

MINUTES FOR SEPTEMBER 19, 2016
BOARD OF CHEROKEE COUNTY COMMISSIONERS
CHEROKEE COUNTY, KANSAS

CONVENE

Chairman Myers called the regular session of the Cherokee County Board of Commissioners (The Board), to order and led all in attendance in the Pledge of Allegiance at 9:00 AM on Monday, September 19, 2016 in the Commission Room, #109 of the Cherokee County Courthouse located at 110 W Maple St., Columbus, Kansas. Commissioners Robert Myers, Pat Collins, Charles Napier, County Counselor Barbara Wright and County Clerk Rodney Edmondson were present.

Members of the press present: Larry Hiatt, Jordan Zabel, and Machelie Smith

A motion was made by Commissioner Napier to approve the Minutes of the September 12, 2016 BOCC meeting. The motion was seconded by Commissioner Collins. The motion carried 3-0.

Leonard Vanatta - County Road Supervisor
Louis Schreiner - County Lot Supervisor

They appeared before the Board on routine county road business. Leonard stated that the bridge work on Union Chapel Rd. should be finished soon if the weather holds. Louis informed the Board that the vehicle lift in the tire and oil bay is broken and unsafe. The lift is obsolete and parts are not available. He presented an estimate from NAPA in Columbus for a replacement lift rated at 10,000 lbs at a cost of \$3,399.00.

A motion was made by Commissioner Napier to purchase the lift from NAPA and to install it ourselves. The motion was seconded by Commissioner Collins. The motion carried 3-0.

A motion was made by Commissioner Collins to enter an Executive Session with the Board, Counselor Wright, Louis Schreiner, and Leonard Vanatta for a period of 10 minutes for the purpose of Non-Elected Personnel. The motion was seconded by Commissioner Myers. The motion carried 3-0 at 9:28 AM.

The meeting reconvened at 9:38 AM.

A motion was made by Commissioner Myers to approve the Lot Foreman job description as presented. The motion was seconded by Commissioner Collins. The motion carried 3-0.

Cristy Mitchell - Blue Cross & Blue Shield

She appeared before the Board to ask permission to present Blue Cross & Blue Shield options to the County for their Employee Health Insurance. Blue Cross & Blue Shield has extensive network and discounts with 100% of all hospitals in Kansas being in-network. She stated that Freeman Hospital is the contract facility in Joplin and they average 60% provider write-offs. Joplin Mercy is the only Mercy facility that is not in-network. Myers asked what the county would need to do to consider their options. She stated that they need two years of claims history and the current benefit package to review. Myers asked that she get with Deana to get what she needs.

A motion was made by Commissioner Napier to take a 10 minute recess. The motion was seconded by Commissioner Myers. The motion carried 3-0 at 9:48 AM.

Department Heads - Monthly Reports

They met with the Board for their routine monthly meeting for the purpose of updating the Board on happenings within each department, with the following Department Heads present: Barbara Bilke, Register of Deeds; Betha Elliott, Health Department; Logan Grant, Noxious Weeds; David Groves, Sheriff; Deana Randall, Human Resources; Janet Miller, Economic Development; Juanita Hodgson, Treasurer; Mark Hixon, Appraiser; Ralph Houser, Maintenance; Rodney Edmondson, Clerk/Election; Wayne Elliott, 911 Addressing & Mapping.

Barbara Bilke - She provided a written report to the Board.

Betha Elliott - She reported that the flu vaccine is here. The Board discussed the county paying for county employee's flu shots as they have in the past. Last year 63 employees received the shots. The cost is \$17 per employee. The Health Department plans to do a drive-thru clinic in Columbus. They are also considering a tent for vaccinations during Columbus Days. A motion was made by Commissioner Collins to have the county pay for the employee flu shots from the Employee Benefit Fund. The motion was made by Commissioner Myers. The motion carried 3-0.

David Groves - He reported that the Law Enforcement Center had their annual Fire Marshal Inspection last month. They are adding shutoff valves to the water heaters that are now considered boilers. He stated that Sedgwick County is sending more inmates for housing since the numbers from other agencies are down and he has room. He stated that there is a big trial starting tomorrow so there will be extra personnel in the Courthouse.

Deana Randall - She reported that things are going smooth in her department.

Janet Miller - She reported that they are settled into the new office and are working on signage to make it easier to see. They are looking for a moderator for the candidate forums next month. Commissioner Myers stated that he would like to see other locations in the county for additional forums.

Juanita Hodgson - She presented a renewal contract from the State of Kansas in order for the County to do driver's license renewals. She stated that the Treasurers Association had reviewed the contract and approved it. The County would now need to approve the agreement. The Board asked Counselor Wright to review the agreement. She stated that she had the estimate of \$11,395 from Postal Presort to process the tax statements again this year. The cost increased approximately \$20 from last year. The Board asked her to contact them to see if they can return the statements to her for mailing locally and to contact the local Post Office to see if they are hurt by not mailing the statements here.

Logan Grant - He reported that everything is going smooth.

Mark Hixon - He provided an update on property valuations in the County.

Ralph Houser - He stated that he has not found the source of the water leak in the vent in the jury room.

Rodney Edmondson - He reported on the upcoming November election. He is also working on the insurance renewal with KCAMP as well as collecting Specials and Budgets from other agencies. He anticipates pulling values on October 11th in time for the certification to the Treasurer on October 31st.

Wayne Elliott - He reported that he had issued three new addresses last month and sold several maps.

Barbara Wright - County Counselor

She appeared before the Board regarding legal matters concerning Cherokee County. She presented a draft resolution establishing a fee for sewer taps connecting to the Cherokee County Wastewater System for the Board to review. The resolution establishes a fee of \$200 for all new sewer taps to the system. The Board placed the item on the agenda for next week for consideration.

Mac Young - 11th Judicial District Community Corrections

He appeared before the Board to present the Fiscal Year 2016 Community Corrections Outcome Report. The supervision success rate was 70.7% with a statutory target of 75%. He stated that the 11th Judicial District has never ended the year at 75%. He presented the signature page for the Board's approval. The Board set the item on next week's agenda for approval.

Shawn Turner - TranSystem

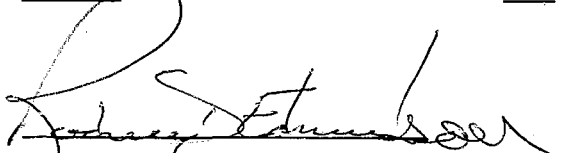
He appeared before the Board regarding the sewer system upgrade in the Riverton area. He stated that he has been working with Piper Jaffrey on user rates for the new debt service and the shortage in that account that has been present for several years. The recommended increase in the user rate is \$7.50 per unit. They need a resolution passed by the Board that has a review of those rates every year. He feels that the rate will be good for several years. The current rate is \$15 per benefit user with the average rate of \$22. He stated that the state average is over \$40. The Board placed the draft resolution on next week's agenda for review.

Ralph Houser - Maintenance Director

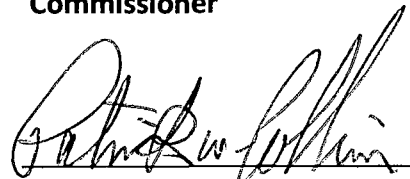
He appeared before the Board regarding exterior maintenance plans for the Courthouse. The Board asked him to get three bids for the replacement of the exterior doors to the Courthouse.


Commissioner Napier made a motion to adjourn until the next regular meeting set for Monday, September 26, 2016 at 9:00 AM. The motion was seconded by Commissioner Myers. The motion carried 3-0 at 11:10 AM.

ATTEST: Resolved and ordered this 26th day of September, 2016


Cherokee County Clerk

Commissioner


Commissioner


Commissioner

RESOLUTION NO. _____

Resolution authorizing the adjustment of sewer rates to fund operations and debt incurred through a lease obligation for the Main Lift Station project. The amount of the sewer rate increase shall be \$7.50 per month per benefit unit.

NOW, THEREFORE, be it resolved by Cherokee County, Kansas

1. That Cherokee County, Kansas shall adopt one or more dedicated sources of revenue for repayment of financing. The dedicated sources of revenue may be in the form of user charges, ad valorem taxes, special tax assessments, another permanent source of revenue or some combination of these sources.

The County shall conduct a revenue source review each year during the entire life of the repayment obligation and shall implement new revenue rates to maintain a positive cash balance.

CERTIFICATE OF RECORDING OFFICER

The undersigned, duly qualified and acting _____ of the
(Title of Officer)

_____, does hereby certify:
(Legal Name of Applicant)

That the attached resolution is a true and correct copy of the resolution adopted at a legally convened meeting of the _____ held on the _____ day of _____, _____;
(Name of Governing Body of Applicant)

and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

(Signature of Recording Officer)

(Title of Recording Officer)

(Seal)

If applicant has an official seal, impress here.

RESOLUTION NO. _____

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF
CHEROKEE COUNTY, KANSAS, ESTABLISHING A FEE FOR SEWER TAPS
CONNECTING TO THE CHEROKEE COUNTY WASTEWATER SYSTEM AND
MANDATORY INSPECTION BY THE CHEROKEE COUNTY WASTEWATER
OPERATOR.**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
CHEROKEE COUNTY, KANSAS:**

SECTION 1. GENERAL AUTHORITY. K.S.A. 19-101, *et. seq.*, and K.S.A. 19-212 authorize the Board of County Commissioners of Cherokee County, Kansas, to transact all County business and perform all powers of local legislation deemed appropriate, and to make all contracts and do all other acts in relation to the property and concerns of the County necessary to the exercise of its corporate or administrative powers.

SECTION 2. PROJECT AND ADMINISTRATION. Due to increased costs of materials and operational resources, the Board of County Commissioners of Cherokee County, Kansas, establishes a two hundred dollar (\$200.00) fee for all new sewer taps accessing the services of the Cherokee County Wastewater System, payable to the Cherokee County Treasurer.

SECTION 3. ENFORCEMENT. All new sewer taps shall be inspected by the Cherokee County Wastewater Operator for compliance with regulations and technical specifications governing the system.

SECTION 4. PUBLICATION. The County Clerk shall cause this resolution to be published in the official County Newspaper.

SECTION 5. CONFLICT. That all resolutions, County policies or parts thereof in conflict herewith are hereby repealed insofar as they conflict herewith.

PASSED and APPROVED by the Board of County Commissioners of Cherokee County, Kansas, this _____ day of _____, 2016.

Robert Myers, Chairman
Cherokee County Commissioner

Charles Napier
Cherokee County Commissioner

Patrick Collins
Cherokee County Commissioner

ATTEST:

Rodney D. Edmondson, County Clerk

(Seal)

Kansas Department of Corrections

Community Corrections Services



Kansas Department of Corrections
Community Corrections Comprehensive Plan
Quarterly and Year End Outcome Report Format

Community Corrections Agency: 11TH JUDICIAL DISTRICT COMMUNITY CORRECTIONS

Fiscal Year 2016

Report Period

___ 1 st Quarter	July 1 st - September 30 th
___ 2 nd Quarter	October 1 st - December 31 st
___ 3 rd Quarter	January 1 st - March 31 st
X Year End	July 1 st - June 30 th

Process Goals

- ✓ GOAL #1: Facilitate the education of collaborative partners to the Evidence Based approach and this agencies practices and programming that is offered to enhance client reformation by 6/30/16.

- ✓ **Objective #1: The Adm. Director will dispense to the local stakeholders updated information regarding local practices as it applies to Evidence Based theories by 11/1/15.**

Target Date: 11/1/2015

Progress: This shareholder letter was distributed October 30, 2015 to Law enforcement administration, Mental Health, Court Services, Judges, Prosecutors, our Advisory Board, County Commissioners and County Counselors.

GOAL#2: To enhance the fidelity of the LSIR in FY 2016.

- ✓ **Objective #1: At least once yearly, officers will submit an audio recording of an LSIR interview to the ISO II for quality assurance of their interview style and in assessment scoring.**

Target Date: 6/30/2016

Progress:

In April of 2016, both the ISO II and Director reviewed submitted LSIR audio recordings for fidelity to the instrument. The assessment is the foundation for evidence based practices. It allows the agency to focus time and resources for effective case management. All staff has been trained and certified in its effective delivery and scoring.

In the past, this agency has monitored the scoring of the instrument based upon the documentation provided in the comments, and each individual's hard file. The audio recording was able to give a completely different perspective to the fidelity and validity of the tool. During our reviews, we found officers had many strengths, mostly built around the comfortable setting and temperament of the interview. We noticed some areas needing improvement, as some officers had strayed from the integrity of the interview, missing required elements in introductions, missed opportunities to probe for further information, failing to review the file prior to the interview so they could challenge clients if discrepancies were revealed and the lack of detail in documentation for the scoring. (Scoring should be easily evident by reading the comments portion of each question).

We had two officers who scored as very satisfactory on the LSIR critique, two who scored as satisfactory, however the scoring reliability proved the instrument to be invalid, and one who was identified as needing improvement.

This agency spent much of our staff meeting on May 27th, 2016, reviewing the LSIR training manual and the expectations identified for measuring fidelity to the instrument, addressing both the interview, and the scoring of the instrument.

Three of the five officers were asked to each submit three additional recordings, of which administration would choose one for a subsequent critique. Those recordings were submitted to and are being reviewed by the Agency's KDOC program consultant for feedback.

Discussion / Current Activities:

By continuously measuring the fidelity of this instrument, we are making an agency commitment to the quality of this tool and are determined to promote growth in our officers in its implementation and facilitate ownership to the quality of the interview and it's scoring.

Challenges:

It was this agency's original intention to concentrate on inter-rater reliability this fiscal year, however after concerns of the actual fidelity of the interview and it's scoring were established, we felt a need to step back and place a higher focus back on the basics of the actual interview.

Objective #2 : In FY 2016, this agency will implement annual booster trainings for the LSIR.

Target Date: 6/30/2016

Progress:

We have received 3 vignettes from the University of Cincinnati, with the help of our program consultant, however we did not receive a scoring guide for them. Both the program consultant and this Director scored the vignettes independently and in July 2016, we thoroughly discussed our scoring differences and came to mutual decisions on what we felt was the true score of each question. Those were submitted back to the University of Cincinnati, by KDOC with a few questions for review and we are currently awaiting answers

and a final resolution as to the official true score. From the use of these instruments, this agency will be able to proceed with more formal booster trainings, as we focus on inter-rater reliability.

GOAL#3: To enhance the fidelity of in house offender programming in FY 2016.

Objective 1: By January 1, 2016, the 11th Judicial District will develop/implement a screening assessment tool for in house agency programming (SAP, T4C and Employment Group) to measure the fidelity of programming

Target Date: 1/1/2016

Progress: We are in the understanding that KDOC is/has developed a guide to use for these purposes and are awaiting direction. In the meantime, we have requested KDOC staff attend our group setting for feedback related to fidelity of the delivery of our services. See below for results.

Discussion / Current Activities:

Challenges:

Modifications:

✓ **Objective 2: By June 30, 2016, this agency will have evaluated each in-house program, at least once, for the fidelity to the curriculum.**

Target Date: 6/30/2016

Progress: In February of 2016, Program Consultant, Jessica Clatterbuck came to our district to observe and provide feedback on both of our T4C groups (parsons and Pittsburg). She provided written and oral feedback on both programs as it pertains to fidelity. The feedback received was highly positive, with a few details to continue to develop.

On May 11-12, 2016, Kelli Martinez, KDOC's Community R3 Coordinator, observed and critiqued the agency's two day employment workshop. She provided both oral and written feedback. This feedback as well was highly encouraging, with only small details to concentrate upon.

Discussion / Current Activities: This agency is looking to implement needed changes to our program and request evaluation again in FY 2017.

GOAL#5: To strengthen this agency's policy and officer's knowledge and comfort in the application of sanctions for program violations by June 30, 2016.

Objective 1: During each officer's audit process in FY 2016, this administration will evaluate each officer's adherence to the established sanctions grid. Each officer will be graded as acceptable, needs improvement or unacceptable.

Target Date: 6/30/2016

Progress:

The sanctions policy was developed and tested for several months by veteran staff. It was reviewed with remaining Staff at our January 29 staff meeting and implemented February 1, 2016. Administration recently developed a monthly compliance audit, with one area of this audit focusing on the implementation of sanctions as it pertains to policy and the established grid. Unfortunately, after reviewing this document with staff at the June 2016 staff meeting, we had an officer resign, pulling the ISO II into the supervision of a caseload and training of a new employee. We have yet to be able to measure the agencies compliance with the sanctions policy.

Objective 2: This administration will implement a plan of action, with each officer whose use of sanctions is identified as needs improvement or unacceptable.

Target Date: 6/30/2016

Progress:

This will be addressed in individual audit reviews (monthly and yearly) once we are able to fully implement them. We have worked individually with officers in their use of the sanctions grid when consulted for jail days or revocation.

Outcome Goals

Goal #1: To achieve a supervision success rate of at least 75% on discharged clients in FY 2016.

In FY 2016 we closed 123 offenders with thirty-six (36) of those cases being revocations for a success rate of 70.7%. This was a 4% increase from FY 2015. The discharges looked as follows:

Death	1
Not Sentenced	1
Revoked Condition Violator	13
Revoked- New Felony	21
Revoked- New Misdemeanor	2
Successful	82
Unsuccessful	3

- Explanations of all Condition violators for this fiscal year:
 - KD: Absconder
 - JM: New misdemeanor charges, drug use, absconded. Was offered plea deal, but client refused.
 - CS: Absconder

- NC: Absconder
- NFR: Absconder, client asked to serve time as only had 15 days left on underlying sentence.
- BW: Absconded (presumptive prison case)
- KM: New charges, plea agreement to serve revocation and new charges dismissed.
- LW: Absconder
- NJ: Compact case, absconder
- JH: Absconded, then arrested for new charges. Plea agreement to serve revocation and new charges dismissed.
- SL: Absconder
- JJ: High risk sex offender, new arrests. Remanded on one case, reassigned on the other.
- JF: Absconder, new arrests, plea agreement to serve revocation new charges dismissed.

Out of these figures:

- 11 (84%) of the 13 condition violators were before the Court partly for Absconding from supervision.
 - 1 of the 13 (8%) requested to serve their sentence at revocation.
 - 3 (23%) were given a plea agreement where new cases were either not filed or withdrawn if client agreed to serve revocation sentence.
 - 1 (8%) was considered high risk sex offender.
 - 5 (28%) were on supervision for drug crimes; 2 or 15% for property crimes; and 6 or 46% for person crimes.
- Breakdown by County:

Cherokee County – 3 Revocations (1 CV; 2 NF); 12 Successful	Success rate = 75%
Crawford County – 25 Revocations (10 CV's; 15 NF), 28 Successful	Success rate = 34%
Labette County – 8 Revocations (2 CV's; 4 NF's, 2 NM), 37 Successful	Success rate = 54%
 - There were a total of six (6) departure cases that were revoked from Community corrections. One (1) as a condition violator and five (5) as new felonies. (1- LB; 1- CK and 4-CR)
 - When evaluating prior revocation for Condition Violators, we found that 7 or 53% of those revoked were done so on their first revocation with Community Corrections. (3 of those 7 were assigned to us as a Revocation from CSO's). When reviewing all revocations, 62% of them were revoked at their first revocation with only 24% of those being assigned to us as a revocation from Court Services.
 - Only 2 (15%) of the 13 condition violators completed either the 120 or 180 JRI sanctions available. This agency recommended the imposition of a 120/180 JRI sanction on 10 of the 13 condition violators, however revocation of their sentence was imposed by the Court.

Objective # 1: 80% of all employable clients with a period of unemployment over 30 days will have a case plan developed outlining goals for employment opportunities within 15 days from their qualifying period.

Target Date: 6/30/2016

Progress:

4th Quarter:

Throughout the 4th Quarter, 24 clients fit this goal and 21 or 87.5% had a case plan developed within the time frame. Of those without plans, two were not reporting and revocation was eventually filed, while the other was having MH issues which were superseding employment issues. (This case should have been staffed for a not required employment status).

YEAR END:

At year end, we had 82 clients who were identified as appropriate for this goal. Of those 82, 65 met the expectation. Eight clients failed to report to establish their case plan, two case plans were late, outside the 45 days, and 7 case plans were overlooked for an employment goal when the client was not employed.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year End
80%	76.9%	84.2%	81.8	87.5	79.3%

Discussion / Current Activities:

Inevitably we cannot control the clients who fail to engage and comply with case management practices. We continue to work with officers in addressing case planning development. The case plan should drive supervision. It is the basis of strategy for goal development that will lead the client to successful discharge. As the offender's circumstances and behaviors change, so should the case plan. Our comprehensive plan identifies the increased success of individuals as they are full-time employed and thus should be an area of focus for all officers.

✓ Objective #2: 80% of all employable clients with a period of unemployment over 60 days will be referred to the next Employment group, if they have not already completed it.

Target Date: 6/30/16

Progress:

4th Quarter

There were two employment workshops in the 4th Quarter, one in Parsons and one in Pittsburg. A total of 24 clients were eligible based on the criteria of unemployment and all 24 were referred for group. One client from Cherokee County was able to travel for group.

YEAR END

A total of 6 groups were conducted in FY 2016, two in Parsons and 4 in Pittsburg. A total of 53 clients were unemployed over 60 days and all 53 were referred to group. With additional room available, 18 additional clients who were unemployed fewer than 60 days were accepted into these groups as well.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year End
80%	100%	100%	N/A	100%	100%

Challenges:

Of these 53 clients with unemployment over 60 days, only 17 (32%) completed the program successfully. 31 of those accepted were no show/no calls on the first day of group. 2 individuals called in sick, 1 person reported the first day but not the second, 1 client was removed due to behavior issues and 1 client was arrested before group.

Of those who were accepted into group with unemployment less than 60 days, 9 or 50% completed the program successfully.

A total of 26 clients successfully completed the two-day workshop. The high percentage of no shows for group leads us to believe that the evaluation of the client's readiness for change may not be being addressed prior to referral. We are in the process of evaluating the referral process of this group.

✓ Objective #3: To lower the agency unemployment rate by 1% by the end of FY2016.

Target Date: 6/30/16

Progress: In the 4th quarter, we averaged 54 of 213 clients who were identified as unemployed for an unemployment rate of 24%. For FY 2016 as a whole, we averaged 48.5 unemployed client of the average 218 active clients. For an average yearly employment rate of 22.2%.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year End
23%	18.6%	21%	26%	24%	22.2%

Discussion / Current Activities: Unemployment rates spiked to close to 29% in February 2016, but then declined as spring approached.

Challenges:

Modifications:

LOT FOREMAN

Cherokee County, Kansas

DESCRIPTION:

Under the supervision of the Cherokee County Road Supervisor, the Lot Foreman is a non-exempt position under FLSA. This position supervises all shops and staff, including Diesel, Tire, Oil, Gas and Welding, in the day-to-day operations of the County Road and Bridge Department. This position requires strong communication and management skills both within the Department and for public relations.

ESSENTIAL FUNCTIONS:

Supervises employees and shops associated with the Road and Bridge Department.

Responsible for ordering parts, supplies, tools and fuel for the successful operation of the Department

Efficient management and proper allocation of available resources

Effectively handles issues and problems received from all sources

MARGINAL FUNCTIONS:

Fills the role of County Road Supervisor when the Supervisor is unavailable, including but not limited to:

oversee progress of ongoing projects

prioritizes and assigns projects and directs staff

May be assigned or needed to perform other duties according to conditions.

POSITION REQUIREMENTS:

Experience: Three to five years of similar or related management and operations experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within ninety days of assuming the position.

Education: High School diploma or equivalent knowledge and skill.

Technical Skills: Overall working knowledge of all aspects of the County Road and Bridge Department functions and a clear understanding of the responsibilities within each shop.

Problem Solving: This employee manages personnel issues, operation needs and equipment malfunctions.

Decision Making: This employee makes decisions regarding necessary repairs, prioritizing work assignments and efficiently performing multiple duties in an efficient manner.

Supervision: This employee works with minimal supervision from the County Road Supervisor and is responsible to supervise a diverse workforce in the County Road and Bridge Department.

Financial Accountability: This employee is responsible for the efficient, cost-effective operation of the shops within the Department but does not participate directly in the annual budget process.

Personnel and Public Relations: This employee will handle daily contact with the general public, co-workers and supervisory staff, taking care to evaluate and prioritize issues affecting the operation of the Department.

Working Conditions: This employee does not routinely work in extreme weather conditions.

Physical Requirements: This position does not routinely require manual labor, lifting or extensive walking but may occasionally require the employee to operate equipment in unusual circumstances.

Adopted September 19, 2016

