B. The County Administrator will design and develop an internal grant review process for categories 1 and 2 of this policy so that departments will seek approval by the County Administrator prior to application and will budget any required match accordingly for the application and acceptance of each grant award in those categories.

C. Grants with short notice period

Occasionally, In the event grant funding opportunities under this category are released with application deadlines that fall outside the standard review and approval timelines contemplated under this policy, will be made available with a short amount of time to apply to be- considered that would not allow for the normal approval process the Mayor/CEO or County Administrator may authorize an expedited review process and may suspend any applicable internal administrative actions. In these cases, the County Administrator can permit the department to request the grant application be "fast tracked" for approval through the Under such circumstances, the requesting department may seek authorization for the grant application through a fast-tracked approval process, including review by the applicable standing committee and at the next regular Commission meeting.

To meet submission deadlines and to preserve eligibility for funding consideration, actions authorized under this exception may be considered at the next regular meeting of the Commission.

D. Grants involving partners outside of the Unified Government

For any grant that requires identification of a community partner as part of the grant application, the respective department will work with the Purchasing Department to solicit interest on the part of outside agencies prior to selecting the proposed partner. The grant and proposed partner will require the approval of the County Administrator and the approval of the applicable standing committee and Commission prior to applying for and accepting the grant.

E. Entitlement Grants

As part of a routine course of action, the Unified Government receives entitlement grants from various state and federal agencies. These grants do not require applications but ~~instead~~ are awarded instead to the Unified Government to locally administer programs on behalf of the state or federal government. Examples include, but are not limited to, Community Development Block Grant funding from the Department of Housing and Urban Development, various Aging program funds from the Department of Health and Human Services, etc.

These grants do not require application or formal acceptance by the Unified Government. However, an update on these grants will be provided to the Mayor and Commission not less than once a year.

F. Notification to Finance

In all cases, departments are required to notify the Finance Department of any application-based grants or entitlement grants prior to application as well as any subsequent awards ~~and~~ prior to spending to ensure proper accounting, grant compliance, and reporting to the Mayor and Commission.



Report to Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Lisa Rangel, Professional Assistant lrangel@wycokck.org x5141	Commissioners' Office
AGENDA ITEM #4.3.		
DISCUSSION: CREATION OF CITIZEN OVERSIGHT BOARD RELATED TO COUNTYWIDE RETAILERS' SALES TAX INITIATIVE		
BACKGROUND		
Discussion regarding creation of a citizen oversight board related to countywide retailers' sales tax initiative to advise how funds would be expended.		
RECOMMENDATION		
For information only		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
N/A		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		

Approved by Mayor/Administrator to add to agenda.