



Administration and Human Services **Standing Committee Meeting Agenda**

Monday, August 24, 2020

**Immediately upon adjournment of earlier committee, or
5:00 p.m. if no earlier committee meeting.**

Location:

You are invited to a Zoom webinar.

When: Aug 24, 2020 05:00 PM Central Time (US and Canada)

Topic: PW/S & A/HS Standing Committee Meeting

Please click the link below to join the webinar:

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Webinar ID: 976 0731 3705

International numbers available: <https://zoom.us/u/acvI1nEJoF>

<u>Name</u>	<u>Absent</u>
Commissioner Angela Markley, Chair	☐
Commissioner Melissa Bynum	☐
Commissioner Christian Ramirez	☐
Commissioner Mike Kane	☐
Commissioner Jane Philbrook	☐

I. Call to Order/Roll Call

II. Revisions to August 24, 2020 Agenda

III. Approval of standing committee minutes from May 18 and June 22, 2020.

IV. Committee Agenda

Item No. 1 - PRESENTATION: CARES ACT

Synopsis: A presentation from UG CARES Act team updating the committee on its progress with the first state reporting deadline and plans for distribution of funds to educational organizations, nonprofits, and governmental entities, submitted by Alan Howze, Chief Knowledge Officer and Assistant County Administrator.

Tracking #: 20316

Item No. 2 – COMMUNICATION: PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)

Synopsis: Request to approve Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS), submitted by Justus Welker, Director of Public Transportation.

Tracking #: 20263

Item No. 3 - GRANT: KDHE ELC

Synopsis: Request grant approval in the amount of \$732,567.97 KDHE ELC (Enhancement Act/Epidemiology and Laboratory Capacity) COVID-19 staffing and infrastructure support \$800,000 ELC Optimal-Care Resource Coordination and Expanded Testing COVID-19. No match required, submitted by Juliann VanLiew, Director of Health Department.

Tracking #: 20304

V. Public Agenda

VI. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, May 18, 2020**

The meeting of the Administration and Human Services Standing Committee was held on Monday, May 18, 2020, at 5:29 p.m., remotely via Zoom. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Kane, Ramirez and Bynum. The following officials were also in attendance: Emerick Cross and Alan Howze, Assistant County Administrators; Henry Couchman, Senior Attorney; Kevin Bibbs, IT Director (via phone); Alley Porter, Commission Liaison; Rocki Mayes, Program Supervisor in County Administrator's Office.

Chairman Markley said before I call this meeting to order I want to announce that due to COVID-19 all committee members, staff and public are attending remotely via Zoom. All participants joining by phone should mute their phones when not speaking to avoid background noise. During the meeting, please make sure that you announce yourself by name and title every time you speak so the public, that is observing, knows who is speaking. This is critical given the number of remote participants as current guidance from the Kansas Attorney General. Due to COVID-19 requirements, public comment has been suspended unless otherwise required by law. The public has been allowed to submit comments by email prior to the meeting and the comments will be included in the record of the meeting.

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

Approval of standing committee minutes from March 23, 2020. **On motion of Commissioner Bynum, seconded by Commissioner Ramirez, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

**Item No. 1 – 20150... REAPPOINTMENT: REACH HEALTHCARE FOUNDATION'S
COMMUNITY ADVISORY COMMITTEE**

Synopsis: Reappointment of Rachel Jefferson to REACH Healthcare Foundation's Community Advisory Committee (CAC) for a 3-year term from June 1, 2020 through May 31, 2023, submitted by Alley Porter, Commission Liaison.

Alley Porter, Commission Liaison, said this is a request from Brenda Sharp, the President and CEO of the REACH Foundation to reappoint Rachel Jefferson to their Community Advisory Committee. Rachel has already completed one term and is eligible for a second term.

Chairman Markley said this committee did appoint Ms. Jefferson the first time around. Are there any questions for committee members on this item? **Commissioner Bynum** said just assuming and hoping that Rachel Jefferson has agreed to continue to serve. **Chairman Markley** said yes that's correct.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Philbrook, to approve.** Roll call was taken on the motion and there were five "Ayes," Philbrook, Kane, Ramirez, Bynum, Markley.

Item No. 2 – 2011...UPDATE: TECHNOLOGY INITIATIVES

Synopsis: Update on technology initiatives including connections to the UG fiber network, upgrades to UG geospatial technology, and the UG's move into cloud technologies, submitted by Alan Howze, Assistant County Administrator.

Alan Howze, Assistant County Administrator, said this evening we have an update and I'll be turning it over to Kevin Bibbs, Director of Information Technology. He'll be talking about actions that his team has been taking, both to help respond to COVID-19 as well as to write an update on fiber and the implementation of the fiber network across the community to the UG facilities, which will tie back to the earlier presentation that you heard from Deputy Chief Quinn on body cameras so with that I will turn it over to Mr. Bibbs.



UG NETWORK AND TECHNOLOGY & INFRASTRUCTURE UPDATES

Kevin Bibbs – Director of Technology

May 18, 2020

COVID-19 RESPONSE

Pre Covid-19

- Deployed new firewall to enhance security and connectivity
- Deployment of Endpoint protection to all UG employees
- Upgrading Desktop machines to Microsoft Windows 10
- Started testing VPN connectivity to UG

During Covid-19

- Deployed an additional UGACCESS2 portal – the VPN solution for remote connection to UG desktop
- Established an ITHelpDesk email for employees to email for assistance
- Implemented a tool to remote assist on any device that has internet capability, desktop, ipads, mobile
- Providing all eligible UG employees access to UGACCESS
- Assisting Health Department and 3-1-1 with telephony needs
- Website team developed, deployed and updated COVID-19 webpage on new OpenCities platform

Kevin Bibbs, IT Director, said first here our COVID-19 response so pre-COVID-19 we deployed a new firewall to enhance security and connectivity. We also deployed EndPoint protection to all UG employees which work hand in hand with our firewall to try to—**Commissioner Kane** said I'm having a hard time hearing you. **Mr. Bibbs** said still trying to provide an extra layer of

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security. **Alley Porter, Commission Liaison**, said there's kind of a static when you're speaking. **Emerick Cross** said you're having feedback. **Mr. Bibbs** said my apologies. I'm going to try to connect via the phone.

Mr. Bibbs said back to our COVID-19 response. We deployed a new firewall with the enhance security and connectivity. The deployment of our Endpoint protection to all of our UG employees provides an additional layer of security. We've also been working really hard at getting our desktop machines upgraded to Windows 10. During this time, also, we started our VPN connectivity to the UG.

During COVID-19, understanding how important remote capability was going to be, we've deployed an additional UGACCESS2 portals would provide access into your connection with the UG as if you were sitting at your desk. We've established an ITHelpDesk email for employees to actually email for assistance if they happen to be out of the office and we recently implemented a tool to remote assist on any device that has internet capability. That includes desktops, iPads and even mobile phone devices which has been great for my team.

We are providing all eligible UG employees access to UGACCESS or some type of VPN software. We have been assisting the Health Department and 3-1-1 with any telephony needs or IVR changes. The team has also been working for a website development and deployed an updated COVID-19 with our new OpenCities platform. This platform provides the ability for responsiveness with mobile devices as well as ADA compliance out of the box, digital form, and we also are looking into the multiple languages feature.

Mr. Howze said back to that slide real quick, if you want to just talk in terms of the numbers of employees, early days of the COVID-19 response that the team set up with remote access immense people, there were several hundred employees, as I recall that went from being physically housed to working remotely. **Mr. Bibbs** said sure, I definitely would say in the early days we probably stayed between 50 to 100 individuals that were connected. Currently, I believe, the last check we were somewhere around 300 or 400, total number of employees and probably more that actually have access. As we get into the next slide with Office 365, you'll see that still some are using additional technology and not actually needing to have their entire desktop.

Mr. Howze said from the span of just a couple of weeks, the DOTs team was able to work with departments across the UG to get employees who hadn't previously had the ability to work remotely, access and get them whatever they needed to be able to do their jobs remotely and to continue to provide the services that our residence and our businesses need from a different location.

INFRASTRUCTURE AND APPLICATIONS TO THE CLOUD

- Enhanced security - Expanded flexibility - Increased redundancy
- Migrating applications to Software as a Service
 - Email (Office 365)
 - Microsoft Dynamics (3-1-1 system)
 - Website software
 - Parks and Recreation software
- Established UG's first cloud infrastructure environment
 - Moving Geospatial systems to Microsoft Azure Government Cloud
 - Accela upgrade being built in Azure Government Cloud

Mr. Bibbs said so infrastructure and applications to the cloud, so enhanced security expanded flexibility and increased redundancy are three key components that we try to keep in mind as we look at our applications as we move forward. Email, our Office 365, allows most users to be able to get to their email and other Microsoft products by just going to portal.office.com provided a great access to our employees during this particular time.

Microsoft Dynamics, which is the 3-1-1 system, is currently hosted as a software as the service are fast as it's commonly referred to and it is in the cloud as well which has allowed our 3-1-1 group to continue to provide the great customer service that our community has been aware of. Our website software, our Parks and Rec, are two other software as a service application that will be hosted in the cloud as well.

We have also, during this time, established the UGs first cloud infrastructure environment with our Geospatial System being in the Microsoft Azure Government Cloud, which again

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provides that enhanced security, flexibility and redundancy that we're looking for. We believe with that solid foundation that as we move into our Accela upgrade, this will provide a great foundation for the future.

UG NETWORK PROGRESS

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| <ul style="list-style-type: none"> • Connections Completed in 2019 • Police Special Operations Unit • Hutton Road Fire station • NRC • Fleet • Annex • Aging • Elections Office • Health Center • Juvenile Justice Center • 911 to City Hall South route • Completed Ring Design – North & South Loop • Acquired backup internet provider | <ul style="list-style-type: none"> • 2020 Connections • Community centers near fiber lines • Kensington Community Center • Argentine Community Center • Armourdale Community Center Pending: <ul style="list-style-type: none"> • Beatrice Lee Center • Eisenhower Community Center • Fire Stations 12, 6, 19, 7 • Fire stations near existing fiber lines • Speedway Operations Center • Animal Control • Memorial Hall • Replacing Fiber within city hall • Begin connecting traffic signals |
|--|--|

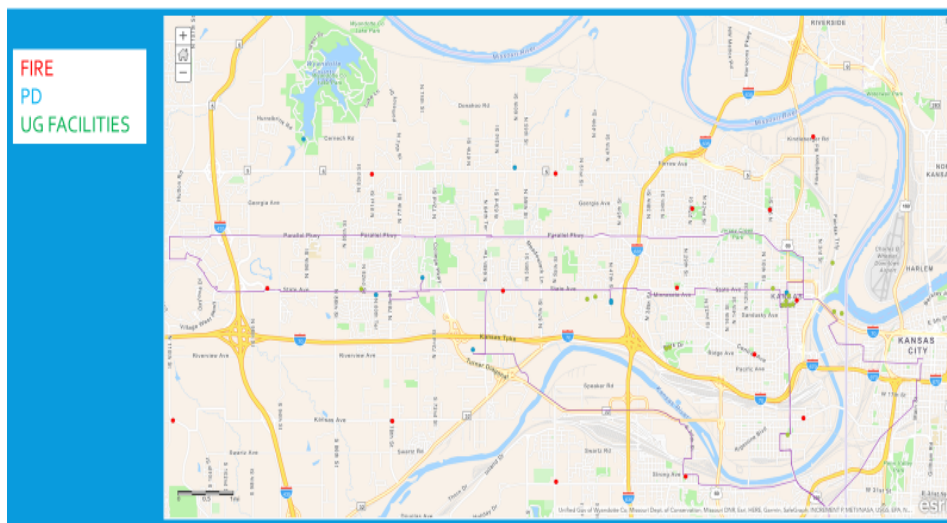
Next, our UG network progress, so for connections and completed in 2019 there were quite a few for the Police Department, the Police Special Operations Unit, you got Fire Department with Hutton Road, our NRC, Fleet, Annex, Aging, our Election Office, our Health Center, our Juvenile Justice Center, and our 911 to City Hall our south route; which actually completed our ring design of the north and the south loop which we'll show in the next slide. It's very critical because, again, back to our flexibility, security and redundancy, this loop actually gives us the opportunity to withstand a fiber cut at any of those locations without causing any down time, which is great.

We have also acquired a backup internet provider in Unite Private Networks, to again as another level of redundancy, to be able to prioritize traffic. In 2020 the community centers that are near the fiber lines; Kensington Community Center, Argentine and Armourdale, they currently have fiber run into those buildings. Unfortunately, due to COVID-19 progress has had to slow but we're excited to be able to get back in there when time provides so we can set up WiFi and be able to provide that service to our community. Those that are pending are Beatrice Lee, Eisenhower, there are a number of fire stations as well as those that are near the fiber lines. We've had

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discussions with the Speedway Operations Center, the Animal Control with the PD, as well as Memorial Hall and we will start looking at replacing fiber within City Hall to be able to provide a faster connection to those employees that are in those buildings. Lastly, we will be working with the Traffic Department to get the traffic signals connected to the fiber.

FIBER MAP



I just wanted to be able to provide a map and so just to give you a little information, the purple is actually the fiber as it exists today. The red dots are for the fire stations, the blue are the PD stations and the green, which I apologize, that they appear to be blended in, but those are the UG facilities.

Mr. Howze said, Commissioners, as you may recall, the initial emphasis for fiber was in support of the body camera project from the PD and so that the original design of that was then leveraged to look at where are other UG facilities, where at large that could be connected to the fiber and also where those community benefits that could be developed by providing public Wi-Fi access in places like our community centers. Phase 1 has been completed which was the connection of all the police station locations to support the body cameras. Then, Phase 2 there was some additional sites such as the special operations site for PD, still looking at Animal Control as a next site as well.

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Next was to start connecting with other UG facilities, so as Kevin said, the Annex, Election Office, all those sort of facilities came as part of that Phase 2 and now we're really at kind of Phase 3 which is connecting up fire stations that are along existing routes as well as the new Station 12, on Hutton Rd. & Leavenworth. We have over the last couple of years made considerable sort of steady progress in connecting up locations onto kind of main fiber network and with that opened up new possibilities and new options for both how we provide things like Wi-Fi to the residents but also the capabilities that UG employees can take advantage of within those locations. We just want to give you in this update and get back to the original origins, if you will, of the goal with having a UG specific fiber network.

Chairman Markley said I would now just say I think moving it toward VPN usage and towards the cloud is something the business world has obviously been stepping toward or has already stepped into. As is, no offense guys, but as usual the Government tends to be a step behind those developments and I think this virus sort of pushed us forward at probably a greater pace than we might otherwise have moved into that world. I think it's good and I think it's the right direction for us to go as an organization and (inaudible) to provide access to information outside of these walls. I appreciate the update. Are there any other questions from any other commissioners?

Action: Information only.

Adjourn

Chairman Markley adjourned the meeting at 5:50 p.m.

mbb

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**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, June 22, 2020**

The meeting of the Administration and Human Services Standing Committee was held on Monday, June 22, 2020, at 5:35 p.m., remotely via Zoom or on-site. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Kane, Ramirez, and Bynum. The following officials were also in attendance via Zoom: Ken Moore, Chief Legal Counsel; Bridgette Cobbins, UG Clerk; Alan Howze and Emerick Cross, Assistant County Administrators; Misty Brown, Deputy Chief Counsel; Kathleen VonAchen, Chief Financial Officer; Gunnar Hand, Director of Planning; Angela Obert, Assistant Director of Parks & Recreation; Juliann VanLiew, Director of the Health Department; Alley Porter, Commission Liaison; and Leslie Reynoso, IT Dept.

Chairman Markley said before I call the meeting to order, I want to announce that due to COVID-19, some members of staff, and public are attending remotely via Zoom as well as on-site. All participants joining by phone should mute their phones when not speaking to avoid background noise.

During the meeting, please make sure you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

Due to COVID-19, the public has been allowed to submit comments by email prior to the meeting and those comments will be included in the record of the meeting.

Chairman Markley called the meeting to order.

Roll call was taken, and all members were present as shown above.

Chairman Markley said we do have a new item on our agenda this evening. Item No. 5 is a presentation regarding the CARES Act funding. This will be for information only. No action is required, but that is the blue sheet item for this committee meeting.

Approval of standing committee minutes from April 27, 2020. **On motion of Commissioner Philbrook, seconded by Commissioner Bynum, the minutes were approved.** Roll call was taken and there were five “Ayes,” Philbrook, Kane, Ramirez, Bynum, Markley.

Committee Agenda:

Item No. 1 – 20199...PROPOSAL: RENAME URBAN PLANNING AND LAND USE DEPARTMENT.

Synopsis: A proposal to rename the Urban Planning and Land Use Department to the Planning and Urban Design Department as this better fits into both the mission and work of this department, submitted by Gunnar Hand, Director of Planning.

Gunnar Hand, Director of Urban Planning, said hopefully to be changed to Planning & Urban Design. This is actually an item for information only. We briefed some of you on this before. The intent is to sort of reflect the core mission of the department. In general, I think there is a transition happening across the planning profession. It’s reflected in our zoning code update as well which will be, not a see change, but certainly a large transition in how we view the entitlement process.

You may recall in some of our master planning efforts over the last few years, we’ve had an increasing amount of design guidelines in those. Planning is just inheritably becoming more three dimensional which, I think, is characteristic of the urban design name change specifically.

I would also point out that, at least in my opinion, Urban Planning & Land Use is reductant. It’s the same thing. I would also point out that Urban Planning has a very specific urban tone to it, and we do planning across—in the planning community what we call all sorts of different transector typologies. It is both downtown Kansas City, Kansas, it is west of 435, it is inner urban, it is suburban role, agricultural, so I think it’s more reflective of both the character of our county as well as the work that we are doing, and increasingly doing, at the Planning Department.

With that, we are—it’s not going to be like a major massive rollout. I think it’s one of those things where we’ll just do progressively. It doesn’t cost us any money. We’ll write up the budget conversations where we can rename them internally. As we move forward, it will be a simple sort of shift in some of our staff reports. Honestly, the last thing that will probably

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happen will be the renaming on our zoning enforcement card because that's the one thing that's going to cost us a little money.

Chairman Markley said say again, Gunnar, what is the new name going to be. **Mr. Hand** said the proposal is to rename it, the Planning & Urban Design Department.

Chairman Markley asked, commissioners, questions about this idea? As I said in agenda review, I think our comment was everybody just calls it the Planning Department anyway, so changing it to Planning seems to be a step in the right direction.

Commissioner Bynum said I know, Mr. Hand, you had commented on removal of the name urban out of the current name and yet you leave it in the proposed new name. I was just curious why. **Mr. Gunnar** said urban design is the understood term for sort of the application of design guidelines across the built environment. Urban, in the sense that there's buildings, not urban planning in the sense that that's an urban context. It's somewhat esoteric. I can understand that. We believe at least in this sort of shift, that planning is more encompassing of the true work that we do across, again, multiple transector or building typologies. The theory and sort of practice of urban design is the three dimensional application of those typically plan view conversations that we have in the planning profession.

Commissioner Philbrook asked, does this mean then when you use the terminology urban design, that it ends up being a little bit more flexible across the city versus pinpointing everything? What are you thinking? **Mr. Hand** said my thinking is—I think it kind of goes back to something I, not to repeat myself, but I think urban design is more reflective of the three dimensional nature of the profession. I think that we are increasingly looking at things like height, bulk, setbacks, which are historically viewed in a planned view, but what we're trying to build is a certain type of character across different typologies. So, urban design is a general concept that thinks towards in an urban environment like in downtown Kansas City, Kansas, what is the three dimensional character of that community versus if I go out into the other extreme into a more agricultural rural neighborhood whether that's Turner or Piper or wherever.

What is the urban design character of that built environment? Urban, in the sense that it is a human built environment, not natural environment.

Commissioner Philbrook said (inaudible) along the Leavenworth Road corridor as to different pockets of person (inaudible) of those neighborhoods and those would be design areas, certain types of design in different areas? **Mr. Hand** said you cutoff a little bit in your question. **Commissioner Philbrook** said for instance, Leavenworth Road. Leavenworth Road has a bunch of different personalities along that road and they are communities along that road. They like to reflect some of their background and how they feel about what's happening there. So, when you talk about design and you're talking three dimensional, are we talking about ways to look at those different little pockets along Leavenworth Road as design entities? **Mr. Hand** said yes. We're thinking about protecting and enhancing those characteristics that make us unique. **Mr. Hand** said as opposed to applying a single ideology or design type across the entire county.

Chairman Markley asked, are there any other questions from the commissioners about this item? (There were none.) I show that we are to take action on this item, but, Gunnar, I think you said it's more for information only. Do you want us to take action to demonstrate our approval of your new title? **Mr. Hand** said if you so choose, that would be great.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Ramirez, to approve and send to full Commission.**

Chairman Markley said, Bridgette, I forgot to ask if there were any comments from the public. I'm guessing there are not, but if you have any, you can let us know before we do roll call. I think Bridgette might have disappeared.

Roll call was taken on the motion and there were five "Ayes," Philbrook, Kane, Ramirez, Bynum, Markley.

Item No. 2 – 20195...UPDATE: PARKS AND RECREATION SOFTWARE

Synopsis: Update on the newly installed CivicRec software for Parks and Recreation, submitted by Angel Obert, Assistant Director of Parks & Recreation; and Alan Howze, Assistant County Administrator.

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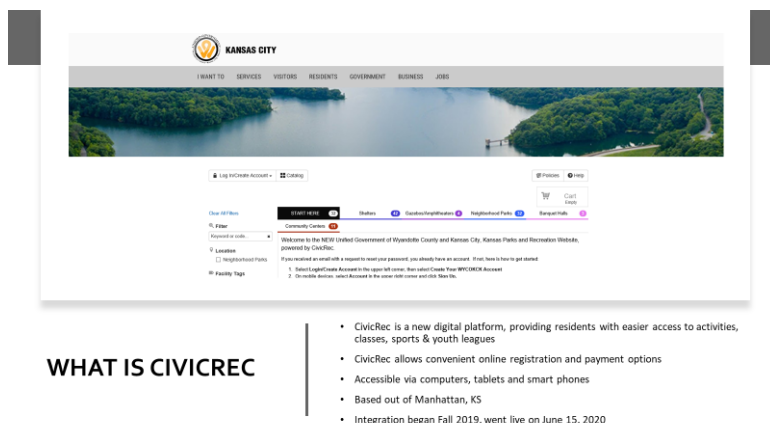


Angel Obert, Assistant Director of Parks & Recreation, said I am going to give a short presentation over our CivicRec software.

Alan Howze, Assistant County Administrator, said while Angel is bringing that up, I'll give you a quick background on this item as well. You'll see the demonstration of the software. This project began several years ago as a partnership between the Knowledge Department and Parks & Rec. Parks & Rec was looking for ways to enhance the customer experience for residents and recognized that their previous software left things to be desired in that regard. So, they started working with the Project Manager in the Knowledge Department and they looked at should they upgrade their old system, should they look at what else is in the marketplace. Ultimately after a lot of research, a lot of demos with different vendors, ultimately decided to move forward with a replacement system and that's what you'll see here this evening.

It was really a fun project for the team to be part of and to work with the Parks & Recreation Department and really kind of, I think, demonstrates the role that the Knowledge Department Project Manager seeks to play, which is as a kind of a consultative role with departments on technology related projects from start to finish. Really, the goal is to ensure that the UG is getting the maximum benefits from investments that are being made in employee technology, employee productivity and customer service through technology. I think this is a good example of that. I will turn it back over to Angel now.

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WHAT IS CIVICREC

- CivicRec is a new digital platform, providing residents with easier access to activities, classes, sports & youth leagues
- CivicRec allows convenient online registration and payment options
- Accessible via computers, tablets and smart phones
- Based out of Manhattan, KS
- Integration began Fall 2019, went live on June 15, 2020

Ms. Obert said a huge thank you to Alan's team. They've been monumental in moving this project forward and allowing us to get to this day. Just a little bit about what CivicRec is. This picture on the first slide here is actually our front page. That's what a consumer would see when they go to the public rec page. It is a new digital platform providing residents with easier access to activities, classes, sports, and youth leagues.

The biggest thing about CivicRec is it allows for convenient online registration and payment options. It's accessible via computers, tablets, and smartphones. Something that really attracted us to CivicRec is that it's right in our backyard. The headquarters is in Manhattan, KS. With our previous Rec management software, the headquarters was out of Vermont and that made client support and troubleshooting pretty challenging with turnaround times and different things like that. We've been really impressed so far, the client support that we've had from CivicRec, and we are excited about that as we move forward.

CIVICREC



CivicRec will roll out in two phases. Currently, right now, the public has access to reserving shelters, halls, and community centers online. Phase 2 will be about mid-August and they'll be **June 22, 2020**

able to register for sport leagues, youth and adult, our community center programs, and also special events. We're excited about that and working toward that Phase 2 rollout in mid-August.

I'm going to show a quick marketing video that we'll begin using to bring awareness to the public about this new feature. (Video was shown.) We'll start using that video, follow-up on Facebook and I'm sure you'll start seeing a lot of that and driving the public to go check it out and encourage them to create an account and start doing a lot of our business via the CivicRec website.

CIVICREC SITE

- Accessible from UG Parks and Recreation page on www.wycokck.com
- www.wycokck.org/wycoparks
- 28 out of 62 reservations (45%) were conducted online during the first week CivicRec went live
- Call ins were encouraged to create accounts and complete reservations online



The Civic website will be accessible from our UG Parks and Recreation page on wycokck.com. The link below, the wycokck.org/wycoparks will take you directly to the CivicRec site for the public and users on that.

I'm actually going to turn it over right now to Leslie Reynoso. He's on Alan's IT team and he's going to do a soft demo and show you what the page looks like, what a user would go through, what steps they would take to create an account, and do a soft demo for a shelter reservation.

Leslie Reynoso, IT Department, said when a public user comes into the system, they're going to see this page. Over where it says account, I've already logged in, but they would normally see log in or create a new account. If they already have an account, of course, they could go in. The process, we have a few required fields, but not a lot of information. We're asking for emails, phone numbers, and either a date of birth or an age range from folks if they don't want to give us the exact age for that. Then, they can register their family, they can put a spouse and children on the same registration. That ties them together. If they happen to go on separately, we can merge

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them into a family, so we have lots of options there to control how people are represented, how our users are represented in the system.

What I wanted to show you today was just a real brief demo of how they are renting shelters. (Mr. Reynoso did a brief demo.) They have the ability to chose various areas in here. If you've been to the site at all, you've probably noticed the neighborhood parks. We just kind of wanted to throw those on the front page for now because a lot of people don't realize that there are parks all over this city that you can just go and use. If no one else has an event there, you can go and set up a table or some chairs and have an event within reason unless it qualifies, of course, for a special event and there are certain rules that allow you not to have large events in those areas; but a family gathering, or something, would be quite acceptable.

If you were going to rent a shelter, you'd just select shelter and then you'd get the park names. One of the most popular parks is the Lake Park. You also have each of the shelters listed in the cycle. That's lovely. I don't know why I'm not getting the calendar there. If you'll bear with me for a moment, I'm going to punch out and come to an internal account which I know will get me those. The view is shown. I can look to another view and give us a lot more capabilities. There we go. I apologize for that. What they're going to see is a brief description of the park. They're going to see a physical address. We will be linking to the GIS for the Esri platform so that they'll be able to actually map to it and find some information about where those are, where the shelters are, etc.

They will then be presented with a calendar. The green spaces on the calendar are available days. Anything that's blacked out is either passed or unavailable. We do have a two-day lead time so you'll notice that the two days directly after us will always be off limits. The weekends are more popular, obviously, for the shelters. We can get a little further out and you can find some time. The system is very configurable. The end of our season is the 15th of October. We can configure it so that they cannot rent beyond that point.

These are available from the first of the year, so we can also have it set from January 2nd, the first business day of the year. They can rent a shelter all the way through the season from mid-April, in most cases to, all the way through October.

If I want to rent this particular one, I've got to give it a date, so let's say September 13th we wanted to rent this particular shelter, so we add it to the cart. You'll notice that it brings up the details of the cost and allows you then go to the checkout.

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A couple of things we have available here are park regulations; rules and regulations. They'll be able to view those, also view a map of the lake. I can pull one of the two up so you can see what they can render. We have this one where they can then identify their specific shelter. Then, once they're comfortable with the forms, they can then move into an area where we are asking for some additional information and providing some additional information. For example, if they don't closely read the rules and regulations, they may not realize that we don't allow beverages in glass containers, so we kind of bring that to the forefront.

Then, we also want to get—when they came into the office, we would have them sign a paper saying that they agreed to the rules and regulations. This question, number four, does that basic same thing. They have to check and agree to that and what type of event do they want to have. This is a required field so that we can track for special events in that case. Right now, we're limited to 45 people in a shelter. We've given the responses. This last one is if they want to give us the time, but it's not a required field.

Then it moves onto the payment. When you get to this point, and this is as far as I'm going to go on this particular demonstration; but if you click the continue to payment button, what you're going to get is the same form that you've probably seen anywhere. If you've ever shopped online, you're going to see it's going to ask for your name, your address, your credit card information, your billing information, those types of things. The user can then just fill that out. It does identify in a couple of places that there is a convenience fee for using the online system or using a credit card to pay for that and it identifies that for them. They fill that out. It then kicks it back and gives them a permit and the ability to print a receipt for the transaction, so they have everything they need to show ownership of that or rental ownership of that for the day if the park police happen to come by or if there is a dispute, somebody says no, I have it; somebody's got a permit and a receipt saying that they have, in fact, rented that facility.

We actually have some updated numbers. This was showing 28 out of 62, that was as of this morning. We had additional rentals online. This is the number of transactions, the number of rental contracts that we've put together. The total is 62, which is now 71; and the total of 28 which is now 34. So, 34 since Tuesday morning of last week we have 71 new rental contracts and of those, 34 were done online with credit cards through this system.

We haven't really advertised it much. You seen the little video presentation, but it's not been released yet to the public. The Parks & Rec staff are just referring people to that. They get

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a call, they want to rent a shelter, they are simply saying if you want to just look at availability, rent it online. It will save you a trip to the office. The response has been really staggering in my opinion of the number of people that have gone online. We even had five reservations over the weekend in this count. So, it allows people 24/7 access and the ability to kind of self-serve in the parks and this will continue to expand with league sports and various things. As we get into the fall, they'll be able to pay their fees actually and those types of things online. It will save a lot of the foot traffic that we get here, the lines outside the door in some cases, for those popular facilities and destinations.

I will go ahead and turn that back over to Angel.

Ms. Obert said I will just go ahead and finish with saying we've already received some really great feedback from our customers who have called in and they're really excited about being able to get online and have these reservation capabilities located there. I will say especially at a time like now, you know, with the pandemic and regulations and restrictions surrounding COVID and staff having to take some time off work, this has been a really nice feature for us to be able to start implementing.



If anybody has any questions or comments.

Chairman Markley said this is particularly timely both because not having people come to your office is preferable at this time, but also because I think we're seeing a spike in the number of people who want to have any family gatherings, they are having them outdoors as a result of the virus. So, just great timing on a couple of counts there.

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Chairman Markley asked, any other commissioners have questions or comments on this item?

Commissioner Bynum said I've got a couple of questions. My memory says that Davis Hall, for example, is so popular for weddings and parties that people are kind of in line on our first operating day of the calendar year to secure their date for Davis Hall. That's question number one. How would that work or does this system eliminate the calendar year? For example, I could go in there right now and book it for October of '21. **Ms. Obert** said those are great questions. I will say in years past what we've done is the first business day of the year, January 2nd, that's when halls are able to be reserved for that year. We kind of notified everybody last year. Typically, we have a line of people on January 2nd anywhere from 50 to 70 people waiting, so what this system will allow them to do is to be able to get online and reserve those shelters as they become available. That will be eliminating the waiting in line and different things like that on the first business day of the year.

To answer your second question about the halls, certainly Davis Hall is very popular. Our procedures won't change on that. We will still be reserving those halls a year to the date and the system allows us to set it up to where we can put those restrictions on to where they're only able to—once it rolls over to that date that they're wanting for the following year, they'll be able to reserve it then. **Commissioner Bynum** said so for Davis Hall or the halls in general, it's basically one year out max. **Ms. Obert** said correct. The year to the date, yes.

Commissioner Bynum said a couple of other comments. It sounds like you've been live for a week and approximately half were taken online, which is great. I do think COVID is playing a part in that, but you had 71 reservations in a weeks' time. Does that seem average to you? That seems like a good robust quantity to me and I'm wondering if that's regular. **Ms. Obert** said I would say it's probably an average number. I meant to pull some numbers on that. I know with COVID, shelter reservations have slowed down, people have cancelled, but typically, especially being in June or July, a lot of people have had their shelters reserved very early on in the year. With other things not being able to happen or take place, that's probably put a hinder on reservations, but 70 is a pretty good number, I would say, considering the circumstances right now.

Commissioner Bynum said one final comment. I know in the past we've had conversations around Parks & Rec about our usage of our parks, usage of our shelters, usage of

our community centers. Do you think that this system is going to, at a minimum, more easily allow you to measure our usage? **Ms. Obert** said I think the system will greatly improve us being able to track the usage and also increase some of that registration. I know what we've heard a lot in the past is we're only able to really conduct business Monday thru Friday, 8 to 5, when staff is here and that made it extremely hard for parents to get here to register their kids for programs and different things like that. CivicRec software is amazing as far as reporting capabilities. It's very robust and this system, we've got a second project we're working on with Alan as well and his team, with getting our community centers up and going with intranet and internet. This specific software is very user-friendly and, like I said, the robust reporting capabilities will help us and help staff at those facilities better track usage as far as community members coming in, programs taking place, rosters, and different things like that. **Commissioner Bynum** said thank you.

Mr. Howze said I'll just piggyback on the comments too, that there's also a powerful suite of tools that Parks & Rec staff in the interim have access to now with the software in terms of matching and assigning people to these assets and to events. It should also provide benefits to parks in terms of their management of internal operations going forward as well.

Commissioner Philbrook said, Alan, I know you remember way back when, when we were having all of those meetings down at 50th & State and people coming in about the parks and what they wanted to see happen. This was one of the biggest things that they were requesting was access to some sort of an internet way to see where are our parks, how many parks do we have, how much does it cost them, and then the programming, all of that. So, Alan, I know I pestered the heck out of you back then when we were first going through this and I really appreciate the Parks & Rec and your team being dogged about this and getting this into place. **Mr. Howze** said thank you. It's been a good partnership and we're glad to see it rolling out.

Chairman Markley asked, are there other questions or comments on this item?

Commissioner Ramirez said I just want to say I am very excited on this. This is an amazing thing. I know that—I work for the Johnson County Parks & Rec and this is how the majority—

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all of our stuff is online. Reservation and all the programming is all online. It just helps families a lot because they have a lot going on especially now with Corona, so this is going to aid them and seeing what's available. I want to thank Angel and Alan, especially, and Emerick Cross. As you all know, I'm a very big advocate for our Parks & Rec and so I'm very excited that this is happening and I can't wait to tell more people about it so that we can get it going and have more numbers come in and see the usage of it. So, thank you and it's very exciting.

Chairman Markley asked, anyone else? (There were none.) Thank you very much for the presentation. It's something I think we've been looking forward to for a long time.

Action: For information only

Item No. 3 – 20193...DISCUSSION: COMMUNITY DEVELOPMENT DRAFT ANNUAL ACTION PLAN AND BUDGET

Synopsis: Discussion of Community Development Department Revised 2020 and Proposed 2021 Budgets, and the Draft 2020-2021 Annual Action Plan, submitted by Wilba Miller, Director of Community Development.

Chairman Markley said we seem to keep Community Development budget in this committee, the Annual Action Plan every year, so this is our annual discussion.

Wilba Miller, Director of Community Development, said as you know, every year I come to the standing committee to bring our proposed current year budget—excuse me, our revised current year budget and our proposed next year's budget. While I go through these, there should be a PDF or some spreadsheets that were attached to the RFA. First I want to show this.

PUBLIC NOTICE

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
DRAFT ANNUAL ACTION PLAN (2020-2021)**

The Unified Government of Wyandotte County/Kansas City, Kansas is required by federal regulation to publish a draft of the Annual Action Plan and provide for a 30-day citizen review and public comment period. The citizen review and public comment period will commence on

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June 12, 2020. The Annual Action Plan consolidates three formula entitlement grant programs into a single application that is submitted to the U.S. Department of Housing and Urban Development (HUD). The three programs and their allocations are the Community Development Block Grant (\$2,304,857), HOME Investment Partnership Program (\$876,251), and the Emergency Solutions Grant Program (\$198,325) totaling \$3,379,433. The full Annual Action Plan is available for review on the UG website at <https://www.wycokck.org/CommDev/Plans.aspx>. Copies of the plan are available at the UG Community Development Department and the UG Clerk's office. A summary of the proposed activities and funds are listed below.

Ms. Miller said this is a public notice that went out on June 11th. We have a 30-day citizen participation requirement that we put this out so that citizens can come and look at it. It will be in our office and in the Clerk's Office. We started that June 12th because I understand that we're going to have our public hearing on the 13th of July and the adoption of the budget on the 16th of July. While we go through this budget tonight, if there's anything that—we can still change it even though this is being reviewed by (inaudible). I kind of wanted to start out with that.

As you see for our 2020 funding, it is CDBG or Community Development coming in at \$2,304,857. HOME is \$876,000 and the Emergency Solutions Grant for the homeless is about \$198,000. That has been published in all of the local newspapers and the *Echo*, and it's been on Nextdoor and I believe it's been on Livable Neighborhoods and other websites.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

	2020	2021
CD Program Administration		
Administration**	482,820	450,971
Fair Housing	10,045	10,000
Total	492,865	460,971
CD Rehabilitation/Operating**	535,114	525,886
CD Emergency Home Repair	438,340	500,000
CDBG Public Services		
Livable Neighborhoods	20,000	20,000

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Willa Gill Multi-Service Center**	148,000	148,000
Total	168,000	168,000
CDBG Acquisition/Rehab/Reconstruction		
District 6 Acquisition/Reconstruction**	24,735	0
Northeast Acquisition/Rehab**	65,211	0
Total	89,946	0
CDBG NRSA Initiatives		
Public Infrastructure - City Park	730,000	0
Public Infrastructure - Clifton Park	700,000	0
Public Infrastructure - Park Improvements	0	650,000
Total	1,430,000	650,000
CDBG PROGRAM TOTAL	3,154,265	2,304,857
**Includes Re-appropriations		
HOME INVESTMENT PARTNERSHIP PROGRAM		
(HOME)		
	2020	2021
CHIP Program**	194,758	188,626
HOME Proceeds	0	0
Total	194,758	188,626
New Construction/Rehab (EN)		
Subrecipients (i.e., Habitat)**	600,000	200,000
Total	600,000	200,000
CHDO Set Aside (Rehab/New Const.)		
CHDO Set Aside (Rehab/New Const.)**	727,151	400,000
Total	727,151	400,000
HOME Administration		
Home Administration	94,965	87,625
Total	94,965	87,625
HOME PROGRAM TOTAL	1,616,874	876,251

**Includes Re-appropriations

This first page is the Community Development Block Grant. The 2020 column shows and reflects the budget that you adopted last year plus any leftover funds, what we call

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reappropriating funds, so that we can continue to spend. You know our funds don't go away. We just keep spending until we've used them up.

The 2021 Budget will be what our allocation is this year. It doesn't get approved by HUD until sometime after August. We go through our environmental process and then it will be available next year.

If you'd like, I will walk down this page and give you some notes as we go. CD Program Administration is staff costs along with our Fair Housing costs. As you can see, 2020 has a little more because we had leftovers from last year so we could bring it forward.

CD Rehab and Operating Expense is also staff cost. It's our inspectors, our environmental person, it's \$535,000. It had a little leftover from last year that we brought forward.

The Emergency HOME Repair is the program that we do for low and moderate income homeowners. We do furnaces, electrical, barrier removal, plumbing, sewers. I believe we adopted a budget of \$400,000 last year, so we did have \$38,000 left over from last year's expenditures, so it really is a higher budget than we originally adopted for this year. Because the price of things are going up so high, the ADA bathrooms and the storm sewers, not storm sewers, but the sewer lines for people are getting so expensive we decided we would ask for an increase for next year.

Our Annual Public Services are just that. We annually give Livable Neighborhoods \$20,000 and we annually fund \$148,000 of Willa Gill, the multi-service center, located down at 5th & Nebraska.

The CDBG Acquisition/Rehab/Reconstruction, I hope this is the last year you see this. I believe both projects are closing out and will be done by the end of the year. They were for acquisition/reconstruction of houses in the District 6 area and in the Northeast area. I believe both houses are in the process of being finalized and being sold.

The big initiative for us is the CDBG NRSA Initiatives. As you recall, we adopted a 5-Year NRSA Neighborhood Revitalization Strategy Area which is close to the City Park area out to Central Avenue to I-70, about 16th Street to 32nd Street. The public infrastructure for City Park was year two. The public infrastructure for Clifton Park is year three, which is this year, and then the public infrastructure for park improvements. We anticipate putting some improvements at what they call City Park West, which is a little parklet park there on the north

side of 32nd & Park Drive. It has some parking needs and playground equipment needs, that kind of thing.

The CDBG Program total this year for the revised is \$3,154,265. Again, it does include the re-appropriations and then next year the allocation was \$2,304,857. Does anybody have any questions about CDBG? (There were none.)

Chairman Markley asked, questions, anyone? (There were none.)

Ms. Wilba said okay. I will go onto HOME.

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

	2020	2021
CHIP Program**	194,758	188,626
HOME Proceeds	0	0
Total	194,758	188,626
New Construction/Rehab (EN)		
Subrecipients (i.e., Habitat)**	600,000	200,000
Total	600,000	200,000
CHDO Set Aside (Rehab/New Const.)		
CHDO Set Aside (Rehab/New Const.)**	727,151	400,000
Total	727,151	400,000
HOME Administration		
Home Administration	94,965	87,625
Total	94,965	87,625
HOME PROGRAM TOTAL	1,616,874	876,251

**Includes Re-appropriations

Again, HOME is also part of the Block Grant Program and part of the Annual Action Plan and also has funds left over from the previous year that we bring forward. The CHIP Program is our Down Payment Assistance Program. I need to let you know it is currently suspended. HUD had

asked us to review and update our underwriting strategy. They have it at their office and are reviewing it now. We will be getting this back online shortly.

The New Construction Rehab are for agencies that are not considered CHDOs like Habitat and so we set-aside \$600,000 for those. The CHDOs are Community Housing Development organizations. We have to set-aside at least 15% of our budget and, as you know, we always set-aside way more than that. That is for agencies like CHWC, Community Housing of Wyandotte County, and Mt. Carmel Redevelopment who meet certain requirements that HUD requires to be considered that the CHDOs, the Community Housing Development Organizations. Both Habitat and the other agencies have had some funding out of this already. There are contracts on some of this funding in 2020 already.

HOME Administration is a portion of salaries that we can set-aside for inspectors and other staff members who work on this program.

Chairman Markley asked, any questions on this segment? (There were none.)

EMERGENCY SOLUTIONS GRANT (ESG)

	2020	2021
ESG Program Activities**	350,987	183,451
ESG Administration	12,013	14,874
EMERGENCY SOLUTIONS GRANT TOTAL	363,000	198,325

**Includes Re-appropriations

LEAD BASED PAINT GRANT

	2020	2021
LBP Admin - Community Development	75,522	38,822
LBP Direct - Community Development	471,016	499,214
LBP Admin - Health Department	43,461	31,675
LBP Direct - Health Department	73,540	30,425
TOTAL	663,539	600,136

**Includes Re-appropriations

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Ms. Miller said finally, the third part of our Draft Annual Plan is the Emergency Solutions Grant. The Emergency Solutions Grant is what we consider to be the Homeless grant. We can put aside 7.5% for admin costs. The rest goes to program activities and that's for funding our homeless agencies. I believe we have six to eight every year who go through an RFP process, submit applications for funding. We have just went through the ranking and review process last week and I expect to hear from the committee this week on their recommendation for the 2020 funds. Then, again, next year we would do the same thing. We would put it out for request for proposals and do the same thing.

Those three: Community Development Block Grants, HOME Improvement Partnerships, and Emergency Solutions Grant, constitutes the Draft Annual Plan. If we determine that we need to make any changes after tonight, we can do so.

Chairman Markley asked, questions or comments from this committee?

Commissioner Kane said, Wilba, we really appreciate the work that you do. You're the most consistent, I think, that we have all the time. We really appreciate your work. **Ms. Miller** said thank you. I appreciate that.

Ms. Miller said I would just like to run through the last three pages. There are other grants that we have going right now.

LEAD BASED PAINT GRANT

	2020	2021
LBP Admin - Community Development	75,522	38,822
LBP Direct - Community Development	471,016	499,214
LBP Admin - Health Department	43,461	31,675
LBP Direct - Health Department	73,540	30,425
TOTAL	663,539	600,136

****Includes Re-appropriations**

The first one would be out Lead Based Paint Grant. We are in the third year of that grant. We

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are hoping that they allow us to extend it because, of course, everything came to a direct stop back early March. We just reopened for application again June 8th. We've got a question in—this is a different HUD office that we have to work with. We will hear back from them, I hope, shortly about whether or not we can extend on into next year. This is just the balance of the funds that we have that they allocated us.

NEIGHBORHOOD STABILIZATION PROGRAMS (NSP)

	2020	2021
NSP 1 State	8,585	0
NSP 3 Federal	5,370	0

The next one was the Neighborhood Stabilization Program otherwise known as NSP. HUD came this year to—as you see, there's very little money. HUD came this year to monitor us and audit us on these programs. We are in the process of going through a closeout with them, so this would just go away, hopefully, by the end of the year.

CARES ACT - COVID-19

	2020	2021
CDBG-CV	1,355,838	0
ESG-CV	683,879	0

The final one is a big one. It is the CARES Act or COVID-19 funding that we received from HUD. When I received this—when I put this budget into the standing committee que, I had not received an additional allocation of ESG-CV funds. We did receive an additional \$1.7M for ESG-CV so it adds up to about—these COVID funds actually add up to more than what we get for our regular annual allocation for our budget. These budgets are just for COVID related activities. It is there, as you saw on the report, the RFA, they are to prevent, repair, and to respond to the Coronavirus or COVID-19. The Homeless funds can only be used for individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities to mitigate the effect of COVID-19. We've got, like I said, \$1.7M that we need to add to this sheet about, I believe, \$3.7M total.

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Chairman Markley asked, Wilba, what is the sort of discussion of process for how to handle that \$1.3M plus the \$600,000? What process are we going to go through to allocate those funds? **Ms. Miller** said one of the problems that we've had with the CDBG fund with HUD, you know, we started getting information about allocations probably at the very end of March, the first of April. HUD gave us a list of possible activities that we could spend these funds on. For instance, testing or, for instance, small business loan assistance and everybody was going along, including my staff, trying to put something together. I worked with Economic Development and then we were all sort of brought to a screeching stop because if agencies get money from FEMA, if agencies get money from the Payroll Protection Program, if they get any other federal funds from FDA or whatever, then we cannot fund them with our money.

What HUD has said and what FEMA has said, and now I understand all of the federal funds are saying, they are putting out guidelines to prevent duplication of benefit, or if you've heard Matt May talk about or supplanting the city funds. We have been going to webinars and conferences. I've been working with other cities around this region. We're all trying to come up with a list of ideas of things that we could pay for that would not be duplication of benefits. We also went to a conference or overheard a conference last week where HUD is promising to get this information out to us as soon as possible. They're going through the federal regs process which always takes longer, but that's where we're at with the CDBG.

On the ESG-CV, that \$683,000, we've already put out an RFP to all of our agencies to help us fill the gap for people who are needing help like rental assistance, utilities assistance. If it was COVID related, if they loss their job and they're behind or in arrears, then we can help with that. They went through the ranking and review process last week. Again, along with the 2021, so we should know something this week about what the ranking and review committee proposed.

As far as the \$1.7M, I'm planning to have a meeting with all of our Wyandotte County homeless agencies and have a big discussion about what they think we can do to meet this. I know HUD is telling us that they're wanting us to eliminate homeless. I don't think that can be done with \$1.7M in Wyandotte County, but I want to get them all together so that we can get ideas. I believe that some of the agencies feel like there are people falling through the cracks. I know that some want us to help with mortgages and so far we've gotten very little feedback from HUD about helping with mortgages. That's where we are with the Homeless funds.

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Chairman Markley said thank you, Wilba. As the committee knows, here in a few minutes, we're going to get to hear more about the CARES Act, different types of CARES Act funding, but, as you know, all this federal money comes with strings attached so it's always a little complicated. It seems like it should be easy to spend money, but sometimes not so much. A

Chairman Markley asked, are there other questions from this committee? (There were none.)

Chairman Markley said, Wilba, I show this as for information only. Is that accurate? **Ms. Miller** said yes. You will take action when we go through the budget process and we will bring the Draft Annual Action Plan forward at the same meeting that you adopt the budget. **Chairman Markley** said great.

Commissioner Bynum said, Wilba, on the last slide there with the COVID money, the additional—well, I guess the ESG at \$683,000 plus, now \$1.7M additional that you've been awarded. Does that—when you talk about working with the homeless agencies, does that include places such as Fellowship Outreach, the singular, actual homeless shelter here in Wyandotte County? **Ms. Miller** said when I talk about the agencies that I was going to discuss it with were agencies that receive funding from us now. The main shelter that gets funding through us right now is the Friends of Yates shelter. Most of these agencies have already the things in place that need to be done to carry out using federal funds. We don't go directly to new start-up or new agencies generally because HUD rules are so cumbersome. I could have a meeting with a lot of people and have way over \$1.7M of requests. They want us to spend it on a fairly timely basis. I would just anticipate going with our regular, I think there's eight or nine, maybe ten agencies that either are in the continuum of care or get funding from us now.

Commissioner Bynum said okay. I guess I should correct myself because yes, Friends of Yates is available as a shelter, but I think that when I referenced Fellowship Outreach, I guess I mean the only one for men, but you're telling me that they don't currently operate within your current funded activities. Is that right? **Ms. Miller** said as far as I know unless they're funded through one of those agencies. **Commissioner Bynum** said okay. Thank you.

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Chairman Markley asked, anyone else have a comment or a question? If not, I will thank Wilba for her presentation tonight. As Commissioner Kane said for her consistency, she's one that always gets to visit our standing committee a couple of times a year and always keeps us well informed. Thank you, Wilba, for being here tonight.

Action: For information only

Item No. 4 – 20200...GRANT: UGPHD COVID RAPID RESPONSE

Synopsis: Request to accept grant funds in the amount of \$750,000 from The Metro Rapid Response Fund for UGPHD COVID response, submitted by Juliann VanLiew, Director of Health Department. This is part of the UGPHD response to COVID including funding some community partners for the COVID efforts. No match is required.

  Unified Government Public Health Department 619 Ann Avenue, Kansas City, KS 66101-3038 Phone (913) 573-8855 wycokck.org/health	
Unified Government Public Health Department COVID Rapid Response Budget Revised -- June 5, 2020	
Item	\$750K Community Foundation request
Propio interpretation service	\$25,000
Support for community-based partner organizations to deliver COVID programming & services to the underserved	\$330,000
Communications staff	\$36,400
Spanish translation staff	\$33,280
Communications campaign/paid media	\$31,900
Contact tracing staff	\$108,160
CHW urgent family needs fund	\$10,000
Rapid response emergency drop team – testing, tracing, respite care	\$149,760
Laptops for contracted personnel	\$25,500
TOTAL	\$750,000
\$750K request • Propio interpretation service: \$25,000	

Juliann VanLiew, Director of Health Department, said this grant proposal is one that the Health Department made in coordination with 11 community partners to the Rapid Response Fund. Some of you may be familiar with that. That is the metro-wide response fund that has been put together by a large number of philanthropic foundations over previous months to help really just accumulate a large amount of funding to go out to folks all around the metro area.

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We submitted our first request a couple of months ago and we're into a couple of rounds of funding and then we heard back from them that they were very interested in our proposal and we've worked with them to revise it since then. We have not received a formal letter of approval for this grant, but they have indicated that they intend to fund this grant for us so I'm coming to you for approval this evening.

This grant is for \$750,000 specific to meeting COVID needs in our community. We heard from them that ours is the largest proposal that they are funding or have funded to date. What they liked so much about our proposal was that about 45% of it, \$330,000, will flow through the Health Department and onto community organizations that I mentioned. Part of the funding will go directly to the Health Department for things like interpretation services, for contact tracing, for hiring additional contact tracing paid staff, for some communications works specific to COVID, for translation work for those materials, for a rapid response testing team that we will hire to deploy into workplaces and other areas in the community that are experiencing an outbreak of COVID, and then different supplies like laptops for our contracted personnel.

We're really excited. This is an opportunity for us to engage our partners who have worked with us in the equity task force and in other ways around COVID and send some money onto them to ensure that they can keep doing the great work they're doing related to COVID in the community and really making sure our response is promoting health equity.

I will leave it at that unless people have questions or want me to talk about specific items within the grant. I'm happy to do so.

Chairman Markley asked, Juliann, is there any match for this grant? **Ms. VanLiew** said no, there's no match.

Chairman Markley asked, team, does anyone else have questions or comments? If not, this item is one that requires our approval.

Action: **Commissioner Ramirez made a motion, seconded by Commissioner Kane, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Kane, Ramirez, Bynum, Markley.

Chairman Markley said thank you, Juliann, and thank you for all of your work.

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Chairman Markley said our last item is our blue sheet item.

Item No. 5 – 20225...PRESENTATION: CARES ACT FUNDING

Synopsis: Wyandotte County is expected to receive funding in the amount of \$37M from the State of Kansas through the federal CARES Act, submitted by Alan Howze, Assistant County Administrator & Chief Knowledge Officer. The funds are required to be used for expenses related to the COVID-19 pandemic and the associated response. The Unified Government is setting up a process to distribute funding in accordance with federal and state guidelines. This presentation will walk through the CARES Act funding and a proposed process for managing the distribution of funds.

Chairman Markley said you may know, we're sort of waiting to get a full idea of what that funding was going to look like and now Alan Howze is going to give a presentation to talk about what we know and the action steps we need to take.



Alan Howze, Assistant Counsel, said as you've heard from previous presentations, simply, from Wilba Miller's presentation, there is focus now on CARES Act funding, specifically, how that funding, in this case, flows through the state and then down to counties for use in the communities. We wanted to provide an update on information as we know it to date and also recognize that this is still a little bit of a work in progress in terms of guidance that is coming out of the state as well. So, we are reacting to that in real time here.

June 22, 2020

Joining me this evening for the presentation is Juliann VanLiew, Director of the Health Department; also Kathleen VonAchen has been involved in the CARES Act funding as well.

CARES ACT FUNDING OVERVIEW

- Federal legislation provided over \$1.25 billion to State of Kansas for COVID-19
- Provided direct funding to localities with over 500,000 population
- Governor Kelly established Strengthening People and Revitalizing Kansas (SPARK) Taskforce
- Dept of Treasury Guidance - payments may only be used to cover costs that:
 - Were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
 - Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
- Prohibited from using to replace lost revenue, supplant budgeted expenses or capital construction

So, the original federal legislation provided just over a billion, a \$1.25B to the state of Kansas for COVID-19 related funding. It provided direct funding to localities with over 500,000 population. In Kansas, that was Johnson County and Sedgwick County received the direct allocation. All other counties received funding that flowed, is flowing, through the state; and from there, down to counties.

Governor Kelly established the SPARK Task Force, which was charged with providing guidance for how the money will be allocated and then it ultimately gets approved by the Senate Finance Committee. There's also US Department of Treasury guidance and that limits the use of these payments for expenditures incurred, obviously, due to COVID-19, expenditures that were not accounted for in the budget, the most recently approved budget as of March 27th (the legislation was enacted) and were incurred starting as of March 1st and running through December 30th of this year. So, it is time limited and as noted in earlier conversation, you can't use it to supplant existing budgeting expenses or capital construction. You also can't use it to replace lost revenue as we're currently grappling with through the budget process.

CARES ACT FUNDING USES

- Direct COVID fighting activities
 - Testing, contact tracing, PPE, etc.
- Emergency needs
 - Housing assistance
 - Food insecurity
 - Utilities
 - Community Health Worker assistance
- Economic Disruption
- Reducing COVID risk factors
- Modifications & Adaptation costs
 - Remote working technology
 - Physical barriers

So, what are those things that can fall under this act and be available for funding? Certainly, those expenses related directly to COVID activities, testing, contact tracing, personal protective equipment, those sort of expenses. It does make allowances for emergency needs, whether that's housing, food insecurity, utilities, community health worker assistance. It allows for likewise economic disruption. So, it recognizes the effect on the economy and on businesses. So, there's an opportunity there to provide funding for this. For reducing COVID risk factors and recognizing that not all parts of the community act in the same way, so addressing that. Then, modifications and adaptation costs. So, as it notes, remote working technology, physical barriers, a lot of those things that you're seeing pop up in the UG for making those modifications and adaptations.

WYANDOTTE COUNTY CARES FUNDING

- Distribution of funds
 - State created "SPARKS" Task Force to determine distribution and spending
 - Formula created for allocation to localities
 - Funding distribution then approved by State Finance Committee
 - Based upon population plus impact from COVID
- Wyandotte Allocation
 - Based on \$226 per resident with a population of 165,429
 - \$32,136,238 is from the regular CARES Act funds
 - \$5,194,696 from impact fund
 - Wyandotte is a heavily impacted county based on confirmed cases and job loss
- \$37,330,934 total expected

So, what does Wyandotte County get more specifically? As noted, the state created the SPARKS Task Force. They created an allocation formula for localities that has been approved by the Senate Finance Committee. It's based upon population plus the amount of impact the community has gotten from COVID. So, for Wyandotte County, the allocation is based on \$226

per resident. Based on our current population, that comes to just over \$32M. Then, an additional \$5.2M from the impact fund because of the impact COVID has had in terms of the cases and in terms of job loss. So, the total expected to be received through the CARES Act is \$37.3M. So, the funding is...

Commissioner Kane said, Alan, that's the first wave of money. There's suppose to be three. **Mr. Howze** said yes. That's a good point which is the state didn't allocate all of the dollars all at once, so this is, as Commissioner Kane notes, the first wave. Commissioner, you may have additional insight in terms of what additional waves would consist of and when. We haven't received that guidance yet. **Commissioner Kane** said they are working on it. I know two people that sit on the committee. As soon as I get as much information, I will share it with everyone.

UNITS OF GOVERNMENT ELIGIBLE

- The CARES Act funding is provided to the County – which retains fiduciary and reporting responsibility
- Other units of government are eligible for funding
 - Includes the cities of Bonner Springs and Edwardsville
- Separate allocations for:
 - K-12 schools Elementary and Secondary School Emergency Relief (ESSER)
 - Higher Education – public, private, non-profit
 - Health Care providers

Mr. Howze said so, this CARES Act funding goes to the county, so the county retains the fiduciary and reporting responsibilities for that \$37M. Other units of government are eligible for this funding. That includes Bonner Springs and Edwardsville; cities within Wyandotte County. Their COVID related expenses, and other things as noted above, would be eligible through this funding; and also noting that there are separate allocations for K-12, for higher education, and for health care providers that have been allocated as well.

UG COVID EXPENSES TO DATE

- UG Expenses through May totaled \$1.8M
- UG may submit for reimbursement through FEMA Stafford Act
- Reimbursement rate would be 75%
- Utilize CARES Act funding for remaining 25%
- Alternative would be 100% reimbursement through CARES Act funds

The UG COVID expenses to date, this is through May, the total was \$1.8M. Also, working through and Matt May, our Emergency Manager, is looking at this as well, which is there maybe opportunity for some or all of this \$1.8M to be submitted through FEMA and the Stafford Act as a natural disaster type of event. In which case, the reimbursement rate would be 75% and the CARES Act funding would be the remaining 25%. Alternatively, if that doesn't become an avenue that is available and, again, this is one of those kind of areas where we're still awaiting clear guidance from the federal government, the alternative would be that the entirety of that \$1.8M would be reimbursed through the CARES Act funds.

FUNDING ALLOCATION PROCESS

- Mayor requested the Chair of A/HS lead the review process
 - Commissioner Angela Markley – Chair
 - Commissioner Jane Philbrook
 - Additional Commissioner
- UG Staff Support
 - Alan Howze – Assistant County Administrator/Chief Knowledge Officer
 - Kathleen VonAchen – Chief Financial Officer
 - Juliann VanLiew – Health Department Director
 - Maureen Mahoney – Chief of Staff, Mayor's Office

So, turn to the funding allocation process, and also we ask Commissioner Markley if she wants to speak to this as well in terms of process. **Chairman Markley** said sure. Commissioner Philbrook had expressed early interest in this committee, even before it was sent to our standing committee. The Mayor asked me to chair a subcommittee. While we certainly can continue to have this entire process governed by our entire standing committee, my sense is it might be easier to have a smaller group because anytime you're going over applications and trying to read

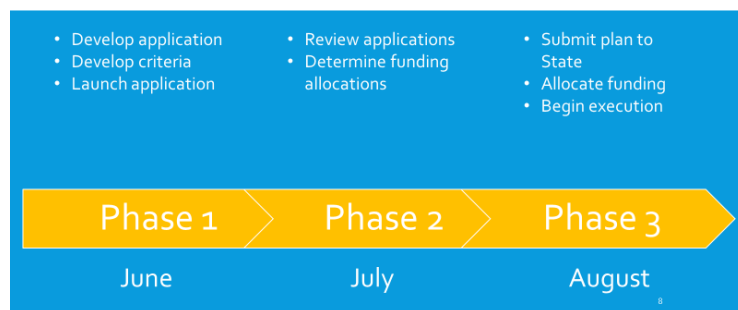
all of that material and get everybody's schedules aligned, it's just difficult the more people you have in that group, the more, I think, complex it can become. So, certainly, I am willing to chair whatever group comes together. Jane Philbrook has agreed to sit in on that group. I was thinking maybe a group of three would be nice while I see Jane and I could be a two-man army if that is the will of the standing committee. I was hoping maybe we would have a third member volunteer to be a part of a subcommittee of this standing committee to go over those applications and work with the staff support group on the funding allocation process. Or, like I said, Jane and I are fine if nobody wants to do that.

Commissioner Bynum said, Commissioner Markley, I would agree to serve if you wanted another set of eyes on the review process. I'd agree to do it. **Chairman Markley** said all right. If no one objects, I think that we will move forward with those three standing committee members serving as a subcommittee of this standing committee. I think the concept—Alan, you might cover this in a future slide is that this smaller committee would go through the applications and make recommendations to likely the full commission, but depending on timing, it might come back to the standing committee separately.

Alan, unless someone would object, I would say move ahead if you have more slides for us.

Mr. Howze said next slide, I will turn it over to Juliann VanLiew, Director of the Health Department and talk about the process.

CARES ACT DISTRIBUTION TIMELINE



June 22, 2020

Juliann VanLiew, Director of Health Department, said I think I'm perhaps one of the most eager to see this move very quickly to get some additional funding into the Health Department, so I'm excited that we're going to try to move as quickly as we can.

In this first phase, you can see in June, we are hoping to launch an application. Our goal is next Monday, June 29th, to have an application go live on our website for community partners and other municipalities and the folks Alan mentioned that are eligible for this funding. Then, we would allow that application to be opened for two weeks. That would close, we're hoping, July 13th, in which case that subcommittee that Commissioner Markley spoke of, would meet to review all of the applications. Then, we do have to submit the plan—of the applications we select, we have to submit those, kind of combine as our Wyandotte County plan, to the state for approval before we can disburse that funding and make final decisions. So, that will happen, we hope, in August at some point.

APPLICATION FOR FUNDING

- Launch on or before June 29th
- Online application
- First review of applications starts on July 13th
- Application available to:
 - Unified Government department
 - Other units of government within Wyandotte County
 - 501c3 nonprofit
 - For profit business

Most of that is just reiterated. Again, we're hoping to close those on July 13th and review them within a couple of weeks to get that submitted to the state by August 1 or near there. You can see there's kind of folks that are eligible for this application process.

Alan, I'll swing that back to you.

NEXT STEPS

- Working Group to start meeting
- Develop Decision Criteria
- Finalize and launch application
- Communicate with other units of government and potential applicants

Mr. Howze said, so, as Commissioner Markley noted, getting that subgroup together so that will happen soon. Part of that work will be developing decision criteria for the review process for applications that are submitted. I'll note, we'll also finalize and launch the application next week and then make sure we're communicating with the other units of government and potential applicants to let people know that this is coming and its available so people have the access and opportunity to apply through this process.

QUESTIONS / DISCUSSION

- \$37,330,934
- Direct COVID fighting activities
- Reducing COVID risk factors
- Emergency needs
- Economic Disruption
- Modifications & Adaptation

This is the last slide. Open for questions or discussion. Just kind of reiterate the \$37.3M and kind of the main buckets of activity that were identified through the CARES Act for use.

Commissioner Kane said I've been told that there's possible monies in there for public safety so I would hope the committee would take a really deep look at that and I will look from the outside with the folks I know to see what we can do to get some of those expenses covered. There is something there. I don't know exactly what it is. I haven't seen it yet. When you get the full package, it's something that you might want to do a deep dive on and then call me so I can verify

that with the people who work on the committee. **Chairman Markley** said okay, Commissioner.

Commissioner Bynum said I just want to try to say it back to you and the committee and the staff and the public because I personally have found it all quite confusing. Just for clarification, COVID-19 has punched a \$23M hole in our Unified Government operating budget. At the same time, simultaneously, we are going to receive into our coffers \$37.5M and it is not to repair the \$23M budget hole. Primarily, it might be here and there. As Alan Howze had indicated, to date, we've identified internally, \$1.8M that we can attribute in direct costs associated with our dealing and mitigating COVID-19 in this community.

I do appreciate Commissioner Kane's comment about looking further and making sure that if there are, for example, public safety uses that are legitimate for this money, that we do not let that get beyond us. But, other than that, these dollars are going to go, I think it was one slide before this one, these dollars are going to go out into our community to 501C3 non-profits, private businesses, possible other units of government, and then, again, within our own departments to mitigate the costs that we can say are a direct result of COVID-19. Now, I'm asking all of that in the form of a question. The question is, is that right what I just said as a recap, correct?

Chairman Markley said I would say I think mostly, I think it can be for recovery efforts, I believe, from COVID-19 as well. The loans we're making to businesses and things like that may not necessarily be covering their direct costs of what they bought or what product they needed but may be for the recovery efforts. It all has to relate back to COVID-19 from what I have read so far, but it might be a little broader than simply having to reimburse the costs that are related to COVID-19.

Commissioner Kane said, Commissioner Bynum, I think that you're pretty close to accurate. I think something else that the public—go to the next slide, please. Where's the one that says how much money we're getting? **Chairman Markley** said the last slide maybe. Oh, yea, there were two of them that had that information. **Chairman Markley** said there it is. **Commissioner Kane** said the \$37M. What we have to remember is whatever we don't come up with to say this was part of the COVID thing, goes back. This has to be done in a timely manner. One, this isn't

going to be easy. Staff is going to be jumping through hoops trying to figure out as much as they can. I think the community needs to know that if we can prove that is a COVID deal, then it will be paid for. If we can't, the money goes back to other areas that need the money as well. So, there's a two-wedge sword here. Yes, that's a lot of money. We have to share it with the other municipalities and the schools and the 503Cs, and the rest of them. It's not as big as I would hope it would be. I think the next wave should be about the same or maybe even bigger, but we will all be working to make sure this money gets spent where it's supposed to be spent. I think we, as commissioners, along with staff, need to help identify some of these areas.

Chairman Markley said thank you, Commissioner. You're absolutely right. It looks like such a huge amount of money and, again, people always think it's easy to spend money. But in this case, it's going to be a herculean effort, in a relatively short timeline, to allocate all of these funds in a way that doesn't violate any of the guidelines that we've been given, but without leaving a single dollar on the table. That's the goal that we will head out with is to spend this money in the best way for our community in short order because our timeline is pretty tight.

Chairman Markley asked, are there other questions from this committee? (There were none.) This item is for information only, but if there are any concerns about the process, now would be the time to voice them because of that quick timeline. This may be the last time you have that chance so speak now or hold your peace. Alan, anything else from you or, Juliann, from you? (There were none.) That was our blue sheet item and our final item for this evening.

Action: For information only.

Adjourn

Chairman Markley adjourned the meeting at 6:50 p.m.

dt/cg

June 22, 2020



Staff Request for Commission Action

Tracking No. 20316

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action: 8/24/20

(If none, please explain):

Publication Required: No

<u>Date:</u> 8/12/2020	<u>Contact Name:</u> Alan Howze, Crystal Sprague	<u>Contact Phone:</u> x8951, x2787	<u>Contact Email:</u> ahowze@wycokck.org, csprague@wycokck.org	<u>Department/Division:</u> UG Clerk
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Item Description:

A presentation from UG CARES Act team updating the committee on it's progress with the first state reporting deadline and plans for distribution of funds to educational organizations, nonprofits, and governmental entities.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 20263

Full Commission Meeting Date: 9/3/20

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain): 8/24/20

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
7/21/2020	Justus Welker	x6798	jwelker@wycokck.org	Transportation

Item Description:

On July 19, 2018, the Federal transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The plan must include safety performance targets. Find additional guidance on planning and target setting on FTA's Performance-Based Planning pages. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually.

To fulfill all requirements, we've adopted the Kansas Department of Transportation's state-sponsored agency safety plan.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

FINAL_DRAFT 2020 State-Sponsored Agency Safety Plan_2020-07-28



2020 State-Sponsored Agency Safety Plan

Bureau of Transportation Planning

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Transit Agency Information:

Unified Government of WYCO/KCK Transit Department

5033 State Avenue, Kansas City, KS 66102

Justus Welker, Accountable Executive

Ryan Hurst & Irvin Jackson, Co-Chief Safety Officers

Fixed Route, ADA/Non-ADA Paratransit, Microtransit & Meals on Wheels

5307 & 5310

DRAFT 6-2-2020

This plan was drafted by the Kansas Department of Transportation in accordance with Part 673 and was modified by UGT staff in order to reflect our specific operational requirements and capacity.

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Safety Performance

Safety performance is an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/failures)
Fixed Route Bus Service	0	0	2	0.2	2	0.2	0
ADA/ Non-ADA Paratransit	0	0	2	0.2	2	0.2	0
Microtransit	0	0	2	.2	2	0.2	0
Meals on Wheels	0	0	2	.2	2	0.2	0

Safety Performance Target Coordination

The UGT's Accountable Executive shares our Safety Plan, including safety performance targets, with the Mid-America Regional Council (MARC) in our service area each year after its formal adoption. The Agency's Accountable Executive also provides a copy of our formally adopted plan to the Kansas Department of Transportation. Agency personnel are available to coordinate with Kansas and the MPO in the selection area of Kansas and MPO safety performance targets upon request.

Safety Management Policy

The Safety Management Policy is a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety

Safety Management Policy Statement

Safety is one of the primary components of UGT's mission as a transit provider. It is our responsibility as an organization to serve the public in a safe manner, and to continuously ensure that passengers and operators are at minimal risk to injury. As such, UGT is committed to the following:

- Communicating safety risks and mitigations to all members of the agency,
- Allowing employees to report safety hazards with and/or without revealing their identity,
- Appropriately acting on employee reports in order to mitigate identified safety hazards, and
- Establishing realistic safety performance targets.

Safety Management Policy Communication

The Safety Management Policy Statement was introduced to staff after the plan was approved. The Chief Safety Officer is responsible for posting and informing staff of the Safety Management Policy Statement. It is also a part of new-hire training and annual refresher training.

Authorities, Accountabilities, and Responsibilities

Agencies with smaller staffs can combine the CSO and Accountable executive.

Accountable Executive

- Appoints a Chief Safety Officer who is a direct report.
- Ensures the implementation of any and all safety risk mitigations.
- Ensures action is taken to address substandard safety performance.
- Assumes ultimate responsibility for carrying out this plan.

Chief Safety Officer

- Ensures and oversees day-to-day implementation and operation of UGT's safety plan and safety risk mitigations.
- Manages the employee reporting system and reviews all employee reports daily.
- Chairperson of the Safety Committee, which involves:
 - Appointing members,
 - Scheduling bimonthly meetings,

- Creating meeting agendas, and
- Leading meetings.
- Identifies substandard performance in UGT safety plan and develops action plans for approval by the Accountable Executive.
- Provides safety risk management expertise and support for other UGT personnel who conduct and oversee safety assurance activities.

Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during meetings. The annual frequency of meetings is at the discretion of the Chief Safety Officer, but will meet no fewer than 4 times annually.

Members of the Safety Committee are chosen by the Chief Safety Officer. The committee should consist of no fewer than 4 members, including members from all departments (executive, dispatch, operations, and maintenance), as well as an interested transit user.

Drivers' Meetings: A permanent agenda item in all Drivers' Meetings is dedicated to safety. Known safety issues, risks, and new mitigations will be discussed. The annual frequency of meetings is at the discretion of the Chief Safety Officer, and it is recommended that meetings be held monthly.

All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented. All-Staff meetings should not disrupt service and it is not necessary that all drivers attend. However, representation from drivers is required. The annual frequency of meetings is at the discretion of the Chief Safety Officer. It is recommended that these meetings be held monthly, or at a minimum quarterly.

Employee Safety Reporting Program

In order to create a safer work environment, employees are encouraged to report anything that they identify as unsafe during their day-to-day duties. Employees may report unsafe conditions directly to their supervisor or the dispatcher. If employees choose to make reports anonymously, they may put them in the comment box located in the driver area. Employees who report unsafe conditions are free from any retribution as a result.

Typical employee reports contain information such as:

- Concerns related to transit operation (for example, road conditions or weather);
- Safety policies or procedures that are not working as intended;
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

A sample Employee Reporting form is included in **Appendix 2**.

Employees safety reports will be reviewed daily by the Chief Safety Officer (CSO). At their discretion, reports will be forwarded to members of the Safety Committee to be addressed at the next Safety Committee meeting.

The CSO will also discuss actions taken as a result of employee reporting during the next All-Staff Meeting.

Safety Risk Management

Safety Risk Management is a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Hazard Identification

Safety Hazards can be identified through:

- Employee Reporting
- Review of vehicle camera footage (where applicable);
- Monthly review of performance data;
- Supervisor observation;
- Customer/passenger comments (a sample customer comment form is included in Appendix 1);
- Safety Committee, Drivers', and All-Staff Meetings;
- Training assessments;
- Inspections of vehicles, facilities, and equipment;
- Investigations of safety events; and
- Federal Transit Administration (FTA) and other oversight authorities.

Any observation of a safety concern will be reported to the CSO. The CSO is responsible for determining whether to:

- Take immediate action;
- Follow up on the report; or
- Take no action.

Actions that the CSO may take to follow up on a safety report may include:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;

- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

After taking action, the CSO will discuss identified hazards and consequences at the next Safety Committee meeting.

Safety Risk Assessment

If an identified hazard poses an immediate risk to life, property, or the environment, the CSO must immediately bring the hazard to the Accountable Executive for safety risk assessment and mitigation. It is up to the discretion of the CSO to determine if a hazard justifies this intervention.

When an identified hazard is brought to the Safety Committee, it is given a hazard rating that helps to determine what steps need to be taken to mitigate the risk. The methodology used to evaluate risks is shown in **Appendix 3**.

The CSO schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the CSO reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The CSO may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Safety Risk Mitigation

The Accountable Executive and CSO review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The CSO tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to staff upon request.

In the Safety Risk register, the CSO will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Safety Assurance

Safety Assurance is the process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Performance Monitoring and Measurement

The agency uses the following measures to ensure that all employees, equipment, vehicles, and facilities are complying with operations and maintenance procedures:

- Safety Audits,
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents (where applicable),
- Safety surveys,
- Employee reports,
- Investigation of safety occurrences,
- Monitoring and review of daily data, and
- Vehicle inspections.

Information gathered from these sources is compared with recent performance to determine whether actions need to be taken.

Safety Risk Mitigation Monitoring

Once a hazard has been mitigated, the CSO is responsible for monitoring the mitigation to ensure that it is working appropriately. The CSO must establish a method for monitoring mitigations as part of the implementation of safety risk mitigations. The CSO may assign a supervisor or director the responsibility of monitoring the mitigation.

The CSO and Safety Committee review the performance of individual safety risk mitigations during the bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

The CSO and Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigation;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and

- Analyzing operation and safety data to identify emerging safety concerns.

The CSO works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Investigations of Safety Events

Following a safety event, an investigation is started to determine causal factors and potential solutions. The investigation is led by the CSO and the Accident/Incident Review Board.

Members of this body will include members of the Safety Committee, as well as representatives from the Unified Government Human Resources department and other appropriate local officials. The Review Board will determine whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The CSO and Safety Committee are also required to:

- Review safety information and documents;
- Ensure that the concerns are investigated or analyzed; and
- Review internal and external reviews, including audits and assessments.

Safety Promotion

Safety Promotion is a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Competencies and Training

All employees are required to complete necessary safety trainings, including:

- Vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- The Chief Safety Officer, and
- Accountable Executive.

All employees are required to complete federal mandated safety training. Additional recommended job-specific training is outlined below.

Additional operations safety-related skill training COULD include the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operators, supervisors, and managers, and
- Accident investigation training for operations supervisors and managers.

Additional vehicle maintenance safety-related skill training COULD include the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

The Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management.

The Kansas Rural Transit Assistance Program offers online training courses for new drivers and refresher courses (found at <https://kutc.ku.edu/rtap>).

Safety Communication

The agency's safety policy is communicated in three ways:

- 1. Communicating safety and safety performance information throughout the agency:**
The agency communicates safety information and performance in its quarterly newsletter and during quarterly All-Staff Meetings, and Drivers' Meetings. Information communicated during these meetings typically includes safety performance statistics, lessons learned from recent occurrences, and upcoming events that may impact the agency's service or safety performance.
- 2. Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, the agency distributes safety policies and procedures, included in the Employee Handbook, to all employees.
- 3. Informing employees of safety actions taken in response to reports submitted through the ESRP:** The agency provides targeted communications to inform employees of safety actions taken in response to reports submitted through employee reports.

Additional Information

Definitions of Terms

Accident- an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; or an evacuation for life safety reasons, at any location, at any time, whatever the cause.

Collision (NTD)- A vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with:

- Another transit vehicle
- A non-transit vehicle
- A fixed object
- A person(s) (suicide/attempted suicide included)
- An animal

Hazard- any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities equipment, or infrastructure of a public transportation system; or damage to the environment.

Passenger- a person other than an operator who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Risk- the composite of predicted severity and likelihood of the potential effect of a hazard.

Safety Assurance- the process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Event (NTD)- A collision, , fire, hazardous material spill, act of nature (Act of God), evacuation, or [other safety occurrence not otherwise classified] occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

Safety Objective- a general goal or desired outcome related to safety.

Safety Performance- an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Promotion- a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk- the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment- the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management- a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation- the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

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List of Acronyms

Acronym	Word or Phrase
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PART 673	49 CFR Part 673 (Public Transportation Safety Plan)
SMS	Safety Management System
UGT	Unified Government Transit
VRM	Vehicle Revenue Miles

APPENDICIES

Unified Government of Wyandotte County, Kansas City, KS Customer Comment Reporting Form

CUSTOMER INFORMATION		
Name: (Optional)	Title: (Optional)	Date:
Email: (Optional)	Phone Number: (Optional)	
Address: (Optional)		
SAFETY INCIDENT CLASSIFICATION (select all that apply)		
☐ Driver concerns ☐ Condition of vehicle or transit stop ☐ General safety concerns ☐ Other: _____		
Location:		
Date:	Time:	
Describe unsafe condition or hazard:		
WITNESS INFORMATION		
Name of Witnesses (if any):		
Name:	Phone #:	
Name:	Phone #:	
Name:	Phone #:	

Employee Safety Reporting Form

EMPLOYEE INFORMATION		
Name: (Optional)	Title: (Optional)	Date:
Department: (Optional)	Phone Number: (Optional)	
Supervisor's Name: (Optional)		
SAFETY INCIDENT CLASSIFICATION (select all that apply)		
☐ Transit operation concern, such as road conditions or weather ☐ Safety policies or procedures not working as intended ☐ Events senior managers may not otherwise know about, such as near misses ☐ Information about why a safety event occurred, such as radio communication challenges ☐ Other: _____		
Location:		
Date	Time:	
Describe unsafe condition or hazard:		
What corrective action would you recommend (if any)?		
Employee Signature: (Optional)	Date:	
WITNESS INFORMATION		
Name of Witnesses (if any):		
Name:	Phone #:	
Name:	Phone #:	
Name:	Phone #:	

Safety Risk Assessment Methodology

Sample Safety Risk Matrix and Likelihood and Severity Tables

Likelihood of Occurrence of the Consequence			Risk Assessment Matrix				
Qualitative Definition	Meaning	Value	Severity				
Frequent	Likely to Occur Frequently ($>10^{-1}$)	A	1 (Catastrophic)				
Probable	Likely to Occur Several Times ($<10^{-1}$ but $>10^{-3}$)	B	2 (Critical)				
Occasional	Likely to Occur Sometime ($<10^{-3}$ but $>10^{-6}$)	C	3 (Marginal)				
Remote	Very Unlikely to Occur ($<10^{-6}$ but $>10^{-9}$)	D	4 (Negligible)				
Improbable	Almost inconceivable that the event will occur ($<10^{-9}$)	E					

Severity of the Consequence		Value
Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding \$10M.	1
Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.	2
Marginal	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.	3
Negligible	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K.	4

Risk Assessment Matrix Color Code				
"Tolerability" based on identified severity and likelihood.				
Unacceptable under the existing circumstances.				
Acceptable based upon mitigations.				
Acceptable with senior management approval.				

DRAFT 6-2-2020



Staff Request for Commission Action

Tracking No. 20304

Full Commission Meeting Date: 9/3/20

Committee: Administration & Human Services

Date of Standing Committee Action: 8/24/20

(If none, please explain):

Publication Required: No

<u>Date:</u> 7/31/2020	<u>Contact Name:</u> Juliann VanLiew	<u>Contact Phone:</u> x6707	<u>Contact Email:</u> jvanliew@wycokck.org	<u>Department/Division:</u> Health Department
<u>Item Description:</u> Applications for KDHE grants in the amount of \$732,567.97 KDHE ELC (Enhancement Act/Epidemiology and Laboratory Capacity) COVID-19 staffing and infrastructure support \$800,000 ELC Optimal-Care Resource Coordination and Expanded Testing COVID-19. No match required.				
<u>Action Requested:</u> Approval				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> KDHE ELC COVID-19 Grants				



**KDHE ELC COVID-19 Staffing and Infrastructure
Support, 2020-2022
Funding Opportunity for Kansas Local Health
Departments**

The Kansas Department of Health and Environment is pleased to offer a funding opportunity specifically to aid Kansas local health departments in addressing COVID-19 in their communities. This funding, from the Paycheck Protection Program and Health Care Enhancement Act/Epidemiology and Laboratory Capacity Cooperative Agreement, will provide critical support for enhanced detection, response, surveillance, and prevention of COVID-19 in Kansas. Expenses eligible under this opportunity include salaries, overtime pay, and contractual staff (from January 20, 2020-November 2022) for COVID-19 case, contact, and outbreak investigations and related activities. These funds, along with the previous funding support CDC and HHS provided, will help with efforts to re-open your communities and ultimately America.

Awards: Funds have been allocated for every Kansas local health department for COVID response. Awards are based on county population and the number of COVID-19 cases as of June 19, 2020. See accompanying table for allocations (pp. 5-7). A county may apply for any amount up to the allocated award but must not exceed the amount allotted. In the event there are remaining funds after the deadline, a plan will be created for redistribution and all local health departments will be notified.

Eligibility: Only local health departments in Kansas are eligible to apply.

Allowable expenditures: Funds may be used for salaries, overtime, and contracts for contact tracing, testing, and other COVID-19 response activities. One-time pay adjustments to compensate salaried and/or hourly employees for their extraordinary efforts in response to the pandemic are allowable. Funds may also be used for courier service contracts (new or expansion of existing agreements). Contracts with academic institutions, private laboratories, and/or commercial entities are also allowable. ***Funding must only be used for COVID-19 response expenses/activities.***

How to apply: A short application and budget will be submitted through the Kansas Grant Management System (KGMS). The application/budget is located under the Work Area tab in KGMS. Then, click on Enrollment. If you have questions about KGMS, please contact Karen Kelley at 785-296-0425 or karen.kelley@ks.gov.

Award timeline and deadline to apply: Health departments may use funds retroactively for expenses incurred from January 20 through June 30, 2020. All funds must be expended by December 1, 2022. **Applications are now being accepted. If your budget includes expenditures for SFY2020, this reimbursement will be processed for payment when received.** Applications

must be received in the Kansas Grant Management System (KGMS) by **Friday, July 31 at 5:00 p.m.** Central time. If you need more information about KGMS, go to <https://kchap2.kdhe.state.ks.us/KGMS/Default.aspx>.

Additional information: This opportunity is non-competitive. These funds must not supplant any other funds. Once grants are awarded, recipient organizations are responsible for completing quarterly financial status reports (FSRs) and brief progress reports, which include any success stories describing how this funding has assisted you in responding to COVID-19 in your communities.

On the budget, enter your SFY2020 expenditures and your SFY2021 request. If there are funds remaining from your allocation, you will complete a request for SFY2022-23 next year. KDHE will process SFY2020 expenditures as soon as the application and budget are received. Additional payments will be made based on expenses submitted through quarterly financial status reports (FSRs). The first quarter FSR is due by October 15, 2020. It is allowable to draw down up to the full amount of the award at any time in which an FSR is submitted which details expenses totaling this amount. Note: It is understandable that existing staff are working/have worked many extra hours. Because of the special circumstances, salaries will not be entered into KGMS in the typical manner (i.e. entering a percentage of time for every staff person). Instead, salaries for this opportunity will be entered as a quantity. Although regular salaries for staff who are funded by other projects and also working on the COVID response must not be overallocated (more than 100% time), overtime is an allowable expenditure. One time pay adjustments should be included under regular salary and not overtime. Any related adjustments to other costs (e.g. KPERS, etc.) should be included under regular benefits. There is no signature page required.

IMPORTANT: *Funding amounts allocated for each county are available in the table on pages 5-7 of this document. You must not apply for any amount over the amount listed in the table.*

Optional Opportunities

Health departments in Kansas may apply for **additional** funding to provide care coordination and/or expanded testing in their communities. To request funding, an application and budget (separate from application/budget for ELC) must be submitted for each opportunity in KGMS. The opportunities are under the Work Area tab in KGMS and are combined. If only applying for one of the opportunities, there is an option to opt out of the other. The deadline for applying for both the care resource coordination and expanded testing opportunities is **Friday, August 14 by 5:00 p.m.** Central time.

Care Resource Coordination

Health departments may apply for **additional** funding to provide care coordination in their communities. These funds are supplementary to the allocated funds listed in the table below (pp. 5-7). Applicants may apply for funding ranging from \$2,000 to \$300,000. Awards will be

based on the demonstrated need for care resource coordination, the burden of COVID-19 in the community and the plan to address the needs of those impacted by COVID-19.

As residents of Kansas are asked to self-quarantine or isolate themselves, some have little-to-no support for meeting their basic needs. Care coordinators ensure these residents have the supports needed to comply with requested orders. KDHE will provide additional guidance and support upon award (including job description, ample documentation, process considerations, etc.). The care coordination role can be filled in-house or by contract. Identifying coordinators who can speak more than one language fluently and are culturally and linguistically appropriate for working with the targeted populations is highly recommended.

Responsibilities include:

- Connecting with community resources to fill gaps and needs that are currently unmet and identifying local solutions. Examples include food banks, grocery delivery options, medication delivery services, mental health services, visiting nurses, and other community programs which could provide support to those in isolation/quarantine
- Facilitating appointments for chronic condition follow up and preventative care while in quarantine and isolation
- Providing information on community resources (transportation, housing, food, etc.)
- Assisting with overcoming barriers related to access to care
- Assisting with tracing contacts of those with COVID-19

Funding may be used for existing personnel fulfilling this role, new health department personnel or for necessary contracts with third parties (e.g. community health workers). Funds may not be used to pay for resources which may be necessary for isolation or quarantine such as hotel, food, medicines, and wraparound services.

This link provides additional information about care resource coordination from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/support-services.html>

To apply for this optional opportunity, please choose the Opt In option on the application. Additional questions specific to this opportunity will be required.

Expanded Testing

Health departments may apply for **additional** funding to expand testing in their communities. These funds are supplementary to the allocated funds listed in the table below (pp. 5-7). Applicants may apply for funds between \$2,000 to \$500,000. Awards will be based on the demonstrated need for expanded testing, the burden of COVID-19 in the community and the plan to address testing of vulnerable and hard to reach populations in the community.

Expanded testing projects funded through this optional opportunity must follow the state testing plan which can be found here: <https://www.coronavirus.kdheks.gov/280/COVID-19-Testing>.

Health departments, in coordination with the state, may implement/expand “drive through” testing sites, mobile laboratories or mobile collection sites to provide the most efficient testing strategy for their community’s needs. One important goal of expanded testing is to increase testing in underserved, undertested communities. Funds can be used for testing supplies, contracting with private or reference labs, staffing for testing and related functions, and expenses associated with mobile collection sites. Examples of allowable expenditures include contracting with staff for mobile sites, support for partners conducting testing in the county (for allowable, testing-related expenses), space rental, promotional materials and other communications-related expenses to support mobile testing (e.g. flyers, PSAs, newspaper advertisements, social media boosts), rental of vehicles for mobile testing purposes, rapid testing machines (in consultation with KDHE) and supplies, staffing to enter testing data, testing supplies/PPE in preparation for mass testing in outbreak situations, and new testing methodologies (must be approved by FDA and HHS). All funds expended under this additional opportunity must directly relate to testing. **Funding can be used for only diagnostic testing (molecular and antigen). Serology testing will not be supported with this funding.**

Testing of asymptomatic persons is allowable in certain situations (e.g. targeting underserved populations) in alignment with the state plan. The rationale and explanation of how it aligns must be included in the application.

The application for this opportunity is part of a combined application with care resource coordination in the Kansas Grant Management System. To apply, select the Opt In option for the expanded testing funding opportunity. Additional questions specific to this opportunity will be required.

For more information about any of the funding opportunities in this announcement, please

contact: Cristi Cain at cristi.cain@ks.gov or 785-296-6549
Sheri Tubach at sheri.tubach@ks.gov or 785-296-6215
Lisa Horn at lisa.horn@ks.gov or 785-296-4485

For more information about Kansas Grant Management System, please contact:

Karen Kelley at 785-296-0425 or karen.kelley@ks.gov.

Rev 7-20-20

Kansas COVID-19 Local ELC Funding Allocations
Enhanced Detection, Response, Surveillance, and Prevention Of COVID-19
 (Formula: Population and COVID Case Share, allocation totals by category listed above)

County	2018 Population (7/1/2019 Certification)	Pop. Allotment	COVID Cases (6/19/2020)	Case Allotment	Total Allocation
Allen	12,444		1		
Anderson	7,878		3		
Atchison	16,193		26		
Barber	4,472	\$10,367.83	1	\$186.58	\$10,554.42
Barton	26,111	\$60,535.44	51	\$9,515.71	\$70,051.16
Bourbon	14,653		9		
Brown	9,598		11		
Butler	66,765	\$154,787.21	48	\$8,955.97	\$163,743.18
Chase	2,629	\$6,095.04	4	\$746.33	\$6,841.37
Chautauqua	3,309	\$7,671.55	4	\$746.33	\$8,417.88
Cherokee	20,015	\$46,402.55	18	\$3,358.49	\$49,761.04
Cheyenne	2,660	\$6,166.91	2	\$373.17	\$6,540.08
Clark	2,005	\$4,648.37	34	\$6,343.81	\$10,992.18
Clay	7,997	\$18,540.15	7	\$1,306.08	\$19,846.23
Cloud	8,729	\$20,237.21	7	\$1,306.08	\$21,543.29
Coffey	8,233	\$19,087.29	52	\$9,702.30	\$28,789.59
Comanche	1,748	\$4,052.54	2	\$373.17	\$4,425.71
Cowley	35,218	\$81,649.01	52	\$9,702.30	\$91,351.31
Crawford	39,019	\$90,461.20	167	\$31,159.30	\$121,620.50
Decatur	2,871	\$6,656.09	0	\$0.00	\$6,656.09
Dickinson	18,717	\$43,393.28	8	\$1,492.66	\$44,885.94
Doniphan	7,682	\$17,809.86	23	\$4,291.40	\$22,101.26
Douglas	121,436	\$281,535.84	90	\$16,792.44	\$298,328.28
Edwards	2,849	\$6,605.09	6	\$1,119.50	\$7,724.58
Elk	2,508	\$5,814.52	0	\$0.00	\$5,814.52
Ellis	28,710	\$66,560.94	16	\$2,985.32	\$69,546.26
Ellsworth	6,196	\$14,364.74	3	\$559.75	\$14,924.48
Finney	36,611	\$84,878.53	1,515	\$282,672.69	\$367,551.22
Ford	33,888	\$78,565.55	1,916	\$357,492.33	\$436,057.88
Franklin	25,631	\$59,422.62	56	\$10,448.63	\$69,871.25
Geary	32,594	\$75,565.56	31	\$5,784.06	\$81,349.62
Gove	2,612	\$6,055.63	1	\$186.58	\$6,242.21
Graham	2,492	\$5,777.42	0	\$0.00	\$5,777.42
Grant	7,336	\$17,007.70	21	\$3,918.24	\$20,925.93
Gray	6,033	\$13,986.84	24	\$4,477.98	\$18,464.82
Greeley	1,227	\$2,844.66	0	\$0.00	\$2,844.66
Greenwood	6,055	\$14,037.84	11	\$2,052.41	\$16,090.25
Hamilton	2,607	\$6,044.04	31	\$5,784.06	\$11,828.10

County	2018 Population (7/1/2019 Certification)	Pop. Allotment	COVID Cases (6/19/2020)	Case Allotment	Total Allocation
Harper	5,506	\$12,765.05	2	\$373.17	\$13,138.21
Harvey	34,210	\$79,312.07	15	\$2,798.74	\$82,110.81
Haskell	3,997	\$9,266.60	23	\$4,291.40	\$13,558.00
Hodgeman	1,818	\$4,214.83	8	\$1,492.66	\$5,707.49
Jackson	13,280		104		
Jefferson	18,975	\$43,991.42	23	\$4,291.40	\$48,282.82
Jewell	2,841	\$6,586.54	4	\$746.33	\$7,332.87
Johnson	597,555	\$1,385,364.70	1,229	\$229,310.06	\$1,614,674.76
Kearny	3,943	\$9,141.41	46	\$8,582.80	\$17,724.21
Kingman	7,310	\$16,947.42	0	\$0.00	\$16,947.42
Kiowa	2,516	\$5,833.07	3	\$559.75	\$6,392.81
Labette	19,964	\$46,284.31	28	\$5,224.31	\$51,508.62
Lane	1,560	\$3,616.69	5	\$932.91	\$4,549.60
Leavenworth	81,352	\$188,605.55	1,122	\$209,345.72	\$397,951.27
Lincoln	3,023	\$7,008.49	0	\$0.00	\$7,008.49
Linn	9,750	\$22,604.29	13	\$2,425.57	\$25,029.86
Logan	2,844	\$6,593.50	0	\$0.00	\$6,593.50
Lyon	33,406	\$77,448.09	475	\$88,626.75	\$166,074.84
Marion	11,950	\$27,704.74	7	\$1,306.08	\$29,010.82
Marshall	9,722	\$22,539.37	0	\$0.00	\$22,539.37
McPherson	28,537	\$66,159.86	41	\$7,649.89	\$73,809.74
Meade	4,146	\$9,612.04	30	\$5,597.48	\$15,209.52
Miami	33,680	\$78,083.33	16	\$2,985.32	\$81,068.65
Mitchell	6,150	\$14,258.09	4	\$746.33	\$15,004.42
Montgomery	32,120	\$74,466.64	24	\$4,477.98	\$78,944.63
Morris	5,521	\$12,799.82	5	\$932.91	\$13,732.74
Morton	2,667	\$6,183.14	6	\$1,119.50	\$7,302.64
Nemaha	10,155	\$23,543.24	22	\$4,104.82	\$27,648.05
Neosho	15,951	\$36,980.62	15	\$2,798.74	\$39,779.36
Ness	2,840	\$6,584.22	4	\$746.33	\$7,330.55
Norton	5,430	\$12,588.85	3	\$559.75	\$13,148.60
Osage	15,941	\$36,957.43	10	\$1,865.83	\$38,823.26
Osborne	3,475	\$8,056.40	2	\$373.17	\$8,429.57
Ottawa	5,802	\$13,451.29	4	\$746.33	\$14,197.62
Pawnee	6,562	\$15,213.27	3	\$559.75	\$15,773.01
Phillips	5,317	\$12,326.87	2	\$373.17	\$12,700.04
Pottawatomie	24,277	\$56,283.52	47	\$8,769.38	\$65,052.90
Pratt	9,378	\$21,741.85	6	\$1,119.50	\$22,861.34
Rawlins	2,508	\$5,814.52	0	\$0.00	\$5,814.52
Reno	62,342	\$144,532.98	58	\$10,821.79	\$155,354.77
Republic	4,664	\$10,812.96	4	\$746.33	\$11,559.29
Rice	9,531	\$22,096.56	4	\$746.33	\$22,842.89

County	2018 Population (7/1/2019 Certification)	Pop. Allotment	COVID Cases (6/19/2020)	Case Allotment	Total Allocation
Riley	73,703	\$170,872.19	99	\$18,471.68	\$189,343.88
Rooks	5,013	\$11,622.08	7	\$1,306.08	\$12,928.16
Rush	3,093	\$7,170.78	0	\$0.00	\$7,170.78
Russell	6,907	\$16,013.11	0	\$0.00	\$16,013.11
Saline	54,401	\$126,122.66	44	\$8,209.64	\$134,332.29
Scott	4,897	\$11,353.15	16	\$2,985.32	\$14,338.47
Sedgwick	513,607	\$1,190,740.61	830	\$154,863.59	\$1,345,604.20
Seward	21,780	\$50,494.50	935	\$174,454.76	\$224,949.27
Shawnee	177,499	\$411,511.66	485	\$90,492.58	\$502,004.24
Sheridan	2,533	\$5,872.48	3	\$559.75	\$6,432.23
Sherman	5,899	\$13,676.17	7	\$1,306.08	\$14,982.25
Smith	3,603	\$8,353.15	3	\$559.75	\$8,912.90
Stafford	4,178	\$9,686.23	1	\$186.58	\$9,872.81
Stanton	1,987	\$4,606.64	9	\$1,679.24	\$6,285.88
Stevens	5,559	\$12,887.92	30	\$5,597.48	\$18,485.40
Sumner	22,996	\$53,313.66	9	\$1,679.24	\$54,992.91
Thomas	7,711	\$17,877.09	0	\$0.00	\$17,877.09
Trego	2,793	\$6,475.26	1	\$186.58	\$6,661.84
Wabaunsee	6,899	\$15,994.56	32	\$5,970.64	\$21,965.21
Wallace	1,503	\$3,484.54	0	\$0.00	\$3,484.54
Washington	5,420	\$12,565.67	1	\$186.58	\$12,752.25
Wichita	2,105	\$4,880.21	0	\$0.00	\$4,880.21
Wilson	8,665	\$20,088.84	1	\$186.58	\$20,275.42
Woodson	3,183		6		
Wyandotte	165,324	\$383,285.28	1,872	\$349,282.69	\$732,567.97
NEK	39,071	\$90,581.76	141	\$26,308.15	\$116,889.91
SEK	38,158	\$88,465.07	19	\$3,545.07	\$92,010.14
Totals	2,911,505	\$6,750,000.00	12,059	\$2,250,000.00	\$9,000,000.00

ELC Allocation	\$9,000,000
% disburse via population:	75.0%
% disburse via COVID cases:	25.0%
Population Payout	\$6,750,000.00
COVID Case Payout	\$2,250,000.00
Total Initial Payout	\$9,000,000.00

Key to color coding:

Blue highlights = NEK members
(NEK department at the bottom of the chart)

Green highlights = SEK
members (SEK department at the bottom of the chart)