Administration and Human Services
Standing Committee Meeting Agenda
Monday, November 16, 2020
Immediately upon adjournment of earlier committee

Location:

You are invited to a Zoom webinar.
When: Nov 16, 2020 05:00 PM Central Time (US and Canada)
Topic: PW/S & A/HS Standing Committee Meetings

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Name	Absent
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 November 16, 2020 Agenda**

III. **Approval of standing committee minutes from September 14, 2020.**

IV. **Committee Agenda**

Item No. 1 - UPDATE: CARES ACT FUNDING
Synopsis: Update on the CARES Act funding, submitted by Crystal Sprague, CARES Act Team Leader.

For information only.
Tracking #: 20508

V. **Public Agenda**

VI. **Adjourn**

ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, September 14, 2020

The meeting of the Administration and Human Services Standing Committee was held on Monday, September 14, 2020, at 5:30 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, Alan Howze, Assistant County Administrator; Kathleen VonAchen, Chief Financial Officer; Shakeva Christian, Manager in Human Resources; Bonnie Bloesser, Human Resources Management Analyst/Benefits Administrator; Terri Garrison, Health Department; Mike Grimm; Crystal Sprague, CARES Act Team Leader; Carol Godsil, Deputy UG Clerk; and 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, some committee members, staff, and the 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 requirements, in-person public comment has been suspended unless otherwise required by law. The public is allowed to participate by Zoom or submit comments by email prior to the meeting and those comments will be included in the record of the meeting.

Chairman Markley called the meeting to order.

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

Chairman Markley said a blue sheet was distributed last week adding two items to our agenda. Item No. 2 is a presentation regarding eviction data, and Item No. 3 is an update on the CARES

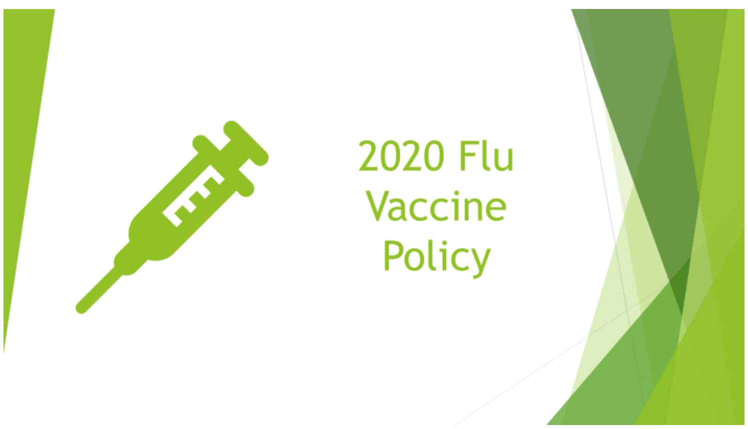
Act funding. Both of these items are for information only. In fact, I believe all of our items tonight are for information only.

Chairman Markley said we have no minutes to approve since the July 27th meeting was cancelled.

Committee Agenda:

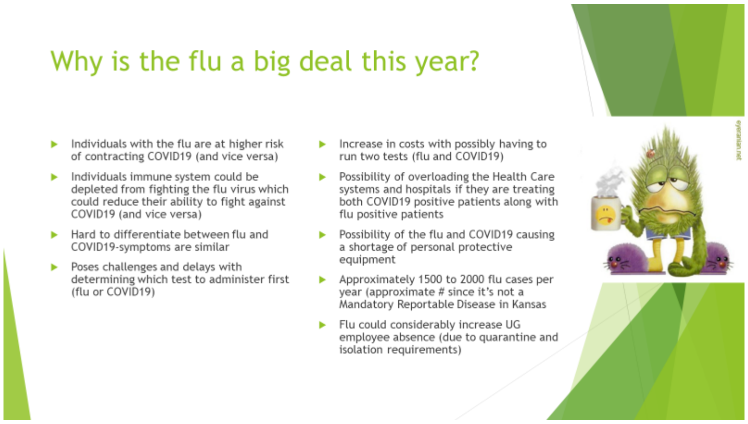
Item No. 1 – 20382…UPDATE: UG EMPLOYEES' FLU VACCINE PROGRAM

Synopsis: Update on the UG's expanded Flu Vaccine Program, submitted by Alan Howze, Assistant County Administrator. The UG Health Department and Human Resources Department are partnering to significantly expand flu vaccine adoption by UG employees.



Alan Howze, Assistant County Administrator, said this evening, we'll have an update from our Human Resources. The Health Department team has been working on updates to the flu policy for the UG and wanted to bring this to you for information. It's an effort that has grown, in part, from the response to COVID and the related need to protect employees as we enter the flu season, not only so we can reduce absenteeism and all that associated with it, but also to protect employees and their families.

With that, I'll turn it over to Shakeva Christian, the Deputy Director of Human Resources.



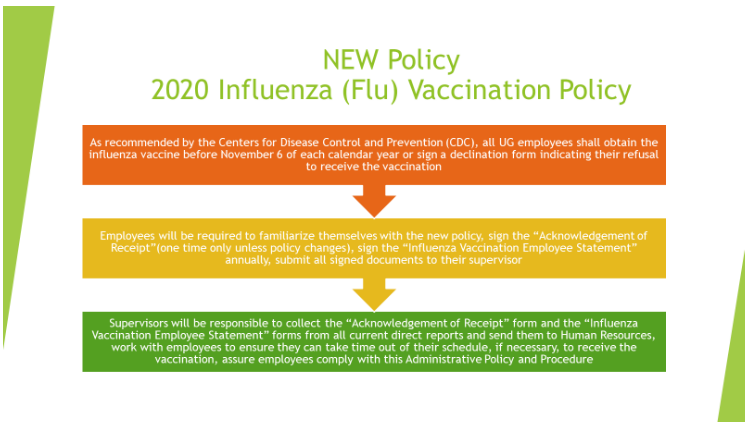
Shakeva Christian, Human Resources Manager, said Bonnie Bloesser, our Benefits Administrator, is on the line as well to present, as well as Terri Garrison.

We did want to discuss the Flu Vaccination Policy, which will require all employees to receive a flu vaccination annually. In light of COVID-19, employee health and safety are paramount. The flu season is fast approaching and, as you can image, having the flu season occur during the pandemic can drastically impact employees' safety and health. As such, as Alan mentioned, we have developed a policy regarding the flu vaccination as well as plans to have employees vaccinated prior to the start of the flu season.

We'll talk about why the flu is a big deal this year. We'll discuss the Flu Vaccination Policy, our plans for implementing or administering the flu vaccine to all employees, and then the Health Department goals.

As far as, I guess, a community health standpoint, individuals with the flu are at a higher risk of contracting COVID-19 and vice versa. Individuals' immune systems could be depleted from fighting the flu versus the virus which could reduce their ability to fight against COVID-19 and vice versa. It is hard to differentiate between the flu and COVID-19 because of the similarities in the symptoms, so this possess challenges and delays with determining which test to administer from the healthcare standpoint.

This also increases costs and possibly having to run two tests as well as the possibility of overloading the healthcare system and hospitals if they're treating both COVID and the flu patients. There is a possibility of the flu and COVID-19 causing shortages of PPE as there are approximately 1,500 – 2,000 flu cases per year. From the UG's standpoint, the flu could also considerably increase UG employee absences. As you guys are probably familiar, each time we enter into the building, we do have to screen for symptoms. Because of the similarity in symptoms, those that would be experiencing flu symptoms would, of course, have to leave the building due to the uncertainty as to whether it's flu or COVID. Vaccinating employees to kind of mitigate that and ensure that they're not experiencing the flu symptoms could help decrease a high amount of employee absences.



As far as the new policy, as recommended by the CDC, all UG employees should obtain the flu vaccination by November of each year and sign the declination indicating whether they want to refuse the flu vaccination or not. We would not, of course, ask on the refusal the reason for the refusal if they deny having to do so, but we do get that opportunity for the refusal if the employee choses to do that.

Employees would be required to familiarize themselves with the new policy by an acknowledgement of receipt of the policy, which is a one time form, unless there're updates to that policy. And, then, they would also sign annually a flu vaccination employee statement indicating that they have been vaccinated for the year.

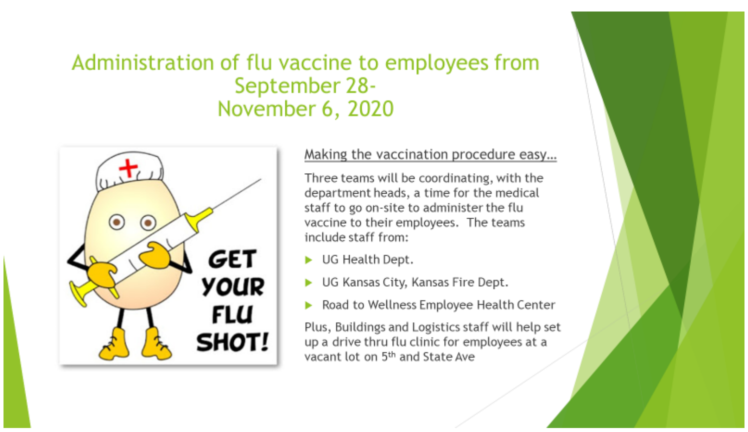
Supervisors would also be responsible for collecting the acknowledgement forms as well as the vaccination employee statement forms. They also have them submitted to Human Resources and ensure, also, that employees would have an opportunity to be dismissed from work to take their flu vaccination if necessary.

As far as Human Resources' responsibilty, we will maintain all the signed forms, the databases, providing employees with reminders of the policy, tracking employee forms and employee compliance with the policy.

The Health Department Chief Epidemologist would review annual employee influenza vaccination rates and develop and recommend strategies including revisions to the policy to ensure and improve influenza vaccination rates.

After employees are vaccinated, the UG family members would be invited to the Road to Wellness Health Center or the Health Department for a free flu shot.

I'll let Bonnie talk about the plan for vaccinating for the 2020 flu season.



Bonnie Bloesser, Benefits Administrator in Human Resources, said we're pretty excited about being able to make this vaccination process as easy as possible for employees. We have put together three teams that will be going on-site at various locations, various times of the day, and we'll make the vaccine available in the departments or at different locations. Those three teams include a team from the UG Health Department, one from the UG Kansas City, KS Fire Department, and then staff from our Road to Wellness Employee Health Center.

We also will be working with the Buildings & Logistics' team to set up a drive-through flu clinic for employees who are not able to get their vaccine at their location when we are scheduled to be there.

We will begin the vaccine starting September 28th. We would like to have everyone completed by November 1st, but we've given ourselves an extra week just in case we need to get a few more folks in there.

I'm going to turn it over to Terri.

Terri Garrison, Health Department, said as part of the Health Department's goals, we would like to see at least 90% or better of UG employees vaccinated. At this time, we also would like to have 95% of our higher risk employees, the Health Department employees and our Public Safety employees, vaccinated. So, at least 90% of UG employees as a whole, but 95% within those higher risk categories.

We'd like to vaccinate the entire UG's employee household as much as possible, again, to help prevent the spread of the flu. Just like COVID, it could spread through a household. The flu can spread just as easily.

We're going to use the 2020 flu vaccine campaign as kind of a trial run for when a COVID-19 vaccine does become available to us that we can start getting our community vaccinated with that in the quickest and most expedient way to get everyone vaccinated with that when that is, in fact, available. We'd like to increase community-wide vaccination rates to about 65%.

Currently, it's not—flu vaccine—flu is not a reportable disease, so we also don't keep track of flu vaccines other than every two to three years, the state of Kansas does a telephone survey, it's a behavioral risk surveillance survey. From that, we know that individuals 18 years old to 65 years old, there's only about a 30% uptake of the flu vaccine. Then 65 years old and older, it's about a 65% uptake. We would really like to see that improve within the county across the board, at least 65% across the board of Wyandotte County residents getting the flu vaccine.

We want to, of course, prioritize our high-risk communities which are our older individuals as well as those with underlying symptoms, underlying medical conditions; much the same as with our COVID. So, it's kind of the same population that we would really want to prioritize.

Why we're doing all of this? Again, we're trying to create standards of practice, prioritization guidelines, and plans for when we would rollout an upcoming COVID vaccine campaign. So, we're kind of using this in two ways. Number one, to protect our community as a whole against the influenza, but also to make plans for when a COVID vaccine does become available. We know we can hit the ground running and we know what needs to be done in order to get that out to our community as quickly and as effectively as possible.

Ms. Christian said with that, we can open up for questions.

Chairman Markley said thank you for the presentation. I'm just going to restate a couple of things. I think this could come across as confusing to people because we're going through this whole COVID situation. This is the regular flu vaccine. The one that's available every year that many of us have been getting for many, many years. So, that's what we're talking about here.

The discussion today is that the way we roll it out may be similar to what a COVID vaccine would look like when that is available. So, just for anybody watching or looking at this later who's confused, I want to make it clear, this is just the regular flu vaccine. We don't have a COVID vaccine, but we'd like to.

Chairman Markley asked, this would be free to employees, correct? **Ms. Christian** said yes, that's correct. **Chairman Markley** said and then free to their families after we've gotten through the employees, right? **Ms. Christian** said yes, that's correct.

Chairman Markley said and the last point I would just make, again, I'm just reiterating what you had said that we're not going to hold people down and force vaccinate them. They are going to have to fill out paperwork if they don't want to get a vaccine. The idea here is to encourage the vaccine by making it more annoying to fill out the paperwork than to just go through the drive-through and get it done, right? **Ms. Christian** said right. Our goal, of course, is to get as many people vaccinated as possible and to educate the positive outcomes we could receive as a result of that.

Commissioner Philbrook said I really appreciate you getting out there ahead of it and using this as a good model for people on board for when we have a vaccine for COVID. This is a good trial run. When I say trial run, a good trial run of trying to get people to participate. I hate to admit it, I guess I'll have to participate this year. **Ms. Christian** said that would be great.

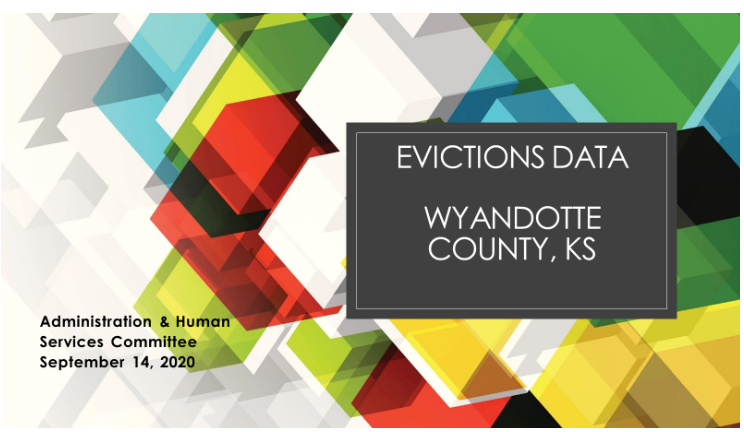
Chairman Markley asked, are there questions from the Commission? (There were none.) **Chairman Markley** asked, Clerk, did we receive anything from the public? **Ms. Godsil** said we received no public comments.

Chairman Markley said this item was for information only. So, if there are no further comments, we will thank you all for your presentation and hope that you have great success in getting our employees to get the flu vaccine.

Action: For information only.

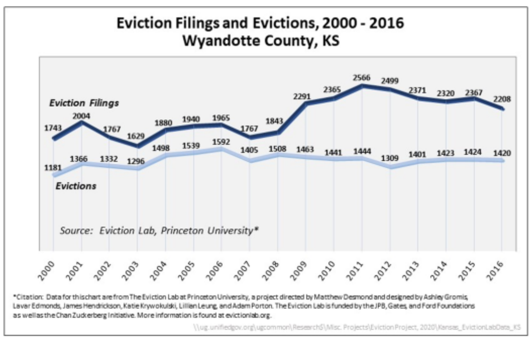
Item No. 2 – 20387…PRESENTATION: EVICTION DATA

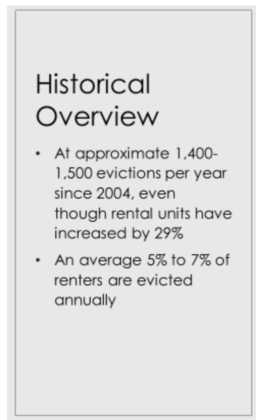
Synopsis: Presentation of Wyandotte County eviction data, submitted by Kathleen VonAchen, Chief Financial Officer.



Kathleen VonAchen, Chief Financial Officer, said I thought it would be interesting for all of you to see a little bit of information on evictions historically in our community. As the pandemic has impacted housing for many of our residents, we felt it would be important for you to know what in the past has occurred with eviction levels so that we can now, and going forward, kind of measure how the COVID pandemic has impacted evictions of our residents who are renters.

I'm introducing here for the presentation my Research Manager, Mike Grimm.





(Mr. Grimm was initially not on.) **Chairman Markley** said we'll have Kathleen, at least, begin to lead us through and if he hops on, he can take it from there. **Ms. VonAchen** said we have collected this data from a firm that was called the Eviction Lab from Princeton. So, we have data since 2000 to 2016 and that's the most recent data. Mike is planning to—is working with Rob Anderson in Public Works. Together, along with data that we have been collecting from the District Court, we plan, at a future commission meeting, to provide you with information on how evictions are performing from 2017 to the present.

So, tonight's presentation doesn't talk about evictions and how they've been impacted by COVID necessarily. It's more of a baseline for you to see our eviction level in general in our community.

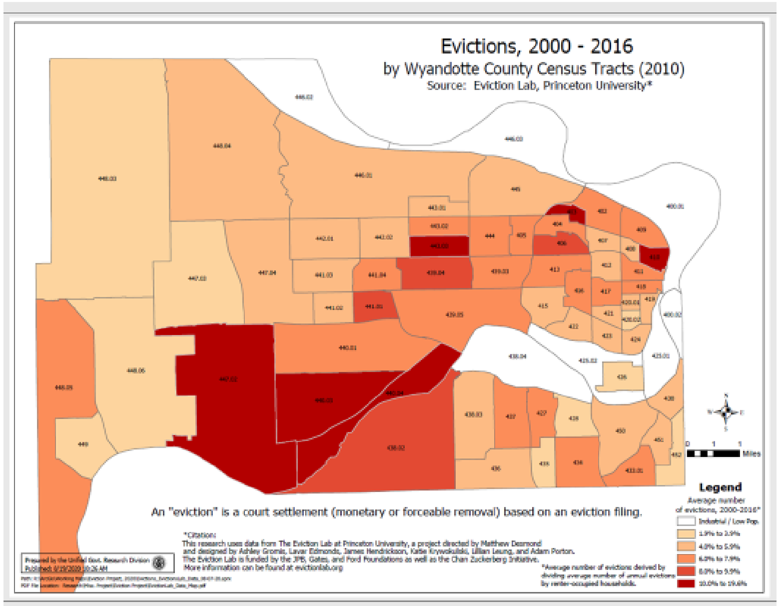
So, as you can see, since 2000, the eviction level has been rather stable though it did pick up in terms of filings since 2008. I think that was probably due to the housing downturn during that time. But, in terms of number of evictions, it hovers around the 1,400 level. (Mr. Grimm was able to log on.)

Mike Grimm, Research Manager, said I'll assume you just started talking about this line graph here. **Ms. VonAchen** said yes, yes. **Mr. Grimm** said this data from the Eviction Lab, it's a program out of Princeton University. It was started in the mid-2000s. The researcher was doing some work and saw an issue with evictions in the community they were working in and thought this would be great data for all communities to have. So, ultimately this program got all the data for all the counties and actually down to the tracts and block group level. We have it for Wyandotte County. As Kathleen mentioned, it's historical data, but it's a good baseline to get a handle of what happened in the past.

You can see from the graph, the dark blue line on top, the eviction filings, a case submitted to District Court. What's interesting, however, are the actual evictions, which was a judgment mainly in favor of the plaintiff. We see that's relatively flat. Whether those cases are dismissed or they're, my guess, is they're probably mediated somehow, I think that's pre-telling on the graph.

On the right, we can see, again, about 1,400 to 1,500 evictions per year. Interestingly, the census data shows us that the rental units in the county have actually been increasing, but we do know from the period after the recession to really here until a few months, but recently, the timing hasn't been really well. The median household income has been increasing. There's been jobs have been increasing; low unemployment. But, again, of course, the policy has changed relatively recently. Still getting good baseline and we'll see what's going on moving forward.

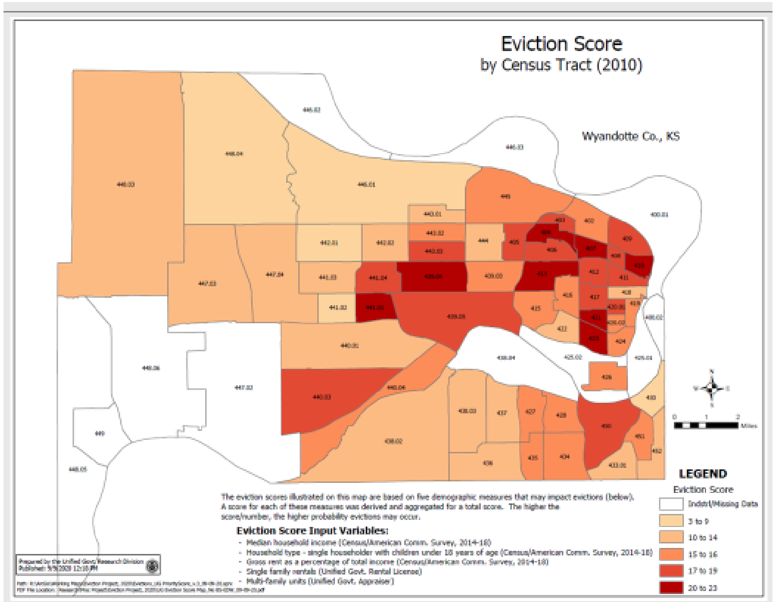
(inaudible) just kind of point out, maybe Kathleen mentioned that there's another staff member working on some additional court data, more current data, in relationship to the CARES Act and potential funding for organizations in the county to help individuals with evictions. I'll have more information to come in the future.



On the next slide, here's the eviction data from the Eviction Lab for the past 17 years, 2000 to 2016. We can see some warmer areas of the county in the colors, so the darker areas, the more red are the higher percentage of evictions in the county over that period. The Northeast area of the county, extending down to Parallel to Leavenworth, you'll see that in the corridor.

Down, following the Kansas River there, we see some darker reds. I know—my guess is in the Edwardsville census Tract 44702 and the larger one to the east, there's some mobile homes in there. My guess is those have perhaps higher eviction rates than what we're seeing there.

Chairman Markley asked, Mike, is that a percentage of, I think it said it there at the very bottom, maybe. So, this is a percentage based on the number of renters, so it could just be that there aren't very many rentals in those red areas, but that all the rentals that are there are…**Mr. Grimm** said that is exactly right, yes, Commissioner. So, it's an average over that period of evictions and (inaudible) occupied households. Whenever we look at the data, or any data, you really have to be careful of how big your denominator is. Is it a real small number? I can say for the tracts that we see, I'd have to review it for sure, but I think it's pretty (inaudible). I don't think there's anything misleading on this map per se that would stand out or I would have put a note of that. Of course, all the industrial areas and low population areas that you see in white, of course, it's not going to show anything there.



On the next slide, this is—I'm titling this Eviction Score. Moving away from the Eviction Lab data, and this is something that I derived and I hope people will look at it and view it and critique it and we can maybe make it better, but what I did, and I'll talk about the variables a little bit more on the next slide, but I did some research to see what was one of the leading causes of evictions. It is a complexed social issue. There were a handful that were kind of rising to the top.

In essense, I took those data items, and I'll point them out in the next slide, but just so you can see, generally it's probably a little more darker than the actual Eviction Lab data. I think it's got the one colored in not the right spot or these kind of going down the Midtown corridor trending a little more red south of the river, Turner; not Turner, but Shawnee Heights, Argentine a little bit.

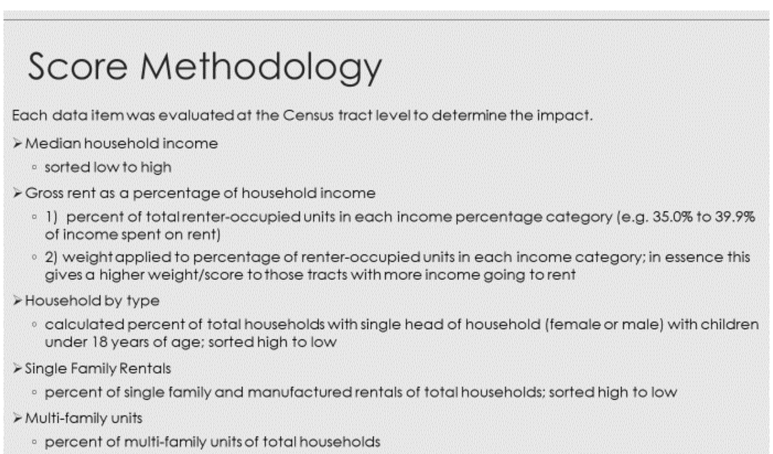
I'm not showing anything for Bonner or Edwardsville because I didn't have one variable and that's the single-family rental unit, so that would be something that we could work on getting. The idea here is potentially this could be used as a tool and the staff person working on the current eviction data for the CARES Act, they thought this would actually be pretty useful for him. Hopefully, it's a tool that we can use and help (inaudible).

Ms. VonAchen said I just wanted to add that this tool is sort of to try to predict where more evictions might happen in the future or in the past. **Chairman Markley** said thanks, Kathleen. That's exactly what I was going to ask.

Commissioner Philbrook said it looked to me when I was reading over this that when you talk about evictions, these are only court-ordered evictions. Is that correct? **Mr. Grimm** said on the prior data, yes. Now the one that we're looking at now is just kind of using census data and some UG data to try to predict where evictions would occur, but prior Eviction Lab data; correct. That's all court-ordered, upheld in court. The ruling was given in favor of the plaintiff so that's what that is.

Commissioner Philbrook said the reason I'm making the differentiation between court-ordered evictions and getting an eviction notice by the person who's renting the property to you, there's some people who get eviction notices and they go ahead and leave and you don't have to take them. But, I imagine there's a whole lot more evictions out there than what we know about. That's what I want to say.

Mr. Grimm said yes, that's a possibility for sure. If we even before—that's a good point. Before, maybe they know, they just walk or maybe even before those evictions, I'll say, papers are served, they're gone. I wouldn't know. I don't think we can measure that, of course, but yes, it's a real possibility, I would presume.

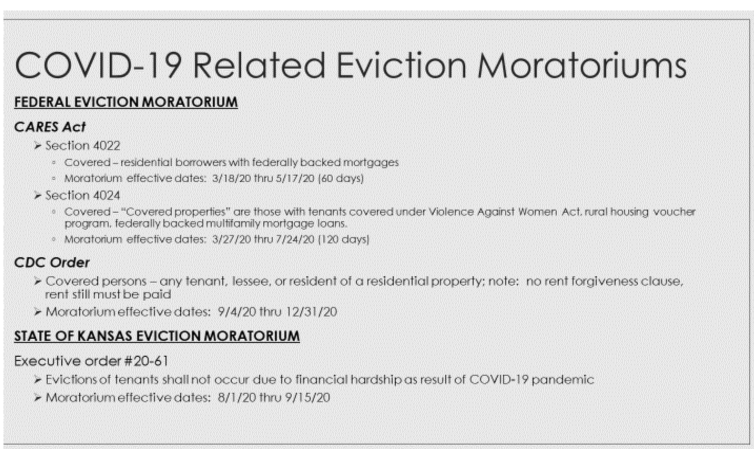


Mr. Grimm said on the next slide, I'm just going to talk a little bit. I won't go crazing talking about this, but these are the variables that I looked at to come up with the eviction score. Again, kind of based on some research that I did and I think will make sense. Of course, median household income. Obviously, the lower the income, it's harder to pay rent and that's the census data item.

Another census data item is gross rent as a percent of household income. How much money goes to pay my rent. Of course, the higher that is, the more of an issue that is financially for families and individuals.

The third census item is household by type. The data shows us that if there's a household that has a single parent, male or female, and children under 18, that's going to be a contributing factor. Then some UG data. It's like a (inaudible) data on single family rentals. And then some appraisal data on multifamily units. So, again, combining all of these, and in general, what I did was sort of like on median household income, sort low to high. The more negative the measure of how it rose to the top, I gave that a score of 5. The next group was 4, 3, 2, 1. Then I sort of inched those to sort of find a score for each one of those. Brought all this together, we sorted by tract. We could have a tract with a 5 in one category, a 4, and then a 3 for household type, for example. Anyway, when we summed those up, it gave you a score, a final score that we can map and that you saw on the previous slide.

Again, this is—I was a little pleased when I did this. I was afraid that it wouldn't look anything like that, the eviction data, the actual data, but it does. I think it's, again, it's a good start. We can, hopefully, use this moving forward.

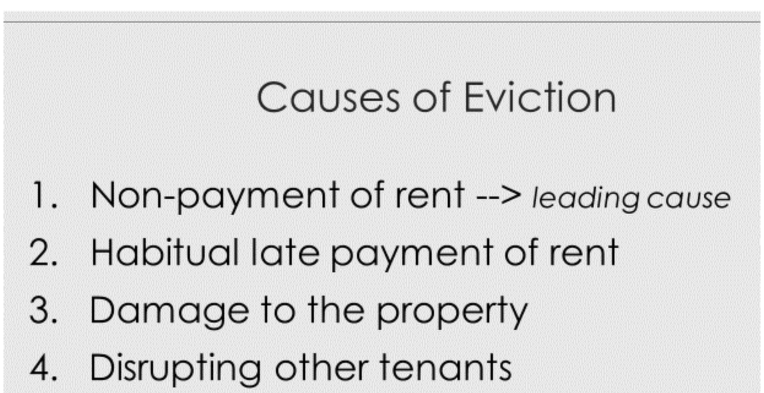


The summary of the eviction moratoriums COVID-19 related. Under the CARES Act, there were a couple of sections. Hopefully, the first one under that, Section 4022, was probably, really the only individuals that were covered were those borrowers that had a federally-backed mortgage, so a Fannie Mae or Freddie Mac loan. That was a 60-day moratorium. That expired in May.

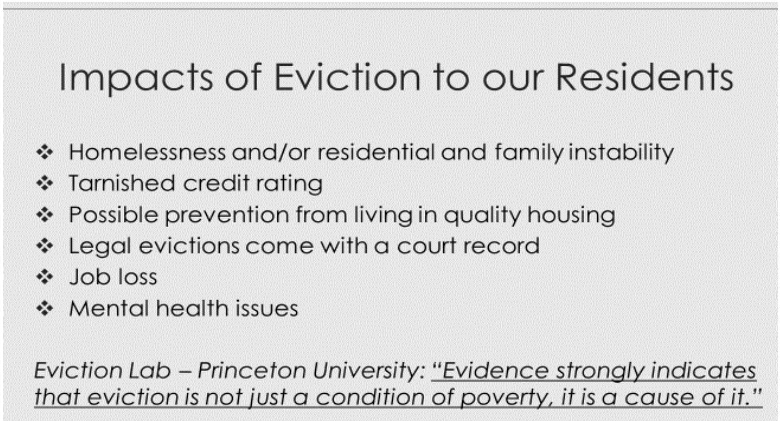
Kind of overlaid with that, went a little longer, was the second one under that, Section 4024. It loosened up the restrictions a little bit and then they talked about who was covered and covered property. Any property that had a tenant covered under the Violence Against Women Act, rural housing voucher program, or federally backed multifamily mortgage loans; but, again, that one ended July 24.

Here, just recently, about a week and a half ago, there's a CDC order that provided an eviction moratorium. This time, this covered person, we can get away from the property a little bit more, and this covered person, any tenant we see, resident or residental property that meets the criteria of the order. So, you have to meet certain hardships, financial hardship guidelines. For example, if you are displaced, the idea of being contributing to the pandemic so it's less a moratorium. Interestingly on this one tough, there's no rent forgiveness. It's a little hard to understand, I guess. But, if you or have a family is out of a job for an amount of time, can't pay your rent, you may not get evicted for two, three, four months, whatever, but you have to pay all that back rent. This one expires at the end of the year.

Tomorrow, Kansas has an eviction moratorium that has—and it's in similar language with the above that not to contribute to the COVID-19 pandemic, if there's any hardship, financial hardships relating to that, you could have your eviction stay until tomorrow, I guess.

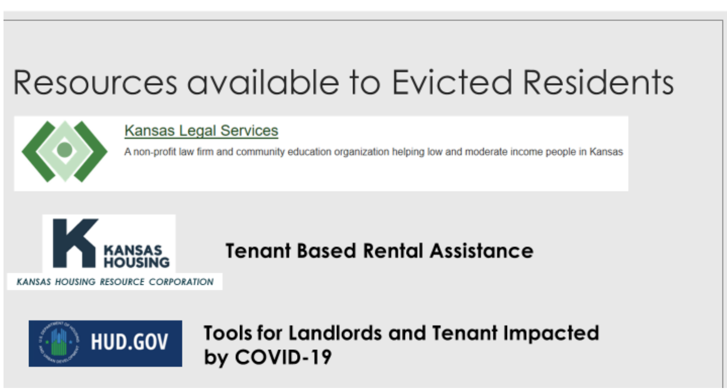


On the next slide, just a real quick slide on some causes of evictions: non-payment of rent, and really, that's what we're talking about in this whole presentation. It really is the leading cause of evictions. As with the moratoriums that I just talked about, you could still get evicted and for these other reasons: continued late payments, damage to property, disrupting other tenants, or holdover, not moving out when your lease ends.



Impacts of evictions; how it impacts our residents can be: homelessness, of course, for individuals or families, having a court-ordered eviction can hurt your credit and probably make it more difficult to get quality housing and including actually public housing if that were to apply to people. As mentioned, eviction comes with a court order and it could affect looking for additional work or finding a job and, of course, mental health issues.

The person that really got the Eviction Lab going had a phrase, a quote, that's on this slide, "Evidence strongly indicates that eviction is not just a condition of poverty, it's a cause of it."



Lastly, on the last slide, just a few resources that are out there today for residents: Kansas Legal Services. This would be more, my understanding, is less of a financial support and moreso finding a lawyer or to help navigate documents. For example, what are my rights? What can I do? Then the Kansas Resource Housing Corporation. Their mission is fairly simple. It's safe and affordable housing, I'm paraphrasing there, but really it's kind of a broad mission. They will serve tenants and provide income eligible households with rent assistance or security deposit. Lastly, HUD has some more educational, but they have a tool cut out there that will help really landlords interact with high-risk tenants and just kind of make sure they're doing everything right within the Fair Housing laws, getting rents repaid and things like that.

That's all I have on the presentation.

Chairman Markley asked, questions? Again, really the point of hearing this information is for us to get a feel or a baseline in anticipation of potential increase in evictions going forward as a result of COVID-19. Questions? Clerk, did we receive any comments from the public? **Ms. Godsil** said no comments were received.

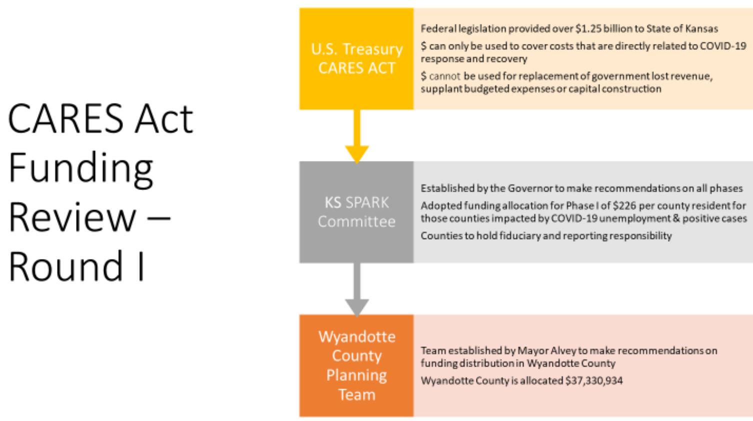
Chairman Markley said if there are no further questions, we will thank Mike and Kathleen for their presentation tonight. That is for information only.

Action: For information only.

Item No. 3 – 20388…UPDATE: CARES ACT FUNDING

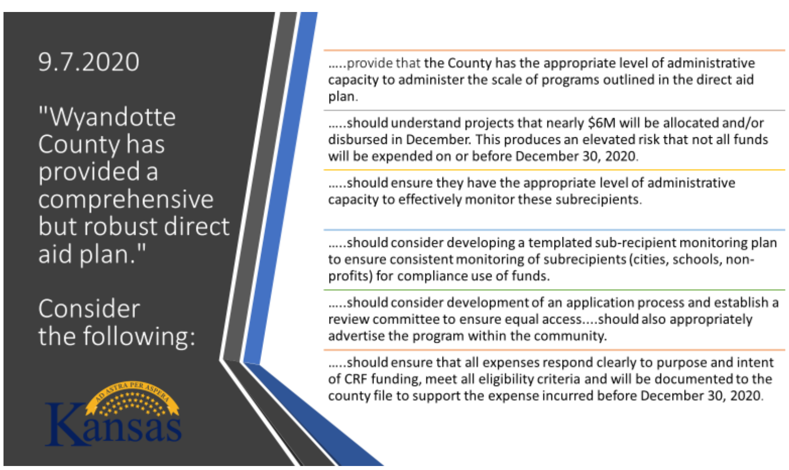
Synopsis: Update on the CARES Act funding, submitted by Crystal Sprague, CARES Act Team Leader.

Crystal Sprague, CARES Act Team Leader, said I'm pleased to provide you installment II of our CARES Act funding progress report. We are very excited. We want to share some substantial information with you this evening.



We actually have some information to provide to you back from our report. Of course, to be able to provide that information to you today, but before I get started, I just want to remind everyone who is tuning in for our listening audience, that we will provide to you an overview of the Treasury Act, US Treasury Act, as well as the state of Kansas SPARK Committee, and the Wyandotte County Planning Committee here on the screen.

As always, you can find information about our history. It's interesting to say history when it's been 100 days, but our history, and complete story behind the WyCo work to secure and distribute $37M from CARES Act. You can find that by just simply Googling CARES Act Unified Government. It will take you to our web page where it will give you lots of information about how we got to this point today.



So, I'm thrilled to report that we received notice from the state of Kansas Recovery team on 9/7 late in the evening that we could proceed with distribution. So, this is the best news that we have had for a while. I put a quote here from the report, which was also substantial in nature, but the number one takeaway that we received was that our report was comprehensive and robust. So, we thought that was some pretty good feedback from the state.

They also wanted us to consider the six following areas. The first being that we had the administrative structure to support this work within the UG department, and we do believe that we have set up a good CARES Act team and we did significant planning in the time between the grant application being released by the SPARK Subcommittee Planning Committee and today's date to prepare to administer those CARES Act dollars internally, within the UG or within the county.

The second area for consideration draws attention to the fact that in our distribution plan, we expect $6M to be expended in the month of December. That, of course, was concerning, I believe, to the Recovery Office, but I want to bring up three points. First of which, 25% of the community dollars are expected to be distributed in November or December. That is based on the distribution rate that we established in the MOU allowing for 50% to be distributed to our community partners upfront at the time the MOU was signed and then two installments of 25% once milestones had been reached, with the exception being smaller entities that asked for smaller amounts of money that could be easily distributed at one time or two time purchases. So, we do expect of the $9M of community investment, that 25% of that will be expended in November or December.

We also know that we have larger UG projects that will come to fruition in November and December, so we anticipated a large outlay for the completion of some projects in those months. I also want to bring up that we do have the ability to adjust this as we progress. So, if we end up having community partners that meet their goals, their milestones prior to November or December, that does not prohibit us from allocating those dollars and distributing those dollars and we can adjust with the Recovery Office as we proceed.

The third item that the Recovery Office asked us to consider, of course, was, again, about administration and whether or not we had the level of administration that we needed for 60 separate receipents. Again, I draw from that comprehensive and robust statement. We do believe that this is exactly why we set up the CARES team was to come up with the best way possible to distribute, monitor, and assess the community agencies that were set up. So, we're fairly confident that we'll be able to meet that consideration as we proceed further.

The fourth is a request or a suggestion to develop a template for monitoring. We feel like we're ahead of the game in this consideration as we have been developing our reporting template as well as how to make that a usable and easy to assess for our community partners.

The fifth, and I was pleased to see this item on the list because we could check it off automatically. The Recovery Office advised us that we develop an application process and a review committee, as well as advertise our CARES Act dollars to community agencies. We had that completed some time ago, so we were pleased to see that and able to mark that off the list.

The last item for areas of consideration was that we monitor all of our expenditures internally and externally for eligibility requirements as the federal guidelines continue to change with new federal guidance issued as late as the 2nd of this month.

We did get the approval to proceed, but the state of Kansas Recovery feedback also suggested we look at three areas and made suggestions that we might want to consider or take these affirmative actions in these three areas.

The first being to change 35 of our direct aid receipents to transfer direct agencies. We have considered this over the last 5 or 6 days, and we determined that initially this did not seem to be clear regarding the action to these changes in the reporting and montoring requirements of the subreceipents. So, they're not really clear what this benefit does. We also believe that we established the CARES team to do exactly this, which was to monitor and ensure that all the money that came to our county to respond and recover to the COVID-19 crisis were used for that manner, and that we were able to provide good accountability back to this organization as well as to the commission and to the subcommittee that our subreceipents were having an impact.

So, at this point, baring any other consideration, we do not believe that we are in a position to change those 35 agencies to direct transfer, and we're not really clear how that would benefit us.

So, I'll use this moment to interject that we do have an assigned individual that will be given to us from the CARES team at the state level, or the Recovery Office, to help us focus on any technical questions that we might have in distribution of the CARES Act dollars. We actually have our first introduction meeting tomorrow and we will be exploring this further with that person when we are introduced tomorrow and sorting out whether or not this is a good action. But, at this time, we believe that our best choice is to leave those programs as direct aid programs.

The next item is to ensure that we have administrative capacity, which I spoke about on the previous slide, and to make sure in Item 3, that we are spending down at a rate that is applicable to the distribution of those full dollars by the end of the year.

The fourth item here is a review of only three of the county expenses that were submitted in our direct aid plan. We did not have any external community agency that was identified for review for expense justification, but we did have three county programs. The actions that we have taken so far is to give those three county expenses directly to Legal to have them review our justification. In the reporting of the direct aid plan and the reimbursement plan for the UG, we did not have a whole lot of room for justification or advisement to the Recovery Office as to why these items were specifically COVID response and relief. We are fairly confident that we have that justification already, and the Legal Department is putting together for us a reponse to the Recovery Office so that we can be assured that those three county expenses do, in fact, meet the requirements under the federal guidelines.

We've also presented those three responses back to the specific departments and engaged them in discussion just to see if they had any additional justification that they could provide to us. We're discussing exact concerns with the Recovery Office, as I mentioned tomorrow. If changes need to be made to those programs, we'll bring that back to you so that the standing committee can review those prior to submission to the Recovery Office.

We have to ask for some clarification on our initial reporting. We believe that we'll be able to provide that tomorrow during our first meeting with the Recovery Office.

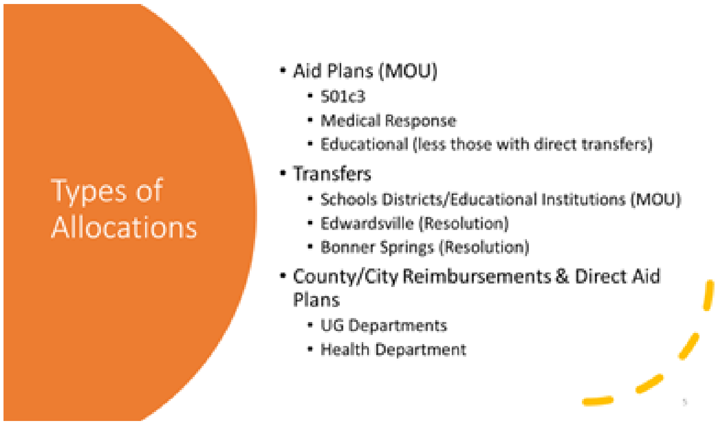
Let me stop right there and see if any of the subcommittee members, standing committee members have any questions. That was a lot of information.

Commissioner Bynum said my question is, if you had to bring something back to this committee, that would be next month. Would that not further delay an outlay to one of the agencies? I think I'm a little confused on that piece. **Ms. Sprague** said so we can, and we've been given the approval to distribute our funds, as long as we have considered these items here that I have present, Commissioner. The three expenses that the Recovery Office requested that we review for justification were internal expenses, and we're not touching the community agency at all. It's only the agency plan in total was approved to proceed without any additional consideration. **Commissioner Bynum** said okay.

Chairman Markley said those three items, you used the word expenses. So if they were expenses, they're not going forward projects necessarily anyway that we would be delaying the start of. **Ms. Sprague** said they are actually three separate expenses for direct aid plan. One is a pretty substantial investment in technology for the Finance Department. The second is some additional planning ahead for the Health Department, and the Health Department is reviewing that for me right now. The third is actually the Flu Vaccination Program, which we are certain we have the justification and actually some documentation from the Governor's Office that counties should be looking at the flu vaccination as part of their response in recovery to COVID. Those are the three planned expenses moving forward. All of our reimbursement requests were approved.

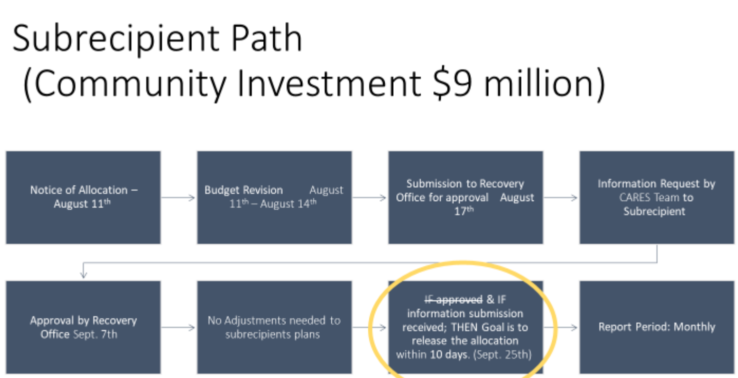
Chairman Markley said I think bottomline, Commissioner Bynum, that's a good point. I think if Crystal needed to move something forward more quickly and thought it was imperative that that happen, we would just call a special meeting and handle it that way so that we could get that moving along. It sounds like we're not going to need that I don't think for providing justifications for this item.

Chairman Markley asked, anyone else? All right, Crystal, forge ahead.



Ms. Sprague said I wanted to provide you a quick summary of the definitions here. I know we're talking about direct aid plans and transfers and city/county reimbursements for direct aid. This is language that we are becoming familar with, with the application and disbursement of CARES Act dollars. We wanted to make sure that you guys could see some definition around what those terminologies are. Our aid plans are the 501c3 medical response and educational, unless they were listed as a direct transfer and they were a public school entity or a higher learning education entity. Those direct aid plans will be governed by an MOU.

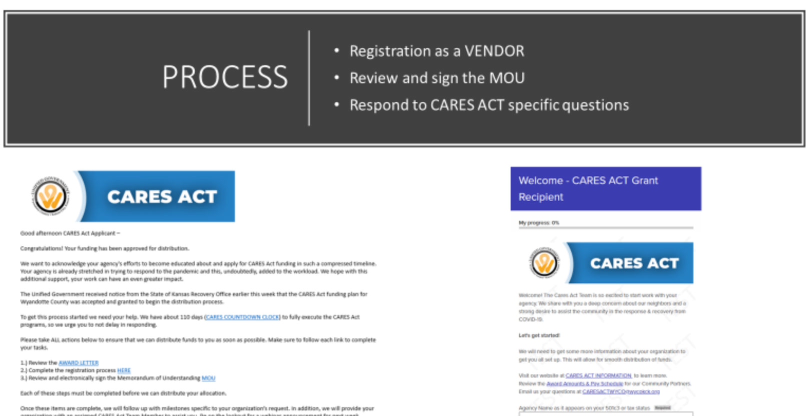
The transfers are going to your public school districts, educational institutions such as our junior college and those also were signing an MOU. The city of Edwardsville, the city of Bonner are signing and passing through their governing body a resolution. Then, of course, the Commission here passed a resolution adopting the UG department and a Health Department plan. We just wanted to provide you a little clarity and definition around those items.



The last time we met, we talked about what we think is probably the most impactable piece, not that the county investment is not impactful, but the dollars that are going into the community to respond and recover, boots on the ground, are the pieces that we want to really focus on today so that as commissioners and as the audience, there's a better understanding of what kind of process these subreceipents or these 501c3s, medical organizations, educational institutions have gone through. This is a review of the slide we provided you some weeks back with the adjustments listed here on the bottom left-hand corner that the Recovery Office did provide us approval. No adjustments were needed at the subreceipent level, which was great news.

At the time we talked to you last month, we said if approved and if the information is submitted that we need from the subreceipients, then the goal was to release the funds. We've updated that particular piece of the flow to say, if the information is received from the subreceipent, then the goal was to release those allocated funds within 10 days. I am glad to report that we were provided notification to the subreceipents on Friday. We have almost a 45% compliance rate already with the documents coming back to us. So we're thrilled that we can move along with that process.

Then, I wanted to tell you a little bit about the process that helped us speed the information train between the subreceipents and the UG so that we could get those dollars out the door as fast as we can.



Normally, when we are going to contract, we're going to sign an MOU. We're going to hand money or give money out for a grant award. There are three things that we would need from those particular entities. We need to register them as a vendor through our Finance Department so that we can actually provide money to the agency as an ACH or a check form. In this particular case, we want them to review and sign an MOU, and we have some specific questions that are to the CARES Act funding allocation that we want to get from those entities.

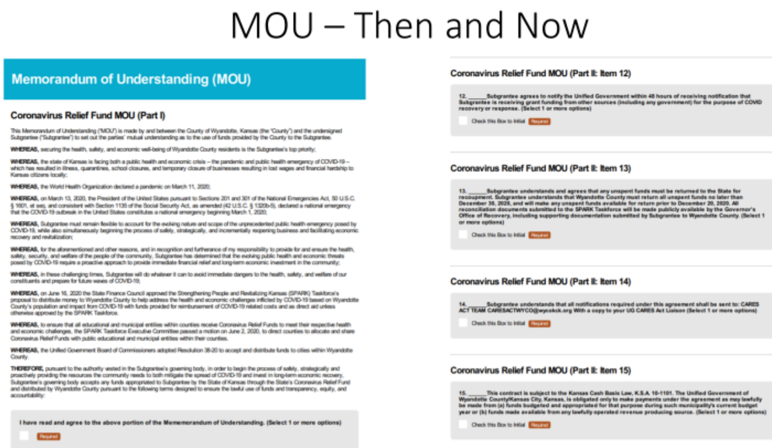
What we decided to do is to make this as streamlined as possible. We had a couple of down weeks in between report submission and the information coming back from the Recovery Office, so we tried to streamline this as much as possible. I will tell you, through the coordination of the Budget Office, the Accounting Office, the Procurement Office, and the CARES team, we've been able to convert this process that would have normally been a couple of packets of paper to all electronic for our subreceipents to respond to.

Each community partner, like I said, received an email on Friday. It was aligned in view similar to the application process that they went through and it had three basic elements. The first was the email, the body of the email you see here to the left that provided at length some important documentation as well as some direction. They were provided an official award letter because we did not want to cut that out of the normal process for grant awards for the receipents. We wanted to make sure that they had that formal award letter.

But, they also got a registration packet. That registration packet you see there on your left side of your screen, it's a snippet. It was an electronic format or a digitally formatted document in which the subreceipent could fill out. I think the average it was taking them was about a minute and 40 seconds to fill it out. It gathers some information about expenses, but it also allows us to do that very critical thing which is to upload a W9 and assign a vendor number to the subreceipent. That's all done now in, like I said, an average of about a minute 40.

So, this allows us to provide some additional direction to the subreceipent, give information out to them about potential collaboration across themselves. Whether or not those organizations collaborate with each other on tracking receipt of funds or applications for housing assistance or applications for utility assistance, and then allows them to upload documents to us in a matter of mintues rather than gather information off of a piece of paper.

The last of those three items that we needed was an MOU. That MOU normally is a legally binding document that is hand delivered or pdf delivered through email, it's signed and then sent back.



We were able to digitize that information. It's still the same legally binding document, but now it allows the individual or the agency to run through the elements, sign them as we go. It allows us to time stamp the submission and keeps us from emailing documents back and forth. It's easily modified to add or subtract applicable acknowledgements, like you see here on the right side of your screen. By far, I'm not giving you the whole document, just some portions of the document. In this case, we were able to make it specific to the Coronavirus Relief Fund.

It allows us to do some bulk processing on the backend formatted in a way that prevents, or should prevent in most cases, duplication of entry or actually having to physically enter information. It gave us an opportunity to explore our own workflow as well as to provide bulk review of contracting and bulk signing of contracting. We can retain this document without having to scan it, and we can easily provide it back to the subreceipent.

So, here are things with the cross-collaboration between the departments and the willingness of the departments to streamline this process so that we could get it turned around very quickly for the subreceipents. Again, those offices have been willing to support and walk through a change process that has, what I believe, we'll really see that viability to get those dollars out to the subreceipents.

That process is going now. Like I said, in 10 days is our goal from the time the process is completed by the subreceipent to be able to either ACH or send the funds out to the organizations or to cut them a check, depending on what element they fit.

Strategic Targets

Compliance with all Reporting Requirements & Adherence to the Intent of the CARES Act	Meet all State Reporting Deadlines
	Retain a Sustainable County File for Spending Justification
Lessen the Impact of the Covid-19 Pandemic on Wyandotte County in a Measurable Way	Identify a minimum of 1 benchmark for each concentration area
	Explore External Impact Evaluation
Accountability for All Receiving Funds to Respond & Recover	Establish a Standardize Report Form & MOU
	Establish Milestone distribution 50%/25%/25%
Provide Transparent Public Information	Launch Subrecipient Webinar
	Establish Web Access to Cares Act Status & Spend Down
Provide Data for Improved Response & Process	Explore External Evaluation of the Application & Distribution Process

We promise you we'll bring back strategic target areas. Every time we come back to see you, this will continue to expand as we continue to set goals for ourselves and work through those goals over the next 107 days. But, just some basic information, we want to make sure we're drawing to your attention under accountability and lessen the impact of the COVID-19 pandemic on Wyandotte County in a measurable way.

You've heard Mr. Grimm talk about tracking of the eviction data. That definitely will be one of our indicators or one of our benchmarks in a concentration area for impact. As in another one I'd like to draw to your attention is the strategic target of providing transparent public information. We are launching a subreceipent webinar so that anybody who has some questions or any of our subreceipents who have questions about the registration process or the actual distribution of the funds, including what milestones might look like, can get online and interact with their assigned CARES team.

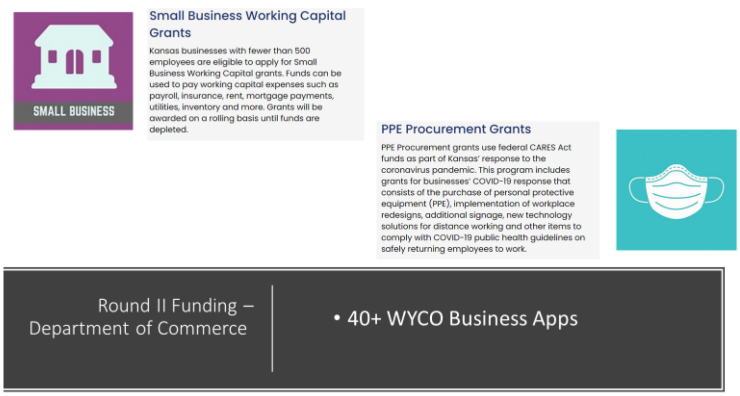
Connectivity Emergency Response Grant

The Connectivity Emergency Response Grant (CERG) was created to address the increased need for internet connectivity in Kansas in response to the COVID-19 pandemic. Proposed projects should improve connectivity to unserved and underserved areas of Kansas to address the needs of telework, telehealth, distance learning and other remote business services.

Round II Funding – Department of Commerce

- JOINT APPLICTAION :
  - City of Bonner Springs
  - City of Edwardsville
  - Unified Government
- GOAL :
  - Continue the Wyandotte County Fiber network to Bonner Springs and Edwardsville

Additional information about Round II funding. The Department of Commerce was, to our knowledge, the only department that did allow for open grant applications for Round II funding. It is not clear at this time what Round III funding will look like, but we continue to learn more as we sit in on the SPARK Committee meeting. It does not appear to us at this time that Round III funding will be open for application. We did want to let the subcommittee know and members of the standing committee know that there was a joint application placed between the city of Bonner Springs, the city of Edwardsville, and the Unified Government with the goal to continue our county fiber network to Bonner Springs and Edwardsville, two of our most underserved and under connected parts of the county. That was placed under the connectivity emergency response grant request. We were able to put that request in. We had some plans already in the works for a possibility to expand fiber into those areas, so this was a really great and quick application process amongst these two cities.



There were two applications within the Department of Commerce that specifically spoke to small business. The first being the Small Business Working Capital Grant. This was opened also to 501c3s as well as the PPE Procurement Grant, which was for small businesses in their response to COVID with the purchase of PPE.

We did a couple of things. One, was to notify through our Small Business Specialist on the CARES team; reach out to small businesses that might have applied for CARES Act dollars through Round I funding as well as to all the community contacts that the Small Business Specialist had. We have been noticed that up to, or a little over 40 Wyandotte County businesses did apply in one of these two areas. We don't know yet what the results of those applications were, but at least we had 40 plus that applied.

In addition to this, I'd like to mention that in the UG's direct aid plan, we did have approved $825,000 for small business grants through the Economic Development Direct Aid Project, and we're finalizing the application process this week. As soon as those applications are released, we will make sure to provide community notice. We'll do some press release and information, as well as let this group and the other commissioners know that the applications been released so that we can get a good, healthy response to that application process.

The subcommittee, or the planning committee, will remember, the three members that are here on the standing committee tonight, will remember that we did have a small pool of applications that were for small business, specifically that have now been placed in that group that will be able to have access to that $825,000 in small business loans. So, those are still there. I'm going to assure you that they've not been lost. They were already scored as applications, and the Economic Development team is working through those applications now.

Last screen is always about the timeline for us here at the CARES Act team. A few interesting points. We've had 104 days since the Governor announced the SPARK Committee formation. I know it seems like it's been forever, though, but it's only been 104 days. It's been 87 days since the Wyandotte County application for funding was released, and only 57 days since the application was due. 35 days ago, the Commission approved the Wyandotte County CARES Act funding plan resolution; it's only been 35 days. We only have 107 days left to get all that spending done. That just provides a little incentive for us and a countdown clock so that we can get this money out into the community and in the places that its needed.

With that, I'll open for any questions. That's all we have for today. The next time we meet, we're going to focus on internal UG county government projects and what the status of those projects are.

Chairman Markley said thank you, Crystal.

Chairman Markley asked, any questions from the committee? **Commissioner Philbrook** said I just have a statement to make. Crystal, I don't know how you guys are getting all this done.

It's just (inaudible) and you're getting just as much response (inaudible) out in the community that are responding and filling out the information you need (inaudible). **Ms. Sprague** said absolutely, Commissioner. It's been pretty amazing. I will tell you that the internal departments here at the Unified Government have been miraculous in their ability to really sit down together and work through the process that normally would take maybe three or four weeks. We've been able to really identify what works for each department and all with the end goal that we need to get to a distribution point. I was blessed with a really fantastic CARES team who just do amazing things.

The clock that's there on the screen is definitely a motivator, but I think the biggest motivator not only for the CARES team but also the internal UG departments and other entities that have been working on this, is just let's get the money out in the community so that it is there—it needs to be so that we can be prepared for the fall, but also respond to the human suffering and hardships that are already occurring. **Commissioner Philbrook** said yes. Thank you again so much, and team.

Chairman Markley asked, any other questions? Clerk, did we receive any comments from the public? **Ms. Godsil** said no, Madam Chairman. **Chairman Markley** said if there are no other questions, this item also was for information only. We had a very informational meeting tonight. Thank you to all of our presenters and to Crystal for her update.

Action: For information only.

Adjourn

Chairman Markley adjourned the meeting at 6:36 p.m.

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Staff Request for Commission Action

Tracking No. 20508

Full Commission Meeting Date: NA
Committee: Administration & Human Services

Date of Standing Committee Action: 11/16/20 (If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
11/4/2020	Crystal Sprague	x2787	csprague@wycokck.org	Finance

Item Description: Update on the CARES Act funding.
Action Requested: For information only
Budget Impact: (if applicable) Amount: Source: Included In Budget: Other (explain):
Attachments List: