



COUNTY COMMISSION REGULAR AGENDA

Finney County, dedicated to its citizens, serving its taxpayers

COUNTY ADMINISTRATIVE CENTER

April 17, 2017

8:30 AM

CALL TO ORDER

**CHAIRMAN LON
PISHNY**

8:30 AM

Pledge of Allegiance to the Flag and Invocation

Chair Person Comments

Consent Agenda

Approval of Minutes from 04/03/2017

Approval of Accounts Payable: Payroll of 04/07/2017 \$288,416.17, A/P of 04/07/2017 \$26,705.75, A/P of 04/17/2017 \$476,588.17

Compass EAP Agreement

Public Comment

Old Business

Resolution for County Attorney as Public Safety

Corrections Comprehensive Plan and Update of Beth Beavers
Department

Live Well Finney County

Beth Koksall

IMA Benefit Annual Report

Darlene Lucas

Property Tax Abatements

Lona DuVall

Hi-Plains Feeding and Mies Trucking Tax Abatements

Executive Session - Non Elected Personnel Randy Partington

Non Elected Personnel Executive Session per KSA 75-4319 (b,1)
15 minutes

Board Governance

Legislative Activity

Joint Meeting with Surrounding Counties

Joint Commission Meeting

County Administrator Report

County Administrator Updates

County Commissioner Reports

- Commissioner Clifford
- Commissioner Drees
- Commissioner Larry Jones
- Commissioner Dave Jones
- Chairman Pishny

Adjournment

Next Commission Meetings - Monday, 5/1/2017 and Monday, 5/8/2017



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Approval of Minutes from 04/03/2017

DISCUSSION:

Approve Minutes from 04/03/2017

RECOMMENDATION:

Approval of Minutes



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Approval of Accounts Payable: Payroll of 04/07/2017 \$288,416.17, A/P of 04/07/2017 \$26,705.75, A/P of 04/17/2017 \$476,588.17

DISCUSSION:

Approval of Accounts Payable: Payroll of 04/07/2017 \$288,416.17, A/P of 04/07/2017 \$26,705.75, A/P of 04/17/2017 \$476,588.17

RECOMMENDATION:

Approve Accounts Payable



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Compass EAP Agreement

DISCUSSION:

Renew the EAP agreement with Compass with not changes in cost (\$2.00/per employee/per month).

BACKGROUND:

Finney County has contracted with Compass since 2012 for EAP services at the same rate per employee/per month. The services provided are described in the contract and briefly below.

Finney County employees and their family members shall be entitled to receive 5 therapy sessions, per incident, per family member per calendar year.

ALTERNATIVES:

1. Approve the agreement for 2017
2. Decline the agreement for 2017
3. Decline and go out for bid on another EAP service

RECOMMENDATION:

Approve the agreement for 2017.

FISCAL And/Or POLICY IMPACT:

The annual cost would be approximately \$7,680 based on 320 full time employees at \$2/person per month.

ATTACHMENTS:

Description

Compass Agreement for EAP



Healthy Minds. Healthy Lives. Healthy Communities.

CONTRACT FOR CLINICAL SERVICES

THIS CONTRACT is made and entered into by and between Compass Behavioral Health, a duly licensed community mental health center whose business address is 1111 East Spruce Street, Garden City, Kansas, 67846 and Finney County, whose address is 311 N. 9th St. Garden City, KS 67846;

WHEREAS, Compass Behavioral Health is a duly licensed community mental health center which provides mental health services to the public, and

WHEREAS, Finney County desires to retain the services of Compass Behavioral Health as part of Finney County's Employee Assistance Program (EAP), and

WHEREAS, Compass Behavioral Health is willing to provide such services for Finney County as part of its EAP under the terms and conditions as set forth herein;

NOW, THEREFORE, IN CONSIDERATION OF THE MONIES TO BE PAID HEREUNDER AND THE MUTUAL PROMISES OF THE PARTIES, IT IS AGREED AS FOLLOWS:

1. Compass Behavioral Health SERVICES:

(a) Subject to the terms and conditions of this agreement, Compass Behavioral Health will provide to Finney County Employees and their family members (as defined herein) the following types of professional counseling services ("services"): alcohol and drug abuse, marital and relational problems, psychiatric and emotional illness, situational problems, critical incident stress debriefing; Individual and Group therapy included.

(b) The above listed services will be provided by mental health professionals licensed in the State of Kansas to practice psychiatry, psychology, clinical social work and/or marriage and family therapy, which providers will be full or part-time employees of Compass Behavioral Health and under the supervision and direction of Compass Behavioral Health.

(c) All such services will be provided at approved Compass Behavioral Health regional offices only; provided, however, Compass Behavioral Health will provide 24-hour a day, 7 days a week telephone answering services in emergency situations. In the event any such telephone conference, or series of conferences, extends for a duration of more than 45 minutes, such telephone conference(s) shall constitute a "session" for purposes of this agreement.

(d) In consideration of the monies to be paid by Finney County hereunder and the terms and conditions of this agreement, the eligible Finney County Employee and family members shall be entitled to receive 5 Therapy Sessions, per Incident, per Family Member (upto age 26 and living in the Home) per Calendar Year. Court Ordered Domestic Violence or DUI Assessments and treatment are excluded from this Agreement. The Cost to Finney County is to be assessed at \$2.00 per Employee, per Month.

(e) For purposes of this agreement, the phrase "Finney County Employee and family members" means the individual employed by the Finney County, the employee's spouse, and the natural or adopted children of the employee or the employee's spouse who regularly reside within the employee's household (upto age 26). If more than one family unit members are seen together during the same counseling session, such session shall constitute only one session for purposes of Paragraph (d) above.

(f) For purposes of this agreement a "counseling session" shall mean a counseling meeting where services are provided by a Compass Behavioral Health licensed professional which meeting extends for a period of not less than 25 minutes and no more than 60 consecutive minutes.

(g) Compass Behavioral Health shall provide to the Finney County Administrator on a Quarterly basis reports which disclose the total number of employees and family members receiving services under this agreement during the previous quarter; a summary of demographic information to be decided upon mutually – limited information to ensure the utmost Confidentiality to the Client. Such reports shall not, however, disclose the name of any persons served by Compass Behavioral Health under

this agreement or any other personally identifiable information without the prior written consent of the Finney County employee.

(h) Compass Behavioral Health will work with the County to develop a Quarterly Informational Handout on a Behavioral Health topic to go into each Employee's payroll envelope or distributed as Finney County sees fit.

(i) Compass Behavioral Health will be available to provide 2 In-services annually to County employees, based upon the County's request to do so.

(j) Finney County employees will have access to Compass Behavioral Health's Informational website. This will be updated and functional when this Agreement takes effect

2. FINNEY COUNTY RESPONSIBILITIES AND OBLIGATIONS:

(a) In return for the services provided by Compass Behavioral Health under this agreement, Finney County shall pay to Compass Behavioral Health on a monthly basis, an amount of \$2.00 per Employee, per Month

(b) Compass Behavioral Health will need an updated Monthly listing of Finney County employees and family members eligible for participation in the EAP as of the effective date of this agreement. No refund of any portion of any payment shall be made for any employee leaving employment during the month for which payment is due or for which payment has been made. Any (former) Finney County employee who uses the EAP without notifying us of their change in Employment status, will be responsible for payment of services rendered by Compass Behavioral Health.

Finney County shall notify Compass Behavioral Health on the first of each month in writing of any and all additional employees coming into the Finney County employment following the effective date of this agreement, and such employee's name, address and social security number and name, age of all employee family members. Each new employee will be included in the monthly payment calculations as of the first day of the month following the date of employment.

(c) Only those employees and family members on the Supplied and Monthly updated Listing shall be eligible for Compass Behavioral Health services under this agreement.

(d) With written consent of the employee, Finney County shall provide to Compass Behavioral Health, upon request, any information or documentation from the employee's personnel file if deemed relevant and material to the provision of services by Compass.

3. GENERAL CONDITIONS:

(a) Term of Agreement: This agreement shall remain in effect until terminated by either party. This agreement is entered into on a Yearly Agreement to further assess for cost: benefit to both Entities (Compass Behavioral Health and Finney County) – 30 Days Notice is required by either party to terminate agreement. February 1, 2017 to February 1, 2018.

(b) Confidentiality: Any and all information concerning an employee and family members obtained by Compass Behavioral Health during the course of providing services under this agreement other than the information to be reported in accordance with Paragraph 1(g) above shall be treated as confidential and privileged information and shall not be disclosed or released except in accordance with the state and federal law.

(c) Legal Relationship of the Parties: Under this agreement Compass Behavioral Health is acting as an independent contractor and nothing contained herein is intended to and does not create any other type of relationship between Compass Behavioral Health and Finney County.

(d) Hold Harmless: Finney County agrees to and does hereby save and hold harmless Compass Behavioral Health of and from any and all claims, causes of actions, losses, costs and expenses which may in any manner whatsoever arise out of or in conjunction with this agreement or the services provided under this agreement, except only for such actions resulting from the negligent or wrongful acts of Compass Behavioral Health or its employees.

Compass Behavioral Health agrees to and does hereby save and hold harmless Finney County from any and all claims, causes of action, losses, costs and expenses which may in any manner whatsoever arise out of or in connection with this agreement or the services provided hereunder, except only any such actions resulting from the negligent or wrongful acts of Finney County or its employees.

(e) Default or Breach: In the event of a default by Finney County in any payments as provided herein, Compass Behavioral Health may, upon 10 days written notice, terminate this agreement and the services to be provided hereunder, provided, however, such termination shall not constitute a waiver of any payments due hereunder, which obligations shall survive such termination.

(f) Entire Agreement: This agreement contains the entire agreement of the parties hereto and may not be altered or amended except by mutual written agreement between the parties. This agreement shall be governed by the laws of the State of Kansas and any litigation which may arise out of this agreement as between Compass Behavioral Health and Finney County shall be filed and litigated in the Finney County District Court.

(g) Binder: This agreement shall be binding on the parties hereto and their respective successors and may not be assigned by either party without the prior written consent of the other.

(h) Effective Date: The effective date of this agreement shall be the 1st day of February 2017.

IN WITNESS WHEREOF, the parties have signed and approved this agreement on the dates reflected below.



Healthy Minds. Healthy Lives. Healthy Communities.

Finney County

By _____

Ric Dalke, LSCSW
Executive Director

By _____

Randy Partington
Finney County Administrator

ATTEST:

Witness

Approved this _____ day of _____, 2017

MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Resolution for County Attorney as Public Safety

DISCUSSION:

For the 2018 budget year and beyond, the county commission by the passage of a resolution can consider the County Attorney as a department that is public safety and exempt from the tax lid.

BACKGROUND:

For the 2017 budget year the following departments were considered public safety and exempt from the tax lid.

- Sheriff
- EMS
- Emergency Management

ALTERNATIVES:

1. Adopt Resolution
2. Deny Resolution

RECOMMENDATION:

Adopt the Resolution.

FISCAL And/Or POLICY IMPACT:

Adds the County Attorney's \$1.8 million budget to the public safety fund (Sheriff's Fund 069), making it exempt from the tax lid for 2018 and beyond.



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Corrections Comprehensive Plan and Update of Department

DISCUSSION:

Katrina Pollet and Beth Beavers to present Comprehensive Plan

RECOMMENDATION:

Approve Comprehensive Plan

ATTACHMENTS:

Description

FY18 Narrative and Budget

Comprehensive Plan Part 1

Comprehensive Plan Part 2

25th JD COMMUNITY CORRECTIONS AND REHABILITATIVE SERVICES FY 2018 JUSTICE REINVESTMENT INITIATIVE PROJECT NARRATIVE

Proposal

With the Justice Reinvestment Initiative (HB2170) funding, we are requesting funds to maintain a Program Provider. Maintaining this position, the 25th JD Community Corrections (25th JD CC) will be able to provide a continuum of educational services that will help develop behavioral health services and a more intense/structured intervention program.

The purpose of the requested JRI funds is to maintain a Program Provider position that will give the offender a resource to succeed on probation and in life. This will reduce their risk of recidivism and help develop a pro-social skill set in order for them to complete probation successfully. These programs have been and will continue to be offered during normal business hours as well as outside business and some weekends. By offering these programs at different times and days of the week will ensure that these programs will not cause any issues with their employers or jeopardize their jobs.

The funds requested will pay for salary and benefits for the Program Provider for FY18 as well as training costs, (i.e., hotel, meals). A detailed explanation of monies requested is outlined in detail under the budget narrative located in the last section of this grant.

The agency is also requesting funds for cognitive based program vouchers for clients. The population that the agency serves are people who are in the court system. They are typically financially strapped due to court fees, restitution, unemployment or underemployed. Since there are programs for individuals assigned to Community Corrections, the purpose of the requested funds is to provide the needed services of Sex Offender Treatment Program (SOTP) (Clinical Associates), and Batterer's Intervention Program (BIP) (Compass Behavioral Health) to persons that are unable to pay for Cognitive Based Programs that they need. Clients would also be able to receive vouchers for Sex Offender Evaluations. The Behavioral Health Programming grant would allow the agency to offer the needed services to those individuals who would not be able to obtain the needed treatment. The programs will be free to the offender except for a small fee to cover the cost of class materials, (workbooks).

The Program Provider will continue to deliver the programs set forth below:

Substance Abuse Program (SAP) – This curriculum offers the offender the opportunity to learn new skills to avoid substance use, help cope with the stresses of everyday life and competencies to better work within their environment. This program covers topics such as: goal setting, preparing for change, social skills, self-control, and problem solving as well as relapse prevention. The group consists of both males and females and will run for a period of 36 sessions (1.5 hours per session) that can be delivered 2-3 times per week.

The Courage to Change – A cognitive-behavioral group and individual program that addresses client needs based on the LSI-R score. This is a set of 6-week programs based off of the targeted needs of the client and involving a combination of journals. Clients can be directed to attend any combination. Combinations include, but are not limited to: Self-Control/Substance Abuse, Skills for Successful Living/Strategies for Success, and Responsible Thinking/Social Values. The curriculum is designed to

engage participants in exploring their risks, needs and skills deficits, as well as their strengths, resources, and solutions to problem behaviors. Clients are given the opportunity to map out the path that they have been where they currently are, and where they want to see themselves go. A journaling system is used along with different workbooks depending on the area that needs addressed. Topics include but are not limited to: self-control, relationships, and strategies for success, successful living, and substance abuse.

Anger Management Program – A 6 weeks cognitive-behavioral group education program that addresses issues leading to violent behavior and focuses on alternatives to those behaviors. Topics include but are not limited to: communication skills, trust, stress management, high-risk behaviors and respect. This generally runs for a period of 6 weeks for about 2 hours per group. The group is offered in both English and Spanish.

Responsible Decisions– This is a one day, 8 hour course dealing with impaired driving offenses. It is an interactive program designed to help clients make positive changes to their high-risk driving behaviors. This program is through The Change Companies.

Larceny – This is a one day, 8 hour theft accountability course. It is an interactive program designed to help clients understand the impact they have on individuals, agencies, and society at large. Topics include, but are not limited to: trust, victimization, and the relationship between values, attitudes, and behaviors. This program is through the National Training and Curriculum Institute (NCTI).

PROBLEM STATEMENT AND NEEDS ASSESSMENT

The Data:

The Kansas Department of Corrections related that the state's successful completion rate for FY15 was 79.6%. The 25th Judicial District Community Corrections had a 73.6% success rate for FY16. Per the FY16 Statistical Summary report provided by KDOC, 81% of the revocations in FY16 scored out at a level II or III, this is an increase over the FY15 number of 75%. This data shows that the agency did not show improvement in the FY16 year.

For FY16 the following programs were administered. A total of 11 offenders in 2 classes were participants of the SAP program. 45% of these offenders successfully completed the program. The program provider, provided three different Courage to Change programs during FY16. Both classes consisted of journals that were targeted from high risk domains identified from the LSI-r. A total of 65 offenders in 14 classes were the participants in the Courage to Change programs. 58% of these offenders successfully completed the program. Anger management consisted of 6 classes provided by the program provider. A total of 24 offenders participated. Of the 24 offenders, 87.5% successfully completed the program. Larceny program had a total of 91 participants in 11 classes for FY16. 86% of these offenders successfully completed the program. Overall the agency had a 74.8% successful rate for offenders completing programs successfully in FY16.

The agency needs to improve in targeting high risk populations. This is demonstrated by the successful completion rates for clients completing probation and also completing in programs that are targeted toward their high risk areas that have been identified on the LSI-R.

The Problem:

The problem with the data above shows that the agency is not getting as many referrals as we would like, to deliver the appropriate services to the target population. Part of the issue was the agency moved into a new building. The agency went from sharing a 12 office corridor that house corrections and parole to a building with 47 offices and four agencies. The time it took to move and settle in caused a significant decrease in the number of referrals and classes.

Offenders are not being referred into programs on a consistent basis. The Intensive Supervision Officers (ISOs) are not consistently referring to and utilizing the programs as they should be based on levels of risk that offenders present based from the LSI-R. There also needs to be improved communication with outside agencies on the delivery of the programs that are offered by our agency. In FY18, The agency is going to have a bi-weekly

The goal of the agency is to assist the offender in addressing the identified needs in a positive pro-social manner early in the probationary period to reduce the probability of revocation. The agency targets services to offenders who score at supervision Level 2 and 3, according to the LSI-R instrument, and High or Very High on at least 4 of the 6 domains identified as problematic for successful completion of supervision (Education/Employment, Family/Marital, Accommodations, Alcohol/Drug Problem, Emotional/Personal and Attitudes/ Orientation). Through this process, offenders are given the tools to successfully complete probation and go on to lead pro-social lives.

The agency hired a Program Provider December 2013. The first SAP class graduated on June 26, 2014. The first Courage to Change class utilized only 1 journal (responsible thinking journal) based off a high risk domain from the LSI-R. This class graduated on September 23, 2014. The first Courage to Change class that utilized 2 journals based on high risk domains graduated on December 8, 2014 (skills for successful living and strategies for success journals) and the second class graduated on December 13, 2014 (Self-control and Substance Abuse journals). These programs are established with the agency, but the agency needs to work on getting more referrals into the classes. The agency looks forward to the progress the programs will achieve in the upcoming fiscal year.

Needs:

The Program Provider will continue to deliver the five evidenced based programs listed above that focus on skill building and risk reducing behaviors. The establishment and delivery of these programs to offenders, who score high and very high in one of the six domains that the agency has targeted,

This grant application was developed based on the following identified needs:

1. A need to establish and deliver risk reducing/skills building programs/interventions to referred offenders by using evidenced based curriculums for the Substance Abuse Program (SAP), The Courage to Change Curriculum, and the NCTI programs. Currently, a high number of the offenders placed on community corrections have a history of recurrent substance abuse activity and score high in at least one of the six domains targeted by this agency.

2. A need to achieve a 75% success rate for FY18. For FY18, The agency hopes to exceed successful closures over the FY16 rate of 73.6%. The agency's success rate dropped from 79.6% in FY15 to 73.6% in FY16.

GRANT PROJECT PERFORMANCE MEASURES AND RESULTS

The agency will maintain a database for the collection of offender outcome data in order to determine whether the proposed grant plan is effectively and efficiently reaching its goals and objectives. It is expected that 40 to 60 offenders will be served by the two program services in the FY 2018 grant year. Data collection will include, but not limited to:

- A. Total number of offenders referred for services each month.
- B. Results of recommendations and number of placements in a service category per month by referral agency.
- C. Number of offender completions/discharges from the program per month.
- D. Reason for discharge (i.e., successful completions, revocation of supervision for non-compliance, incarceration, lack of compliance, etc.)

Through the collected data, the 25th JD CC will be capable of demonstrating to the community the effectiveness and quality of the program's services in addressing two areas: decreased drug and alcohol use and increased successful supervision completions for its offenders. The agency will systematically collect the data and disseminate it to the Community Corrections Advisory Board members and community partners for guidance and support. If a portion or portions of the grant plan is/are deemed to be unproductive or in need of enhancement, corrective action can be taken to address the deficiencies. Any change to the plan would result in a proposal for such that would be presented to the advisory board and community partners. As in the past, the data will help guide program services in the grant plan for the future years.

Budget Narrative

Position	Purpose	Location	Computation	Request
Program Director	Administrative Oversight	Garden City, Ks	N/A	\$0.00 – No funding is

				requested for the program director
Program Provider	Salary	Garden City, Ks	\$38,001.60 a year	\$38,001.60
	Benefits		Unemployment @ .30% = \$114	\$114.00
	To obtain and maintain the Program Provider position to deliver of the Courage to Change Curriculum and the Substance Abuse Program (SAP) and NCTI programs and/or The Change Companies curriculums. This position will facilitate group sessions to adult offenders with felony convictions, documented history of substance abuse and/or score high or very high in any of the 6 domains targeted on the LSI-R that the agency focus' on.		FICA @ 7.65% = \$2,907.12	\$2,907.12
			Worker's Comp. @ 2.86% = \$1,086.85	\$1,086.85
			BC/BS health insurance annually \$8,641.84	\$8,641.84
			KPERS at 10.48% = \$3,982.57	\$3,982.57
			Voucher cost for sex offender evaluations for 6 clients @ \$3000 and vouchers for Sex Offender Treatment Program (SOTP) for 40 group sessions @ \$40 these services will be provided by Clinical Associates	\$2,650
	The agency is also requesting funds for cognitive based program vouchers for clients. The		Misc supplies,	

	<p>population that the agency serves are people who are in the court system. They are typically financially strapped due to court fees, restitution, unemployment or underemployed. Since there are programs for individuals assigned to Community Corrections, the purpose of the requested funds is to provide the needed services of the Courage to Change program, Substance Abuse Program (SAP), Anger Management (community Corrections), and A Program (BIP) (Compass Behavioral Health) to persons that are unable to pay for Cognitive Based Programs that they need. The Behavioral Health Programming grant would allow the agency to offer the needed services to those individuals who</p>		<p>pens, postage, notepads @\$1,806</p> <p>Total \$61,139.98</p>	<p>\$1,806</p> <p>\$61,139.98</p>
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	would not be able to obtain the needed treatment.			
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FY2018

BEHAVIORAL HEALTH BUDGET SUMMARY
25th Judicial District Community Corrections

Please attach a Budget Narrative to this document

		Current Allocation
	PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative
1A	PERSONNEL CATEGORY	
	Salary	38,001.60
	Benefits	16,998.40
	TOTAL PERSONNEL SECTION	55,000.00
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	0.00
2C	OFFICE SETUP CATEGORY	0.00
2D	GROUP SUPPLIES CATEGORY	1,806.00
	TOTAL AGENCY OPERATIONS SECTION	1,806.00
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	MENTAL HEALTH CATEGORY	0.00
3B	SUBSTANCE ABUSE CATEGORY	0.00
3C	SEX OFFENDER CATEGORY	2,650.00
3D	CONTRACT PERSONNEL CATEGORY	0.00
3E	OTHER SERVICES CATEGORY	1,080.00
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	3,730.00
	TOTAL BEHAVIORAL HEALTH BUDGET SUMMARY	60,536.00

SIGNATORY APPROVAL
Community Corrections
Behavioral Health Budget Summary and Budget Narrative

_____ **25th Judicial District Community Corrections** _____
(Name of Community Corrections Agency)

DIRECTOR

I hereby certify by my signature that I have developed my agency's Behavioral Health Budget Summary and Budget Narrative attached hereto, that it equals the amount of my FY2018 Grant Award and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas statutes, regulations, and community corrections field services standards.

Beth A. Beavers
Name (Typed or Printed)

Beth A. Beavers
Signature

2-23-17
Date

ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Community Corrections Advisory Board has approved the attached FY2018 Behavioral Health Budget Summary and Narrative

Wade M. Dixon
Name (Typed or Printed)

[Signature]
Signature

03/21/17
Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has approved the attached FY2018 Behavioral Health Budget Summary and Narrative

Name of Chairperson (Typed or Printed)

County

Signature

Date

FY2018 Behavioral Health Grant Application Signatory Approval Forms

Agency Name: 25th Judicial District Community Corrections

Agency Director: Katrina Pollet

My signature certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2017 through June 30, 2018 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. The attached FY18 Behavioral Health Programming application complies with the written directions sent to me by the Kansas Department of Corrections (KDOC).
2. The FY18 Behavioral Health Programming complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Standards and KDOC Financial Rules and Guidelines.
3. The agency will utilize grant funds to enhance and/or develop behavioral health programs and/or interventions in the community as submitted in the attached FY18 Behavioral Health Programming application.
4. The agency will provide timely, complete and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Standards and KDOC Financial Rules and Guidelines or special requests from the KDOC.
5. Assume the authority and responsibility of funds received through KDOC and ensure compliance with all applicable Federal and State laws, Regulations and KDOC Financial Rules, Guidelines and Reporting Instructions. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
6. Acknowledge that the use of state grants funds is prohibited for out-out state travel and training unless pre-approved by the KDOC Community Corrections Services Director. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
7. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.

8. Comply with KDOC Community Corrections standards, policies and procedures.
9. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
10. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
11. Not consider employees or agents of the Grantee as employees or agents of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, worker's compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees or agents in work authorized by the comprehensive plan.
12. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Community and Field Services for final review and resolution.
13. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

Agency Director

Date

Advisory/Governing Board Chairperson

Date

Address: _____

Phone: _____ Fax: _____ Email: _____

Board of County Commissioners Chairperson (Host County Only)

Date

Address: _____

Phone: _____ Fax: _____ Email: _____

County: **Finney**

Multi-county agencies shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an **Inter-local Agreement** that specifically states that the host county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- ✓ The counties have entered into an Inter-local Agreement that bestows the counties' governing authority onto the community corrections advisory board. If so, no county commission chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency

Board of County Commissioners Chairperson

Date

County: **Kearny**

Board of County Commissioners Chairperson

Date

County: **Wichita**

Board of County Commissioners Chairperson

Date

County: **Greeley**

Board of County Commissioners Chairperson

Date

County: **Scott**

Board of County Commissioners Chairperson

Date

County: **Hamilton**

FY2018

BEHAVIORAL HEALTH BUDGET NARRATIVE

25th Judicial District Community Corrections

Please attach a Budget Summary to this document

PERSONNEL SECTION

1A PERSONNEL-PROGRAM PROVIDER

Name	Salary Detail	Total Salary	BH Percent	Subtotal	Totals	
Devana Roberts	Program Provider	38,001.60	100.00%	38,001.60	38,001.60	Devana Roberts
			100.00%	0.00	0.00	0
			100.00%	0.00	0.00	0
TOTAL SALARY					38,001.60	Total
Name	Benefits Detail	Salary etc	BH Percent	Subtotal	Name Total	
Devana Roberts		38,001.60			16,732.38	16,732.38
	FICA Social Security	38,001.60	6.20%	2,356.10		
	FICA Medicare	38,001.60	1.45%	551.02		
	KPERS (Retirement Benefits)	38,001.60	10.48%	3,982.57		
	State Unemployment	38,001.60	0.30%	114.00		
	State Workman's Comp	38,001.60	2.86%	1,086.85		
	Health Insurance	8,641.84	100.00%	8,641.84		
	Life Insurance	0.00	100.00%	0.00		
	Longevity		100.00%	0.00		
	(Please Specify)	0.00	100.00%	0.00		
0		0.00			0.00	0.00
	FICA Social Security	0.00	6.20%	0.00		
	FICA Medicare	0.00	1.45%	0.00		
	KPERS (Retirement Benefits)	0.00	9.69%	0.00		
	State Unemployment	0.00	1.00%	0.00		
	State Workman's Comp	0.00	1.00%	0.00		
	Health Insurance	0.00	100.00%	0.00		
	Life Insurance	0.00	100.00%	0.00		
	Longevity	0.00	100.00%	0.00		
	(Please Specify)	0.00	100.00%	0.00		
0		0.00			0.00	0.00
	FICA Social Security	0.00	6.20%	0.00		
	FICA Medicare	0.00	1.45%	0.00		
	KPERS (Retirement Benefits)	0.00	9.69%	0.00		
	State Unemployment	0.00	1.00%	0.00		
	State Workman's Comp	0.00	1.00%	0.00		
	Health Insurance	0.00	100.00%	0.00		
	Life Insurance	0.00	100.00%	0.00		
	Longevity	0.00	100.00%	0.00		
	(Please Specify)	0.00	100.00%	0.00		

	TOTAL BENEFITS						16,732.38		
1A	TOTAL PERSONNEL						54,733.98		

Personnel Category Comments: The salary and benefits of the Program Provider position is paid in full with the BH grant funds.									
TOTAL PERSONNEL SECTION								54,733.98	
AGENCY OPERATIONS SECTION									
2A	TRAVEL CATEGORY	Details	BH Percent	Subtotal		Totals			
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
2A	TOTAL TRAVEL CATEGORY						0.00		
Travel Category Comments:									
2B	TRAINING CATEGORY	Details	BH Percent	Subtotal					
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
2B	TOTAL TRAINING CATEGORY						0.00		
Training Category Comments:									
2C	OFFICE SETUP CATEGORY	Details	BH Percent	Subtotal					
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
			0.00	100.00%	0.00		0.00		
2C	TOTAL OFFICE SETUP CATEGORY						0.00		
Office Setup Category Comments:									

2D	GROUP SUPPLIES CATEGORY	Details		BH Percent	Subtotal				
	Misc. office supplies	Pens, postage, paper, notepads, binders, binder rings, large post its	1,500.00	100.00%	1,500.00			1,500.00	
	Printer Cartridges	3 printer cartridges @ 102 each	306.00	100.00%	306.00			306.00	
			0.00	100.00%	0.00			0.00	
			0.00	100.00%	0.00			0.00	
			0.00	100.00%	0.00			0.00	
2D	TOTAL GROUP SUPPLIES CATEGORY							1,806.00	
Group Supplies Category CommentsThis is to purchase office supplies for the program provider.									
TOTAL AGENCY OPERATIONS SECTION								1,806.00	
CONTRACTS/CLIENT SERVICES SECTION									
3A	MENTAL HEALTH CATEGORY	Details		BH Percent	Subtotal			Totals	
	Evaluations		0.00	100.00%	0.00			0.00	
	Medication		0.00	100.00%	0.00			0.00	
	Treatment/Groups (Includes Co-Pays)		0.00	100.00%	0.00			0.00	
			0.00	100.00%	0.00			0.00	
3A	TOTAL MENTAL HEATLH CATEGORY							0.00	
Mental Health Category Comments:									
3B	SUBSTANCE ABUSE CATEGORY	Details		BH Percent	Subtotal				
	Evaluations		0.00	100.00%	0.00			0.00	
	Medication		0.00	100.00%	0.00			0.00	
	Treatment/Groups/Detox (Includes Co-Pays)		0.00	100.00%	0.00			0.00	
			0.00	100.00%	0.00			0.00	
3B	TOTAL SUBSTANCE ABUSE CATEGORY							0.00	
Substance Abuse Category Comments:									

3C	SEX OFFENDER CATEGORY	Details		BH Percent	Subtotal			
	Evaluations	6 SOTP evaluations @ \$500 an	3,000.00	100.00%	3,000.00		3,000.00	
	Treatment/Groups (Includes Co-Pays)	\$40 per class x 40 SOTP treatme	1,600.00	100.00%	1,600.00		1,600.00	
		SOTP	0.00	100.00%	0.00		0.00	
3C	TOTAL SEX OFFENDER CATEGORY	SOTP total sex offender category					4,600.00	
Sex Offender Category Comments: These funds will assist clients that have trouble paying for their evaluation or groups. Recently Clinical Associates have raised their evaluation cost from \$350 to \$500. This is going to be extremely difficult for clients to pay.								
3D	CONTRACT PERSONNEL CATEGORY	Details		BH Percent	Subtotal			
	Care Coordinator		0.00	100.00%	0.00		0.00	
	Peer Support Specialist		0.00	100.00%	0.00		0.00	
	Recovery Coach/Peer Mentor		0.00	100.00%	0.00		0.00	
	Recovery Specialist		0.00	100.00%	0.00		0.00	
			0.00	100.00%	0.00		0.00	
3D	TOTAL CONTRACT PERSONNEL CATEGORY						0.00	
Contract Personnel Category Comments:								
3E	OTHER SERVICES CATEGORY	Details		BH Percent	Subtotal			
	BIP Evaluations		0.00	100.00%	0.00		0.00	
	BIP Treatment/Groups (Includes Co-Pays)		0.00	100.00%	0.00		0.00	
	DV & Anger Management Tx/Groups (Includes Co-Pays)		0.00	100.00%	0.00		0.00	
	Transitional Housing		0.00	100.00%	0.00		0.00	
3E	TOTAL OTHER SERVICES CATEGORY						0.00	
Other Services Category Comments: These funds will assist clients that have trouble paying for their evaluation or groups.								
TOTAL CONTRACTS/CLIENT SERVICES SECTION							4,600.00	
TOTAL BEHAVIORAL HEALTH AWARD							61,139.98	

[illegible]

FY2018		
BEHAVIORAL HEALTH BUDGET SUMMARY		
25th Judicial District Community Corrections		
Please attach a Budget Narrative to this document		
		Current Allocation
	PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative
1A	PERSONNEL CATEGORY	
	Salary	38,001.60
	Benefits	16,732.38
	TOTAL PERSONNEL SECTION	54,733.98
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	0.00
2C	OFFICE SETUP CATEGORY	0.00
2D	GROUP SUPPLIES CATEGORY	1,806.00
	TOTAL AGENCY OPERATIONS SECTION	1,806.00
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	MENTAL HEALTH CATEGORY	0.00
3B	SUBSTANCE ABUSE CATEGORY	0.00
3C	SEX OFFENDER CATEGORY	4,600.00
3D	CONTRACT PERSONNEL CATEGORY	0.00
3E	OTHER SERVICES CATEGORY	0.00
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	4,600.00
	TOTAL BEHAVIORAL HEALTH BUDGET SUMMARY	61,139.98

SIGNATORY APPROVAL
Community Corrections
Behavioral Health Budget Summary and Budget Narrative

_____ **25th Judicial District Community Corrections** _____
(Name of Community Corrections Agency)

DIRECTOR

I hereby certify by my signature that I have developed my agency's Behavioral Health Budget Summary and Budget Narrative attached hereto, that it equals the amount of my FY2018 Grant Award and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas statutes, regulations, and community corrections field services standards.

_____ Name (Typed or Printed)	_____ Signature	_____ Date
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ADVISORY BOARD CHAIRPERSON

I hereby certify by my signature below that the Community Corrections Advisory Board has approved the attached FY2018 Behavioral Health Budget Summary and Narrative

_____ Name (Typed or Printed)	_____ Signature	_____ Date
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COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has approved the attached FY2018 Behavioral Health Budget Summary and Narrative

_____ Name of Chairperson (Typed or Printed)	_____ County	_____ Date
	_____ Signature	

FY 2017 ADP (Monthly Actual - AISP and Residential combined)												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	2016	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017
2nd District	152.5	147.8	150.2	150.6	152.0	156.0	159.4	151.2				
4th District	219.4	224.5	229.3	213.0	213.0	216.1	210.0	216.5				
5th District	109.5	109.8	95.0	95.0	97.6	97.5	94.9	96.1				
6th District	132.6	142.5	129.7	121.9	127.3	130.5	133.5	137.2				
8th District	262.3	259.8	256.1	260.2	259.4	251.9	253.7	252.7				
11th District	256.0	258.7	258.8	255.6	252.5	256.8	272.9	269.3				
12th District	63.5	69.7	66.9	62.9	62.3	63.4	64.2	66.1				
13th District	185.1	186.3	190.3	183.2	186.1	192.8	190.7	187.8				
22nd District	120.2	116.7	115.5	123.7	121.2	115.4	114.8	122.9				
24th District	43.6	45.4	44.6	48.1	45.9	40.8	39.9	43.6				
25th District	226.2	228.6	229.0	225.4	235.8	239.2	241.4	242.9				
28th District	417.9	423.1	411.6	404.1	390.9	379.8	387.4	392.4				
31st District	194.1	196.2	197.3	203.7	202.2	198.2	194.8	196.0				
Atchison	76.6	72.2	76.4	73.9	75.9	76.0	79.4	79.3				
Central Kansas	269.1	278.6	276.5	278.2	274.5	275.4	267.6	364.6				
Cimarron Basin	182.8	190.1	197.6	198.2	193.4	199.9	199.3	204.9				
Cowley	110.0	116.0	117.5	122.9	124.2	120.8	115.2	105.3				
Douglas	182.7	186.2	194.2	187.3	181.8	181.1	181.3	194.4				
Harvey/McPherson	187.8	178.4	186.4	179.7	173.6	176.7	182.1	182.7				
Johnson	632.3	622.2	608.4	601.5	614.2	620.4	613.7	638.9				
Leavenworth	115.0	117.8	118.5	118.3	118.1	110.2	112.1	112.9				
Montgomery	218.4	226.9	231.6	233.0	231.7	239.0	237.3	236.5				
Northwest Kansas	286.4	272.3	274.4	276.3	281.1	281.7	282.0	269.8				
Reno	395.5	387.0	395.5	382.1	392.8	384.4	386.7	383.7				
Riley	111.8	111.7	113.2	112.0	102.2	97.3	99.4	100.2				
Santa Fe Trail	208.3	206.6	207.9	198.5	197.2	204.2	199.0	201.2				
Sedgwick (w/Drug Court)	1637.1	1655.7	1660.9	1653.3	1637.8	1624.4	1619.0	1681.5				
Shawnee	713.0	701.3	700.9	679.8	669.2	650.4	648.3	647.9				
South Central Kansas	119.7	120.2	111.0	101.1	101.3	108.2	109.0	110.7				
Sumner	75.2	73.9	76.2	71.9	67.7	66.9	71.1	77.2				
Unified Government	634.8	640.6	625.9	625.5	619.2	618.0	614.7	603.2				
TOTAL	8539.4	8566.8	8547.3	8440.9	8402.1	8373.4	8374.8	8569.6				

FY 2017 ADP (Monthly Actual - Residential Only)												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	2016	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017
Johnson (RES Only)	140.5	145.4	145.9	147.2	148.5	150.2	156.4	160.8				
Sedgwick (RES only)	60.6	60.2	63.6	66.1	67.8	67.0	64.3	66.7				
TOTAL	201.1	205.6	209.5	213.3	216.3	217.2	220.7	227.5	0.0	0.0	0.0	0.0

25th Judicial District Community Corrections

FY 2018 Comprehensive Plan Funding Application

See "Attachment A" for the agency's identification information.

Narrative

I. Introduction

The 25th Judicial District Community Corrections continues to invest in evidenced based practices to assist probationers to complete probation successfully. We strive to create an atmosphere that encourages change. With positive changes probationers can change their criminal behavior to reduce recidivism and assimilate back into society as pro-social contributors' to the community.

In FY16 the agency had 78 successful closures out of 106 total closures giving the agency a 73.6% success rate. The agency is to achieve a 3% increase which should have been 76.6%. The agency had an Average Daily Population of 205 (rounded). This average is up 21 (rounded) clients from the prior year.

We are half through FY17 and our Average Daily Population is 242 (rounded). This is up significantly already from last year. We have had 53 successful closures as of January 2017. The agency is on task to exceed the state's 75% successful rate. The agency is currently at a 77.9% successful rate.

In FY 2018, the agency will continually strive to increase the current success rate. To accomplish the goals, the agency will target services for offenders scoring at the medium to high risk level and high to very high on 2 of the 4 identified domains on the LSI-R identified as problematic for successful completion of supervision. The agency will use the following evidence-based and integrated strategies that include motivational interviewing, targeted behavioral case planning, case management, cognitive behavioral tools, a cognitive behavioral approach in the delivery of substance abuse treatment and life skills education, and the OWDS employment program model.

The agency has faced several obstacles over the year that had positive and negative impacts. In March 2016 the agency combined with 25th Judicial District Youth Services. In July, 2016, the 25th Judicial District Adult Community Corrections, Youth Services, State Parole, and 25th Judicial District Community Corrections were all relocated to one building adjacent to the Juvenile Detention Center so the community may have one place for all to report. This has helped clients who have generations of probationers being seen so they have one stop and we can help the family as a whole break the cycle of crime. There is more communication between each agency. This also created a new organizational chart. Due to the reorganization of the aforementioned agencies, along with moving in to a new building, there were fewer groups and trainings in the months of June through August which did hurt our success rate. At first it was very challenging getting used to the newer structure, a new building, and a different approach to greet our clients.

Prior to the agency receiving the Justice Reinvestment Incentive grant, the ISO's were delivering the employment program along with all evidence based programs. The grant enabled us to

continue to have a Program Provider which focuses on motivational interviewing, cognitive behavioral incentives and LSI-R delivery. The Program Provider is a full time position that is dedicated to educating clients via employment classes, Substance Abuse Program (SAP) and the Courage to Change curriculum.

The number of offenders under supervision and those that fall in the “presumptive prison” portion of the sentencing grid have increased significantly over the past 10 years for the 25th JD CC while funding allocations slightly decreased in FY16. Regardless of planning and the utilization of evidenced based practices, the agency’s ability to supervise and connect offenders with services to reduce their risk, enhance their strengths, and link them to networks of formal and informal support in the community has been and will continue to be limited by funding. In consideration of these ongoing issues, the agency strives to use the limited resources as effectively as possible to provide and connect offenders to services that work to increase successful completions and reduce revocations.

Change is often difficult for staff which then can be passed down to the clients and their families. This was one area of focus for the 25th JD as we wanted open communication and our clients to witness us working together. With having all levels of supervision in one building we expect to see more communications between agencies which can ultimately help our clients be successful. The staff have done a good job in utilizing each other to seek out local resources in order to ensure that offenders will be less prone to commit new crimes and violate their conditions of supervision. As evidenced by the increase in successful completions.

The agency’s reduction efforts in FY 2017 were an outcome of identifying offender needs, matching interventions based on responsivity and dosage, and making referrals to the appropriate community resources. In FY 2018, we will need to continue to use Cognitive Based Interventions; and, refine and focus our efforts and resources for the offenders most likely to be unsuccessful while under supervision.

There were some significant differences between the successful probation population and the population of probationers that were revoked for condition violation and/or new charges during the FY16 year. The successful completions totaled 78 at the end of the program year. The number of revocations for the year was 28. The agency’s success rate for the prior year was 79.6%, our goal was to maintain the number of successful completions. The agency did not meet the goal percentage of successful completions. The agency had a 73.6% successful rate for FY16. The agency did not maintain the 79.6%. We decreased our successful completions by 3%. In FY18 our goal will be to increase our successful completions by having more impactful office visits and finding the right intensity and dosage of probation and referral services.

A monthly review of the Court Case Sentencing Activity Report to gauge whether or not the agency is on track for meeting the increase in successful completions. The agency had a total of 78 successful completions. Several cases, that have gone in front of the Judge for revocation purposes are receiving quick dips at the time of court. These cases are given the opportunity to complete a quick dip jail sanction, and continue with probation, with hopes to successfully complete the program. Kansas House Bill 2170 has been operating since July 2013. The ISO’s are also doing a better job at utilizing what is available to them and then offering this to

offenders to help them to successfully complete. Early termination under the HB2170 is also being recognized and utilized. Clients who have completed all obligations of probation successfully, are violation free, and have completed 50% of their time are eligible for this release.

The agency currently has 68 case closures as of December 2016. For FY17, 53 of those 68 case closures were successful. This puts the agency at 77.9% success rate for midyear FY17. What this means for the agency is continuing to strive to maintain our success rate and the opportunity to improve on current practices.

Due to all staff being in one building beginning the first quarter of FY2017, we were better able to identify which ISO's worked best with adults and which worked best with juvenile clients. We had one adult ISO move to the juvenile system which left that job opening. Two staff members from the Juvenile Detention Center transferred to the 25th JD Community Corrections and were both trained on LSIR and YLS-CM in order to figure out which department they best worked. Therefore, trainings took longer, however, the agency now feels each ISO is in the best possible position to have a positive impact on clients. Now that we are fully staffed and are experiencing a very limited turnover of ISO's, we have been able to focus on the needs of the offenders. However, we have witnessed a significant increase in caseload sizes. We have been struggling to manage caseload sizes. The agency will continue to focus on why the number of absconders is so high and what other processes we can put in place.

Agency goals include assisting the offender in addressing the identified needs, in a positive pro-social manner early in the probationary period to reduce the probability of revocation. The agency targets services to offenders who score at supervision Level 2 and 3, according to the LSI-R instrument, and High or Very High on at least 3 of the 6 domains identified as problematic for successful completion of supervision (Education/Employment, Family/Marital, Accommodations, Alcohol/Drug Problem, Emotional/Personal and Attitudes/ Orientation). Through this process, clients are held accountable for their actions and the supervision conditions. A comprehensive behavioral case plan is developed to assist them in becoming productive and contributing members of society.

Once the High or Very High domains are identified, a behavioral case plan is formulated with the offender which includes behavioral objectives to address the problem domains. The plan helps the ISO determine the means to address the identified high risk area by making referrals to community resource providers. Timely referrals to services for the offenders' identified needs are made as early in the supervision process as possible and changes are made as often as needed during the period of supervision. Targeting clients enables the officer to develop effective working relationships with an offender's family and friends as well as community resources (such as, the OWDS, educators, crisis services, advocacy groups and drug/alcohol and mental health treatment programs) to provide the needed support.

The agency has developed a rapport with Finney County Economic Development, WorkForce One, and Garden City Community College in which our clients are able to attend a certificate course in either welding, plumbing, or electric. Upon successful completion of this course the client automatically has a position with a local plumbing/electric business. This 6 to 8 week

course helps our probationers learn job readiness skills, showing up on time, and gives them pride in a job well done. This is still in its infancy stages but those who have successfully completed have then gone on to gainful employment. This is all done at no cost to the probationer or the agency.

The 25th Judicial Districts Program Provider will be attending Moral Recognition classes in order to bring another dynamic to the group process. Every probationer has a different learning style and it is important for us that the Program Provider is equipped to engage all clients in learning and changing their lives.

In summary, the agency is struggling with the increased caseloads but has done well with the resources, and funding it has received in the FY17 year. However, in the FY18 year the agency needs to focus on identifying why offenders are absconding, have more impactful office visits and sharpen our skills in the areas of motivational interviewing and EPICS II.

Integrated Model

1. Organizational Development

How have we crafted our recruiting and hiring practices to ensure the agency culture is aligned with our agency's implementation of evidenced-based practices (i.e. what qualities/skills, characteristics or philosophies do we seek in applicants to ensure agency culture is aligned with evidence-based practices)?

All positions are posted on the County's website with a link to various online application services, are posted at the Administrative Center and posted internally on the Agency bulletin board. The position is described in detail as far as education, past employment, training, and required and preferred qualifications.

The hiring board consists of different levels of agency supervisor's including Human Resources, Director, Deputy Director, the Supervisor of the open position, and in some instances the Executive Director.

Questions are designed in a manner as to invoke conversations about the applicant's history or education of working with our clients or their families, programs they have participated in and have working knowledge of, along with their involvement in community activities.

The 25th Judicial District Community Corrections seeks to hire candidates who can listen to instructions and act on those instructions. Hiring employees who speak, write, and listen effectively, can organize their thoughts logically, and explain clearly, as this is important to our clients. We also look for problem-solving capabilities, teamwork skills, diversity sensitivity, planning and organizing, leadership abilities, adaptability, positive attitude toward client success and growth, empathy, and professionalism.

Describe in detail the process of staff are given and receive performance feedback? How are these practices used to enhance staff skill acquisition?

The Supervision staff meets with line staff on a casual basis throughout the week to talk and monitor how things are going including current issues, work load, and stress level; and provide assistance when needed. Weekly staff meetings are also used to provide feedback and assistance.

The Director reviews all LSI-R assessments making sure they contain adequate information and are scored correctly providing feed back to the ISO. The Deputy Director performs audits on all new probationers and fidelity checks on office visits to ensure use of Motivational Interviewing, Cognitive Behavioral Interventions, and EPICS II to provide feedback and to ensure their skills are being used effectively. The ISO II provides ongoing case file audits to ensure that case files are being maintained and case management is being performed up to standard and reinforce or provide corrective actions to the ISO as needed. Monthly all staff meetings are held to keep staff apprised of anything happening in the judicial district. All staff are given annual performance evaluations. Anywhere along this line a Supervisor may ask for and receive further training opportunities for their subordinates. Open communication and feedback is vital to enhance staff skills.

Describe what policies are in place in place for training staff and how those policies align with evidences-based practices?

Training is completed both in-house, county wide and Ks Department of Corrections training requirements. All staff are subjected to the Finney County Human Resources trainings which are held on a quarterly basis for all new hires. Depending upon the job duties staff attend the KDOC trainings as required.

Staff and Supervisors receive the initial training and annual sessions on key service components. The 25th JDC CC exposes staff to continuous opportunities to learn and practice through peer review, coaching, supervisory contacts, and skills training. Conversations about the risk/needs principle are discussed on an ongoing basis with Supervisors. Building a positive pro-social rapport with clients is stressed in order to help the client gain knowledge and the ability to focus on problem-solving solutions.

When a staff member has expressed an interest in a national meeting they may write a request to attend. It is then reviewed with the Deputy Director and Director to see how it matches with our core values and the programs we have in place. If the meeting meets criteria, has an evidenced-based component, staff can demonstrate how it would help in their job duties, and funding allows, we will send that staff member to the meeting. They are requested to present a program to all staff on what they learned and how it can benefit the Judicial District.

Describe whether or not policies are in place for job descriptions, performance measurements, promotional decisions or a reward system; describe how these policies align with evidenced based practices?

Finney County Human Resources and each Department Job descriptions are reviewed annually during the performance evaluation and are reviewed when any position becomes vacant. In 2015 Finney County was on its second year of an evidenced-based performance review system that clearly identified a person's strengths, weakness, and ways to overcome deficits. County wide staff were trained on teaching techniques and adaptive learning styles. However, in 2017 Finney County Administration, decided this was too cumbersome for staff and elected to have an off the shelf evaluation. At the current time, a committee has been formed in which we have a seat at the table, in order to identify a performance review system. Our hopes is to have this committee adopt an evidenced-based performance evaluation in order to meet the mission and vision of the county and this agency. There are some department heads who have been barriers to the process.

Before any staff are interviewed for a new position or a promotional position, the Director and Executive Director discuss the needs of the department, formally examining the knowledge, skills, attributes and other characteristics required for the job opening. Discussions are held with others in the department to gain their insight in to what is needed and we have had discussions with other Judicial Districts in how they fill their positions. The interview process is defined by the skills needed for the job and the interview process is structured in a manner to elicit behavioral examples of their past performances.

The 25th Judicial District Community Corrections agency believes that it is important to document employee performance by conducting annual evaluations of employee work performance using standardized measures. When applicable, the director shall commend employees for exceptional job performance or discipline employees for substandard job performance as outlined in the Finney County Personnel Policies and Procedures manual. The director or designee will document through probationary and/or annual evaluation of an employee utilizing standardized employee performance evaluation format.

Annual evaluations are conducted between January and March every year for all Finney County employees regardless of their position. Should the employee change positions, due to transfer, promotion or demotion, the probationary evaluation process will be in effect. An appraisal of employee's level of performance in achieving the job duties, general work functions and the utilization of personal and interpersonal skills. Identifying and describing exceptional performance and/or description of area(s) that need(s) improvement are vital to the success of staff.

Personal and professional goals identified through previous evaluations and the Employee Performance Self-Evaluation that were being addressed in the Employee's Performance Development Plan or the Performance Improvement Plan. Availability of tools to meet the identified goals. Employee comments. The Performance Documentation may be used to address/decide: Employee pay increases. Promotions/job references. Letters of commendation. Discrepancy and/or appeal of probationary/annual evaluation. Suspension/termination of employment. Pending legal action.

All documented information are secured with internal personnel files and in a locked filing cabinet. The Human Resources Department keeps personnel records of all employee's in a locked file cabinet in the Administration Center. Major personnel issues should be staffed by the Executive Director and Director of Community Corrections and the Human Resources. If disciplinary action is deemed necessary, all documented information will be forwarded to the Finney County Administrators Office, Human Resources division.

The 25th Judicial District has a monthly meeting with all staff in the Community Services Center and at this meeting staff who have gone above and beyond the call of duty are recognized. These have included a staff who attended an LSIR training and the leader of the training sent an email stating what an outstanding job they did. Then the Executive Director also mentions them in the monthly report to the Finney County Commissioners.

Describe the organizations goals and plan to move forward in improving organizational development?

Over the last year the 25th JD CC's has reorganized in a manner that helps identify which staff work best in what position. This reorganizational change has resulted in more collaboration amongst staff at all levels. To implement and sustain change, the agency modified its policies and procedures and culture. This change helped improve the effectiveness of the staff and the agency.

Ongoing staff training in case management, motivational interviewing, targeted behavioral case planning, a cognitive behavioral approach, assessment and specialized areas (i.e., life skills, employment and substance abuse treatment). The use of evidence-based practices as the foundation for addressing offender needs. Identifying interventions (OWDS, Cross Roads Curriculum, substance abuse treatment, cognitive behavioral approach, sanctions and response methodology) to improve the effectiveness of the agency and its staff. Developing and utilizing resources and partnerships to fill identified gaps.

Communicating with staff, stakeholders and community partners about upcoming trends, performance issues, and/or important opportunities for improvement is vital to the success of the clients. Staff strengths and weaknesses are identified and built upon during each performance evaluation and during daily encounters with Supervisory staff.

Evaluating ongoing effectiveness and measuring the product of the change (goals and objective) for continued improvement continue to be important for the agency.

2. Collaboration

See "Attachment B".

How does communication flow through all levels of staff?

The Executive Director, Director and Deputy Director have an open door understanding with staff that allows frequent access for staff support and direction. The agency has a chain of command that information is expected to go through so that the flow of information includes everyone. Weekly staff meetings provide another mode to disseminate information and keep employees informed of what is taking place with our agency. Monthly all staff building meetings help to ensure all staff in the building have the same information which builds trust and camaraderie amongst staff. Executive Director, Director, and Deputy Director are also available at all hours day and night for phone calls, texts and emails from staff.

How are policy changes shared with staff?

Policy changes are reviewed with staff at scheduled meetings, emails, and during Supervisors visits. Staff are encouraged to give input to policy makers in order to ensure the policy is understood, able to be carried out as written, and in compliance with their understanding of the standards.

Does staff have the opportunity to participate in policy updates?

Staff are encouraged to participate in conversations about policy development in order that the policy is created in an atmosphere of openness and workability. In the monthly meetings ideas are discussed and input gathered from all staff.

The staff are encouraged to discuss policy throughout the year. We will take policies to review and see if there needs to be any changes throughout the year. Beginning this year, the 25th JDCC will put together a policy and procedure review team made up of one administrative staff and two line staff to update policies and procedures to ensure that they are in line with KDOC standards. We will try to rotate staff to take part in this process from year to year.

What knowledge and background does your staff already possess and how can that be tapped to facilitate relationships in the community?

All staff are encouraged to participate in community meetings that will help them facilitate and encourage their clients to succeed. Staff regularly attend meetings with WorkForce Development and Economic Development in order to bring educational and job opportunities to the clients we serve. Staff are paid to attend these meetings as it is a benefit to the Judicial District and the clients. We have staff who teach classes at Garden City Community College on Criminal Justice which helps us to forge strong working relationships with the community.

The Program Provider has met with numerous businesses in the community to hold a "Reverse Job Fair" in which business owners came to meet with clients and discuss job interviewing, job readiness, and set up interviews for open positions. All staff were encouraged to have their clients attend.

LiveWell Finney County, WorkForce and Economic Development hold meetings in the Community Services Center in which all staff are eligible to attend. These meetings have focused on leadership building, job fairs, issues that employers face, wellness, etc. Our Program Provider is involved in these meetings and her decision making skills on what works with our clients has been valuable.

The agency continues to collaborate with community partnerships that focus on service delivery and common goals we have for our probationers to achieve better outcomes. Collaboration on probationer outcome goals that agencies share is reinforced allowing both agencies to work with the probationer for greater effect. We have developed partnerships with New Chance Inc., Catholic Social Services, Department of Children and Families (DCF), City on a Hill, Kansas Workforce Development and Compass, Inc. to name a few that are helping our clients become more successful on probation.

Compass Behavioral Health and this agency recently signed a Memorandum of Understanding for Compass to bring free mental health services to our clients in our building. This process enables clients who may be masking their mental illness with drugs and/or alcohol learn better, healthier, prosocial coping mechanisms. This free service is one day per week however, if the client needs to be seen they can be seen at Compass for a charge.

Where do new partnerships need to be forged? Why would this be important?

While we have an Advisory Board made up of representatives from each county new partnerships need to be forged with every County Attorney in the five (5) counties outside of the host county, Finney. Recently monthly meetings with Scott County have begun, phone conversations and training are scheduled with Kearny County but not in the other counties. This

is important due to the nature of working with the County Attorney's and Sheriff/Police Department and ensuring everyone is on the same page as far as working with us in the habilitation of our clients.

We just recently were invited to participate in the a newly formed committee, Behavioral Health and Prevention Committee in which a Community Health Needs Assessment was completed in 2016 and out of this the Committee was formed. This committee is broken down into four (4) categories which include Violence Prevention; Alcohol and Drug Prevention Taskforce, Adverse Childhood Experiences (ACEs) and Behavioral Health Logic Model. We have staff on both the Violence Prevention and Behavioral Health committees but are working closely with the Alcohol and Drug Prevention Taskforce. These relationships will help us to understand the communities concerns and identify evidenced-based programs that will aide our clients and the community.

This community assessment resulted in some interesting statistics including Finney County has a much higher rate of Chlamydia than the rest of Kansas, so sex education is vital to the county. Those reporting heavy substance abuse was the same as the rest of Kansas however, it is 15.9% of our population which is still a high value. Finney County was also double the rate of Kansas for those adults who are lacking social or emotional support. We will need to forge a stronger relationship with our County Health Department, Centura Hospital, and build upon our relationship with Compass Behavioral Health so we can meet our client's physical and emotional needs so they are not turning to substance abuse.

Through the collected data, the 25th JD CC can demonstrate to the community how effective the current strategies are in increasing the rate of successful supervision completions and decreasing the rate for revocations. The agency will systematically collect the data and disseminate it to the Advisory Board members, stakeholders and community partners for guidance and support. If a portion or portions of the plan is/are deemed to be unproductive or in need of enhancement, corrective action can be taken to address the deficiencies. Any change to the plan would result in a proposal for such that would be presented to the board and the county commissions, as well as to KDOC, for approval. Also, the results will be used to identify any gaps in resources that may result in the course of doing business and may encourage local governments and services providers to help address those needs. Additionally, the data will be used to obtain additional funding through grant applications (e.g., the Justice Accountability Grants). This process would greatly impact the sustainability of the agency and its purpose.

The 25th JD Community Corrections recognizes that a successful comprehensive plan for the agency is based on the agreement between stakeholders, community partners and agency management and staff on key goals. The Corrections Advisory Board has the primary oversight for the agency and is the central entity in helping to develop and support the plan. The board's representation is statutorily mandated (with representatives from law enforcement, the court, court services, education, and the general public through appointments by both city and county commissions) and requires a balance in gender, race and ethnicity amongst the members.

In order to effectively develop, implement and evaluate, the comprehensive plan, representatives from law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services, and the general public of the judiciary, prosecution, defense, and community

partners make up the Community Corrections Advisory Board. These members will be the nucleus of the process for the continued implementation and use of evidence-based practices and reducing the offender revocation rate and increasing successful supervision within the district. The role of each participant will be to monitor and evaluate the goals and objectives of the initiative, and address any concerns and recommend any needed changes as related to their particular discipline and as a community partner. This collaboration will enhance the internal and external buy-in in for the needed change. It will provide support on how the process is managed and address any barriers that may arise during the course of the agency's operation. Each participant in this effort will be kept informed on the process and changes; and, will be given the opportunity to learn new information, ask questions, and express their opinions as they are ultimately expected to commit to the process.

The work of advisory board members will be to look at evidence based practices, local resources funding issues and agency status. This process is part of the local capacity to track outcomes, identify and implement corrective actions, and provide data to local and state policy makers. While this process will help with sustainability, long term viability will be affected by the combination of leadership, community support, the changing political and social conditions, and adequate funding.

2. Evidence-Based Principles

See "Attachment D" Curriculum Review Form.

Assessing Actuarial Risk/Need:

What practices are in place to ensure that quality assessments are completed (i.e. monitoring of interview skills, gathering of collateral information, completeness of documentation, etc)?

Quality assurance is enhanced by performing audits quarterly on LSI-Rs that have been completed by ISOs. The ISO's will record an assessment interview quarterly and turn into the ISO II. If deficiencies are noted, the ISO II will discuss the findings with individual ISOs. The ISO II will pay attention to scoring rules and the information that ISOs are using to determine risk. The ISOs will keep personal biases out of the LSI-R scoring process and go off of what information is provided by the offender and follow the scoring rules. ISOs will need to provide sufficient detailed information in the notes section of the LSI-R. ISOs performing the LSI-R will ensure that they refer to their LSI-R training manual for scoring accuracy. Properly scored LSI-Rs will help to ensure that clients are being placed at the proper risk level based on their needs. Properly scored LSI-Rs will help to better target the high risk domains with the use of the case plan and assist in referring into educational programs. ISOs will need to focus on the high risk domains that are identified by the completed LSI-R when completing case plans. Targeting high risk areas on the case plan and referring offenders into educational programs will help to lower the risk of such areas for offenders, overall helping increase the number of successful completions.

Is your agency currently measuring inter-rater reliability? If so, please describe how this is being done. If not, describe any plans you have to implement inter-rater reliability checks?

The agency has concerns regarding inter-rater reliability based off of the quarterly audits conducted. The agency has begun and will continue to utilize the following practices to increase

inter-rater reliability. There have been scoring errors on some of the LSI-Rs that have been completed. The ISOs continue to lack consistency in the scoring of the LSI-R. It appears in the documentation that the ISO is scoring solely based on the face to face interview and not incorporating the file information available to them. The ISO II has been reviewing the LSI-R prior to the ISO scoring the assessment. This is to ensure that there are no scoring errors and that there is sufficient documentation to support the question rated. This also provides an opportunity for ongoing training on scoring guidelines. ISO II will continue to perform these audits until the scoring errors are corrected and then it will return to quarterly reviews. The ISO II will utilize staff training's quarterly to go over scoring guidelines. The ISO's currently recertify with KDOC every two years.

If you have implemented any additional assessment tools, please describe what the tool(s) measures and how this measurement is significant in regards to criminogenic risk and need.

The agency has sent all supervisors, Director and Assistant Director to EPICS II: Supervisory Coaching. This training has introduced us to the KDOC Inter-Rater Reliability form. This is the form that was implemented. All Intensive Supervision Officers were certified to administer the SASSI tool. Currently they are only performing the SASSI on pre-SB123 clients.

Enhancing Intrinsic Motivation:

How are motivational techniques utilized to increase motivation with clients? How do you measure that staff has increased motivation in clients? If not currently measuring this, describe any plans you have to implement a measurement process.

All agency personnel who directly supervise probationers have been trained in ACMS and cognitive skills tools to increase the intrinsic motivation of our probationers. We are developing long-term plans with our probationers, focusing on both personal goals and probation conditions. ISOs are spending more time trying to understand the probationer circumstances and the thinking and beliefs that drives behavior so that more meaningful and productive supervision can be provided. Focus has changed from demanding probationer compliance using threats of consequences to molding behavior based on desired outcomes and directions determined by long-term goals, and helping the probationers draw these same conclusions. Ultimately, the outcome is for probationers to commit to pro-social changes. The 25th Judicial District is not currently measuring this and does not have any plans in FY 18 to implement a measurement process.

How is staff held accountable for using motivational techniques in their day-to-day interactions with offenders?

The Deputy Director monitors two office visits for each ISO per quarter to assess the ISO's use of motivational techniques. She uses the OARS Basic Skills Development Form to document the office visit and the feedback she gave the ISO. The Deputy Director is cognizant of the strengths and weaknesses of the ISOs use of MI skills from previous office visits to provide feedback on their improvement. ISOs are provided with opportunities to improve these skills with individual and staff training. We have weekly staff meetings in which strategies can be discussed to help ISOs find motivators for probationers or to deal with specific issues.

Each staff has daily access to the Director and Deputy Director to discuss specific issues they are having with a client. Ideas are generated, programs both in-house and in the community are identified and then discussed with the client.

What strategies have been identified that will increase fidelity checks on the use of core correctional practices (EPICS, MI, etc.)?

The Deputy Director has begun to conduct periodic reviews of the ISO II and ISO's motivational interviewing/EPICS II delivery (sitting-in on office visits or by intercom). Staff skill development can be tracked in terms of the practice's consistency and quality in its application. The Deputy Director will notify the ISO II/ISO that a MI audit will be conducted during the office visit with client. The Deputy Director will sit back and take notes during the office visit. The TOADS chrono is printed after ISO II/ISO has completed. The Deputy Director then looks over notes and chrono and completes an Observation Form. The results of the audits will be discussed with the ISO II/ISOs. These audits will be an essential part of their annual evaluation. If it is determined that the ISO II/ISO is struggling with incorporating the skills of motivational interviewing/EPICS, the Deputy Director will work one on one with the ISO II/ISO, provide feedback, and increase the amount of reviews until the ISO II/ISO has reached a satisfactory skill level. If this is not effective then it will be determined to go to either the refresher MI/EPICS or attend full training. The Deputy Director will conduct a review on each staff weekly.

How are supervisors utilizing motivation techniques to increase motivation in staff and stakeholders?

ISOs reinforce probationers' desired behavior using praise and recognition during office visits and natural community meetings. Supervisors continually use verbal praise with staff to reinforce the desired behaviors. The agency celebrates probation week every year. The Deputy Director created a group of staff who meet regularly to develop team building exercises, which takes place monthly as well as themed meals and snacks. Monthly parties are held in the building to recognize birthdays and other events. The Executive Director and Director are beginning to recognize staff work anniversary with a certificate and candy bar. Staff who have been recognized from outside agencies for their work are also recognized at our all staff monthly meetings. Examples of other agencies recognizing our staff include phone calls or emails from community partners praising the work one of our staff completed.

For clients we have a wall of victory/completion where client's pictures or names are placed on this bulletin board for successfully completed a class, getting a job, completing education, etc. Every client who enters the building sees the bulletin board as they are being escorted to the ISO's office. This has a positive impact on the client as they want their name and/or picture on the wall too. Plus it allows others to see them and give them verbal praise as they are entering or exiting the ISO's office.

In February 2016, the Director, Deputy Director and ISO II all attended the EPICS II: Supervising Coaching training. This training gave us the tools to monitor office visits to ensure fidelity and quality assurance in the program but more importantly it taught us how to positively reinforce staffs desired behavior, (MI, CBI, and ACMS) and how to positively motivate change to increase the above techniques.

The agency continually educates stakeholders. The Executive Director reaches out by visiting and educating groups in the community about our core services, programs and what we are researching and visions for programs. These contacts are more informal at this time but are becoming more formal as more groups in the community are requesting information. Since being in a new facility with larger meeting rooms more stakeholder meetings have been held. Other community stakeholders have also reached out to the agency in order to find ways to help the client be successful. These meetings have opened doors to more businesses being willing to talk with our clients about employment.

The community members who are actively involved in helping our clients include LiveWell Finney County, Economic Development, WorkForce Development, and Garden City Community College. LiveWell Finney County included representatives from various organizations in Finney County including Garden City Community College, Centura Hospital, Genesis Family Health, Russel Childhood Development, Family Crisis, Kansas Children's Service League, Garden City Police Department, Seeds of Hope Jail Ministry, and Catholic Charities. In FY18 KCSL and Family Crisis will be working with us and our clients on an evidenced based 3 hour program for Human Trafficking/Domestic Violence and Child abuse/neglect. We are also involved in the Reality Tour through Candle Inc. in which our clients and their children age 10 and up work together on goals related to drug prevention for their children. Some of the topics include how to praise their child more, how to ask their children more questions and open those lines of communication. It is because of our commitment to the safety of our community, the community then rally's behind us to research evidenced-based programs that will help our clients and their families. Many times these agencies will provide free slots for our clients in their programs.

Targeting Interventions (risk, need, responsivity, dosage and treatment):

How do staff interpret the information obtained from assessment tools to build client case plans? Further, how does staff translate LSIR domain information into the case plan?

The LSI-R is the basis for the majority of the work our officers do with the probationer and is the driving force behind the programs offered through our agency. Domains with moderate scores or higher are the focus on case plans to reduce probationer risks/needs. Probationers are referred to services that will help reduce the highest need domains. ISOs are informed that drug and alcohol issues, housing, and employment are usually the initial main issues that need to be addressed to stabilize the probationer to be able to address other high need domains. ISOs are aware that addressing the need on one domain may impact the needs on other domains. They include the probationer in discussion of high need areas to determine what areas should be addressed to obtain the greatest benefit and to target them first on the case plan. Case plans are staffed with the Deputy Director or Director, ideas for services both in our building and in the community are discussed and goals are identified. These are then discussed with the client and if applicable their support system. Helping the client identify what cognitive programs they also think will help them with their high need domains and gaining their feedback and opinion is important to their success. Identifying barriers to success is discussed and helping to find ways to overcome these barriers is vital.

How structured are case plans for offenders, especially during the initial three to nine month period in the community? Give a basic breakdown of how 40 - 70% of a client's time is structured.

Level 1 and level 2 offenders are required to report more frequently for office visits and random drug testing. Depending on what services are being required by the court (drug and alcohol treatment, mental health treatment, GED, BIP or other) the probationer may already be involved in a lot of structured activities in the community. Probationers are also required to have fulltime employment, which may include our employment program for unemployed probationers. Depending on the LSI-R scores and high need domains, and if the probationer is presumptive prison, border-box, or revoked and reinstated, referrals to our in-house cog program, SAP, or employment program may also be appropriate. ISOs are instructed to address the highest need areas on the case plan and to make the referral for services as early as possible in the probationary period.

How are offenders matched to treatment resources?

The ISO's will complete an LSI-R on all clients within 45 days of being placed on community corrections. This assessment tool allows the ISO to determine which domains are high risk and the ISO can refer the client into the proper groups or treatment. Throughout probation the ISO and client will respond to further classes or group through violations. For example if the client starts to show a pattern of substance abuse the ISO will refer the client into the SAP program or the client is unemployed and having difficulty finding employment they will be referred into the unemployment group.

In the past there were very few options for the clients in the 25th Judicial District. This was the major reasoning the agency developed its Rehabilitative Dept. This agency is fortunate to have good treatment providers that understand our probationers' needs and how to address them effectively. In some cases, there is a court order that places the probationer into a particular treatment facility or requires specific interventions (i.e. sex offender, mental health, drug/alcohol, etc.). In most cases the probationer is given some options to address their need and take an active part in choosing the resource to address their need. As we are educating the public about our programs and goals more community agencies are contacting us in wanting to help our clients. We stress using evidenced-based programs and now have more resources for our clients than ever before.

The agency has several different avenues to match clients with resources available. The agency has in-house programming available including Substance Abuse and classes/programs offered by the Program Provider (i.e., SAP, Larceny, and Courage to Change, Anger Management, and Responsible Decisions). The Courage to Change journals are also a valuable resource available to clients. Needs are identified through the use of the LSI-R and SASSI which target high risk domains. Outside resources are also readily available to clients as needed. These resources include mental health, housing, food, etc. The local K-State Research Extension Office in Finney County releases a yearly resource guide that identifies resources available in and around the surrounding area (i.e., social, educational, health and other community services). These resource guides can be found in the lobby of the agency and in the staff's offices. The staff refers to these guides, as well as hands them out to clients.

**How does staff know both internal and external resources are addressing responsivity?
And to what degree of impact in regards to reducing risk?**

Referrals to the limited resources will be prioritized on those targeted clients by using the LSI-R; and, prevent over supervising the low level offenders. Through the use of the case plans, timely and appropriate referrals to services for the client's identified needs are made as early in the supervision process as possible and as addressed during the period of supervision. As well, this will assist the officers in providing the appropriate services and supervision for the low risk offenders. The ISOs will still be required by state standards and agency policy to make immediate and frequent contacts with offenders, as established by the scored supervision levels. Based on the LSI-R score, offenders are supervised on one of 4 levels and at minimum associated standards as set by KDOC. ISO's make contact with the client in the community, at their jobs and in their homes to help identify other areas of need or barriers the client may have.

Finney County Extension provide a resource booklet yearly that focuses on what resources are available in the community. These are handed out to staff and made available to clients. This booklet covers everything from housing assistance, employment assistance, medical and mental health services, etc.

The largest impact we have been able to see and measure is hiring a Program Provider through the BHS grant. This position has expanded programming for clients and made funding available for the Batterers Intervention Program (BIP) and Sex Offender Treatment. These funds have helped have prevented gaps in treatment because of lack of funds. Our successful completion rate for probation has increased since receiving this grant.

How do staff conduct a structured office contact?

The ISOs develop a behavioral case plan to address an offender's identified domains and specific needs, learning styles and capabilities. The ISO's currently assess the client using the LSI-R. Once the targeted domains have been identified, the ISO will begin to formulate the case plan based on the data collected from the LSI-R. The targeted domain will then be matched to the appropriate workbook in the Courage to Change curriculum.

The case plan will consist of detailed action tasks for the client and staff. The action tasks will include but not limited to, thinking reports, homework completed from Courage to Change workbooks or other worksheets, (i.e., budget sheets, etc.), behavior analysis forms.

The office visits have been more structured in FY16 than before. The goal for FY18 is to utilize Cognitive Behavioral Interventions in the majority of OV's with clients. The agency is currently striving to achieve the most effective use of time to encourage positive behavior change. The ISO will begin by reviewing the case plan prior to the clients office visit (OV) in order to figure out the purpose of the OV. The ISO will gather, review or answer any questions regarding their homework, if applicable. New goals and task will be discussed and agreed upon. The above listed information will be the bulk of the office visits. The ISO will utilize their MI and EPICS II skills during client/staff interactions.

How staff is held accountable for using assessment information to develop a case plan and then subsequently using that case plan to manage an offender?

Policy and procedure holds staff accountable for using assessment information to develop a case plan and then subsequently using that case plan to manage an offender. Policy 6.1 sets guidelines for case plans implementation, development, and review. Staff must follow policy when it comes to developing case plans. Staff will also be held accountable from the use of LSI-R Tools that they complete. These LSI-R Tools will be completed by each ISO and turned into the Director. The officers complete an LSI-R Case Management Tool every time an assessment is completed. This tool is turned in to the Director for review. This will show what domain the offender has scored high or very high in. The Director will then cross reference the case plan to ensure that these domains are being addressed in the case plan. The ISO II will continue to complete file audits on case files. The Quality Assurance is reinforced when the Director, Deputy Director and ISO II meet about the Observation Form, Scoring Audits and the LSIR Management Tool. These meetings will take place on a monthly basis beginning in the FY17 year, so that sufficient data can be gathered.

Skill Training with Directed Practice (use of cognitive behavioral treatment methods):

How are social learning techniques incorporated into agency interactions with clientele (i.e. role plays, homework, modeling pro-social behavior, etc.)?

Program facilitator's and ISOs use social learning techniques in class and in office visits. Cognitive-based programs use role playing, assign homework and model skills in classroom giving participants opportunities to learn and practice new skills. In FY18, the facilitators will attend weekly meetings to learn new skills and prepare for upcoming classes. They model the skills they present in class in their interactions with participants in and out of the classroom.

In FY18, the 25th JDCC will continue to use the Courage to Change interactive journaling into the work the ISOs do individually with the probationer. This will help the ISO target specific high need areas identified by the LSI-R with interventions designed to reduce that need. ISO will assign homework (Cognitive Based Interventions) based on past behaviors, workbook and follow up homework assignments with discussion, role plays, and teach backs to reinforce the information being learned.

How are social learning techniques incorporated into staff meetings and/or retreats (i.e. coaching, refresher training, case staffing, etc.)?

The ISO II meets with staff weekly and part of that staff meeting is to refresh and reinforce ACMS, CBI and MI. The ISO II also uses this time to staff cases and create an atmosphere of learning and reinforce

This agency does not currently practice this with the facilitators. In FY17, our program facilitators will begin to use social learning techniques during their trainings and classes on a routine basis. They will go over the skills and role plays they are planning to use to make sure that any glitches are worked out and that they are taking the class participants into consideration so that the material fits their specific problems when possible.

How do you ensure that in-house contracted service providers are delivering services in alignment with the social learning theory?

Most of the services that the 25th JDCC provides are delivered by employees of our agency. In FY18, we are going to strive to implement a procedure to provide regular training and feedback

to the program facilitators and ISOs to help them be more effective in working with our probationers. The training that is provided is done using role plays, games, and practice.

The program facilitators have received the majority of their training from KDOC. KDOC incorporates the social learning theory in their training, modeling skill-sets, role-playing their use and giving time for practicing these skills. Facilitators use the same approach when facilitating programs offered by our agency.

What strategies have been identified that will increase fidelity checks on the delivery of programming (especially cognitive-based skills-building curricula facilitation) for in-house or agency contracted community programs?

The agency will work on developing and refining their social learning techniques. The agency is not readily utilizing the social learning techniques as needed to reinforce positive behavior change. This is a gap that the agency is continually working to improve. The ISO's are trained to use several different social learning techniques such as, thinking reports, Courage to Change workbooks, EPIC's II. They tend to revert back to pre-RRI office visits. The agency is working on a quality assurance piece. It will entail an observation form conducted by the deputy director, a LSI-R management tool conducted by the director and file audits conducted by the ISO II. The above mentioned staff will meet monthly to discuss the data collected from the audits. The ISO II will then sit down with the ISO to educate and coach to improve performance. These audits will be conducted weekly until the office visits and LSI-R are conducted in the manner they were intended for.

The ISO's have several tools that need to be more effectively utilized. The agency will focus on the following social learning techniques and incorporate them into every office visit:

The supervising ISO will need to ensure that the ISO's are using the Courage to Change curriculum with offenders to help reinforce positive behavior and disrupt harmful behaviors. These workbooks will provide the opportunity for homework based off of their case plan.

The ISO's will utilize MI techniques during the office visits. They will also begin to use the Behavior Analysis tool, Thinking reports, etc. during office visits.

The ISOs will ensure that the education programs facilitated by the program provider are being utilized for offenders. The educational programs are designed to help target domains that are high risk. ISOs need to more readily refer offenders into programs that can help target their high risk domains.

The supervising ISO will be more likely to seek out and arrange/revise treatment options and intermediate sanctions alternatives in lieu of filing an affidavit and instituting violation proceedings that would likely result in revocation;

The weekly audits of the office visits will provide opportunities to coach staff to get comfortable using the above tools and techniques. Doing so will ensure that office visits are more impactful through the use of social learning techniques.

Increasing Positive Reinforcement:

How does staff understand and use the four-to one theory in their interactions with offenders?

ISOs use ACMS skills to verbally affirm probationers during office visits to acknowledge their positive behaviors. The 25th JDCC has developed incentives in the Response to Methodology that are used to recognize our probationers when they are doing well. Probationers can have receive certificates for completing different program components (i.e. community service work, in-house classes). ISOs are encouraged to actively look for ways to direct our probationers in the path that they need to take in a positive way, acknowledging their success. The 25th JDCC developed a monthly recognition board that acknowledges our probationers who successfully complete probation, obtain employment, finish community service work hours, or complete an educational program or in-house class.

ISOs are cognizant of reinforcing positive behavior with our probationers and look for things that will encourage them to stay engaged and avoid destructive behavior. ISO understand the concept of using a ratio of four positive items to one negative but it is not a tool that we currently monitor for its use in day to day interaction with our probationers.

How does staff model positive reinforcement techniques in day-to-day interactions with co-workers?

The agency has monthly parties for employment anniversaries, holidays, birthdays or other significant events. In FY18 the Executive Director and Director plan to send cards and a thank you candy bar to each staff on their work anniversary and a birthday card to each staff on their birthday. When a staff retires or resigns a going away party is thrown in honor of that staff.

The agency created a building wide party planning team made up of representatives from each agency in the building. This party planning team has incorporated a Christmas party, Valentines party, decorates office doors on the staff's birthday, held a March Madness party where staff, for \$2, could wear jeans and their favorite teams jersey (on non-court days). Each month the team is planning an activity in order to have better communications and bring some fun in to the work place.

Probation week is celebrated every year. The agency does teambuilding exercises, creates a theme everyday rather it be an ice cream social, or breakfast. This week is a way reduce stress and celebrate the job that all staff do. We celebrate and recognize staff at every avenue possible.

Does your agency utilize a Behavior Response grid? If so, please describe its use and any impact seen in regards to criminogenic risk and need.

The agency uses a sanctions and response methodology. This process allows the violation response to be tailored to the nature of the violation as well as that of the offender and offers incentives for success. The progressive sanctions were developed by separating control and treatment conditions, ordering them from least severe to most severe and assigning numbers to each type of violation. The number assigned refers to a menu of options available to address the violation for an offender at that particular risk level. The methodology also includes progressive incentives when offenders accomplish certain benchmarks in their probation supervision. For example, only those offenders assessed or re-assessed as low-risk would be eligible for early

termination. Offenders that were initially assessed as high-risk would not be eligible for an agency recommended early termination at any point in their probation supervision. Further, the methodology utilizes the supervisory, administrative, and revocation review hearing/meetings to assure that the most appropriate response to a violation is utilized or recommended to the Court.

In many cases, the swift and consistent manner in which violations are dealt with is a definite benefit to reducing repeat violations. Probationers seem to respond better when consequences are provided closer to the violation. ISOs actively use the jail dips and the prison dunks to address more significant violations. All jail dips, arrest and detains, and probation violations require a supervisor's approval to help ensure that it is the most appropriate way to deal with the violation.

Is your agency Response to Behavior grid broken down by risk level? If so, please describe how.

The agency has a Sanctions and Response Methodology grid that offers client's incentives for positive behaviors that range from verbal praise, free ua's all the way up to early termination (that meet policy requirements).

Included within the grid is the violation response to be tailored to: the type of the violation as distinguished between treatment and control; the condition's relevant severity; rank by severity and an offender's assessment and classification (LSI-R score, sex offender, violent offender, no administrative sanctions); multiple violations of the same condition; and, respond to the most severe violation. As well,

Engaging Ongoing Support in Natural Communities:

How does staff engage community supports for offenders as a regular part of case planning?

As part of the case management and planning process, ISOs try to identify and engage pro-social supports for offenders in their communities. This includes the spouse/significant other, relatives, friends, a pastor, a sponsor, or some other pro-social person or persons willing to provide support for the offender during and after supervision. The ISOs get pro-social supports involved with individual cases as needed. The agency utilizes the behavioral case plan to help identify and build on the offender's healthy relationships and the resources of the community to further the opportunity for successfully completing supervision.

The 25h Judicial District has partnered with Finney County Economic Development, WorkForce Development, Garden City Community College and various business to form a coalition to help clients earn a certificate for plumbing/electrical or welding. This process then allows the businesses to hire our clients as soon as the certificate process is complete. We are also beginning to work with LiveWell Finney County on ways we can help clients with drug and alcohol issues, housing, and jobs. This is a new concept to LiveWell FICO however, they are excited to partner with us to reduce crime in Southwest Kansas.

In FY18 Kansas Children's Service League and/or Family Crisis will present programs to our staff and clients on Stewards of Children Darkness to Light, which is a program on child abuse, neglect, and domestic violence. There is a workbook and the curriculum is well-researched on

child sexual abuse. This is an evidenced-based adult prevention program addressing the issue of child sexual abuse.

How does staff explore the quality or impact that these supports have on successful completion of the case plan?

ISOs are connecting with the support systems of our probationers and soliciting assistance from them. It has been helpful in holding the probationer accountable and keeping them on the right path. Currently staff only meet with the clients support systems when needed. This is usually when the client has a problem or violation. In FY17, the probationer began to be required to have a meeting with a family member, spouse or significant other, and anyone else that may have a vested interest in his or her success on probation (i.e. employer, neighbors, friends, etc.) with their ISO. Successes and problem areas are discussed and what expectations or interventions are being placed on the probationer to help address or maintain behaviors. The probationer's natural community is informed of what they can do to assist the probationer in being successful. ISOs are being more mindful of inviting probationer's natural communities to intake/orientation class so that they can be included throughout the probationary period. ISOs are expected to have contact with a member of each probationer's natural community at least once per quarter documented on the caseload verification form.

Measuring Relevant Processes and Practices:

What data do you collect regarding offender assessment and case management?

The Officer's complete an LSI-R Case Management Tool every time an assessment is completed. This tool is turned in to the Director for review. This will show what domain the offender has scored high or very high. The Director will then cross reference the case plan to ensure that these domains are being addressed in the case plan. The Quality Assurance is reinforced when the Director, Deputy Director and ISO II meet about the Observation Form, Scoring Audits and the LSIR Management Tool. These meetings will take place on a monthly basis beginning in the FY18 year, so that sufficient data can be gathered.

How do you measure incremental offender change while they are under supervision?

Probationers are monitored while on community corrections to ensure that they are following the conditions of probation. Case plans and LSI-R scores allow the ISO to measure probationers' progress while on supervision. SFTCC requires ISOs to document the contacts we have with probationers. Full Case Plans are reviewed with the probationer at minimum every month and updated as needed. Progress is noted in the chronological notes, and areas that are lacking probationer follow through are discussed and emphasized with them.

These measurements include incremental offender changes in both cognitive and skill development and offender recidivism. Regular staff performance audits and offender case reviews are conducted to ensure that processes and practices are effective. The Court Case Sentencing Activity Report is used to evaluate whether are not the agency is meeting its goal of achieving and maintaining a 75% successful completion rate. In FY15 our success rate was 79.6%. Our goal for FY18 would be to increase or exceed a 75% successful completion rate.

How do you measure staff performance?

The Deputy Director will conduct weekly review of the ISO II/ISOs motivational interviewing delivery (by sitting-in on office visits or by intercom). Staff skill development can be tracked in terms of the practice's consistency and quality in its application. The Deputy Director will complete motivational interviewing audits on a routine basis for each ISO II/ISO. Results of the audits will be discussed with the ISO II/ISOs. The Case File Audit will remain the primary tool for randomly reviewing the offender case files and ensuring that the supervision and services support evidence based best practices by each ISO II/ISO. The tool will focus on the TOADS information to identify whether or not the agency's outcomes are being met and help provide a framework to shape agency practices. In the past, case file audits have been performed on 10% of the agency's cases by annual ADP on a quarterly basis. For example, if the agency's ADP was 240.2 at the end of November 2017, then case file audits would be performed, at a minimum, on 24 (rounded) randomly selected case files during each quarter of the FY 2018 program year.

If you have in-house programming, how do you measure the impact it has on agency recidivism rates?

At this time, the 25th JDCC is not actively following probationers' activity once they leave our program. Probationers who complete our cog programs are having more successful terminations and fewer violations.

Providing Measurement Feedback:

How is information regarding offender change and outcomes shared with officers? With offenders? With external stakeholders?

When an LSI-R is completed with the client and scored the scores are shared with the probationer to discuss areas that rate at the moderate level or higher. These areas are prioritized with the probationers in how they are to be addressed and documented on the case plan and in interventions in TOADS. Subsequent assessments are compared to prior assessments and discussed with probationer to show progress and to understand score changes.

Quarterly reports are completed by our office regarding the progress our agency is having towards meeting the yearly outcome goals. This report is provided to all staff, the Advisory Board, and filed with the KDOC.

How is staff performance/evaluation data shared with staff?

The Finney County agencies performance evaluation is a current work in progress. Supervisors complete the performance evaluation. Staff's performance evaluations are evaluated based on five Core Competencies: Dependability, Customer Service, Job Knowledge, Initiative, and Cooperation as well as Goals. The performance evaluations are approved by the Director and the supervisor meets with the staff individually. Each staff is given the opportunity to discuss future goals and identify areas of weakness or strength and what they can do to improve in any areas that are subpar. Strengths are identified and reiterated with staff.

Do you have a structured corrective action plan in place to address challenges staff may be experiencing?

The 25th JDCC does case-file audits on 10% of ISOs case load quarterly so that case management can be regularly assessed and problem areas corrected. During case file audits, case management is evaluated and feedback is provided to the ISO for areas of improvement or

proficiency. Probationer office visits are periodically monitored (a minimum of one a week for each ISO per quarter) for officer use of MI, cog skills, EPICS II training and meetings are discussed with ISO to provide feedback and to ensure acquired skills are being used effectively. The agency has a structured corrective action plan if improvements or proficiencies are not build on.

If a particular weakness is identified in the performance evaluation the staff and their Supervisor develop a written corrective plan which gives the staff an opportunity to have more feedback in order to correct issues.

Are in-house facilitators provided with regular written/verbal feedback?

Yes, the Deputy Director and/or Director sits in one at least one group per month in order to provide feedback to the program providers. Annually the facilitator receives a written evaluation that is then sent to the County Administrator and Human Resources.

Do you have a structured corrective action plan in place to address challenges facilitators/program providers may be experiencing?

The agency has a Performance Improvement Plan to address challenges staff may be struggling with change. One of the tools the agency can utilize is the Performance Improvement Plan. The process enables each staff person to understand their true value-added to the organization. They do so when they understand how their job and the requested outcomes from their contribution "fit" inside your department or work unit's overall goals. The data collected through the quality assurance tools, audits and possible Performance Improvement Plans are all addressed within each staff's annual performance evaluation.

PART TWO: Programming/Client Services

Identify which CBI programs/client services are offered or delivered by your agency. 2. What are the eligibility requirement for this programming/service(s) and describe your referral process? 3. What does the composition of your programming look like? 4. How many groups do you have running at any given time? 5. What does scheduling look like?

Employment Group

Unemployed is the only requirement. Clients are directly referred into this program by Corrections, Court Services, or Parole Officers. Officers may refer based on conditions set forth in a court order or as a sanction based on the performance of the client on supervision and any resulting violations. The majority of referrals are from Corrections Officers as it is a condition of employment of Adult Corrections probation clients to obtain employment within 30 days of being placed on supervision. Officers complete a Client Referral sheet and submit it to the facilitator for processing. The referral is scanned into an electronic file for client and then gives the original to the client, as it is laid out as a contract with expectations to attend the respective class. Client is placed on a roster and expected to attend until they find gainful employment.

Clients attend continuously until they gain employment which is verifiable by the ISO. One group is held daily Monday through Thursday. An average of 186 groups per year. Trends we are witnessing in this group are the struggles some clients continually experience gaining a job

and then keeping the job. Focus has been changed for those clients in looking at what they are doing in order to keep the job. More conversations with employers about their expectations and ensuring these are fully understood by the client is important.

Anger Management

Court Ordered or as a sanction based on the performance of the client on supervision and any resulting violations. Clients are directly referred to this program by Corrections, Court Services, Parole, or Diversion Officers. Clients may also self-refer to the program based upon advice from a counselor or of their own volition. Referrals may also come from recommendations of an evaluation, whether in the form of DUI assessments or Drug and Alcohol Evaluations. Officers complete a Client Referral sheet and submit it to the facilitator for processing. If a client self-refers the facilitator will fill out the Client Referral form and give the client their copy to sign, scan it then return it to the client.

There are six sessions total. There is a pre and post-test which measures positive and negative feedback as well as client satisfaction. An Assessment of Yourself and Psychological Inventory of Criminal Thinking Styles is also administered. Sessions are scheduled from 4 pm to 6 pm every Wednesday. An average of 7 total groups of this program are run per year.

Larceny (Theft Accountability)

Clients are directly referred to this program by Corrections, Court Services, Parole or Diversion Officers. Officers may refer based on conditions set forth in a court order or as a sanction based on the performance of the client on supervision and any resulting violations. Officers complete a Client Referral sheet and submit it to the facilitator for processing. Clients may also self-refer for the program on the direction of their ISO and then the facilitator will complete the Client Referral form and give the client their copy of this contract to sign, then it is scanned and returned to the client.

There is one session, a post-test which measures positive and negative feedback as well as a client satisfaction sheet. Each client is given the journal that goes with the class. This is a one day class scheduled every third Friday of the month from 9 am to 4:30 pm. This is a closed group. An average of 12 groups are held per year.

Courage to Change

Clients are directly referred to this program by Corrections, Court Services, Parole, or Diversion officers. Officers may refer based conditions set forth in a court order or as a sanction based on the performance of the client on supervision and any resulting violations. The LSI-R report scores of each client are also evaluated by facilitator and following conferring with client's officer, it may be determined that the client is a targeted fit for one of the above journal programs based off of their high or very high risk in specific criminogenic risk/domains. So, this particular program does assess for risk. Clients who have been in Employment Group in excess of 30 days without having obtained employment will be automatically sanctioned into the Skills for Successful Living/Strategies for Success version of CtC for more intensive intervention. Referrals for the Self-Control/Substance Abuse version of CtC may also come out of the recommendations of an evaluation, whether in the form of DUI Assessment or Drug and Alcohol Evaluation. There appears to be near equal distribution of referrals from all 4 sources. Officers

fill out a Client Referral sheet and submit it to facilitator for processing. Clients may also call in to facilitator and self-refer for the program on direction of their officer and facilitator will fill out the Client Referral form and give the client their copy of this contract to the client to sign and then scan and return it to client.

Eligibility for all of the above Cognitive Behavioral Therapy (CBT) programming require that the client is involved in the criminal justice system and is 18 years of age or older. Facilitator ensures that each CBI curriculum is implemented to fidelity by adhering to the guidelines set forth in each curriculum whether this takes the form of executing all tasks within the script for each SAP session or that the learning objectives of the journal programs are thoroughly covered. Facilitator also ensures fidelity through continued education on evidence-based practices, and adapting to new versions of curricula, as well as through appropriately pacing material to the varied lengths of time for each group - again based on guidelines set forth by each respective curriculum. Obtaining employment is the only objective measure tracked for Employment Group, though the program is taught toward the end of helping clients to maintain employment as well. In the journaling programs, Anger Management and Larceny, learning outcomes are specifically measured by the post-tests delivered at the end of the course. The SAP program culminates in clients presenting their Success Plan to the facilitator. Facilitator Success Plan Feedback includes measures of Clients cannot complete SAP successfully if they do not meet this measures, as well as faithfully attending the program's 39 sessions. There are currently no specific outcome measures for the Courage to Change programs. Reduction in risk is not tracked by facilitator, although the above instruments referred to, the "Assessment of Yourself" and "Psychological Inventory of Criminal Thinking Styles" may aim to yield insight into risk reduction through completion of some of these CBI programs. These instruments are not delivered for Larceny or Employment Group because they are either determined to be too short or too indefinite of programs, respectively, to measure significant behavioral change through use of these assessments.

There are 6 sessions total. Skills for Successful Living/Strategies for Success program scheduled for 9:00-11:00 a.m. for 6 consecutive Mondays. An average of 5 groups of this program are run per year. (Criminogenic domains that match up to the journals: Employment and Accommodations). Self-Control and Substance Abuse program scheduled for 9:00-11:00 a.m. for 6 consecutive Wednesdays. An average of 7 groups of this program are run per year. (Criminogenic domains that match up to journals: Emotional/Personal and Drugs and Alcohol). We have an open enrollment until 2nd session of class, then class is closed to new referrals

Substance Abuse Program (SAP)

Clients are directly referred to this program by Corrections, Court Services, Parole, or Diversion officers. Officers may refer based conditions set forth in a court order or as a sanction based on the performance of the client on supervision and any resulting violations. Referrals for this course may also come out of the recommendations of an evaluation, whether in the form of DUI Assessment or Drug and Alcohol Evaluation. There appears to be near equal distribution of referrals from all 4 sources. Officers fill out a Client Referral sheet and submit it to facilitator for processing. Clients may also call in to facilitator and self-refer for the program on direction of their officer and facilitator will fill out the Client Referral form and give the client their copy of this contract to the client to sign and then scan and return it to client. Pre/Post Assessments: A

Pre-Assessment is not given. Clients are given a Post-Assessment to garner feedback about the curriculum and their experience of SAP. 39 sessions total. Groups are scheduled twice per week, Tuesdays and Thursdays from 4:30-6:00 p.m. An average of 2 groups are run per year. Open enrollment until 12th session of class, then the class is closed.

Drug/Alcohol

Level 1 Outpatient services consisting of individual and group sessions. We offer Alcohol Drug Information School (ADIS) which is only an education class. Eligibility for these programs is through the evaluation, assessment and testing process provided by the Rehab Services or another provider. The eligibility requirements vary in how they score in the above process. The referral process is clients must be touched in some way by the court system. All the referrals are through Court Services, Attorneys, Intensive Supervising Officers of Community Corrections, and Parole Officers. We also do Crossroads, Substance Abuse Questionnaires, and Domestic Violence Inventory testing. These can determine referrals to other resources i.e. Live or social skills, batterer's intervention, anger management or other programs to help the client be successful.

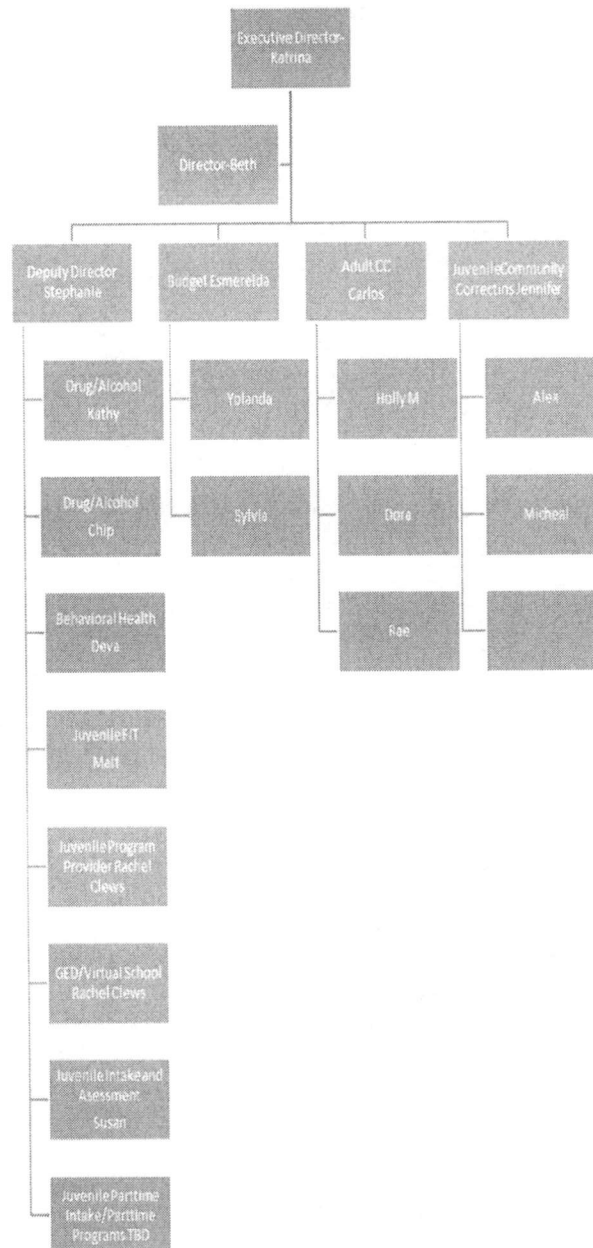
The clients attend a two hour group's session and a one hour individual session one time per week but can be extended if the client needs more support for success. The program usually lasts 12 weeks in length. They are not broken down by the risk level or gender. Thinking for a Change and programming books from the Change Company. Literature from SAMSHA and Psych Central worksheets for coping skills, codependency, or any other issues a client has requested. We utilize videos for group sessions also. ADIS is an open group. Level 1 is a closed group.

We have two groups going at any given time. Monday nights are the T4C groups for those that are SB123 and Monday nights we also have a non SB123 group. However if the number of clients is low for each group we will comingle the clients. Our schedules are one night per week each counselor stays till 7 pm. Once every quarter we offer ADIS on a Saturday for those who cannot come the first Friday of the month when we offer the other ADIS class. Completion of Thinking Reports and book assignments enable us to track the fidelity of the groups. We also track successful, unsuccessful, maximum therapeutic benefit, and discharge to a higher level of care. We have a pre and post test for ADIS and all clients complete a client survey.

Non-English speaking clients needing outpatient treatment or other services have limited opportunities. We generally have to refer them to other agencies in the community. When we can find a translator we utilize that person quite a bit. We are seeing more meth and marijuana use in our area and continually look for information to help client's success.

PART THREE: Agency Programs
Management and Organizational Capabilities

1. Organizational Chart



1. Describe how the Advisory/ governing Board:
Interacts with you (as Director) and your staff/agency.

In March 2016 Finney County reorganized and placed the Adults Community Corrections, Youth Services, and Juvenile Detention Center in to one agency. Due to the fact the Advisory

Boards were not involved in this decision which caused some dissension, and looking back we wish it would have been done differently, it has taken a while for trust to rebuild. However, due to much communication via phone, email, and in-person we have built a better relationship and are working quite well together.

The Advisory Board meets quarterly with the Executive Director, Director, and Deputy Director, to discuss issues regarding the development, implementation, and monitoring of services covered in this comprehensive plan. The Executive Director, Director and Deputy Director are responsible for the overall development, implementation, and monitoring of the comprehensive plan. They are also responsible for providing the Advisory Board members and KDOC complete and accurate information concerning fiscal management, program implementation, and progress on goals and objectives outlined in this grant. Quarterly reports are provided to all Advisory Board members and reviews of this comprehensive plan and quarterly reports are their responsibility. Comprehensive plans, quarterly reports and Advisory Board Minutes are provided to AB members, county commissioners, and KDOC. Staff is provided with the comprehensive plan and quarterly reports and is updated as needed during staff meetings on significant information and agency performance. The Executive Director prepares a monthly update for the County Administrator and Board of County Commissioners so they are kept apprised of everything happening in our agency. These reports were discussed at the March 2017 Advisory Board meeting and it was decided that these reports will also be disseminated to the Advisory Board.

Monitors the Comprehensive Plan throughout the year.

The 25th JD Community Corrections Advisory Board will provide primary oversight for the comprehensive plan. The director will provide data (via the US Mail, email, facsimile or hand delivery and in person at least quarterly) to the Advisory Board on the progress and/or issues in meeting the plan's goals and objectives. The data will be organized to address the following questions:

The Executive Director, Director and Advisory Board members will discuss any issues identified by the data; and, regarding the development and delivery of services for the risk reduction initiative, determine if any changes or additions to policies and practices should be made.

Any recommendations to change or enhance the plan's goals and objectives will be brought before the advisory board for approval. The Executive Director, Director and the board will determine through available data and information if any changes or additions to policy and practice should be made in regard to the goals and objectives. The Director will be responsible for implementing any approved changes. All board and sub-committee meeting minutes and agendas will be forwarded to KDOC.

What data/information is reviewed?

All information as it relates to the operation of the 25th JDCC is open to the advisory board. Outcomes, reviews, financial status, and any items or actions deemed necessary will be documented in the minutes of the Advisory Board meeting. These minutes are distributed to the Advisory Board and the Department of Corrections. Other information pertaining to ongoing staff training and evaluation will be provided to the Advisory Board during regular meetings.

Any information requested by the Advisory Board will be provided to them within ten working days.

How requests for corrective action are addressed/responded to.

Should there be problems with implementation, programs not functioning as designed, or not achieving expected outcomes, the Executive Director will inform the Advisory Board as specified. Problem areas will be investigated by the Executive Director or designee to determine the best course of action and make adjustments to either correct the problem or halt that aspect of the program to prevent any further issues. If it is a skills problem or implementation problem, appropriate training will be made available to personnel involved. If it is a program problem, the program will be evaluated to determine if it is the best course of action and use of agency resources. All corrective action plan outcomes will be reported to the Advisory Board either for the next AB meeting or schedule a special AB meeting.

Monitoring and Evaluation

On a quarterly basis, agencies will be required to submit a document describing progress toward stated outcomes. These reports will be due in conjunction with agency quarterly fiscal reports. Describe the process for assessing the initiatives' effectiveness. How will the performance of the planned initiative be documented, monitored, and evaluated.

Identify measurable outcomes you would like to address.

Moderate or higher LSI-R scores: Probationers with moderate level or higher scores on the LSI-R will be provided direct services to help reduce their risk/need levels. Identified areas will be addressed on the probationer's case plan and documented in TOADS after the intake audit to show it has been accomplished. Subsequent LSI-R scores should show an overall reduction in risk.

Probationers referred to interventions: Probationers will be referred to all court ordered interventions, or interventions identified as high risk by the LSI-R or the Intensive Supervision Officer within the first 45 days of being supervised by the 25th JDCC.

Identify measurable outcomes for any current (additional to those identified in the Integrated Model section) risk reduction and agency initiatives that you will be continuing in the coming year.

The 25th JDCC expects to see at least a 70% reduction in overall LSI-R scores of probationers successfully completing probation from their initial assessment. Probationers will be referred to interventions within the first 45 days of their probationary period so that high risk behavior can be reduced and successful termination can be maintained at 75% or higher.

How do you track outcome measures?

Information is gathered throughout the year by the Director and Deputy Director to monitor our programs' effectiveness. The Director runs weekly and quarterly reports in TOADS to monitor outcome measures of the comprehensive plan. The Deputy Director gathers information about interventions, referrals, employment, discharges and revocations throughout the year when case files are audited.



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM: Finney County Live Well
DATE: April 17, 2017
RE: Live Well Finney County

DISCUSSION:

Beth Koksall to recognize two Finney County employees with the 2017 Inspirational HEAL award

RECOMMENDATION:

Recognition of two Finney County employees

ATTACHMENTS:

Description

Inspiration HEAL Award



Beth Koksai, CHES
St. Catherine Hospital
401 E. Spruce
Garden City, KS 67846

April 7, 2017

Finney County Commissioners
311 N. 9th Street
Garden City, KS 67846

Dear Commissioners,

I am writing on behalf of LiveWell Finney County and the Healthy Community Initiative Grant. This grant has been working on improving the health landscape of Finney County over the past three years. In 2017, the Leadership Team created the Inspiration HEAL (Healthy Eating Active Living) Award. This award's purpose was to recognize Finney County residents going above and beyond to inspire healthy living in their workplaces and community.

We are excited to be presenting this award to four outstanding Finney County residents and would like to publically present them with their awards at the April 17 Finney County Commissioners meeting.

The 2017 Inspiration HEAL winners are:

Mia Michalek– Patrick Dugan's Coffee House
Troy Unruh– State Farm Insurance
Penny Medina– Finney County, Kansas
Shonda Sauseda– Finney County, Kansas

Thank you for your help in thanking these inspirational Finney County residents for their efforts in making Finney County a healthier community in which to live and work!

Should you have any questions feel free to contact me and I will be happy to assist you!

Sincerely,

Beth Koksai
620-272-2530



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: IMA Benefit Annual Report

DISCUSSION:

Presentation of IMA Benefit Annual Report

RECOMMENDATION:

Discussion of Report

ATTACHMENTS:

Description

IMA Stewardship Report

FINNEY COUNTY

2016-2017 ANNUAL STEWARDSHIP REPORT

HISTORICAL REVIEW WITH IMA

2015 Service Highlights	2016 Service Highlights	2017 Service Highlights
<ul style="list-style-type: none">• Finney County partners with IMA in September 2014 after finalizing their 2015 renewal• Provided Wellness Program Cost Analysis• Compliance Onboarding Call & Review of Annual Health Care Reform Checklist• Total Compensation Statement• Prepared Customized Benefits Guide• Assisted with Annual OE & Attended Wellness Fair	<ul style="list-style-type: none">• Full due diligence marketing of health & dental plans & EAP• Reviewed worksite coverage with Aflac & presented a proposal from Allstate• Obtained Short Term Disability Quotes• Presented IMA's Benchmarking, Industry Trends & Spectrum of Opportunity• Provided Monthly Claims Reporting & Annual Plan Analysis Reporting• Provided IMA Bulletins on various topics	<ul style="list-style-type: none">• Created a customized recruiting brochure outlining Finney County's employee benefits package• Assisted with 1095 ACA reporting• Prepared Annual Plan Analysis• Continued education about employee benefits trends & best practices• Continuing to review cost containment solutions while maintaining BCBS of KS plan offerings



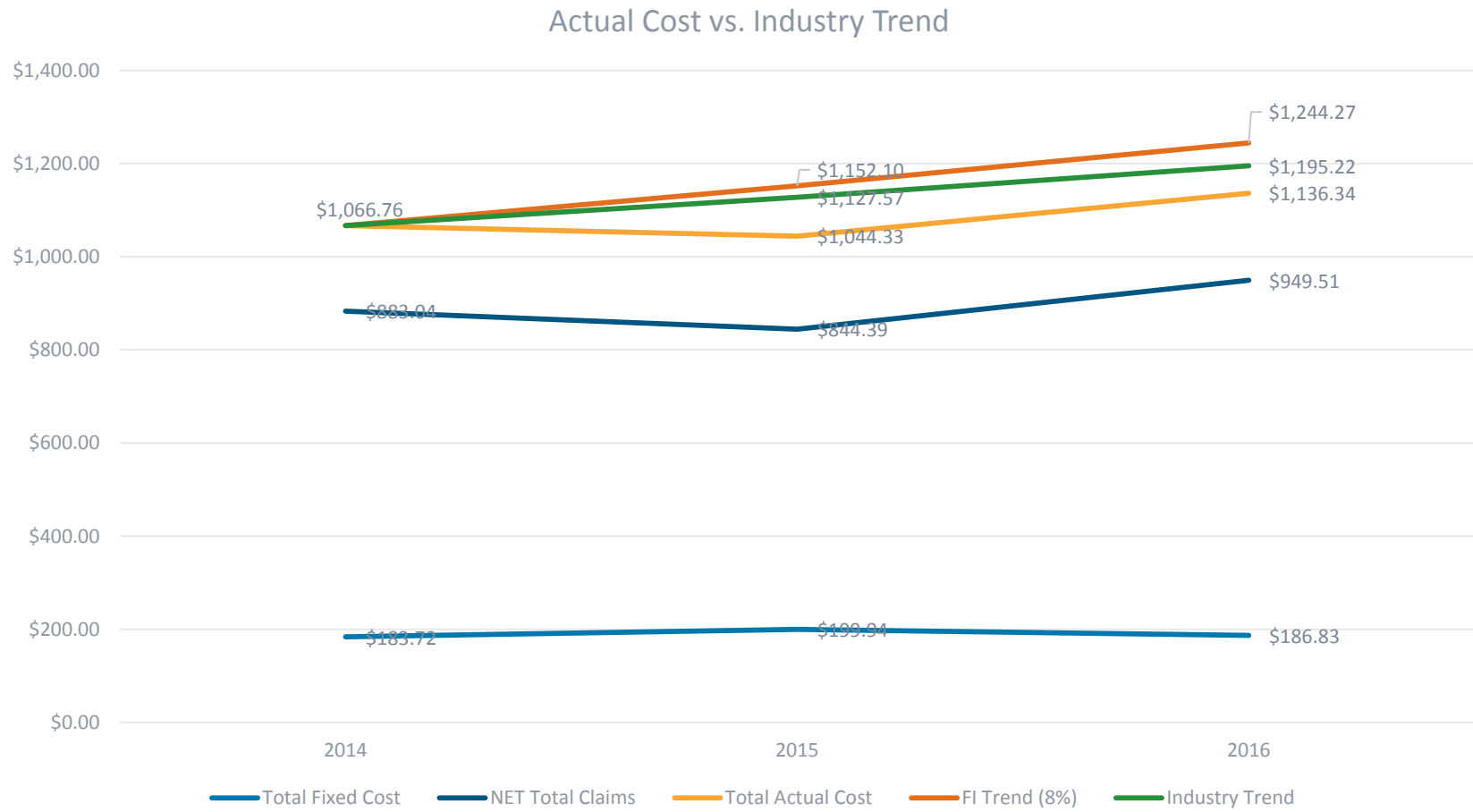
2016-2017 ACCOUNTABILITY CALENDAR

Finney County Accountability Calendar												
Activity Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Claims Reports	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Ad Hoc Meetings		Post-Renewal Discussion		IMA Annual Plan Analysis Report	Health Risk Management & Wellness Discussion		Renewal Meeting, Claims Review, Benchmarking & Open Enrollment Planning Session	ISL Deductible Analysis, Plan Funding & Contribution Strategy		Open Enrollment Meetings		
Important Dates and Deliverables												
Benefit Plans	Medical & Dental Renewal							Medical Marketing (If Needed)	Fee Agreement Renewal	Open Enrollment Support		
Employee Communication								Recruiting Brochure	Benefit Guide & Enrollment Posters	Enrollment Video		
Governance & Compliance	1095 Reporting Help			Health & Welfare Compliance Checklist & IMA Disclosure Guide					Health Care Reform Compliance Checklist & Discussions			
Wellness Priorities	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter	Monthly Newsletter



FINNEY COUNTY

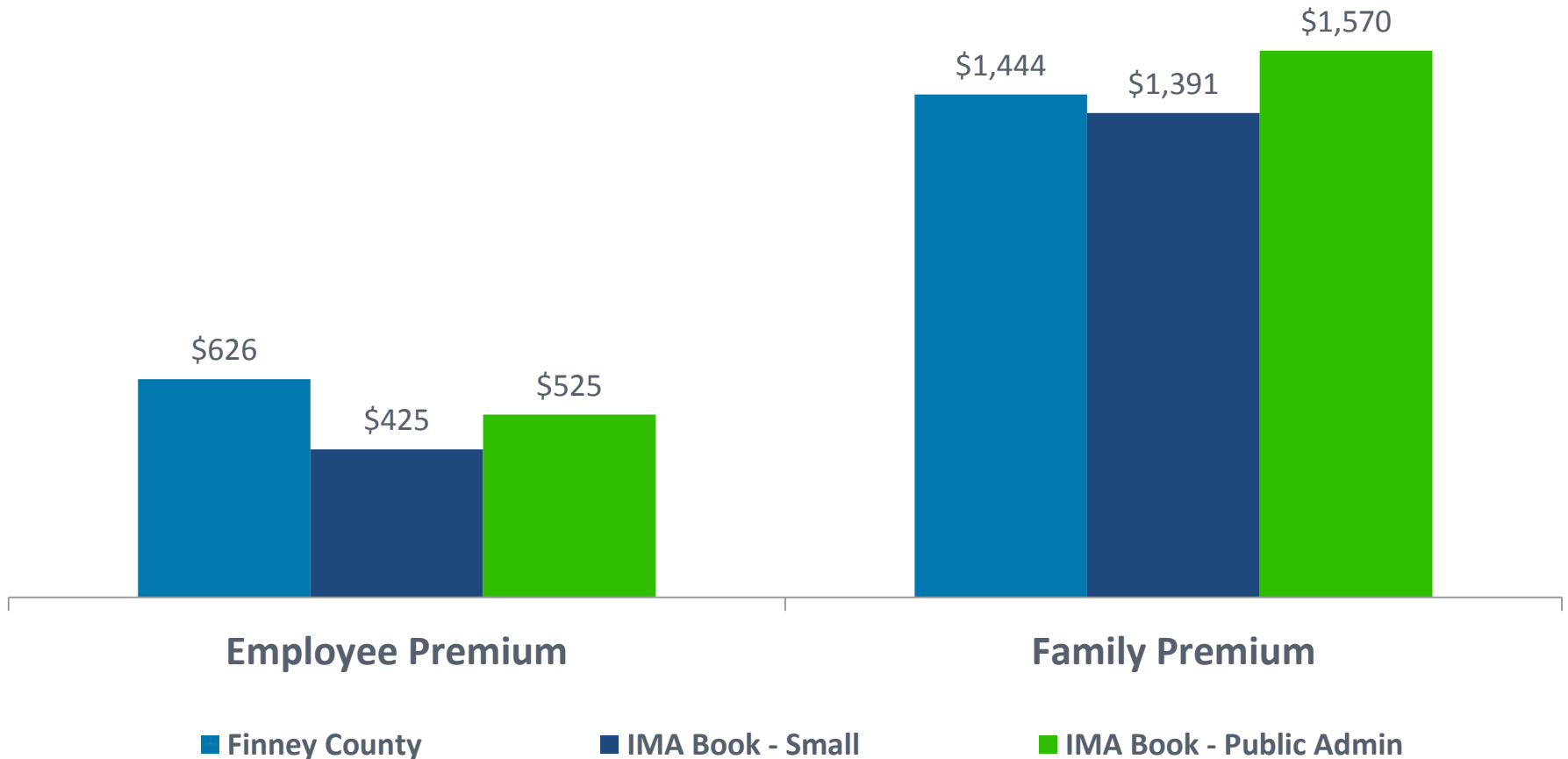
Plan Costs vs. Industry Trends



*Industry trend based on Annual Towers/Watson National business Group on Health Employer Survey. 2014-2016 Trend before plan changes.



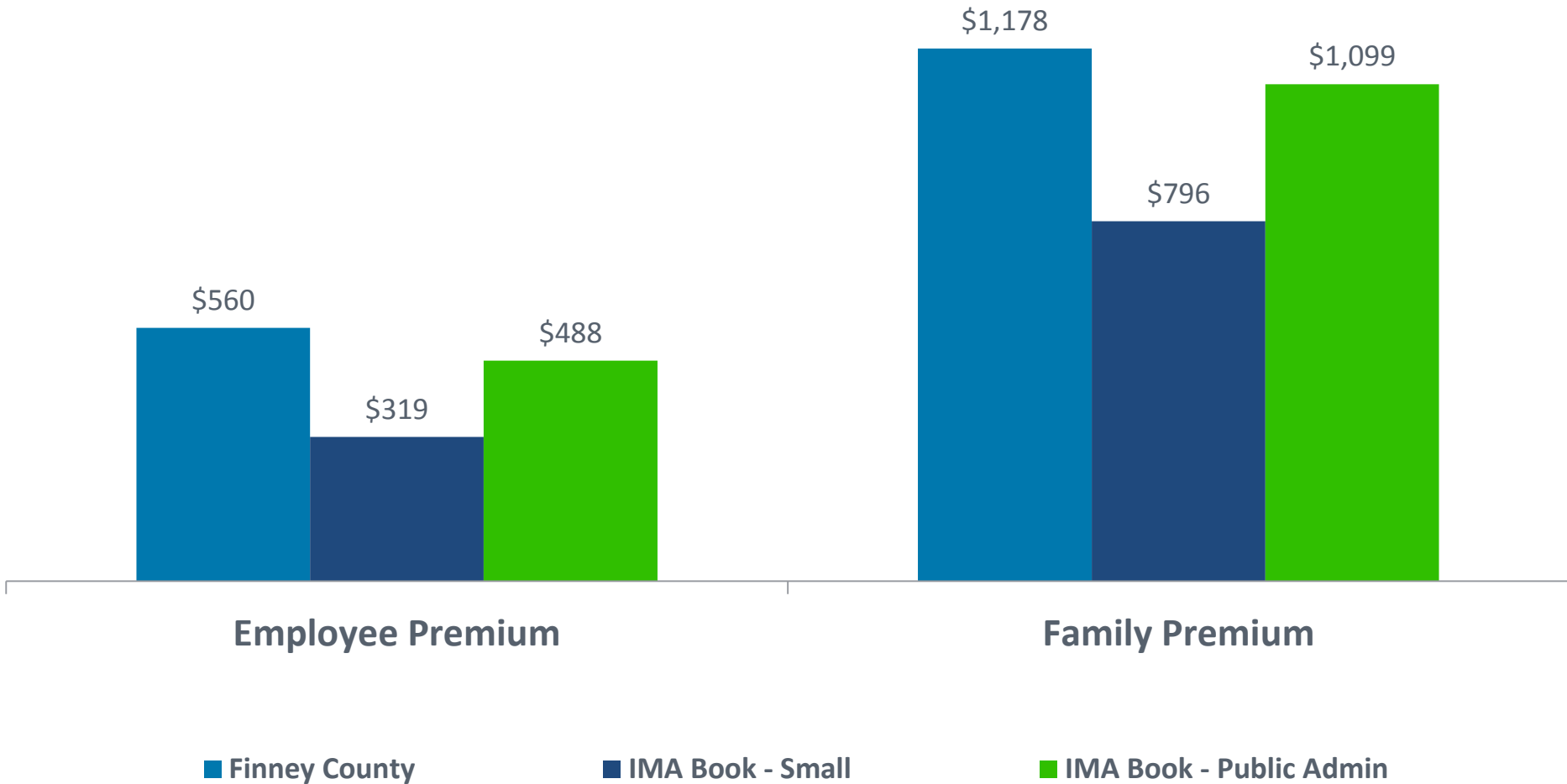
Total Monthly Premiums



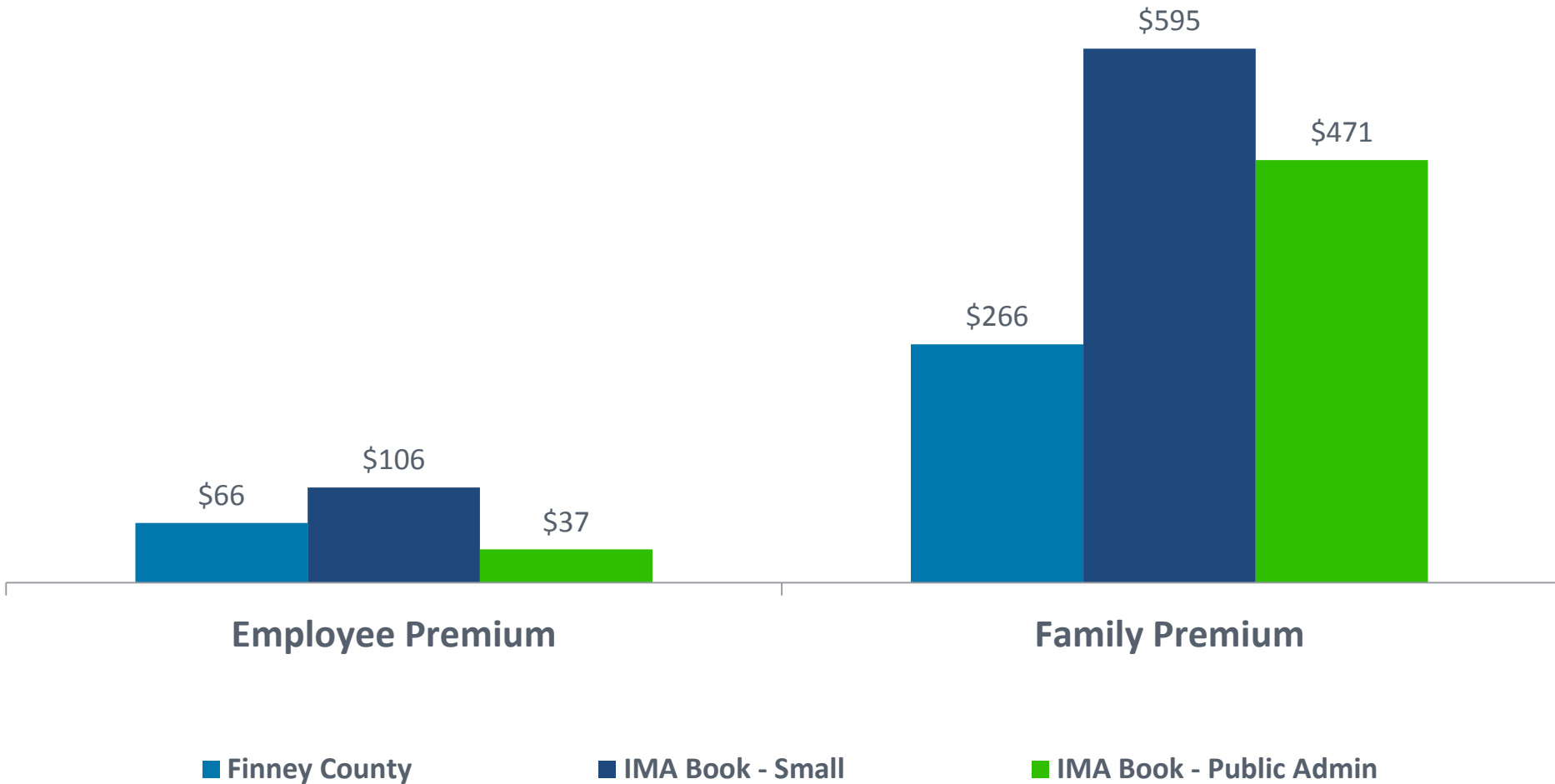
Finney County Monthly Premium is the 2017 BCBS Expected Monthly Liability.



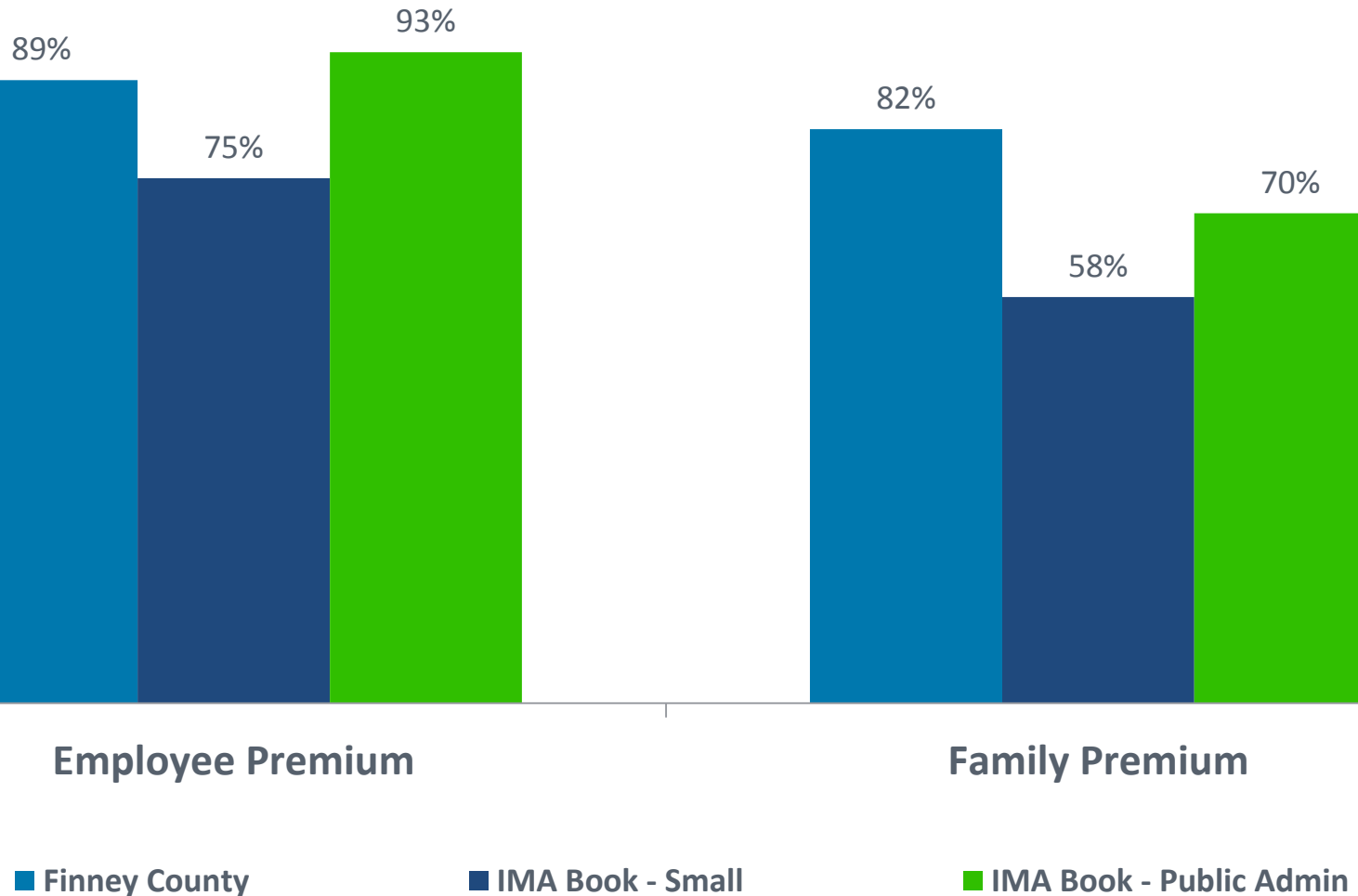
Monthly Employer Contributions



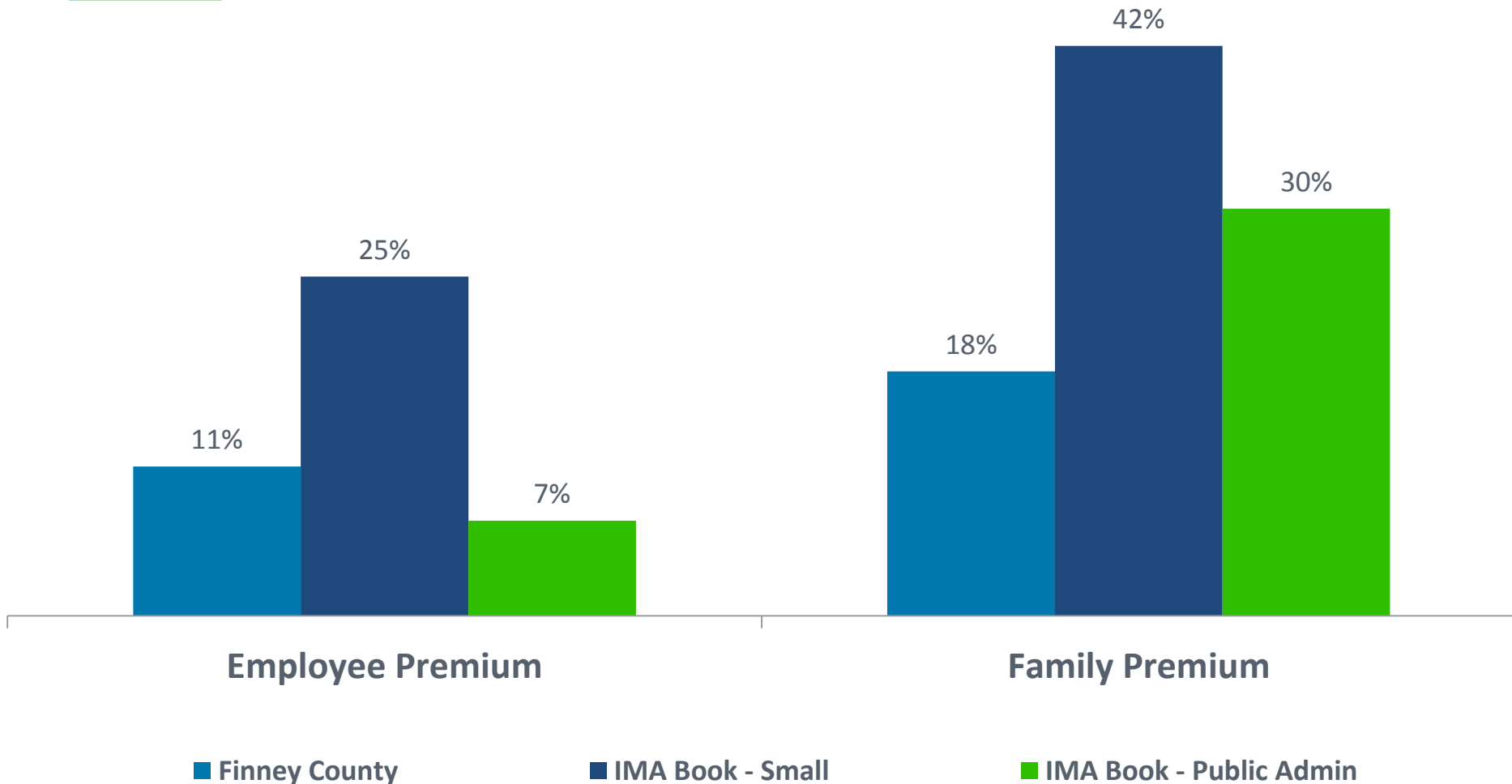
Monthly Employee Contributions



Monthly Employer Contributions



Monthly Employee Contributions



2016 Incurred Financials

\$3,360,266

Gross Medical Spend

Prior Year: \$2,340,608

+ 41.3%

Gross Medical PMPM

\$456,232

Gross RX Spend

Prior Year: \$480,873

- 6.6%

Gross RX PMPM

\$3,379,390

Net Plan Spend⁺

Prior Year: \$2,819,544

+ 18%

Net Plan PMPM

Member Medical and RX Annual Costs



CLAIMS EXPENSE SHARE

(Paid claims only; no premiums)

95.7%

*Net Plan Spend is Total Plan Spend subtracting high cost claimant(s) spend above individual spec

*Health Care Cost Institute, 2016



Demographics

AVERAGE MONTHLY PLAN ENROLLMENT & MEMBERSHIP

CUR. YEAR

290 enrollment
763 membership

PR. YEAR

295 enrollment
751 membership

MALE VS FEMALE PARTICIPANTS

49%



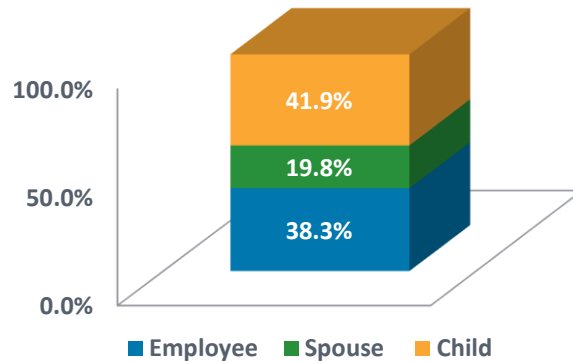
51%

AVERAGE MEMBER AGE

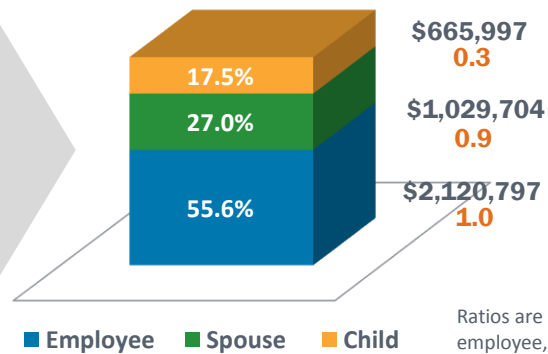
31

35*

EMPLOYEE, SPOUSE & CHILD % REPRESENTATION



EMPLOYEE, SPOUSE & CHILD % PLAN EXPENSE

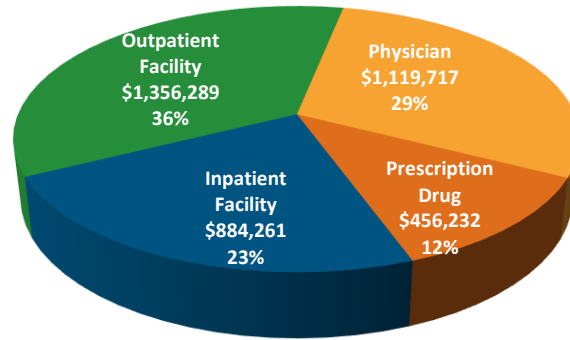


Ratios are relative to the average cost of an employee, which is represented as 1.0. Ratios above 1 indicate the dependent type is more costly than the employee, and below 1 is less costly. For example, if the spouse ratio is 2.2 this indicates that each spouse cost 2.2 times as much to the plan when compared to an employee.

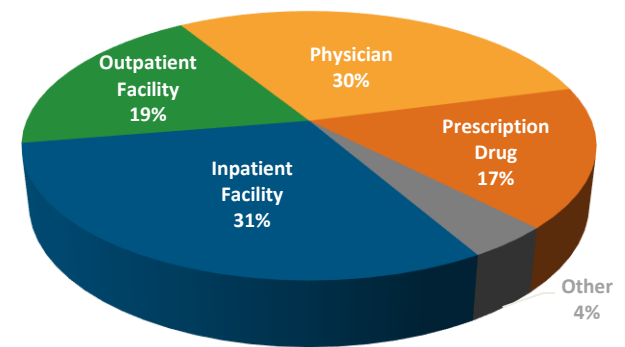


Place of Service

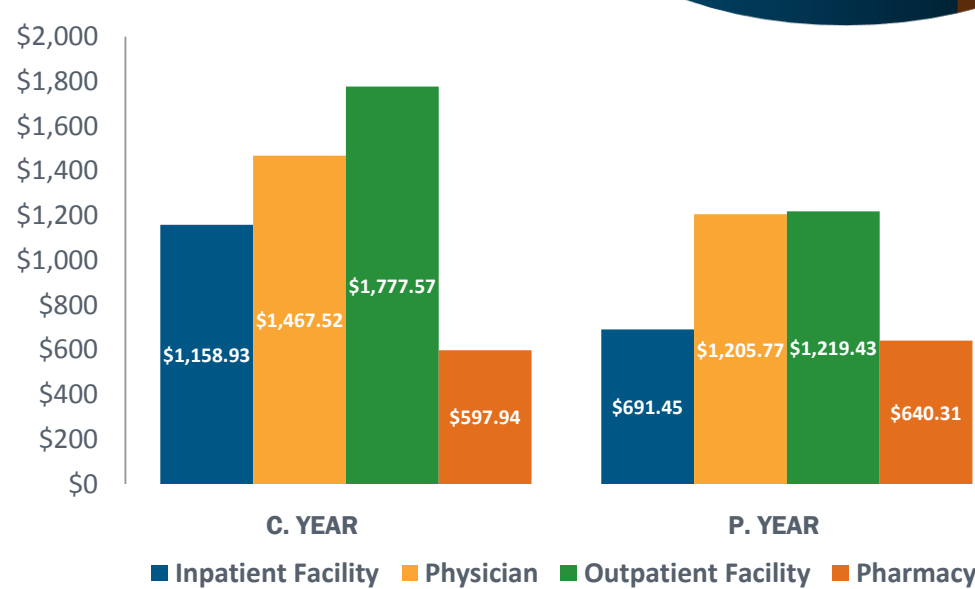
TYPE OF SERVICE
(% of Total Claims Spent)



TYPE OF SERVICE
Benchmark^



Per Member Per Year



Metric	C. YEAR	P. YEAR	% Change	Norm
ER Visits/1,000	270	306	-11.8%	166*
Average Length of Stay	2.8	2.8	-2.1%	5.5**
Inpatient Admits/1,000	83	65	27.7%	61*

^ Milliman Median Index, Components of Expensing, 2016

*BCBS KS, 2016

**American Hospital Association, 2016



Place of Service



EMERGENCY ROOM

251 ER Visits

18 INDIVIDUALS HAD **3+**
VISITS TO ER

57%



43%

E 34.3%
S 28.7%
C 37.1%

Potentially Steerable Visits

159 Visits

\$209,880

TOP PROVIDERS BY SPEND

Provider	Expense
St. Catherine Physician Services	\$125,709
Plaza Medical Center	\$102,292
Central Care, PA	\$68,384
LifeTeam	\$61,834
Coram Alternate Site Services, Inc.	\$39,962

TOP FACILITIES BY SPEND

Provider	Expense
St. Catherine Hospital – Garden City	\$823,119
University of Kansas Hospital – Kansas City	\$560,364
Memorial Hospital – Colorado Springs	\$146,383
Via Christi Hospital - Wichita	\$134,246
Penrose St. Francis Health Services – Colorado Springs	\$91,860



High Value Services



Mammography 55

P. YEAR: 56

Biennially for women aged 50-74 years.



Cervical Cancer 43

P. YEAR: 55

Every 3-5 years for applicable women aged 21-64 years.

Plan Grandfathered: **YES**



Preventive Care Visits 118

P. YEAR: 105

Annually for all individuals.



Colorectal Screening 21

P. YEAR: 18

Every 5-10 years for individuals aged 50-75 years.



Women's Wellness 115

P. YEAR: 116

Annually for all individuals.



UNKNOWN RISK → 25% MEMBERS WITH \$0 IN CLAIMS IN C. YEAR
16.8% IS NORM⁺

⁺ CDC/National Center for Health Statistic (2012). National Health Interview Survey.

High Cost Claimants

3 (0.4%) HIGH COST CLAIMANTS DRIVING **21.3%** OF PLAN EXPENSE =



\$812,109

\$22,559 per claimant per month

0 Individuals Repeat HCC

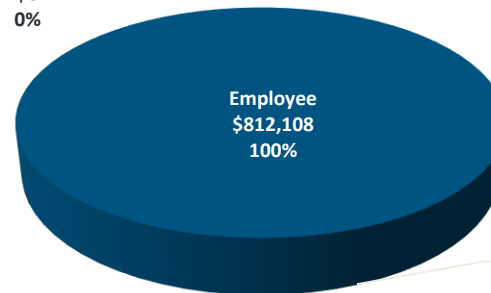
Current: 67%

Termed: 33%

Specific Deductible: \$125,000

SPEND BY MEMBER TYPE

Dependent
\$0
0%



Spouse
\$0
0%



Pharmacy



\$456,232

TOTAL RX EXPENSE

79.8%

GENERIC UTILIZATION 84%*

\$90

AVG. EXPENSE/ SCRIPT \$96*
Generic: \$19 \$14*
Brand: \$372 \$466*

6.6

SCRIPTS/MEMBER 10.0⁺

TOP 5 DRUG SCRIPTS BY EXPENSE

	Drug Name	Primary Drug Use	Drug Class	Expense	Expense/ Member	% RX Expense
1.	Avonex	Multiple Sclerosis	Interferon	\$76,035	\$76,035	16.7%
2.	Humira	Rheumatoid Arthritis	Antiarthritics	\$71,653	\$71,653	15.7%
3.	Novolog	Diabetes/Insulin	Diabetic Therapy	\$34,680	\$11,560	7.6%
4.	Levemir	Diabetes/Insulin	Diabetic Therapy	\$19,215	\$19,215	4.2%
5.	Humalog	Diabetes/Insulin	Diabetic Therapy	\$19,065	\$4,766	4.2%

* BCBS KS, 2017
 *Truveris BOB, 2016



Highlights

CURRENT YEAR: 01/01/2016 – 12/31/2016

PRIOR YEAR: 01/01/2015 – 12/31/2015

POSITIVE

Average member age is low, likely due to the high number of children on the plan. This is also likely contributing to the chronic disease prevalence being well below the norms in each category.

Rx utilization is good with scripts/member quite low at 6.6 vs a norm of 10 and overall Rx PMPM decreasing 6.6% from 2015 to 2016. Rx PMPM is also below the norm. Ensure members understand the importance of filling their maintenance medications and are getting their preventive screenings to catch conditions early.

OPPORTUNITY

Overall net plan spend PMPM increased from 2015-2016 by 18%. Medical spend increased by almost 44% while enrollment remained fairly flat. Medical PMPM was much lower than the norm in 2015, but increased by 41.3% in 2016. High Cost claimants (members exceeding \$125,000 in plan spend) increased from one member to three in 2016.

ER Visits/1000 are very high compared to the norm. 18 individuals had 3 or more ER visits and 63% of ER visits were potentially steerable with a possible savings of \$209,880. Look at Telemedicine options with BCBS (American Well).

Generic Rx utilization is low at 79.8%. 387 scripts were filled as brand when generic was available costing the plan \$27,674. Educate members about the cost savings for using generics when available.

MORE TO THE STORY

All high value services saw an increase or remained flat from 2015-2016 except for Cervical Cancer screenings. This service is only suggested every 3-5 years which could have caused the decline.

Preventive care visits increased from 2015 to 2016, but overall the number of visits is low. 25% of members did not incur any claims in 2016. Continue to promote preventive screenings and aim to reduce individuals with no claims so there is less unknown risk.

Inpatient admissions per 1,000 is high at 83 vs a norm of 61, but average length of stay is low at 2.8 vs a norm of 5.5. This is likely due to several pregnancies.

Claims expense share is quite high compared to the norm. However, Finney County's plan design is very rich compared to most employers. This is in line with their philosophy.

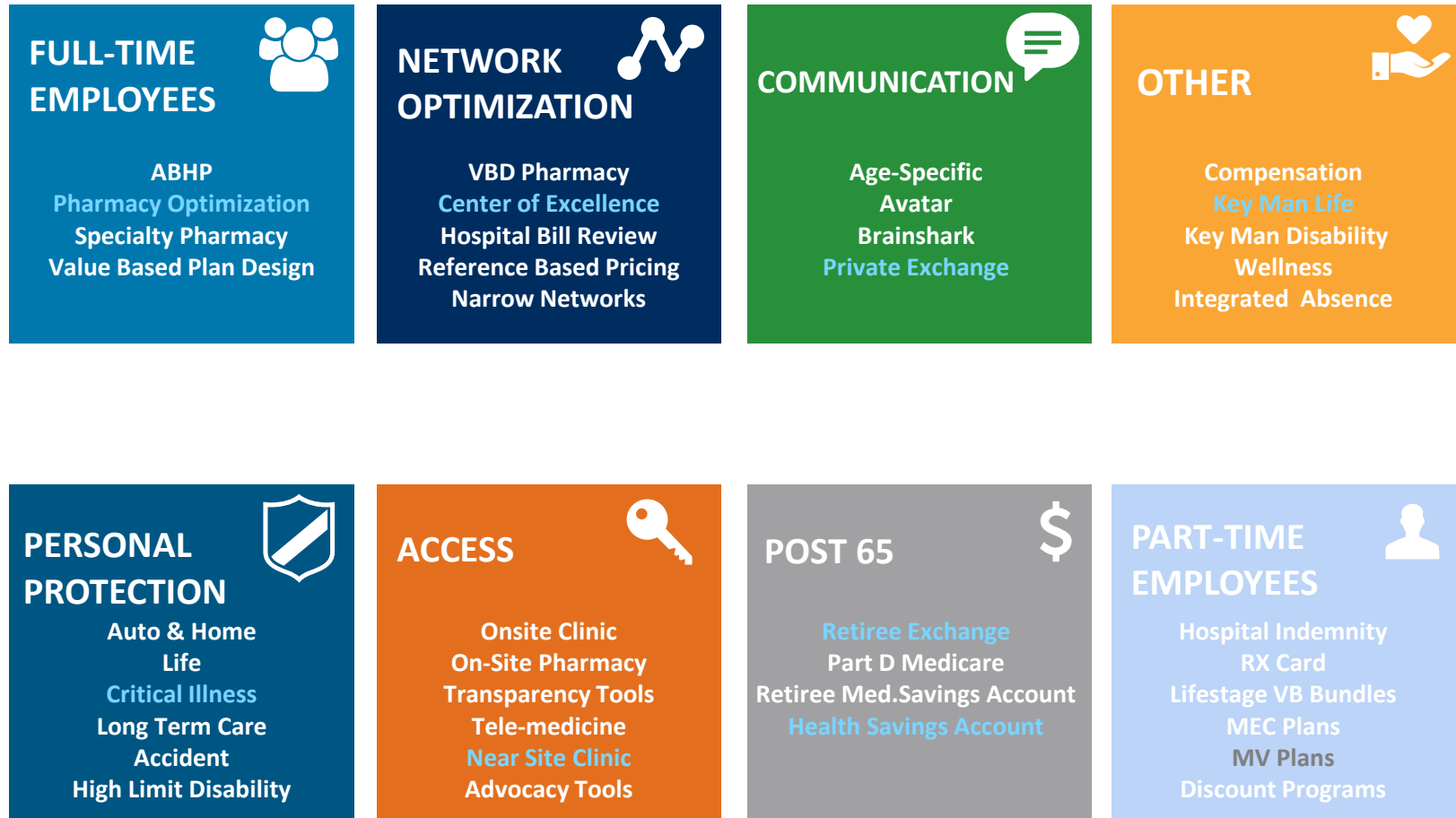


RECOMMENDATIONS

- Telemedicine:
 - Implement a telemedicine arrangement to address increased emergency room utilization and costs
 - BCBS of KS will have an integrated telemedicine option for their self-funded clients to rollout in the first quarter of 2018
 - American Well is BCBS of KS's vendor partner
 - There will be a specific list of services that will be covered under the telemedicine arrangement to cover minor medical events and conditions
 - Some prescription drugs can be prescribed through the telemedicine arrangement which are then sent to a local pharmacy for the member to fill
- Preventative Care
 - Continue to educate members about Preventive Care services and screenings
 - Enhance your wellness program to provide an incentive for members who do utilize Preventive Services
- Pharmacy:
 - Continue to educate members on utilizing generic drugs
 - Evaluate partnering with TriaHealth, a condition management vendor, to help control Rx drug spend for chronic conditions



EMPLOYEE BENEFITS TRENDS



Finney County Overview

Finney County

Human Resources
(620) 272-3542
www.finneycounty.org

CORE VALUES

Integrity

Be honest and trustworthy. Be transparent to citizens and put the county's interests above personal gain.

Stewardship

Make decisions that are in the best interests of the taxpayers' financial investment.

Customer Service

Provide good customer service to the public and peers.

Collaboration

Understand and practice good teamwork internally and with external partners.

Resourcefulness

Provide services in an efficient manner and adjust to changing needs.



The IMA Financial Group, Inc. (IMA) is a diversified financial services company specializing in risk management, insurance, employee benefits solutions and wealth management. It is the eighth-largest privately held and employee-owned insurance broker in the country and employs nearly 700 associates at offices in Colorado, Kansas, Michigan, New York and Texas.

IMA, Inc. | imacorp.com

FINNEY *KS*
COUNTY *KS*

2017

BENEFITS HIGHLIGHTS

Mission

Finney County, dedicated to its citizens, serving its taxpayers.

Vision

Finney County seeks to provide essential and relevant services that promote a growing community for residents, businesses and visitors. The county government shall be a convener and assist other government entities and businesses in efforts to enhance the quality of life, providing opportunities for all of its citizens.

Retirement Plans
Group Health Insurance
Basic & Voluntary Benefits
Wellness Clinic
Personal Protection
Personal Benefits



Finney County Overview

Departments

- Appraiser's Office
- County Clerk
- County Treasurer
- Building Maintenance
- Community Corrections
- Emergency Management
- EMS
- Health Department
- Human Resources
- Information Services
- Juvenile Detention Center
- Noxious Weeds
- Planning & Community Development
- Public Works
- Register of Deeds
- Sheriff's Office
- Youth Services

Track your benefits with these.

Apps

Dashboards

FINNEY *KS*
COUNTY
BENEFITS 2017



Call us TODAY! (620) 272-3542

We provide it all, just call!

- Group Health & Dental Insurance
- Group Retirement Plans
- Group Life & Disability Insurance
- Legal & ID Theft Protection
- Group Vision, Cancer, Short-Term Disability & Intensive Care Coverage
- Flexible Spending Account

About Us

Finney County strives to provide the best benefit package that is both comprehensive and responsive to the needs of all our employees. We are committed to provide the best benefits with the best value with choice. Come join our team!



2016 Monthly Claims



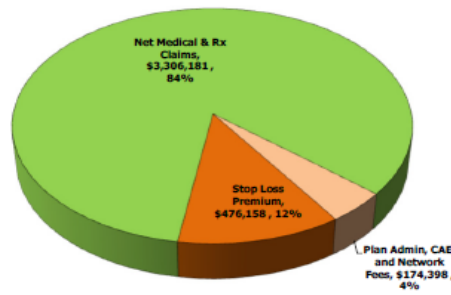
Medical, Rx & Dental Benefit Plan Performance Report Plan Year Executive Summary Finney County

	ENROLLMENT			FIXED COSTS			CLAIMS					TOTALS				
Chart Color	A	B	C	D	E	F	G	H	J	K	L	M	N	O	P	Q
Month	Single	Family	Total Enrolled Employees	Plan Admin, CAE, and Network Fees	Stop Loss Premium	Total Fixed Cost	Medical/Rx Claims	Total Paid Medical & Rx Claims	Specific Stop Loss Reimbursement	Dental Claims	Net Medical, Rx & Dental Claims	Expected Medical, Rx & Dental Claims	Maximum Medical, Rx & Dental Claims	Ratio of Net Claims to Expected Claims	Total Net Claims Plus Admin Costs	
			(B + C)			(E + F)					(J - K + L)			(M / N)	(G + M)	
January-16	99	191	290	\$7,852	\$39,492	\$47,344	\$74,451	\$74,451	\$0	\$9,128	\$83,579	\$285,657	\$342,788	29%	\$130,923	
February-16	98	194	292	\$11,724	\$39,526	\$51,650	\$177,569	\$177,569	\$0	\$16,109	\$193,679	\$240,547	\$288,657	81%	\$245,328	
March-16	97	192	289	\$20,460	\$39,515	\$59,975	\$444,205	\$444,205	\$14,916	\$17,622	\$466,911	\$330,239	\$396,286	135%	\$506,886	
April-16	96	193	289	\$13,482	\$39,610	\$53,092	\$242,075	\$242,075	\$11,778	\$15,213	\$256,293	\$275,680	\$330,816	89%	\$298,602	
May-16	100	199	299	\$15,519	\$40,916	\$56,435	\$304,409	\$304,409	\$20,650	\$15,703	\$320,112	\$285,599	\$342,719	105%	\$355,897	
June-16	99	197	296	\$13,227	\$40,505	\$53,732	\$336,854	\$336,854	\$116,448	\$14,500	\$453,302	\$320,923	\$385,107	73%	\$288,638	
July-16	95	196	291	\$11,498	\$40,044	\$51,542	\$249,330	\$249,330	\$75,993	\$13,503	\$363,833	\$277,768	\$333,321	67%	\$238,382	
August-16	98	194	292	\$17,242	\$39,926	\$57,167	\$381,751	\$381,751	\$42,082	\$13,008	\$414,839	\$274,849	\$329,818	128%	\$409,844	
September-16	99	192	291	\$15,955	\$39,661	\$55,616	\$398,281	\$398,281	\$100,864	\$19,094	\$518,175	\$283,234	\$339,881	112%	\$372,127	
October-16	94	190	284	\$15,098	\$38,958	\$54,056	\$280,089	\$280,089	\$12,799	\$27,161	\$317,250	\$277,999	\$333,599	106%	\$348,507	
November-16	95	191	286	\$13,372	\$39,200	\$52,571	\$229,846	\$229,846	\$1,079	\$15,052	\$244,925	\$273,324	\$327,999	89%	\$296,390	
December-16	98	185	283	\$18,969	\$38,406	\$57,375	\$392,376	\$392,376	\$8	\$15,469	\$407,845	\$274,864	\$345,155	148%	\$465,211	
Totals	1,168	2,314	3,482	\$174,398	\$476,158	\$650,555	\$3,511,236	\$3,511,236	\$396,617	\$191,562	\$3,306,181	\$3,400,681	\$4,096,136	97.2%	\$3,956,736	
Averages	97	193	290	\$14,533	\$39,680	\$54,213	\$292,603	\$292,603	\$1,008.40	\$15,964	\$308,567	\$285,390	\$341,345		\$329,728	
PEPM				\$50.09	\$136.75	\$186.83	\$1,008.40	\$1,008.40	\$99.65	\$99.65	\$1,176.37	\$1,176.37	\$1,176.37		\$1,136.34	
Annualized	1,168	2,314	3,482	\$174,398	\$476,158	\$650,555	\$3,511,236	\$3,511,236	\$396,617	\$191,562	\$3,306,181	\$3,400,681	\$4,096,136		\$3,956,736	
% Change	-8.3%	2.0%	-1.7%			-6.6%	26.9%	26.9%	9.4%	12.4%	-5.4%				8.8%	
2015 Totals	1,274	2,269	3,543			\$708,403	\$2,815,441	\$2,815,441	\$1,937	\$178,153	\$2,991,658	\$3,656,952	\$4,388,342	81.8%	\$3,700,061	
Averages	106	189	295			\$59,034	\$234,620	\$234,620		\$14,846	\$249,305	\$304,746	\$365,695		\$308,338	
PEPM						\$199.94	\$794.65	\$794.65		\$50.28	\$844.39	\$1,032.16	\$1,238.59		\$1,044.33	

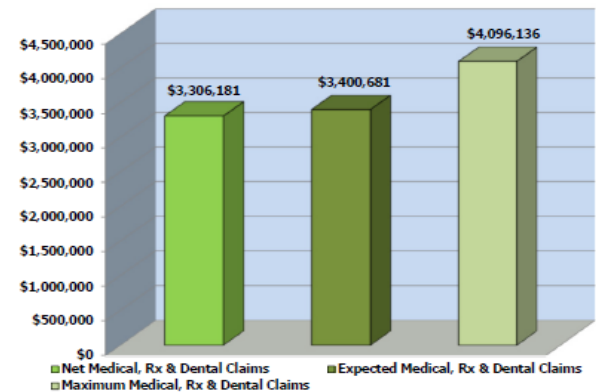
Administration Fees			Claims Factors	
Administration Single	Administration Family	CAE	Expected Claims Factor Single	\$523.53
\$10.08	\$20.70	3.47%	Expected Claims Factor Family	\$1,208.42
Aggregate Stop Loss Single	Aggregate Stop Loss Family		Composite Expected Claims Factor	\$978.68
\$6.74	\$13.56		Aggregate Claims Factor Single	\$628.24
Specific Stop Loss Single	Specific Stop Loss Family		Aggregate Claims Factor Family	\$1,450.10
\$66.37	\$153.31			

Months	Total Net Claims Plus Admin Costs	Estimated Employee Contribution	Actual Employer Cost	Employer Percentage
January-16	\$130,923	\$60,345	\$70,578	54%
February-16	\$245,328	\$61,114	\$184,215	75%
March-16	\$506,886	\$60,485	\$446,401	88%
April-16	\$298,602	\$60,694	\$237,907	80%
May-16	\$355,897	\$62,652	\$293,245	82%
June-16	\$288,638	\$62,023	\$226,615	79%
July-16	\$238,382	\$61,464	\$176,918	74%
August-16	\$409,844	\$61,114	\$348,730	85%
September-16	\$372,127	\$60,624	\$311,502	84%
October-16	\$348,507	\$59,715	\$288,792	83%
November-16	\$296,390	\$60,065	\$236,325	80%
December-16	\$465,211	\$58,597	\$406,614	87%
Totals	\$3,956,736	\$728,892	\$3,227,844	82%
Average	\$329,728	\$60,741	\$268,987	
Annualized	\$3,956,736	\$728,892	\$3,227,844	

YTD Cost Breakdown



Medical, Rx & Dental Claims Comparison YTD



ER/EE Cost Share above is based on 2-tier enrollment. 4-tier enrollment is needed to provide accurate cost share picture. Assumed Employer Funding at 100% of BCBS Expected Liability.

Revised on: 4/12/2017



2017 Monthly Claims



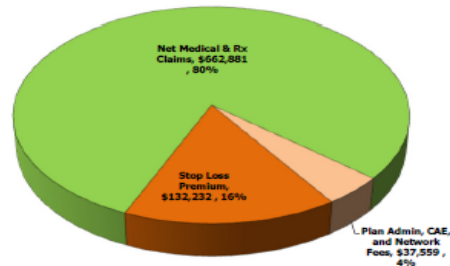
Medical, Rx & Dental Benefit Plan Performance Report Plan Year Executive Summary Finney County

ENROLLMENT				FIXED COSTS			CLAIMS					TOTALS			
Chart Color															
A	B	C	D	E	F	G	H	J	K	L	M	N	O	P	Q
Month	Single	Family	Total Enrolled Employees	Plan Admin, CAE, and Network Fees	Stop Loss Premium	Total Fixed Cost	Medical/Rx Claims	Total Paid Medical & Rx Claims	Specific Stop Loss Reimbursement	Dental Claims	Net Medical, Rx & Dental Claims	Expected Medical, Rx & Dental Claims	Maximum Medical, Rx & Dental Claims	Ratio of Net Claims to Expected Claims	Total Net Claims Plus Admin Costs
	(B + C)			(E + F)			(J - K + L)					(M / N)			
January-17	91	188	279	\$8,459	\$43,592	\$52,051	\$92,477	\$92,477	\$0	\$13,044	\$105,522	\$284,429	\$341,314	37%	\$157,573
February-17	93	189	282	\$11,469	\$43,949	\$55,418	\$173,956	\$173,956	\$0	\$17,114	\$191,070	\$256,823	\$308,187	74%	\$246,488
March-17	95	192	287	\$17,631	\$44,690	\$62,321	\$349,121	\$349,121	\$0	\$17,168	\$366,289	\$276,734	\$332,080	132%	\$428,610
April-17															
May-17															
June-17															
July-17															
August-17															
September-17															
October-17															
November-17															
December-17															
Totals	279	569	848	\$37,559	\$132,232	\$169,790	\$615,555	\$615,555	\$0	\$47,326	\$662,881	\$817,985	\$981,582	81.0%	\$832,671
Averages	93	190	283	\$12,520	\$44,077	\$56,597	\$205,185	\$205,185		\$15,775	\$220,960	\$272,662	\$327,194		\$277,557
PEPM				\$44.29	\$155.93	\$200.22	\$725.89	\$725.89		\$55.81	\$781.70	\$964.60	\$1,157.53		\$981.92
Annualized	1,116	2,276	3,392	\$150,235	\$528,926	\$679,161	\$2,462,219	\$2,462,219		\$189,304	\$2,651,523	\$3,271,940	\$3,926,328		\$3,330,684
% Change	-4.5%	-1.8%	-2.6%		7.2%	7.2%	-34.1%	-34.1%		0.2%	-24.2%	-1.4%	-1.4%		-18.4%
2016 Totals	1,168	2,314	3,482	\$174,398	\$476,158	\$650,555	\$3,835,477	\$3,835,477	\$439,929	\$194,028	\$3,589,576	\$3,407,767	\$4,089,320	105.3%	\$4,240,131
Averages	97	193	290	\$14,533	\$39,680	\$54,213	\$319,623	\$319,623		\$16,169	\$299,131	\$283,981	\$340,777		\$353,344
PEPM				\$50.09	\$136.75	\$186.83	\$1,101.52	\$1,101.52		\$55.72	\$1,030.89	\$978.68	\$1,174.42		\$1,217.73
% Change	-8.3%	2.0%	-1.7%		-6.6%	-6.6%	38.6%	38.6%		10.8%	22.1%	-5.2%	-5.2%		16.6%
2015 Totals	1,274	2,269	3,543	\$152,280	\$56,124	708,403	\$2,815,087	\$2,815,087	\$1,937	\$178,153	\$2,991,304	\$3,656,952	\$4,388,342	81.8%	\$3,699,707
Averages	106	189	295	\$12,690	\$46,344	\$59,034	\$234,591	\$234,591		\$14,846	\$249,275	\$304,745.98	\$365,695		\$308,309
PEPM				\$42.98	\$156.96	\$199.94	\$794.55	\$794.55		\$50.28	\$844.29	\$1,032.16	\$1,238.60		\$1,044.23

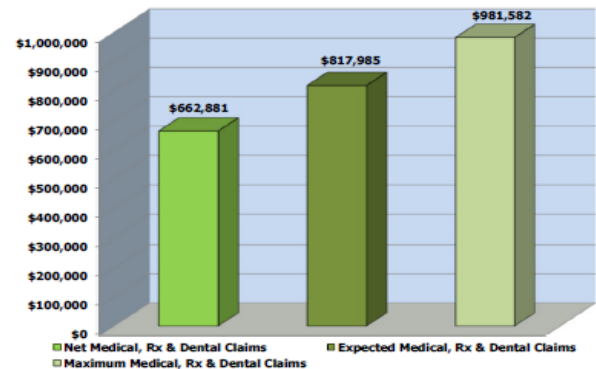
Administration Fees			Claims Factors	
Administration Single	Administration Family	CAE	Expected Claims Factor Single	\$515.53
\$10.04	\$20.66	3.47%	Expected Claims Factor Family	\$1,189.96
Aggregate Stop Loss Single	Aggregate Stop Loss Family		Composite Expected Claims Factor	\$968.07
\$6.53	\$15.03		Aggregate Claims Factor Single	\$618.64
Specific Stop Loss Single	Specific Stop Loss Family		Aggregate Claims Factor Family	\$1,427.95
\$76.48	\$176.67			

Months	Net Claims Plus Admin Costs	Estimated Employee Contribution	Actual Employer Cost	Employer Percentage
January-17	\$157,573	\$55,997	\$101,576	64%
February-17	\$246,488	\$56,395	\$190,093	77%
March-17	\$428,610	\$57,325	\$371,285	87%
April-17				
May-17				
June-17				
July-17				
August-17				
September-17				
October-17				
November-17				
December-17				
Totals	\$832,671	\$169,717	\$662,954	80%
Average	\$277,557	\$56,572	\$220,985	
Annualized	\$3,330,684	\$678,869	\$2,651,814	

YTD Cost Breakdown



Medical, Rx & Dental Claims Comparison YTD



FFVEE Cost Share above is based on 2-tier enrollment. 4-tier enrollment is needed to provide accurate cost share picture. Assumed Employer Funding at 100% of BCBS Expected Liability.

Revised on: 4/12/2017





MEMORANDUM OF TAX ABATEMENT COMMITTEE

Date: April 6, 2017
To: Boards of Commissioners: Finney County
From: Lona DuVall, President/ CEO of Finney County Economic Development Corporation
Re: IRB/ Tax Abatement Request: Hi-Plains Feed, LLC

The Tax Abatement Review Committee conducted a meeting on April 6, 2017 to review the tax abatement request submitted on behalf of Hi-Plains Feed, LLC. The following committee members were present:

City of Garden City (no fiscal impact related to abatement)

City of Holcomb (no fiscal impact related to abatement)

Finney County

Dave Jones, Commissioner
Randy Partington, County Administrator

Garden City Community College

Dr. Herbert Swender, President
Dee Wigner, CFO

USD 457 Garden City

Dr. Steve Karlin

USD 363 Holcomb (no fiscal impact related to abatement)

Finney County Economic Development

Tom Walker, Board Chairman
Lona DuVall, President

Following is a brief summary of the findings of the Cost-Benefit Analysis:

In accordance with the Statement of Policy and Procedures for Tax Exemptions and Incentives for Economic Development (Policy), this project qualifies for 20% abatement.

Following are the estimated taxes abated over the entire ten year period at 20%.

	Present Value of incentives and taxes abated over the next 10 years	Payback period
Finney County	\$ 35,029	2 years
U.S.D. 457	\$ 20,000	3 years*

Garden City Community College

\$ 18,099

3 years

Committee Member Input

GCCC: Dr. Herbert Swender

- Okay with 20% abatement

County: Commissioner Dave Jones

- Okay with 20% abatement

USD 457: Dr. Steve Karlin

- District wants to be supportive of economic development efforts
- Supportive of 20% tax abatement

Majority of the Tax Abatement Review Committee offers recommendation for the abatement at 20%.
No decision by this Committee is valid until fully approved by the Board of County Commissioners following completion of construction and final valuation.

*Committee discussed that the Cost Benefit Analysis required by the State of Kansas does not accurately reflect the effect of tax abatements on school districts.

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOARD OF FINNEY COUNTY COMMISSIONERS
AND
Hi Plains Feed, LLC**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into this ____ day of April 2017, by and between Hi Plains Feed, LLC, hereinafter referred to as "grantee" and The Board of Finney County Commissioners, hereinafter referred to as "grantor".

A. PURPOSE:

The purpose of this MOU is to outline the incentive offer approved by the Grantor.

B. GRANTOR SHALL:

In accordance with the Finney County Tax Abatement policy, Grantor hereby agrees to grant final and permanent approval for a property tax abatement upon completion of the subject project subject to final approval by the Kansas Board of Tax Appeals (BOTA). Limitations are as follows:

The percentage of taxes to abated shall be 20 %

The term of the abatement shall be 10 years (maximum of ten years per Article 11, Section 13 of the Kansas Constitution).

C. GRANTEE SHALL:

In accordance with the Finney County Tax Abatement Policy, Grantee will comply with all supporting documentation requests on an annual basis.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION. Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
2. COMPLIANCE. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
3. COMMENCEMENT/ EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective for 3 years beginning the ____ day of April, 2017 to allow for construction of the proposed facility. Should construction not be completed by the expiration of this MOU, a new application will be required.
4. LIABILITIES. It is understood that neither party to this MOU is the agent of the other and neither is liable for the wrongful acts of negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers,

employees or agents, howsoever caused, to the extent allowed by their respective state laws.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this ____ day of _____, 20____.

GRANTEE: Hi Plains Feed, LLC

Signature

Printed Name and Title

GRANTOR: Board of Finney County Commissioners

Signature

Lon Pishny, Chairman

Board of Finney County Commissioners

MEMORANDUM OF TAX ABATEMENT COMMITTEE

Date: April 6, 2017
To: Boards of Commissioners: Finney County
From: Lona DuVall, President/ CEO of Finney County Economic Development Corporation
Re: IRB/ Tax Abatement Request: Mies & Sons Trucking

The Tax Abatement Review Committee conducted a meeting on April 6, 2017 to review the tax abatement request submitted on behalf of Mies & Sons Trucking. The following committee members were present:

City of Garden City

Chris Law, Mayor
Matt Allen, City Manager

City of Holcomb (no fiscal impact related to abatement)

Finney County

Dave Jones, Commissioner
Randy Partington, County Administrator

Garden City Community College

Dr. Herbert Swender, President
Dee Wigner, CFO

USD 457 Garden City

Dr. Steve Karlin

USD 363 Holcomb (no fiscal impact related to abatement)

Finney County Economic Development

Tom Walker, Board Chairman
Lona DuVall, President

Following is a brief summary of the findings of the Cost-Benefit Analysis:

In accordance with the Statement of Policy and Procedures for Tax Exemptions and Incentives for Economic Development (Policy), this project qualifies for 20% abatement.

Following are the estimated taxes abated over the entire ten year period at 20%.

	Present Value of incentives and taxes abated over the next 10 years	Payback period
City of Garden City Finney County	None w/out annexation \$385,377	3 years

U.S.D. 457	\$ 220,000	> 10 years*
Garden City Community College	\$ 199,086	5 years

Committee Member Input

GCCC: Dr. Herbert Swender

- Okay with 20% abatement or buy-out of incentive at net present value by Finney County

County: Commissioner Dave Jones

- Okay with 20% abatement or buy-out of incentive at net present value by Finney County

City of Garden City: Chris Law

- No comment as City is not impacted at present

USD 457: Dr. Steve Karlin

- District wants to be supportive of economic development efforts
- District offered no opposition to doing this tax abatement
- Would be supportive of buy-out of incentive at net present value by Finney County

Majority of the Tax Abatement Review Committee offers recommendation for the abatement at 20%.
No decision by this Committee is valid until fully approved by the Board of County Commissioners following completion of construction and final valuation.

*Committee discussed that the Cost Benefit Analysis required by the State of Kansas does not accurately reflect the effect of tax abatements on school districts.

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOARD OF FINNEY COUNTY COMMISSIONERS
AND
Mies & Sons Trucking**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into this ____ day of April 2017, by and between Mies & Sons Trucking, hereinafter referred to as "grantee" and The Board of Finney County Commissioners, hereinafter referred to as "grantor".

A. PURPOSE:

The purpose of this MOU is to outline the incentive offer approved by the Grantor.

B. GRANTOR SHALL:

In accordance with the Finney County Tax Abatement policy, Grantor hereby agrees to grant final and permanent approval for a property tax abatement upon completion of the subject project subject to final approval by the Kansas Board of Tax Appeals (BOTA). Limitations are as follows:

The percentage of taxes to abated shall be 20 %

The term of the abatement shall be 10 years (maximum of ten years per Article 11, Section 13 of the Kansas Constitution).

C. GRANTEE SHALL:

In accordance with the Finney County Tax Abatement Policy, Grantee will comply with all supporting documentation requests on an annual basis.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION. Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
2. COMPLIANCE. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
3. COMMENCEMENT/ EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective for 3 years beginning the ____ day of April, 2017 to allow for construction of the proposed facility. Should construction not be completed by the expiration of this MOU, a new application will be required.
4. LIABILITIES. It is understood that neither party to this MOU is the agent of the other and neither is liable for the wrongful acts of negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers,

employees or agents, howsoever caused, to the extent allowed by their respective state laws.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this ____ day of _____, 20____.

GRANTEE: Mies & Sons Trucking

Signature

Printed Name and Title

GRANTOR: Board of Finney County Commissioners

Signature

Lon Pishny, Chairman

Board of Finney County Commissioners



MEMORANDUM

TO: County Commission
THRU:
FROM: Randy Partington
DATE: April 17, 2017
RE: Executive Session - Non Elected Personnel

DISCUSSION:

Discussion of non elected personnel in an executive session.

RECOMMENDATION:

N/A



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Legislative Activity

DISCUSSION:

Updates and discussion by commissioners of the legislative activity at the State of Kansas.

RECOMMENDATION:

Discussion



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Joint Meeting with Surrounding Counties

DISCUSSION:

Finney County will host a joint meeting with the Scott, Kearny, Haskell and Gray county commissions on Wednesday, May 3rd at GCCC's Beth Tedrow Student Center, beginning at 6 pm. Agenda is being prepared by Finney County Commission Chair Lon Pishny.

RECOMMENDATION:

N/A



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Joint Commission Meeting

DISCUSSION:

The City of Garden City has requested a joint commission meeting to be held either following the county commission meeting on Monday, May 1st or prior to the city commission meeting on Tuesday, May 2nd.

RECOMMENDATION:

Choose which date the county commissioners prefer for the joint meeting.

IMPORTANT MEETINGS/EVENTS

March

Legislative Coffee	Saturday, April 15th at 10:00 AM	Heartland Cancer Center
County Commission Meeting	Monday, April 17th at 8:30 AM	County Admin.
Finney County Library Board	Monday, April 17th at 5:00 PM	Library
Aging Board Meeting	Tuesday, April 18th at 9:00 AM	Senior Center
Chamber Breakfast	Wednesday, April 19th at 7:10 AM	Clarion Inn
Finney County CVB	Wednesday, April 19th at 2:30 PM	Best Western Plus
Business to Business (b2b)	Thursday, April 20th, 2017 at 7:30 AM	FC Community Services Bldg.
Western Kansas Delegation to Washington, D.C.	April 22nd – April 25th Meetings all day on Monday, April 24th	Washington, DC
FCEDC Meeting	Wednesday, April 26th at 7:30 AM	City Admin.
GCHS Career & Job Fair http://www.gardencitychamber.net/events/details/gchs-career-job-fair-2685	Thursday, April 27th 10:00 AM	GCHS

Upcoming Meetings in Future Months

Joint Governing Body Meeting	May 1st or 2nd, TBA	TBA
Joint County Commissions Finney, Kearny, Gray, Haskell and Scott Counties	Wednesday, May 3rd at 6:00 PM	Garden City (TBA)
Legislative Coffee	Saturday, May 20th at 10:00 AM	St. Catherine's
Beef Empire Days Rodeo	Thursday, May 25th	Fairgrounds
Beef Empire Days begins	Friday, June 2nd	Fairgrounds

Randall Partington

From: Robert Boyd
Sent: Monday, April 03, 2017 1:30 PM
To: Randall Partington
Cc: Roger Calkins
Subject: Monthly Report April

The noxious weed department is currently working on preemergent on county grounds and bareground application in the Bruno pit and for sewer district . Still doing some tree trimming and removal. Started on musk thistle control.

*Robert Boyd
Noxious Weed Director
Finney County Noxious Weed
101 W. Maple St.
Garden City, KS 67846
620-272-3692
620-272-3567 FAX*

Randall Partington

From: Doug Peters
Sent: Monday, April 10, 2017 10:44 AM
To: Randall Partington
Subject: monthly
Attachments: NEXQ6749.pdf; Finney County, Courthouse to Attorney's Office Fiber Proposal.pdf

Personnel

Reviewing and updating job descriptions. They are out of date, not accurate, and not in line with comparable. Meeting with Darlene as I finish the descriptions. (the duties are being assigned based on the position, regardless of the current person in that position)

Projects,

1. Signed project to provide 10g fiber to DC through link at ATT.
2. Have quotes to provide VOIP access to city of Holcomb, (roughly 22,000\$ and I do not feel the quoted hardware is inline with our goals so we are re-evaluating the design)
3. Completed reports adjustments requested by administration to aid in budgeting.
4. Ongoing task to set up directors to have view access to the reporting.
5. Creating Single Sign On project for login simplification of iSeries and reporting/budget utilities. (SOW expected today)
6. Project created to update and minor remodel technology and classrooms at CSC (first meeting to take place 4-11. This will include classroom tech, building wireless, and some badge door adjustments.

Including current list of quotes for fiber run, and new wireless system county wide (access points only for CSC to start). Thanks. I will send the SOW for the single sign on project when I receive it.

thanks

Trey Phillips
GIS Supervisor
April 6, 2017

Finney County GIS

Monthly department report

Staffing

The GIS department is staffed with 2 full time employees.

Projects

Currently Working on the Cemetery Database redesign. This is our biggest project at the moment.

GIS and Emergency Management were featured on KSN for the Storm Shelters app we completed. www.FinneyCountyGIS.com/StormShelters

KAC presentation went well. We have received some feedback from Hays and Salina. Salina's GIS Coordinator and IT Director wanted to visit with me about how we do things in Finney County. I was able to visit with them on the phone and give them insight how we got to the point we are today.

We created a new Tree Removal web application for the parks department to help them mark trees and take photos to send to bid and commission.

We have talked to the Fair Grounds to start looking at providing them a web application for the Finney County Fair this year that will show what events are happening in each building. We are currently waiting on the schedule to be able to build this application.

NG911 Data has been validate with the state and uploaded to assist the Police Dispatch in the new software implementation.

We received an SSL certificate for our web server to be able to enable the HTTPS protocol to use secured services to enable more features through the online services.

Financial

The FAA has changed it's rules and regulations on become a drone pilot. This opens the door for Finney County to look into drone capabilities. The GIS department has transferred \$40,000 to 2017's budget to explore this possibility.

Out of Office

Trey Phillips will be out of the office from July 10th to July 14th for the ESRI User Conference. ESRI is the software provider for the GIS System.

Trey Phillips will also be out of the office from August 28th to September 1st because he is getting married.

FINNEY COUNTY FAIRGROUNDS

Come One, Come All to the Finney County Fairgrounds!

Director's Report March, 2017

To: Randy Partington, County Administrator

From: Angie Clark, CFE
Fairgrounds Director

Facility Usage in 2017

March update

We hosted 108 events in March 2017, generating revenue of \$16,176.

57 community events, and 51 private events

Total year to date revenue is \$34,003 from events.

Event staff team members worked four weekends this month.

Fastbook scheduling software new operating procedures

We are using it all the time. Our event workers are reading their tasks, entering completing them and timestamping the tasks with our software. We have stopped using paper event detail forms.

Met with Lisa, from Lewis Hooper & Dick, to review/seek approval of our new operating procedures utilizing our Fastbooks scheduling software. She approved of our updated process.

Met with Raylene, County Treasurer, she approved of our new funds deposit forms generated from our Fastbook scheduling software.

During monthly Director's meeting with County Administrator, we agreed to these items:

Event staff "call out fee" implemented at a rate of \$28 per hour, per person, one hour minimum.

Our hourly event staff rate per our facility policies increased from \$25 to \$28, to cover the 2% pay for merit increase, as it relates to overtime accrual.

Re-creating/re-printing contracts in different guest's names who have home owner's insurance updated this policy. Our newly implemented standard hourly rate \$28 will apply for these updated corrections, as well.

Prohibiting bouncy houses/inflatables, this addition has been added to our policies, for the safety of all ages, of facility patrons.

Journey to the Cross Rodeo Bible Camp Event

Same fees as last year

With the understanding, that any mention of this event in 2018,
fees will more than likely be going up.

Highlighted in the contract the "call out fee" plus the new hourly rate, of our staff.

TEAM status update

Office Clerk II opening:

Reviewed twenty one applications for our Office Clerk II position opening. Implemented a phased interview process set up interviews with nine candidates, had five of those chosen candidates notify us that they had accepted other career opportunities. We continued on with interviewing at the conclusion, our top candidate decided that it just wasn't fiscally feasible for them to relocate to this region of the state, for the salary range, we are offering for this position. We are continuing our search for the correct match to fill our opening.

Event maintenance worker opening:

One of our valued senior workers left us for career advancement, in the state of Washington. We are accepting applications for this position opening.

Event crew has been busy with events plus they cleaned numerous light fixture covers, replaced burned out bulbs, identified and replaced a split shut off valve at the RV dump station, plus waxed floor east side of 4-H bldg.

Commercial, Residential, and Ag Real Estate in February:

Informal Hearings as of April 6, 2017, is 177. Working on getting 17% ready, field review of sales, and building permit inspections

Oil & Gas Field Appraiser- valuing the oil and gas renditions, 1,686 renditions.

PP Appraiser:

Sent/nor receiving Assessment forms/ Data entry of changes (4,394 personal property renditions)

Valuing Personal Property/address changes/hearings & tax grievances

GIS Cartographer:

Making mapping changes to GIS/Ownership changes/Checking deeds/Answering Taxpayer questions on deeds etc.

Field Appraiser staff: Working on Sales, uploaded March sales to PVD, building permits, helping with oil & gas renditions, taxpayer requests, and tax payer questions

Administration:

Working on budget for 2018- review my 2016 final budget numbers

Working on Scope of Work to PVD due April 30th.

Presentation to High School April 12, 2017

Helping with Mock Interviews at High School on April 25th.



Finney County Emergency Management/Work Safety

304 N Ninth St, Garden City KS 67846

Telephone: 620-272-3746

Gilbert Valerio
Director
gvalerio@finneycounty.org

Fax: 620-271-6273

Anthony Cruz
Deputy Director
acruz@finneycounty.org

TO: Skylar Swords/ Randy Partington

FROM: Gilbert Valerio

DATE: April 7, 2017

SUBJECT: October Overview

Training: New Employee Orientation was conducted this month, 15 people went through the safety portion of the training. Defensive Driving was conducted for the County Attorney's department. Our regular monthly 8/6 Hour Defensive Driving class was held and we also conducted a CPR/FA class, also a 4 Hour Experienced Driver class was held.

Activities: This month was Severe Weather Awareness for the state of Kansas. Tornado sirens were all tested in the county, we did find one inoperable at this test. Location was relayed to the City Electric department and fixed that same day. Severe Weather Training was also held during this week at the Finney County Fairgrounds, we had 71 people attend both sessions. Anthony and I attended the Kansas Pipeline Training at the Clarion. Bruno Pit inspection with Jim Harms from EMC and Roger Calkins. Later that day a meeting was held to discuss our County Safety Policy in the Carol Brown Conference Room with Jim Harms, Doug Keller, Darlene Lucas and I. Attended the Chamber Breakfast with LiveWell as the presenters. Was accepted to the Finney County Transit Board as a board member.

Planning: Our last Red Cross meeting at their current location on Fulton was held. The office will be closing but the Red Cross will still be available to assist in disasters. They are moving more mobile and doing away with the offices across the state. We are conducting another CERT training (Community Emergency Response Team) April 7-9 to train local volunteers we can call on if we need immediate help in Finney County. Co-sponsored a Home Land Security project with Cliff Sonnenberg for them to purchase 800 MHz radio's that will benefit the region for mutual aid. We vote on projects in mid-April. Conducted a safety inspection with Rick Evans of Genesis. We looked over the current facility and I pointed out safety items through my perspective they should have or look to acquiring them.

Sincerely,

Finney County Emergency Management Director

April 7th, 2017

To: County Commissioners; Randall Partington

From: Colleen Drees

Updates on Health Department/WIC March 2017

Commissioner Report

Attached is the Commissioner Report for March. So far we have had a strong start this year with seeing 705 patients more than we had at this time last year. This is due partly to the Mumps outbreak we had. The clinic brought in just under \$50k in revenue.

Capital Improvement

As for the Electronic Medical Records Project, March 8th our leadership team as well as the IT Director were presented a Demonstration of a software program called Patagonia. This software appears to be the most promising and reasonably priced. I have called some of the other Health Departments that have implemented this system in order to obtain a frontline opinion on this software. From the information I have gathered, I believe this system would be the best for our clinic. However, I am researching into a couple of other options to ensure choosing the best system for the right reasons. The Electronic Health Records Coordinator Job Description has been completed and posted to Indeed, with the help of HR and the IT Director.

As for the Front Remodel, this is still in the works. County Engineer has been over recently to take measurements and draft detailed plans for this remodel to then be put out for bid.

Employee Clinic/Community Clinic

Both clinics have been doing well and staying booked. The provider has been instrumental in assisting with the Mumps outbreaks and managing some of the clients who have come in for sick visits.

Wellness Committee

In March the Wellness Committee met to discuss some of the Upcoming LiveWell seminars for members to sign up for. Physical Activity is one of the sessions being presented upon and all committee members have been encouraged to attend since Physical Activity is the focus for the Wellness program for 2017. The cooking demonstration occurred on March 27th and was led by Chef Huth. This demonstration focused on healthy meals and meal prepping. There were about 20 county employees that attended this event. The Committee also discussed for the next meeting to have a presentation concerning selecting a vendor to purchase some exercise equipment from to provide for employees to use in the Community Service's Gym. We are still in the process of granting access for all employees to use the gym. Additional Volunteer opportunities for county employees to participate are also to be discussed along with determining the incentives for these opportunities.

Vacancies

We currently have a couple of openings. We have decided to advertise an opening for an LPN or an RN since we have been having difficulties soliciting applicants for the RN position. We have received multiple applications and we are in the process of interviewing. Very recently we have also received a few RN applications so we are pursuing all of the opportunities available to select the right applicant.

The Electronic Medical Record Position is also posted on Indeed and we have has an overwhelming response of applicants. The decision has been to seriously consider all local applicants prior to interviewing an out-of-state applicant. These interview will likely happen by the end of April, if not then the beginning of May in order to put the project in motion.

Grants

All Grant applications have been submitted. I'm currently waiting for confirmation on grant amounts.

New

Myself, along with the WIC Director and Maternal Child Nurse attended a seminar this month to evaluate implementing a new program called "Becoming a Mom." This program is a 6 week course that is provided to pregnant women and their support system. This program focuses on education in order to prepare new mothers for childbirth. This program would be an asset to our community and most certainly will help bridge a gap in a prevalent health disparity. There will be more to come on this particular program following the May meeting.

2017 Month	Employee Clinic Count	Employee Procedures	Count	Procedures	Charges	Adjust/ Writeoffs	Accts Receivable Net	Self Pay	Insurance	KanCare formerly known as Medicaid	Medicare	Donations	Revenue Total	Employee Clinic Revenue
January	103	303	783	3,603	\$51,574.18	\$12,089.51	\$39,484.67	\$11,975.92	\$21,415.37	\$8,758.97	\$2,097.17	\$0.00	\$44,247.43	\$123.00
February	95	298	818	2,819	\$56,860.41	\$11,094.01	\$45,766.40	\$12,795.77	\$20,514.25	\$4,062.08	\$0.00	\$0.00	\$37,372.10	\$77.59
March	61	211	1,035	3,433	\$78,481.23	\$14,934.69	\$63,546.54	\$17,787.40	\$24,881.36	\$6,969.78	\$0.00	\$0.00	\$49,638.54	\$82.50
April														
May														
June														
July														
August														
September														
October														
November														
December														
Total	259	812	2,636	9,855	\$186,915.82	\$38,118.21	\$148,797.61	\$42,559.09	\$66,810.98	\$19,790.83	\$2,097.17	\$0.00	\$131,258.07	\$283.09
Jan - March 2016 Comparison	(33)	2	705	3,160	\$69,620	\$9,826	\$59,794	\$20,385	\$149	(\$12,061)	(\$1,159)	\$0	\$7,314	\$64

Human Resource Department

The following is a high level overview of the HR department's activity for the month of February 2017. Day to day tasks are not included in this report.

PERSONNEL

Recruitment- Over all recruitment for the county continues to be an issue. The larger issue is not just pay, it is the limited number of human capital in Garden City and surrounding areas. Recent reports of under 1% unemployment in Finney County is causing the issue. Affordable Housing is the largest barrier next to workforce population. I serve on several community-wide organizations and these 2 factors are barriers to recruitment most HR departments within Finney County.

Affordable Housing is NOT rent at \$800-\$900 per month. This must be addressed if our county and local businesses want to retain employees.

VACANCIES**Health Dept.**

Recruitment efforts continue to plague the Health Department. However, we increased our Indeed.com budget and have received numerous applications. Colleen should begin to interview early April.

- RN or LPN (Full-Time)
- EMR (Electronic Medical Records) Coordinator(Full-Time)

Road and Bridge-

- Operator I - Roger increased wages for all Operator 1 positons to \$13.00 to increase recruitment potential. I'm not certain the increase in dollars has helped.

Fairgrounds

- Office Manager (Full-Time)-Angie has several qualified candidates. Unfortunately, Angie has yet to fill the positon. However, she did make a job offer but the individual declined (The candidate was from KC area)
- Fairgrounds Event Maintenance Worker (Full-Time)
- Custodial-Due to Angie's vacancies, we have discussed Angie filling the Event Maintenance Worker with full-time custodian which should free up time for the Supervisor and the two other Event Maintenance workers. Angie is still deciding if this is the direction she wants to pursue.

RETIREMENTES

Randy Evan-Sheriff's (Warrants)

Janet Garret-Fairgrounds (Office Manager)

Job Descriptions Development-

A lot of my time has been dedicated to rewriting job descriptions for various jobs throughout the county. Once they are rewritten, I rescore to ensure that the pay range aligns with the Essential Functions of the job.

Payroll

The 2% merit which was approved for 2017 has been submitted and will be effective the first pay period in April.

Departments have met and submitted evaluations. The only remaining evaluation left are for Directors.

ACA Form 1040C has been submitted to explain how many employees are on our medical plan and the month in which they qualified.

Payroll Periods

The following numbers reflect the total payroll in the 2 week payroll cycle.

March 10-\$535,079.61

March24-\$531,342.02

Longevity*- \$5,383.40

*Employees receive longevity every 5 years. 3 employees received longevity in the month of March.

EMPLOYEE BENEFITS

FLEX

Employee Contribution - \$12,646.92

Distribution to Date - \$64,344.45

DEPENDENT DAYCARE (Supplemental Benefit)

Employee Contribution - \$769.24

Distribution Date - \$0

KPERS

Employer's Contribution - \$87,409.73

Employee – \$61,992.55

Medical/Dental Enrollment

Employee/Spouse - 53

Employee/Dependent - 35

Family - 106

Employee Only - 90

COMPLIANCE

FMLA-Number of Employees on FMLA - 12

Number of Work Comp Claims

FMLA

- Currently, there are 10 people on FMLA. 3% of the workforce.

Unemployment Claims

Leadership/Training

GET A COUNT OF HOW MANY EMPLOYEES WENT TO TRAINING AT WICHITA as part of the grant
New Employee Orientation-#22

COMMITTEES

Benefits

Policy

Policy Committee continues to review the personnel policy. We are over one-half complete.

Community Involvement

Partners 4 Success-Finney County HR department participated in the Partners 4 Success project. The purpose of this program empowers low-income individuals to establish workforce skills to enter the workforce. Individuals must attend classes for 6 weeks and graduate. This is Finney County's 2nd year to participate as a partner to help individuals gain skills to be successful in the workforce.

Workforce Connection.

This year, the HR Director is the VP for the local chapter. There will responsibilities to plan for the annual workshop that SHRM hopes to partner with GC, Dodge and Liberal Chamber of Commerce. The conference will be held in August 10, 2017 at the Clarion Hotel in GC.

Business to Business-

This is an Economic Development breakfast for businesses across the community to come together and listen to topics involving the workplace.

PROJECTS:

PERFORMANCE EVALS

On hold

COMPENSATION

On hold

COMMUNITY COLLABORATION

Workforce Connection

SHRM of SWKS

CULTURE/EMPLOYEE ENGAGEMENT

- ENHANCING THE NEW EMPLOYEE ORIENTATION EXPERIENCE (3-DAY QUARTERLY)
- FINNEY COUNTY "BRANDING"

LEADERSHIP DEVELOPMENT

KLA Leadership Grant

Finney County Dept. of Corrections Monthly Report for March 2017

March 3 attended an Ethics class in Salina

March 6 Reliace presented to us at CSC-this company does Electronic Monitoring System and could be a another financial resource for us plus gives us more control over the clients (both adults and juveniles) where abouts to lesson our AWOL's.

March 8 Directors meetings in Topeka-both Beth and I attended

March 9 and 10 we held job interviews for our Juvenile Program Provider position. One person was hired

March 13-17 I was out with Bronchitis

March 14 participated on the phone with a NAMI call (mental illness issues)

March 16 B2B was in the new building for their meeting

March 16 Special Populations meeting was in the CSC building

March 20 attended Finney County Commissioners meeting

March 20 Employee Handbook

March 21 Department Head meeting

March 21 GCCC Department of Public Safety meeting

March 23 attended Community Integration teleconference

March 28 Senior Directors meeting

March 28 Drug and Alcohol grant teleconference with state

March 28 CSC all staff meeting

Throughout the full month I was working on the Behavioral Health Grant and the 2018 Comprehensive grant

JDC

March 1, meetings with County Attorney and 2 of her staff, Court Services, and CSC to continue working on SB367 implementation

March 10 TAT call with state to discuss updates in programs and issues

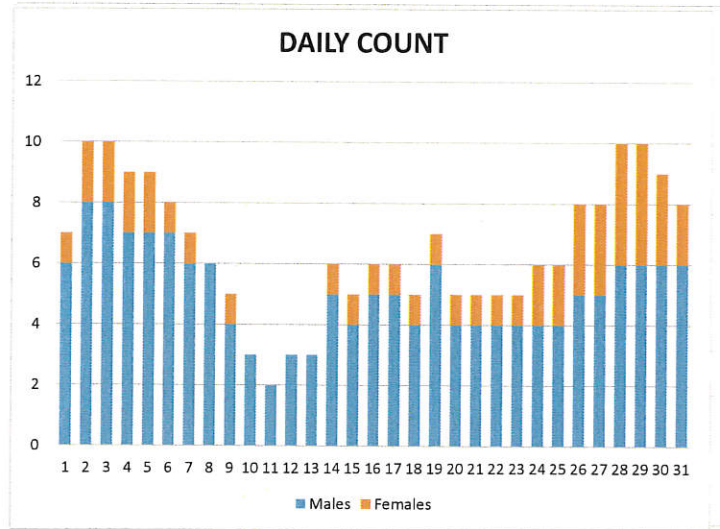
March 29 Meeting at County Attorney's office with her and 2 staff, Court Services and our staff working on SB367 issues

March 22 Callie Macanie from KState interviewed me for a research paper she is doing on Juveniles and Crime

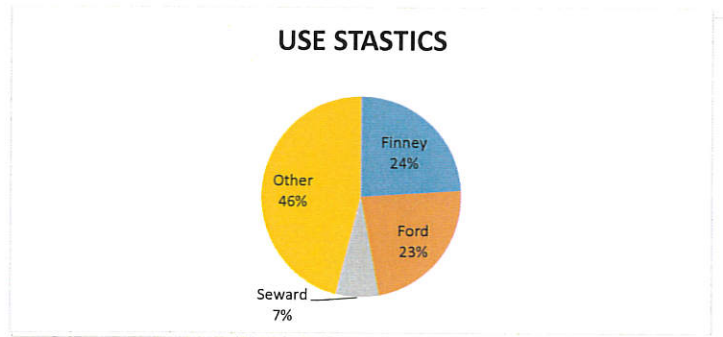
March 22 All staff training with JDC staff (once in morning and once in afternoon)

**SOUTHWEST REGIONAL JUVENILE
DETENTION CENTER
MARCH 2017**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Males	6	8	8	7	7	7	6	6	4	3	2	3	3	5	4	5	5	4	6	4	4	4	4	4	4	5	5	6	6	6	6
Females	1	2	2	2	2	1	1	0	1	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	2	3	3	4	4	3	2



Finney 24
Ford 23
Seward 7
Other 46



Total service days 868
Bed days utilized 216
Average daily pop 6.97
Capacity 25%

Monthly Road and Bridge Report

4-7-2017

Personnel:

Road and Bridge is short 1 person, we are short one mechanic. We are in the process of hiring summer help. We have made offers to 3 people for summer jobs and they have all accepted, they just have to go through the process.

Expenditures:

Looking at different options on equipment replacement.

Other:

We have an active auction going on through Purple Wave

Spring cleanup is on-going.

Met with 360 engineering to discuss HVAC audit.

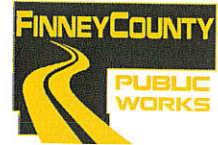
Met with Hoidale and IT in preparation of a new fuel system.

Road maintenance is installing several entrances, after that they will start working on high use roads around town.

A lot of damage after the rains is keeping the motor graders busy.

Attended Work Force meeting at GCCC.

Gave EMC a tour of the Bruno pit, at their request.



Memo

To: Board of County Commissioners
From: County Engineer
CC: County Administrator
Date: March 6, 2017
Re: Monthly Report

Engineering will fill the Engineering Tech/Traffic Foreman with 2 summer employees. They will help out in engineering by inventorying cross road culverts, helping install street signs and possible in Road & Bridge.

All that is left is to finish up the seeding. Recent rains have put the seeder behind. We are in the process of finding a fence contractor to install the fence on the north side. In the right-of-way purchase agreement for the south side fencing was included for the landowner to install. Final cost of the project should end up around \$607,143. A \$212 overrun of the contract bid price.

I expect TP&L begin the process for a lateral sewer district to connect a new building on the TransLoad site, Garden City Industrial Park, LLC. I expect a petition in the next couple of weeks. The lateral district will consist of approximately 600 feet of new gravity main and 3 manholes. KDHE will review the design before being accepted. The process should run smoothly since they will probably be the only landowner on the petition for now and not need to form a benefit district.

Utility Department sent 2 employees to the Rural Water Conference March 28 – 30. One engineering employee will attend Leadership Training April 11 – 13 and I will be on vacation April 17 – 21.

There are a couple of culverts crossing the Lowe Rd that need a further evaluated for possible replacement. And signs to point the trucks to the Tyson plant have been ordered and will be installed as soon as they come in. Traffic Counter were put out again last week.

Letters to the homeowners of Skyview Estates were sent out to encourage them to reactivate their homeowners association in hopes that they will begin to maintain the roads. The roads were private roads without county maintenance. Taxes were not paid on the property and the County ended up with it in the 2014 delinquent property tax sale. We have had 2 responses to the letters.

We are having problems with the Towns Riverview (housing side) lift station. The pumps are not keeping up when there is a lot of rain, like we have had the last two weeks, or a power outage. We continue to diagnose and try different things to properly fix the problem without any luck.. We have asked Enviroline to come out and assess the lift with hopes of a solution. While here he will look over 7 other lifts to advise us of any issues that will get us on top of maintenance and keep them running smoothly.

We spending a lot of time confirming and fixing addressing problems. For some reason the post office not recognizing some, the appraiser is checking to make sure some are correct and residents asking why they are not getting mail. We will research them and send the proper address to 911 through GIS who then will send them out to 911, dispatch, appraiser and the post office.

4/13/2017



March 31, 2017

EMS Update

Vehicle Report:

Unit	Year Purchased	Make and Model	Current Mileage	Change from Jan
91	2009	Ford F450 Diesel	121,373	2
92	2006	Ford F450 Diesel	149,036	12
93	2007	Ford F450 Diesel	168,920	19
94	2015	Ford E350 Gas	33,210	1,116
95	2011	Ford F350 Diesel	172,339	1,242
96	2009	Dodge Sprinter Diesel	147,482	4,203
97	2016	Ford E350 gas	9,461	1,167

In March 2017 we put a combined total of 7,761 miles on the trucks with units 94, 95, 96, and 97 making up the bulk of said mileage.

Unit 91's status has changed drastically. The final report from Midwest Ford and Toyota in Hutchinson was that the damage to the engine was more drastic than previously thought. Their recommendation was to replace the engine at a cost of approximately \$20,000. This engine was replaced back in 2014 for a similar cost. Such replacements only come with a 2 year warranty. I am requesting to use the capital reserve fund to purchase a new ambulance. The current plan is to purchase an already built demonstration ambulance from our regular vendors. The estimated cost will be \$170,000. In order to lower the cost we can trade in the Polaris ATV and the current Unit 91. This will lower the cost to approximately \$135,000.

Total revenue is still down for the year but March 2017 collection was up approximately \$25,000 over the previous month. Please reference the Monthly Revenue Report.

Held monthly CPR provider class consisting of 9 students.

Skylar Swords MICT/RN
Service Director
Emergency Medical Services

FINNEY COUNTY EMS CHARGES

2017 Month End Report

	2011		2012		2013		2014		2015		2016		2017	
	Billable Calls	Charges	Billable Calls	Charges	Billable Calls	Charges	Billable Calls	Charges	Billable Calls	Charges	Billable Calls	Charges	Billable Calls	Charges
January	146	\$68,506.43	161	\$76,063.29	147	\$81,630.10	164	\$97,761.60	169	\$95,742.90	142	\$78,203.50	149	\$117,017.90
February	106	\$53,384.00	120	\$61,042.40	130	\$74,943.00	153	\$92,897.30	143	\$85,258.00	124	\$86,378.20	196	\$137,193.80
March	132	\$80,795.80	160	\$74,866.60	153	\$91,817.20	148	\$84,596.50	148	\$91,488.90	167	\$90,701.90	165	\$122,575.80
April	124	\$63,191.70	153	\$92,669.53	144	\$77,940.50	154	\$96,653.60	155	\$92,759.50	175	\$101,760.90		
May	154	\$77,759.69	136	\$80,975.70	154	\$109,964.50	152	\$94,403.50	180	\$100,708.90	134	\$72,786.60		
June	129	\$70,699.71	139	\$69,981.90	143	\$94,438.70	125	\$80,018.20	155	\$97,703.50	167	\$97,229.60		
July	152	\$79,256.70	136	\$82,050.60	160	\$94,938.20	158	\$109,884.70	155	\$87,355.40	136	\$75,882.70		
August	118	\$58,642.00	142	\$85,057.70	156	\$97,135.30	189	\$110,587.60	136	\$79,514.70	159	\$80,008.40		
September	138	\$69,304.00	160	\$101,635.70	167	\$103,897.90	174	\$100,958.00	166	\$79,721.20	197	\$100,753.40		
October	123	\$51,068.38	125	\$81,079.60	150	\$90,410.70	164	\$85,898.20	159	\$85,937.30	145	\$77,336.20		
November	135	\$61,431.50	132	\$77,240.50		\$58,235.10	143	\$84,152.70	181	\$87,191.30	150	\$88,794.70		
December	153	\$80,260.35	147	\$87,600.30	181	\$112,282.40	173	\$111,241.40	139	\$78,796.14	135	\$95,931.60		
Total	1,610	\$814,300.26	1,711	\$970,263.82	1,685	\$1,087,633.60	1,897	\$1,149,053.30	1,886	\$1,062,177.74	1,831	\$1,045,767.70		\$376,787.50
Jan-Mar Summary	384	\$202,686	441	\$211,972	430	\$248,390	465	\$275,255	460	\$272,490	433	\$255,284	510	\$376,787.50

COLLECTIONS

	2011		2012		2013		2014		2015		2016		2017	
	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges
January	\$56,093.59	\$41,666.18	\$63,863.15	\$17,789.48	\$14,703.77	\$92,845.60	\$42,579.12	\$37,457.29	\$63,351.94	\$47,841.75	\$74,658.94	\$122,755.34	\$11,221.56	\$41,607.20
February	\$51,050.73	\$50,132.92	\$60,553.36	\$74,303.40	\$52,756.95	\$55,977.11	\$66,173.47	\$33,279.41	\$49,348.26	\$25,107.65	\$81,325.49	\$42,894.47	\$11,394.86	
March	\$48,732.36	\$62,428.62	\$14,468.00	\$44,125.06	\$37,830.35	\$92,984.55		\$41,212.49	\$27,148.00	\$86,848.38	\$56,944.37	\$61,318.63	\$65,302.03	
April	\$28,389.44	\$66,859.51	\$44,953.93	\$61,296.03	\$9,457.47	\$56,964.97		\$40,503.74	\$47,773.33	\$71,885.25	\$56,626.13	\$109,612.69	\$56,695.25	
May	\$31,458.74	\$31,527.20	\$43,522.56	\$61,755.44	\$46,822.96	\$45,235.35		\$26,029.17	\$55,157.22	\$50,707.29	\$66,202.37	\$91,474.69	\$57,251.46	
June	\$19,085.35	\$66,839.43	\$16,276.68	\$29,820.79	\$51,590.37	\$35,875.85		\$59,124.54	\$23,866.49	\$26,277.92	\$88,641.62	\$32,461.87	\$22,949.92	
July	\$472,416.85	\$606,099.10	\$552,305.92	\$713,489.12	\$673,679.56	\$604,698.51	\$150,359.79							
August														
September														
October														
November														
December														
Total	\$144,601.61	\$155,151.04	\$172,258.26	\$166,751.82	\$190,216.06	\$160,044.27	\$150,359.79							

PERCENT REVENUE COLLECTED

2011	58.02%
2012	62.47%
2013	50.78%
2014	62.09%
2015	63.42%
2016	57.82%
2017 YTD	39.91%

Building Maintenance Monthly Report

- Moved a lot of furniture both at the Courthouse and at the New Corrections building. Be glad when they stop that.
- Had several projects going at once. Fair board office rebuild, LEC Chiller pumps, Library pole was re installed, still to complete the rest of the poles
- Chased down the problem with the new corrections building water softener using too much salt. Re-programed it.
- Finished removing rolling shelves at the Co Atty. office. Ran electricity and cat. 5 cable to the area for office space.
- Couple of pretty bad leaks at the Administration building. Still working on cleaning the gutters so they will drain.
- 2 water line breaks at the public works department
- Replaced some lighting around the outside of the county health department.
- Plenty of LEC stools, plumbing, and lighting work keeping 2 guys busy all of the time.
- Spent 1 month with 1 custodian out from knee surgery, got creative on coverage.
- Had quarterly fire sprinkler and fire alarm inspections. Had to replace some batteries but other than that, it went fine.
- Replaced front door alarm panel at county health, It has not worked in a few years.



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: April 17, 2017
RE: Next Commission Meetings - Monday, 5/1/2017 and Monday, 5/8/2017

DISCUSSION:

For 2018 budget presentations by outside agencies, the meetings will be the first 3 Mondays of May. ***May 1st, 8th and 15th***

County departments and District Court will be scheduled for budget presentations on 1 of the first 3 Mondays in June. ***June 5th, 12th and 19th***

Reminder that the commission has moved the first meeting in July to the 2nd Monday (7/10/2017), as the first Monday is the day before a federal holiday.

RECOMMENDATION:

For Your Information