

We encourage everyone to view the meeting live via YouTube.

***Leavenworth County
Board of County Commissioners***

Regular Meeting Agenda
300 Walnut Street, Suite 225
Leavenworth, KS 66048
October 11, 2023
9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be limited to 15 minutes at the beginning of each meeting for agenda items **only** and limited to three minutes per person. Comments at the end of the meeting shall be open to any topic of general interest to the Board of County Commissioners and limited to five minutes per person. There should be no expectation of interaction by the Commission during this time.

Anyone wishing to make comments either on items on the agenda or not are encouraged to provide their comments in writing no later than 8:00 AM the Monday immediately preceding the meeting. These comments will be included in the agenda packet for everyone to access and review. This allows the Commission to have time to fully consider input and request follow up if needed prior to the meeting.
- V. ADMINISTRATIVE BUSINESS:
 - a) LAVTR letter
- VI. CONSENT AGENDA: The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.
 - a) Approval of the minutes of the meeting of October 4, 2023
 - b) Approval of the schedule for the week October 16, 2023

- c) Approval of the check register
- d) Approve and sign the OCB's

VII. FORMAL BOARD ACTION:

- a) Consider a motion to approve a contract with Finney and Turnipseed for the 2024 biennial bridge inspections in the amount of \$41,400.00.
- b) Consider a motion to approve Community Corrections FY2023 Adult End of Year report.
- c) Consider a motion to approve the Community Corrections FY2023 Juvenile End of Year report.
- d) Consider a motion to approve the Community Corrections FY2023 Annual JCAB report.

VIII. PRESENTATIONS AND DISCUSSION ITEMS: presentations are materials of general concern where no action or vote is requested or anticipated.

- a) Quarterly Reports
 - Adult and Juvenile Community Corrections
 - Planning and Zoning

IX. ADDITIONAL PUBLIC COMMENT IF NEEDED

X. ADJOURNMENT

WORK SESSION TO DISCUSS PLANNED DISTRICTS – 1 ACRE

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, October 9, 2023 THE COURTHOUSE WILL BE CLOSED IN OBSERVANCE OF COLUMBUS DAY

Tuesday, October 10, 2023

Wednesday, October 11, 2023

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, October 12, 2023

12:00 p.m. LCDC meeting

Friday, October 13, 2023

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

Local Ad Valorem Tax Reduction (LAVTR)

If only we had some way to lower property tax in Kansas? Well instead of trying to figure out a new plan to do so, why not use the Kansas Statute already on the books? KSA 79-2959 has already been passed in the law books that does just that. It's called the Local Ad Valorem Tax Reduction Fund (LAVTR). It uses some of the sales tax money to offset property taxes. Problem is in 2003 the state needed money so they decided to keep our LAVTR funds for themselves. By doing so they are not following the law. To get around that, they pass a moratorium on funding the LAVTR every other year. They pass a law saying they don't have to follow the law!

In 1965 the state legislators and local governments saw the burden on property taxes was too high. People's property taxes are going up and up to try to fund all the necessary services and assets provided by local government. They came up with an agreement that the state would return part of the sales tax generated back to the cities and counties to be used to offset high property taxes. Leavenworth County alone should be receiving about \$4 million LAVTR funds each year to lower property taxes. But we haven't received any of that money since 2003.

Leavenworth County is particularly burdened with high property taxes because the State mandates that cities and counties use property taxes (not sales or income tax) to fund their budgets. Leavenworth County has more than 35% of our total valuation exempt from property taxes due to Fort Leavenworth, Federal and State Prisons, Churches and Schools. About \$3 billion dollars in valuation on Fort Leavenworth alone pays no property taxes. This means the other 65% of us have to make up that 35% not paying. Only 33,000 parcel owners pay property tax, so a few pay a lot. Sales tax is paid by hundreds of thousands of people so a lot of people pay a little. The idea of LAVTR is a lot more people help pay the bills. LAVTR would not mean a sales tax increase, it would be returning the sales tax we already pay.

About 5 years ago the present Leavenworth County Commission brought this problem front and center to Topeka. We put together all the requests and memos from hundreds of cities and counties across the state that have been presented to Topeka over the last 20 years begging the state to return our LAVTR funds. Most legislators, if not all, had no idea what we were even talking about. Because most were not present when it was cancelled. We have been spending the last couple years educating them on the issue. The latest development on getting Topeka to understand is we have the Kansas Association of Counties (KAC) presenting an educational forum about LAVTR. KAC put together a 3 part public announcement packet and have assembled several informational documents available to all. Any taxpayer can go to the KAC website and easily access all they need to know about LAVTR.

Some of our legislators have been cooperative about working on a solution. Some have not. Why? Short answer we are told is they don't have the money. The reason this makes no sense is because it's not their money, it is ours to begin with. We collect it for them, give it to them, they are then supposed to calculate who gets how much (65% is based on population per district and 35% based on valuations). They simply don't give it back to us.

Your legislators work for you. This has to be fixed in Topeka, not locally by the city or county. Pat Proctor, David Buehler, Tim Johnson, Lance Neelly, Tom Holland and Jeff Pittman need to hear from you that you want the LAVTR funds restored. Everyone that pays property tax should be talking to their state representatives about this. This will not completely fix the high property tax problem in Kansas all by itself. But it will drastically help right now and provide some relief until the big problem can be worked out. The best thing about it is IT'S ALREADY A LAW, THEY JUST NEED TO FOLLOW IT!

*****October 4, 2023 *****

The Board of County Commissioners met in a regular session on Wednesday, October 4, 2023. Commissioner Kaaz, Commissioner Doug Smith, Commissioner Mike Smith, Commissioner Culbertson and Commissioner Stieben are present; Also present: Mark Loughry, County Administrator; David Van Parys, Senior County Counselor; Misty Brown, Deputy County Counselor; Connie Harmon, Council on Aging Director; John Jacobson, Planning and Zoning Director; Bill Noll, Infrastructure and Construction Services; Jamie Miller, EMS Director; Edd Hingula, Leavenworth City Commissioner; John Richmeier, Leavenworth Times

Residents: Joe Herring, John Matthews, Mike Reilly, Delbert Rhudy, Robert Owens, Chip Demoss, Joshua Zenger, Ken Hancock, Audrey Moody

PUBLIC COMMENT:

Delbert Rhudy, Joe Herring, Mike Reilly and Robert Owens commented on an agenda item.

ADMINISTRATIVE BUSINESS:

Mark Loughry shared a video about LAVTR.

The Board briefly discussed LAVTR.

A motion was made by Commissioner Culbertson and seconded by Commissioner Mike Smith to accept the consent agenda for Wednesday, October 4, 2023 as presented.

Motion passed, 5-0.

Jamie Miller requested authorization to purchase a replacement ambulance.

A motion was made by Commissioner Doug Smith and second by Commissioner Mike Smith to authorize EMS to order a replacement ambulance from ARV for the year 2025.

Commissioner Culbertson asked the Board for a consensus to reach out to entities that use EMS services to help pay for the service that don't pay for now.

It was the consensus of the Board to hold a work session to discuss further.

Motion passed, 5-0.

Bill Noll requested approval of a cost share agreement with KDOT for the 235th Street road improvement project.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to approve the KDOT cost share agreement for the 235th Street road improvement project.

Motion passed, 5-0.

John Jacobson presented Resolution 2023-25, a special use permit for Whiskey Ridge Event Center.

A motion was made by Commissioner Stieben and seconded by Commissioner Mike Smith to approve Resolution 2023-25 a special use permit on the Whiskey Ridge Event Center omitting the definite date.

Commissioner Stieben added to the motion and Commissioner Mike Smith seconded that a stayed 10-year initial period with an automatic renewal.

Motion passed, 5-0.

Mr. Jacobson presented Resolution 2023-27, a rezone from RR-5 to RR-2.5 located 20571 219th St.

A motion was made by Commissioner Mike Smith and seconded by Commissioner Stieben to approve Resolution 2023-27, a rezoning from RR-5 to RR-2.5 located 20571 219th St.

Motion passed, 5-0.

Mr. Jacobson presented Resolution 2023-26, a rezone from RR-5 to RR-2.5 located 21658 Loring Rd.

A motion was made by Commissioner Stieben and seconded by Commissioner Mike Smith to approve Resolution 2023-26, a rezoning from RR-5 to RR-2.5 located at 21658 Loring Rd.

Motion passed, 5-0.

Mr. Jacobson presented Case Number DEV-23-118, a rezone from RR-2.5 to RR-1 located 17679 166th St.

A motion was made by Commissioner Stieben and seconded by Commissioner Mike Smith to send it back to the Planning and Zoning Commission for further study beyond the various issues and get additional information.

Motion passed, 5-0.

Connie Harmon presented the quarterly report for Council on Aging.

Commissioner Doug Smith attended the Basehor City Council meeting, the Fairmount Township meeting and attended a retirement ceremony for a Public Works employee.

Commissioner Stieben attended a forum about Medicaid expansion. He will attend an Economic Conference in Wichita. He noted a fundraiser on October 13th at 6:00 p.m. for Sparrow Clinic.

Commissioner Culbertson attended the Easton City Council meeting.

Commissioner Kaaz attended a Transit Authority meeting.

Joshua Zenger, Ken Hancock and Audrey Moody commented.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn.

Motion passed, 5-0.

The Board adjourned at 10:26 a.m.

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, October 16, 2023

Tuesday, October 17, 2023

12:00 p.m. LCPA meeting

Wednesday, October 18, 2023

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, October 19, 2023

Friday, October 20, 2023

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#					
20588	ADVANTAGE	ADVANTAGE PRINTING	336843	104971 AP	10/06/2023	3-001-5-28-308	HUMAN RESOURCES BENEFIT BOOKLE	1,260.00	
1537	ARV - PARTS	AMERICAN RESPONSE VEHICLE INC	336844	104972 AP	10/06/2023	3-001-5-05-306	EMS UNIT 9113 LOW VOLTAGE	750.12	
2489	BEDNAR, ROBERT	HONORABLE ROBERT BEDNAR	336846	104974 AP	10/06/2023	3-001-5-19-252	DOMESTIC COURT PRO TEM	3,000.00	
283	BUSETTI ROBERT	ROBERT BUSETTI	336850	104978 AP	10/06/2023	3-001-5-07-219	OCTOBER DENTIST FOR INMATES	350.00	
2450	CASEY ASSOCIATES	CASEY ASSOCIATES	336852	104980 AP	10/06/2023	3-001-5-19-257	MAINT AGREEMENT-PAPERVISION SO	398.00	
661	CDJ AUTOMOTIVE LLC	CDJ AUTOMOTIVE LLC	336853	104981 AP	10/06/2023	3-001-5-07-213	45132 UNIT 116 MAINT	680.73	
24545	CDW GOVERN	CDW GOVERNMENT INC	336816	104960 AP	10/04/2023	3-001-5-07-362	1106763 LV SHERIFF PRINTERS, D	714.00	
24545	CDW GOVERN	CDW GOVERNMENT INC	336816	104960 AP	10/04/2023	3-001-5-07-362	1106763 LV SHERIFF PRINTERS, D	367.08	
24545	CDW GOVERN	CDW GOVERNMENT INC	336816	104960 AP	10/04/2023	3-001-5-07-362	1106763 LV SHERIFF PRINTERS, D	1,094.28	
							*** VENDOR 24545 TOTAL		2,175.36
156	CONVERGEONE	CONVERGEONE INC	336854	104982 AP	10/06/2023	3-001-5-19-301	AOSCLVCO0001 CISCO DUE ACCESS	313.50	
546	CURTIS	CURTIS,STALEY,AND ASSOCIATES	336855	104983 AP	10/06/2023	3-001-5-07-219	MENTAL HEALTH SVCS - JAIL INMA	3,000.00	
1104	DIGITAL DOLPHIN	DIGITAL DOLPHIN SUPPLIES	336857	104985 AP	10/06/2023	3-001-5-07-301	LEAV SHERIFF - TONERS	68.11	
6882	EMSAR	CSA SERVICE SOLUTIONS LLC	336858	104986 AP	10/06/2023	3-001-5-05-286	EMS 302619 - WORK ORDERS GURNE	122.59	
6882	EMSAR	CSA SERVICE SOLUTIONS LLC	336858	104986 AP	10/06/2023	3-001-5-05-286	EMS 302619 - WORK ORDERS GURNE	119.60	
							*** VENDOR 6882 TOTAL		242.19
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-001-5-05-215	ELEC SVC EMS 9103	484.35	
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-001-5-14-220	ELEC SVC COURTHOUSE	12,568.72	
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-001-5-32-392	ELEC SVC JUSTICE CENTER	29,824.39	
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-001-5-32-392	ELEC SVC KPL BLDG	30.13	
86	EVERGY	EVERGY KANSAS CENTRAL INC	336859	104987 AP	10/06/2023	3-001-5-33-392	ELECTRIC SVC CUSHING BLDG	10,203.50	
							*** VENDOR 86 TOTAL		53,111.09
3550	FISHER, PATTERSON	FISHER, PATTERSON, SAYLER & SMIT	336860	104988 AP	10/06/2023	3-001-5-01-230	337-38184-ADH LITIGATION OAB3	902.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	700.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,275.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	25.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	25.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	15.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	15.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	26.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,100.00-	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	2,100.00-	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	1,850.00-	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	147.00-	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22836 AUGUST AUTOPSIES ETC	700.00-	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
5824	FRONTIER	FORENSIC MEDICAL HOLDINGS OF K	336862	104990 AP	10/06/2023	3-001-5-13-271	INV 22908-2022 STATE CHILD DEA	80.00	
							*** VENDOR 5824 TOTAL		10,394.00
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	678.30	
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	19.46	
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	45.80	

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	9.73		
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	380.45		
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	192.56		
971	GALLS	GALLS	336863	104991 AP	10/06/2023	3-001-5-07-350	5289255 LEAV SHERIFF UNIFORMS	182.29		
							*** VENDOR		971 TOTAL	1,508.59
617	GEIGER	GEIGER READY MIX	336864	104992 AP	10/06/2023	3-001-5-32-391	4295 KANSAS RIVER GRAVEL	140.16		
617	GEIGER	GEIGER READY MIX	336864	104992 AP	10/06/2023	3-001-5-32-391	4295 KANSAS RIVER GRAVEL	12.16-		
							*** VENDOR		617 TOTAL	128.00
754	HARRIS, JANA	JANA HARRIS	336865	104993 AP	10/06/2023	3-001-5-07-219	OCTOBER MEDICAL SVCS JAIL INMA	6,041.67		
236	INTERPRETERS	INTERPRETERS INC	336867	104995 AP	10/06/2023	3-001-5-19-221	DIST CT INTERPRETER 3 TRAFFIC	173.71		
99	JUROR									

warrants by vendor

TYPES OF CHECKS SELECTED: * ALL TYPES

P.O.NUMBER CHECK#

99 JUROR

warrants by vendor

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#							
99	JUROR									
								*** VENDOR	99 TOTAL	2,231.96
6636	KANSAS GAS	KANSAS GAS SERVICE	336819	104963 AP	10/04/2023	3-001-5-05-215	510263944 1556921 09 GAS SERVI		50.10	
6636	KANSAS GAS	KANSAS GAS SERVICE	336819	104963 AP	10/04/2023	3-001-5-05-215	512142220 20006970 09 GAS SERV		94.16	
6636	KANSAS GAS	KANSAS GAS SERVICE	336925	105053 AP	10/06/2023	3-001-5-14-220	510614745 1631910 36 GAS SVC		49.23	
								*** VENDOR	6636 TOTAL	193.49
674	KC INFECTIOUS	KC INFECTIOUS DISEASE CONSULTA	336926	105054 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILLS		129.99	
674	KC INFECTIOUS	KC INFECTIOUS DISEASE CONSULTA	336926	105054 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILLS		65.16	
674	KC INFECTIOUS	KC INFECTIOUS DISEASE CONSULTA	336926	105054 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILLS		65.16	
674	KC INFECTIOUS	KC INFECTIOUS DISEASE CONSULTA	336926	105054 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILLS		65.16	
								*** VENDOR	674 TOTAL	325.47
13089	KCKCC	KANSAS CITY KS COMMUNITY COLLE	336927	105055 AP	10/06/2023	3-001-5-05-202	SPONSOR 0235939 2 EMPLOYEES		2,199.26	
13089	KCKCC	KANSAS CITY KS COMMUNITY COLLE	336927	105055 AP	10/06/2023	3-001-5-05-202	SPONSOR 0235939 2 EMPLOYEES		2,127.26	
								*** VENDOR	13089 TOTAL	4,326.52
23144	KEMSA	KEMSA	336928	105056 AP	10/06/2023	3-001-5-05-203	LEAV CO EMS KEMSA SERVICE MEMB		150.00	
1842	KONE INC	KONE INC	336929	105057 AP	10/06/2023	3-001-5-32-262	N40131062 JUSTICE CENTER ELEVA		479.23	
19903	LANGUAGE L	LANGUAGE LINE SERVICES INC	336930	105058 AP	10/06/2023	3-001-5-19-221	9020533027 DIST CT INTERPRETER		113.38	
168	LCHS	LEAVENWORTH CO HUMANE SOCIETY	336931	105059 AP	10/06/2023	3-001-5-07-266	SEPTEMBER 23 PER CONTRACT		1,378.12	
28529	LEADSONLINE LLC	LEADSONLINE LLC	336932	105060 AP	10/06/2023	3-001-5-07-208	74 - TRANSACTION RECORD DATABA		458.00	
220	LEAV CO EX	LEAVENWORTH COUNTY EXTENSION	336820	104964 AP	10/04/2023	3-001-5-25-220	PER 2023 LEAV CO BUDGET		66,259.00	
4579	LEAV CO FA	LEAV CO FAIR ASSN LEAVENWORTH	336821	104965 AP	10/04/2023	3-001-5-25-201	FAIR BUILDING PER 2023 LEAV CO		17,000.00	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-001-5-19-301	DIST CT CSO OFFICE SUPPLIES		1,055.15	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-001-5-19-301	DIST CT CSO OFFICE SUPPLIES		1,519.16	
								*** VENDOR	4755 TOTAL	2,574.31
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-09-233	30360 TAX SALE PUBLICATION		13.38	
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-09-233	30360 TAX SALE PUBLICATION		18.57	
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-09-233	30360 TAX SALE PUBLICATION		29.56	
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-09-233	30360 TAX SALE PUBLICATION		19.97	
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-19-217	24156 DIST CT LEGAL NOTICE 202		43.94	
537	LEAV TIMES	CHERRYROAD MEDIA INC	336934	105062 AP	10/06/2023	3-001-5-19-217	24156 DIST CT LEGAL NOTICE 22J		45.54	
								*** VENDOR	537 TOTAL	170.96
491	MALLORY SAFETY	MALLORY SAFETY AND SUPPLY LLC	336935	105063 AP	10/06/2023	3-001-5-05-350	119768 PANTS/JOB SHIRTS (EMS)		2,009.67	
17197	MIAMI CO A	MIAMI COUNTY ATTORNEY	336936	105064 AP	10/06/2023	3-001-5-19-222	REVIEW FEE ROBINSON		50.00	
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	336937	105065 AP	10/06/2023	3-001-5-02-304	OPL303_K COUNTY CLERK COPIER/E		14.18	
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	336937	105065 AP	10/06/2023	3-001-5-49-301	OPL303_K COUNTY CLERK COPIER/E		7.20	
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	336937	105065 AP	10/06/2023	3-001-5-49-341	OPL303_K COUNTY CLERK COPIER/E		7.20	
								*** VENDOR	2059 TOTAL	28.58
12855	NFPA	NATIONAL FIRE PROTECTION ASSOC	336823	104967 AP	10/04/2023	3-001-5-07-203	220754 ANNUAL MEMBERSHIP THROU		175.00	
196	OLSSON	OLSSON, INC	336940	105068 AP	10/06/2023	3-001-5-06-206	019-28310 PROFESSIONAL SVC THR		8,131.00	
639	PATTY, KRISTEN	KRISTEN B PATTY	336941	105069 AP	10/06/2023	3-001-5-09-231	COURT APPOINTED ATTORNEY		1,489.90	
639	PATTY, KRISTEN	KRISTEN B PATTY	336941	105069 AP	10/06/2023	3-001-5-09-231	COURT APPOINTED ATTORNEY		1,929.90	
								*** VENDOR	639 TOTAL	3,419.80
427	PEMBLE	JORDAN PEMBLE	336942	105070 AP	10/06/2023	3-001-5-09-231	VARIOUS CINC CASES - CONFLICT		652.50	
9759	PRICE CHOP	BALL'S FOOD STORES	336943	105071 AP	10/06/2023	3-001-5-19-205	DIST CT JURY SUPPLIES		32.45	
6579	PRIME HEALTHCARE	PRIME HEALTHCARE PHYSICIAN SER	336944	105072 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILL		509.00	
6579	PRIME HEALTHCARE	PRIME HEALTHCARE PHYSICIAN SER	336944	105072 AP	10/06/2023	3-001-5-07-219	INMATE HOSPITAL BILL		129.29	
								*** VENDOR	6579 TOTAL	638.29
2612	QUALITY REPORTING	QUALITY REPORTING	336945	105073 AP	10/06/2023	3-001-5-19-251	REPORTING SVCS 10/2/23 2023CR2		336.40	
7098	QUILL CORP	QUILL CORP	336946	105074 AP	10/06/2023	3-001-5-28-301	5643954 LV SHERIFF OFFICE SUPP		37.99	

warrants by vendor

START DATE: 09/30/2023 END DATE: 10/09/2023

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
7098	QUILL CORP	QUILL CORP	336946	105074 AP	10/06/2023	3-001-5-28-301	5643954 LV SHERIFF OFFICE SUPP	41.58		
7098	QUILL CORP	QUILL CORP	336946	105074 AP	10/06/2023	3-001-5-28-301	5643954 LV SHERIFF OFFICE SUPP	221.51		
7098	QUILL CORP	QUILL CORP	336946	105074 AP	10/06/2023	3-001-5-28-301	5643954 LV SHERIFF OFFICE SUPP	65.96		
7098	QUILL CORP	QUILL CORP	336946	105074 AP	10/06/2023	3-001-5-28-301	5643954 LV SHERIFF OFFICE SUPP	141.99		
							*** VENDOR		7098 TOTAL	509.03
4445	T MOBILE	T-MOBILE USA, INC	336950	105078 AP	10/06/2023	3-001-5-05-210	EMS WIRLESS SERVICE TO 9.20	446.55		
261	TELEFLEX	TELEFLEX FUNDING LLC	336951	105079 AP	10/06/2023	3-001-5-05-381	1239536 EMS IO NEEDLES	562.50		
608	TRAVELERS	THE TRAVELERS INDEMNITY COMPAN	336824	104968 AP	10/04/2023	3-001-5-14-224	4825F7093 16P20731-ZLP DEDUCTI	42.00		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-05-215	WATER SVC EMS 9101	91.11		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-05-215	WATER SVC EMS ADMIN	55.95		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-14-220	WATER SVC COURTHOUSE	1,616.30		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-32-392	WATER SVC JUSTICE CENTER	3,545.93		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-33-392	WATER SVC CUSHING BLDG (2 METE	118.59		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-001-5-33-392	WATER SVC CUSHING BLDG (2 METE	507.29		
							*** VENDOR		2 TOTAL	5,935.17
721	WEALCAN LLC	WEALCAN LLC	336826	104970 AP	10/04/2023	3-001-5-07-219	LEAV CO SHERIFF MEDICAL SUPP	190.00		
721	WEALCAN LLC	WEALCAN LLC	336826	104970 AP	10/04/2023	3-001-5-07-219	LEAV CO SHERIFF MEDICAL SUPP	227.00		
							*** VENDOR		721 TOTAL	417.00
100	WITNESS LIST						*** VENDOR		100 TOTAL	563.16
							TOTAL FUND 001			204,106.61
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-108-5-00-219	WATER SVC HEALTH / WIC	41.96		
2	WATER DEPT	WATER DEPT	336953	105081 AP	10/06/2023	3-108-5-00-606	WATER SVC HEALTH / WIC	13.99		
							*** VENDOR		2 TOTAL	55.95
							TOTAL FUND 108			55.95
195	NEW DIRECTIONS	NEW DIRECTIONS	336822	104966 AP	10/04/2023	3-112-5-00-220	EC17346 SUBSCRIPTION TO 9/2024	8,206.92		
							TOTAL FUND 112			8,206.92
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	336817	104961 AP	10/04/2023	3-126-5-00-225	1220762 WATER/COOLER RENTAL	42.00		
9635	DASH	DASH MEDICAL GLOVES	336856	104984 AP	10/06/2023	3-126-5-00-226	533802 VINYL GLOVES	58.00		
113	SUMNERONE INC	SUMNERONE INC	336949	105077 AP	10/06/2023	3-126-5-00-321	50COL COPIER	76.25		
							TOTAL FUND 126			176.25
117	BUILDEX, LLC	HAMM INC (FORMERLY BUILDEX)	336849	104977 AP	10/06/2023	3-133-5-00-303	10-7 ROAD SEAL	86,803.37		
117	BUILDEX, LLC	HAMM INC (FORMERLY BUILDEX)	336849	104977 AP	10/06/2023	3-133-5-00-303	10-7 ROAD SEAL	52,878.68		
							*** VENDOR		117 TOTAL	139,682.05
86	EVERGY	EVERGY KANSAS CENTRAL INC	336859	104987 AP	10/06/2023	3-133-5-00-251	10-3 ELECTRIC SVC NORTH END SA	29.91		
2666	MISC REIMBURSEMENTS	JOE MCAFFEE	336938	105066 AP	10/06/2023	3-133-5-00-201	10-1 REIM MILEAGE - 2023 MINK	146.72		

warrants by vendor

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#					
196	OLSSON	OLSSON, INC	336940	105068 AP	10/06/2023	3-133-5-00-213	10-2 019-28310 PROF SVC TO 9.9	1,476.64	
1494	STRAIGHT-LINE STRIPI	STRAIGHT-LINE STRIPING INC	336948	105076 AP	10/06/2023	3-133-5-00-313	10-4 YELLOW AND WHITE PAINT	35,909.90	
1494	STRAIGHT-LINE STRIPI	STRAIGHT-LINE STRIPING INC	336948	105076 AP	10/06/2023	3-133-5-00-313	10-4 YELLOW AND WHITE PAINT	49,481.20	
							*** VENDOR	1494 TOTAL	85,391.10
113	SUMNERONE INC	SUMNERONE INC	336949	105077 AP	10/06/2023	3-133-5-00-301	10-5 50ULCO8 COPIES	50.50	
							TOTAL FUND 133		226,776.92

1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	336817	104961 AP	10/04/2023	3-136-5-00-203	1274542 WATER/COOLER SRVICE	21.00	
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	336817	104961 AP	10/04/2023	3-136-5-00-223	1274542 WATER/COOLER SRVICE	21.00	
							*** VENDOR	1220 TOTAL	42.00
9635	DASH	DASH MEDICAL GLOVES	336856	104984 AP	10/06/2023	3-136-5-00-207	VINYL GLOVES	29.00	
9635	DASH	DASH MEDICAL GLOVES	336856	104984 AP	10/06/2023	3-136-5-00-227	VINYL GLOVES	29.00	
							*** VENDOR	9635 TOTAL	58.00
113	SUMNERONE INC	SUMNERONE INC	336949	105077 AP	10/06/2023	3-136-5-00-223	50ULCO8 COPIES	19.78	
113	SUMNERONE INC	SUMNERONE INC	336949	105077 AP	10/06/2023	3-136-5-00-243	50ULCO8 COPIES	19.78	
113	SUMNERONE INC	SUMNERONE INC	336949	105077 AP	10/06/2023	3-136-5-00-301	50ULCO8 COPIES	19.77	
							*** VENDOR	113 TOTAL	59.33
							TOTAL FUND 136		159.33

2621	CAFE	TERRY BOOKER	336851	104979 AP	10/06/2023	3-145-5-00-256	MEALS RESERVED 9/18-9/29	14,007.50	
2621	CAFE	TERRY BOOKER	336851	104979 AP	10/06/2023	3-145-5-00-256	MEALS RESERVED 9/18-9/29	14,001.00	
							*** VENDOR	2621 TOTAL	28,008.50
184	FLORENCE R	FLORENCE RIFORD SENIOR CTR	336861	104989 AP	10/06/2023	3-145-5-00-246	OCTOBER UTILITY STIPEND TONG M	225.40	
184	FLORENCE R	FLORENCE RIFORD SENIOR CTR	336861	104989 AP	10/06/2023	3-145-5-05-202	OCTOBER UTILITY STIPEND TONG M	83.72	
184	FLORENCE R	FLORENCE RIFORD SENIOR CTR	336861	104989 AP	10/06/2023	3-145-5-07-202	OCTOBER UTILITY STIPEND TONG M	12.88	
							*** VENDOR	184 TOTAL	322.00
89	HICKORY VILAS	HICKORY VILLAS, LLC	336866	104994 AP	10/06/2023	3-145-5-00-246	OCTOBER UTILITY STIPEND BASEHO	140.00	
89	HICKORY VILAS	HICKORY VILLAS, LLC	336866	104994 AP	10/06/2023	3-145-5-05-202	OCTOBER UTILITY STIPEND BASEHO	52.00	
89	HICKORY VILAS	HICKORY VILLAS, LLC	336866	104994 AP	10/06/2023	3-145-5-07-202	OCTOBER UTILITY STIPEND BASEHO	8.00	
							*** VENDOR	89 TOTAL	200.00
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-301	CO ON AGING CONSUMABLES	23.00	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-301	COA CLIPS, WIPES, FILTERS, NOT	216.97	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-301	COA CLIPS, WIPES, FILTERS, NOT	2.38	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-301	COA CLIPS, WIPES, FILTERS, NOT	29.99	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-345	CO ON AGING CONSUMABLES	61.93	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-345	CO ON AGING CONSUMABLES	150.15	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-345	COA CLIPS, WIPES, FILTERS, NOT	30.41	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-00-345	COA CLIPS, WIPES, FILTERS, NOT	16.50	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-06-301	CO ON AGING CONSUMABLES	34.12	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-06-321	CO ON AGING CONSUMABLES	22.75	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-07-302	CO ON AGING CONSUMABLES	3.54	
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	336933	105061 AP	10/06/2023	3-145-5-07-321	CO ON AGING CONSUMABLES	20.47	
							*** VENDOR	4755 TOTAL	552.23
350	TREASURER	LEAVENWORTH COUNTY	336952	105080 AP	10/06/2023	3-145-5-00-746	COUNCIL ON AGING EVENT START U	1,970.00	
627	88 KEYS INC	88 KEYS INC	336962	105090 AP	10/06/2023	3-145-5-00-746	MOW BENEFIT ENTERTAINMENT -NOV	700.00	
							TOTAL FUND 145		31,752.73

25797	BERRY TRAC	BERRY TRACTOR & EQUIPMENT	336847	104975 AP	10/06/2023	3-160-5-00-213	CUTTING EDGE - UNIT 135	683.07	
2666	MISC REIMBURSEMENTS	MELVIN SEWELL	336939	105067 AP	10/06/2023	3-160-5-00-202	PER DIEM HHW CLASS -JUNCTION C	45.00	
2666	MISC REIMBURSEMENTS	MELVIN SEWELL	336939	105067 AP	10/06/2023	3-160-5-00-202	PER DIEM HHW CLASS -JUNCTION C	78.00	
							*** VENDOR	2666 TOTAL	123.00
6917	RWD 1	RURAL WATER DIST #1	336947	105075 AP	10/06/2023	3-160-5-00-210	WATER SVC SOLID WASTE	24.32	

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#					TOTAL FUND 160	830.39	
615	KIMLEY-HORN	KIMLEY-HORN & ASSOCIATES, INC	336838	1725 AP	10/09/2023	3-171-5-07-201	10-1 REG TRANSP STUDY	6,850.00		
196	OLSSON	OLSSON, INC	336839	1726 AP	10/09/2023	3-171-5-00-201	10-2 019-28310 PROF SVC TO 9.9	3,885.50		
								TOTAL FUND 171	10,735.50	
1737	AT&T-CAROL STREAM IL	AT&T	336815	104959 AP	10/04/2023	3-174-5-00-210	913A38-0682 421 2 (SVC TO 4 TO	356.21		
1737	AT&T-CAROL STREAM IL	AT&T	336815	104959 AP	10/04/2023	3-174-5-00-210	913A38-0682 421 2 (SVC TO 4 TO	356.21		
1737	AT&T-CAROL STREAM IL	AT&T	336815	104959 AP	10/04/2023	3-174-5-00-210	913A38-0682 421 2 (SVC TO 4 TO	356.21		
1737	AT&T-CAROL STREAM IL	AT&T	336815	104959 AP	10/04/2023	3-174-5-00-210	913A38-0682 421 2 (SVC TO 4 TO	712.42		
1737	AT&T-CAROL STREAM IL	AT&T	336845	104973 AP	10/06/2023	3-174-5-00-210	KDOT BONNER SITE	366.30		
1737	AT&T-CAROL STREAM IL	AT&T	336845	104973 AP	10/06/2023	3-174-5-00-210	KDOT BONNER SITE	436.78		
								*** VENDOR	1737 TOTAL	2,584.13
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-174-5-00-210	ELEC SVC 3 TOWERS	541.98		
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-174-5-00-210	ELEC SVC 3 TOWERS	373.72		
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-174-5-00-210	ELEC SVC 3 TOWERS	277.79		
								*** VENDOR	86 TOTAL	1,193.49
6636	KANSAS GAS	KANSAS GAS SERVICE	336819	104963 AP	10/04/2023	3-174-5-00-210	510614745 2007004 82 GAS SVC -	65.28		
								TOTAL FUND 174	3,842.90	
86	EVERGY	EVERGY KANSAS CENTRAL INC	336818	104962 AP	10/04/2023	3-195-5-00-290	ELEC SVC COMMUNITY CORRECTIONS	564.04		
								TOTAL FUND 195	564.04	
2570	BOND ESCROW REFUND	SCOTT ANGELLO	336848	104976 AP	10/06/2023	3-503-5-00-2	10-1 REFUND ENTRANCE PERMIT MC	100.00		
								TOTAL FUND 503	100.00	
353	UNITED WAY	UNITED WAY OF LEAVENWORTH COUN	336825	104969 AP	10/04/2023	3-510-2-00-905	EMPLOYEE CONTRIBUTIONS - SEPTE	29.00		
353	UNITED WAY	UNITED WAY OF LEAVENWORTH COUN	336825	104969 AP	10/04/2023	3-510-2-00-905	EMPLOYEE CONTRIBUTIONS - SEPTE	29.00		
								*** VENDOR	353 TOTAL	58.00
								TOTAL FUND 510	58.00	
								TOTAL ALL CHECKS	487,365.54	

TYPES OF CHECKS SELECTED: * ALL TYPES

FUND SUMMARY

001	GENERAL	204,106.61
108	COUNTY HEALTH	55.95
112	EMPLOYEE BENEFIT	8,206.92
126	COMM CORR ADULT	176.25
133	ROAD & BRIDGE	226,776.92
136	COMM CORR JUVENILE	159.33
145	COUNCIL ON AGING	31,752.73
160	SOLID WASTE MANAGEMENT	830.39
171	S TAX CAP RD PROJ: BONDS	10,735.50
174	911	3,842.90
195	JUVENILE DETENTION	564.04
503	ROAD & BRIDGE BOND ESCROW	100.00
510	PAYROLL CLEARING	58.00
	TOTAL ALL FUNDS	487,365.54

Consent Agenda 10/11/2023
Checks 9/30 - 10/9

Leavenworth County Request for Board Action

Date: October 5th, 2023

To: Board of County Commissioners

From: Public Works

Department Head Approval: WLN

Additional Reviews as needed:

Budget Review **Administrator Review** **Legal Review**

Action Requested: Approve the contract for 2024 Bridge Inspections.

Analysis: Public Works advertised for proposals and cost estimates for next year's biannual inspections. We only received one proposal and cost estimate for these services. I was told by multiple engineering firms that they won't bid work and they only rely on qualification based reviews to get work. The proposed cost is \$41,400. In 2022 we received three costs and this would have been the low cost then. The two bids other than Finney and Turnipseed in 2022 were \$68,400 and \$87,120. Considering the inflation we have seen over the past several years, I am pleased with the proposed price.

Alternatives:

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Additional Attachments: Contract for inspection services from Finney and Turnipseed.

**LEAVENWORTH COUNTY
PUBLIC WORKS DEPARTMENT**

**AGREEMENT FOR
ENGINEERING SERVICES**

THIS AGREEMENT, is between the Board of County Commissioners, Leavenworth County, Kansas (Owner) and Finney & Turnipseed, Transportation & Civil Engineering, L.L.C. (Engineer);

WITNESSETH:

WHEREAS, the Owner wishes to employ the Engineer to perform professional engineering services for the 2024 Biennial Bridge Inspection and Appraisal and Asset Management Services. These services include providing the biennial bridge inventory inspection and appraisal for 144 County bridges (the Project);

and,

WHEREAS, the Owner requires certain engineering services in connection with the Project (the Services);

and,

WHEREAS, the Engineer is prepared to provide the Services;

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Owner and Engineer agree to the following:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be _____

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Kansas and the codes of Leavenworth County, Kansas.

ARTICLE 3 - SERVICES TO BE PERFORMED BY ENGINEER

Engineer shall perform the Services described in Attachment A, Scope of Services, in accordance with applicable sections of the National Bridge Inspection Standards (latest version) and the latest KDOT bridge inspection, reporting, rating and analysis requirements as well as applicable Federal Regulations.

ARTICLE 4 - COMPENSATION

Owner shall pay Engineer in accordance with the Attachment B, Compensation.

ARTICLE 5 – OWNER’S RESPONSIBILITIES

Owner shall be responsible for all matters described in Attachment C, Owner's Responsibilities.

ARTICLE 6 - SUPPLEMENTAL AGREEMENTS

The provisions set forth in Attachment D, Supplemental Agreements shall be incorporated into this Agreement

ARTICLE 7 - PROJECT SCHEDULE

The provisions set forth in the Attachment E, Project Schedule shall be incorporated into this Agreement.

ARTICLE 8 - STANDARD OF CARE

Engineer shall exercise the same degree of care, skill, and diligence in the performance of Services as is ordinarily possessed and exercised by a professional engineer under similar circumstances.

ARTICLE 9 - INDEMNIFICATION AND INSURANCE

Engineer hereby agrees to indemnify and hold harmless Owner and any of its departments, divisions, agencies, officers, and employees and elected officials from all loss, damage, cost, or expenses specifically including attorneys' fees and other expenses of litigation incurred by or on behalf of the Owner and any or its officers, employees or elected officials arising out of Engineer's negligent performance of Services under this Agreement.

Engineer specifically agrees that this duty to indemnify and hold harmless will apply to the following:

- a. Claims, suits, or action of every kind and description when such suits or actions arise from the alleged negligent acts, errors, or omissions of the Engineer, its employees, agents, or subcontractors.
- b. Injury or damages received or sustained by any party because of the negligent acts, errors, or omissions of the Engineer, its employees, agents, or subcontractors.

Engineer shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure him against claims and liabilities which arise because of the execution of this Agreement.

The insurance coverages are as follows:

- (1) Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- (2) Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- (3) Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- (4) Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

Prior to issuance of the Notice to Proceed by Owner, Engineer shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement.

Engineer shall also maintain valuable papers insurance to assure the restoration of any plans, drawings, field notes or other similar data relating to the work covered by this agreement, in the event of their loss or destruction, until such time as the work has been delivered to the Owner.

Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this Article shall survive.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

Engineer shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project, (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to the Owner or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Attachment A, Scope of Services.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since Engineer has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet Project construction schedules, Engineer's opinion of probable construction costs and of construction schedules shall be made on the basis of experience and qualifications as a professional engineer. Engineer does not guarantee that proposals, bids, or actual Project construction costs will not vary from Engineer's cost estimates or that actual construction schedules will not vary from Engineer's projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, and computer software prepared by Engineer pursuant to the Agreement are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project. Any reuse without prior written verification or adaptation by Engineer for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer. Any verification or adaptation requested by Owner shall entitle Engineer to compensation at rates to be agreed upon by Owner and Engineer.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by Engineer as part of the Services shall become the sole property of Owner, however, that both Owner and Engineer shall have the unrestricted right to their use. Engineer shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property protected under the copyright laws of the United States. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of Engineer. Owner shall have the unlimited right to the use of intellectual property developed, utilized, or modified in the performance of the Services at no additional cost to the Owner.

ARTICLE 14 - TERMINATION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written

notice to Engineer. Engineer shall terminate or suspend performance of the Services on a schedule acceptable to Owner. If termination or suspension is for Owner's convenience, Owner shall pay Engineer for all Services performed prior to the date of the termination notice. Upon restart, an adjustment acceptable to Owner and Engineer shall be made to Engineer's compensation.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither Owner nor Engineer shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage, judicial restraint, and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Owner or Engineer under this Agreement.

Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement

In the event Engineer is delayed in the performance of Services because of delays caused by Owner, Engineer shall have no claim against Owner for damages or contract adjustment other than an extension of time.

ARTICLE 16 - COMMUNICATIONS

Any communication required by this Agreement shall be made in writing to the address specified below:

Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
610 SW 10th Street, Suite 200
Topeka, Kansas 66612-1674
(785) 235-2394

Owner: Board of County Commissioners
Leavenworth County Department of Public Works
300 Walnut Street, Suite 007
Leavenworth Ks, 66048-2815
(913) 684-0470

Nothing contained in the Article shall be construed to restrict the transmission of routine communications between representatives of Engineer and Owner.

ARTICLE 17 - WAIVER

A waiver by either Owner or Engineer of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 - INTEGRATION

This Agreement represents the entire and integrated agreement between Owner and Engineer. All prior and contemporaneous communications, representations, and agreements by Engineer, whether oral or written, relating to the subject matter of this Agreement, as set forth in Attachment D, Supplemental Agreements are hereby incorporated into and shall become a part of this Agreement.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

Owner and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

ARTICLE 21 - ASSIGNMENT

Neither Owner nor Engineer shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Engineer from employing independent consultants, associates, and subcontractors to assist in the performance of the Services; however, other agreements to the contrary notwithstanding, in the event Engineer employs independent consultants, associates, and subcontractors to assist in performance of the Services, Engineer shall be solely responsible for the negligent performance of the independent consultants, associates, and subcontractors so employed.

ARTICLE 22 - THIRD PARTY RIGHTS

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Owner and Engineer.

ARTICLE 23 – RELATIONSHIP OF PARTIES

Nothing contained herein shall be construed to hold or to make the Owner a partner, joint venturer, or associate of Engineer, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

ARTICLE 24 – COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

To comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 and other related Federal and State laws and regulations, Finney & Turnipseed, Transportation & Civil Engineering, L.L.C. is an equal opportunity employer and does not discriminate on the basis of race, religion, color, age, sex, disability, veteran's status, national origin, ancestry, or income in compliance with Title VI of the Civil Rights Act of 1964. Furthermore, every effort will be made to ensure nondiscrimination in all its activities. Finney & Turnipseed, Transportation & Civil Engineering, L.L.C. does not hire subcontractors or subcontract services from any entity who is not EEO compliant.

IN WITNESS WHEREOF, Owner and Engineer have executed this Agreement.

THE BOARD OF COUNTY COMMISSIONERS
LEAVENWORTH COUNTY, KANSAS

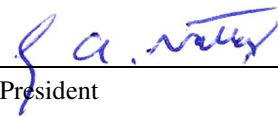
Chairman

ATTEST:

Leavenworth County Clerk

Date

Finney & Turnipseed
Transportation & Civil Engineering, L.L.C.

By:  _____
President

**ATTACHMENT A
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: Board of County Commissioners, Leavenworth County, Kansas
Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
Project Name: 2024 Biennial Bridge Inventory and Appraisal

SCOPE OF SERVICES

The project is specifically defined below:

2024 Biennial Bridge Inventory and Appraisal and asset management of 144 County bridges

The Engineer agrees to provide the following engineering services.

1. The Routine Bridge Inspections shall be conducted in accordance with federal and KDOT regulations.
2. The standard KDOT Bureau of Local Projects Bridge Inspection Form (BIF) shall be used to record the field inspection data. Critical Findings shall be recorded on the standard KDOT Bureau of Local Projects Bridge Inspection Critical Findings form.
3. All NBI Data Items shall be verified during the inspection and updated or corrected. This may require coordination with Leavenworth County on AADT and similar items not observable.
4. The work performed under this contract is subject to review by Leavenworth County as well as KDOT. If errors or discrepancies are found, the Consultant shall be required to make corrections at no additional cost. KDOT will perform QC/QA evaluations of bridge inspections including field reviews, review of ratings, bridge inspection files, and data entry. Substandard work is grounds for removal of the inspector from the KDOT prequalified list.
5. Leavenworth County has 144 bridges to be inspected for biennial inspection. Bridge inspections shall be completed no later than April 15, 2024.
6. Leavenworth County has 1 bridge that requires an individual fracture critical inspection and preparation of report for ST-44.
7. Bridges not currently in the inventory, bridges that have been replaced, or bridges that have had major rehabilitation work require an Inventory Inspection using the Inventory Inspection form in the KDOT BLP Bridge Inspection manual as well as load rating calculations and scour analysis reports. Review scour assessment information in the bridge folder, and report if the information is inadequate or needs updating.
8. Review load rating information in the bridge folder, and adjust, as warranted, to reflect conditions evident at the time of inspection.
9. A minimum of six (6) photographs are required for each structure including; roadway views along the bridge looking both directions, both elevation views of the structure, and channel from structure. All photographs are to be provided to Leavenworth County in digital format.
10. Review photographs in the bridge file; add any required photos that are not in the bridge folder. Provide new photographs of items as necessary to adequately document significant deficiencies, changed conditions, or repairs needed.

11. The Inspection Data will be entered in the KDOT BLP Bridge Inspection Web Portal within the 30-day window following the bridge inspection. All NBI Data Items in the existing database are to be checked while performing data entry, and errors in the data shall be corrected.
12. During the inspection Critical Findings shall be reported to the bridge owner immediately by the most expedient method.
13. Provide a bridge maintenance report sorted by Leavenworth County's local bridge number.
 - (1) Deliverables: Provide 5 copies of the report summarizing bridge inspection results and the maintenance recommendation report as well as a digital copy of the report submitted in PDF format. If applicable the Critical Findings forms must be submitted to KDOT BLP within one week of the inspection. Provide digital copies of all photos, SI&A sheets, inventory inspection forms, narrative reports, updated load calculations, and scour reports to update County's digital bridge copies.
14. All work shall be performed, and data entered into the KDOT portal within 90 days of the required inspection date. Required reports and assembly of updates to the bridge folder shall be completed by June 21, 2024.
15. The following services should also be included:
 - a) Summary of required location updates to LVCO GIS Map
 - b) Comprehensive (Typically 50-page) Inventory Summary Report
 - c) Executive Summary & Return on Investment Sheets for Commissioners
 - d) Updates to Special Inspection & Emergency Flood Inspection Bridge Inspection Lists
 - e) Removals, Additions, Rehabilitation, Repair Inventory Update Lists
 - f) Inventory & Asset Management Data Including:
 - Distributions of Bridges (Types, Townships, Age, Condition)
 - Condition Breakdowns of Structures (By County & Townships)
 - Condition Inventory Trends by Categories
 - Load Posting Updates (Signs & Bridges)
 - Funding Eligibility Updates
 - Priority Replacement, Repair, Rehab Lists
 - g) Estimated Replacement/Repair Project Costs
 - h) General Observation & LVCO Maintenance Crew Action Items
 - i) Summary Tables (with Queries & Filter By)
 - Sufficiency Rating
 - Township
 - ADT
 - Design Type
 - Operating & Inventory Rating
 - Posting Limits
 - Repair Needs
 - j) Individual Inspection Reports – 144 of Them (Beyond KDOT Green Sheets) Including:
 - Inspection Notes
 - Photographs of Repair Needs
 - Inspection of Guardrail & Signs
 - Tailored Summary Forms Per Commissioner Requests
 - Repair Recommendations with Quantities and Cost Estimates
 - Breakdown of Costs by LVCO Maintenance Crews & Outside Contractors
 - Project Replacement Costs for all bridges considered Structurally Deficient, Functionally Obsolete or (Includes Bridge, Roadway, Permitting, ROW, Engineering, CE, Utilities)

- k) Fracture Critical Report Including:
 - Photograph documentation of all joints and repair needs
 - Tailored Forms in line with Routine Inspection Forms
 - Repair Recommendations with Quantities and Cost Estimates
- l) All Data Stored and Accessible Electronically & Cross-Referenced with GIS Map Tools

16. To accept compensation for services described in items 1 through 15 in the amounts and at such periods of time as to hereinafter setforth in Attachment B.

SUPPLEMENTAL SERVICES

Any work requested by the Owner that is not included in the Basic Services will be classified as Supplemental Services. Supplemental Services shall include, but are not limited to the following.

1. Changes in the general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, Owner's schedule, character of construction or method of financing; and revising previously accepted studies, reports, or design documents when such revisions are required by changes in laws, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies/reports/documents or designs or due to any other causes beyond the Engineer's control.

**ATTACHMENT B
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: Board of County Commissioners, Leavenworth County, Kansas
Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
Project Name: 2024 Biennial Bridge Inventory and Appraisal

COMPENSATION

For the services covered by this Agreement, the Owner agrees to pay the Engineer as follows:

- A. Compensation includes Items 1 through 16 described in Attachment A, a maximum Lump Sum fee in the amount of Forty-One Thousand and Four Hundred dollars (\$41,400.00).

Payments shall be made monthly in amounts which are consistent with the amount of engineering services provided, as determined by the Engineer

- B. Compensation for Supplemental Services shall be made as defined below, when authorized in writing by the Owner. The maximum limit for each item of additional service shall be established individually and specifically agreed to by the Owner as stated below, unless the service is included in a subsequent agreement.

Hourly rates for each classification as defined by the Engineer's rate schedule below. Hourly charge rates are subject to adjustment annually on January 1. Overtime, when authorized by the Owner, will be billed at 1.5 times the rates listed (non-engineer time only).

Reimbursable charges will be considered the amount of actual costs of expenses or charges, including such items as staking materials, equipment rental, equipment hourly charges, mileage, toll telephone calls, reproduction and similar project related expenses.

Salary Rates for Supplemental Services including overhead.

Classification	Hourly Rate
Principal	\$ 135.00
Engineer A	\$ 110.00
Engineer C	\$ 72.00
Engineer Technician A	\$ 65.00
Engineer Technician B	\$ 63.00
Mileage -----	\$ 0.65 per mile
Prints -----	Actual Cost

- C. The entire amount of each statement shall be due and payable upon receipt by the Owner.

- D. It is understood and agreed:

1. That the Engineer shall start the performance of Services within 10 days of receipt of a notice to proceed and shall complete the work in accordance with the contract times set forth in Attachment E, Project Schedule.
2. That the Engineer shall keep records on the basis of generally accepted accounting practice of costs and expenses which records shall be available for inspection at all reasonable times.

**ATTACHMENT C
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: Board of County Commissioners, Leavenworth County, Kansas
Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
Project Name: 2024 Biennial Bridge Inventory and Appraisal

OWNER'S RESPONSIBILITIES

The Owner will furnish, as required by the work and not at the expense of the Engineer, the following items:

1. Make available to the Engineer all bridge records, reports, maps, ownership data and other data pertinent to provision of the services required under this contract.
2. Examine all documents submitted by the Engineer and render decisions promptly to prevent delay to the Engineer.
3. Designate one Leavenworth County employee as the Owner representative with respect to all services to be rendered under this agreement. This individual shall have the authority to transmit instructions, receive information and to interpret and define the Owner's policies and decisions pertinent to the Engineer's services.
4. Issue notices to proceed to the Engineer for inspection services.

**ATTACHMENT D
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: Board of County Commissioners, Leavenworth County, Kansas
Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
Project Name: 2024 Biennial Bridge Inventory and Appraisal

SUPPLEMENTAL AGREEMENTS

Owner and Engineer agree that the following communications, representations, and agreements by Engineer, whether oral or written, relating to the subject matter of the Agreement are hereby incorporated into and shall become a part of the Agreement as set forth in ARTICLE 19 - INTEGRATION.

**ATTACHMENT E
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: Board of County Commissioners, Leavenworth County, Kansas
Engineer: Finney & Turnipseed, Transportation & Civil Engineering, L.L.C.
Project Name: 2024 Biennial Bridge Inventory and Appraisal

PROJECT SCHEDULE

Owner and Engineer recognize that time is of the essence of the Agreement and that Owner will suffer financial loss if the work is not completed within the times stipulated herein, plus any extensions thereof. Accordingly, Engineer has established time intervals, in calendar days, for submittals at various stages of the project as detailed below. As each actual submittal date occurs, Engineer shall meet with Owner to discuss the progress of the work and the actual submittal date shall be documented. Engineer shall not be responsible for the time required by Owner's representative to review Engineer's submittal. When review is complete, Owner shall, in writing, authorize Engineer to proceed to the next submittal date. After final submittal date, Engineer and Owner shall meet to evaluate Engineer's performance with regard to design schedule.

1. Schedule. Engineer will make submittals to Owner based on the following schedule:
 - a) Bridge inspections shall be completed no later than April 15, 2024.
 - b) Required reports and assembly of updates to the bridge folder shall be completed by June 21, 2024

Leavenworth County Request for Board Action

Date: October 11th, 2023
To: Board of County Commissioners
From: Community Corrections

Department Head Approval: Jamie VanHouten, Director

Additional Reviews as needed:

Budget Review **Administrator Review** **Legal Review**

Action Requested: Approve Community Corrections FY23 Adult End of Year Report.

Recommendation: Approve Community Corrections FY23 Adult End of Year Report.

Analysis: In FY23 Community Corrections discharged 119 individuals from probation. 6 clients unfortunately passed away before the expiration of their supervision, which takes our total down to 113 clients to examine. Thus, 33 clients were closed successfully, 26 were returned to their originating counties, 17 were closed by the court unsuccessfully (for unpaid fines), those 76 clients who did not go to KDOC make up 67% of closures which puts us shy of our 75% goal. Unfortunately, 37 clients were sent to KDOC and revoked from supervision. 2 surrendered supervision, 4 were revoked for committing new misdemeanor offenses, 14 were revoked for committing new felony offenses, and 17 were revoked for conditional or technical violations.

Alternatives: N/A

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: FY23 Adult EOY Report

Leavenworth County
Community Corrections
Adult EOY Report
FY2023

Instructions:

If you need to enter more than five (5) goals, please contact your KDOC Program Consultant for assistance.

Agency		Leavenworth County Community Corrections- Adult EOY Report				
Goal #1		Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.				
Objective #1		At the end of FY23, less than 25% of all offenders discharged from supervision will be due to probation revocations.				
Target Date		6/30/2023				
Action Steps		Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
Track closure data on agency case-adjustment		Director	Ongoing	21 closures this quarter, 5 returned, 1 death, 5 unsuccessful closures by court, 10 successful, 6 revoked for new charges (2 mid, 1A felony), 4 revoked for conditions.	N/A	N/A
Complete Q1 data and present to stakeholders		Director	before 10/30/2022		N/A	N/A
Complete Q2 data and present to stakeholders		Director	before 1/30/2023	21 closures this quarter, 2 death, 3 returned to originating counties for violations, 3 revoked (2 NF, 1 Conditions), 5 unsuccessfully closed by courts, 8 successful	58123 outpatient provider closed, no longer a treatment provider offering evening groups three times a week for three hours each group. This is putting our employed clients at risk, going to day groups. Lack of resources, short staffed, lack of in house cog programs, etc.	N/A
Complete Q3 data and present to stakeholders		Director	before 4/30/2023	39 offenders closed out this quarter, 14 revocations, 2 surrendered probation to serve time in KDOC, 2 revoked for new misdemeanors, 4 revoked for new felonies, 6 revoked for conditional violations, 11 closures returned back to their originating counties (2 successful, 9 for violations), 7 closures due to successful completion of probation, 5 unsuccessfully closed by court, 2 closures to death.	** plus lack of licensed IOP provider in the area and public transportation to get clients to agencies in other communities.	N/A
Complete FY23 EOY data and present to stakeholders		Director	before 10/1/2023	28 closures this quarter, 8 successful, 7 courtesy cases returned to originating counties, 6 revocations for probation conditions, 4 revoked for new felonies, 2 unsuccessful closures by the court, and 1 death.	Continued to struggle with challenges identified above.	N/A
Objective #2		In FY23, increase success rate of probationers who are considered moderate to high risk.				
Target Date		6/30/2023				
Action Steps		Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
Create an environment where staff are being consistently trained and coached on evidence-based practices and how they are to be effectively used in corrections.		Director	Ongoing	In June this director met with the IDOC fidelity team and mapped out a plan to utilize some of their resources. They have been generous and will be providing additional refresher trainings to our staff for MI case managements, etc. They have invited our staff to participate in all of their venue case management trainings so our supervisors can also build up their skills from a coaching capacity.	Time	N/A
Ensure we are targeting interventions to the risk and needs of our offenders responsibly and to the appropriate cognitive behavioral interventions by offering case staffing opportunities to ISOs.		Director & ISO II	Ongoing	We continue to utilize our court summary reports to staff cases and staff are encouraged to utilize the staffing consideration document which focuses on addressing the clients behavior using the RNR model while also referring back to the evidence-based decision making grid.	N/A	N/A
Ensure staff are utilizing the evidence-based decision making matrix/graduated responses through observational audits.		Director & ISO II	Ongoing	This director has laminated our evidence-based decision making grid and made them available in each interview room. Now that this tool is easily accessible and conversations about observational audits have occurred, the expectation has been made that any recommendations for addressing clients behavior must refer to the use of this tool.	N/A	N/A
Ensure caseload uses are appropriate for effective supervision by frequently monitoring caseload spreadsheets, agency population, and assigning cases to officers accordingly.		Director & ISO II	Ongoing	This quarter we audited caseloads in terms of risk distribution. When we looked at risk levels and just quantified the expected amount of contacts for each officer based on the risk level of each active client, it really displayed a grim picture for two of our officers who had the same number of clients but widely different workloads. Thus, for FY24, we have identified a path forward to redistribute cases and ensure staff and clients alike are set up for success.	New hire certifications, staff on medical leave.	N/A
Ensure officer caseloads are being tracked on internal spreadsheets so extensions are filed 60 days prior to sentence expirations, to avoid loss of jurisdiction.		Director & ISO II	Ongoing	This last quarter we talked about our success and the ways we have stayed on top of our extensions. Staff were commended for keeping updated spreadsheets and utilizing this to not only track their upcoming closures, but re-assessments, field visits, and to make sure clients are coming in for officer visits as required by their supervision level. This tool has been extremely helpful and maintaining the document has been critical to overseeing that standards are being met.	N/A	N/A
Goal #2		Increase operational effectiveness and agency outcomes through the implementation of evidence-based practices.				
Objective #1		In FY23, implement in-house cognitive behavioral intervention programs to reduce criminogenic risks.				
Target Date		6/30/2023				
Action Steps		Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
Create job description, advertise vacancy, interview, and hire adult cog facilitator.		Director	8/1/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Ensure new hire becomes a certified facilitator to offer MIOT program.		Director	9/30/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Ensure new hire becomes a certified facilitator to offer Seeking Safety program.		Director	9/30/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Ensure new hire becomes a certified facilitator to offer Cross Roads program.		Director	9/30/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Ensure new hire becomes a certified facilitator to offer Parent Project program.		Director	12/30/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Ensure new hire becomes a certified facilitator to offer SEP 10-14 program.		Director	12/30/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Create a web document for the court, attorneys, and ISOs to refer clients electronically to our		Director	9/1/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Create internal documents to monitor referrals and program needs of the agency are being		Director	9/1/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Assess progress by regularly observing groups for fidelity and sharing feedback on bi-weekly		Director	Ongoing	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Report progress and evaluation of program implementation to stakeholders quarterly.		Director	Quarterly	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Objective #2		In FY23, increase the frequency at which referrals are being made to evidence-based intervention programs.				
Target Date		6/30/2023				
Action Steps		Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
Continue to monitor the use of the FY22 spreadsheets tracking referrals to employment programs in FY23.		Director	Ongoing	11 new referrals were made in Q3. We also made an office visit checklist as suggested and for FY24 we laminated those and put them in interviews as well as included a cubical version that reminds staff to update demographics and other tabs in athena after chronicling, as well as updating the spreadsheets, and completing any athena documentation required on our end to follow up on referrals.	N/A	N/A
Continue to monitor the use of FY22 spreadsheets tracking referrals to substance abuse programming in FY23.		Director	Ongoing	5 new clients were referred to treatment services. This director also worked with the local CCBHC about our treatment gaps in the community and they were able to obtain 58123 certification and are currently hiring for a new SATS provider position that will work directly on site in our building for justice involved individuals struggling with SUD. Their schedule will be four days a week and they will be able to offer morning and evening group options. This will allow us to improve our services all around. We are also looking into virtual AA/NA meeting options to provide for our clients.	Continuing from Q3s challenges we also have a lack of recovery collateral and community support for those struggling with SUD. We have few AA/NA meetings in our community and accessing those meetings has become an issue. We are trying to get creative in finding resources for those individuals as well.	N/A

Implement a spreadsheet tracking referrals to enhance cognitive intervention programs in FY23 and ensure staff create a routine utilizing this document.	Director	9/1/2022	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.	Goal has been closed due to lack of funding.
Report progress to staff monthly	Director	monthly	All clients were referred to JOCC.org sessions. We are very pleased that our training in IJ was successful and increased access to cognitive interventions as well as our ability to reduce risks that can be addressed through the completion of those programs.	JOCC virtual clients without Wi-Fi/Internet access or smart phones. Lack of fidelity and diluting the program. It isn't the same as in person groups but it is better than nothing.	N/A
Report progress to stakeholders	Director	Quarterly	On going, we continue to lack resources for adult high risk high need offenders.	Lack of funding opportunities. Lack of community buy in for providing treatment to a population without a payer source.	N/A

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District:

1st JD- Leavenworth County

Agency Director:

Jamie VanHouten

Report Period: July 1, 2022 - June 30, 2023

My signature certifies that I did author this report, and assist in the compilation and analysis of the data cited therein.



Signature



Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Chief Pat Kitchens, Advisory Chair

Date

Address: 601 S. 3rd Street, Suite 2055, Leavenworth, KS 66048

Phone: 9136512260

Fax: 9136801331

E-mail: pkitchens@firstcity.org

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Commissioner Vicky Kaaz, Chairperson

Date

Address: 300 Walnut Street, Leavenworth, KS 66048

Phone: 9136840417

Fax: 9136840410

E-mail: vkaaz@leavenworthcounty.gov

Leavenworth County Request for Board Action

Date: October 11th, 2023

To: Board of County Commissioners

From: Community Corrections

Department Head Approval: Jamie VanHouten, Director

Additional Reviews as needed:

Budget Review **Administrator Review** **Legal Review**

Action Requested: Approve Community Corrections FY23 Juvenile End of Year Report.

Recommendation: Approve Community Corrections FY23 Juvenile End of Year Report.

Analysis: In FY23 Community Corrections discharged 20 youth from supervision. 8 youth successfully completed supervision, 12 youth were unsuccessful. Our success rate for FY23 was 40%, well under the state's goal of 75%. Unfortunately, due to having some of the shortest supervision terms for juvenile probation in the country and having no teeth for family engagement, we rarely see successful cases. Youth are often a product of their environment but if parents are not invested in the success of their kid or if they are not on some type of supervision of their own, they are not required to follow terms of our supervision. Ultimately, without families reinforcing law abiding behaviors and values that lead to productive lifestyles, youth will continue to fail. With less than six months we do not have enough time to positively impact these youth or change the trajectory of their lives.

Alternatives: N/A

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: FY23 Juvenile EOY Report

Leavenworth County
Community Corrections
Juvenile EOY Report
FY2023

Agency: Leavenworth County Community Corrections- EDJ Juvenile Report				Year-End Report (July 1, 2022 - June 30, 2023)			
Goal #1: Achieve a success rate of 75% or higher.							
Objective #1: At the end of FY23, less than 25% of youth discharged from LCCC will be unsuccessful.							
Target Date: 6/30/2023							
Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications		
Track closure data on agency website/linked	Director	Quarterly before 10/30/2022	0 closures in Q1, 4 Unsuccessful, 2 Successful, currently at 33.33%	N/A Family engagement, buy in, new crimes, lack of time on supervision/term limits	N/A		
Complete Q2 data, identify trends, and present to stakeholders	Director	before 1/30/2023	6 Closures in Q2, 4 unsuccessful, 2 successful, still at 33.33%	Running out of time due to term limits and lack of SATX for youth, lack of engagement from families, new cases/AWOL	N/A		
Complete Q3 data, identify trends, and present to stakeholders	Director	before 4/30/2023	6 closures in Q3, 3 successful, 3 unsuccessful, bringing our success rate to 38.89% for FY23.		N/A		
Complete FY23 EDJ data, identify trends, and present to stakeholders	Director	before 10/1/2023	7 closures in Q4, 1 successful, 1 unsuccessful. Our FY23 success rate is 40% with 60% of youth being discharged as successful. Only 47.06% of discharged youth have completed their program hours. 8/17 youth were successful, 3 youth were not applicable as they were ICOTS.		N/A		
Objective #2: In FY23, increase the frequency at which referrals are being made to YIRC evidence-based intervention programs.							
Target Date: 6/30/2023							
Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications		
Have ISOs trained as co-facilitators to assist in programming if needed.	Director	12/31/2022	N/A Our third full time facilitator for YIRC turned in her notice in Q4. We have been struggling to fill this position.	Labor market, how transitional the skills are in this position, hard to find someone who is a good fit for working on the cognitive education side of criminal justice.	Revisit in FY24.		
	Director	Quarterly	N/A	End of school year, turnover, budget sessions for county, reduced population and referrals during summer.	Reassess as a goal for FY24.		
Complete quarterly observation audits to ensure fidelity.	Director	9/1/2022	3 referrals, not setting a list of new kids.	N/A	N/A		
Implement a spreadsheet tracking referrals to YIRC programs from JDP/PCM staff in FY23.	Director	Monthly	Ongoing.	N/A	N/A		
Report progress to staff monthly.	Director	Quarterly	27 referrals this quarter. Yes, we use 4 to 1 incentives. We implemented a monopoly money incentive system where kids can earn prizes and rewards based on their participation, achieving educational milestones, completing programs, improving attendance, etc.	concerned about administrative turnover in the schools, staff turnover, being mindful of this.	N/A		
Report progress to stakeholders.	Director	Quarterly			N/A		
Goal #2: Ensure staff are appropriately utilizing best practices to increase operational effectiveness.							
Objective #1: This agency will review and update Youth Services policies during FY23.							
Target Date: 6/30/2023							
Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications		
Print State standards out for review.	Director	7/31/2022	Completed but ongoing.	N/A	N/A		
Audit current policies.	Director	3/31/2023	Completed in Q3.	N/A	N/A		
Update policies to align with KDOC standards.	Director	6/30/2023	Completed. At this point, we are taking a step back from some of them as we may have been getting lost in the weeds.	N/A	N/A		
Ensure staff review updated Juvenile Policies and obtained signed acknowledgements.	Director	6/30/2023	We implemented feedback from our Q3 report and started to only send them out as they were being updated as it was a great idea and less overwhelming. Acknowledgements are signed with each revision.	N/A	N/A		
Audit three office visits in the final quarter of FY23 to ensure practices align with policies.	Director	6/30/2023	Goal moved to FY24.	N/A	N/A		
Objective #2: Establish procedures to track and address potential R.E.D. in FY23.							
Target Date: 6/30/2023							
Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications		
Roundtable potential ideas with stakeholders at first FY23 quarterly meeting.	Director	9/30/2022	Completed	Lack of attendance, understanding	N/A		
Reach out to other area directors to get feedback regarding their efforts.	Director	3/30/2023	Completed	Many aren't doing it or haven't had time to keep up, no longer using software that were using it, some directors just didn't respond.	N/A		
Present proposed procedure for these efforts at Q2 JCAB meeting.	Director	4/30/2023	Completed	N/A	N/A		
Implement procedure starting January 1st, 2023.	Director	7/1/2023	Completed	N/A	N/A		
Review quarterly with JCAB.	Director	7/1/2023	N/A this goal has been modified and extended.	N/A	N/A		

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District:

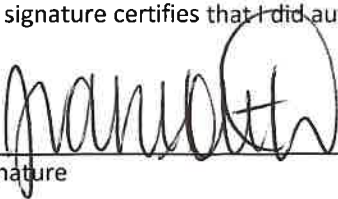
1st JD- Leavenworth County

Agency Director:

Jamie VanHouten

Report Period: July 1, 2022 - June 30, 2023

My signature certifies that I did author this report, and assist in the compilation and analysis of the data cited therein.



Signature

9/28/23

Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Advisory/Governing Board Chairperson

Date

Address:

Phone:

Fax:

E-mail:

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Board of County Commissioners Chairperson (Host County only)

Date

Address: 300 Walnut Street, Leavenworth, KS 66048

Phone: 9136840417

Fax: 9136840410

E-mail: vkaaz@leavenworthcounty.gov

Leavenworth County Request for Board Action

Date: October 11th, 2023

To: Board of County Commissioners

From: Community Corrections

Department Head Approval: Jamie VanHouten, Director

Additional Reviews as needed:

Budget Review Administrator Review Legal Review

Action Requested: Approve Community Corrections FY23 Annual JCAB Report

Recommendation: Approve Community Corrections FY23 Annual JCAB Report

Analysis: Each year all Juvenile Supervision agencies are required to compile data regarding our youth population in our Judicial District. This data is ultimately reported to the Juvenile Justice Oversight Committee where it is used to help identify trends and needs across the state which determines recommendations that are made in terms of grants and programs that are made available to youth and families in Kansas. This year Leavenworth and Atchison completed their own Annual JCAB Reports.

Alternatives: N/A

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: FY23 Annual JCAB Report

Leavenworth County
Community Corrections
JCAB Annual Report
FY2023

FY2023 JCAB Annual Report

Judicial District: 1st Judicial District- Leavenworth

Contact Information for Person Completing the Report:

Name: Jamie VanHouten

Title: Director, Leavenworth County Community Corrections

Phone Number: 9136840768

Email: jvanhouten@leavenworthcounty.gov

Alternate Contact: Rhonda Berry

Contact Number: 9136840775

Address: 520 S. 2nd Street

City: Leavenworth **State:** Kansas **ZIP:** 66048

Please describe the JCAB process to collect information used to develop this report:

In determining the data to fill out this report many sources were used. End dates, Supervision Levels, Males/Females in the Community, JCF, or out of home placement were searched out from Athena and client files for the data regarding Community Corrections. In regards to Court Services, they reported their internal data to our office. In regards to services that we offer in our county, information was gained through knowledge of what has been utilized in the past as well as what programs are available currently. Through networking and collaboration between agency partners, as well as soliciting stakeholder feedback we are able to understand gaps and barriers that our youth and families are facing in our community.

FY2023 Annual JCAB Report Signatures

By signing this report, you are agreeing with the data contained herein for your judicial district, to be



Community Corrections Director

9/28/23

Date

JCAB Chairperson

Date

Youth Data: Table 1

Instructions: Identify how many males and females are in your district for each category below. All green boxes should be filled in. *This is point-in-time data not total numbers for the whole year: how many youth were on supervision on the date specified below.*

INCLUDE youth placed out of home through KDOC and DCF. This includes: YRCII, TLP, CIP, QRTP, RMC, and foster care.
DO NOT INCLUDE youth in the following placements: JCF, JDC, PRTF, in-patient substance abuse, secure care, hospital, home or relative's home, AWOL, or living independently.

How many males were on community corrections supervision as of June 30, 2023	How many females were on community corrections supervision as of June 30, 2023	TOTAL	How many males were in out-of-home placement as of June 30, 2023?	How many females were in out-of-home placement as of June 30, 2023?	TOTAL	How many court services males were under supervision as of June 30, 2023?	How many court services females were under supervision as of June 30, 2023?	TOTAL
include IIP, ISP, and CR youth						include IIP if operated by court services or probation		
11	1	12	1	0	1	6	2	8

Youth Data: Table 2

Instructions: Identify how many males and females are in your district for each category below. All green boxes should be completed. The "total" column is already formatted to add this for you. If no data is available for the district, please mark "no" on the first question and leave the remaining boxes blank.

Definition of a Crossover Youth: A young person, age 10 or older, who is currently involved with both the child welfare and juvenile justice systems.

	Yes	No
Does your Judicial District track data on Crossover Youth?	x	

If yes to the above question, please identify the number of crossover youth in each category.	How many male crossover youth are on supervision through Community Corrections?	How many female crossover youth are on supervision through Community Corrections?	How many male crossover youth are on supervision through Court Services?	How many female crossover youth are on supervision through Court Services?	Total
	6	0	unknown	unknown	6

Youth Data: Table 3

Instructions: As of June 30, 2023, identify risk levels for males and females in each category below. This is point-in-time data, not an annual total. All green boxes should be completed with data.

Risk Level	Total Males on Supervision on June 30, 2023	Total Females on Supervision on June 30, 2023	Males in Out-of-Home Placement on June 30, 2023	Females in Out-of-Home Placement on June 30, 2023	Males on Court Services Supervision on June 30, 2023	Females on Court Services Supervision on June 30, 2023
	Includes all youth pn supervision.		Include ONLY youth placed out of home for both juvenile justice and child welfare			
Community Female: Low		0		0		1
Community Female: Moderate		0		0		1
Community Female: High		1		0		0

Instructions: For each item listed in the Program Title/Topic column, identify if justice-involved youth AND/OR families have access to these services in your district. **DO NOT INCLUDE** programs with KDOC statewide contacts. All green boxes should be completed.

Program Title/Topic	Are these services available in/for:			Additional Comments, Concerns, Information
	Judicial District	Youth	Families	
Anger Management	Yes	Yes	Yes	
Behavioral Health Services	Yes	Yes	Yes	
Cognitive Behavioral Services/Programs	Yes	Yes	Yes	
Education - High School	Yes	Yes	Yes	
Education - GED Services	Yes	Yes	Yes	
Education - Tutoring	Yes	Yes	Yes	
Employment Support	Yes	Yes	Yes	
Drug and Alcohol Evaluations	Yes	Yes	Yes	
Drug and Alcohol Treatment - Juvenile Outpatient	Yes	Yes	Yes	
Drug and Alcohol Treatment - Juvenile Inpatient	Yes	No	No	Must take youth to Johnson or Sedgwick Counties
Family Support Services	Yes	Yes	Yes	
Independent Living Classes/Skills	Yes	Yes	Yes	
Job Skill Training/Rediness Courses	Yes	Yes	Yes	
LGBTQ+ Advocacy and Support Services	Yes	Yes	Yes	
Mentoring Services	Yes	Yes	Yes	
Medication Management	Yes	Yes	Yes	
Parenting Classes	Yes	Yes	Yes	
Self-Advocacy	No	No	No	
Sex Offender Evaluations	No	No	No	None within the district, located in Lenexa at Clinical Associates
Sex Offender Treatment	No	No	No	None within the district, located in Lenexa at Clinical Associates
Suicide Prevention Resource Center	Yes	Yes	Yes	
Therapy	Yes	Yes	Yes	
Transportation Assistance	Yes	Yes	Yes	
Vocational Activities	Yes	Yes	Yes	

Program Data: Table 1

Instructions: List the programs/services currently provided to juvenile offenders and their families in your district. Be complete and thorough as possible in the information provided. **DO NOT INCLUDE** programs for CINC youth or Prevention Programs.

Program Name	Annual Maximum Capacity	Actual Number Served in FY23	Target Population	YLS/CMI Domains	Risk Levels Targeted	Notes/Comments
	Numbers Only					
Day Reporting- YJRC	150.00	4.00	Youth who are suspended or expelled	Leisure/Education	All	Very helpful in keeping tabs on youth and making sure they kept up with their education while long term suspended or expelled so they didn't get further behind and have unintended consequences.
Strengthening Families Program- YJRC	75.00	0.00	Youth & Families who want to improve their relationships and reduce substance use	Family/Parenting, Attitudes, Substance Abuse	All, risk not required	New program, struggled with family engagement for juvenile offenders.
FFT- Cornerstones	25.00	3.00	Youth (11-18 yoa) & Families who need clinical/therapeutic assistance and wrap around services	Attitudes, Behavior/Personality, Family/Parenting, Substance Abuse	Mod & High	This is very beneficial for youth who have an opportunity to participate and Grace is very good at communicating with staff so they can be on the same page as the ISO. They are always looking for more referrals for this.
Crossroads Curriculum- YJRC	N/A	12.00	Youth struggling with anger management, needing cognitive life skills, delinquent behavior, drugs and alcohol issues, gang involvement, shoplifting.	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	Low, Mod, & High	
Parent Project- YJRC	75.00	6.00	Guardians who need assistance coping with difficult youth	Family Circumstances/Parenting, Attitudes/Orientation	Mod & High	
The Guidance Center- Med Management	N/A	5.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
The Guidance Center- Case Management	N/A	2.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
The Guidance Center- Individual Therapy	N/A	7.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
TOTAL:	325	39				

Program Data: Table 2

Instructions: List the programs/services currently provided to youth with behavioral health issues and their families in your district. Be complete and thorough as possible in the information provided. DO NOT INCLUDE programs for CINC youth or Prevention Programs.

Program Name	Annual Maximum Capacity	Actual Number Served in FY23	Target Population	YLS/CMI Domains	Risk Levels Targeted	Notes/Comments
	Numbers Only					
Day Reporting- YJRC	150.00	4.00	Youth who are suspended or expelled	Leisure/Education	All	
Strengthening Families Program- YJRC	75.00	0.00	Youth & Families who want to improve their relationships and reduce substance use	Family/Parenting, Attitudes, Substance Abuse	All, risk not required	
FFT- Cornerstones	25.00	3.00	Youth (11-18 yoa) & Families who need clinical/therapeutic assistance and wrap around services	Attitudes, Behavior/Personality, Family/Parenting, Substance Abuse	Mod & High	
Crossroads Curriculum- YJRC	N/A	83.00	Youth struggling with anger management, needing cognitive life skills, delinquent behavior, drugs and alcohol issues, gang involvement, shoplifting, truancy, etc.	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	Low, Mod, & High	
Parent Project- YJRC	75.00	11.00	Guardians who need assistance coping with difficult youth	Family Circumstances/Parenting, Attitudes/Orientation	Mod & High	
The Guidance Center- Med Management	N/A	5.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
The Guidance Center- Case Management	N/A	2.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
The Guidance Center- Individual Therapy	N/A	7.00	Youth struggling with mental health concerns	Attitudes/Orientation and Behaviors/Personality and Substance Abuse	All	
TOTAL:	325	115				

Instructions: Identify the top two needs in your judicial district and provide thorough and complete information regarding these needs. **DO NOT INCLUDE** programs/services already implemented in the district. **DO NOT INCLUDE** programs/services funded through the JCAB, Reinvestment or Regional Collaboration Grants or statewide contracts (YAP, FFT, S/O TX).

K.S.A. 75-7044a(b): Identified needs should focus on programs/services to reduce reliance on out-of-home placement and to reduce recidivism.

Program/Service 1: Name of Program/Service	Multisystemic Therapy (MST) Program
Program/Service 1: Name of Program/Service	
Brief Description of the Program/Service	Multisystemic Therapy (MST) is an evidence-based intervention for youth at risk of severe system consequences due to serious externalizing, anti-social, and/or delinquent behaviors (e.g., criminal activity, substance use) and their families. Youth and families receive treatment within the systems they are embedded in, such as their homes, schools, and communities, via licensed Multisystemic Therapy providers, which consist of a team (or teams) of 2-4 therapists and a supervisor. MST teams are on call 24/7 to provide treatment when and where it is needed—within any combination of these systems—and are dedicated to improving youth and
Description of Need for the Program/Service	MST is currently offered to CINC youth but there is such a long waitlist and so few providers it is currently reserved for only DCFs extraordinarily high risk/high need youth. Unfortunately, it is rare our justice involved youth are able to participate in those services. MST has long been a need for the 1st Judicial District, however, our Community Mental Health provider does not have the available funds to support this program thus we would need grant funds from the state's evidence-based practices funds to start a program specifically geared towards justice involved youth at risk of out-of-home placement
Data Supporting the Need for the Program/Service	Over a decade ago, when MST was in the community, it was highly successful with justice involved youth and had a 94% success rate for youth participating that were on probation. Currently, these services are not available and since being discontinued our probation success rate has declined.
Citations Showing Evidence or Research Base for Program/Service	MST@ FEATURES THE LARGEST BODY OF EVIDENCE, BY FAR, OF SUCCESSFUL INTERVENTIONS FOR HIGH RISK YOUTH, 74 studies have been conducted, for more information go to: https://www.mstservices.com/proven-results
ANNUAL Capacity (Numbers Only)	25
Description of Target Population	Multisystemic Therapy is for youth at risk of severe system consequences such as incarceration or out-of-home placement due to antisocial, delinquent, or criminal behaviors
Annual Cost (\$ only)	\$404,398.05
Explanation of Cost	Clinical Supervisor Salary + Benefits \$110,605.01, 2 Clinician's Salaries + Benefits \$184,793.04, \$70,000 for MST Service Contract & their travel/training expenses from South Carolina for on-site training, \$9,000 for equipment, \$10,000 for travel/training
Notes/Comments	

Program/Service 2: Name of Program/Service	Transport Services
Program/Service 2: Name of Program/Service	
Brief Description of the Program/Service	The service that would have the greatest impact on youth recidivism second to a MST program would be a transportation service.
Description of Need for the Program/Service	As we know, many of our youth are not old enough to obtain their license yet and many families are unable to purchase vehicles. Even when parents or guardians have vehicles, many of them are working and unable to leave work to transport youth to and from school, therapy, community service work, probation, substance treatment, med management appointments, court, etc. Being able to remove this barrier would allow youth to focus on long term behavior change efforts, education, and put less parental stress on parents for system involved youth which is also a risk for recidivism. Thus, we would remove this burden from their parents potentially
Data Supporting the Need for the Program/Service	Currently, Leavenworth County does not have public transportation. Medicaid transports are by appointment only but will not help with court related appointments, only medical and mental health appointments can request transportation. Community Corrections agencies in neighboring counties are operating successful transport services and improving success rates for their youth, as showing up is genuinely half the battle. Transportation access reduces recidivism. We need to address this gap in services for our youth and their parents.
Citations Showing Evidence or Research Base for Program/Service	"transportation access was found to lower the odds of experiencing recidivism events and the time until these events occurred" https://www.ojp.gov/pdffiles1/nij/grants/248641.pdf , https://www.google.com/url?sa=t&rc=1&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjkrZbF-P76AhXOomoFHS9vAmQQFn0ECBQQAQ&url=https%3A%2F%2Fjournals.sagepub.com%2Fdoi%2F10.1177%2F0011128716686344&usq=AOvVaw0nepUmn6ad7WmKmlhWFUD , Engaging Youth to Increase their Transportation System Support, Understanding, and Use (pdx.edu), https://www.sciencedirect.com/science/article/pii/S25
ANNUAL Capacity (Numbers Only)	150 youth & families
Description of Target Population	System involved youth struggling with transportation barriers
Annual Cost (\$ only)	\$126,806.28
Explanation of Cost	2 full time transport driver salaries + benefits \$124,806.28, \$2,000 travel & training
Notes/Comments	

Leavenworth County
Community Corrections
Q1 Outcome Reports
FY2024

Agency	Leavenworth County Community Corrections					
Goal #1	Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.					
Objective #1	In FY24, increase success rate of probationers through continued training of officers, quality assurance efforts, and accountability measures.			1st Quarter Report		
Target Date	6/30/2024			(July 1, 2023 - September 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Ensure staff have a strong foundational understanding of the 8 principles of EBP by providing a refresher training in July.	Director	7/31/2023	This training was completed with the help of JOCO staff fidelity team. The results were great, staff feedback was great, and staff completed surveys on their own training needs, the strengths of supervision team, the support of supervision, etc. Our survey results were not surprising as staff identified they have a strong sense of the principles of EBP, feel supervisors are bought in, and are able to providing coaching and feedback on the subject. We plan to do the same survey next July after we spend the year working with the JOCO staff fidelity team to see how our results are impacted.	N/A	N/A
	Cultivate an environment where adherence to EBP is the standard by providing monthly exposure to the material, its importance, and our data at staff meetings.	Director	Monthly	Each month we have discussed the importance of EBP and have mini-refresher discussions since PPPS week when we roled out the goals of our FY24 plan to focus on EBP and mastering the basics.	N/A	N/A
	Audit all AISP and BH internal policies to match KDOC standards and EBP, updating and distributing as needed by the end of Q1.	Director + Admin	9/30/2023	Administrative support Amanda Deason assisted with this project and it was completed by August. This director also reached out to the QA team to see if we could sneak in and get a pre-audit of our policies but those attempts were unsuccessful. However, we are hopeful our efforts will pay off in April at our QA.	N/A	N/A
	Complete 1 file review and 1 observational audit of AISP staff every other month to monitor fidelity to EBP for quality assurance purposes.	Director + ISO II	6/30/2024	In Q1, all files were reviewed, over every ISO supervising adult clients to monitor EBP and adherence to state standards for supervision. 1 observational audit was also conducted for our newest staff member. The results of file reviews were eye opening and resulted in a deeper dive into caseload distribution. Our observational audit resulted in reflecting on the importance of our new hire training as we found our newest ISO had excelled in retaining the information provided and implementing what she learned. Molding new staff from scratch has almost been easier than retraining veteran ISOs.	N/A	N/A

	Provide coaching opportunities/feedback and implement corrective action plans as needed to promote accountability and adherence to EBP and standards.	Director	Ongoing	After all files were audited each staff member had formal coaching meetings with this director and ISO II staff where we discussed their strengths, opportunities for improvement, and corrective action that was necessary. By the end of September most if not all cases were updated after extensive follow up reviews with ISO IIs and this director were conducted. It should be noted that our newest hire had the least amount of corrective action required to get her caseload into compliance. The items that did need addressed were very small technical issues like switching a status in Athena, nothing related to EBP, standards, or compliance issues, just minor oversights.	N/A	N/A
Objective #2	At the end of FY24, less than 25% of all offenders discharged from supervision will be due to probation revocations.					
Target Date	6/30/2024				(July 1, 2023 - September 30, 2023)	
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Track closure data on agency spreadsheet to follow progress and identify common variables and trends throughout the year.	ISOs	Ongoing	On-going	N/A	N/A
	Compile Q1 data and present to stakeholders for discussion and roundtable.	Director	before 10/30/2023	34 clients were closed on probation in the first quarter. 2 clients passed away. 7 clients had cases returned to originating supervision counties (4 successful, 3 for non-compliance). 6 clients were revoked, 1 for conditions, 1 for committing a new misdemeanor, 4 for committing a new felony, 5 clients were discharged unsuccessfully, 3 completed everything on supervision except payment of fines, 1 was closed by the court after a 120-day sanction, 1 was closed after being picked up after 8 years of warrant status. 14 clients were successful with 3 of those clients terminated early.	N/A	N/A
	Compile Q2 data and present to stakeholders for discussion and roundtable.	Director	before 1/30/2024	N/A	N/A	N/A
	Compile Q3 data and present to stakeholders for discussion and roundtable.	Director	before 4/30/2024	N/A	N/A	N/A
	Compile FY23 EOY data and present to stakeholders and begin assessing needs to address in the following years comprehensive plan.	Director	before 10/1/2024	N/A	N/A	N/A
Goal #2	In FY24, Leavenworth County will improve outcomes and public safety by focusing on process improvement through the adherence to the 8 Evidence-Based Principles.					
Objective #1	AISP staff will identify and assess the needs of our most high risk/needs clients via risk assessments completed when they are sentenced to probation (EBP #1).					
Target Date	6/30/2024				1st Quarter Report (July 1, 2023 - September 30, 2023)	
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	At the staff meeting in July discuss the importance of risk assessments as a critical and foundational piece determining a clients supervision.	Director	7/6/2023	This was completed during PPPS week at our CPI Kick Off meeting with the Johnson County Staff Fidelity Team. Their presentation of the information was very engaging and informative for staff who benefited from this refresher.	N/A	N/A

	Ensure caseload sizes are appropriate for effective supervision by monitoring caseload spreadsheets and assigning cases to officers by spreading out risk levels.	Director	Ongoing	At the end of July, every single adult case was audited. We identified that although some of our caseloads were the same in number, that the work associated with each client was not equitably distributed as some had caseloads full of Level I and II's while others had higher numbers of low level clients. The results of this internal audit were astonishing. This director reached out to peers and identified guidance provided by KDOC as to caseload capacities per risk level. As such, caseloads were shuffled and distributed by risk going forward unless for a responsibility concern a client is not a good fit for the officer assigned to that risk level. Clients who are nearing their end of supervision were able to stay with original officers until close but going forward all cases will be assigned to officers by risk level.	Officers struggling with time management.	N/A
	Ensure 100% of risk assessments are completed within 45 days.	Director	Quarterly	This has been a struggle as one of our newer officers has not been LSCMI or WRNA trained and a second officer was out on FMLA for the first half of Q1. Thankfully, dual trained ISOs were able to help out where they could and provide collateral to prioritize all clients have updated assessments. We've also been marking newly sentenced clients who need an assessment on AISO white boards.	Obtaining accurate/current pre-trial assessments from ACS.	N/A
	Identify training opportunities as needed for new hires and refreshers, as needed.	Director	Ongoing	We have identified opportunities to team up with JOCO for their refreshers for assessments to work on our internal IRR. They've also offered to provide our staff with 8 hours of MI refresher training.	N/A	N/A
	Ensure staff are identifying the highest risk/needs as determined by their risk assessment, by beginning all non-compliance case staffings with the following question: "Who is this client in terms of risk?"	Director	Ongoing	Before providing case staffing meetings with this ISO this director has asked staff to come prepared with the answer to the question and come with our EBP decision making grid in hand to help guide staffing to follow EBP. This makes our meetings longer but the quality of our staffings is improving and the conversations are much more productive. ISOs were also provided these laminated staffing questions for desk references and they were hung in interview rooms for additional reinforcement. Our goal is not to react to violations or barriers but to be responsive to help improve client success.	Making this a habit for veteran ISOs.	N/A
Address EBP #3 (Target Interventions) by hiring a FTE Program Provider to offer in-house groups and assist in warm hand-offs to clinical treatment providers to structure the time of high risk offenders for the first 3-9 months of supervision. (Contingent on BH funds/position)						
Objective #2						
Target Date	6/30/2024			(July 1, 2023 - September 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications

	Create job description, advertise vacancy, interview, and hire adult program provider position.	Director	9/30/2023	In Q1 the job description was created and the vacancy was advertised. Unfortunately, after our first round of interviews, the conditional offer fell through. We had to re-post the position as the alternative candidates in the first round were not a good fit. We are currently in the process of interviewing for a FTE cog candidate for the second time. We have had over 30 applicants this go around and we are hopeful we will find someone who is a good fit for our clients.	Lack of quality candidates in the first pool of applicants. Labor market and competition in the criminal justice field.	We are extending this goal to 10/31/2023 by which time we hope to fill the position.
	Ensure new hire is trained to understand the 8 principles of EBP and the importance of targeting interventions based on the Risk Needs Responsivity + Dosage Principle and fidelity immediately upon hiring.	Director	10/31/2023	N/A	N/A	N/A
	Visit other local area program providers to identify the best process for referring clients to cog (ex: at sentencing, sanctions, violations review panels, staffing, etc.).	Director & Provider	10/31/2023	N/A	N/A	N/A
	Introduce new hire to community resource providers, treatment providers, and stakeholders to establish rapport and improve collaboration/integration of services.	Director	10/31/2023	N/A	N/A	N/A
	Create process for making referrals to Cognitive Behavioral Interventions and assist with warm hand offs for clinical treatment services.	Director & Provider	10/31/2023	N/A	N/A	N/A
	Hold a meeting to train staff on the process for referring clients to Cog Interventions.	Director & Provider	11/30/2023	N/A	N/A	N/A
	Host lunch & learn with staff and stakeholders informing them how to identify risks and needs that our in-house programs can address as well as how we can be responsive to clients, even through the hand off process, so they know who and when to refer for services as well as how they can help clients achieve goals with an integrated approach using the program provider as a resource to staff cases.	Director & Provider	11/30/2023	N/A	N/A	N/A
	Identify internal process and outcome measures to track the impact of providing cognitive behavioral interventions.	Director & Provider	10/31/2023	N/A	N/A	N/A
	Begin implementing internal process and outcome measures, along with completing KDOC quarterly reporting documents for BH programs.	Provider	10/31/2023	N/A	N/A	N/A
	Ensure new hire becomes a certified facilitator to offer MRT program.	Director	1/1/2024	N/A	N/A	N/A
	Ensure new hire becomes a certified facilitator to offer Cross Roads program.	Director	1/1/2024	N/A	N/A	N/A
	Ensure new hire becomes a certified facilitator to offer Seeking Safety program.	Director	1/1/2024	N/A	N/A	N/A
	Ensure new hire becomes a certified facilitator to offer Getting Motivated to Change to increase readiness to change.	Director	1/1/2024	N/A	N/A	N/A
	Conduct quarterly quality assurance fidelity audits by sitting in one class each quarter to ensure adherence to curriculum.	Director	Ongoing	N/A	N/A	N/A
	Report KDOC collected data and relevant findings from internal process and outcome measures to stakeholders quarterly.	Director	6/30/2024	N/A	N/A	N/A
Objective #3	Increase the frequency of Skill Training with Directed Practice (EBP#4).					
Target Date	6/30/2024					
	(July 1, 2023 - September 30, 2023)					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Provide "Trauma-Informed Approaches Improving Criminal Justice Outcomes" training to staff to improve Responsivity to clients before skill building.	Director	6/30/2024	This training was provided in July to staff. Only three staff members were unable to participate in the training. Once our two facilitators are trained we will have a second training for those five individuals.	N/A	N/A
	Have AISP staff cross-trained as co-facilitators to reinforce directed skill practice outside of in-house programs with clients.	Director	6/30/2024	We are currently in the process of interview potential candidates for full time cog facilitation. Cross-training AISP officers is secondary to filling the FTE position.	Time for training and we haven't started any groups yet.	N/A
	Require staff to rotate co-facilitation duties to keep their tools sharpened so they are comfortable role playing with clients who are struggling or have relapsed into anti-social thinking.	Director	6/30/2024	We have not started cog groups or filled the FTE position, this is necessary to identifying a process for referring clients to programming and compiling referrals to begin a class. We are also waiting for our FTE positions to get filled so all staff can complete training at the same time so they are on the same page for co-facilitation.	N/A	N/A
	Make sure all Individual CBI worksheets and skills cards from programs are available in AISP interview rooms and are readily available for use by printing them all out.	Director	10/31/2023	This was completed in July.	N/A	N/A
	Organize individual CBI worksheets and skill cards into folders, with laminated examples in each folder, and file them into the cabinets in each interview room.	Director	10/31/2023	Everything is color-coded as well as laminated in our interview rooms. Clients and staff are set up for success in utilizing these tools.	N/A	N/A

	Update staff upon completion and reinforce the use of skill training and CBI worksheet resources in staffings, observational audits of office visits, file reviews, etc.	Director	10/31/2023	In September this director met with AISP staff to discuss the new set up and look of each interview room, identifying the purpose of making all the CBI worksheets, interventions, sanctions, etc. readily available. We also went over examples. This is on-going. I do not plan to just set these rooms up for success to walk away and not reinforce the purpose of this work. In Q2 I plan to begin sitting in for observational audits.	N/A	N/A
Objective #4	Increase the use of Positive Reinforcement (EBP #5).					
Target Date	6/30/2024				(July 1, 2023 - September 30, 2023)	
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Reach out to other directors regarding incentive policies and ideas to have better success in this area.	Director	7/1/2023	In July we reached out to several other agencies regarding their use of incentives to get ideas, we recognized that we need to have incentives readily available and create a process for tracking incentives. We decided to adopt the fishbowl idea and to purchase some unique incentives that could also be utilized as a reminder about their sobriety such as recovery bands, sobriety coins, etc. not just using typical gift cards.	N/A	N/A
	Purchase as many incentives as possible so they are readily available.	Director	7/15/2023	We still need to purchase holders for our incentives and now we need to restock some of the giftcards, luckily, we bought bands in bulk.	N/A	N/A
	Be intentional and hold a refresher training on incentives, their importance, and what we have available.	Director	7/31/2023	This director and ISOs had a meeting regarding goals of the comp plan for this FY and we have a refresher on the use of positive reinforcements with an update on what is available and how it can be useful.	N/A	N/A
	Educate staff on our policies and procedures for monitoring the use of incentives, for checks and balances.	Director	7/31/2023	At the above meeting we discussed the policy for providing incentives and tracking them in client files.	N/A	N/A
	Identify opportunities to positively reinforce the use of incentives with staff, to demonstrate how helpful positive reinforcement is in positively changing behavior.	Director	10/31/2023	We have started utilizing KUDOs awards with staff to show how positive reinforcement	N/A	N/A

Agency	Leavenworth County Community Corrections- Juvenile ISP/CM Quarterly Report				1st Quarter Report (July 1, 2023 - September 30, 2023)		
Goal #1	Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.						
Objective #1	In FY24, increase success rate of probationers through continued training, fidelity audits, and coaching of staff.						
Target Date	6/30/2024						
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications	
	Ensure staff have a strong foundational understanding of the 8 principles of EBP by providing a refresher training in July.	Director	7/31/2023	In July during PPPS week we had a kick-off and refresher training for the 8 principles of evidence-based practices. We also discussed the importance of Quality Performance Improvement planning to keep our skills sharp. This training was facilitated by Johnson Counties Staff Fidelity Specialists who came on site to go over this information with us.	N/A	N/A	
	Cultivate an environment where adherence to EBP is the standard by providing monthly exposure to the material, its importance, and our data at staff meetings.	Director	Monthly	At our September staff meeting we went over EBP material and did refresher trainings on the RACE (risk avoid cope evaluation) document and how/when it can be used in case management. The entire staff participated in this role playing activity.	N/A	N/A	
	Audit all internal policies to match KDOC standards and EBP, updating and distributing as needed by the end of Q1.	Director + Admin	9/30/2023	Each month when standards are updated they are sent out to staff and our internal policies are updated. Administrator Amanda Deason has been diligently working to keep everything updated and in good shape.	N/A	N/A	
	Complete 1 file review and 1 observational audit of JISP Staff each quarter to monitor fidelity to EBP for quality assurance purposes.	Director + ISO II	6/30/2024	This quarter we relied heavily on monthly compliance reports from KDOC which did not indicate any concerns with youth not being supervised per KDOC standards. Violation reports with clear EBP skills used were also extremely helpful in monitoring adherence to this goal.	N/A	N/A	
	Provide coaching opportunities/feedback and implement corrective action plans as needed to promote accountability and adherence to EBP and standards.	Director	Ongoing	N/A this quarter as nothing was identified during compliance reports, violation reports, etc.	N/A	N/A	
Objective #2	At the end of FY24, less than 25% of all offenders discharged from supervision will be due to probation revocations.				1st Quarter Report (July 1, 2023 - September 30, 2023)		
Target Date	6/30/2024						
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications	
	Track closure data on agency spreadsheet to follow progress and identify common variables and trends throughout the year.	ISOs	Ongoing	Ongoing.	N/A	N/A	
	Compile Q1 data and present to stakeholders	Director	before 10/30/2023	Only two youth were closed out in Q1. Both were ICOT youth, one from TX closed successfully and one from NE was closed unsuccessfully per NE. The youth was unable to be closed out successfully due to positive Uas for THC. This quarter our success rate was 50%.	N/A	N/A	
	Compile Q2 data and present to stakeholders	Director	before 1/30/2024	N/A	N/A	N/A	
	Compile Q3 data and present to stakeholders	Director	before 4/30/2024	N/A	N/A	N/A	
	Compile FY23 EOY data and present to stakeholders and begin assessing needs to address in the following years comprehensive plan.	Director	before 10/1/2024	N/A	N/A	N/A	
Goal #2	Ensure staff are continuing to appropriately utilize EBP to increase operational effectiveness. (maintenance goal)				1st Quarter Report (July 1, 2023 - September 30, 2023)		
Objective #1	In FY24, this agency will create additional checks and balances to assure we are adhering to EBP.						
Target Date	6/30/2024						
	Action Steps	Person Responsible	Timeline/Due Date	Progress			

	Reach out to fellow directors regarding their internal or external processes for adherence to EBP.	Director	12/31/23	The director has reached out to several directors and administrators of juvenile services to identify examples of how other agencies track their adherence to EBP including what KPI (key performance indicators) they are monitoring to measure success. At this time, several follow up meetings have been scheduled with three other directors to sit down and go through their practices. Upon the completion of this method this director plans to select which method would work best for our organization as to not reinvent the wheel.	N/A	N/A
	Participate in Quality Assurance audit in April of FY24 to receive objective feedback regarding adherence to EBP & KDOC standards from KDOC QA team.	KDOC QA Team	6/30/24	N/A- this action and subsequent will not begin until April. However, we continue to train and work on preparing for our QA.	N/A	N/A
	Report feedback and improvement plans to stakeholders as it is received.	Director	6/30/24	N/A	N/A	N/A
	Create a plan to move forward with implementing received feedback and future measurements to ensure accountability to goals.	Director	6/30/24	N/A	N/A	N/A
	Establish procedures in order to maintain continued adherence to EBP practices going forward.	Director	6/30/24	N/A	N/A	N/A
Objective #2	In FY24, target program referrals by high risk YLS/CMI domains to assist youth in program hours.					
Target Date	6/30/2024			(July 1, 2023 - September 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Complete risk needs assessment within the first week of supervision beginning.	ISO	Ongoing	All assessments were completed immediately upon youth being assigned to CC.	N/A	N/A
	Identify high risk areas.	ISO	Ongoing	Attitudes/Orientation, Personality/Behavior, Substance Abuse, Leisure/Rec, Education/Employment, Peer Relations, Family Circumstances/Parenting.	N/A	N/A
	Make necessary referrals based on the target intervention principal of EBP.	ISO	Ongoing	On-going	N/A	N/A
	Track referrals and follow up for accountability each visit.	ISO	Ongoing	This quarter we created a spreadsheet was to track this information.	N/A	N/A
	Compile data each quarter and present to stakeholders and staff each meeting.	Director	Ongoing	9 new youth were sentenced to Community Corrections in Q1. A majority of youth and families who qualify (kids under 18) are referred to FFT. Additionally, they are referred to The Guidance Center to address attitudes, substance abuse, personality/behavior issues. They are also referred to cognitive behavior interventions to address antisocial thinking. Parents are encouraged to participate in SFP or Parent Project. Unfortunately, we have no teeth and there is a lack of follow through and parental engagement for youth on supervision. Youth struggling with Education/Employment are referred to YJRC for assistance with day reporting, GED, etc.	N/A	N/A

Agency	Leavenworth County Community Corrections- Juvenile Intake and Assessment Services			1st Quarter Report (July 1, 2023 - September 30, 2023)		
Goal #1	Continue to build up and improve JIAS operations in FY24.					
Objective #1	Maintain our status of completing the MAYSI-2 with 99% of youth coming through JIAS.					
Target Date	6/30/2024					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Administration will discuss our current standings for implementation for offering the MAYSI-2 instrument at intake with staff and refresh on the policy at our July staff meeting.	Director	8/1/2023	We discussed our standings not only internally but with ATCO as they began providing their own JIAS. The director stated she intends to continue the trend of the 1st JD remaining first in our rankings. Everyone was very understanding and accepting that this was a top priority.	N/A	N/A
	We will continue to offer the MAYSI-2 to each youth that comes through JIAS.	Intake staff	Ongoing	We continue to provide this as a part of our SOP for JIAS.	N/A	N/A
	Administration will review intake data and share our completion percentage with staff at staff meetings quarterly for discussion.	Director	6/30/2024	We continue to complete this with every youth. We are currently at 100%.	N/A	N/A
	If we drop below our 99th percentile Administration will review intakes to identify barriers.	Director	6/30/2024	Not Applicable.	N/A	N/A
Objective #2	Maintain flow of referrals made to community based services for at risk youth and families served by JIAS.			1st Quarter Report (July 1, 2023 - September 30, 2023)		
Target Date	6/30/2024					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Information will be collected during intake/assessment pertaining to services needed.	Intake staff	During intake	JIAS staff continues to strive to collect as much information from youth and family members as possible. The more we know the better we are able to serve clients and their needs. We served a total of 40 youth in Q1.	N/A	N/A
	Referral to appropriate services will be made.	Intake staff	Within 48 hours of intake	The majority of youth leave intake with referrals for services made unless they are an out of state youth who will not remain in our community, out of county youth, or a detention youth.	N/A	N/A
	1st follow-up phone call to check on status of referrals and family functioning.	Intake staff	2 weeks after intake	We have seen an increase in referrals being followed up on by family through first follow-up call practices in this first quarter and we hope this continues as it is now a part of our SOP for JIAS.	N/A	N/A
	2nd follow-up phone call to check on status of referrals and family functioning.	Intake staff	6 weeks after intake	Not only has the first call improved the chances that youth and family follow through with referrals for services, we have seen an increase in appreciation for value of our services. Parents are providing positive feedback and state they feel that we are an additional layer of support for them.	N/A	N/A
	Compile and share data each quarter with intake staff and JCAB for discussion.	Director	Quarterly	In Q1 out of the 40 youth served 36 were referred to community based services. We typically average 90% for referrals.	N/A	N/A



3th Quarter Report

PLANNING & ZONING

JOHN JACOBSON

Planning & Zoning Department News

The Planning & Zoning Department has continued to offer exceptional customer service, timely processing of applications and is continuously reviewing and offering amendments to the Zoning and Subdivision Regulations to support development in Leavenworth County.

The department has processed 50 single-family home and 111 accessory building permits so far in 2023. Additionally, the department processed 100 development cases, including 56 plats for subdivisions.

Staff has completed an update to the subdivision regulations with a number of changes that expedite current process, allow tract splits without the need for platting and codify long standing development practices.

The Planning & Zoning Department is also responsible for administration of building codes. There has been direction given from the BOCC and the County Board of Code Appeals to adopt the 2012 I Code Series. Staff anticipates beginning that process in the fourth quarter of 2023.

Staff has begun working towards the annual the 2024 Comprehensive Plan Review. Recommendations for amending the Comprehensive Plan will be submitted to the Board of County Commissioners for consideration sometime in early March.

Departmental Updates

The department has recently undergone a number of internal changes, specifically changes related to permits, applications and the processing of those items. These changes have been implemented in order to clarify processes and expedite, when appropriate, development review. Staff will continue to evaluate and accommodate processes in order to provide the most efficient and comprehensive service possible.

Applications

The department is continually evaluating all permits, processes and applications for inconsistencies. Staff removed any items that were not relevant or were outdated. Staff clarified processes, provided clear information and expectations in order to provide a better experience to developers and applicants. Staff will continue to evaluate the permits and applications to ensure the best product possible. Staff has continued to modify and further clarify our applications. In addition to updating applications for the public, Staff has worked to clarify and adopt internal policies in order to ensure that all applications are evaluated on a clear, concise and consistent basis. This is an ongoing process.

Joint Review Committee

Staff has instituted a Joint Review Committee with Planning, Public Works, Survey and legal departments. These weekly meetings allow the departments to review items together in order to discuss potential issues. Having these meetings in place has been a key factor in our Staff being able to continue to provide excellent customer service. In addition to the meetings, Staff continues to work with all respective departments to help facilitate a clear and common goal. These meetings continue to take

place. Staff is often able to identify potential issues with an application prior to the application being officially submitted which has helped speed up the development process.

Development Submittal Meeting

Staff has a protocol for a development submittal meeting. This is intended to ensure that the appropriate documents are submitted upon application. In addition to staff level inter-departmental meetings, all associated departments are now participating in pre-application development submittal meetings. These meetings are intended to give the applicant more resources and answer policy questions to address respective application deficiencies before formal submittal.

In the event the appropriate documents are not provided, the application is deemed incomplete and will not be accepted.

The applicant/developer will be informed of the missing items immediately so that they can obtain the appropriate documents and resubmit. Developers are strongly encouraged to schedule a pre-application meeting prior to the deadline in order to provide time to procure any missing documents or address rudimentary regulatory concerns.

Upon further review, there may be additional information needed. This policy has remained in place; however, many applications are handled via email and the online application system through the website.

Regulation Updates

Staff has been active in recommending a number of changes and or clarifications in policy over the last three quarters of 2023. In future, it is anticipated that a general annual review of policy will occur at the planning commission level then forwarded to the BOCC in the first quarter of each year. Policy review is a critical component of administration to verify that the adopted regulations are commensurate with the intent of the vision of the comprehensive plan and the governing body.

Comprehensive Plan

The Planning Commission will begin to discuss the 2024 Annual Review of the Comprehensive Plan in the latter months of 2023. All areas of the plan will be evaluated and considered. The Planning Commission will then hold a joint meeting with the BOCC for consideration of the proposed amendments on or about March 19, 2024.

Committees

Planning and Zoning Staff are members of numerous committees, primarily committees spearheaded by the Mid-America Regional Council and the Kansas Department of Transportation. Participation in these committees helps ensure Leavenworth County is up-to-date with funding opportunities, planning initiatives and plan making which may affect Leavenworth County.

Building Codes Appeals Board

This group while serving in its primary function as an appeals board, also serves as an advisory committee to the Board of County Commissioners. The board at the request of the BOCC has determined that an adoptive code change should occur in 2024. Planning staff have begun the process

of acquiring the necessary materials for that change and are in the process of developing an adoption schedule.

Active Transportation Programming Committee (ATPC)

The Active Transportation Programming Committee oversees federal programs that provide funds to sponsors of transportation projects that benefit pedestrians, bicyclists and other non-motorized transportation users. The committee assists in reviewing project applications and provides recommendations to the Total Transportation Policy Committee (TTPC), Air Quality Forum and MARC Board of Directors. The committee also assists in monitoring and reporting on the progress of funded projects.

Air Quality Forum

The Air Quality Forum is a policy committee comprised of local elected officials, air quality and transportation agency personnel, and business and community group representatives. The Forum reviews regional air quality issues and makes policy recommendations regarding those issues to the MARC Board of Directors and the states of Kansas and Missouri. There are 31 seats on the Forum. Local governments occupy 21 seats, four are held by state air and transportation agencies, three by business and economic development concerns, and three are designated for health and environmental groups.

Planning Commission

The Planning Commission meets on the second Wednesday of each month to hear development cases. Typically, these cases include Special Use Permits, Plats and Rezoning requests. The Planning Commission is tasked with hearing development cases, and providing a recommendation to the Board of County Commissioners. The Planning Commission also holds work sessions periodically in order to assist staff in amending regulations or to have study sessions to review relevant case law. Staff has begun holding work sessions with the Planning Commission to provide education and guidance for new Commissioners.

Work Sessions

Work Sessions with the BOCC are held regularly. Staff also regularly holds work sessions with the Planning Commission. The next identified work session will be regarding the requirement for and criteria of development plan submittal during zoning amendments or on any planned district.

Development

Development in the County is trending slightly down from 2022 for new Single-Family Homes. This a metro wide trend and generally attributed to current interest rates and exorbitant inflation. 50 Single-Family Home permits have been issued in 2023 through the third quarter. The number of Special Use Permits has continued to decrease. The overall numbers are listed below:

Development Type	2022 Totals	2023 Totals
Single Family Homes	59	50
Accessory Buildings	113	111
Special Use Permits	9	4
Temporary Special Use Permits	15	14
Rezoning	5	5
Subdivision Plats	42	56
Tract Splits and BLA's	19	19
Variances	6	2