UPDATED AGENDA

Administration and Human Services
Standing Committee Meeting Agenda

Monday, January 22, 2024

Immediately upon adjournment of earlier committee, or 5:00 p.m.

Location: Hybrid

We invite you to view the meeting in person in the 5th Floor Conference Room, Suite 515, Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Please click the link below to join the webinar:
https://us02web.zoom.us/j/83015043271
Or One tap mobile:
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Dial (for higher quality, dial a number based on your current location): +1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US, +1 669 900 9128 US (San Jose), +1 386 347 5053 US, +1 507 473 4847 US, +1 564 217 2000 US, +1 646 558 8656 US (New York), +1 646 931 3860 US, +1 689 278 1000 US, +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US
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Webinar ID: 830 1504 3271
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Name	Absent
Commissioner Melissa Bynum, Chair	☐
Commissioner Mike Kane	☐
Commissioner Christian Ramirez	☐
Commissioner Andrew Davis	☐
Commissioner Dr. Evelyn Hill	☐

I. **Call to Order/Roll Call**

II. **Revisions to January 22, 2024 Agenda**
REMOVING ITEM #3 – RESOLUTION: AUTOMATIC/MUTUAL AID AGREEMENT FOR FIRE AND OTHER EMERGENCIES

III. **Approval of standing committee minutes from December 12, 2022.**

IV. **Committee Agenda**

Item No. 1 - UPDATE: HUMAN RESOURCES GUIDE
Synopsis: Approval of Human Resources Guide policy as follows: Section 4.1 Health Care Benefits, submitted by Shakeva Christian, Manager, and Renee Ramirez, Director, Human Resources.
Tracking #: 212936

Item No. 2 - GRANT: VACCINE HESITANCY
Synopsis: Approval to submit the grant Equipping Local Health Departments to Address Vaccine Hesitancy to the National Association of County and City Health Officials (NACCHO). The grant request is for $100,000, and no match is required, submitted by Wesley McKain, Policy & Development Manager, Health Department.
Tracking #: 212942

V. **Public Agenda**

VI. **Adjourn**

AGENDA UPDATE
ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MEETING
MONDAY, JANUARY 22, 2024

IV. COMMITTEE AGENDA

REMOVING ITEM

Item No. 3 – RESOLUTION: AUTOMATIC/MUTUAL AID AGREEMENT FOR FIRE AND OTHER EMERGENCIES

Synopsis: Approval of a resolution authorizing the automatic/mutual aid agreement with Kansas City, Kansas Fire Department, Edwardsville, and Bonner Springs Fire Departments to provide proper fire and emergency services to all of the Unified Government, submitted by Dennis Rubin, Fire Chief.

It is requested that this item be fast-tracked to the January 25, 2024, full commission meeting.

Tracking #: 212900

This item is being added to the Public Works and Safety Standing Committee dated 1.22.24 for consideration.

ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, December 12, 2022

The meeting of the Administration and Human Services Standing Committee was held on Monday, December 12, 2022, at 5:00 p.m. The following members were present: Commissioner Markley, Chairman; Commissioners Ramirez, Bynum, Johnson, and Kane. The following officials were also in attendance: Bridgette Cobbins, Assistant County Administrator; Monica Sparks, Deputy UG Clerk; SueZanne Bishop, Assistant Counsel; Renee Ramirez, Director of Human Resources; Shakeva Christian, Manager in Human Resources; Michael Farley, Ordinance Studies Specialist with the Department of Planning & Urban Design, and Brittnie MacDonald, UG Clerk's Office

Chairman Markley said we're going to do the Administration and Human Services Standing Committee Standing Committee first today due to some scheduling issues followed by the Public Works & Safety Standing Committee. We apologize for any inconvenience.

Chairman Markley said before I call this meeting to order, I want to announce that 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 this meeting, please make sure that you announce yourself by name and title every time you speak so the public that is observing knows who's speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

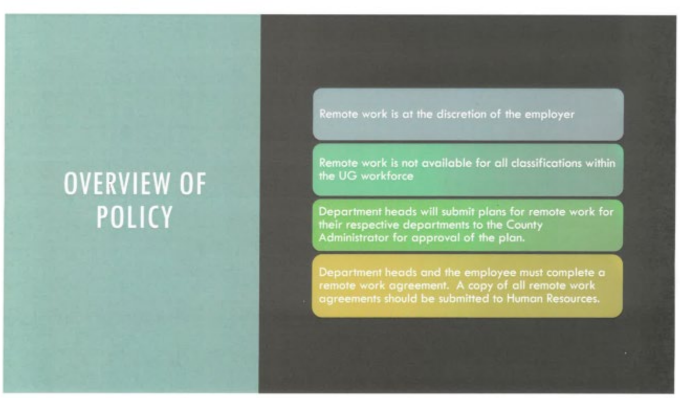
The public is allowed to participate by Zoom or submit comments by email prior to the meeting, and those comments will be included in the record of this meeting. The public may also indicate their intent to provide remote public comment by contacting the Clerk's Office by 5:00 p.m. the Thursday before the meeting. The public also will have an opportunity to provide brief comments either by telephone or via Zoom from the 5th Floor Conference Room of the Municipal Office Building.

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

Chairman Markley said there are no revisions to the agenda this evening and we have no minutes for approval.

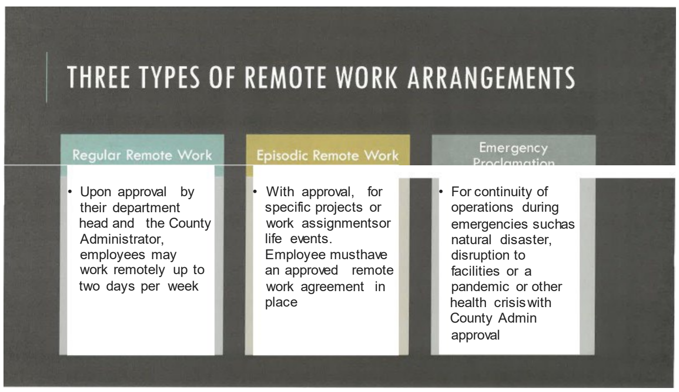
Committee Agenda:
Item No. 1 – 212182… UPDATE: REMOTE WORK
Synopsis: An update providing details on the application of the Remote Work Policy, submitted by Alan Howze, Assistant County Administrator.

Renee Ramirez, Director of Human Resources, said as you recall, back on July 1, 2022, the Unified Government did adopt a new policy within the Human Resources Guide for remote work. We're here this evening to give you a brief overview of the policy just to review it and then give you an update on the number of departments that actually have submitted plans to the County Administrator.



A brief overview of the actual policy itself, the remote work is at the discretion of the employer and remote work is not available for all classifications within the Unified Government. The policy does state that department heads will submit a plan for remote work for their respective departments that have to be approved by County Administration and then after the approval of the actual plan for remote work for the respective department, department heads then begin the interactive process with employees engaging with completing the remote work agreements and the assessment of who can remote work.

Currently, the stage that we're at (inaudible due to technical malfunction).

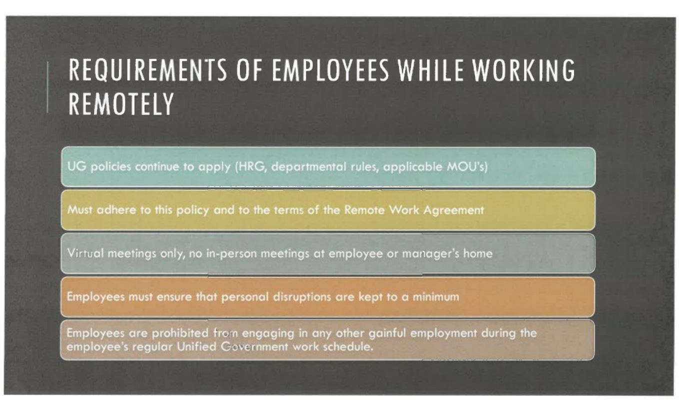


Again, as a reminder, there are three types of remote work arrangements that the Unified Government adopted in the policy in July and the first is the Regular Remote Work, which upon approval by the department heads and the County Administrator, employees may remotely work up to two days per week.

There's also the Episodic Remote Work with approval for specific projects or work assignments or life events. Employees would have to be on an approved Work Remote Agreement that's already in place.

Then, of course, we have the Emergency Proclamation for continuity of operations during emergencies or a natural disaster or any disruptions in our facilities wherein the County Administrator can have remote work done in an emergency situation.

Just a review of the eligibility of requirements. The policy does have eligibility requirements for employees and for department heads to be able to assess who can remote work. Some of the items that are very important in considering remote work for eligible staff are that they have a satisfactory performance and completed their probationary period with the Unified Government in their current classification and that employees are not on any type of Performance Improvement Plan with us, the employee is not designated as an excessive user of sick leave and there are no discipline or serious documented performance or conduct inefficiencies within the preceding 12 months. Lastly, does not supervise employees who are ineligible to remote work. So, these are some key requirements that a department head, when they're assessing the employee to actually remote work, they should be really taking into consideration these factors.



We also set out some requirements of employees while working remotely. UG policies continue to apply even with an employee working remotely which are the HRG, Department Rules and Regulations and applicable Memorandum of Understanding. Again, this policy in no way modifies the Unified Government's requirement of employees for residency. Employees must adhere to this policy and to the terms of the Remote Work Agreements that they do sign with their department heads. Virtual meetings are the only types of meetings that are acceptable when an employee is working remotely. There are no in-person meetings at employee homes or manager homes. Employees must ensure that personal disruptions are kept to a minimum. This is to ensure that we are still providing the level of service that is expected by our community. Employees are also prohibited from engaging in any other gainful employment during the employee's regular Unified Government work schedule.

That being said, back in June there was a deadline set for department heads to submit any remote work plans for their respective department. The County Administrator's Office, working with the ACA's, and the ACA's working with their department heads, reviewed the plans that were submitted by many department heads. Within these plans, the goal of the ACA was to ensure that the department head submitted the plans in conjunction with the policies and to make sure that they were actually following the policies.

There were some plans that were sent back and forth to the department heads because there may have been some instances where the department head didn't quite meet the requirements of the actual policy. They may have proposed working maybe three days per week or let's just say two weeks from home and one week in the office, so those modifications were made. Those plans were sent back to department heads to modify and resubmit again to the Assistant County Administrators.

This process is a quite lengthy process because it's very detailed oriented where the ACA's had to look at the detail that was outlined in the plans that were submitted. So, that was the first step of getting this moved.

The second step of this is a notification was given to department heads. Once the plans were approved at the County Administrator level, that plan then, there was notification sent by the Administrator's Office to the department head advising that the actual plan had been approved. From there the next step takes place where the department heads have to conduct that assessment and continue with the agreements with the employees who are eligible to remote work.

There were departments that did submit plans and there are a few departments that actually did get approval from the County Administrator's Office, and I did outline them in the presentation. Right now, Human Resources is actually looking through those plans making sure that we have the assessments on file and that we have the agreements for those employees from the department heads and all the sign offs have taken place. At that point, once we do our review, we will be sending notification to the department head that they can begin the remote work with that employee.

Again, this is kind of a tedious process that we've taken on. It's something new for all of us and just to ensure that, one, we are having a continuity of business for any employees who are working remotely and that we are providing the same level of service to our community that they would have here in the office and that's the end of the presentation and the update and Shakeva and I are here for questions.

Chairman Markley asked, when do you anticipate those first employees getting to begin their remote work. What does that timeline look like? **Ms. Ramirez** said Human Resources just received last week the plans that were approved from the County Administrator's Office, so I've been working on those over the weekend and, frankly, this week just trying to go over what has been approved and we will be working on those communications with the department heads. So, just based on the assessment that I've completed, there are a couple departments that have everything in place and we'll be sending notification for them to begin, so I would assume that department heads can begin that process as soon as we notify them.

Commissioner Ramirez said thank you for putting this on the agenda. I had sent an email to staff requesting that a report be given to the Commission because this was something that—a new policy that we had put in place and I was curious of where we were and everything. Thank you for putting it together and giving us the update. I do have several questions. Like in total how many plans were submitted, do you know? **Ms. Ramirez** said I would actually have to defer that question to the County Administrator's Office because plans were submitted to the County Administrator first.

Bridgette Cobbins, Assistant County Administrator, said, Commissioner, we had a total of 10 departments that submitted their requests. We're still waiting on two to provide updates so HR received the eight that were completed in totality and they're the ones that they're reviewing now to make sure that they've received the documentation to complete their proposals. So, it was a total of 10. We have 47 departments within the Unified Government, 10 departments submitted them, some are electing to wait it out and start at the beginning of the year to see where their staffing situations are going to be at and it's an ongoing process, so we'll see more in the near future.

Commissioner Ramirez said I guess what I'm not understanding, why when the plans are submitted to the County Administrator's Office, why can't HR and the County

Administrator's Office do the work at the same time of reviewing? That's where I'm confused because it seems that a lot of double work is being done. It's going through the Administrator's Office first and then to HR where both could be at the same table reviewing the same plans at the same time. **Ms. Ramirez** said, again Commissioner, I would have to defer that question to the County Administrator's Office.

Ms. Cobbins said the process is very new. At the beginning when we did approve—once the Commission approved the process, there were some things that we still needed to do as an organization to get us to a good place and the main one was with IT and making sure that we had the appropriate protocols in place from a security standpoint. Since it was such a new process and we didn't have a boilerplate program or a boilerplate format, the Administrator's Office wanted to review each one of the proposals to see what was lacking in some of the departments. So once they were submitted to the Administrator's Office, we had to review them and we sent them back several times to departments and we didn't want to put the HR Department in a position where they were going to be the ones making that determination when we hadn't established a platform for the organization as a whole. So, that was the first phase of it and as it evolves, we can certainly change it if the County Administrator's Office or the Administrator sees fit, but since it was such a new program we didn't want to put all that responsibility in the hands of HR for them to make the determination when we weren't quite sure what we were looking for as it related to a policy. What HR submitted was totally different than what maybe the Health Department submitted or the Aging Department, so we had a different variety of proposals that were submitted because we couldn't provide just one cookie-cutter program that was going to be specific to the UG as a whole.

Commissioner Ramirez said okay thank you for that and I think that's why when we originally, the second time passed this policy, a lot of—myself and some of my colleagues felt that this was how the final version was a little too restrictive on staff of being able to implement the work from home policy. The original policy that we had originally passed was good enough for staff to be able to do the work, so I thank you for what you've been able to do with the policy that was passed. I'm just like—I'm still of the mind that it's too restrictive. We should give a little more leeway for our—the County Administrator's Office and HR to be able to work with the department directors to come up with a plan because, as you said, not every department, it's not a cookie-cutter. Every department is different. They have different responsibilities, they have different staffing levels, so it's going to impact how work is done, but I do thank you for all that you have done.

There is one last question for the, and I think this may have been answered by what you said Bridgette, a deadline. Why was a deadline set. Was it because this is a new process? **Ms. Cobbins** asked, what deadline are you referring to? **Commissioner Ramirez** said Renee said that there was a deadline for all plans to be submitted.

Ms. Ramirez said, Commissioner, we did give a deadline for department heads. With policy being adopted and passed on July 1st we wanted department heads to at least have an actual plan up to the County Administrator's Office for consideration of remote work. So, the deadline was set really to try to move the process along.

Ms. Cobbins said but it's not a closed process. Departments still have the ability and we were pretty much doing it in phases and now we have our first core group of departments that we vetted their process, we've looked at their policies, they're getting the supporting documentation to HR and that will give us a good platform going forward when we're looking at additional departments and their policies. Some departments wanted to wait and see what the other departments were going to submit so that they wouldn't have to create a document from scratch and so we do have baseline examples for other departments to use going forward.

Commissioner Ramirez said okay. That was my last question. Thank you again for what you do and trying to put this policy into place.

Commissioner Johnson said it sounds like to me that there's no start/stop deadline in terms of the departments that have not yet submitted plans or those that are correcting their plans or once those plans are submitted and found to be satisfactory, they can begin to start at that particular time or do they need to wait to the next year before they can start? **Ms. Ramirez** said no, there is no start or stop. If the department head wants to implement the plan, they just submit it to the County Administrator for review and approval and then once they get that, they'll start working with the assessments and the agreements with the employees.

Commissioner Johnson said and then once it's been approved, how long does it take to get it started. How long do you anticipate it's going to take to get it started? **Ms. Ramirez** said we're hoping we're going to get through those this week and we've already been through a couple of them, so we're just really ensuring that, one, the assessments have been completed, that the department heads vetted out through the assessment to make sure that those employees that are eligible are able to remote work. There is that technology piece as well because there has to be that access to be able to remote in. We don't want to send employees home when they can't perform their essential functions and then we want to make sure that the agreements are in place with each employee because if there becomes performance issues, we need to rely back on those agreements in order to issue any type of discipline for not performing.

Commissioner Johnson said okay. The technology piece, can you kind of elaborate on that. Do they need to have like a T-Line going in or is it just don't—say have Wi-Fi in their homes. Do we supply that. Is there any cost available that we cover, that kind of thing? **Ms. Ramirez** said we don't supply any of the Wi-Fi, but the technology pieces—I believe that's—with technology and there's a process of doing the authenticator and the remote access into the Unified Government and with our cyber incident that occurred in April, they're being very, very careful about and being very diligent about how we are releasing information and allowing employees to port into our systems.

Ms. Cobbins said I also wanted to mention that was what a lot of the delay was. The Commission approved the policy on June 9th, it was effective July 1st, but from July to maybe just within the last month or about a month and a half, IT has been working really hard on trying to create some type of a platform to make sure that we do have security measures put into place going forward and so those were some of the hiccups that we experienced while we were going through this process. We kind of put the cart before the horse initially because we were just excited to get a policy because it's been a long time coming and, unfortunately, with the process of COVID, that kind of pushed us into this arena prematurely without us having true policies in place as an organization to make sure that we're adhering to different policies and procedures going forward.

So, with making sure that we don't encounter any issues as it relates to IT, the IT Department has done their due diligence, and it's a very time-consuming process. It took an hour for them to make sure that my UG sponsored platforms were used so that I could be available to work when needed externally, so it takes a while. So, we were thankful that we had all the policies in place and now we're putting the responsibility into HR's arena to get those supporting documentations and then the next phase of it will be to make sure that those individuals that need to have access to software will have it when they're working externally.

Commissioner Johnson said my last question is, have we had a chance to kind of anticipate how many persons in totality will be likely afforded the opportunity to work remote? **Ms. Ramirez** said I think, again, that is going to be on a case-by-case basis with plans that are submitted and the assessments that are completed. So, we're in the process of determining that number. We're going through those that we have now and of the eight we can make that determination of how many employees currently have been approved for that, but as we move forward, we're really relying on the department to assist us with that because there is that vetting process that they have to go through because we're not familiar with some of the systems that they may be required to have access to that we may not be able to allow access to at an employee's home. **Commissioner Johnson** said yeah, understood.

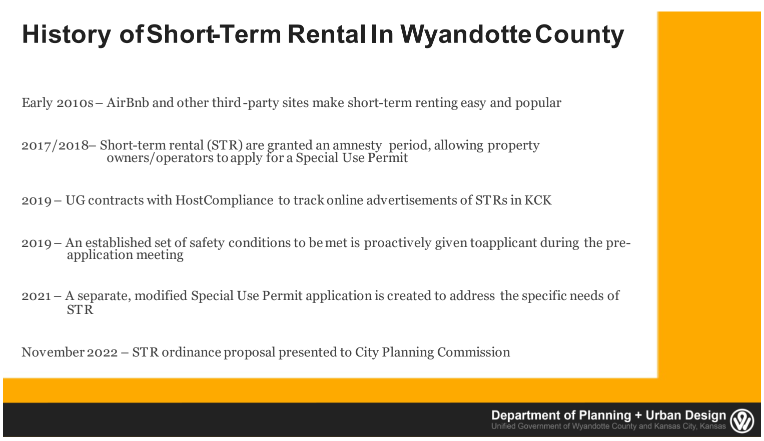
Commissioner Markley asked, any other comments from commissioners? Clerk, did we receive any comments or do we see anyone online? **Ms. Sparks** said no to both. **Commissioner Markley** asked, anyone here in the audience wish to make public comment on this item? I will just thank you very much for your update and presentation. We appreciate your time tonight.

Action: For information only.

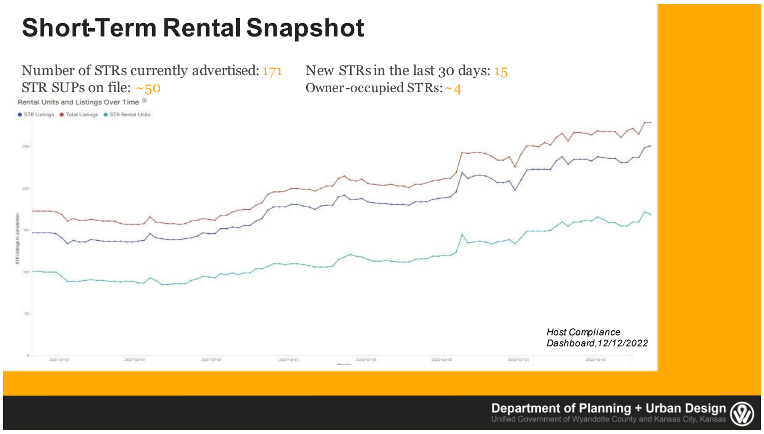
Item No. 2 - 212184…PRESENTATION: SHORT-TERM RENTAL

Synopsis: A presentation on the ongoing Short-Term Rental review, submitted by Gunnar Hand, Director of Planning & Urban Design.

Michael Farley, Ordinance Studies Specialist with the Department of Planning & Urban Design, said I'll be giving a brief presentation tonight related to the work that staff has done related to updating and looking at proposals to update short-term rental ordinances within the Unified Government. Like I said, we made a couple quick amendments from when I submitted the presentation in order to more accurately reflect both our findings and generate a little more discussion.

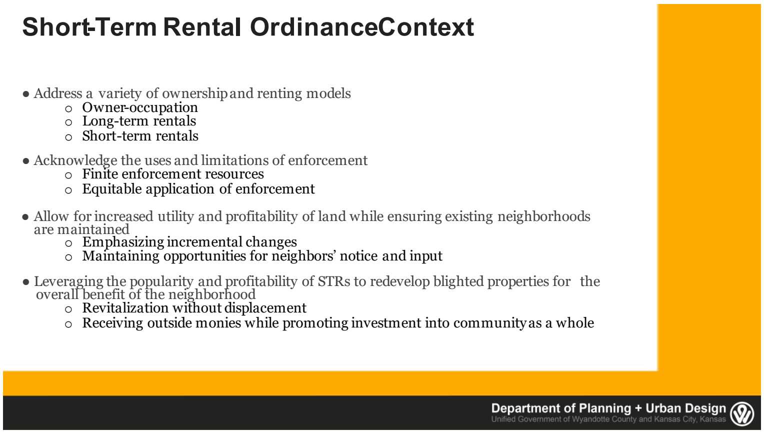


Very briefly, the history of short-term rentals in Wyandotte County really took off about 10 years ago with the rise of Airbnb and other third-party platforms. In those past years what we've discovered is that short-term rentals have been difficult to regulate both by the nature of which they are purchased online through a third-party vendor and then the fact that they are the use of one's private home and so, therefore, are not as public-facing as a storefront or other type of businesses would be. Over the last several years Planning staff has worked to update safety conditions and other standards that could apply to short-term rentals specifically as well as modifying the special use permit application in order to help streamline special short-term rental applications as those numbers have grown.

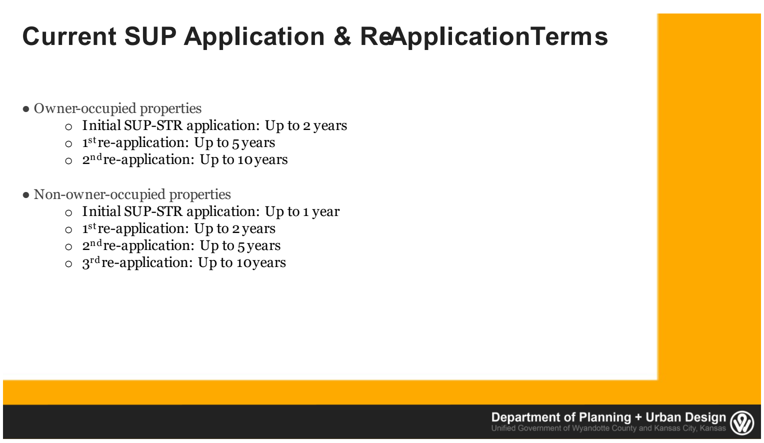


Briefly, we are using host compliance—I apologize. This is the original, okay, yeah. I could still do this one, but we do have more updated info and so I don't mean to be a bother, but okay. Yep, all of a sudden we got onto the second slide and I go that's different. Hopefully, we didn't miss much on that first slide, just basically, short-term rentals are difficult to regulate as of right now. So, using host compliance, which is the platform that the UG utilizes in order to track short-term rentals through their third-party websites like Airbnb, as you can see we have a growing rate of short-term rentals that are applied—within the county that host compliance is identified as advertising.

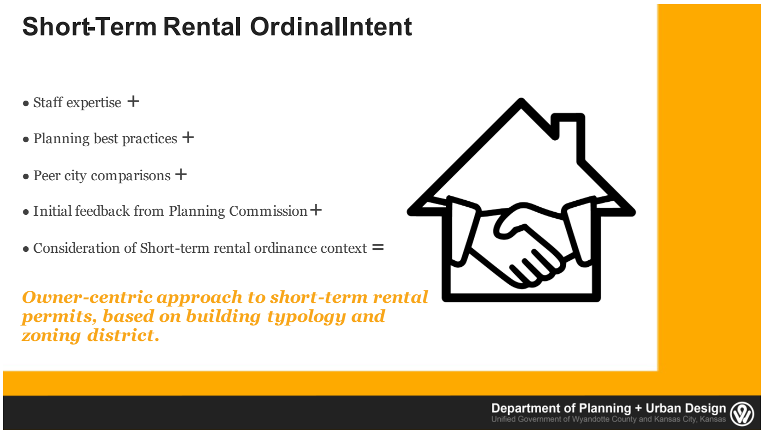
As of right now, as of this morning, 171 short-term rentals are being advertised, 15 of those are new as within the last 30 days. To give you an idea, we have approximately 50 short-term rental special use permits that are active right now through our department and only about four of those are owner-occupied. That gives the idea that there is a great deal of advertised short-term rentals within the county that are either out of compliance or have not submitted an application with the Planning Department.



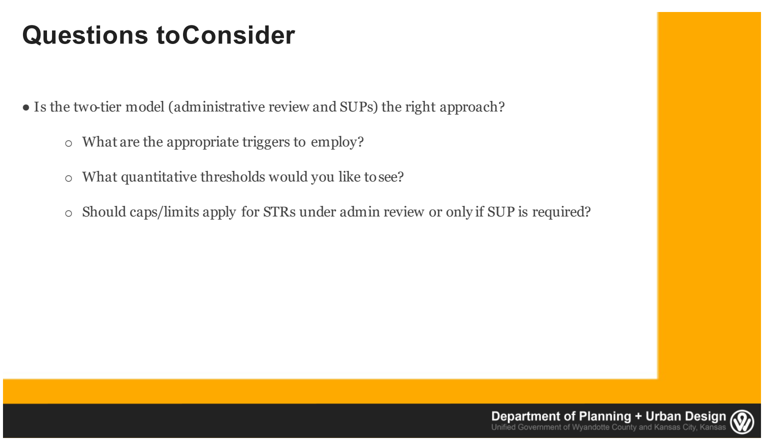
As I mentioned, short-term rentals by their nature are difficult to regulate and they bring up several intersectional issues that we must face as a county. They bring up the issue of different types of ownership and renting models, so we have long-term occupation, short-term rentals, long-term rentals. We also must acknowledge the limitation of our enforcement resources and, therefore, not rely simply on enforcing our regulations, but rather making sure that they are easy to comply with to begin with. Also, ensuring that people can use their property for a variety of uses, including short-term rentals, but in the same time balancing the neighbor's ability to have quiet enjoyment to the rights of their own property. And lastly, leveraging the popularity and profitability of short-term rentals especially in blighted areas and allowing for revitalization without displacement of neighbors and also ensuring that the outside monies coming in are improving the community as a whole, not just the houses which they serve.



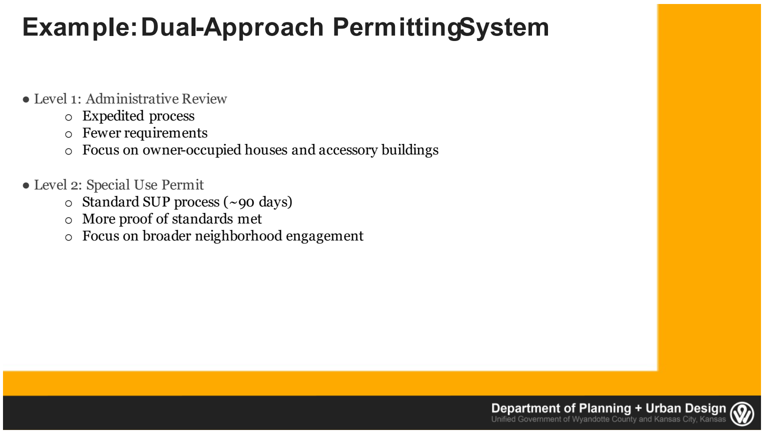
For our current process, short-term rentals can only be applied for through a special use permit. We have slight differences between owner-occupied and non-owner-occupied properties. Owner-occupied can come in and apply for up to a two-year special use permit and then from there they can go five years upon renewal and then 10 years after that. Non-owner-occupied properties to start off at one year, but then follow that 2, 5, 10 model afterwards.



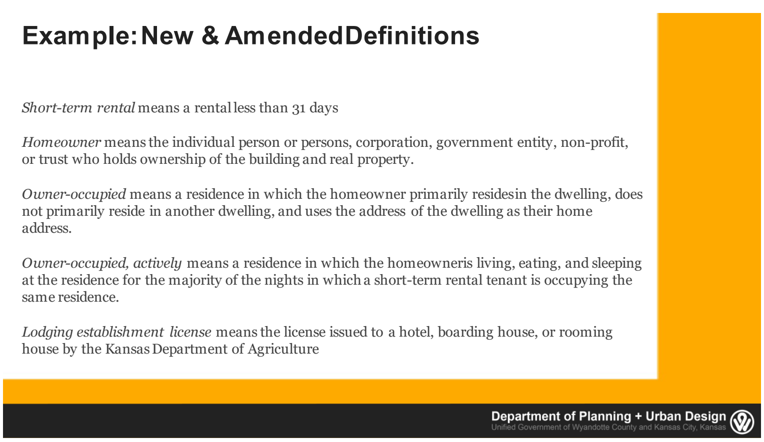
In looking at revisions to the short-term rental ordinance, we have several different areas that we're pulling from. We're looking at staff expertise, Planning best practices. These considerations that I just mentioned, as well as feedback from the Planning Commission, all that to create an owner-centric approach to short-term rental permits.



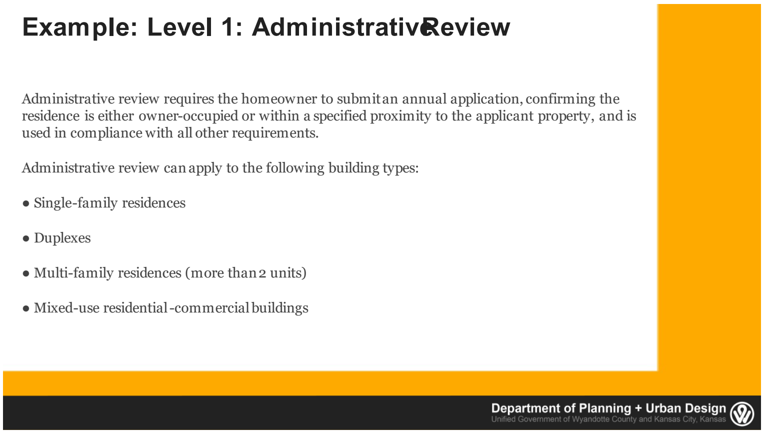
What I have next is an example proposal of what short-term rental regulations could look like. I just wanted to bring up a question to be considered about this two-tier model, which I'm going to talk about, so please keep these in mind in the next couple of slides. What are the appropriate triggers to employ going from an administrative review to a special use permit. What are thresholds we would like to see and overall, should there be caps or limits for short-term rentals under any tier.



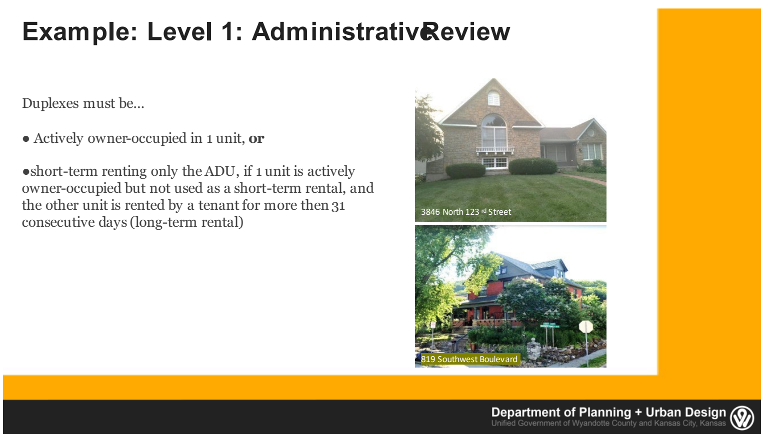
This proposed short-term rental system would be a two-tiered model. The first would be Administrator review. This is meant to be an expedited process that would include less staff hours and allow for easier compliance. Typically, we expect that this would be for home ownership or for property owners who live close to their property, but again, that threshold could be determined through a variety of ways. The point is that there would be an expedited process that would be much simpler to comply with. The second level then would be special use permits similar to the process that we use now for all short-term rental applications. This would be a longer process that takes up to about 90 days and, as you know, culminates with approval or denial from the Board of Commissioners. In this process higher standards need to be met and there is a focus on broader neighborhood engagement through the noticing and neighborhood meeting requirements.



Very briefly, we were adding some updated definitions to the code including short-term rental, which has not been defined in the zoning code as well as an emphasis on owner occupation, which we'll address later on.

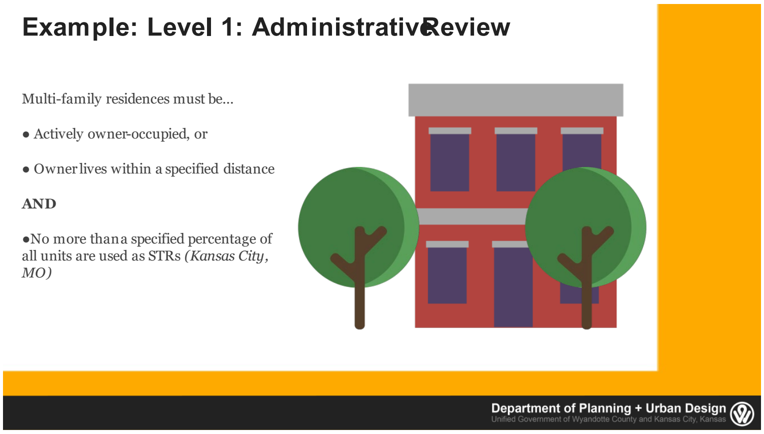


Within this administrative review, the—let's say we can probably move on from this one, but the idea is that there are several different building types that could be subject to administrative review.

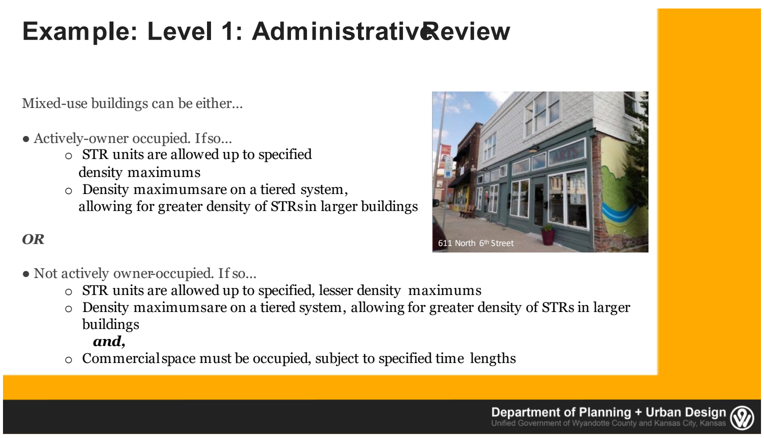


If we're looking at single-family residences, which are about 90 to 95% of all short-term rentals in the county, you could see administrative review could include owner-occupied or ADU's or again property owners who live close by to their property. So, the owner-occupied models similar to what Charleston, South Carolina currently has.

Similarly, duplexes could be subject to administrative review if they are owner-occupied and there could be different balances between having a short-term rental and an ADU outback while a long-term rental in the side-by-side duplex—other models like that.

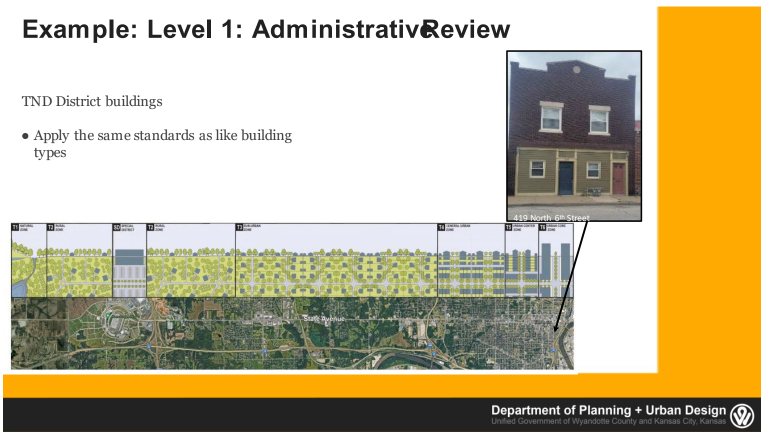


For multi-family residences, we've talked about having owner-occupied models as well plus a certain percentage cap on the amount of short-term rentals that could be in a multi-family building similar to one of the tiers that Kansas City, Missouri has.

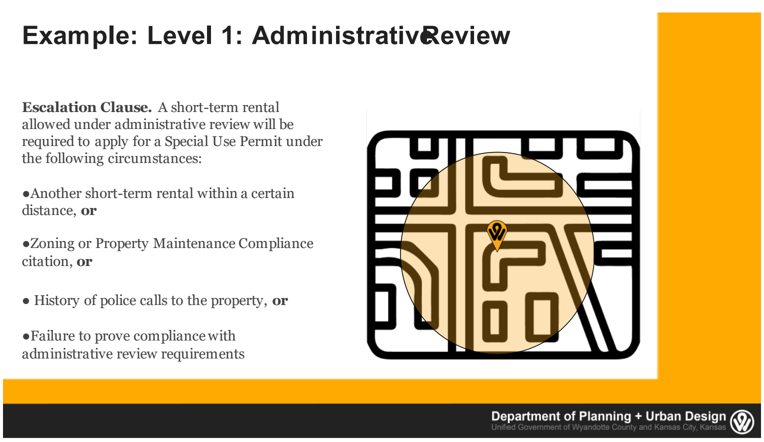


Lastly, in mixed-use buildings typically with a commercial space below and residential space above—**Commissioner Markley** said, Michael, I'm going to interrupt for just a second, not because anything you're doing, but I'm being told that Commissioner McKiernan is still seeing like the preview view of the first slide and it's not showing online, so I don't know if somebody with technology can address that. **Ms. Sparks** said, Commissioner, we've asked IT to look into this. There's someone with Zoom that's not sharing correctly. **Chairman Markley** said okay, proceed. **Mr. Farley** said, as I mentioned, the mixed-use buildings could be a similar model to standard multi-family residential buildings whether it be a tiered system allowing for larger buildings that have higher percentages of short-term rentals, but again, finding that balance still between owner-occupation, long-term rentals, and short-term rentals.

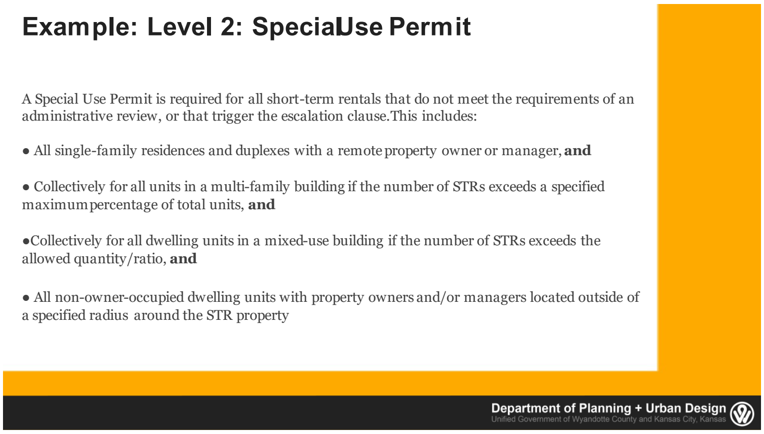
Additionally, if there was a non-owner occupied building, perhaps there could be a commercial space occupation requirement as well meaning that first floor would be an active storefront so there's less emphasis on using a building just for short-term rentals, which is a problem that has appeared in several cities including New Orleans, so we want to try to avoid that.



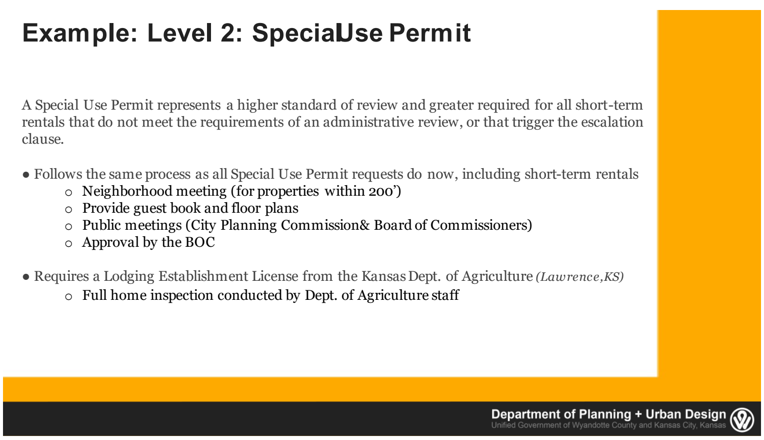
Then, lastly, addressed in the TND District, we would probably just apply standards to the like building types because, again, TND allows for several different building typologies. Those would just fit into the previous typologies I mentioned.



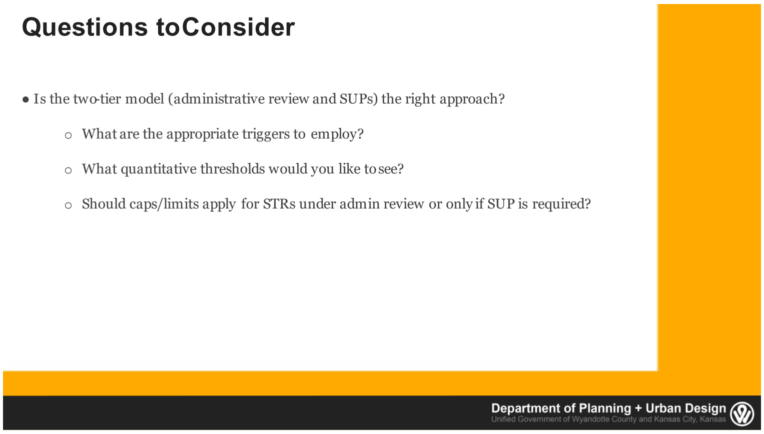
Lastly for the Administrative Review, there would be some sort of escalation clause built in that would move a property from a quick administrative review to the longer more in-depth special use permit process. Certain triggers could include having another short-term rental within a certain distance of the applicant property, having any zoning or property maintenance compliance citations within a certain period of time, history of police calls or otherwise a failure to prove compliance with the administrative review requirements.



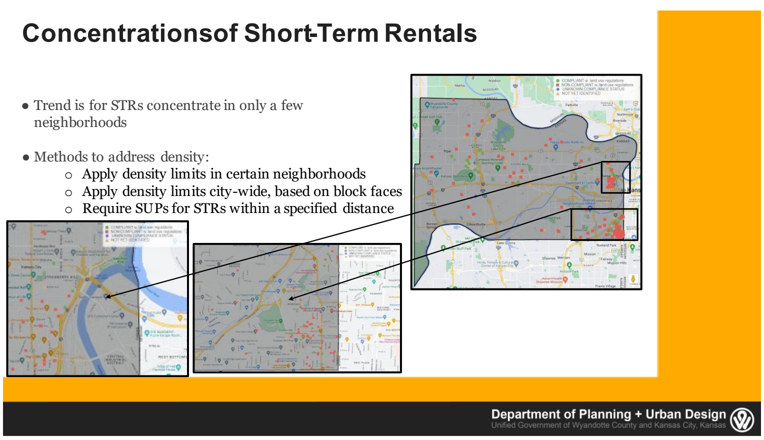
So, if a property were moved from the administrative process to special use permit or had to be there to begin with, it would go through a similar process through the special use permit that the special use permit process has now.



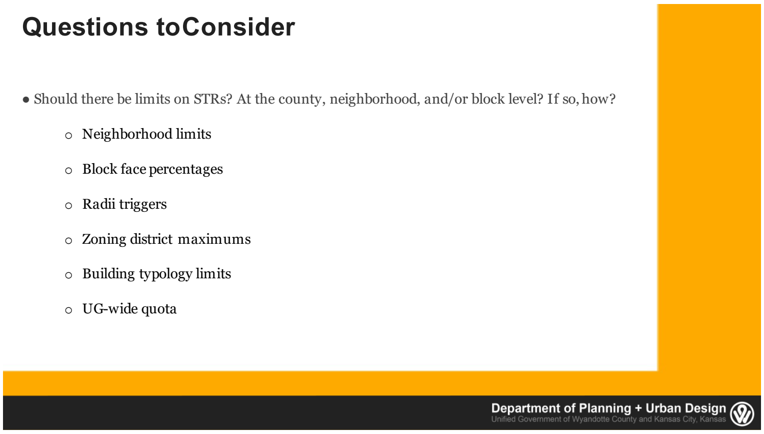
There would still be a neighborhood meeting requirement, the same standard to provide guest books and floor plans would still apply as they do now. There would be the public meetings and, again, ultimate approval or denial by the Board of Commissioners. Additionally, any property that requires a special use permit may also be subject to a lodging establishment license from the Department of Agriculture. This is a model similar to what Lawrence has right now and this would include a full home inspection conducted by the Department of Agriculture which would allow for greater inspection of the home and insurance and safety standards with less work on UG staff to conduct—you know, ensure the compliance with those or conduct those inspections.



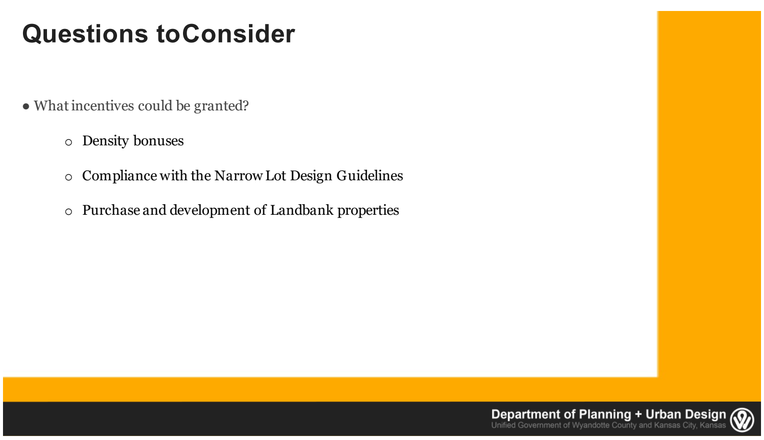
Again, we're going to come back to the question to consider—we can take a moment here if that's all right to discuss how we feel about the two-tier model system. I do have a couple more slides related to the concentration and density of short-term rentals, but if you feel it's more appropriate to do all discussion at the end, we can certainly do that. **Chairman Markley** said yeah, let's do it all at the end.



Mr. Farley said another consideration I just wanted to bring up was that even though there are short-term rentals throughout the entire county, there are obviously two areas or two neighborhoods that see the greatest concentration of short-term rentals. That would be Strawberry Hill and the surrounding area as well as the Rosedale neighborhood. So, with consideration for these neighborhoods or other potential future areas of high concentration of short-term rentals, we've also looked into maybe addressing density through several different ways whether that be limits within the boundaries of certain neighborhoods, whether there would be quotas citywide based on the number of short-term rentals on a block face that would apply regardless of where you are in the neighborhood or within the UG, or again, having a distance requirement where short-term rentals within a close proximity would automatically have to be special use permits and, therefore, subject to more neighborhood notice and comment as well as approved by the Board of Commissioners.

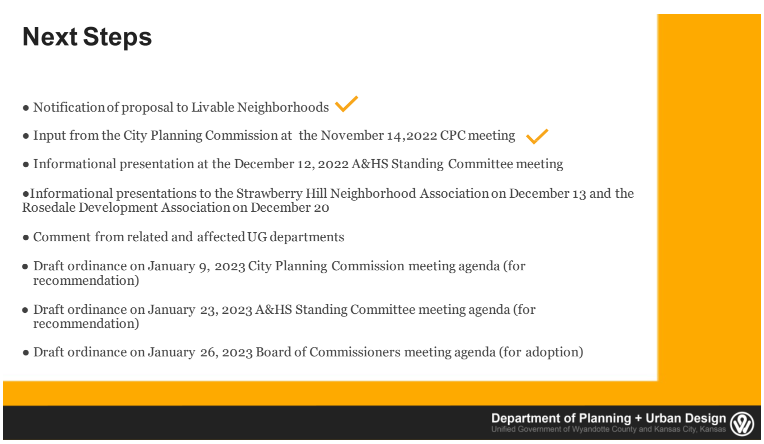


Again, just things to think about is what limits should we put on short-term rentals and what level should that be at, be it the county neighborhood or block level—I see we're having a little more issue. That's alright. The next slide was just further consideration about different incentives that we could offer short-term rentals.

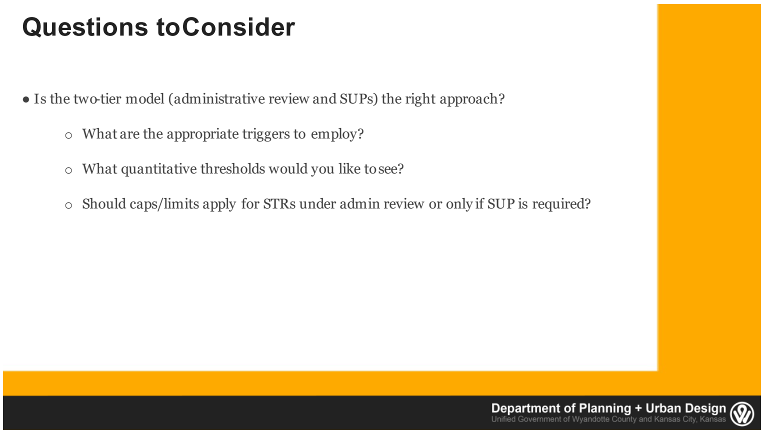


So, if for example, there was density bonuses that were achieved or if it was a new build and it met the narrow lot design guidelines or if it was perhaps a Land Bank property that was purchased there would be either bonus densities or an automatic administrative review even if a property would otherwise be subject to a special use permit. So different, a third type of consideration would just, you know, what incentives could be available for short-term rentals.

Lastly, I said I'm giving this presentation tonight and then I will be meeting with Strawberry Hill and the Rosedale Development Association within the next week and a half to give a similar presentation and get their feedback because they have been identified as the neighborhoods with the highest concentrations of short-term rentals. We're currently receiving, and we'll be reaching out to more UG Departments, that would be related to these ordinances for enforcement and processing and get their input and then we plan to have a draft ordinance go before the City Planning Commission on January 9th with that final draft ordinance, with input from the City Planning Commission, going before the Board of Commissioners on January 26th. Potentially as well, I could come back January 23rd I believe is the next standing committee meeting if there is a desire for me to do so.



I apologize, would it be possible if I go back to the questions to consider…



Mr. Farley said right about there, yes. That's alright, I can (inaudible).

Commissioner Ramirez said thank you for your work on this. I know this is a conversation that I and Gunnar have had a conversation and, of course, I've had many conversations with Erin Stryka with RDA and many Rosedaleans. I can tell you with my district that escalation clause is going to get hit quick. They're all, I think, a lot of the STRs in Rosedale are not going to go through the administrative review, they're going to automatically straight to the SUP process, the current one that we have.

I see how the two-tier system could work, but I think from what I know from RDA and from the neighborhood, yes, you know, maintain the character of the neighborhood, but I think the biggest issue is just the density issue and that is something I do agree with. With this two-tier model being able—as you said, you know, either we do the density bonuses—I don't know exactly what restrictions on density we could do, but for me I think it's just the density. I do not have a problem with short-term rentals, Airbnb, I do not. It's people's jobs. That how they make money. It's something they like to do. They like to provide that amenity for people who live here, people who are coming through town, but it's just the density of how many are throughout Rosedale and it's—you turn one street there's one and there, it's—yeah, I think that's just the main issue for me.

Currently, I could not give an opinion of what those density restrictions would look like. I'm not sure at the moment. I'm going to have to think a minute, sorry.

Commissioner Bynum said I just have a variety of questions. Going back to the very beginning of the slides, are you saying that on file in your office the number of special use permits that are current and active is 50? **Mr. Farley** said, Commissioner Bynum, that is an approximation. While we do have obviously a record of all special use permits that we have, we don't have a good way of easily distinguishing which ones are for short-term rentals, so barring going through and counting every single one because right now they're only identified as short-term as special use permits, so going through and opening them up and seeing which ones would be, that is our best guess based on what comes in every year.

Commissioner Bynum said that just strikes me as unbelievable considering that we approve one almost every time we—at least one every time we have a Planning & Zoning meeting. I don't know, but you think that you see advertised 170+ in Kansas City, Kansas. **Mr. Farley** said yes, so I believe the 171 is for the entire county, so obviously, there could be a couple in Edwardsville or Bonner Springs and there is a potential for some duplicates is my understanding from the software, but again, that's about an approximation.

Commissioner Bynum said I know in the past when we first started allowing this we had a process that we were using for those we saw online that we clearly could see didn't have a permit, we had a process for notifying them that they needed to come in and apply. Are we still doing that? **Mr. Farley** said I guess I can't answer that exactly. That is handled more by our Zoning Enforcement Officers. I believe the process has changed slightly than it did earlier on especially right after that amnesty period, but I don't know the specifics of how we address that compliance right now.

Commissioner Bynum said I'm just looking at some notes I took while you were speaking. We speak in acronyms a lot here, so ADU's are what? **Mr. Farley** said Accessory Dwelling Units. **Commissioner Bynum** asked TND is—**Mr. Farley** said Traditional Neighborhood Design District. **Commissioner Bynum** said you talked in your presentation about one of the items I guess with regard to allowing renewal was history of police calls to a residence. I would add things like history of any calls to codes, history of calls from the neighbors to anyone up here trying to get some resolution. I would want to broaden that out, neighbors, neighborhood groups, just a suggestion as we keep moving forward, but not just calls to the police, but I think calls in general regarding behavior or activity or whatever it is. It could be that the short-term rental is taking all the available parking in the entire—it could be anything.

Question for you, the 200 foot distance that you're referencing as far as the notification process, I guess that's the same as the 200 foot requirement that's statutory around these Planning

& Zoning items, do you have any idea why in general it's such a short distance or maybe Legal can help, I don't know. It's just such a small radius when we draw a circle like that.

SueZanne Bishop, Assistant Counsel, said I do not have an answer to that, but I would be happy to track that information down and get back to you. **Commissioner Bynum** said I would appreciate it and I just think it might be helpful to know in general. You know we hear that a lot with Planning & Zoning cases that people weren't notified. Well, it's because they're outside the required radius and it would just be nice to know why is the required radius so small.

Commissioner Bynum said then as we begin this conversation based on what we've seen tonight, my feeling now is yes to limits on things like density and boundaries and things like that. I mean I'm in favor of whatever we are able to do to put more rules in place for these limits, etc. and I do think density is a big one, I mean as we've seen from your map, so that's it.

Commissioner Ramirez said thank you for bringing that up Commissioner Bynum. I did not see that I realize on that slide. You can do the simple math, taking the 50 that we have on file dividing it by how many is currently advertised, that's 29%. Only 29% of the STRs in our community are following the rules, are following what needs to be done, that's 29%. So, after you mentioning that, I would agree that we need some more rules and regs of how these need to be operated especially with density wise because then it's a lot of STRs that are out there not following the rules that are currently already in place. That's staggering. I didn't realize that how—you were right. I feel like we have one on our Planning agenda almost every time and so I thought we would have more than 50 on file.

So, yeah, I agree that we do need to look at it a little deeper, looking at how we can—but also not thinking of STRs in the future, but the ones currently, bringing the ones that are already in the community into compliance. I think also we need to, as staff and as a Commission, how can we bring those ones that are already out there into compliance with the current rules that we have. You have to have that SUP to be an STR and so I'm curious, does Gunnar or staff have any plan of how to bring the rest of those into compliance? **Mr. Farley** said I will have Gunnar definitely follow up with you on any additional plans we have. As of right now, Commissioner Ramirez, my focus is on the ordinances themselves, so the hope was that we achieve a little more compliance with existing short-term rentals through this administrative review tier. We suspect that some of the non-compliance does come from just the process of the special use permit. It is 90 days, it is, I believe, $365 if you're not owner-occupied for a single year, so there's certainly barriers or deterrence's right now that we could look at, you know, that we've looked at lowering through this two-tiered system in order to do that. There could be an outreach portion as well that I, you know, certain ways in the (inaudible). I'm not as—I don't want to speak for the department in that sense, but yeah, we did think that compliance through lower regulations for certain short-term rentals was appropriate. **Commissioner Ramirez** said I just think that's—you know, yes, we need to get through the ordinance, what we have now, but I think things we should look at and I know Gunnar already has a lot on his plate and the Department of Planning has a lot on their plate already, but just looking at how can we bring the rest of those STRs into compliance, not with the ones that we've set, but also with the new ones that we may be passing.

So, 29% who are going to follow the new rules whereas the rest are not, so I think we again as a Commission and staff should look into how can we bring everyone into compliance so that it's fair for everybody.

Commissioner McKiernan said, Mr. Farley, thanks very much for bringing this, what I consider a first pass into committee tonight. I would agree with Commissioner Bynum and Commissioner Ramirez. The first thing we need to do, we need to find everybody who's operating within the Unified Government boundaries and we need to contact them and bring them into compliance. Now, what that compliance is going to look like is going to be the end result of this process and so one of the other things that I think we should really think about is a more robust public engagement process. Going to Strawberry Hill and Rosedale Neighborhood groups is fantastic, but it's only a first step. There's a lot of other territory in Wyandotte County that I think we need to cover and we need to find a way to engage those people as well, my opinion.

I do think that we need to consider a lot more of the nuances of this especially as the short-term rentals are owned and operated by people. Do we have, in addition to a maximum density in any geography like in a neighborhood on a block, we might have a maximum number of short-term rentals, but is there a maximum number that one owner can have overall or in a short area. Is there a difference between an owner-occupied short-term rental and one where the owner does not occupy that dwelling. Is there a difference between an owner who lives in Wyandotte County but has a property that they don't live in versus an owner who lives outside of Wyandotte County and has properties that they don't live in. I think there is a ton of nuances here and I agree with Commissioner Bynum that not only calls for police service should be considered, but calls of any kind should be considered because ultimately we want everybody who stays in a short-term rental to be a good neighbor to those around them and we need the owner-operators of these short-term rentals to enforce good neighbor behavior to the best of their ability.

I look forward to this process. I think our timeline might be a little shorter than it's going to end up being, but I applaud you for bringing this information forward as a starter.

Chairman Markley asked, comments from other commissioners. Let's loop back to the next steps. I think you mentioned something about potentially returning to this committee after engagement or am I crazy. I remember that. **Mr. Farley** said yes, I believe the 23rd is the next—**Chairman Markley** said January 23rd. **Mr. Farley** said yes, I can certainly come back with an update and that would have—**Chairman Markley** said it looks like Commissioner Kane has his hand up.

Commissioner Kane said I don't know how he would come back if he did what Commissioner McKiernan just said by not just the two folks on the east side of town, but you know, we've got several of those rental properties out here. I would think he would have to see multiple different groups before he would come back that fast with something that says here we are because what works on one end of town might not work on the other. If you we want him to come back, that's fine, but I don't think he would have talked to as many people as we need him to talk to, to make sure this work. It's just my thought.

Chairman Markley said I think definitely we want him to come back. I think when you come back should depend on how your process is moving forward, so I would say to you and to staff don't have them come back in January just because it's January. Let's see where this leads and then we'll expect to see you back when you've continued your community engagement and feel like there's an appropriate update. Good team, okay.

Chairman Markley said, Clerk, any comments from the public or anyone else online? **Ms. Sparks** said no comments. **Commissioner Markley** asked, anyone here from the public to comment on this item? Alright, thank you very much, Michael, for your presentation.

Action: For Information Only

Chairman Markley said that concludes this meeting . I'll entertain a motion to adjourn.

ADJOURN

Commissioner Ramirez made a motion, seconded by Commissioner Bynum, to adjourn. Roll call was taken and there were four "Ayes," Kane, Johnson, Ramirez, Bynum, Markley.

Commissioner Markley said I understand we're going to take a brief break. We need to do a restart of the Zoom because of the issues that we have been having, so if you are wanting to be with us for the Public Works & Safety Standing Committee, just be aware we're going to take a short break, do a restart and then we'll be back.

Meeting was adjourned at 5:55 p.m.

dt

Report to
Administration & Human Services

#212936

MEETING DATE	PRESENTER	DEPARTMENT
January 22, 2024	Shakeva Christian, Manager J. Renee Ramirez, Director	Human Resources

AGENDA ITEM #IV.1.

UPDATE: HUMAN RESOURCES GUIDE

BACKGROUND

The Human Resources Department requests approval of two Human Resources Guide policies as follows:

Human Resources Guide: Section 4.1 Health Care Benefits:
Human Resources requests approval of revisions to the Health Care Benefits policy. Revisions are necessary to reflect new process changes as a result of the implementation of the Workday ERP. It is also requested that the policy be revised to clarify that retired Unified Government employee who participate in UG retiree health insurance plans can be re-employed and enroll in the employee benefits plans. The re-employed retired UG employee would be allowed to re-enroll in the UG retiree benefits plan within 60 days of separating from their most recent employment with UG.

RECOMMENDATION

Approve

Approval of new and revised policies

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

n/a

IT/POLICY CONSIDERATIONS

n/a

PROCUREMENT CONSIDERATIONS

n/a

LEGAL CONSIDERATIONS

n/a

ATTACHMENTS

Health Care Benefits_ final redline_01-12-24, HR Guide presentation_01-22-24-FINAL

Approved by Mayor and Administrator to add to agenda: Tyrone Garner 1-12-24

David Johnston, County Administrator Dated: 1/12/2024

Effective:Draft

HEALTH CARE BENEFITS

I. General: It is the policy of the Unified Government to provide employees with various health care benefits. Information and summaries intended to explain these benefit plans will be furnished during new employee orientation and annually during the designated open enrollment period. Human Resources will administer the benefits program for the Unified Government. Health care benefits covered by this policy are subject to change.

II. Policy

A. The Unified Government provides group health care coverage to full-time regular and part-time A employees. Health care coverage may include dental and vision benefits.

B. Group Health Care Coverage

1. Each eligible employee may choose annually among plans being offered by the Unified Government.

2. When group health care coverage begins

a. For regular employees

(1) For new employees, rehired employees, and employees transferred to an eligible class: after 30 calendar days of employment.

(2) For recalled employees and employees returning from unpaid leave for active military service: the date the employee returns to work. An employee may enroll in the plan of his or her choice.

b. Change in status and late enrollments—See II.B.10 below for initial enrollment circumstances.

c. For all sworn Fire employees and all sworn police officers~~,~~, the date of employment.

3 Employees who participate in a personally obtained group health program or are covered under a spouse's plan may waive participation in the Unified Government group health plan.

a. Employees waiving participation in the Unified Government's group health plan will be required to sign an enrollment form in Workdayannually during fall open enrollment. If an employee fails to completethe annual enrollment process, the employee will have to wait until the next fall open enrollment to waive participation again.

b. Employees who waive participation will receive a monthly taxable stipend of $150.00 to be included in the second paycheck of the month, provided that the employee makes an appropriate election within the Unified Government Section 125 Flexible Spending Account Plan as of the earlier of the date the employee first became eligible or the next open enrollment period. A new election must be completed each year during the open enrollment period to continue receiving the monthly cash stipend in lieu of health insurance, regardless of whether an election was made during the current or any previous year. Otherwise, the cash stipend will end at the end of the current plan year.

c. Employees who are on an unpaid leave status will not receive the $150.00 stipend until they return to paid status.

~~4.~~ For information about employee contributions, contact Human Resources.

~~5.~~ Termination of group health care coverage

Unified Government-provided group coverage ends on the last day of the month in which the employee separates from employment. The employee will be informed of his or her rights to continue the coverage (see COBRA, at II.C.1, below and retiree group coverage continuation program, at II.C.2, below) and will receive any other notifications that may also be required under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any other applicable state or federal law.

~~6.~~ Coverage during leaves:

a. Health care coverage continues without interruption while employees are off work on any type of continuous paid leave.

b. In general, while on unpaid leave, employees are responsible for paying for their own health care coverage.

(1) Unpaid Family and Medical Leave: The Unified Government will continue health coverage at the same level of contributions and benefits as if the employee was working. If the Unified Government provides a new health plan or benefits or changes health plans or benefits while an employee is on FMLA leave, the employee will receive the new or changed plan or benefits to the same extent as if the employee was not on leave. See 5.6—Family and Medical Leave. Human Resources will arrange with the employee to collect the insurance premiums that were not collected while on unpaid FMLA leave.

(2) If the employee exhausts unpaid FMLA leave and is unable to return to work, the employee will continue health coverage at the same level of contributions and benefits as if the employee was working for 30 additional days, at which time benefits will be terminated at the end of that month. The employee may continue health coverage under COBRA and will receive a COBRA notice, as described in II.C. below, as well as any other notifications that may also be required under the HIPAA or any other applicable state or federal law.

~~7.~~ Open Enrollment period

a. Open enrollment is held annually as determined by Human Resources.

b. During open enrollment, an employee may enroll in the available plans and add or remove eligible dependents as allowed under the Plan document or applicable law. A new enrollment automatically terminates the old coverage.

~~8.~~ Family coverage

a. Family coverage is available to any employee, as long as the employee has qualifying dependents. The amount the employee is required to contribute varies. Specific information may be obtained from Human Resources.

b. Coverage for an employee's spouse and dependent children may be canceled when:

(1) they are no longer eligible under the plan;

(2) they have experienced a change of status —See II.B.11; or

(3) the employee chooses not to enroll or re-enroll them during open enrollment.

c. For more information on canceling coverage, contact Human Resources. The employee is advised to read the information about COBRA, at II.C. below, since the reason for canceling must be given. The employee must properly notify Human Resources within 31 days from the date on which coverage should be canceled under the Plan, as set forth in II.B.8.b. above. The notification process will take place in Workday. Failure to provide timely and accurate notification of any loss in coverage or other change in eligibility status may result in immediate termination of benefits that otherwise would be available. The employee also must notify Human Resources through Workday of the current or last-known address of the person whose coverage is being canceled.

d. Adding family coverage because of loss of other coverage

(1) An employee who had elected single coverage because his or her spouse or other qualified dependents were covered through an insurance plan other than the Unified Government's may change to family coverage under his or her health care plan if the spouse or child loses the other coverage.

"Loss of coverage" does not include a voluntary open enrollment change made by the employee's spouse for coverage under another group health plan obtained through the spouse's employment, unless unusual circumstancesapply.

(2) The employee must enroll the family members within 31 days of the loss of the other coverage. Otherwise, the employee must wait until the next annual open enrollment to enroll family members.

(3) If more than one option for health coverage is available, the employee may not change insurance plans mid-year, even if there is an allowable "change in status" event. The only option that is available under these circumstances is to change from single to family coverage or from family to single coverage within the insurance plan previously elected by the employee.

e. Adding or removing coverage for a spouse due to marriage or divorce

(1) Once a divorce is final, the ex-spouse does not meet the definition of a dependent and, therefore, is not eligible to remain on the employee's family plan. The ex-spouse may be eligible to continue to be enrolled in coverage under the plan under COBRA. See section C.1.b. An employee who fails to notify Human Resources of a divorce may be responsible for health insurance claims paid for services rendered to the employee's ex-spouse after the divorce is finalized.

(2) A divorce must be obtained to remove a common–law spouse except during open enrollment.

(3) Following a divorce, a new spouse cannot be added to coverage for 31days from the effective date of the divorce.

~~9.~~ Definition of "dependent"

a. An employee's lawful spouse, including any common law spouse; and

b. Children up to age 26, including a natural child, stepchild, foster child, any child who has been placed with the employee for adoption, or any other child ~~that~~ who lives with the employee in a parent-child relationship and for whom the employee has a court-ordered custody agreement.

(1) The term "dependent" also includes a child who has attained age ~~19~~ 26 and satisfies all of the following criteria:

(a) is mentally or physically incapable of self-sustaining employment, and proof of incapacity is submitted to Human Resources within 31 days of the date his or her coverage would have terminated due to age;

(b) is dependent on the employee for a majority of his or her financial support; and

(c) is covered by a Unified Government plan on the date immediately preceding the day his or her coverage would have terminated due to age.

(2) The term "dependent" includes any other qualifying child or qualifying relative in accordance with Internal Revenue Code Section 152, as amended.

c. Definition of "foster child"

(1) A foster child is a child:

(a) who the employee is raising as the employee's own;

(b) who lives in the employee's home;

(c) who is chiefly dependent on the employee for support; *and*

(d) for whom the employee has taken full parental responsibility and control.

(2) A foster child is not:

(a) a child temporarily living in the employee's home;

(b) a child placed with the employee in the employee's home by a social service agency that retains control of the child; or

(c) a child whose natural parent is in a position to exercise or share parental responsibility and control.

The employee will be required to provide legal proof of dependent eligibility.

~~10.~~ Change in Status

a. If an employee waived coverage under the insurance plans during the initial eligibility or prior open enrollment period, and stated in writing at that time that coverage was being declined because the employee was enrolled under his or her spouse's health plan, the employee and his or her dependents may enroll under the Unified Government's available plans before the next open enrollment period if one of the following changes in status occurs:

(1) Birth of a child;

(2) Death of the spouse;

(3) Adoption or placement for adoption of a child;

(4) Marriage, divorce, legal separation, or annulment;

(5) Termination or commencement of spouse's employment;

(6) Termination or commencement of employment of his or her dependents;

(7) Changes in work, such as reduction or increase in the employee's, spouse's, or dependent's work hours, including return from unpaid leave of absence, as well as the occurrence of a strike or lockout;

(8) Significant change in health insurance coverage of employee's or spouse's employer's health plan;

(9) The child ceases to satisfy requirements of the spouse's plan for a dependent due to age;

(10) Changes consistent with a change in status authorized under the 1996 Health Insurance Portability and Accountability Act (HIPAA), such as:

(a) Exhaustion of COBRA coverage under prior employer's plan; or

(b) Enrolling a child subsequent to a birth or adoption (coverage for birth or adoption events are retroactive to birth as required under HIPAA).

(11) Changes consistent with court orders to provide health coverage for dependent children, regardless of whether the court order constitutes a "Qualified Medical Child Support Order." (Dropping and adding coverage is allowed consistent with the order.)

(12) Changes consistent with the employee or employee's dependents becoming entitled to Medicare or Medicaid.

(13) Any other change in status condition specified under Internal Revenue Code Section 125 or any accompanying regulations.

When coverage is elected under this provision, change in status enrollment must be completed within 31 days following the date coverage terminates under the spouse's plan, and the employee may enroll only those eligible persons who were covered under the spouse's plan. Consistent with the terms and conditions on dependent status discussed above, the Unified Government reserves the right to require proof of any of the above changes in family status. Failure to provide accurate evidence, or any attempt to file an enrollment form in Workday based on false information, may result in immediate termination of benefits that would otherwise be available.

b. Changes in Coverage

Changes in coverage will only become effective if notice of the change in status is received by the Human Resources Department via Workday on or before the date the employee is eligible for the change in coverage or within 31 days of that date. Once timely notice is provided via Workday, changes in coverage become effective on the date the employee becomes eligible for the change.

The Unified Government insurance plans may be revised to increase or decrease benefits after their effective date. Employees and dependents become covered for the revised benefits on the effective date of the revision.

c. Late enrollment, re-employment, or reinstatement

(1) An employee who did not elect coverage for himself or herself or his or her dependents during any initial enrollment or other open enrollment period (or who subsequently fails to make any required payments for coverage within 31 days of becoming eligible for or continuing to receive coverage) and wishes to reelect such coverage will be considered as a late enrollee and will only be allowed to re-enroll in the Plan before the next open enrollment if he or she has experienced a change in status. (See II.C.10.)

(2) Coverage will be immediate for this employee, as well as eligible dependents, upon valid proof that:

(a) his or her spouse has been employed, and the spouse and any eligible dependents have been covered under the spouse's group health plan.

(b) this information was given as the reason for "Waiver of Group Health Coverage" on the original enrollment form; and

(c) the spouse's coverage was terminated because the spouse is no longer employed, or the spouse's coverage is involuntarily terminated.

(3) Re-entry into the Plan will be immediate for any employee or his or her dependents who discontinued coverage during a leave of absence taken under the FMLA, so long as the employee returns to active employment status before or immediately after the FMLA leave expires.

(4) Re-entry into the Plan will be immediate for any former active employee and his or her dependents who have continuously been covered under the continuation coverage provisions of the Plan if the employee regains eligibility for coverage under the Plan on the basis of full-time employment while the continuation coverage is in effect.

(5) Re-entry into the Plan will be immediate for any former active employee and his or her dependents who discontinued coverage during

(1) a leave taken as part of an authorized military leave;

(2) a leave taken based on an approved leave of absence, as long as the employee is later reinstated and returns to active employment immediately following reinstatement. Employees who are in layoff status also will be entitled to re-enter the Plan if they return to active service within one year of the date coverage was terminated.

~~11.~~ When husband and wife are both Unified Government employees:

a. Their dependents, if any, may be considered dependents of either the husband or the wife for the purposes of health care coverage. The two employees, not the Unified Government, decide who covers the dependents. However, both employees will not have family coverage for the same dependents.

b. In the event the spouse who is electing family coverage leaves Unified Government employment, the remaining spouse who has not previously elected family coverage may immediately elect family coverage. If the membership had been in the spouse's name, the membership will be changed over to the employee who is remaining with the Unified Government.

~~12.~~ The Unified Government provides the same benefits to employees and their dependents regardless of age, sex, or disability.

a. Medicare is secondary to the Unified Government plan for employees and spouses who are 65 or older or otherwise eligible for Medicare and the Medicare-eligible individual is still actively employed. See below for individuals diagnosed with end-stage renal disease.

b. When the Medicare-eligible employee retires or is no longer considered an active employee (other than cases of end-stage renal disease, see below), Medicare becomes primary and the Unified Government plan, if continued, becomes secondary.

c. Medicare is secondary to the Unified Government-plan for the first 30 months a person has been determined to be disabled due to a diagnosis of end-stage renal disease. After 30 months, Medicare will be primary.

C. Continuation programs

1. COBRA Group Continuation. See also Retiree group coverage continuation program, below.

a. An employee who leaves Unified Government employment has the option to maintain group coverages (i.e., "COBRA" coverage) for up to 18 months by making a timely COBRA election and all monthly payments (or up to 29 months if a Medicare disability determination was made within 60 days from the date of the employee's initial COBRA eligibility and the employee notifies the Unified Government within the original 18-month COBRA eligibility period). The employee also has the option to continue group coverage for dependents. Rates charged are 102% of premium.

b. An employee whose spouse or child has lost eligibility as a dependent, as stated above, must notify the Unified Government within 60 days after the "triggering event," so that Human Resources may notify the former dependent of his or her COBRA rights.

(1) A spouse who loses coverage because of divorce has the right to continue group coverage for up to 36 months, by making a timely COBRA election and all monthly payments.

(2) A dependent child who loses group coverage because of age, has the right to continue group coverages for up to 36 months, by making a timely COBRA election and all monthly payments.

c. COBRA coverage may be extended beyond the periods stated above if a subsequent COBRA qualifying event occurs during the initial period of COBRA eligibility or as otherwise determined by the Unified Government's plan.

d. Human Resources will notify the employee or dependent of his or her rights and clearly state all applicable deadlines and payment schedules.

e. At the end of the maximum COBRA qualifying period, the person is allowed to "convert" to an individual medical plan or policy; acceptance is guaranteed, even if the person has serious health problems. There is no conversion plan available for prescriptions, vision, or dental.

2. Retiree group coverage continuation program

a. Retired employees not covered by paragraph C.3. below may elect to continue group medical coverage (and other related coverages) for themselves and any other qualifying dependent at the retired employee's own expense, provided they qualify for a full KPERS or KP&F retirement.

b. To maintain retiree coverage under this program, any retired employee or other qualifying dependent who becomes eligible for Medicare will not be eligible to continue coverage under the Plan unless he or she also is enrolled in Parts A and B (including making necessary Part B premium payments) of Medicare.

c. If a retired employee who is Medicare-eligible and enrolled in Medicare Parts A and B terminates his or her retiree supplemental medical coverage under the Unified Government plan so he or she can enroll with a Unified Government-endorsed supplemental plan, the employee will be allowed to reinstate his or her medical benefits under the Unified Government plan at a future open enrollment as long as he or she has maintained medical and prescription coverage under the endorsed supplemental plan the entire time he or she was not on the Unified Government plan. Proof of coverage will be required.

d. If a retired employee fails to make any required premium payments, coverage under that group medical or other related programs will terminate. Once medical coverage is terminated due to failure to pay premiums the coverage will not be reinstated for any reason, regardless of whether any other coverage alternatives have continued during that same period (e.g., continuation of dental coverage only, without continuation of medical coverage, will not enable the retired employee to purchase medical coverage later even though the employee had dental coverage continuously during such period).

e. Upon the employee's retirement, the Unified Government will provide all necessary COBRA and HIPAA notices in compliance with Section II.C. above; however, the premium rates will be based on the applicable retiree rate structure, which is equal to 100 percent of the total premium cost of similar coverage made available to other Unified Government employees.

f. A retired employee who returns to work for Unified Government as an eligible employee with benefits may cancel their retiree health insurance due to re-enrolling in employee health insurance. This retired employee will be permitted to re-enroll in the Unified Government retiree health insurance provided the retired employee re-elects retiree benefits within 60 days of their most recent separation of employment. The retired employee can only enroll or re-enroll in retiree benefits if he or she qualified for full KPERS or KP&F retirement. Rehired Unified Government retirees who separate employment or otherwise cease coverage before qualifying for full KPERS or KP&F retirement are only eligible to continue health insurance coverage as a COBRA participant.

g. For the purposes of this policy, the receipt of disability benefits from KPERS, KP&F, or Social Security is considered to be a "disability retirement."

h. An individual who separates from employment before receiving approval of disability retirement benefits will be treated under this policy as eligible for COBRA group continuation coverage based on a reduction in hours worked until the approval has been received. If the disability retirement is denied, he or she will continue on the COBRA group continuation plan unless or until he or she ceases making required COBRA premium payments.

i. For the purposes of this policy, the separation from employment of an individual who is Medicare-eligible and enrolled for Medicare benefits is considered to be a retirement and will continue to be covered by the Plan under coordination of benefit procedures set forth under II.B.12 above. The 18-month maximum of the federal COBRA law only applies to those who are not eligible and enrolled in Medicare.

i. Administrative exceptions: Retirees, spouses, and widows from the Police and Fire Department who are not eligible for Medicare Part A (hospitalization) may be covered as an administrative exception. The person is required to enroll in Medicare Part B. The Unified Government- sponsored plan will be primary for hospitalization and secondary for physician services and other Part B services.

3. Health Care Coverage for surviving family members

a. Active Employees

The Unified Government provides at no cost to the employee's surviving dependents, 24 months of health care coverage (from the end of the month of the date of death) under the Unified Government plans offered to active employees, provided they were covered as dependents of the employee under the Unified Government health care plan at the time of the employee's death (also known as the "Family Security Benefit"), and also elect COBRA continuation coverage once initially eligible as specified under Section II.C above. At the end of the 24-month Family Security Benefit period, the employee's surviving dependents may continue coverage under COBRA, for an additional 12 months at their own cost, under procedures set forth under Section II.C.

b. The surviving spouse of a retiree who was covered under section C.2. above may continue to purchase insurance under that section.

III. HIPAA Privacy

A. In accordance with HIPAA, the Unified Government has adopted Privacy Policies and Procedures that limit the use and disclosure of "protected health information" (PHI). The Unified Government's Employee Benefit Plan will only use and disclose PHI in accordance with these policies and in compliance with HIPAA. Please contact the Plan's privacy official, in care of the Human Resources Department, to receive a copy of the Plan's privacy policies and to request additional information about employees' and dependents' HIPAA privacy rights.

RELATED POLICIES: 3.3 Separation from Employment
4.3 Flexible Spending Accounts Plan/Section 125
5.6 Family and Medical Leave
5.7 Military Leave
5.11 Leaves of Absence Without Pay

Human Resources Guide Updates

Presented: HR Staff

Administration and Human Services Standing Committee
January 22, 2024

Health Care Benefits Policy Revisions

Rationale for policy revisions

- Workday started with Benefit in October 2022
- Human Resources is purposing updates to our current healthcare benefits policy that allow our organization streamline the overall benefits process for our active and retired employees.
- Implementation of Workday ERP system has changed the method of processing and administering benefits program.

Benefit Elections & Changes

Current policy addresses employees paper notification process for new hires, open enrollment and qualifying event changes.

Introducing Workday in 2022 allows the notification process to be the responsibility of the employee.

New hires can elect for benefits in Workday,

Open Enrollment process is completed in Workday.

Qualifying events and processes are completed in Workday.

Retirees

- Previous Policy Guidelines
  - Employees Eligible For A Full Retirement
    - Were not eligible to obtain retiree health benefits if they regained UG employment and were eligible for UG sponsored benefits.
    - All billing was manually inputted.
- Proposed Policy Changes
  - Employees eligible For a Full Retirement
    - Will be eligible to obtain UG sponsored benefits if they return to our organization in a position that they are eligible for benefits.
    - Will be eligible to re-enroll in UG retiree health insurance if they meet the qualifying criteria.
    - Workday Payroll does not have the capability to categorize the active employee paying retiree rates.

Report to

Administration & Human Services

#212942

MEETING DATE	PRESENTER	DEPARTMENT
January 22, 2024	Wesley McKain, Policy & Development Manager	Health Department

AGENDA ITEM #IV.2.

GRANT: VACCINE HESITANCY

BACKGROUND

The Health Department is requesting approval to submit the grant Equipping Local Health Departments to Address Vaccine Hesitancy to the National Association of County and City Health Officials (NACCHO). Primary partners on the grant are Kansas City, KS Public Schools, where only 81.53% of kindergartners were fully vaccinated before entering school; and Piper Public Schools, where only 73.33% were vaccinated. This grant will fund an assessment of reasons for low vaccination rates, and create a plan based on those findings to help increase vaccination rates and reduce the danger of infectious disease outbreaks. Grant request is for $100,000, and no match is required.

RECOMMENDATION

Approve

Approval of grant request

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

No match required.

IT/POLICY CONSIDERATIONS

PROCUREMENT CONSIDERATIONS

LEGAL CONSIDERATIONS

ATTACHMENTS

Vaccine Hesitency Resolution

Approved by Mayor and Administrator to add to agenda: Tyrone Garner 1-12-24

David Johnston, County Administrator Dated: DWJ 1/12/2024

RESOLUTION NO. ______________________

A RESOLUTION authorizing the Wyandotte County Public Health Department through the Unified Government of Wyandotte County/Kansas City, Kansas to submit the grant application for Equipping Local Health Departments to Address Vaccine Hesitancy to the National Association of County and City Health Officials (NACCHO) and to accept and administer such grant.

WHEREAS, NACCHO administers the grant for Equipping Local Health Departments to Address Vaccine Hesitancy; and

WHEREAS, an application has been prepared to request funding for an assessment of reasons for low vaccination rates, and create a plan based on those findings to help increase vaccination rates and reduce the danger of infectious disease outbreaks; and

WHEREAS, the primary partners of this grant are Kansas City, Kansas Public Schools and Piper Public Schools; and

WHEREAS, the amount sought for the grant is $100,000, with no match required.

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

1. That the Unified Government of Wyandotte County/Kansas City, Kansas is authorized to submit the grant application for Equipping Local Health Departments to Address Vaccine Hesitancy to the National Association of County and City Health Officials (NACCHO).

2. That the County Administrator and/or his or her designee is hereby authorized to accept such grant if awarded, on behalf of the Unified Government and to take the steps he or she deems necessary to fulfill the conditions of the grant and execute documents in furtherance of the application and/or grant.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,

THIS ______ DAY OF ____________________, 2023.

____

Unified Government Clerk