



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

Monday, October 28, 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 this URL to join. <https://us02web.zoom.us/j/81466067789>

Webinar ID: 814 6606 7789

Or One tap mobile:

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Or join by phone:

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US: +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 9128 or +1 719 359 4580 or +1 253 205 0468 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or 888 475 4499 (Toll-Free) or 877 853 5257 (Toll-Free)

International numbers available: <https://us02web.zoom.us/j/81466067789>

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 October 28, 2024 Agenda**
- III.** **Approval of standing committee minutes from June 26 and September 25, 2023.**

IV. Committee Agenda

Item No. 1 - RESOLUTION: APPROVAL OF AMERICORPS KANSAS FUNDING OPPORTUNITY GRANT RELATED TO AMERICORPS

Synopsis: Authorizing resolution to request funding in the amount of \$75,600 with a required 24% match(\$18,144) from AmeriCorps Kansas (Kansas Department of Education) to continue building capacity and providing direct service opportunities in Wyandotte County.

Tracking #: 21413

Item No. 2 - RESOLUTION: AMENDING THE TWO-YEAR MEETING CALENDAR

Synopsis: A resolution amending the two-year meeting calendar for the Unified Government Commission from February 2024 through January 2026.

*On September 23, 2024, the **Commission** voted unanimously to approve changes for the Board of Commission meeting from October 31, 2024 to October 30, 2024. The Standing Committee recommended this item come back for further recommendations.*

Tracking #: 21441

V. Public Agenda

VI. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, June 26, 2023**

The meeting of the Administration and Human Services Standing Committee was held on Monday, June 26, 2023, at 5:42 p.m. The following members were present: Commissioner Markley, Chairman; Commissioners Bynum, Ramirez, Johnson, Kane. The following officials were also in attendance: Zee Bishop, Senior Attorney; Shakeva Christian, Human Resources Manager; Meaghan Schultz, Municipal Court Administrative Judge; Stephanie Stauffer, Program Coordinator, Department of Community Development; Crystal Sprague, Director in County Administrator's Office; and Monica L. Sparks, Deputy UG Clerk.

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 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. When speaking, be sure and speak directly into the microphone so that all comments are heard and the record of the meeting is accurate. 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 the meeting. The public may also indicate their intent to provide remote public comment by contacting the Clerk's Office by 5:00 pm the Thursday before the meeting. The public also will have an opportunity to provide brief public comments either by telephone or via Zoom or from the 5th Floor Conference Room of the Municipal Office Building.

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

Chairman Markley said we do have two revisions to tonight's agenda. Item 1 is just adding the proposed resolution to the existing item. We'll be removing Item 3, the ordinance/resolution related to the primary election. So, if anybody's waiting online for the primary election item, no change is going to be made and that has been removed.

Approval of standing committee minutes from September 26, 2022. **On motion of Commissioner Kane, seconded by Commissioner Bynum, the minutes were approved.** Roll call was taken and there were five "Ayes," Kane, Johnson, Ramirez, Bynum, Markley.

COMMITTEE AGENDA

Item No. 1 – 212529...POLICY UPDATE: HUMAN RESOURCES GUIDE (UPDATED TO ADD PROPOSED RESOLUTION)

Synopsis: Update the existing Human Resources Guide, Section 2.19, "Break Time for Nursing Mothers" policy and add new HR Guide Policy, Section 2.17A, "Pregnant Worker Fairness Act" policy due to recent new federal regulations by the Department of Labor, submitted by Renee Ramirez, Director of Human Resources.

Zee Bishop, Senior Attorney, said Commissioner, before we get started, the Standing Committee should have the policies themselves in front of you and I do not believe that those made it into the agenda packet, but perhaps I am incorrect. Do you all have the policies? You do have the policies? Okay. Unfortunately, it appears that the public may not have the policies. **Commissioner Bynum** said question, if it's being fast-tracked, it would be in the packet for the Thursday agenda, so it will be available to the public, correct? **Ms. Bishop** said yes, thank you.

Shakeva Christian, Human Resources Manager, said as mentioned, we have two policies that are coming forth. One is a brand-new policy regarding the Pregnant Worker Fairness Act and then a revision to our current policy which is the Break Time for Nursing Mothers Policy, which the government has now provided regulations under what's called Providing Urgent Maternal Protections, or the PUMP Act.

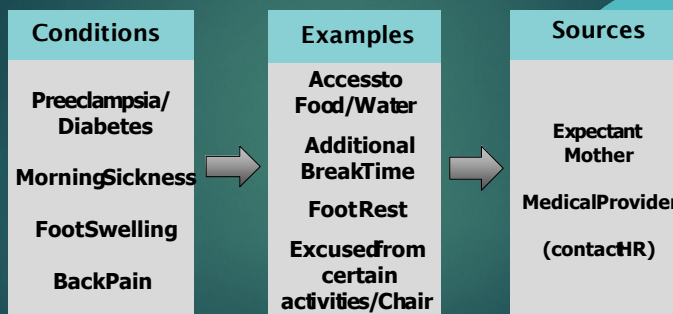
I'll start with the Pregnant Worker Fairness Act. This one is actually effective June 27th, which is tomorrow.

Overview of Pregnant Worker Fairness Act (PWFA)

- Effective June 27, 2023
- Goal: Prevent women from being forced out on unpaid leave or out of their jobs due to pregnancy related reasons.
- As an employer, the UG must engage qualified employees and applicants to assess appropriate reasonable accommodations effected by pregnancy, childbirth or related medical conditions.

The goal of this particular act is to prevent women from being forced out of the workforce or taking unpaid leave due to pregnancy related issues or childbirth related reasons. As an employer, we must engage the pregnant worker in identifying any accommodations that need to be made to continue their employment and the same would also be true for applicants as well.

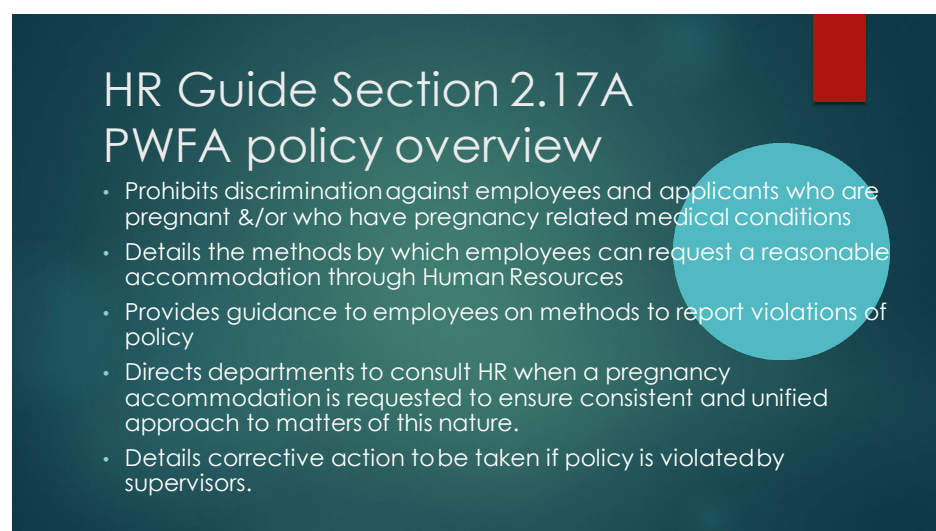
Pregnancy Accommodations



Some examples of pregnancy accommodations that we as an employer could provide. Well, some of the conditions, I guess to start would be preeclampsia, diabetes, morning sickness, foot swelling, back pain. As an employer, if an employee is experiencing those types of things, we can do some things such as providing access to food or water. There may be some departments that have like a no food or water policy at their workstation, so we may have to amend something like that to

accommodate a pregnant worker, maybe provide additional break time. Our policies right now are 15 minutes in the morning, 15 minutes in the afternoon for an eight-hour employee. If an employee needs additional time, of course, we would have to consider that under this new law and new policy. We could also have things such as foot rests to accommodate an employee that has foot pain or swelling. Then, they can be excused from certain activities.

The Pregnant Worker Fairness Act is very similar to the Americans with Disabilities Act, but it goes a little bit further, and that's where the excuse from certain activities come into play. Under the Americans with Disabilities Act, the employee has to perform the essential functions of the job, but due to the temporary nature of pregnancy, we now have to consider eliminating even those essential functions in order for pregnant employees to maintain employment. Certain sources that we use to help determine those accommodations, of course, would be the expectant mother. We try to work with that expectant mother and not necessarily with the doctor, but if there's maybe some extreme circumstances or some things that aren't readily apparent, we could contact the medical provider in verifying the need for accommodation.

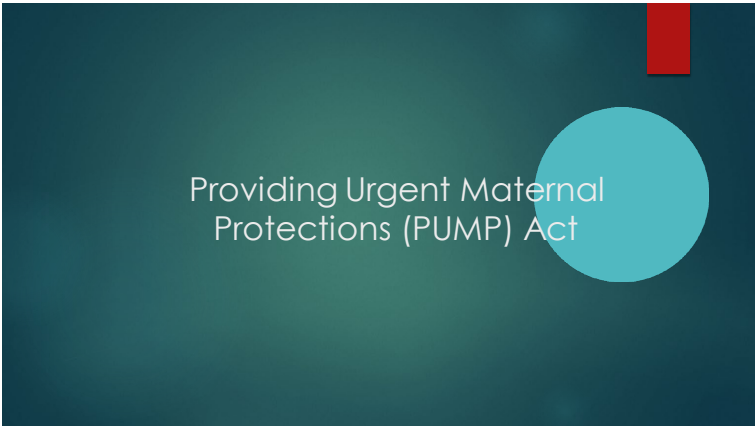


HR Guide Section 2.17A
PWFA policy overview

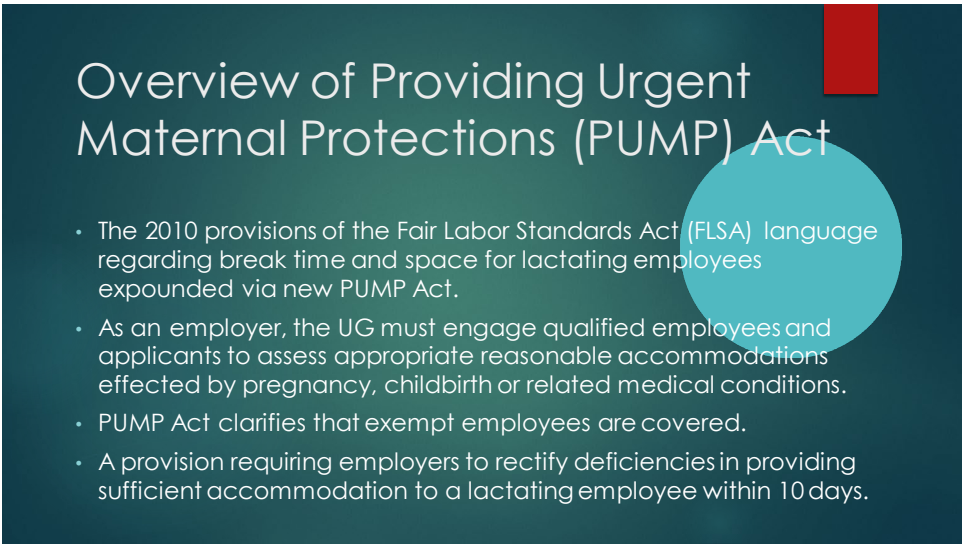
- Prohibits discrimination against employees and applicants who are pregnant &/or who have pregnancy related medical conditions
- Details the methods by which employees can request a reasonable accommodation through Human Resources
- Provides guidance to employees on methods to report violations of policy
- Directs departments to consult HR when a pregnancy accommodation is requested to ensure consistent and unified approach to matters of this nature.
- Details corrective action to be taken if policy is violated by supervisors.

As I mentioned, the PWFA is very similar to ADA. ADA is 2.17. We've added 2.17A for the Pregnant Worker Fairness Act policy. Again, it prohibits discrimination of employees and applicants who are pregnant, who have medical related conditions. Our policy does detail the methods in which we try to find those reasonable accommodations for the employee and how to get those going. It does provide guidance to employees on the methods to report any violations of that policy in our new policy and then it directs departments to consult Human Resources if they

have an employee that needs an accommodation. The reason we do that is we want a unified approach to all of these situations and make sure we're acting consistently and fairly throughout the organization, although they are case-by-case, but we do want to make sure we have a unified approach as best we can, and we also detail corrective actions that should take place if there are any violations of this policy.



Providing Urgent Maternal Protections (PUMP) Act



Overview of Providing Urgent Maternal Protections (PUMP) Act

- The 2010 provisions of the Fair Labor Standards Act (FLSA) language regarding break time and space for lactating employees expounded via new PUMP Act.
- As an employer, the UG must engage qualified employees and applicants to assess appropriate reasonable accommodations effected by pregnancy, childbirth or related medical conditions.
- PUMP Act clarifies that exempt employees are covered.
- A provision requiring employers to rectify deficiencies in providing sufficient accommodation to a lactating employee within 10 days.

The next policy that we have is based on the PUMP act, Providing Urgent Maternal Protections Act. Like I mentioned, this policy is a revision. In 2010 the Fair Labor Standards Act added provisions regarding break time for nursing mothers and lactation space for mothers. We have had a policy in place since 2010 when those provisions came about, but now since the new act has come into play, it kind of expounds upon it a little bit. So we've expounded our policy and clarified a few things with respect to that policy.

The employer—actually, I mentioned to Monica earlier that this one is specific for the employee and not applicants. So your slide does say applicants, but it is specific for the employee. We do have to provide a break, break time and a space for employees to express milk. This policy—or the act now clarified that exempt employees from the Fair Labor Standards Act are part of this or are covered under the policy. Our current policy already does that, so we were already in compliance with that. Then, there are provisions now regarding any deficiencies in the policy. We have 10 days to rectify. So we now have more clear guidelines on what to do and how to report that to make sure that we are in compliance with that law and these new policies.

Requirement for Space

- **Function private space**
- **Can be temporary**
- **Shielded from view and free from intrusion by the public and colleagues**
- **A “room” is not always required**
 - **privacy partitions, converting storage closet etc**
- **HR will be working with different locations to convert some designated spaces for lactation**

CAN NOT BE A BATHROOM



As far as requirements for space, it doesn't have to be a room. It's just a functional space. It can be temporary. It's just as long as it's shielded from view and free from intrusion from the public or from coworkers. HR will work with different locations to determine proper lactation spaces. We've also developed forms now whereby an employee can complete those forms and do a more formalized process to identify lactation spaces. One thing that we must be sure is that it cannot be a bathroom. We will be training supervisors and making sure that they are aware that a bathroom is not sufficient for those lactation spaces.

HR Guide Section 2.19 – Break Time for Nursing Mothers Policy revisions

- Current HRG Policy in compliance with break time and space language.
- Current HRG Policy also indicates exempt employee are eligible for break time.
- New language clarifies department's responsibility to work with HR to ensure proper break time and space is being provided.
- New language clarifies corrective action if supervisors do not comply with policy.
- New language clarifies methods for employees to request break time and lactation space.
- New language added that UG has 10 days to ensure we provide an adequate accommodation.

This revised policy is Section 2.19 of the HR guide. Like I mentioned, the current policy is in compliance, but we did have some additional language that we wanted to expound upon, again, clarifying the department's responsibility, clarifying what happens if the supervisors do not comply, and then also clarifying the 10 days that we have to rectify any deficiencies.



That's all I had, any questions?

Chairman Markley said questions from the Commission? Clerk, were there any questions or comments from the public? **Monica L Sparks, Deputy UG Clerk**, said no comments received. **Chairman Markley** said anybody here in the room? Alright, I understand I need a motion with a fast-track for this item.

Action: Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve and fast-track to the 6/29/23 meeting. Roll Call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Bynum, Markley.

Item No. 2 - 212525...ORDINANCE: AMENDING SECTION 23-13 OF THE UNIFIED GOVERNMENT CODE OF ORDINANCES

Synopsis: An ordinance amending Section 23-13 of the Unified Government Code of Ordinances to eliminate some of the court fees and formalize the ability to pay process in order to reduce the impact fines and fees have on our citizens, submitted by Meaghan Schultz, Municipal Court Administrative Judge.

Meaghan Schultz, Municipal Court Administrative Judge, said we are part of the second cohort for the Cities and Counties for Fines and Fees Justice. ACA Cobbins was among those who had attended the boot camp. As part of being that cohort, we received a grant to hire, we call it the REAL position, a Risk Engagement Assessment Liaison who helps people that encounter our court with dealing with navigating probation and services and trying to reduce the cost of those services. As part of that we already do an informal ability to pay assessment when people request it. The changes in this ordinance would formalize an ability to pay docket which people could request when they are encountering difficulty in paying fines. It also would eliminate the \$30 court cost that we typically collect. We have found that these fees have a disparate impact on the people in our community that are the least able to afford these. They tend to be the ones that are encountering court and it kind of ends up as a use tax, so they're paying for all of it when really the court is there for all of us. So we are requesting that you adopt the changes in the ordinance.

Commissioner Ramirez said thank you, Judge, for all that you do and for what you've done. Before I was taken off as Chair of the Government Efficiencies Task Force, this was something we were working on. Before we had a different Administrative Judge at the time and then you had become appointed as the Administrative Judge. As you know, you and I, we met about this and talked about this. So I am happy that even though I'm no longer the Chair that this work still continued, because this was something that the task force as a whole believed in and they really

wanted. This was low-hanging fruit that we could do for our community. Especially, as you mentioned, fees and fines like this, especially in our Municipal Court, they hurt the most disadvantaged. When they step into Municipal Court, they're already having a bad day. Let's not make it worse by making them choose food on the table, clothes on the backs, being able to pay their rent, being able to pay their BPU bill. I'm very supportive of this. Again, I'm happy that the work continued and I hope that we continue to look at all our fees and fines within the Unified Government, but specifically Municipal Court where we needed some action. So, I thank you for all that you've done.

Commissioner Johnson said how much of an impact will this make or will this have on overall revenues? **Ms. Schultz** said we looked at the most recent years, 2021, 2022, to give us an idea, because we felt especially 2020 is not a good representation of what kind of an impact there would be. Our total assessed court costs in 2021 were \$125,725. What people actually paid in court costs, what we actually collected, was \$80,695.50. Then in 2022 the total assessed costs were \$100,025 and total paid or collected was \$57,110.16. **Commissioner Johnson** said yeah, that would seem to suggest that this is probably the right thing to do. **Ms. Schultz** said while it's not a large amount, the impact that it will have on the people I think will be larger. **Commissioner Johnson** said I totally agree.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Ramirez, to approve.**

Chairman Markley said Clerk, were there any comments from the public? **Monica L. Sparks, Deputy UG Clerk,** said no comments received. **Chairman Markley** said anyone here in the room? Alright, roll call on the motion, please.

Roll Call was taken and there were five "Ayes," Kane, Johnson, Ramirez, Bynum, Markley.

Item No. 3 – 212530...ORDINANCE/RESOLUTION: PRIMARY ELECTION CONFORMANCE

Synopsis: Adoption of an ordinance and resolution to align the Code provisions with state law, submitted by Jeff Conway, Legal Department.

Action: **Item removed per blue sheet.**

Item No. 4 – 212519...RESOLUTION: COMMUNITY DEVELOPMENT 2023 ANNUAL ACTION PLAN

Synopsis: Resolution approving of the 2023 Annual Action Plan for U.S. Department of Housing and Urban Development Block Grants, submitted by Stephanie Stauffer, Program Coordinator, Department of Community Development.

Stephanie Stauffer, Program Coordinator, said I work in the Community Development Department and we brought forward a resolution tonight to submit our Annual Action Plan to HUD which serves as our annual application for the CDBG Grant, the HOME Grant and the ESG Grant. I prepared a slideshow, however, you've seen it twice already in the last 30 days. I would leave it up to you, whether you want me to go through it, skip to a certain part, or I can also stand for questions. However you want to do it. **Chairman Markley** said I will just ask if anyone has questions.

Commissioner Bynum said I'm looking at the slideshow. We've seen it several times. The only reason I'm asking, the slide that says Projects, it looks a little different in here, let me see. **Ms. Stauffer** said you may have the summary of the plan.

Chairman Markley said no? Alright, Clerk, any comments from the public? **Monica L. Sparks, Deputy UG Clerk,** said no comments received. **Chairman Markley** said anyone here in person? Roll call on the motion, please.

Roll Call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Bynum, Markley.

Item No. 5 – 212509...REPORT ERP WORKDAY PROJECT STATUS

Synopsis: A brief overview of the Unified Government’s implementation of Workday as four waves of implementation have occurred, submitted by Crystal Sprague, Director in County Administrator’s Office.

Crystal Sprague, Director of Performance and Innovation in County Administrator’s Office, said we're going to get this pulled up, but while we're doing that, I want to give you guys many thanks for letting us have this time at the conclusion of tonight's agenda so that we can present an update on our ERP Project. The last update we provided to this group was in December of 2021. There's been an enormous amount of work that's been completed by over 100 UG employees on this endeavor. This is for information only I should mention as well. Those 100 plus employees have been doing work that has changed how we do business at every level here at the UG and how we interact with those who we do business with and who are coming here to be applicants and employees with our business.



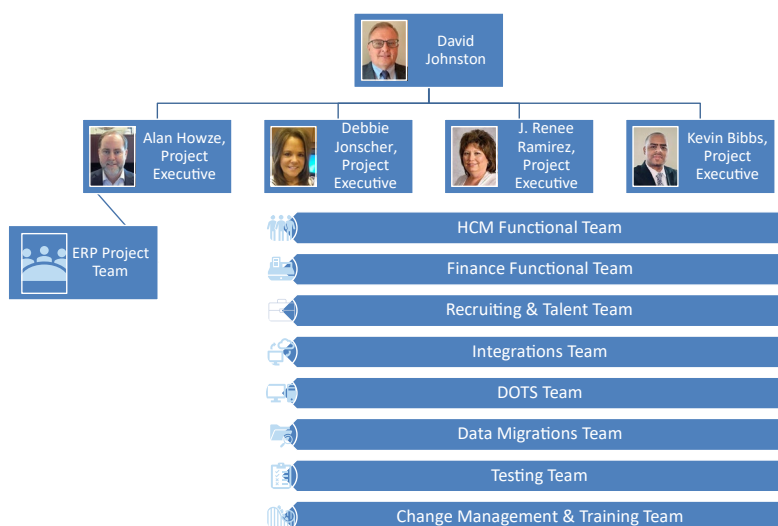
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Today's Report:

- Deployment To-Date?
- Wave – 1 Status: HCM
- Wave – 2 Status: FIN
- Wave – 3 Status: Recruiting and Talent & Performance
- Wave – 4 Deployment Plan: Payroll, Time Tracking, Absence
- Change Management & Training

On today's roadmap for this brief overview, it's in my script too, Commissioner Markley.

We're going to run through the waves of deployment, give you some high-level information on each one of those waves' benefits, talk to you about what's coming up next, and give you a little bit of an understanding around our change management efforts. It would be impossible for us to explain all the benefits that we have reaped from this project over the last 18 months and all the effort that's been put into it, but we're going to try to reintroduce you to the project quickly.



We're going to reintroduce you to our team executives, which are listed here, as well as the governance structure that was developed and used throughout the project for our biggest cash in on success, both pre and post deployment.

Workday Goals

- Modernize systems for managing Workforce and Operations
- Create operational efficiencies
- Stronger tools for managing and tracking resources
- Greater accountability for workflows and spend
- Enhance information security and reduce cyber risks
- Provide enhanced self-service options

Then our workday goals, so our project started with a strong structure, which includes goals, guiding principles, governance, project planning, benchmarks, achievement gates, and assurance checkpoints that we must have met before we went live, and to lessen the risk and define our success and these are a few. We definitely set out to modernize our system for managing workforce and our operations, create those efficiencies, find stronger tools for data analytics and for managing and tracking resources, to get greater accountability. It's hard to have strong accountability when we have paper processes, this enhances that. And enhance information security and reduce our impacts if we were in any type of cyber incident in the future.

Wave 1	Wave 2	Wave 3	Wave 4
Human Capital Management	Financial Accounting		Payroll
Compensation	Business Assets	Recruiting	Absence
Benefits	Banking & Settlement	Talent & Performance	Time Tracking
	Budget		Learning Management
	Customer Accounting*		
	Projects*		
	Procurement	Prism: Historical Reporting	
	Expenses		
	Supplier Accounts		
	Grants*		
Reports / Integrations / Data / Security / Change Management			

As our team started the endeavor in October of 2020, which seems to be a theme, somebody else mentioned 2020 a little while ago. We could not imagine the uphill battle that this team faced. Changing to an ERP system is incredibly difficult, no matter if you're in good circumstances or moderate circumstances. We had an uphill battle to fight, and it started with doing this project completely remote in 2020 and that lasted with our consultants through present day, working with them remotely. We also had the cyber incident, which definitely impacted our teams because many of the groups involved with the recovery from the cyber incident were also included in this group. We had major changes going on, moving from a primary paper-based system to an electronic system, which is a huge change for an organization, and we were impacted by leadership changes at all levels during the process. That also changed expectations for deployment. So we took on this work in addition to UG employee's regular work. We'll talk more about that in a minute, but they took on this work on top of any duties that they had and any duties that they were given because

we had vacancies or change in employment. So to minimize the risk and be responsive to the strain on our organization and to make sure that we were able to deploy, move forward, and still gain benefits we varied the original timeline and flexed it a bit. So instead of our original timeline, we broke our timeline up into four waves, the first being HCM, or Human Capital Management. The second focused on finance, before the end of the year. The third on recruiting, talent and performance. And the fourth wave focused on payroll, absence, and time tracking. Three of the four waves have been successfully deployed starting in October of 2022 and our most recent successful deployment was in April of 2023. Our fourth wave is set to deploy in the fall of this year and that will be our last major deployment.

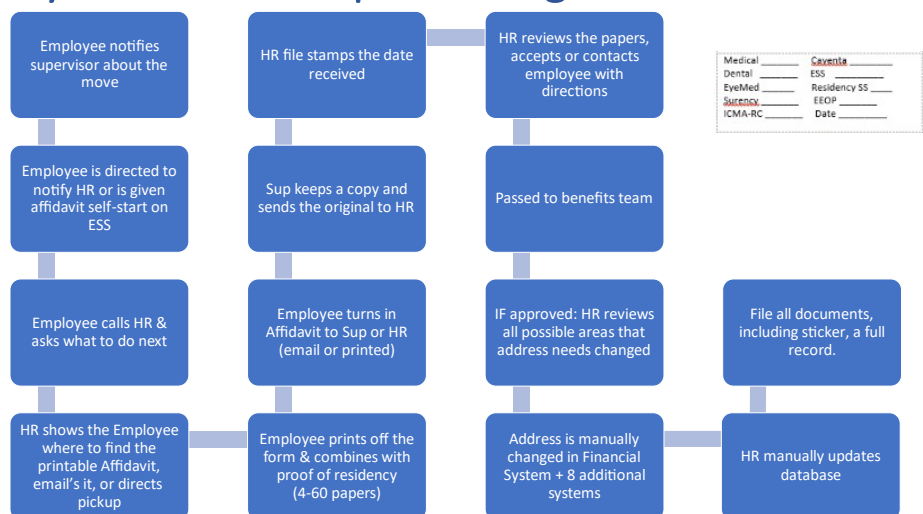
	Business Process Alignment	Review all the business processes, Rethink the business process
	Architect	Training & Load Data Design & Align the Business Process
	Configuration	Training & Load Data UG Starts to Design the System
	Test	Training Extensive Testing Cross Functional Testing
	GO LIVE & Post Validation	October 2022 January 2023 April 2023
	Post Deployment Management	Change Control Board Strategic Planning Road Mapping

Our approach with deployment was to follow the methodology listed here, where we were looking at business processes, redrafting business processes, making design decisions, and then configuring. These teams also did significant numbers of tests everywhere from the process to a single transaction. This group completed more than 7,500 tests during the cycle so far, we're not quite done. Then in post deployment we had Go-Live and support structure and then post deployment management. Again, three of our four waves are past deployment on our end, post deployment management and the fourth at testing. All modules are subject to additional changes and enhancements two times a year. Workday, the product that we selected, has mandatory changes and upgrades and then we are able to grow within the system as we go.



Enough with the review, let's talk about what we actually have gained. Our wave one deployment was focused on HR, Human Capital Management, Compensation, and Benefits. We had our biggest change in utilization of a digital system with an average of 10,000 unique log ons every month since Go-Live, and 1,000 of those being mobile on a cell phone or a mobile device. We completed our entire 2022 open enrollment digitally. I know that each one of you have had an opportunity to interact with Workday when you did your open enrollment, provided employees access to self-service, reduced paperwork transactions and data entry around open enrollment. One of our biggest accomplishments during the wave one deployment was the PAN's last day, that infamous orange PAN that you hear so many people talk about. The last day of its existence was October 5th of 2022. That PAN was no longer in existence after that day, it was a full digitized process with visibility into the process. We built out a structure for supervisory orgs that we are relying on to interact with the system, as well as gave access to employees who before Workday did not have access even to a UG email address. It surprised me, as we went through deployment, that we had well over 100 employees who had never had a UG email address and had to seek alternative ways to get information that we rely on so heavily in the UG. Workday gave us the opportunity to onboard those employees, spend time with those employees, teaching them how to use the UG infrastructure, and then getting them acclimated to Workday. An example, really, of many sub-projects that were within each deployment.

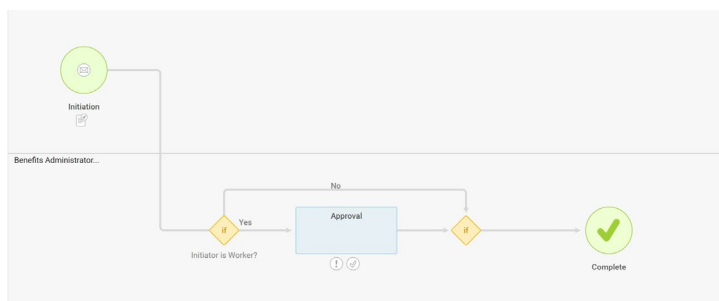
Legacy Process Example: Change of Address



The last time we were here, Commissioner Bynum, I think you mentioned to me, we'd like to see some more of this process change that you guys keep talking about. This is an example of in HCM, or in Human Capital Management, the process that we did pre-deployment on paper just to change your address as an employee. This was prior to our deployment in October. It was a lengthy process and required multiple steps of data entry.

Workday Process: Change Personal Information

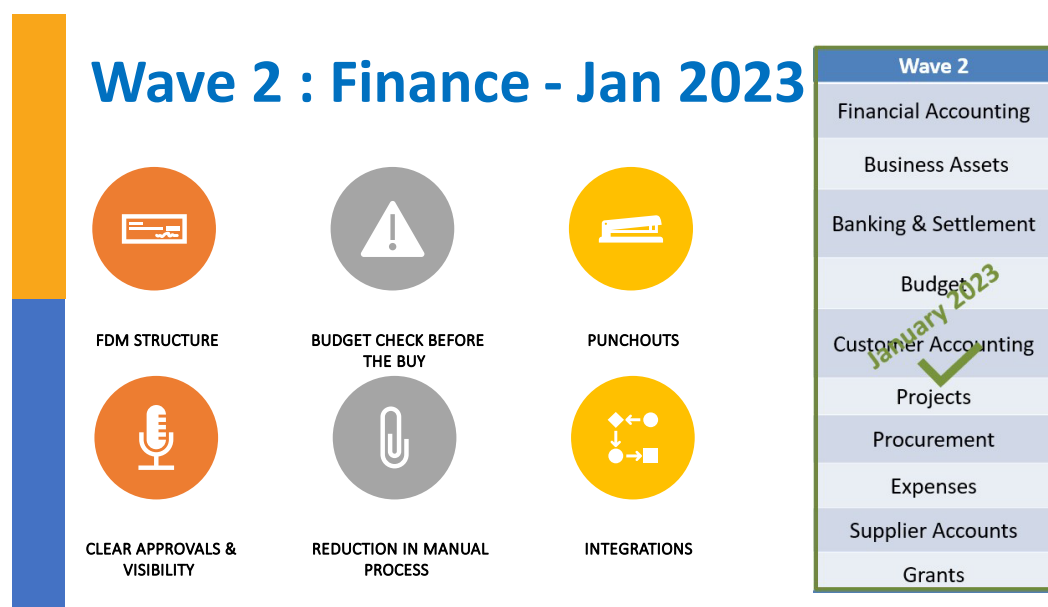
From a 14-step manual process to a 2-step electronic process



- Between November 1, 2022 and June 22, 2023 – 568 Change Personal Information Tasks have been completed in Workday
- 62% of the changes were completed in < 48 hours

This is the process today. So we went from a very lengthy, paper process to an electronic, two-step process that the initiator can do at any time, night or day, on any computer he or she wants to log into, including their phone, they can initiate the process and the process can be completed.

Between November 1 of 2022 and June 22 of 2023 we had 568 employee driven personal information changes and 62% of those changes were completed from start to finish in less than 48 hours, meaning that information then was given to, through integration, to our vendors. Whether that be a healthcare vendor, vision care, or KPERs all that information was then digitized for us and we could then transport it to the appropriate parties without having to reenter it. That seems like a small process, but a huge win when previously we had a 14-step process where the same information had to be entered multiple times and could sometimes take up to 30 days to complete or more.



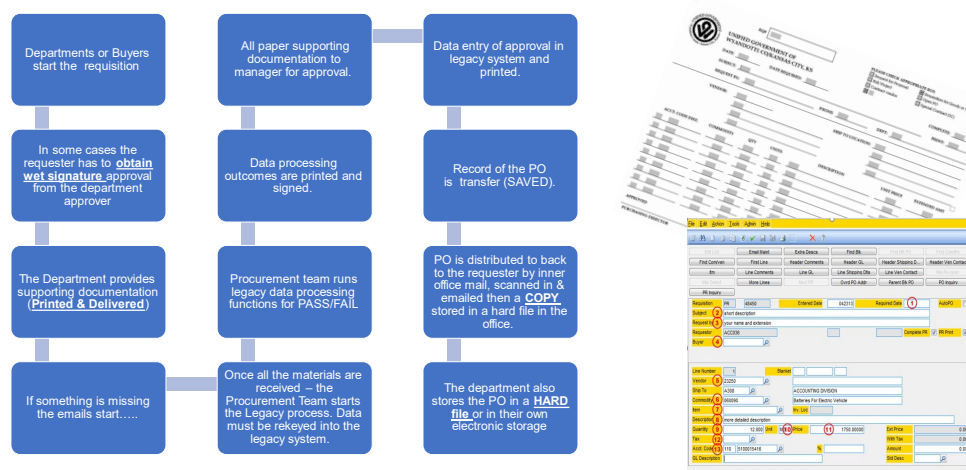
We'll leave HCM for a minute and talk about our wave two deployment, which was focused on Finance. This moved all of our financial activities, but for payroll, into Workday from our legacy system. This was our largest deployment and it happened January 6th of 2023. It starts with a complete redo of our entire accounting structure, so that our accounting structure was built so we could provide reports and provide data analytics that could roll up into categories that made sense to us. So that redrafting of the account structure paved the way for that reporting and is the backbone to our financial piece in Workday. It was no easy task.

A couple of other areas that we want to focus on are punchouts. Now that might sound like a funny word to most, but punchouts mean that we can punch out of our system into another system that we have a contract with, Staples is the best example. We can as employees be in Workday, punch out to the Staples cataloged items that we have under contract, select those items, put them

through a routing process where our supervisors approve them, make sure that we have budget to purchase those items, receipt those items once they are received because they are given to the vendor in an order without us doing any additional labor, receipt that product, and have that product be paid. This action cuts down and reduces our reliance on purchasing cards because you don't need a purchasing card to complete a punchout. We have three punchouts currently, but it gives us the ability to do more of those integrations with different vendors that we routinely use to do business. It also keeps the current contractual rate in place so that we're all using the same contractual rate for a product and it reduces that manual effort.

All of our business processes give us the ability to diagnose problems in real time, not only problems with the transaction, but problems with how quickly we are processing the transaction. It allows us to pinpoint any areas where we've got slow processes, attack that area, improve that area in real time, and we have the knowledge to be able to do that ourselves. In Finance, we definitely have those areas where we can find where something is hung up and push it through the process, but moreover, figure out how we can keep that from happening in the future. We are able, also, to leverage integrations with banking systems as well as vendors, so that we can give information to those groups securely and bring information back without having to do additional manual uploads and downloads. We have areas to grow grants, projects, and customer accounts, gives us lots of space to improve and even harness even more advancements.

Legacy Process : Request a Purchase Order



Our sample here is the process to get a purchase order in the legacy system. We had to get wet signatures. We had to enter information on scripts. That information then had to be reentered into our legacy system. That system has been broken down and rebuilt into our current process, but we're also able to—I don't have, Commissioner Ramirez, a two-step process for you. We actually made that process more lengthy, although it is faster, so that we can incorporate steps such as IT. We have an IT spend in the legacy system, IT is only going to know about that IT spend and can approve that IT spend if someone emailed or talked through that IT spend. In Workday, it automatically triggers an IT approval based on the type of product that's purchased. So large business process that's digitized, but moves faster and is more visible, and you can see into the process.

One of our leads in the financial side talked about moving into this new type of activity and related our current process, this process here, to the sneaker net, not the internet, because this really was the sneaker net. We were taking these papers and physically carrying them from place, to place, to place to get signatures. So we've replaced our sneaker net with actual digital processes.

Workday: Finance

- Finance go-live in January 2023 introduced significant process changes for all departments and ushered in a new way of doing business
- Between January 6, 2023, and June 22, 2023
 - 731 Requisition Tasks completed in Workday; 71% completed in less than 5 business days
 - 10,895 Supplier Invoices have been fully processed and paid
 - Avg of 14,000 journal entries posted each month since March

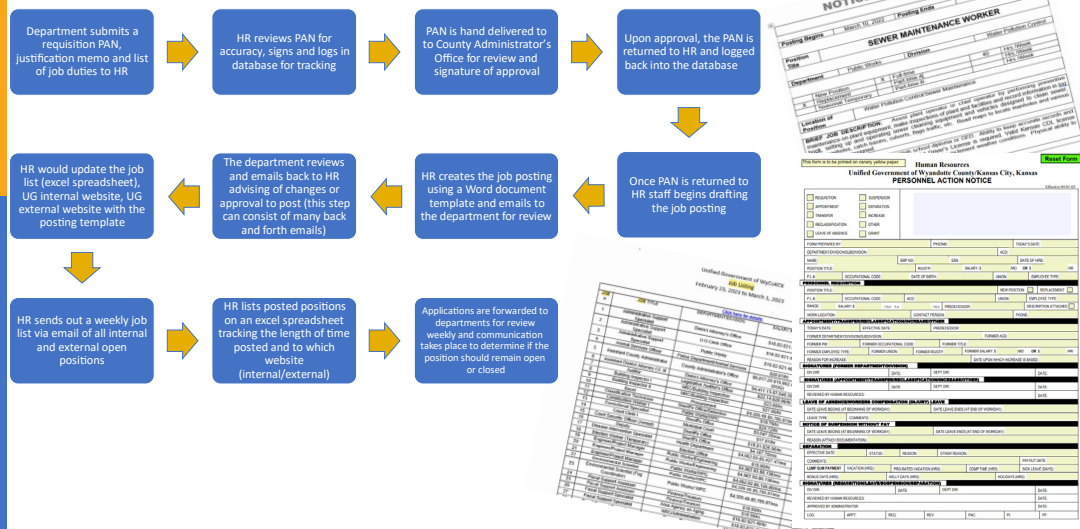
In Workday Finance we went live January of 2023. We changed how we did business from top to bottom on finance. Between January and June 22, we had 731 requisition tasks completed and 71% of those were completed from start to finish in less than five business days. We had over 10,000 supplier invoices successfully paid in Workday in a digitized process that we can see into.

We had an average of 14,000 journal entries posted every month since March. That gives you kind of an idea of the data that we can capture on the analytics side.



Our wave three was focused on recruiting. This possibly is the biggest impact to our community when they're applying to work here at the UG, but also to our employees themselves. Wave three highlights on recruiting include an online application, in which we had never had an online application before. We also have increased the speed at which we can post jobs as hiring managers and departments. That includes overlapping for potential retirements, so we can start to post that job before the information and the knowledge walks out the door. We have enhanced advertising through social media outlets like LinkedIn. We also have a way to track and improve the time between application and feet on the ground and people in seats. The recruiting module included a talent and performance module, which starts with the employee and allows us to track certifications. It is the beginning of our employee improvement and employee performance evaluations.

Legacy Process: Post A Vacant Job



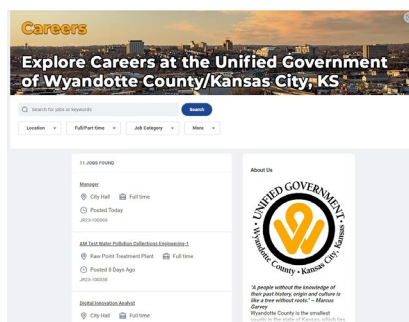
Here's a legacy process for posting a vacant job. There was not enough room on this slide for me to provide to you samples of all the documents that had to be filled out to post a job, but the PAN is right there in front because this process started with the PAN. Even though recruiting did not go live until April, the team worked to develop a manner that we could get rid of the PAN back in October and then reworked that process to get ready for recruiting. So, the PAN is no longer, however, this is our legacy process just to post a vacant job. Includes wet signatures, includes multiple documents, and we could only post jobs on Thursdays because of the amount of manual labor that was required to post a job.

Workday:

Recruiting/Talent implementation in April 2023 introduced significant process changes applicants and employees

Between April 13, 2023, and June 22, 2023 – 109 Job Requisition Tasks have been completed

The average length of time between when the START task is initiated to when the job is posted/advertised = 6.3 calendar days



I don't know if anybody's been out and looked at our new career site. Commissioner Ramirez says yeah. But our career site is actually open to the public, it opened on April 13th. It allows potential applicants to come into the UG, create a Workday account or create an applicant account, upload their resume, which auto-populates the application, and allows them to use that one application for as many jobs as they want to apply for. It also allows them to see into the process, where is my application, and if they are not hired for the position, they receive an automatic notification immediately, so that they know they can move on to the next job. All the recruiting process is completely 100% digitized in Workday and from what we have heard from departments, they are seeing two and threefold more applicants than what they traditionally saw for jobs in the past. So the path is clearer for applicants to apply and they are applying.

HR Managers can even invite someone in their candidate pool to apply for another job at the UG that might suit them better. It makes us more competitive in a market that is pretty tough to be able to hire qualified candidates and it is the largest change that we've seen outside of our internal business processes. Between April 13th of 2023 and June 22nd, so a very short period of time, we've had 109 job requisition tasks completed from start to finish. The average length of time between the hiring manager opening the task, not completing the task, opening the task to when the job is posted and advertised is 6.3 calendar days. So as a hiring manager, I start to think about posting the job, I open the task, the job is posted on average six days later. If you'll recall, our previous legacy system only allowed us to post on Thursdays. If you missed that Thursday window, you were waiting for your job to be posted. This has sped that process up tremendously, and that's with hiring managers getting used to operating in a new system.



Last, but not least, our wave four deployment which will impact our payroll and move us completely out of our legacy system, will also include absence requests, also a paper process we have here at the UG, and time tracking. It is set to go live in the fall of 2023. It will reduce things like manual calculations. Right now, our payroll team is doing manual calculations on some of the payroll. It will reduce that based on eligibility requirement, it will actually get rid of it. It will provide real time employee bank status. So as an employee, I can see exactly how much I have in my banks and what I can use and it will allow me to have that insight so I'm not asking for days off that I don't have credit for. I can actually see it in real time, which is something we don't quite have today. It enhances the approval processes for leaves of absence and general time offs. It allows for visibility into the rest of your team, so you can see who's off and who's not and it allows the manager to be able to make good decisions about who can have time off and who can't to make sure we have strength of force. Lots more to come with that, but that's a big look forward to in the fall.

Training and Change Management

Technology implementations are only as good as their adoption by an organization. The Workday Project team focused extensively on communications, training and change management to ensure adoption by UG staff across all departments.

Purchase Requisition
Request for PO to purchase Goods and/or Services over \$5,000

- Using the Search Bar, type in **create req** and select the **Create Requisition** task from the drop-down menu.
Note: You can also create a shortcut to this task for quicker access.
- Enter your **Requisition Type** (select Standard Goods or Services).
- Ensure that all the required fields have auto-populated correctly (pre-populated on your requisition line and task context).
Scroll down to new all fields and fill in any blank fields if known/applicable.
Double check the **Deliver-To** and **Ship-To** locations are correct.
Note: This may auto-populate to the building address but lack your department location.
Note: If any auto-populated information is incorrect, click on the 'X' to remove it. Use the prompt icon(s) to select the correct information.
Double check the auto-populated **Cost Center, Fund, and Program** are correct.
If not, and you know the correct code, type it into the state field and hit enter on your keyboard. Or you can use the prompt icons to search/select the correct information.
As needed, enter any additional information if applicable, such as Project Name or Additional Workings.
- Click **OK** to proceed.

Example Job Aid



Throughout our entire deployment, we've had Change Management and training on board from day one. A couple of highlights that I want to give you. Our Change Management team has produced 83 custom job aids to allow our employees to be able to reference step-by-step instructions on how to do this new digital processing. We've had over 700 of our employees attend a sit-down training that we've had, and we have 17 specialized trainings that are offered on a rotating basis. We've had 60 hours of open lab, I call it study hall, where you can bring in your

transaction that you're having a hard time with, sit down with the subject matter expert and work through that transaction. Then we've had specialized events like a UG Fair that was wonderfully attended by everyone here, excited about going live last August. We've also had some individual learning, like I mentioned, for folks that had never had a UG email address. So our change management has been a very important part of our adoption and successful completion.



So who's been involved, our Executive Sponsors, each one of our work streams has had a lead that has been solely responsible for leading the charge, as well as Subject Matter Experts. We've had Change Ambassadors embedded in the organization in many of our departments. We've brought in people from the organization to help test. We have Project Management and the Department of Technology has been right there with us to help through some of those processes, as well as End Users. Our Change Ambassadors deserve a special shout out because they've been volunteering their time to help. Our Leads, I want to recognize them because we have forced them to learn something new, to do something different than what some of them have done for 25 plus years. They are not software configurators, but they are now. They are not necessarily technology testers, but they are now and they know how to maintain this platform moving forward without having to call on extra services. I do want to mention that throughout this project this group deserves a lot of attention and support. Most ERP deployments of this size require that their leads and their subject matter experts be dedicated to the project, with the leads dedicated half to one FTE through the entire deployment. We have not had one employee who has been dedicated to this project with

the exception of one Change Manager. So every single one of the UG staff members who have taken on this duty have done so on top of their work. I just want to recognize them.

In summary, our core Workday ERP modules have been successfully deployed. We have extensively redesigned many of our business processes. Some have gone smaller, some have gotten bigger and more complex.

Workday Summary

- Core Workday ERP modules have been successfully deployed
- Extensive redesign of business processes
- Focus on change management and adoption
 - Project Team has worked with Departments to address issues as they arise
 - Change Champions spread throughout the departments
- Fall deployment will be last major deployment of modules
- Plan continuous improvement and post-deployment management to ensure the UG receives the full value of its investment in Workday

We have many more to redesign. We've had a focus on change management, adoption, and usage. In fall, we'll deploy our last major module. We will continue to use our governance model and our structure to make sure we get the most out of our investment. When we're smart about how we do business, we can be smart as a city about completing our business.

Discussion

Thank you very much, any questions? Maybe not so brief, Commissioner Markley, I'm so sorry.

Chairman Markley said I know this has been a big lift and I know change is sometimes hard, but gosh, I hope people are seeing the value because it's really brought us out of the stone age in terms of a lot of our practices.

Commissioner Ramirez said it seems that Workday hasn't taken us to the 21st century, we are in the 25th century now with how we've been doing business here at the UG. **Ms. Sprague** said it has definitely been a change. **Commissioner Ramirez** said there's a lot of talk, you know, when we have our special sessions, budget, talking about efficiencies. To me, this is the biggest efficiency that we can see. Tangible evidence of that efficiency making our processes easier for our employees to do their job, not having to be couriers themselves going up and down, up and down the elevators, trying to get signatures, drop this off, drop that off here, waiting for approval for days, and then just the piles of paper stacking on people's desks. You know, them not having to see the physical stress of their job right in front of them on their desk. Yeah, and it may show up on their computer, but it's a little bit easier to see on a computer than seeing a stack of papers on your desk. The stress is a lot less. I commend you and everyone that has worked on this and who continue to work on this. We praise our employees every time that we can and this is another thing of—we thank you for everything that you do. Do not think that we don't appreciate and cherish everything you do because we do. This is going to make our government better. It's going to make it work more efficient, as we've already mentioned. In my eyes, we're not done. We still have a lot to go with. Thank you for everything that you've done and for—I'm excited to see this used more and the hope that the community sees that, especially with the app and the job design, and seeing the jobs that are here. I hope they realize it and they can appreciate and cherish it just as much as we do up here, so thank you.

Ms. Sprague said well, thank you, Commissioner. I know that many of our team members are watching tonight, so I know that they heard that and so that's a very important message, I appreciate that. We're absolutely not done, we've got a lot more work to do and we will continue to grow into this platform, and the platform will grow, so we will have to grow more as well. Just on that point, I want to mention that we've just shared little tiny snippets of some of the advancements that have been had, but I do know that just anecdotally, some of our remote departments, when I say remote it could just be down the street, they would physically have to

drive to City Hall twice to three times a week to drop off their documents so that they could be processed. Now they can literally, in some cases, do the action from their phone.

Commissioner Johnson said Crystal, I just want you to extend our great appreciation to everyone from the—and I can't speak for my colleagues, but I think I do, the great appreciation that we have collectively for the work that staff has done to bring this to pass. I hope that they are hearing this right now, but if not, please extend our great appreciation for the work that they've done. It's really been monumental considering that they had to do this on top of their regular work functions is remarkable. **Ms. Sprague** said thank you, Commissioner. I'll make sure to pass that along.

Commissioner Bynum said just, thank you. Ditto the Commissioner's comments. But you know, change can be really hard, but I think when you see the fruits of your labor it just makes it all worth it. I just want to express my congratulations to you and the team for all the improvements and all the hard work and dedication. It is not lost on me that we are dealing with so many departments short on staff and yet still we're able to take on the project and have people willing to engage in that way. That's quite remarkable and speaks to our high-quality employees. But thank you, Crystal, for being the shepherd and leading the way.

Ms. Sprague said I definitely had lots of help, some of my help in the form of my Co-Project Manager, Gayle Jones, who's sitting behind me. I appreciate that, but we are simply the shepherds. We will never know the hours and hours that employees were up at home on Sunday morning running tests on their computer. We will never know. I'm sure that they're hearing that. You're right, change is hard and it is super scary when you've been doing the same piece of paper for 25 years and someone comes in and says, you don't get that piece of paper anymore. It is scary, but I think our staff has been so hungry for this for so long that they're getting through it.

Chairman Markley said anyone else? Clerk, any comments from the public? **Ms. Sparks** said no comments received. **Chairman Markley** said anyone here in the room? Alright, this one was for information only, thanks so much.

Action: **For information only.**

Public Agenda

No items of business.

Adjourn

Chairman Markley said that concludes our meeting, I will entertain a motion to adjourn.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Ramirez, to adjourn.** Roll Call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Bynum, Markley.

The meeting was adjourned at 6:32 p.m.

RM

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, September 25, 2023**

The meeting of the Administration and Human Services Standing Committee was held on Monday, September 25, 2023, at 5:20 p.m. The following members were present: Commissioner Markley, Chairman; Commissioners Ramirez, Johnson, Kane. Commissioner Davis attended on behalf of Commissioner Bynum, who was absent. The following officials were also in attendance: Lindsey Hensley, Community Health Education Program Supervisor; Irene Claudillo, Mayor's Chief of Staff; Lavert Murray, Economic Development Advisor to the Mayor, Jeff Conway, Assistant Counsel; Angela Lawson, Interim Chief Counsel; JD Rios, Mayor's Government Affairs and Policy Liaison; SueZanne Bishop, Senior Attorney; Jennifer Stewart, Environmental Health Manager, Health Department; Anthony Lee Jr, Lead Hazard Control Program Supervisor, Health Department; Ashley Hand, Director of Strategic Communications; and Monica Sparks, Deputy UG Clerk.

Chairman Markley said before I call that 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 the meeting, please make sure that you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. When speaking be sure and speak directly into a microphone so all comments are heard and the record of the meeting is accurate. This is critical given the number of remote participants and is the current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom or submit comments by email prior to the meeting. Those comments will be included in the record of this meeting. The public may also indicate their intent to provide remote public comments 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. Roll call was taken and all members were present as shown above.

Chairman Markley said there are no revisions to the agenda this evening.

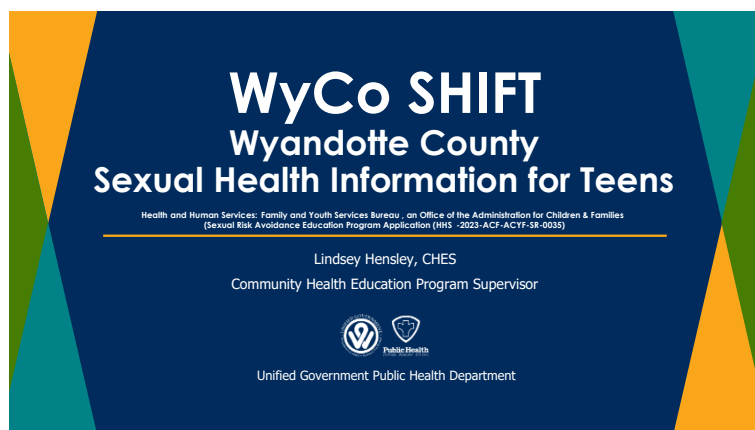
Approval of standing committee minutes from October 24, 2022. **On motion of Commissioner Kane, seconded by Commissioner Ramirez, the minutes were approved.** Roll call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Davis, Markley.

COMMITTEE AGENDA

Item No. 1 – 212707...GRANT: WYCO SHIFT (WYANDOTTE COUNTY SEXUAL HEALTH INFORMATION FOR TEENS)

Synopsis: Approval to submit a 3-year grant to provide sexual risk avoidance and mental health curriculum at middle schools within the Kansas City, Kansas public schools, submitted by Lindsey Hensley, Community Health Education Program Supervisor. No match funding is required.

Lindsey Hensley, Community Health Education Program (CHEP) Supervisor, Health Department, said today I'm just here to provide a short informational presentation regarding the CHEP team and the grant that we applied for through the Health and Human Services Family and Youth Services Bureau. The title of this project is called the WyCo SHIFT. And so, I just need approval for the grant as well.



Community Health Education Program (CHEP)

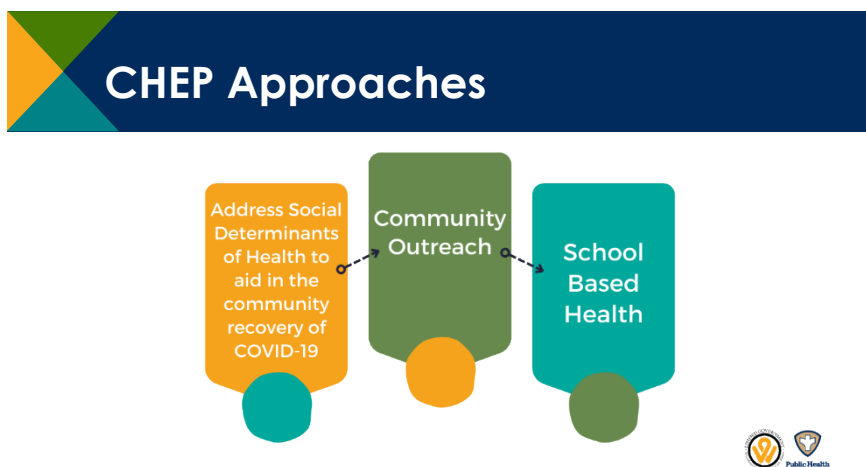


- Born out of COVID-19.
- Provide strategic health education and health promotion to the public with a focus on addressing social determinants of health to assist in community recovery of COVID-19

- Supervisor: Lindsey Hensley, CHES
- Health Educators: Elaina Sassine, CHES & Madison Bush, MPH



Some background, the CHEP team was born out of the needs of COVID-19. Our purpose is to provide strategic health education and health promotion to the public with a focus on addressing social determinants of health to assist in the community recovery of COVID-19.



To accomplish this, we utilize Community-Based Upstream approaches to educate a variety of audiences on specific health topics within Wyandotte County. We have three main focus program areas which include COVID-19 disease vaccine recovery through addressing those Social Determinants of Health, Community Outreach, and School Based Health. The CHEP team works heavily within the CHEP priority areas to create health education for community members.



Some of those Health Education Topics are the COVID-19 Vaccine or Recovery, Careers in Public Health. We've also worked with the CHEP team on Tenant Rights and Responsibilities toolkits, among other projects. We actually currently have over 25 health topics in our portfolio and the list continues to grow as we identify gaps within the community.



As mentioned, the CHEP team provides health education throughout the county through community outreach. For instance, you may have seen us at the Wyandotte County Fair, Bonner Springs Night Market, La Placita, Third Friday's Art Walk, among other places. We also table and provide education upon request at churches, schools, and neighborhood events, as well as workplaces throughout the county.

One of our biggest impact spaces is within our school-based health arm, which is one of the reasons that I am here today. Currently we provide health education at a variety of grade levels within all the public schools within Wyandotte County. One of our most long-standing school-

based partnerships is with USD 500, where we are able to provide Love Notes, a healthy relationship and sexual health curriculum, to all ninth graders through their PE course. The grant opportunity that we applied for will deepen this partnership as well as create other positive effects for all Wyandotte County school-based health opportunities.

WyCo SHIFT Grant Purpose

- To address topics of teen pregnancy, teen STI rates, teen mental health, and additional health topics affecting youth, the WyCo SHIFT grant proposes to expand the CHEP team's health curriculum implementation to middle school students in USD 500.
- Love Notes 4.0, SRA to all 7th graders
- Mind Matters to all 6th graders



To really get to the meat of this, the proposed project for the WyCo SHIFT Grant is meant to address topics of teen pregnancy, STI rates, mental health, and additional health topics affecting youth. The SHIFT project proposes to expand the CHEP team's health curriculum implementation to middle school students in USD 500. This will be accomplished by implementing two new curriculums for students. The first one being Love Notes 4.0, which is sexual risk avoidance. It's evidence based and will be the adaptation of the curriculum that we currently deliver to the ninth graders. This would be delivered to all seventh graders. Love Notes is intended to integrate healthy relationship skills with pregnancy prevention and workforce readiness while utilizing practical strategies for motivating change.

The second curriculum is a mental health curriculum designed to help youth better regulate their emotions, increase hopefulness, and build resilience, and that will be implemented to all sixth graders. Both curriculums help to address STI rates and youth violence prevention, which are other initiatives the Health Department is very invested in. Both curriculums have been supported by USD 500 for our implementation. With this grant funding, USD 500 would then be connected to the Health Department from the fifth grade through the ninth grade. The CHEP team will be able to provide them with the fifth grade Puberty Talk, sixth grade Mind Matters, seventh grade Middle School Love Notes, eighth grade Sexual Health and Personal Safety, and in ninth grade the Love

Notes High School version. This continued exposure can help to foster a trusting relationship with the Health Department for youth, as well as for us to become more recognizable within the community. One of my favorite things when going out to table is when students recognize me from when I came to their school. With this expansion, student's health literacy and access will improve from a young age and positive community impacts can take place.

WyCo SHIFT Grant Details

- Administered through Health and Human Services: Family and Youth Services Bureau, an Office of the Administration for Children & Families
- Approx. 400k per year for 3 years, begins October 2023
 - Renewal application each year



Here I have provided some details regarding this grant opportunity. It is administered through the Health and Human Services. It is approximately \$400,000 per year for three years, beginning in October 2023, and there is a renewal application each year.

WyCo SHIFT Grant Considerations

- Expand and sustain the CHEP team and programming goals
- A subaward will be awarded to Tri-State Research and Evaluation Services (TRES)
- No match funding requirements
- No policy considerations
- No legal considerations



Our CHEP team is also currently funded through ARPA. Through this funding we would be able to sustain our program. With this funding we'll be able to hire two additional Health Educators, expanding our team, which will also allow us more capacity to engage in additional health

education work within the community and other school districts. There will be a sub-award for tri-state research evaluation services. They will help us with the first progress report as well as the renewal application, among other duties. There is no match funding requirement, there is no policy consideration, and there are no legal considerations.



That is all I have. Do you guys have any questions?

Commissioner Davis said I don't have a question, but y'all are doing phenomenal work. You all said \$400,000 per year, no matching funds. I work in philanthropy. Anytime there's no matching funds, that's a big deal. So, thank you all so much and educating our students, our youth, with very, very important information. I would make a motion, but I'll wait until we have finished.

Chairman Markley said anything else from the committee? Clerk, did we receive any comments or is there anyone online? **Monica L. Sparks, Deputy UG Clerk**, said no comments received, no hands raised. **Chairman Markley** said anyone here in the room who wishes to address this item? I will entertain a motion.

Action: **Commissioner Davis made a motion, seconded by Commissioner Ramirez, to approve.** Roll call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Davis, Markley.

Item No. 2 – 212708...ORDINANCE: BPU PILOT RELIEF

Synopsis: Approving adoption of Ordinances and Charter Ordinances to allow for PILOT relief for older adults and individuals with disabilities and allowing different percentages for residential and commercial rates, submitted by Jeff Conway, Assistant Counsel.

Jeff Conway, Assistant Counsel, said on behalf of Commissioner Bynum, I thought I'd just present the draft as it stands and I'd be happy to answer any questions. I do not have slide deck that can make this—

Chairman Markley said go ahead, Commissioner. **Commissioner Kane** said this is what Melissa and everyone's been working on for the past—move for approval.

Action: **Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve.**

Chairman Markley said I have a motion and a second. Is there an interest in hearing comments by Mr. Conway or has everyone read the packet and—**Commissioner Johnson** said I'm ready to move, this was actually my idea, but go ahead. **Chairman Markley** said Mr. Conway, is there anything you felt that we should know that changed? Anything that changed in the packet or anything that's particularly of note?

Mr. Conway said I don't want her to lose any votes if I keep talking, but I did want to point out that this is trying to dovetail with the Rebate Program that was already passed. One way to look at this is that Rebate Program is you become eligible and then you reach back and get a rebate for what you paid the previous year. This one would use the eligibility list that was developed from the Rebate Program, they just hand that over to BPU. BPU would use that list to work prospectively. It would be an exemption for your payment of the PILOT from that day forward with annual reapplication. So sometimes people are eligible and then sometimes they're not eligible for various reasons. So that's the idea.

Then, there was some talk of possible amendments to clarify because it didn't talk about a cap of any kind. So, the County Administrator had mentioned something about some extra

language to clarify that it would be capped at \$1 million per year and that's from, I think, the \$250,000 was talked about and then this piece was \$750,000, and that added together would be the total of a million per year. I don't think we're ever going to get close to that, but that's the idea. Then because of the problem of trying to go from the retroactive rebate and have it mesh with the prospective exemption, unfortunately, there's going to probably be a gap there. So by the time that they come in and prove that they were eligible for last year around tax time of the following year, which could be March, April, something like that, then that eligibility is checked and then that's passed on to BPU. There may be a few months there that it takes time for BPU to get the system up and running and everybody included that would be exempt from paying the BPU PILOT. So that first time around there might be a gap, but then from there on I tried to write it so it's seamless. The cycle would be a yearly cycle, but basically go from June 1st to June 1st as long as they were continuing to be eligible. And that's that, so I did have that prepared. That'll be, those two concepts I could easily—it's in another draft, so you don't have that in front of you, but I can easily make those two changes. That's all I wanted to say. Any questions?

Commissioner Davis said question about the program because I know all of this, we've kind of lumped it together, the senior sales tax rebate, utility tax rebate, and then now the BPU PILOT relief. What is the scheduled timeline for when this program will roll out? **Mr. Conway** said for this, the exemption, that would be basically set up for 2024. So we'd have to wait to see who would determine eligibility for tax time next year for 2023 and that would determine the rebate. Then, with that list we would move on to the exemption for 2024, and prospectively. **Commissioner Davis** said gotcha.

Mr. Conway said I wanted to say one thing too. I know this is a little bit confusing, but the intent was to try to strip away some of the confusion because I think some people came in and said, I qualified for the Homestead exemption with the state and then I came in here and I may or may not qualify here. We're trying to get those to align a little bit better. I think we made some great strides in doing that. It's never going to be exactly meshing up, but at least that eliminates some of the confusion, we're referring back to the state program. Then also we're trying to make this so that it's seamless as well from the rebate over on the sales and utility side to the BPU PILOT side. That's the intent, we're trying to eliminate confusion.

Chairman Markley said Madam Clerk, do we have somebody online?

Ms. Sparks said no, I was going to offer a comment in response to Commissioner Davis. We've already started working on communication for the new changes to the utility program. We're waiting, of course, for full approval on the BPU PILOT, we will incorporate all that together. Our intent is to have communication out to the public beginning, we hope late October, realistically November, so the public is aware. Our season starts January 2, it runs through the middle of April, which is why then to get all the information gathered, verified, and to BPU, the BPU exemption would start June 1.

Chairman Markley said perfect. Thank you. Anything else from the committee?

Mr. Conway said I'm sorry, I neglected to mention that there was another idea that was originally in there and that's been carried through. It was the idea to allow BPU to have the option of creating a two tier, so you'd have residential and other. Whether they do it or not, they may, but we create that option that they could. **Commissioner Ramirez** said it's not a requirement? **Mr. Conway** said correct. **Commissioner Ramirez** said but they have the option. **Mr. Conway** said that's right.

Chairman Markley said alright. Clerk, did we receive any comments or is there anyone online wishing to comment? **Ms. Sparks** said no comments received, no hands raised. **Chairman Markley** said anyone here in the room with us who would like to comment on this item? We do have a motion and a second. I want to make sure that motion and second still stands and that it is based on what is in our packet, without any of the potential pieces that Mr. Conway addressed. **Commissioner Johnson** said yes. **Chairman Markley** said okay. Roll call on the motion.

Roll call was taken and there were five "Ayes," Kane, Johnson, Ramirez, Davis, Markley.

Item No. 3 – 212711...ORDINANCES: BOARDS AND COMMISSIONS

Synopsis: Ordinance and Charter Ordinance changes requiring in-district residency and background checks for members of UG Boards and Commissions, submitted by Jeff Conway, Assistant Counsel.

Jeff Conway, Assistant Counsel, said again, this was at the request of the Mayor. The basic idea is to impose some residency requirements for Boards and Commission members. In some places it does say that, other places it doesn't, other places it's implied. I think that's what he's trying to do, is have that imposed throughout all the Boards and Commissions. Then, the other piece was to have a background check. It'd be a name-based background check to be done basically on the same grounds as we do with UG employee applicants. They come in and a background check is run routinely. The UG pays for that and we eat the cost for that, but the number of people on Boards and Commissions is far fewer than the UG employee applicants. I'm not sure what the budget implication would be, but it'd be much less than for UG employees. That was the idea.

Then he had another—he wanted to go a little bit farther for the boards, where it would do a background check to see if they were violent offenders for everybody, but these four would be, you check for violent offenders, sexual offenders, and drug offenders. Those four boards are the Corrections Advisory Board, the Law Enforcement Advisory Board, the Juvenile Corrections Advisory Board, and the Housing Authority. Then, the way the ordinance is structured, it looks a little bit odd, but I just wanted to point out that the first section amending Section 2-381, that's the one like two or three years ago, we decided to try to make the Boards and Commissions a little bit more uniform. We tried to pull them together and cluster them a little bit. So that's in 2-381 is where that is. There's more general references to the cluster. Those are the Commission on Human Relations and Disabilities, Alcohol and Drug Fund Advisory Committee, the Area Wide Advisory Council on Aging, Golf Advisory Board, the Housing Authority was already addressed, Landmarks Commission, Law Enforcement Advisory Board, Planning Commission and Zoning Appeals, and the Downtown SSMID. Those kind of have their own section of ordinances that apply to them as a group. So that's taken care of in the first section.

Then I know the rest of it, they're sprinkled throughout. I tried to go in and make that same language apply to them wherever they reside. It's not exact. There's some that got left out, some that were interesting ones where it might be, say, all the UG employees, well, they already have

background checks by virtue of the fact that they would be applicants, so why do it again? So that would be superfluous. There are a few others that, well, I did pick up the Tree Board because, you know, you can't forget the Tree Board, and there's a few others that were kind of in nooks and crannies. So by and large, those concepts are applied to the Boards and Commissions. I do want to say, though, that the residency requirement does apply to the cluster, the nine, but I didn't go in and drop that in because this draft was kind of evolving as it went along. I can easily do that if your wishes are to add the residency to all the rest of those that weren't picked up, I can easily do that. But that's where this draft stands. I'd be happy to answer any questions.

Chairman Markley said I will just start out speaking for myself on this item, many of our boards—well, first of all, as Mr. Conway addressed, a few years ago we went through this whole process where we looked at all the Boards and Commissions we were appointing to. We identified those that were required by state statute, those are the ones that are sprinkled throughout. The ones that are UG created, which are the ones that are all addressed under that single ordinance. Tried to figure out if we could combine any and if that would work within state statute and just generally, tried to clean things up, tried to align the rollover dates of the different committee members, all those sorts of things. I might have actually chaired that committee. Maybe, I think I did. I was certainly on it, so we went through this whole process.

We continue, as a Commission, to have difficulty getting people to serve on these boards and committees, and many of them are not meeting quorum on a regular basis. Even our Planning and Zoning Board has struggled to meet quorum on several occasions. That's our most powerful entity, aside from the full commission as a whole. All of these smaller boards are struggling every single month to meet quorum. I have a concern that we are trying to make it even more difficult to get on to these boards when we can't get people to serve on these boards, as it is today. Every month they're not meeting quorum. I'll say, I think for the majority of the Commission, I think I can say it's not for lack of trying. We're trying to find people to serve in these seats. They're not necessarily convenient for a lot of people and they're just difficult. They're thankless jobs to provide this service. I'm concerned that we're putting more requirements on something where we already can't get people to serve in these capacities. So that's my concern. I will open it up to comments from the other commissioners.

Commissioner Ramirez said that's my concern as well because I believe I currently still have a vacancy on the Area Agency on Aging. I cannot find anybody. I've asked community members. I've put on my commission Facebook page that I have an opening. No one has said something or came to me asking to apply. I agree, I think it's creating more restriction for us because when I did my appointments I made sure I looked in-district first, asked community members first and if no one wanted it, then I went outside my district, but my district was always first. I don't want my hands tied more than I feel like they already are, even without the residency requirement that we currently have. Are there any other municipalities within the region that require their appointees to be background checked? **Mr. Conway** said I did not do that research. I wish I could give you an answer one way or the other. I do not know. **Commissioner Ramirez** said for me, I also see that as—I don't want to say—I don't want my word to be taken elsewhere, not saying that it's not necessary. Have we had any complaints, anything of possible board members or commission members being offenders of any type? **Mr. Conway** said I couldn't speak to that. I don't know if this issue was raised and presented to the Mayor's Office. I don't know, I'm sorry.

Commissioner Ramirez said if you wouldn't mind, Commissioner Markley, if the Mayor's Chief of Staff could come up and speak on this? **Irene Claudillo, Mayor's Chief of Staff**, said speak on that question? **Commissioner Ramirez** said oh no, just on the ordinance itself.

Chairman Markley said you don't have to, but I see a couple people from the Mayor's Office. If any of you worked with him on this and you have any comments, I think we would welcome some background on how this came to us.

Lavert Murray, Economic Development Advisor to the Mayor, said I have spoken with Jeff about some of the concerns that caused the Mayor to seek these changes to the appointment procedures. Of course, yes, there have been some concerns coming in and yes, there has been some questions about appointed members creating controversy through either arrest records or maybe DUIs and things like that. I think the Mayor is wanting to make sure that if the public comes forward with a concern about an appointment, that we've given it due diligence, have considered the quality of the applicants, and so forth, but that's why the concerns came about.

Commissioner Ramirez said okay and thank you. Have any of those respective commissioners been notified of these complaints or been given any notification that there are complaints or accusations against their appointee? **Mr. Murray** said I'm trying to remember who

the appointing commissioner was on this, I believe so. I don't know for certain, but I do believe so.

Commissioner Ramirez said again, in my opinion, if there are concerns and accusations being made against a commissioner's appointee, whoever's making that a complaint or hears it should go directly to the commissioner. I don't think we need to go and start changing code to get in compliance with it. It's just a communication to have with whoever that respective commissioner is who appointed that board member. That's my opinion, that's how I feel. Because if I have an appointee who is, quote unquote, causing problems or who has a record that I was not aware of, I would want them to come to—either someone who's making the accusation or staff to come to me so that I can have that discussion with my appointee. Because at the end of the day, we are the ones that are making these appointments to these boards, each and every one of us, and so—

Mr. Murray said if I could Commissioner, I think that the Mayor's recommended changes are designed to be proactive, even though there have been a few complaints that the concern was if in the future an appointee either violates a law or something like that, that you've given due consideration before the fact and so the UG should not be embarrassed by that action because you did all that you could do to vet that that appointee.

Commissioner Ramirez said I agree with that, or I see where you're coming from, but we as Commissioners and as the Mayor, we don't have to get background checked to be in these positions. So people—our residents who we're putting on these boards, as Commissioner Markley said, are thankless jobs, why are we requiring them to be background checked when we can run for this position and have all the records we want. That's my thought. I see the disconnect of why we're requiring our appointees to make this hurdle when we don't have to as elected. So that's why I don't—I see the proactive, I do. I do see the intent, but I think we can come at it a different way without having to change code. Maybe we change processes, procedures, of how we acquire our appointees, do what we need, but I just think at the end of the day I don't think we need ordinance changes for that. That's conversation we can have amongst ourselves and say, how are we going to make this process or this procedure better so that we can avoid those board members who may be, as you said, quote unquote, causing issues or have had accusations against them based off a record that they may have. Which, like I said, I would like to know if any of my appointees are those ones and who they are so I can have that conversation with them because at the end of the day that's the person I chose and so that's a person representing me and my district on that board.

I would like to know if they're causing problems, or they have a record, or whatnot because it is a concern, but again it goes back to everybody's human, things happen. I agree, if it's a severe crime, then that needs to be looked at. Those are all the comments I have for that.

Mr. Murray said I will share your concerns with the Mayor, Commissioner. Although I was just sitting here thinking, well, maybe Commissioner Ramirez would prefer all of the commissioners go through background checks. No, I didn't say that. **Chairman Markley** said thank you, Mr. Murray, I appreciate you letting us put you on the spot there.

Commissioner Johnson said initially when I heard about this, I actually thought it was a good idea. I do share some of the challenges myself with some of my appointees in terms of not having a representative on a few of those boards, so I can see both sides of it. I wanted to clarify that was not for commissioners that were running, but rather for our appointees. The question then for me becomes, if in fact they don't clear the hurdle, then what? Are they told that they cannot serve on that committee, or commission, or whatever, what happens? **Mr. Conway** said I did write the language—It's pretty broad. I did write the language to talk about eligibility, so you wouldn't be eligible to serve if you have one of these offenses. As a result, it should catch them on the front end. Let's say they get appointed and then they offend in some way, then that would mean that they would be ineligible to serve. That's the idea, I don't know if this language gets it done, but it's both the front end and during the time that they're on the board and commission.

Commissioner Johnson said so it's on the front end. How long would something like that typically take? **Mr. Conway** said we don't have anybody from HR here, but I think it's pretty quick. Probably within a day or couple days that they run the names and they should be able to get some results pretty quickly. **Commissioner Johnson** said are we going to run them every year or are we just going to run them on the front end as they are coming onto a commission or to a board? **Mr. Conway** said well, I framed it in terms of eligibility, so I guess we could add some language that says that their names are run every year, or however, whatever the frequency you'd like. **Commissioner Johnson** said I think every year would be a little onerous myself. I can see the rationale for doing it on the front end. At the same time, I understand the challenges that we face overall, but you know, things are happening in in our society right underneath our noses. I think I still support it, the request.

Commissioner Kane said I think each commissioner is responsible for the people he puts on their committee. One of my folks went rogue for a little while and was removed from the committee. I've only removed one person in 18/19 years and I was blessed with having that particular person until they got a little sideways. I accept having the background check. I've passed three KBI background checks to sit on the Human Rights Commission, so anytime someone wants to check my record out, you can do it.

Commissioner Davis said I'm kind of torn here on kind of what the purpose of having a background check would be and how applicable it is considering how common it is in our society to have folks in our family or folks that we know or friends that do have a record. This kind of reminds me of the current issue that we have where if you are a felon, you cannot vote. The idea of after somebody has done something continuing to punish them, and then saying that punishment is going to be you cannot serve in civic society. I, just morally speaking, struggle with that. We have a lot of organizations that do work with returning citizens. If they were to refer someone they thought was really, really good for a position, but we knew that they had a past record, and let's say that record has nothing to do with being on the Parks Board, just because they had that record, we're now saying here's an additional burden and all they're wanting to do is contribute to their community. I have an issue with that, just morally and philosophically.

I think if you do your due diligence and you made a mistake, we as the UG need to find ways to remove burdens as opposed to placing more burdens on folks that have records. I love the fact that, for example, we have found some creative ways to not make those that have been found with marijuana to make it burdensome. We found other ways for accountability. I don't see Boards and Commissions, which are volunteer positions, as a vehicle by which we hold folks accountable. If anything, I think we should be talking about how we can expand access to these Boards and Commissions so more people can sign up and so no commissioner is short of having folks ready, willing to contribute and meaningfully contribute at that. It's for that reason I'm not in favor of this as it is written right now. I would certainly entertain a grievance process by which that appointee could be brought in and their appointer, that Commissioner, the Mayor, or whoever can be a part of that. But I agree with my colleague, if I don't have to do it and I'm the one making the appointment, why would I put that burden on that person who wants to volunteer their service and

why would I want to spend taxpayer money, which we are already strapped for, on that particular service? It just doesn't—it's not making sense to me.

Commissioner Johnson said I hear exactly what Commissioner Davis is saying. In fact, several years ago, I was part of the push to Ban the Box on our applications of persons that want to have a job and they may have some type of criminal history. I do agree with that sentiment. Mr. Conway, in light of the Ban the Box initiative that we currently have, I think, how does this reconcile with ban of box which is for our employees or potential employees? **Mr. Conway** said yeah, just for my and the public's edification, so the Ban the Box would be, you eliminate the provision that says—does it go to convictions or arrests? I can't remember. **Commissioner Johnson** said it looks like you got some help coming. **Mr. Conway** said yeah, I do.

Angela Lawson, Interim Chief Counsel, said so it is a pre—the Ban the Box was that when you applied for a job, as part of the application you would have to disclose your prior crimes. That was taken away so that applications were looked at without that knowledge ahead of time. I don't know that this really reconciled because one's an appointment and one's an employee. If it were enacted, it would be before they were able to take the position.

I do need to clarify one thing that was said earlier. Unrelated, I should have—the BPU PILOT, splitting out the two classes, the BPU does not set that. That would be for you to set. So just rewinding, sorry. **Chairman Markley** said you should have jumped up and down back there. **Ms. Lawson** said I did, quietly. So did I answer your question?

Commissioner Johnson said okay, yeah. So that doesn't really reconcile with that. **Ms. Lawson** said it really doesn't and doesn't have to. **Commissioner Johnson** said yeah, now Commissioner Davis, I'm torn too. Are we going to vote on this tonight?

Chairman Markley said this is up for an action item. Are there additional comments?

Commissioner Ramirez said Commissioner Davis did bring up a very good idea that we don't have a grievance process. Commissioner Kane gave an example of a board member he took off. Our appointees can come directly to the commissioner, but we have no formal process of—yes, we have forfeiture rules within the code, but no grievance if there's arguments between two board

members or one board member may be causing an issue. There's nothing set out that's saying, these are the steps of procedures, mediation, and what have you. I think that would be something we should look into because I didn't think of that until Commissioner Davis mentioned it. **Ms. Lawson** said in some ways, that falls back to the elected officials to police because they are your appointments and so then you're the ones to remove them since you appointed them.

Commissioner Ramirez said okay and yeah, I get that. I figured that's what happens. I'm of the mind, I think it needs to be uniform amongst all commissioners because then I'm not saying to any of my colleagues that they're going to have an appointee who's causing problems, but then that appointing commissioner could do nothing. He could do something—he or she could do something, he or she could not do something. That's why I think it would be good if we can look at having a uniform grievance procedure process for commissioners and I think that's a conversation we can all have amongst ourselves as commissioners, including the Mayor. I think that would be a good thing to look at, just having uniformity with that. Because, like I said, there could be, I'm not saying any of my colleagues would do that, but it's a situation you have to think about. That a certain commissioner or a certain elected as a board member that has a severe record or has caused problems, they could sit on their hands and do nothing, and the problems still continue. So, I think it's looking and trying to figure out the uniformity around that.

Chairman Markley said I will say just for me, I think it is the appointing commissioner's job to know the background of the person they're appointing and I think it is the appointing commissioner's job to remove someone if they are a problem. Commissioner Johnson, did you put your hand up again?

Commissioner Johnson said this is my last time. I'm sorry, madam Chair, please forgive me. I don't know why, usually I'm not as long winded as I am today. Is there anyone from the Mayor's staff that can speak to the question I'm getting ready to ask, and that question is, is the Mayor or anyone on his staff aware of any problems with appointees as they stand right now? Because what I'm wondering is, are we creating a problem that doesn't need to be solved, I guess, for lack of a better attempt? **Chairman Markley** said Mr. Murray is approaching the podium.

Mr. Murray said as I said before, there have been some complaints coming into the Mayor's Office about a couple of appointees. One recently, very recently, but again I think the Mayor is trying to be proactive. For example, and I think one of you spoke of a Park Board appointee or appointment. Let's say if, and this is again hypothetical and it's designed to consider proactive actions, but let's say you've got a prospective Park Board member that is a child sex offender and you don't know that, and so you made the appointment that person went on to the Park Board. You know, and the Park Board interacts with children and later the press finds out, it could prove embarrassing, but again, that's just a hypothetical that I think the Mayor is trying to guard against by being proactive. **Commissioner Johnson** said okay, thank you. I'm still caught intention right now, but thank you for that answer, Lavert.

Chairman Markley said any comments received or anyone online to make comment? Trying to give you all some leeway to think this over while we make the rounds here. **Ms. Sparks** said no comments received, no hands raised. **Chairman Markley** said alright, anyone here in the room with us who would like to make comment on this item?

JD Rios, Mayor's Government Affairs and Policy Liaison, said I just want to remind the commissioners of the law enforcement background of the Mayor. His law enforcement experience is what motivated his asking for this. Sometimes his law and military experience is misinterpreted, I would say, but that is his background for over 30 years and so it guides him and how he is thinking. Prevention is stronger than reacting in his mind. I just wanted to kind of frame it for you, so you say, well how did this come up, and that's what led to this. I just wanted that—so hopefully there's some understanding, not necessarily agreement, but at least understanding. So, thank you.

Chairman Markley said anyone else here in the room who would like to make comment? Alright, team, I've heard Commissioner Johnson say he's kind of torn, not hearing anyone coming out in favor of passing it at least as is. Is there a motion to move this forward tonight? **Commissioner Johnson** said I'm going to step forward and make a motion to move it forward.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Ramirez, to approve.**

Commissioner Ramirez said I'll second so that we can go to the full commission for discussion. But I would—maybe a request for the Mayor's Office if we can look at, as I mentioned, as I know, Commissioner Markley, setting it on the appointing commissioner. But I think again, going back to that uniformity just to make sure no elected sits on their hands with an appointee who may be causing issues. At that point, there's not much that can be done. I think if we can have that conversation and come up with a way, come up with a procedure or process that the Mayor and commissioners can work together to come up with a grievance process of some type, that everyone follows the same rules, the same grievance process, I think would be a good idea to do

Commissioner Markley said we have a motion and a second, roll call.

Roll call was taken and there were two “Ayes,” Johnson, Ramirez, and three “No’s,” Kane, Davis, and Markley.

SueZanne Bishop, Senior Attorney, said I apologize before we move on to the next item. I was hoping we could circle back to item number two, just very briefly. The language of the motion was a little unclear and I wanted to make sure that the intention of Commissioner Kane's motion and of the second was in fact to fast track that item as was requested.

Chairman Markley said that was the BPU item. Commissioner Kane, I believe you were the motion. Do you want us to just say it and revote, would that make it clearest? Can we get a new motion on the BPU PILOT Relief with the fast track?

Action: **Commissioner Kane made a motion to approve and fast-track to the September 28 full commission meeting.**

Chairman Markley said I don't remember who the second was. Commissioner Johnson, we needed to revote on the BPU PILOT Relief with the fast-track included, and Commissioner Kane has made the motion to that effect, you were the second. Are you willing to give your second to the fast-tracking. **Commissioner Johnson** said yeah, absolutely yes. Thank you.

Action: **Commissioner Johnson seconded the motion.**

Chairman Markley said alright, we have a motion and a second to vote on the BPU PILOT Relief this time with the fast track.

Roll call was taken and there were five “Ayes,” Kane, Johnson, Ramirez, Davis, Markley.

Item No. 4 – 212709...PRESENTATION: KNOW LEAD KCK

Synopsis: Presentation regarding HUD kNOw Lead grants received by the Wyandotte County Public Health Department, submitted by Jennifer Stewart, Wyandotte County Health Department.

Chairman Markley said for those who are watching it is kNOw, as in, K, N, O, W, which is why I was like, am I doing it, am I doing it?

Jennifer Stewart, Environmental Health Manager, Health Department, said it is kNOw Lead, but it has a N, O in it, so it has a double meaning, no and know lead. So that's the program name we're going with. This is Anthony Lee. He is our Lead Hazard Control Program Supervisor, and he's just going to give you a quick presentation on our grant that we just recently received, and what we're going to do with that money that we got.



Anthony Lee Jr, Lead Hazard Control Program Supervisor, Health Department, said I'm just going to give you guys a quick overview on lead, some data on Wyandotte County, and last but not least, information on our Lead Poisoning Program that we have funded by HUD.

What is Lead?

- Lead is a heavy metal that has been used for thousands of years to make many products and is part of our world today. Being exposed to too much lead can cause serious health problems. Young children and the developing fetus are most at risk.
- Lead has been used in numerous products including paint, ceramics, pipes, plumbing, solders, gasoline, batteries, ammunition, and cosmetics.
- Most Lead exposure come from homes that were built before 1978 because of the use of Lead based paint in those homes.



What is lead? Lead is a heavy metal that has been used for thousands of years to make many products and is part of our world today. Being exposed to too much lead can lead to serious health problems. Young children and the developing fetus are most at risk. We also do surveillance through KDHE for lead poisoning, so we see a lot of children come through our system who have lead poisoning. As you may know, you would think lead shouldn't exist anymore, but it is very prevalent especially in our community. Lead has been used in numerous products, including paint, ceramics, pipes, plumbing, solders, gasoline, batteries, ammunition, and cosmetics. As you all probably know, we still have battery plants here in Wyandotte County. Adults are being exposed daily in these working environments and so we want to make sure that they are safe and that they're not bringing that home to their children. Most lead can come from homes that were built before 1978 because of the use of lead-based paint in those homes. Lead-based paint lasted a really long time, but now we're seeing the effects of it. It is coming off on the interior and exterior of homes. We want to make sure we fix that issue.

Why Are Children At High Risk?

- Children 6 years old and under have nervous systems that are still developing.
- Children 6 years old and under absorb lead more easily. A child's quickly growing body can be harmed by even small amounts of Lead.
- If there is Lead where your child lives or plays, it can get onto their hands and toys very easily. When that happens children can swallow tiny bits of Lead from their toys and hands which exposes them to this toxic substance.



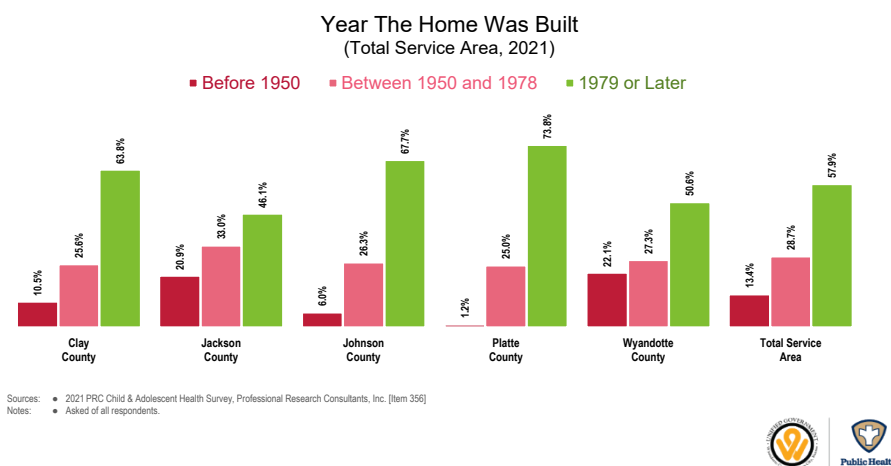
Why are children most at risk? Children six years old and under have nervous systems that are still developing. When we get lead poisoning in children, it can cause behavioral issues, learning disabilities, it can lower their IQ. It is so important that we reach all of these children. Lead can be absorbed more easily in a child and their body is growing so quickly it can be harmed with even the smallest amount of lead. If there is lead where your child lives or plays, it can get onto their hands and toys very easily. When that happens, children can swallow tiny bits of lead from their toys and hands which exposes them to this toxic substance.

How Are Children Exposed to Lead?

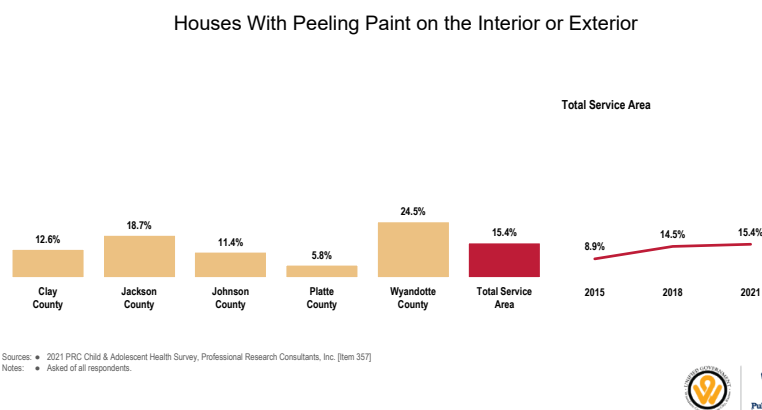
- If you see peeling and chipping paint on the inside or outside of your home keep your child **AWAY** from those areas. Children tend to pick up paint chips and put them in their mouth.
- Opening and closing windows and doors can cause the paint to crumble into dust because it is a friction surface.
- Lead can also be in soil on the outside of your home.



How are children exposed to lead? Children are exposed to lead by ingesting it. They go back to these spots because lead tastes sweet to a child. They will continue to go there, eat those paint chips, put those toys in their mouth, put their hands in their mouth and continue to expose themselves until the level gets high enough where we are truly concerned. We always say there is no safe level of lead and when a child has a lead level of 3.5 and above, that's when we are called into action. Opening and closing windows and doors can cause paint to crumble into dust because it's a friction surface. A lot of families are opening and closing their windows during the summer. It's hot, they want to let some air flow. Little do they know they're exposing their children and their families to lead. Lead can also be on the soil on the outside of their home. When those exterior paint chips fall into your soil, let's say for example, you have a garden and when it rains, that can flow right into your garden, so now you're contaminating your food. We want to make sure that people are aware of these issues and make sure that they're able to address them.

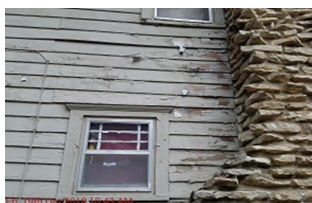


I have a little graph here. You can see where Wyandotte County is at. Between 1950 and 1978 these are the years homes were built in Wyandotte County. You see, we have one of the highest among the metro area, only falling to Jackson County, and before 1950 we have the highest. You see, we have a lot of old houses here.



Then, houses with peeling paint on the interior and exterior, you can see Wyandotte County has the highest. This is why this grant and this opportunity that we have is so important for us to capture all of these families.

Examples Of Lead-Based Paint



Here I just put some examples of lead-based paint. We call the first picture alligatoring. You see it looks like an alligator's back. You notice these things in your communities, please reach out to us to see if families will qualify for this program because it is important. We want to reach as many families as possible. I mean, you can just see the flaking and chipping paint on the other two photos. These are a couple of the houses that we went to before and we wanted to make sure we captured this to be able to show people and know what they're looking for.

**KNOW
LEAD
KCK**

- In December of 2022, the Unified Government Public Health Department received 3.9-million dollars from the Office of Lead Hazard Control and Healthy Homes. Our goal for this grant is to remediate 85 homes built before 1978 in 4 years, with prioritization going to families with children under the age of 6 years old and pregnant women. Grandparents can also apply for this grant if a child under the age of 6 years old visits more than 6 hours a week.
- The **kNOw** Lead KCK Program plans to work with Homeowners and Renters.
- Please contact The Unified Government Public Health Department at 913-573-5848 for any questions regarding Lead Poisoning or qualifications for the program.



In December of 2022 the Unified Government—or the Wyandotte County Public Health Department received \$3.9 million from the Office of Lead Hazard Control and Healthy Homes. Our goal for this grant is to remediate 85 homes built before 1978 in four years with prioritization going to families with children under the age of six years old and pregnant women. Grandparents can also apply for this grant if their child is under the age of six and in the home and visits the

home six hours or more per week. I know we've had this grant before with Community Development and we targeted only homeowners, but we wanted to make sure we opened this up. We didn't want to miss any families who are renters. When I was in my previous position, we saw a lot of renters and there's nothing we could do for them. We want to make sure we target and reach everyone and don't limit ourselves. I think that is it.

Oh, we are targeting homes east of 635 so we're excluding Bonner Springs and Edwardsville, unfortunately. Hopefully, if we—when we get this grant again, we will hopefully, maybe expand out to those areas as well because there are obviously older homes out there as well. That is it for my presentation. Oh, why we're not reaching out to Edwardsville and Bonner? They're their own separate entities. They would have to do their own environmental Tier 1 for them to be a part of this grant and so they weren't brought into the conversation. Maybe we can reach out to them next time and see if this is something that they want to be a part of.

Chairman Markley said briefly to what remediation entails. Just give people an idea. We say remediation, and I know not everybody knows what that means. **Mr. Lee** said of course. We can do interim control, so that's kind of mostly like painting. If there is chipping, peeling paint, we can use encapsulation paint to help with that. Then we want to do abatement, I want to do abatement. I don't want to have to go into a home 10 years later and have to do the same thing over again. I want to make sure we take care of the issue, that way our families don't have to worry about it anymore at all.

Chairman Markley said I live in one of those older houses. I say that because I think some people think if the paint has been painted over that that makes it all okay and that's not necessarily the case. So be aware, if your house is old like mine, just because the walls have been painted since 1978 does not mean that it's taking care of the lead problem.

Commissioner Kane said is this the first time that we've ever included rental properties? **Mr. Lee** said from my knowledge, yes. **Commissioner Kane** said as long as I've been here, we never included rental properties. The reason I asked that is I think that needs to go out on our website. That somebody, if they feel like they're in a house that they're renting and there's lead exposure

and there's a kid six years and younger, I think that's fantastic. I think that's what this is for, is to take care as many people that are exposed to lead as possible, whether they own the house or not.

Chairman Markley said any other comments from the committee?

Mr. Lee said I do have a comment. I just wanted to clarify. So homeowners, they do have to have a child in the home that's six years old and younger, but for renters they do not have to have a child in the home. So yeah, that's even better. We want to make sure we reach everyone. Also, landlords don't have to provide any match. I want to make sure our landlords apply for this, it's free. Or residents apply for it, it's free, please apply for this program.

Commissioner Davis said I may have missed this in the presentation, so forgive me, but just as a reminder, what's the timeline for this program? Then, if folks are watching this and they hear about it, what are the steps for them to start engaging? **Mr. Lee** said this is a four-year grant from HUD. If you are interested in our program, please call us at the Health Department at our main line and be asked to transfer to the Lead Poisoning Department. They will transfer you there and our application intake specialist will get them squared away with all the information that they need.

Commissioner Kane said this needs to go out in the next Citizen that we put out because everybody gets that. Then they can read it and have, you know, you don't have to be the owner of the property, but here's the requirements to do this. Put the name, the contact number, who's in charge, and let's roll.

Chairman Markley said it looks like Ashley Hand online may have commentary on the marketing aspects.

Ashley Hand, Director of Strategic Communications, said I appreciate the opportunity. As you've seen with our Program Lead, we have a very capable speaker. We are working on a video and we also have the UG Spotlight, which is going out to all of Wyandotte County, 66,000 plus households, in the next week and a half with information about this program. We're very excited and really appreciate the great work of the Health Department.

Chairman Markley said we really appreciate getting a glimpse of Ms. Hand's children, who are adorable. **Ms. Hand** said my apologies. **Chairman Markley** said no, we love it. It's perfect. Anyone else have comments? Clerk, is there anyone else online or anything received? **Ms. Sparks** said no hands are raised, no one online. **Chairman Markley** said anyone else here in the room? I will entertain a motion. Oh, wait. Do I need a motion? This was just for information. We're good to go team, even better. Thank you guys, I very much appreciate it.

Action: For information only

Public Agenda

No items of business.

Adjourn

Chairman Markley said alright, what I do need is a motion to adjourn because that is it.

Action: Commissioner Davis made a motion, seconded by Commissioner Ramirez, to adjourn. Roll call was taken and there were five "Ayes," Kane, Johnson, Ramirez, Davis, Markley.

The meeting was adjourned at 6:22 p.m.

RM



MEETING DATE	PRESENTER	DEPARTMENT
	Khou Herr kherr@wycokck.org X8833	Health Department
AGENDA ITEM #		
RESOLUTION: APPROVAL OF AMERICORPS KANSAS FUNDING OPPORTUNITY GRANT RELATED TO AMERICORPS		
BACKGROUND		
• AmeriCorps is the federal agency for national service and volunteerism. AmeriCorps provides opportunities for Americans of all backgrounds to serve their country, address the nation's most pressing challenges, and improve lives and communities. • The Wyandotte County Health Department has been a subgrantee for the AmeriCorps Kansas program since 2022. AmeriCorps and the Centers for Disease Control and Prevention joined forces through Public Health AmeriCorps, supporting the recruitment, training, and development of the next generation of public health leaders to respond to the nation's public health needs since 2022. • The program has been funded by Centers for Disease Control and Prevention and AmeriCorps since September 2022 and will end August 31, 2025. • The Health Department is requesting \$75,600 from AmeriCorps Kansas (Kansas Department of Education) to continue building capacity and providing direct service opportunities in Wyandotte County. • The grant application deadline is January 31, 2025. The award notice will be made May 2025, with a program start date of September 1, 2025.		
RECOMMENDATION		
Approve • Approval of continued grant request.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
• Grant Request: \$75,600, with a required 24% (\$18,144) match* *Source of Match Funding: \$10,874 indirect costs (16.8%)		

\$7,270 administrative personnel cost
\$16,200 from site support payments for hosting AmeriCorps members

IT/POLICY CONSIDERATIONS

- No policy considerations.

PROCUREMENT CONSIDERATIONS

- No procurement considerations.

LEGAL CONSIDERATIONS

- No legal considerations.

ATTACHMENTS

Resolution for AmeriCorps Grant acceptance by HD FINAL

Approved by Mayor and/or Chair and Administrator to add to agenda.

Def 10/21/2024

Approved

Tyone James

RESOLUTION NO. _____

**A RESOLUTION FOR THE ACCEPTANCE OF THE SERVICE YEAR 2025-2026
AMERICORPS KANSAS FUNDING OPPORTUNITY GRANT**

WHEREAS, the Wyandotte County Public Health Department wishes to apply for the service year 2025-2026 AmeriCorps Kansas Funding Opportunity grant, administered by the Kansas Volunteer Commission, on December 13, 2024, and expects to receive its award determination by May 16, 2025; and

WHEREAS, the grant term is one year, running from September 1, 2025, through August 31, 2026, with an award amount of \$75,600.00; and

WHEREAS, the grant would allow the Public Health Department to provide health education and violence prevention programming for youth; and

WHEREAS, the Health Department intends to recruit six or more national AmeriCorps Kansas service members to assist capacity building and direct service in providing the health education and violence prevention programming; and

WHEREAS, the national AmeriCorps Kansas service members will be placed at host sites which includes internal Unified Government departments and outside community partner organizations; and

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

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

Section 1. The Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Public Health Department, its acceptance of the service year 2025-2026 AmeriCorps Kansas Funding Opportunity grant for a term of one year with an award amount of \$75,600.00.

Section 2. If the Public Health Department is awarded the service year 2025-2026 AmeriCorps Kansas Funding Opportunity grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

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

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,
THIS _____ DAY OF _____, 2024.**

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	Jeffrey Conway, Assistant Counsel jconway@wycokck.org x5075	Mayor's Office
AGENDA ITEM #IV.2.		
RESOLUTION: AMENDING THE TWO-YEAR MEETING CALENDAR		
BACKGROUND		
A resolution amending the two-year meeting calendar for the Unified Government Commission from February 2024 through January 2026. <i>On September 23, 2024, the Administration and Human Services Standing Committee, chaired by Commissioner Bynum, voted unanimously to approve changes for the Board of Commission meeting from October 31, 2024 to October 30, 2024. The committee recommended this item come back to the Standing Committee for further recommendations.</i>		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
Meeting Time resolution 2024-26 amendment, Amended Schedule (Holidays)		

Approved by Mayor and/or Chair and Administrator to add to agenda.

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE SCHEDULE OF MEETING TIMES FOR
THE UNIFIED GOVERNMENT COMMISSION THROUGH JANUARY 2026.**

WHEREAS, pursuant to the provisions of Appendix C, Section 107 of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas, the Commission is authorized to set the time for regular meetings of the Commission as well as meetings that include planning and zoning matters and to do so for a two-year period;

WHEREAS, pursuant to the provisions of Appendix C, Section 202 of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas, the neighborhood and community development (N/CD) and the economic development and finance (ED/F) standing committees of the Commission are required to meet on the Monday preceding the first full commission meeting of each month;

WHEREAS, while Appendix C, Section 107(a) of the Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas provides that “In general”, regular meetings of the commission are held on certain Thursdays of each month and thus the commission retains its authority to adjust its schedule by resolution;

WHEREAS, Appendix C, Section 202(f) of the Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas provides that the chairperson can change the date of a regular standing committee in certain circumstances and further suggests that the commission retains its authority to adjust the standing committee schedule by resolution;

WHEREAS, the Commission on December 14, 2023, adopted the Commission Meeting Schedule in Resolution No. R-81-23, and the schedule became effective upon its publication in the official Unified Government newspaper on December 28, 2023; and

WHEREAS, the Unified Government Board of Commissioners desires to show its support for family gatherings and holiday events by amending its schedule to eliminate any conflicts between full commission and standing committee meeting times and the end-of-the-year holidays.

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

Section 1. The attached schedule of meeting times of the Unified Government Commission, established pursuant to the provisions of Appendix C, Section 107 and Appendix C, Section 202 of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas, is hereby amended.

Section 2. This resolution shall take effect and be in full force from and after its passage and approval.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS
CITY, KANSAS, THIS _____ DAY OF _____, 2024.**

Approved:

Tyrone A. Garner, Mayor/CEO

ATTEST:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela Lawson, Acting Chief Counsel

FEBRUARY 2024- JANUARY 2026 COMMISSION MEETING SCHEDULE

Thursdays 7:00 p.m. (unless otherwise specified)

The meetings are held in the Commission Chambers of the Municipal Office Building at 701 N. 7th Street, Kansas City, KS. Virtual options will be available for each meeting.

**FC=Full Commission
P/Z=Planning & Zoning**

2024

February	8	FC
	29	PZ & FC
March	7	FC
	28	PZ & FC
April	4	FC
	25	P/Z & FC
May	2	FC
	30	P/Z & FC
June	6	FC
	27	P/Z & FC
July	11	FC
	25	P/Z & FC
August	1	FC
	29	P/Z & FC
September	5	FC
	26	P/Z & FC
October	3	FC
	30	P/Z & FC
Nov	7	FC
	21	FC
Dec	5	P/Z & FC
	19	FC

2025

January 29 P/Z &
FC

30 P/Z &
FC

Feb 6 FC
27 P/Z &
FC

March 6 FC
27 P/Z &
FC

April 3 FC
24 FC

May 1 P/Z &
FC
29 P/Z &
FC

June 5 FC
26 P/Z &
FC

July 3 FC
31 P/Z &
FC

August 7 FC
28 P/Z &
FC

Sept 4 FC
25 P/Z &
FC

Oct 2 FC
30 P/Z &
FC

Nov	6	FC
	20	FC

Dec	4	P/Z &
		FC
	18	FC

2026

January	8	P/Z & FC
	29	P/Z & FC

STANDING COMMITTEE MEETINGS
February 2024 – January 2026

All Standing Committee meetings are scheduled the Monday before a full Commission meeting unless changed by the Chairperson of a committee, holiday, or for some other unforeseen reason. The meetings are held in the 5th Floor Conference Room of the Municipal Office Building at 701 N. 7th Street, Kansas City, KS. Virtual options will be available for each meeting.

N/CD - Neighborhood and Community Development
ED/F – Economic Development and Finance
PW/S – Public Works and Safety
A/HS – Administration and Human Services

Schedule for 2024 Standing Committees:

<u>Date</u>	<u>5:00 p.m.</u>	<u>Immediately following</u>
February 5	ED/F	N/CD
February 26	PW/S	A/HS
March 4	ED/F	N/CD
March 25	PW/S	A/HS
April 1	ED/F	N/CD
April 22	PW/S	A/HS
April 29	ED/F	N/CD
May 20	PW/S	A/HS
June 3	ED/F	N/CD
June 24	PW/S	A/HS
July 8	ED/F	N/CD
July 22	PW/S	A/HS
July 29	ED/F	N/CD
August 26	PW/S	A/HS
September 9	ED/F	N/CD
September 23	PW/S	A/HS
September 30	ED/F	N/CD
October 28	PW/S	A/HS
November 4	ED/F	N/CD
November 18	PW/S	A/HS
December 2	ED/F	N/CD
December 16	PW/S	A/HS

Schedule for 2025 Standing Committees:

<u>Date</u>	<u>5:00 p.m.</u>	<u>Immediately following</u>
December 30 January 6	ED/F	N/CD
January 27	PW/S	A/HS
February 3	ED/F	N/CD
February 24	PW/S	A/HS
March 3	ED/F	N/CD
March 24	PW/S	A/HS
March 31	ED/F	N/CD
April 21	PW/S	A/HS
April 28	ED/F	N/CD
May 19	PW/S	A/HS
June 2	ED/F	N/CD
June 23	PW/S	A/HS
June 30	ED/F	N/CD
July 28	PW/S	A/HS
August 4	ED/F	N/CD
August 25	PW/S	A/HS
September 8	ED/F	N/CD
September 22	PW/S	A/HS
September 29	ED/F	N/CD
October 27	PW/S	A/HS
November 3	ED/F	N/CD
November 17	PW/S	A/HS

December 1
December 15

ED/F
PW/S

N/CD
A/HS

Schedule for 2026 Standing Committees:

Date

5:00 p.m.

Immediately following

January 5
January 26

ED/F
PW/S

N/CD
A/HS