

MINUTES FOR SEPTEMBER 18, 2017
BOARD OF CHEROKEE COUNTY COMMISSIONERS
CHEROKEE COUNTY, KANSAS

CONVENE

Chairman Collins 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 a.m. on Monday, September 18, 2017 in the Commission Room, #109 of the Cherokee County Courthouse located at 110 W Maple St., Columbus, Kansas. Commissioners Pat Collins, Neal Anderson, Cory Moates, County Counselor Barbara Wright, and County Clerk Rodney Edmondson were present.

Members of the press present: Larry Hiatt, Jordan Zabel, Francis Secrist, and Kimberly Barker

A motion was made by Commissioner Anderson to approve the minutes of the September 11, 2017 BOCC meeting as written. The motion was seconded by Commissioner Moates. The motion carried 3-0.

Jessie Casey, residing at 2718 NW 20th St. appeared before the Board regarding traffic and road conditions in her area. She stated that from 5:30 a.m. to 6:00 a.m. and 4:30 p.m. to 5:00 p.m. there is a problem with traffic driving at high speeds. She stated that when the road is being graded the windrow is in a bad place. She also asked for consideration in getting something for dust control in front of the three houses in that area. The Board stated that they would talk with the Sheriff regarding traffic patrol in that area, and the Board will discuss options for dust control. There was also citizen concerns over the lack of speed limit signs and stop signs on that same road.

Pat Ellison appeared before the Board with concerns over the increase traffic and lack of traffic signage on NW 20th St. as well. He would like to see the speed limit lowered and stop signs installed at some of the intersections.

Leonard Vanatta, County Road Supervisor, appeared before the Board regarding county road business. The Board asked Leonard to take a look at NW 20th St. and bring back suggestions for speed limit and stop sign locations. They also asked him to have the grader operator move the windrow closer to the edge when grading the road.

Donna Hollern appeared before the Board regarding problems with water drainage in the area of her driveway. Leonard stated that there isn't adequate ditching and culverts in that area. The Board stated that they will get the culvert pipe down to a lower level and see if that helps.

Leonard reported that there are a few more areas that were added to the plan for dust control. KDOT instructed him to send an updated list and they would see if they could help with the cost.

A motion was made by Commissioner Collins for an executive session for the discipline of non-elected personnel with the Board and Leonard Vanatta for a period of 15 minutes. The motion was seconded by Moates. The motion carried 3-0 at 9:37 a.m.

The meeting reconvened at 9:52 a.m.

No action was taken during the executive session.

Brenda Clugston appeared before the Board requesting a new computer for the Health Department to place a defective one. She presented four bids for the Board to review. She stated that they have no preference.

A motion was made by Commissioner Collins to approve the lowest bid from Newegg.com at a cost of \$679.98. The motion was seconded by Commissioner Moates. The motion carried 3-0.

Sheriff David Groves and Under-Sheriff Terry Clugston appeared before the Board regarding switching the sworn officers from KPERS to the KP&F retirement plan. Groves stated that the increased cost of the program was approved and added to his budget for 2018. He stated that the Board would need to pass resolutions to approve the program.

A motion was made by Commissioner Moates to adopt Resolution 14-2017 to make application for transfer from KPERS to the KP&F retirement program for the sworn officers of the Sheriff's department. The motion was seconded by Commissioner Anderson. The motion carried 3-0.

A motion was made by Commissioner Moates to adopt Resolution 15-2017 for affiliation for optional group life insurance through KP&F at no additional cost to the county. The motion was seconded by Commissioner Anderson. The motion carried 3-0.

The Board discussed the start time of the evening meetings that are set in October and November. The Board agreed to change the start time of the meeting to 6:00 p.m. instead of 4:00 p.m.

A motion was made by Commissioner Anderson for an attorney client executive session for personnel issues with the Board and Counselor Wright for a period of 45 minutes. The motion was seconded by Commissioner Moates. The motion carried 3-0 at 10:18 a.m.

The meeting reconvened at 11:03 a.m.

No action was taken during the executive session.

Mac Young, Court Administrator for the 11th Judicial District appeared before the Board to present the 2017 Community Corrections year-end report. He stated that they focus heavily on employment of the offenders. He stated that the goal of the program is to decrease the overall rate of the offender population. The 11th Judicial District has a 72.7% overall success rate, a 6% increase from 2015, with Cherokee County at 69%. Offenders are required to participate in the GED program if they are not a high school graduate or if they have not already completed a GED program. If they are not employed they must participate in an employment group that teaches skills such as resume building.

Chairman Collins signed the report as presented. Cherokee County will receive a signed copy of the report when all signature have been gathered from the other counties.

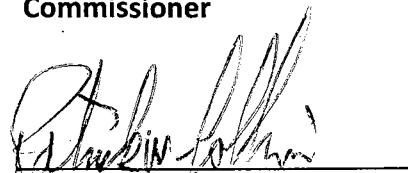
Commissioner Moates made a motion to adjourn until the next regular meeting set for Monday, September 25, 2017 at 9:00 a.m. The motion was seconded by Commissioner Anderson. The motion carried 3-0 at 11:25 a.m.

ATTEST: Resolved and ordered this 25th day of September, 2017


Cherokee County Clerk


Commissioner


Commissioner


Commissioner

Stronghold technicians have been working on Debbie's PC for the past month or so and have decided that the CPU is dying. Replacing just the part is not recommended since the PC is 8 years old and replacing only one part will just cause the other parts to work harder and then they will die off also. We tried to "sub" in two PCs that we have that are not utilized often because of the minimal hours worked by that staff, but one is a Windows 10 and the other is Windows XP, neither of which are compatible with the State software that Debbie uses on a daily basis, that require Windows 7. The PC was originally purchased with H1N1 funding 8 years ago and 46% of its replacement will be paid for by remaining WIC funds that need to be expended by end of September. Approval has already been received by WIC state lead.

Please circle the option that you agree with, put the total at the bottom of the PO and sign the PO. I will fill out the rest of the PO, if that is agreeable to you.

Thank you,
Brenda Clugston

Option 1: Newegg.com

Dell Optiplex 3040, intel i5 6th Gen 3.2 GHz processor, 8GB DDR, 500 GB HDD, Keyboard and mouse	559.99
Microsoft Office 2016 Home & Student edition (no outlook)	119.99
	<u>S/H 0.00</u>
Total	679.98

Option2: Newegg.com

Acer desktop, intel i5 6th Gen 3.2 GHz processor, 8GB DDR, 1TB HDD, NO keyboard or mouse	612.03
Microsoft Office 2016 Home & Student edition (no outlook)	119.99
	<u>S/H 5.99</u>
	738.01

Option 3: Stronghold Data

Dell Optiplex 3050, intel i3-7100 3.9GHz processor, 8GB DDR, 500 GB HDD, keyboard and mouse	764.24
Microsoft Office 2016 Home & Business edition	229.99
	<u>S/H 0.00</u>
Total	994.23

Option 4: KissTech

Dell Optiplex 3050, intel i5 6th Gen 3.2 GHz processor, 8GB DDR, 500 GBHDD, keyboard and mouse	1012.00
First time customer 10% discount	-101.20
	<u>S/H 0.00</u>
Total	910.80
Plus the Microsoft Office Home & Student Office from Newegg.com	<u>119.99</u>
Total	1030.79

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

Fiscal Year 2017 Report Period

<input type="checkbox"/> 1 st Quarter	July 1 st - September 30 th
<input type="checkbox"/> 2 nd Quarter	October 1 st - December 31 st
<input type="checkbox"/> 3 rd Quarter	January 1 st - March 31 st
<input checked="" type="checkbox"/> 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 6/30/17.

✓ Objective #1: The Adm. Director will dispense to the local stakeholders updated information regarding local practices as it applies to Evidence Based theories by 11/1/16.

Target Date: 11/1/16

Progress: On November 1st, the annual stakeholder letter was sent to district judges, prosecutors, mental health administrators, Law enforcement officers, court services officers and advisory board members. The letter detailed annual statistics for the program, agency funding concerns, data and dialogue in regards to incarceration vs. rehabilitation and the agency's core programming agendas.

Discussion / Current Activities:

Challenges:

Modifications:

GOAL#2: To continue to enhance the fidelity of the LSI-R in FY 2017.

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

Target Date: 6/30/17

Progress: We finished the review of three officers LSI-R's from FY 2016, in FY 2017 that had to submit additional recordings as the first ones had critical errors in the interview style, scoring and documentation. The secondary recordings were submitted to the agency's program consultant and feedback was provided in November 2016.

Discussion / Current Activities: We conducted additional LSI-R training in December 2016 after the completion of our first agency Inter-rater reliability exercise. The training/discussion focused on the fidelity of that instrument, the expectations of the agency in regards to the strength of the interview and scoring of the instrument, as well as documentation within the instrument. In January, we sent notices to two additional employees to submit audio recordings on their next initial LSI-R interviews to continue our focus in FY 2017 on LSI-R quality assurance. We looked to review these recordings in the 3rd quarter however we had an employee out for a period of time and once she returned administration was bogged with completing performance evaluations that were overdue and working on the comprehensive plan for FY 2018. Before the end of FY 2017, we were able to provide feedback to at least one of those employees, evaluating 4 of the 5 ISO's LSI-R recordings in FY 2017. Three were secondary recordings after our FY 2016 review and the other was our newest certified employee. The one employee who did not have an audio recording submitted was an ISO in Labette County, whose initial recording in 2016 met interrater reliability and whose interview was above average. Her written LSI-R's were reviewed during her performance evaluation at the end of FY 17 with no concerns noted.

Challenges: Time and unexpected personnel leave or vacancies seems to be this agency's only challenge in the accomplishment of this goal.

Modifications:

✓ **Objective #2: In FY 2017, this agency will administer an inter-rater reliability assessment of the LSIR.**

Target Date: 6/30/17

Progress: In December, 2016, this agency, with the help of our program consultant, Jessica Clatterbuck, conducted an inter-rater reliability exercise with all agency certified staff. We obtained a vignette from Dr. Alex Holsinger, of University of Missouri-Kansas City, to utilize. The instrument, however was unscored and did not have a guide for its implementation for an inter-rater reliability exercise. Both this Director and program consultant Clatterbuck scored the assessment, discussed differences, then staffed several questions with Dr. Holsinger to ensure the accuracy of our scoring of the vignette. Once we were confident with the exact score, we proceeded with the inter-rater reliability exercise.

The vignette was presented to each certified officer in the 11th Judicial District in person, as part of a training exercise to score independently. The expectation was to meet inter-rater reliability using a 2-point variance, either side of the actual score. With the actual score being 26, we recorded the following scores.

28 (1 officer)

27 (1 officer)
*26 (0 officers) actual score
25 (1 officer)
24 (2 officers)
23 (1 officer)

One officer failed to meet inter-rater reliability.

Upon completion of the individual scoring, each question was discussed in detail to generate conversations about the actual score. Four questions were identified as those being the most mistaken and extensive focus was placed on them. From the exercise, we were able to conclude several factors. First, we recognized the provided vignette was not sufficient in detail for officers to make clear decisions. Officers tended to make assumptions and score based on those assumptions, as the interview was not their own and follow-up questions were not available. The official score included four omitted questions due to insufficient detail in the vignette.

Secondly, we discovered that 4 of the 6 officers, incorrectly scored one question in particular, #50 in the Emotional/Personal Domain, Psychological Assessment indicated. The oversight of this question by so many officers raised some unease as this question is to be an indicator of recent or current cognitive impairments which may interfere with a person's ability to stabilize or make lifestyle changes. It is vital to recognize and ensure these cautionary signs are being addressed. In depth discussions surrounded this question alone and officers appeared confident it's interpretation upon completion of the review exercise.

Discussion / Current Activities:

Challenges: The vignettes used were of individuals who were entering or in the penal system and were not typical of what our officers evaluate on a regular basis. It is a goal of this agency to find or develop a vignette that would be based within community supervision and relevant to our everyday practices. With the implementation of a new scoring guide in FY 2018, it will important to review inter-rater reliability in the upcoming years.

Modifications:

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

Objective #1: By June 30, 2017, this agency will have evaluated each in-house program, at least once, for the fidelity to the curriculum.

Target Date: 6/30/17

2-DAY EMPLOYMENT WORKSHOP

Progress: A 2-day employment workshop was conducted in June in Pittsburg. The group was evaluated by KDOC OWDS certified staff members, Kelli Martinez and Jim Chastain for fidelity.

Feedback offered included the following:

“Here are a few bullet points about my observations over the time I observed.

- The group was well managed with the group members showing respect for each other.
- The gender mix was a little surprising given that female offenders outnumber male by 4 to 2 but it worked well and I felt the group was respectful and supportive of each other regardless of gender.
- Both facilitators did a good job engaging all members and even handling one member who appeared to be a bit needy and could have easily dominated the group discussions.
- The content was well prepared and organized in a way that made good sense. Both facilitators shared in the delivery of content and the transition from one instructor to the other was handled smoothly.
- I noted that homework was assigned but didn't note that it was addressed other than a mention on the following day.
- The group size was nice and fit the space available. Given the small rooms that were available any larger group might have posed a problem.
- I really liked the incorporation of guest speakers from Workforce and felt that it added nice variety plus reinforced the information that had already been shared.
- I could tell that the Workforce staff were really on board with helping the people in the class and I like that time was given to set specific appointments to follow up with any offender who was interested in using their services.
- The mock interviews were a nice way to end the class and hopefully the folks I interviewed left feeling supported but also with some good constructive feedback.

Here are some additional thoughts on things you may want to add or incorporate in future sessions.

- There is a motivational group activity known as the 5-chairs activity that Vickie and Matt will be learning to use next week at the OERS P&P training in Kansas City. This activity is a lot of fun and challenges the class to think of things in more persuasive ways. We use it in Wichita Job Club to encourage participants to think of questions they might ask a prospective employer. It can also be used to explore ways to handle a variety of behaviors....
- You might want to add an activity that processes how to handle a variety of questions other than the felony question. You can ask the question then analyze the underlying thought or concern that the employer is trying to address.
- I really liked the involvement of Workforce Staff and would encourage you to look at involving others such as.
 - Veterans Representative (if appropriate)
 - DCF Workforce folks
 - DCF Vocational Rehabilitation
 - Prospective Employers
 - Small Business Administration (if appropriate)
 - Employers in the community that might be willing to talk about their company expectations
- It might be nice to add to your pool of mock interviewers by adding folks from...
 - Workforce
 - Community Employers (I am pretty sure that Brandy Benedict and Pamela Hann would come over from Independence)
 - Student interns, mentors and volunteers
 - Members of the local Chamber of Commerce
- To enhance the mock interviews, I would recommend that you offer some suggested questions for interviewer to use and offer them a format to share their critique in writing. There are several good examples that are being used at various facilities around the state. I really like the

format that Cindy Villarreal uses at Larned and the one used by the Program Team at Hutchinson Correctional Facility.

- I would recommend that you incorporate the use of the 3Rs video that offers examples of how to talk about your crime of conviction to a prospective employer. The DVD offers examples including a sex offender, property offender, person offender and drug offender so it covers most crime types. I will bring a couple copies of this DVD to training next week and send one with Vickie and one with Matt. They are imperfect examples and I like that you can ask participants to critique what they see and make recommendations on what they liked and what they would do to improve what they saw.
- Since I didn't stay for your discussion you may have already covered this but I like using the "Job Loss Indicator" document that Kelli developed. It offers some self-exploration using a behavior chain and it is nice to help them start thinking about retention as being their responsibility."

THINKING FOR A CHANGE/TAG

Progress: We were unable to get a fidelity review of our Thinking for a Change group/facilitators in FY 2017. The evaluation of this program will be a priority in the upcoming fiscal year.

Discussion / Current Activities:

Challenges: The availability of evaluators to review our cognitive program has become problematic. We had a great relationship with the previous KDOC R3 cognitive services manager, who traveled yearly to our sites to monitor and evaluate groups, but have yet to develop that same relationship with the new manager.

Modifications:

GOAL #4: 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 2017, 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: 6/30/17

Progress: We have completed all staff audits for FY 2017. Within those audit, we looked at the use of incentives and sanctions, whether those sanctions are swift and in accordance with the established sanctions grid and whether those sanctions and incentives are being documented as required. Of those audits, 3 officers received a satisfactory score, and 2 officers received an unsatisfactory score. (One of the unsatisfactory officers is no longer with this agency.) We have looked at this policy extensively and are utilizing weekly staffing's with newer officers as well as JRI staffing's to provide feedback and coach to behavior responses. We are seeing notable progress in the systematic use of the grid.

Discussion / Current Activities:

Challenges:

Modifications:

Outcome Goals

Goal: To achieve a supervision success rate of at least 70% on discharged clients in FY 2017. (This is over a 6% increase from FY 2015)

In FY 2017, we closed 128 offenders with thirty-five (35) of those cases being revocations for a success rate of 72.7%. This was a 2% increase from FY 2016, and a 9.3% increase from FY 2015. The discharges looked as follows:

Death	2
Not Sentenced	0
Revoked Condition Violator	18
Revoked- New Felony	15
Revoked- New Misdemeanor	2
Successful	57
Unsuccessful	33

Out of these figures:

- 14 (78%) of the 18 condition violators were before the Court partly for Absconding from supervision.
- 3 of the 18 (16%) requested to serve their sentence at revocation.
- 2 (11%) were given a plea agreement where new cases were either not filed or withdrawn if client agreed to serve revocation sentence.
- 1 was considered high risk sex offender.
- 8 (44%) were on supervision for property crimes; 5 or 28% for drug crimes; and 5 or 28% for person crimes.

- Breakdown by County:

Cherokee County – 5 Revocations (2 CV; 3 NF); 11 Successful Success rate = 69%
Crawford County – 27 Revocations (15 CV's; 12 NF), 45 Successful Success rate = 63%
Labette County – 3 Revocations (1 CV's; 0 NF's, 2 NM), 36 Successful Success rate = 92%

- There was a total of seven (7) departure cases were revoked from Community Corrections this fiscal year. Three (3) as condition violators and four (4) as new felonies. (0- LB; 2- CK and 5-CR). We should note that there was a total of 21 departure cases discharged this fiscal year with 14 or 67% of them having a successful type of discharge.

- When evaluating prior revocation for Condition Violators, we found that 6 or 33% of those revoked were done so on their first revocation with Community Corrections. (only 1 of those 6 were assigned to us as a Revocation from CSO's). When reviewing all revocations, 43% of them were revoked at their first revocation with only 2 or 13% of those being assigned to us as a revocation from Court Services.
- Seven (7) or 38% of the 18 condition violators completed either the 120 or 180 JRI sanctions available. Twelve (12) or 34% of the 35 total revocations were ordered a JRI sanction prior to imposition of their sentence.
- When looking at revocations for this fiscal year, we noted that at least 7 of those revocations identified had at least one prior revocation with this agency in a previous year. One just last fiscal year when he was revoked on one case but remained on supervision for his second case, only to be revoked again this year. Two were recently on our revocation data in FY 2014. One particular case has been a revocation statistic three times with this agency since FY 2005.
- Six cases revoked this year, remain on supervision for other cases with this agency.

Objective #1: 80% of all reviewed case plans will address at a minimum 2 top domains within the LSIR, are they measurable and are they current.

Target Date: 6/30/16

Progress: A monthly audit document was developed by Administration, where the ISO II will review 5 client case plans per month/per officer that will allow us to provide feedback to the officer in regards to their case plans. However, no case plans have been reviewed this year as we had an officer out on extended leave multiple times and the ISO II and the Director assumed the responsibility of this full caseload as well as training new staff that was hired in the 1st Quarter. The new officer assumed her caseload as of January 1, 2017, and the extended leave for our other officer ended in late February, however this Director and ISO II were inundated with performance evaluations on all ISO's, some that were long overdue.

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

Discussion / Current Activities:

Challenges:

Modifications:

Objective #2: 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: 6/30/17

Progress: We had 12 active clients who were identified within this category. Six of those or 50% had case plans dealing with employment as required. The remaining six were missed due to officer oversight. (These 6 were from two officers. The remaining three officers were in 100% compliance with the goal.)

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
80%	64.7%	88%	89.4%	50%

Discussion / Current Activities:

Challenges: The two officers who struggled in this area included a seasoned officer who is no longer with this agency and as we are reviewing files after her departure, discovered she had checked out long before her resignation had been received. We have been in discussions with the second officer to increase her awareness of this requirement.

Modifications:

Objective #3: 70% of all Level 1 and 2 client files reviewed will have homework assigned at each office contact for that review period.

Target Date: 6/30/17

Progress: A monthly audit document has been developed where the ISO II will review 5 client case files per month/per officer that will allow us to provide feedback to the officer in regards to their assignment of cognitive work.

No level 1 and 2 clients' files have been reviewed this year as we had an officer resign at the first of the fiscal year and the ISO II has assumed the responsibility of a full caseload as well as training new staff. A second officer had to go on extended leave for approximately 2 months in the third quarter, both the director and the ISO II assumed caseload responsibilities at that time. Once she returned, we were inundated with performance evaluation and the FY 2018 Comprehensive Plan completion.

This new coaching tool will be implemented as soon as all required audits are completed.

When looking at the amount of cognitive or Written work assigned in Interventions, this agency created 1190 cognitive work interventions with 716 or 60% being identified as completed successfully. This is compared with 833 interventions in FY 2016 with 629 or 75% being identified as successful. We do note that recently we discovered officers closing out interventions as Administratively when those reports were actually completed successfully. We have expectantly corrected this issue.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
70%	N/A	N/A	N/A	N/A

Discussion / Current Activities:

Challenges:

Modifications:

Objective #4: To lower the agency unemployment rate by 1% by the end of FY2017.

Target Date: 6/30/17

Progress: We recorded a large spike in unemployment starting this fiscal year, but do not have any specific factors to attribute it to, other than an influx of individuals either going to or being released from treatment. We were able to lower the rate by 3 % in the second quarter, another 2% in the 3rd Quarter, and a small decrease in the 4th Quarter for a final year end percentage of 29.6%.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year end
21.2%	33%	30%	28%	27.3	29.6

Discussion / Current Activities:

Challenges:

Modifications: After the first two quarters it was impractical to believe we would be able to lower the unemployment rate enough to meet our goal for this year. We were not able to conduct steady employment groups and although is not the single answer to our increased unemployment rate, the skills we provide in the training certainly offer a better opportunity to those who participate.

