

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
April 10, 2024
9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENT PRAYER
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be limited to 15 minutes at the beginning of each meeting and limited to three minutes per person. 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:
- 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 April 3, 2024
 - b) Approval of the minutes of the work session of April 3, 2024
 - c) Approval of the schedule for the week April 15, 2024
 - d) Approval of the check register
 - e) Approve and sign the OCB's

VII. FORMAL BOARD ACTION:

- a) Consider a motion to approve the application for FY2025 Juvenile Comprehensive Plan and FY2025 Non-matching Juvenile Crime Prevention Community Grant.
- b) Consider a motion to approve a contract with Finney and Turnipseed for construction engineering inspection for bridge A-60 on 215th Street in the amount of \$25,254.00.

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

- a) Solid Waste quarterly report
- b) Human Resources quarterly report
- c) Council on Aging quarterly report

IX. ADJOURNMENT

WORK SESSION TO DISCUSS BUDGET GOALS

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, April 8, 2024

Tuesday, April 9, 2024

Wednesday, April 10, 2024

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

Thursday, April 11, 2024

11:30 a.m. LCDC Q2 In-Person Board Meeting
• Deer Ridge Estate, 21107 Donahoo Rd., Tonganoxie, KS

Friday, April 12, 2024

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

*****April 3, 2024 *****

The Board of County Commissioners met in a regular session on Wednesday, April 3, 2024. Commissioner Culbertson, Commissioner Mike Smith, Commissioner Kaaz, Commissioner Doug Smith and Commissioner Stieben are present; Also present: Mark Loughry, County Administrator; David Van Parys, Senior County Counselor; Misty Brown, Deputy County Counselor; Jamie VanHouten, Community Corrections Director; John Jacobson, Planning and Zoning Director; Amy Allison, Planning and Zoning Deputy Director; Deborah Liles, CASA; David Frese, Mayor of Tonganoxie; Edd Hingula, Leavenworth City Commission; John Richmeier, Leavenworth Times

Residents: John Matthews, Joe Herring, staff from Evergy, staff from the city of Tonganoxie, staff from CASA

PUBLIC COMMENT:

Joe Herring and Louis Klemp commented.

ADMINISTRATIVE BUSINESS:

Commissioner Culbertson read a proclamation for National Child Abuse Prevention Month.

Commissioner Culbertson read a proclamation for National Government Month.

Commissioner Doug Smith reported that Jefferson County passed a resolution indicating they are a non-sanctuary county.

Commissioner Culbertson indicated he would like Leavenworth County to pass a similar resolution

Commissioner Culbertson reported there has been an interest from someone to lease a county owned FEMA lot. He inquired if there is a consensus to have staff draft a lease agreement.

It was the consensus of the Board to have staff draft a lease agreement for the FEMA property.

A motion was made by Commissioner Kaaz and seconded by Commissioner Mike Smith to accept the consent agenda for Wednesday, April 3, 2024.

Motion passed, 5-0.

David Van Parys presented Board Order 2024-4, vacating an unopened, unused road right-of-way section of Evans and 228th Street.

Commissioner Culbertson opened public hearing.

No one spoke in favor or opposition.

Commissioner Culbertson closed public hearing.

A motion was made by Commissioner Stieben and seconded by Commissioner Doug Smith to approve Board Order 2024-4, vacating an unopened, unused road right-of-way section Evans Road in the vicinity of Evans Road and 228th Street.

Motion passed, 5-0.

Jamie VanHouten requested approval to utilize the opiate settlement funding to reimburse The Guidance Center for benefits.

A motion was made by Commissioner Mike Smith and seconded by Commissioner Kaaz to approve Community Corrections to utilize the opiate settlement funding from Municipalities Fighting Addiction funds to reimburse The Guidance Center for benefits and to provide sustainability for adult cognitive programs.

Motion passed, 5-0.

Amy Allison presented Resolution 2024-9, a rezoning from RR-5 to RR-2.5

A motion was made by Commissioner Kaaz and seconded by Commissioner Mike Smith to adopt Resolution 2024-9 and approve the rezoning outlined in Case DEV-24-004 based on the findings on the Golden Factors, as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 4-0 Commissioner Doug Smith abstained.

Ms. Allison presented Resolution 2024-10, a rezoning from PR-1 to RR-5.

A motion was made by Commissioner Stieben and seconded by Commissioner Doug Smith to adopt Resolution 2024-10 and approve the rezoning as outlined in Case DEV-24-005 based on the findings on the Golden Factors, as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 5-0.

Mr. Van Parys presented an annexation request from the city of Tonganoxie.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to table for 30 days to May 1.

Motion passed, 5-0.

Commissioner Doug Smith attended the Fairmount Township meeting and will attend the JCAB meeting.

Commissioner Kaaz attended a Transit Authority meeting.

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

Motion passed, 5-0.

The Board adjourned at 10:17 a.m.

*****April 3, 2024 *****

The Board of County Commissioners met in a work session on Wednesday, April 3, 2024. Commissioner Culbertson, Commissioner Mike Smith, Commissioner Kaaz, Commissioner Doug Smith and Commissioner Stieben are present; Also present: Mark Loughry, County Administrator; Bill Noll, Infrastructure and Construction Services

The Board held a work session to discuss the capital improvement plan for Public Works and a utilities relocation policy and agreement.

The Board ended the work session at 11:29 a.m.

Draft

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, April 15, 2024

Tuesday, April 16, 2024

4:00 p.m. Basehor City Hall Ribbon-Cutting Ceremony
• 1600 N. 158th St., Basehor, KS

Wednesday, April 17, 2024

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

Thursday, April 18, 2024

Friday, April 19, 2024

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

START DATE: 03/30/2024 END DATE: 04/05/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#					
2489	BEDNAR, ROBERT	HONORABLE ROBERT BEDNAR	340715	107976 AP	04/05/2024	4-001-5-19-252	DOMESTIC COURT PRO TEM	3,000.00	
26521	BRUNSON BU	BRUNSON BUILDERS INC	340717	107978 AP	04/05/2024	4-001-5-05-284	BLDGS & GROUNDS:EMS TONGIE BAY	219.90	
283	BUSETTI ROBERT	ROBERT BUSETTI	340718	107979 AP	04/05/2024	4-001-5-07-219	LVCO MONTHLY FEE FOR DENTIST F	350.00	
198	BUTLER'S S	COLLINS AUTOMOTIVE LLC	340719	107980 AP	04/05/2024	4-001-5-07-213	2268 LVSO ALIGNMENT - UNIT 140	117.65	
23989	CASA	CASA	340721	107982 AP	04/05/2024	4-001-5-29-203	PER 2024 LEAV CO BUDGET	17,500.00	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-02-301	AMAZON-PPP,ELECTION,CLERK SUPP	21.49	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-05-215	WASTE MGMT - EMS 9102 TRASH	213.72	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-05-215	TONGANOXIE WATER EMS9102,ANNEX	81.10	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-05-215	FREESTATE EMS9102	207.60	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-05-280	3-14 MIDWEST MOBILE RADIO - MO	438.00	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-06-216	AT&T MOBILITY PLANNING - MIFI	86.46	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-208	3-14 MIDWEST MOBILE RADIO - MO	1,640.00	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-208	MIDWEST MOBILE RADIO - SHF MAI	438.00	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-210	AT&T WIRELESS LVSO 5018	92.46	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-216	CHARTER - LVSO - EOC INTERNET	109.98	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-216	MIDWEST MOBILE RADIO - MOVED R	754.05	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-219	CHARTER - INTERNET/MENTAL HEAL	364.04	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-07-223	3-24 FREESTATE ELEC SVC	454.04	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-14-220	TONGANOXIE WATER EMS9102,ANNEX	63.29	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-14-220	3-24 FREESTATE ELEC SVC	891.71	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-18-213	SPECTRUM - CONTR-ACCESS FEES	2,208.85	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-18-213	SPECTRUM 3/14 INVOICE - ACCESS	285.97	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-18-213	SPECTRUM 3/14 INVOICE - PD TWI	285.97	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-19-220	IRON MOUNTAIN SHREDDING - 601	154.43	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-23-209	COSTAR REALTY DATABASE	424.00	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-49-301	AMAZON-PPP,ELECTION,CLERK SUPP	22.28	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-49-340	4IMPRINT - PENS FOR PPP, AUGUS	2,589.52	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-49-343	4IMPRINT - PENS FOR PPP, AUGUS	2,398.28	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-49-343	AMAZON-PPP,ELECTION,CLERK SUPP	64.84	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-49-343	PIZZA HUT - ELECTION NIGHT STA	121.04	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-001-5-53-207	WASTE MGMT - NOX WEED TRASH	105.37	
							*** VENDOR 648 TOTAL		14,516.49
22543	COMPLETE FAMILY CARE	COMPLETE FAMILY CARE	340722	107983 AP	04/05/2024	4-001-5-05-201	EMS MEDICAL DIRECTOR FEE	1,250.00	
546	CURTIS	CURTIS,STALEY,AND ASSOCIATES	340723	107984 AP	04/05/2024	4-001-5-07-219	MENTAL HEALTH SRVICES - INMATE	3,000.00	
2900	EMS OVERPAYMENT						*** VENDOR 2900 TOTAL		868.75
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-001-5-05-215	ELEC SVC EMS 9103	599.17	
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-001-5-32-392	ELEC SVC KPL BLDG	33.97	
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-001-5-33-392	ELEC SVC 711 MARSHALL	6,936.17	
							*** VENDOR 8686 TOTAL		7,569.31
1011	FEDEX	FEDEX	340728	107989 AP	04/05/2024	4-001-5-19-302	2389-5871-7 TRANSPORTATION CHA	50.00	
754	HARRIS, JANA	JANA HARRIS	340729	107990 AP	04/05/2024	4-001-5-07-219	MONTHLY MEDICAL SRVICE - JAIL	6,250.00	
823	HOUSE OF APPAREL	CSE INC.	340730	107991 AP	04/05/2024	4-001-5-07-350	PULLOVERS SM-3X & STITCHES	557.39	
7655	J F DENNEY P	J F DENNEY PLUMBING & HEATING	340731	107992 AP	04/05/2024	4-001-5-32-209	JC STATE 4 PORT 119 GALLON STO	4,996.00	
66366	KANSAS GAS ACH	KANSAS GAS SERVICE	340761	118	04/05/2024	4-001-5-05-215	510263944 1556921 09 GAS SERVI	128.75	
54	KONEXUS	KONEXUS INC	340733	107994 AP	04/05/2024	4-001-5-07-208	1422 SHF PHONE APP TO 5.31.25	8,625.00	
686	KRAEMER AND SONS	KRAEMER AND SONS CONSTRUCTION	340734	107995 AP	04/05/2024	4-001-5-31-296	INSTALL DRAIN AREA AT SCALE HO	2,100.00	
220	LEAV CO EX	LEAVENWORTH COUNTY EXTENSION	340737	107998 AP	04/05/2024	4-001-5-25-220	PER LEAV CO 2024 BUDGET	66,259.00	
4579	LEAV CO FA	LEAV CO FAIR ASSN LEAVENWORTH	340738	107999 AP	04/05/2024	4-001-5-25-201	PER LEAV CO BUDGET	12,500.00	
391	PDQ.COM	PDQ INTERMEDIATE INC	340745	108006 AP	04/05/2024	4-001-5-18-254	SOFTWARE SUBSCRIPTION TO 3.30.	2,550.00	

warrants by vendor

START DATE: 03/30/2024 END DATE: 04/05/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
223	RIVERSIDE	RIVERSIDE RESOURCES	340751	108012 AP	04/05/2024	4-001-5-14-261	PER BOCC VOTE	60,000.00		
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	340752	108013 AP	04/05/2024	4-001-5-31-212	204513 PEST CONTROL 3 SITES	601.00		
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	340752	108013 AP	04/05/2024	4-001-5-32-211	204513 PEST CONTROL 3 SITES	85.00		
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	340752	108013 AP	04/05/2024	4-001-5-33-211	204513 PEST CONTROL 3 SITES	125.00		
								*** VENDOR	915 TOTAL	811.00
4445	T MOBILE	T-MOBILE USA, INC	340754	108015 AP	04/05/2024	4-001-5-05-210	974536189 WIRELESS SVC EMS	446.67		
2390	UNITED IMAGING	UNITED IMAGING	340756	108017 AP	04/05/2024	4-001-5-07-219	INMATE MEDICAL BILL	85.00		
332	VARNEY	VARNEY & ASSOCIATES CPAS,LLC	340757	108018 AP	04/05/2024	4-001-5-14-228	AUDIT SERVICES FOR YEAR ENDED	31,900.00		
332	VARNEY	VARNEY & ASSOCIATES CPAS,LLC	340757	108018 AP	04/05/2024	4-001-5-14-228	AUDIT SERVICES FOR YEAR ENDED	3,500.00		
								*** VENDOR	332 TOTAL	35,400.00
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-11-253	CO ATTY FUEL TO 3.23.24	74.08		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-331	EMS FUEL TO 3.23	7,093.30		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-332	SHERIFF FUEL TO 3.23.24	6,210.39		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-333	BLDG & GROUND FUEL TO 3.23.24	65.24		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-334	APPRAISER FUEL TO 3.23.24	222.67		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-335	PLANNING/ZONING FUEL TO 3.23.2	48.17		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-901	0496-00-668063-1 FUEL REBATES	142.56-		
276	WEX	WEX BANK	340759	116	04/05/2024	4-001-5-14-901	0496-00-668063-1 FUEL REBATES	94.35-		
								*** VENDOR	276 TOTAL	13,476.94
4141	ZOHO CORPORATION	ZOHO CORPORATION	340758	108019 AP	04/05/2024	4-001-5-07-208	ANNUAL SUB FOR MANAGEENGINE	1,195.00		
4141	ZOHO CORPORATION	ZOHO CORPORATION	340758	108019 AP	04/05/2024	4-001-5-18-254	LEAVENWORTH COUNTY ANNUAL SUBS	3,000.00		
								*** VENDOR	4141 TOTAL	4,195.00
								TOTAL FUND 001		266,822.85

20588	ADVANTAGE	ADVANTAGE PRINTING	340714	107975 AP	04/05/2024	4-108-5-00-301	840 HALTH DEPT FRONT DESK REMI	55.00		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-108-5-00-601	3-14 MIDWEST MOBILE RADIO - MO	75.00		
22543	COMPLETE FAMILY CARE	COMPLETE FAMILY CARE	340722	107983 AP	04/05/2024	4-108-5-00-280	HEALTH DEPT APRIL 2024	1,200.00		
22543	COMPLETE FAMILY CARE	COMPLETE FAMILY CARE	340722	107983 AP	04/05/2024	4-108-5-00-280	HEALTH DEPT APRIL 2024	300.00		
								*** VENDOR	22543 TOTAL	1,500.00
1629	KU PHYSICIANS	KANSAS UNIVERSITY PHYSICIANS I	340735	107996 AP	04/05/2024	4-108-5-00-280	MARCH PRENATAL CLINICAL SVCS	1,800.00		
1629	KU PHYSICIANS	KANSAS UNIVERSITY PHYSICIANS I	340735	107996 AP	04/05/2024	4-108-5-00-280	MARCH PRENATAL CLINICAL SVCS	1,800.00		
								*** VENDOR	1629 TOTAL	3,600.00
2666	MISC REIMBURSEMENTS	HELATHER WAMSLEY	340740	108001 AP	04/05/2024	4-108-5-00-211	PER DIEM - GOV CONFERENCE	78.00		
2666	MISC REIMBURSEMENTS	SARA BEAUDRY	340741	108002 AP	04/05/2024	4-108-5-00-211	PER DIEM GOV CONF	78.00		
2666	MISC REIMBURSEMENTS	TIFFANY BUSH	340742	108003 AP	04/05/2024	4-108-5-00-211	PER DIEM - GOVERNORS CONF	78.00		
								*** VENDOR	2666 TOTAL	234.00
276	WEX	WEX BANK	340759	116	04/05/2024	4-108-5-00-304	HEALTH DEPT VEHICLE FUEL TO 3.	73.50		
276	WEX	WEX BANK	340759	116	04/05/2024	4-108-5-00-606	HEALTH DEPT VEHICLE FUEL TO 3.	4.32		
276	WEX	WEX BANK	340759	116	04/05/2024	4-108-5-00-610	HEALTH DEPT VEHICLE FUEL TO 3.	8.64		
								*** VENDOR	276 TOTAL	86.46
								TOTAL FUND 108		5,550.46

1532	KERIT	KERIT	340732	107993 AP	04/05/2024	4-112-5-00-240	KERIT01 2023 FINAL	5,886.00		
								TOTAL FUND 112		5,886.00

276	WEX	WEX BANK	340759	116	04/05/2024	4-123-5-00-301	JCPG FUEL TO 3.23	59.84		
								TOTAL FUND 123		59.84

648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-126-5-00-210	FIRSTNET - COMMUNITY CORRECTIO	251.40		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-126-5-00-225	IRON MOUNTAIN SHREDDING - 601	17.75		
								*** VENDOR	648 TOTAL	269.15
276	WEX	WEX BANK	340759	116	04/05/2024	4-126-5-00-221	ADJ COMM CORR FUEL TO 3.23.24	14.09		

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#					TOTAL FUND 126	283.24	
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-133-5-00-207	3-14 MIDWEST MOBILE RADIO - MO	395.00		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-133-5-00-210	3-27 INTERNET+TOM COLE PHONE	441.06		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-133-5-00-251	3-24 FREESTATE ELEC SVC	69.55		
								*** VENDOR	648 TOTAL	905.61
822	CUSTOM TRUCK ONE	CUSTOM TRUCK ONE LP	340724	107985 AP	04/05/2024	4-133-5-00-360	4-3 01275 LOWER SPRINGS CASTIN	521.52		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-133-5-00-251	4-5 ELEC SVC NORTH END SALT DO	35.44		
418	PREMIER TRUCK	PENSKE COMMERCIAL VEHICLES US	340749	108010 AP	04/05/2024	4-133-5-00-360	4-6(3-42) 8052255000 INJECTOR	3,511.06		
418	PREMIER TRUCK	PENSKE COMMERCIAL VEHICLES US	340749	108010 AP	04/05/2024	4-133-5-00-360	4-6(3-42) 8052255000 INJECTOR	444.40		
418	PREMIER TRUCK	PENSKE COMMERCIAL VEHICLES US	340749	108010 AP	04/05/2024	4-133-5-00-360	4-6(3-42) 8052255000 INJECTOR	83.13-		
418	PREMIER TRUCK	PENSKE COMMERCIAL VEHICLES US	340749	108010 AP	04/05/2024	4-133-5-00-360	4-6(3-42) 8052255000 INJECTOR	60.00		
								*** VENDOR	418 TOTAL	3,932.33
113	SUMNERONE INC	SUMNERONE INC	340753	108014 AP	04/05/2024	4-133-5-00-301	4-4 50LWC COPIES	96.73		
113	SUMNERONE INC	SUMNERONE INC	340753	108014 AP	04/05/2024	4-133-5-00-301	4-4 50LWC COPIES	6.75-		
								*** VENDOR	113 TOTAL	89.98
276	WEX	WEX BANK	340759	116	04/05/2024	4-133-5-00-304	4-1 FUEL FOR 10-18 TO 3.23	61.20		
								TOTAL FUND 133		5,546.08
824	POLICY RESEARCH	POLICY RESEARCH INC	340746	108007 AP	04/05/2024	4-135-5-00-201	1351-0001 25% DEPOSIT 1351 PRA	5,875.00		
								TOTAL FUND 135		5,875.00
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-203	IRON MOUNTAIN SHREDDING - 601	5.91		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-206	FIRSTNET - COMMUNITY CORRECTIO	50.28		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-223	IRON MOUNTAIN SHREDDING - 601	5.92		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-226	FIRSTNET - COMMUNITY CORRECTIO	50.28		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-243	IRON MOUNTAIN SHREDDING - 601	5.91		
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-136-5-00-246	FIRSTNET - COMMUNITY CORRECTIO	100.56		
								*** VENDOR	648 TOTAL	218.86
276	WEX	WEX BANK	340759	116	04/05/2024	4-136-5-00-208	JUV COMM CORR FUEL TO 3.23	20.40		
276	WEX	WEX BANK	340759	116	04/05/2024	4-136-5-00-221	JUV COMM CORR FUEL TO 3.23	20.39		
								*** VENDOR	276 TOTAL	40.79
								TOTAL FUND 136		259.65
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-138-5-00-226	FIRSTNET - COMMUNITY CORRECTIO	199.92		
276	WEX	WEX BANK	340759	116	04/05/2024	4-138-5-00-227	JCAB FUEL TO 3.23	16.28		
								TOTAL FUND 138		216.20
2621	CAFE	TERRY BOOKER	340720	107981 AP	04/05/2024	4-145-5-00-256	MEALS RESERVED 3/18 - 3/31	14,423.50		
2621	CAFE	TERRY BOOKER	340720	107981 AP	04/05/2024	4-145-5-00-256	MEALS RESERVED 3/18 - 3/31	14,449.50		
								*** VENDOR	2621 TOTAL	28,873.00
648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-145-5-00-208	IRON MOUNTAIN SHREDDING - COA	66.75		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-00-254	COA TONER CARTRIDGES FOR TAX P	464.44		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-00-345	COA C1&C2 CONSUMABLE SUPPLIES	67.93		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-00-345	COA C1&C2 CONSUMABLE SUPPLIES	178.26		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-05-301	COA C1&C2 CONSUMABLE SUPPLIES	27.97		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-06-301	COA C1&C2 CONSUMABLE SUPPLIES	21.61		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-06-321	COA C1&C2 CONSUMABLE SUPPLIES	48.62		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-07-302	COA C1&C2 CONSUMABLE SUPPLIES	4.00		
4755	LEAV PAPER	LEAVENWORTH PAPER AND OFFICE S	340739	108000 AP	04/05/2024	4-145-5-07-321	COA C1&C2 CONSUMABLE SUPPLIES	21.61		
								*** VENDOR	4755 TOTAL	834.44
770	POLL	BASEHOR UNITED METHODIST CHURC	340747	108008 AP	04/05/2024	4-145-5-00-246	APRIL MEALSITE UTILITY STIPEND	136.00		

warrants by vendor

START DATE: 03/30/2024 END DATE: 04/05/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

				P.O.NUMBER	CHECK#						
770	POLL	BASEHOR UNITED METHODIST CHURC	340747	108008 AP	04/05/2024	4-145-5-05-202	APRIL MEALSITE UTILITY STIPEND		56.00		
770	POLL	BASEHOR UNITED METHODIST CHURC	340747	108008 AP	04/05/2024	4-145-5-07-202	APRIL MEALSITE UTILITY STIPEND		8.00		
								*** VENDOR	770 TOTAL		200.00
865	POLL	WEST HAVEN BAPTIST CHURCH	340748	108009 AP	04/05/2024	4-145-5-00-246	COA MEALSITE UTILITY STIPEND		136.00		
865	POLL	WEST HAVEN BAPTIST CHURCH	340748	108009 AP	04/05/2024	4-145-5-05-202	COA MEALSITE UTILITY STIPEND		56.00		
865	POLL	WEST HAVEN BAPTIST CHURCH	340748	108009 AP	04/05/2024	4-145-5-07-202	COA MEALSITE UTILITY STIPEND		8.00		
								*** VENDOR	865 TOTAL		200.00
276	WEX	WEX BANK	340759	116	04/05/2024	4-145-5-00-304	COA FUEL TO 3.23		3,956.67		
								TOTAL FUND 145			34,130.86

686	KRAEMER AND SONS	KRAEMER AND SONS CONSTRUCTION	340734	107995 AP	04/05/2024	4-160-5-00-402	INSTALL AREA DRAIN AT OUTBOUND		2,100.00		
7258	L & R REFR	L & R REFRIGERATION SERVICE CO	340736	107997 AP	04/05/2024	4-160-5-00-208	SOLID WASTE - RECOVER 63 UNITS		675.00		
2666	MISC REIMBURSEMENTS	TAMMY SALDIVAR	340743	108004 AP	04/05/2024	4-160-5-00-202	PER DIEM KOR/KDHE CONF		52.00		
197	PURSELL HOLDINGS	PURSELL HOLDINGS LLC	340750	108011 AP	04/05/2024	4-160-5-00-207	TUB GRINDING SERVICE		2,837.50		
10703	TIRE TOWN	TIRE TOWN	340755	108016 AP	04/05/2024	4-160-5-00-207	SCRAP TIRE RECYCLE		500.00		
								TOTAL FUND 160			6,164.50

821	GRASS PAD INC	GRASS PAD INC	340763	1740 AP	04/05/2024	4-171-5-04-303	4-1 RT 2 158TH SEEDING PROJ		772.50		
821	GRASS PAD INC	GRASS PAD INC	340763	1740 AP	04/05/2024	4-171-5-04-303	4-1 RT 2 158TH SEEDING PROJ		2,067.30		
								*** VENDOR	821 TOTAL		2,839.80
615	KIMLEY-HORN	KIMLEY-HORN & ASSOCIATES, INC	340764	1741 AP	04/05/2024	4-171-5-02-201	4-2 SS4A TO 2.29		8,500.00		
672	SMH CONSULTANTS	SMH CONSULTANTS PA	340765	1742 AP	04/05/2024	4-171-5-01-201	4-4 HRRR TONG RD 187TH - TO 2.		5,377.13		
672	SMH CONSULTANTS	SMH CONSULTANTS PA	340765	1742 AP	04/05/2024	4-171-5-01-201	4-4 HRRR TONG RD 187TH - TO 2.		820.13		
								*** VENDOR	672 TOTAL		6,197.26
								TOTAL FUND 171			17,537.06

648	COMMERCE BANK-COMMER	COMMERCE BANK-COMMERCIAL CARDS	340691	115	03/30/2024	4-174-5-00-210	3-24 FREESTATE ELEC SVC		820.78		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-174-5-00-210	ELEC SVC 3 TOWERS		457.69		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-174-5-00-210	ELEC SVC 3 TOWERS		299.29		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	340760	117	04/05/2024	4-174-5-00-210	ELEC SVC 3 TOWERS		228.50		
								*** VENDOR	8686 TOTAL		985.48
1962	MOTOROLA	MOTOROLA	340744	108005 AP	04/05/2024	4-174-5-00-261	1000301747 SVC CONTRACTS TO 12		54,155.08		
1962	MOTOROLA	MOTOROLA	340744	108005 AP	04/05/2024	4-174-5-00-261	1000301747 SVC CONTRACTS TO 12		97,240.00		
								*** VENDOR	1962 TOTAL		151,395.08
								TOTAL FUND 174			153,201.34

2570	BOND ESCROW REFUND	ALISON ST JOHN	340716	107977 AP	04/05/2024	4-503-5-00-2	REF ENTRANCE PERMIT 262ND ST		100.00		
								TOTAL FUND 503			100.00
								TOTAL ALL CHECKS			501,633.08

TYPES OF CHECKS SELECTED: * ALL TYPES

FUND SUMMARY

001	GENERAL	266,822.85
108	COUNTY HEALTH	5,550.46
112	EMPLOYEE BENEFIT	5,886.00
123	JUVENILE CRIME PREVENTION	59.84
126	COMM CORR ADULT	283.24
133	ROAD & BRIDGE	5,546.08
135	COMM CORR OPIOID	5,875.00
136	COMM CORR JUVENILE	259.65
138	JUV INTAKE & ASSESSMENT	216.20
145	COUNCIL ON AGING	34,130.86
160	SOLID WASTE MANAGEMENT	6,164.50
171	S TAX CAP RD PROJ: BONDS	17,537.06
174	911	153,201.34
503	ROAD & BRIDGE BOND ESCROW	100.00
	TOTAL ALL FUNDS	501,633.08

CONSENT AGENDA 4/10/24
CKS 3/30-4/5

Leavenworth County Request for Board Action

Date: April 10th, 2024

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 applications for FY25 Juvenile Comprehensive Plan and FY25 Non-Matching Juvenile Crime Prevention Community Grant

Recommendation: Approve applications for both KDOC Juvenile Grant Funds.

Analysis: This is our third application for Non-Matching JCPCG funds which will sustain our Youth Justice Resource Center Prevention Programs and the Juvenile Comp Plan is our standard annual grant that covers the cost of Juvenile Probation, Juvenile Case Management, and 24/7/365 Juvenile Intake and Assessment Services.

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: Completed Applications with Signatory Forms



1st Judicial District Juvenile Services - LV - Prevention YJRC

Prepared by Leavenworth County Community Corrections
for Kansas Department of Corrections FY2025 Non-Matching Juvenile Crime Prevention Community Grant

Primary Contact: Jamie VanHouten



Opportunity Details

Opportunity Information

Title

FY2025 Non-Matching Juvenile Crime Prevention Community Grant

Description

The Kansas Department of Corrections is pleased to announce that it is seeking applications for funding of Non-Matching Juvenile Crime Prevention Community Grants for Fiscal Year 2025.

This funding opportunity is intended to support communities in providing services to youth that are at risk for juvenile delinquency, victimization, and juvenile justice system involvement.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Tara Newell

Agency Contact Phone

7852213611

Agency Contact Email

tara.newell@ks.gov

Subjects

Juvenile Crime Prevention

Opportunity Posted Date

1/30/2024

Announcement Type

Initial Announcement

Funding Opportunity Number

J-FY25-JCPGN

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/ae7047fb-83d5-4537-818d-ba6b4f80785d>

Is Published

Yes

Funding Information

Total Program Funding

\$0.00

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions

Applications for this funding must target one of the following priority areas: Crossover Youth, Homeless Youth, Runaway



Youth, or Jobs and Workforce Development for youth.

Award Information

Award Period

Ends 06/30/2025

Award Type

Competitive

Indirect Costs Allowed

Yes

Indirect Cost Rate

10.00%

Restrictions on Indirect Costs

Yes

Matching Requirement

No

Submission Information

Submission Window

01/30/2024 12:00 AM - 04/15/2024 12:00 AM

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Allow Multiple Applications

Yes

Question Submission Information

Question Submission Email Address

james.johnson2@ks.gov

Eligibility Information

Eligibility Type

Public

Additional Eligibility Information

Applicant agencies must be one of the following categories:

Category 1 = Governmental Entities
Counties or Groups of Counties
Judicial Districts or Groups of Judicial Districts

Category 2 = Community-based Agencies or Service Providers
Established non-profit agencies that serve youth in Kansas
Groups of established non-profit agencies that serve youth in Kansas

Additional Information

Additional Information URL

<https://www.doc.ks.gov/juvenile-services/grants>



Additional Information URL Description

Additional information regarding this application may be found on the Kansas Department of Corrections website at the URL listed above.

Award Administration Information

State Award Notices

Award notifications will be made by July 1, 2024.

Administrative and National Policy Requirements

Award recipients must comply with all applicable federal and state laws and the Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions.

The Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions can be found at:
<https://www.doc.ks.gov/publications/juvenile/financial-rules>

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:

State Fiscal Year 2025

Q1 (Jul-Aug-Sep) Due on/before: 10/30/2024

Q2 (Oct-Nov-Dec) Due on/before: 01/30/2025

Q3 (Jan-Feb-Mar) Due on/before: 04/30/2025

Q4 (Apr-May-Jun) Due on/before: 07/30/2025



Project Information

Application Information

Application Name

1st Judicial District Juvenile Services - LV - Prevention YJRC

Award Requested

\$219,976.59

Total Award Budget

\$219,976.59

Primary Contact Information

Name

Jamie VanHouten

Email Address

jvanhouten@leavenworthcounty.gov

Address

520 S. 2nd Street
Leavenworth, KS 66048

Phone Number

(913) 684-0768

Project Description

Grant Requirements

Priority Areas for Program Proposals

Applications need to target at least one of the following priority areas:

Crossover Youth – Services are provided to youth and/or families who crossover between the child welfare and juvenile justice systems. Programs target the unique needs of youth that are at risk of or are involved in both systems. Crossover youth have often been abused or neglected and are more likely to engage in delinquent behaviors, often resulting in poorer outcomes than youth who have not experienced maltreatment. Effective interventions for youth who crossover between the child welfare and juvenile justice systems require the collaboration of multiple systems and stakeholders.

Homeless Youth – Services are provided to youth and/or families that are homeless and/or dealing with housing instability. This may include youth who lacks a fixed, regular, and adequate nighttime residence and/or whose primary nighttime residence is: • a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill). • an institution that provides a temporary residence for individuals intended to be institutionalized. • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (KSA 72-3122) Most young people cite family instability and disruptions in the home as a precursor to becoming homeless. Research also links homelessness to child welfare system involvement. One-third of young people who had experienced homelessness had also experienced foster care, according to National Estimates. Many young adults aged out of foster care without an adequate transition plan in place while other youth were adopted or reunified with families but became homeless after facing abuse, neglect, or other adverse circumstances. Other factors driving youth homelessness include: a caregiver's death, discrimination faced by mixed-race or LGBTQ youth; and experience with juvenile detention, jail, or prison.

Runaway Youth – Services are provided to youth and/or families that are runaway youth. Runaway and homeless youth have higher rates of involvement with the juvenile justice system including higher rates of misdemeanor charges and gang affiliation. Running away is often a behavior coping response to trauma. According to a study of runaway and homeless youth in the Midwest, over half had been arrested at least one time since they first ran away, with many arrested multiple times. Runaway youth may engage in criminal acts such as stealing, selling drugs, and survival sex as strategies for survival. Youth who have run away multiple times, who ran away at an early age, and who have experienced externalizing behavioral disorders (e.g., drug abuse, alcohol abuse, and conduct disorders) have been found to be more likely to be involved in these delinquent behaviors and subsequent arrest(s). In addition, many homeless youth have been involved in the juvenile justice system. When young people leave residential juvenile justice placements, they face many challenges as they reenter the community, home, and school/work force. Youth may return to unstable home settings, face a lack of family support, struggle to remain in school, lack the skills needed for employment, and experience a gap in behavioral health services. Further, they can face policies that may prohibit convicted offenders from living in Section 8 housing. These barriers may create situations where youth return to the street at release. In these cases, there is a strong chance they will become involved in the same behaviors that initially led to arrest.

Jobs and Workforce Development for youth – Services are provided to youth who are involved with or at risk to be involved with the juvenile justice system to help them become economically self-sufficient and increase their chances of success. This may also include out-of-school youth, homeless youth and/or youth with child welfare system involvement. Workforce development and approaches that blend education with occupational training while also offering support services, paid work experiences and/or opportunities to connect with caring adults in a job-related environment can enhance a youth's chances to live a healthy and productive life. Services may include: Youth successfully completing their secondary education; Empowering youth to transition to postsecondary education and employment; Supporting good decision-making skills; Providing blended education and occupational training; Provide paid work opportunities (i.e., jobs, wage-subsidized internships, transitional jobs etc.); Appropriate support services (i.e., counseling, case management, program navigators, mentors etc.); Supports to transition into career job-placement opportunities

Evidence-Based Programs and Practices

All expenditures of the Juvenile Crime Prevention Community Grants shall be for the development and implementation of evidence-based juvenile crime prevention programs and practices. This would involve programs and services that have demonstrated effectiveness through scientific research and evaluation. Promising practice applications will be considered if it is clear that the project will be tied to a researcher and specific data points are identified.

Prohibited Use of Funds



Only costs directly attributed to support communities in providing services to youth that are at risk for juvenile delinquency, victimization, and juvenile justice system involvement is allowable through this Juvenile Crime Community Prevention Grant. The following items are unallowable expenditures from this funding source:

- Funds may not be used to purchase building expenses, equipment, office furniture, rent or vehicles.
- Administrative costs that exceed 10% of the total award.
- Out-of-state travel is limited to obtaining the specific training required of the evidence-based program or practice and cannot be used to attend conferences or other events that are not required for the implementation of the program or practice.
- Funds for client incentives shall not exceed 5% of your total award.

Disqualification Factors

KDOC may not consider funding any application that fails to comply with all application requirements.

Disqualification factors may include any of the following:

- Failure to include complete application narrative, budget summary, and application attachments and required application attachments (i.e., signed MOUs etc.);
- Proposed program does not serve juvenile offenders and/or their family;
- Proposed program is not an evidence-based program or practice.
- Application lacks original signatures where appropriate.

Awards

Awards will be made for the period of July 1, 2024 through June 30, 2025.

Awards will be distributed in one payment, on/before July 15, 2024.

Modification of Funds: The KDOC reserves the right to require changes to the application budget at the time of the grant award and will communicate any changes to the applicant. KDOC may negotiate all or part of any proposed budget after execution of the grant award agreement due to changes in funding or provisions to program requirements.

Any funds unexpended at the end of the award period shall be returned in the manner prescribed by KDOC.

Start-Up Period for New Programs

To allow for the successful integration of evidence-based services into juvenile justice operations, KDOC will allow programs a planning period of 90 days, starting on the date of award approval. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional, and all new projects must be operational no later than November 1, 2023. If a program needs an extension of the planning period, a request may be submitted to KDOC, outlining the reason for the needed extension with an amended timeline for startup.



Applicant Details

Application Type

Applicant agency must meet one of the following eligibility categories.

Category 1 = Governmental Agencies

- Counties or Groups of Counties
- Judicial Districts or Groups of Judicial Districts

Category 2 = Community-Based Agencies or Service Providers

- Established non-profit agencies that serve youth in Kansas
- Groups of established non-profit agencies that serve youth in Kansas

Under which category is applicant applying for funding?

- Category 1 Applicant - Governmental Agencies
- Category 2 Applicant - Community Based Agencies or Service Providers

Agency Contact Information

Agency/Organization Name

Leavenworth County Community Corrections

Address Line 1

520 S. 2nd Street

Address Line 2

City

Leavenworth

State

Kansas

Zip Code

66048

Name of Primary Contact

Jamie VanHouten

Phone Number (Format: (123) 456-7890 ext 1234)

9136840768

Email Address

jvanhouten@leavenworthcounty.gov



Program Description

Name of the Program

Youth Justice Resource Center- Prevention

Will this program be subcontracted to another agency/organization?

- Yes
 No

Select the priority population this program intends to serve.

- Crossover Youth
 Homeless Youth
 Runaway Youth
 Jobs and Workforce Development for youth

Describe the proposed program, including all services provided to the youth and the timeframe (i.e. school year, number of sessions, number of weeks, etc.)

The proposed prevention programming for the 1st Judicial District is a Youth Justice Resource Center (YJRC) location working directly with USD 453 Leavenworth and other interested area school districts. By expanding the YJRC program from juvenile offenders to offering prevention services to crossover youth and working directly with schools to provide the earliest possible interventions, this will allow us to serve a greater population of youth who are currently not eligible to receive cognitive educational interventions and support services. Program Specialists will have the ability to facilitate cognitive interventions on site at the school, during regular school hours, during ISS, during detention, so youth are not just sitting around with their thoughts for punishment but are able to leave those periods with tools to do better and avoid future anti-social behavior. Program Specialists will also have the flexibility to provide afterschool and evening groups as needed. Working with schools directly not only allows us to target and prevent issues concerning Crossover Youth populations but can help us work to prevent issues which lead to Homeless Youth, Runaway Youth, and can improve readiness for Workforce Development and Employment for youth. Youth will be able to access YJRC programs and assistance year-round, with day reporting options available to provide a safe education environment for youth who are prohibited from school property.

The YJRC will focus on individualized programming for each individual referred, it will adjust the intervention according to each youth's risk, needs and responsivity factors to ensure that they are receiving the proper prevention intervention. In addition, to the evidence-based programming that will occur for youth, parents and guardians will also have access to participate in programs such as Strengthening Families and Parent Project in hopes to improve parental success, parent-child interactions, and household dynamics.

Youth and their families will also be able to seek additional support services with Program Specialists from assistance obtaining vital documents such as: birth certificates, social security cards and state ID's, as well as referrals to community resources and further programming to target their specific needs. For example, assistance with utilities, food pantries, etc. Helping youth and their families apply for these documents will assist in their ability to obtain and maintain employment. Program Specialists will utilize a holistic approach to help set youth and their families up for success.

The YJRC has also adopted a park and can offer opportunities for community service hours and teaching the juveniles positive life skills while giving back and supporting their community. The YJRC will address the big four criminogenic risk factors. There are three programs the YJRC will be able to immediately provide: National Curriculum Training Institute (NCTI) Crossroads Curriculum, Strengthening Families Program 10-14 (SFP) and Parent Project. All three programs are evidence-based and approved by the Kansas Department of Corrections (KDOC). However, additional approved curriculum may also be utilized as training becomes available.

Is there a participant cost or fee associated with the program/service?

- Yes
 No

Describe the basic demographics of the program's priority population(s) (i.e. age, gender, risk level, etc.).

All youth in the 1st Judicial District (regardless of gender) who are 10-18 years of age who are identified as being at-risk for justice system involvement, have a history of justice system involvement, and/or are struggling with potential welfare system concerns. Based on need, however, we predict a vast majority of our population will be youth that are enrolled in Leavenworth High School or in the Leavenworth School District who are believed to be struggling with Crossover Issues. This will be students from 4th to 12th grade (10-18 years old). In 2021, the USD 453 district wide absenteeism rate was 31% with many being identified as at-risk for justice system involvement and potentially being considered Crossover Youth who could be referred for a CINC case. Unfortunately, at this time, until a youth is processed through JIAS on a



juvenile offense, prevention, and cognitive intervention programs remain unavailable. Families of these youth will also have access to programs such as Parent Project and Strengthening Families available through the YJRC.

What are the requirements and/or obligations the participant must meet in order to complete the program? Please include how long a participant is expected to remain in the program to meet the completion criteria. Please include any criteria used to consider the program was successfully or unsuccessfully completed.

Program length and required participation will vary from youth to youth and family to family. The number of sessions a youth is required to attend will be based on their needs and their referral reason. If a youth is referred for housing/clothing assistance, vital document assistance, but does not meet a risk for cognitive curriculum, their participation timeframe would only include the time it takes to complete necessary paperwork and obtain documents to get those needs met. We can provide a matrix for how long it takes to complete each curriculum (some are based on risk) and additional information regarding data as needed. However, most of this is already collected as we are currently recipients of this grant. If youth and parents attend programs, complete programs, and obtain services, they are considered successful. If a referred youth or family does not engage with YJRC or fails to complete the program for which they were referred, they are considered unsuccessful.

Ultimately, the Youth Justice Resource Center is a program that offers targeted cognitive intervention programs. For each youth referred the program and criteria for completion looks different based on individual needs and risks. Some youth may be lower-risk and thus will only meet criteria for lower-dosage curriculum that is only four weeks long. Higher risk youth or guardians may participate in programs up to sixteen weeks long. Program participation should not exceed a timeframe of ten months or more than one school year. However, youth and guardians who meet criteria are welcome to utilize services and prevention assistance as long as they are eligible to participate. If at all possible, we would like to avoid the learned helplessness phenomenon.

It is important to note that completion can be achieved through different methods, either by way of completing a specific cognitive intervention program, re-engaging and increasing school attendance, demonstrating academic improvement through an increased GPA, obtaining vital documents to assist with job readiness, completing community service work hours, achieving positive results on a posttest providing by their cognitive intervention, decreased behavioral referrals, complying with conditions of supervision, successfully completing IP, diversion, probation, or graduating from high school.

Describe the eligibility criteria for the program's target population (how are participants identified).

The youth must be considered currently or previously at-risk with potential crossover concerns. Meaning a referring agent (school, court, DCF, LEO) must identify that a youth have welfare or status concerns, as well as behavior pattern concerns which could put them at risk for justice system involvement if they escalate. In addition, youth in school that have previously had an intake with the JIAS for either or both issues but is struggling may also be referred for services or support assistance.

Describe the referral source(s) and how youth will be referred to the program.

The referrals can be completed through the courts, school resource officers, school administrators tracking truancy and delinquent behavior who may be concerned about welfare issues in the home, JIAS officers, child welfare agencies, supervision officers, school guidance counselors, and other programs that service youth that may have welfare and/or justice involvement who are at-risk and in need of prevention services or support available at the YJRC.

Describe the geographic area(s) from which participants will be served. This might be an entire judicial district or one county in a multi-county district or one school in a school district, etc.

The geographical area served will be the entire 1st Judicial District, including both counties. With additional support at Leavenworth High School of Leavenworth School District USD 453, where we provide on-site prevention services.

Describe how the program will address racial, ethnic, geographic and other biases that may exist within the program.

The YJRC program was designed specifically to serve at-risk youth and families of youth who have or are at-risk of coming in to contact with the juvenile justice or child welfare system. The intention of the program is to intervene early by providing evidence-based cognitive intervention programs and support to families and youth to reduce risks and behaviors that could be associated with future justice and welfare system involvement. Program participation is currently dependent on needs and thus, any bias is inherently eliminated if a need is identified, they are referred. As long as a youth or their family has been referred by a case worker, school employee, court employee, law enforcement, probation officer, etc. they are eligible to participate in program services. It is our goal to provide safe, inclusive, and trauma-informed services to all individuals participating in our programs and reach as many families and youth as possible in our district. Additionally, to address the barrier of transportation, this agency purchased a 15-passenger van to pick up youth and families to bring them to programming.

What is the evidence base for the proposed program/service? Include citations or documentation supporting the proposed program or service as a promising or evidence-based practice.



All programs offered are currently on the approved KDOC curriculum list and have been approved for use by our agency in the past. We are not adding any new programs this next FY. The YJRC will employ a Risk Needs Responsibility model when placing youth in programs. That being said, each referral will be placed in a program determined by their individual needs and risks. For youth who are currently justice involved, this may involve obtaining a release to share information regarding a YLS 2.0 score. For youth who are currently welfare involved, this may involve obtaining a release to share information regarding the MAYS-2 completed through JIAS, another department under the responsibility of Community Corrections. The assistant county attorney responsible for CINC also proposed our agencies sign an MOU to authorize information sharing. There are also other evidence-based screening and case management tools that could be utilized to appropriately identify which programs a youth would best benefit from receiving, to target the right dosage and intervention. Facilitators will utilize techniques such as motivational interviewing to engage participants, compassionate and non-judgmental language so youth feel safe and supported through their participation, and positive reinforcement through the use of incentives, to keep them coming back.

Pre and post-testing will be utilized when available (based on each program's curriculum) and facilitating programs to fidelity is of the utmost importance. Separating population by risks will of course also be a priority, to avoid net widening or fraternizing of low risk and high risk anti-social youth. The curriculum offered varies from directed skill practice through role playing to interactive journaling. Through offering multiple Cognitive Behavioral Intervention programs, from NCTI Crossroads and Change Companies, we will be able to target the right program intervention to the youths learning style and specific dosage needs. By including a youth's family and offering support for guardians/parents through Parent Project and/or Strengthening Families, we can increase family engagement in our holistic approach to addressing risks. The YJRC also provides additional services, such as community service work opportunities, assistance with obtaining vital documents for youth and their guardians, and acts as on-going liaisons between the schools, justice system, welfare agencies, and local resource providers to ensure optimal success and warm handoffs. The YJRC will collaborate with all parties, sharing information, and also to limit the duplication of services or the possibility of over programming.

The programs that the YJRC will be offering are National Curriculum Training Institute (NCTI) Crossroads Curriculum, Parent Project and Strengthening Families 10-14 (SFP). All programs are evidence-based practices and all require different criteria to complete the program.

The NCTI Crossroads Curriculum has a range of four to sixteen weeks. The class is dependent on the risk level of the youth. The risk levels are low, moderate or high. The classes consist of two-hour sessions each time they meet. The youth must complete their homework and have full participations with each session.

Parent Project is a course for parents and guardians that last 10 weeks to complete. The parents and guardians will meet one to two times a week for two hours each time. Parent Project is a support group and requires full participation from each parent. The parents must show up to all classes and complete the workbook in the proper sections that are required to graduate from the Parent Project.

Strengthening Families Program 10-14 (SFP 10-14) takes seven weeks to completed and each session requires two hours to complete. After a youth or parent has completed the number of sessions that are considered to be completed with the program.

Attach any supplementary documentation supporting the proposal as evidence based here as a single PDF file.

KDOC approved curriculum list.pdf



Collaborative Partnerships

Will the proposed program be operated in partnership with another agency/organization?

- Yes
- No

Has a formal agreement (contract, MOU/MOA) been finalized between the agencies/organizations?

- Yes
- No

Please attach signed copy of the agreement.

Signed MOU with 453.pdf



Monitoring and Evaluation

Who will be responsible for annual evaluations of the program? Include their name, title and contact information.

The individual responsible for tracking data and evaluating the evidence-based programming for the Youth Justice Resource Center is Kaitlynn Hardison, the Juvenile Program Supervisor for Leavenworth County Community Corrections. Kaitlynn will also work in conjunction with the Community Corrections Director to conduct internal evaluations measuring processes and outcomes. Our JCAB and the Juvenile Programs Consultant for Kansas Department of Corrections (KDOC) assigned to the region, will also be consulted to evaluate the program externally for fidelity to curriculum, measuring processes and program outcomes.

Kaitlynn Hardison, Juvenile Programs Supervisor, 9136802704
Jamie VanHouten, Community Corrections Director, 9136840768

Describe the process for monitoring and evaluating the program.

Each facilitator is certified and trained through the agency where each curriculum is sourced, and they are required to participate in refresher trainings as mandated. Each facilitator understands the importance of implementing evidence-based practices and remaining faithful to the curriculum. That being said, each program has a youth/parent and facilitator handbook. There are strict guidelines that must be completed per each program. Each program is directed to fidelity by following the curriculum's facilitator handbook as closely as possible. The Juvenile Program Supervisor tracks data on each youth referred, as well as their program participation, progress, and their ultimate outcome. The Juvenile Program Supervisor and Director conduct quarterly meetings with school administration to assess the programs areas of success and on-going needs. Of course, measuring what we prevent is nearly impossible, but by tracking data regarding participant progress and outcomes, we will be able to identify trends. This information will be compiled quarterly and shared with the JCAB, BOCC, Stakeholders, and reported to KDOC in Amplifund as is current practice. Success will be measured by the rate of completion of each program and recidivism or further welfare system involvement.



Measurable Outcomes

Outcomes

Measurable Behavioral Outcome Statement (goal) that will allow for the evaluation of program effectiveness. Describe the behavior change participants are expected to exhibit (i.e., may include skills learned).

Provide cognitive education programming and support services to 150 youth in FY2025 to reduce further welfare/justice system involvement by 50%.

(prior to our prevention services youth and families were not able to access support services and cognitive education programming without justice system involvement)

What data will be measured to determine if the program has reached or is making progress towards its Measurable Outcome Statement (goal)? Data measured needs to be specific to the measurable outcome.

YJRC will be tracking the number of referrals made to prevention programs and support services, as well as how many referrals actually engage and are successful in following through/completing goals with YJRC.

Target date for when measured change (program effectiveness) is expected to be determined. This date should be within the grant award period (state fiscal year 2025)?

Program specialists will also administer pre and post surveys to youth and their families to identify, if any, the impact the program has had on their household environment, behavior, and belief system. Data regarding participant referrals will be tracked on an internal spreadsheet and updated to reflect their progress/outcome in the program.

What is the baseline? A baseline is a data reference from a previous achievement that the outcome is built upon. The baseline should be a concise measurement of the data, from the most recent complete fiscal year of data (ex. FY21), that measures the same thing the stated outcome proposes to measure during this award period (New programs should reference previous use of the program by other agencies or rationale as to how you arrived at the behavioral outcome projections).

Based on partnerships with area schools, we anticipate that we will be serving approximately 150 youth during the 2024-2025 school year.

What is the projected number of youth to be served in FY25?

150

Is the proposed program a continued operation of a program that was funded by the FY24 Juvenile Crime Prevention Community Grant awards?

- Yes
- No

What was the number of youth served under the FY23 award?

134 youth received services from the Youth Justice Resource Center in FY23.



Budget Instructions

FAILURE TO ADHERE TO ALL BUDGET INSTRUCTIONS WILL RESULT IN APPLICATIONS BEING RETURNED FOR CORRECTIVE ACTION. THIS MAY DELAY FINAL AWARD DECISIONS, NOTIFICATIONS AND PAYMENTS.

GENERAL INFORMATION

Agencies may only budget for expenditures for the time period of May 1, 2024 to June 30, 2025.

Budgeting for expenditures, including pre-paid costs, beyond June 30, 2025 is not allowed.

BUDGET CATEGORIES AND LINE ITEMS

Budget Categories

- Categories are pre-defined in Amplifund.
- No additional categories may be created by the applicant.
- Available budget categories are:

Agency Operations: rent, utilities, insurance, trash service, building maintenance, copier/computer maintenance, shredding, etc.

Client Services: testing, evaluations, programs, academic, vocational, transportation, incentives, etc. (amount budgeted for incentives may not exceed 3% of budget)

Communication: cell phones, internet, land lines etc

Contractual: outsourced personnel/expenses

Salary & Benefits: Wages/Salaries & Benefits for Administrative and Non-Administrative Personnel

Supplies/Commodities: office supplies, postage etc.

Training: costs associated with training program staff to include fuel, lodging, meals, registrations, milage, tolls, etc.

Travel: costs associated with travel for providing the program/service including fuel, lodging, meals, registrations, milage, tolls, etc.

Budget Line Items

- Applicants will enter line items, including the line-item descriptor into the budget template in Amplifund.
- Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

Jamie VanHouten



Signatory Approval

Utilize FY25 Non-Matching JCPG Signature Page to obtain the required grant application signatory approvals.

FY25 Non-Matching JCPG Signature Page.pdf

Attach the signed copy of FY25 Non-Matching JCPG Signature Page here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency. *



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Travel		
Fuel	\$1,500.00	\$1,500.00
Subtotal	\$1,500.00	\$1,500.00
Supplies		
Academic/Cont. Ed Assistance	\$1,200.00	\$1,200.00
Client Incentives	\$5,000.00	\$5,000.00
Facilitator Handbooks	\$500.00	\$500.00
Group Meals	\$2,000.00	\$2,000.00
Group Supplies	\$3,600.00	\$3,600.00
Participant Workbooks	\$2,250.00	\$2,250.00
Prevention Vouchers	\$5,400.00	\$5,400.00
Subtotal	\$19,950.00	\$19,950.00
Communications		
Cell Phone	\$1,282.63	\$1,282.63
Subtotal	\$1,282.63	\$1,282.63
Contractual		
Outsourced Personnel Benefits	\$7,014.01	\$7,014.01
Outsourced Personnel Salary	\$39,345.42	\$39,345.42
Subtotal	\$46,359.43	\$46,359.43
Salary & Benefits		
Non-Admin Benefits	\$44,127.89	\$44,127.89
Non-Admin Salary	\$103,756.64	\$103,756.64
Subtotal	\$147,884.53	\$147,884.53
Training		
Registration	\$3,000.00	\$3,000.00
Subtotal	\$3,000.00	\$3,000.00
Total Proposed Cost	\$219,976.59	\$219,976.59

Revenue Budget



	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$219,976.59	\$219,976.59
Subtotal	\$219,976.59	\$219,976.59
Total Proposed Revenue	\$219,976.59	\$219,976.59

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Travel

Fuel

Fuel for 15-passenger van to transport youth to programs, resources, etc. for youth in prevention services.

Supplies

Facilitator Handbooks

\$250 ATCO Facilitator Guides \$250 LVCO Facilitator Guides

Participant Workbooks

\$750 ATCO Participant Workbooks \$1500 LVCO Participant Workbooks

Group Supplies

\$1200 ATCO for Misc. office and group supplies for participants related to prevention programs, \$2400 LVCO.

Prevention Vouchers

\$1350 for prevention vouchers for ATCO youth for transportation, housing, clothing, etc. assistance to reduce crossover issues. \$4050 for LVCO youth.

Academic/Cont. Ed Assistance

\$300 for ATCO youth to assist with costs associated with GED testing, GED prep supplies, SAT/ACT costs, enrollment costs, application fees, etc. \$900 for LVCO youth.

Client Incentives

\$1200 for ATCO youth client incentives. \$3800 for LVCO youth.

Group Meals

Costs to provide family meals during evening SFP or parent project or other meals for youth as needed for prevention purposes.



Communications

Cell Phone

cell phones for YJRC staff at \$106.88 per month for 12 months.

Contractual

Outsourced Personnel Salary

Pays portion of salaries for 4 cog facilitators in ATCO.

Outsourced Personnel Benefits

Pays portion of benefits for 4 cog facilitators in ATCO.

Salary & Benefits

Non-Admin Salary

Pays for 50% of the salary for 3 FTE on-site cog facilitators.

Non-Admin Benefits

Pays 50% of benefits for 3 FTEs.

Training

Registration

\$1000 for ATCO facilitator Parent Project & annual 40-hour training requirements. \$2000 for LVCO for Crossroads NCTI training and Seeking Safety training.

FY25 Non-Matching Juvenile Crime Prevention Community Grant Signatory Approval Form

Agency Name: 1st Judicial District Juvenile Services - LV - Prevention YJRC

My signature below certifies that I did assist in the development, completion, and review of the agency's grant application (Application). I further certify that:

1. The Application, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Application, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2024 through June 30, 2025 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, and implementation of juvenile crime prevention programs and practices.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
3. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
4. In the event that Grantee becomes insolvent, subject to receivership, or voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court, (ii) makes any misrepresentation hereunder or breaches any warranty, covenant, obligation or term hereof, including, without limitation, the failure satisfactorily to perform the Work within the time requirements specified in this Agreement, or (iii) takes or omits to take any action that endangers the timely and satisfactory performance of the Work, then KDOC may, in addition to and not in limitation of all other rights and remedies specified in this Agreement or available at law or in equity, terminate all or part of this Agreement for cause. Termination under this condition shall be effective upon written notice to Grantee (or any date specified therein), provided that such termination may be exercised only after notice of default or breach to Grantee and the subsequent failure of Grantee, within five (5) business days of such notice, to provide evidence, satisfactory to KDOC, that the declared default or breach has been corrected.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.
10. Not use state funds allocated through this grant to supplant Grantee's present Federal, State or local funding of services and programs.
11. Acknowledge that KDOC reserves the right to require changes to the application budget at the time of the grant award and will community any changes to the applicant. KDOC may negotiate all or part of any proposed budget after execution of the grant award agreement due to changes in funding or provisions to program requirements.
12. Attend all applicable trainings by KDOC.
13. As necessary to provide the programs/services identified in the Application, enter into any agreements with any other private, public, or non-profit entity in order to maximize the effective and efficient use of state resources. All agreements between grantee and sub-contractor shall be in writing and shall require compliance with these grant conditions; it is the grantee's responsibility to ensure such compliance. Agreements shall be made available to KDOC upon request.

**FY25 Non-Matching Juvenile Crime Prevention Community Grant
Signatory Approval Form**

14. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
15. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
16. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.
17. Provide administrative oversight to enhance the operational and evaluation procedures by assessing program efficiency and effectiveness of juvenile justice programs funded grant.
18. Allocate expenditures only for those activities outline in the Application and that occur within the grant period.
19. Maintain books, records, documents and other evidence in a manner that accurately reflects receipts and expenditures of all programs funded by this grant.

Agency Director (required for Category 1 and 2 applicants)

Printed Name:	Jamie VanHouten
Title:	Director, Leavenworth County Community Corrections
Signature:	
Date:	3/15/24

Governing/Corrections Advisory Board Chairperson (not required for Category 2 applicants)

Printed Name:	
Title:	
Signature:	
Date:	4/4/24

Board of County Commission Chairperson (Host/Administrative County)* (not required for Category 2 applicants)

Printed Name:	Jeff Culbertson
Title:	LV BOCC, Chairperson
Signature:	
Date:	4/10/24

FY25 Non-Matching Juvenile Crime Prevention Community
Grant Signatory Approval Form

Host/Administrative County or Agency/Organization Financial Officer *(required for Category 1 and 2 applicants)*

Printed Name:	Janet Klasinski
Title:	Leavenworth County Clerk
Signature:	
Date:	4/10/24

The following pages not applicable for Category 2 applicants

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

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

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



1st Judicial District Juvenile Services - LV

Prepared by Leavenworth County Community Corrections
for Kansas Department of Corrections FY2025 Juvenile Comprehensive Plan Grant - Updated

Primary Contact: VANHOUTEN, JAMIE



Opportunity Details

Opportunity Information

Title

FY2025 Juvenile Comprehensive Plan Grant - Updated

Description

Pursuant to KSA 75-7038, the Kansas Department of Corrections is seeking applications for funding the development, implementation, operation, and improvement of juvenile community correctional services. Funding under this award will serve to support local community corrections agencies and service providers in promoting public safety, holding juveniles accountable for their behavior, and improving their ability to live more productively and responsibly in their community.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Agency Contact Phone

Agency Contact Email

Fund Activity Categories

Subjects

Opportunity Posted Date

1/30/2024

Funding Opportunity Number

J-FY2025-CP

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/43d71774-0bb8-48bf-9088-e308f8e00bd2>

Is Published

Yes

Funding Information

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions

These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period

Ends 06/30/2025



Submission Information

Submission Window

01/30/2024 8:00 AM - 05/01/2024 5:00 PM

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their KDOC Regional Contact.

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-7043, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the secretary of corrections. Additionally, in order to remain eligible for Juvenile Justice Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the secretary of corrections.

Award Administration Information

State Award Notices

Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2024.

Awards will be based on the criteria specified in KSA 75-7053 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:

Q1 (Jul-Aug-Sep) Due on/before: 10/31/2024

Q2 (Oct-Nov-Dec) Due on/before: 01/31/2025

Q3 (Jan-Feb-Mar) Due on/before: 04/30/2025

Q4 (Apr-May-Jun) Due on/before: 07/31/2025



Project Information

Application Information

Application Name

1st Judicial District Juvenile Services - LV

Award Requested

\$530,843.59

Total Award Budget

\$530,843.59

Primary Contact Information

Name

VANHOUTEN, JAMIE

Email Address

jvanhouten@leavenworthcounty.gov

Address

520 S 2nd Street
Leavenworth, KS 66048

Phone Number

(913) 684-0768



Project Description

Agency Profile - Juvenile

Agency Leadership

Administrative Contact Name

Jamie VanHouten

Administrative Contact Address Line 1

520 S. 2nd Street

Administrative Contact Address Line 2

Administrative Contact City

Leavenworth

Administrative Contact State

Kansas

Administrative Contact Zip Code

66048

Administrative Contact Phone Number

9136840768

Administrative Contact Email Address

jvanhouten@leavenworthcounty.gov

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- Yes
 No

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- Board of County Commissioners (BOCC)
 Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name

Jeff Culbertson

BOCC Chairperson Address Line 1

300 Walnut Street

BOCC Chairperson Address Line 2

BOCC Chairperson City

Leavenworth

BOCC Chairperson State

KS

BOCC Chairperson Zip Code

66048

BOCC Chairperson Phone Number

9136840417



BOCC Chairperson Email Address
jculbertson@leavenworthcounty.gov

Agency Locations

Main Office

Main Office Address Line 1
520 S. 2nd Street

Main Office Address Line 2

Main Office City
Leavenworth

Main Office State
KS

Main Office Zip Code
66048

Does your agency operate any satellite offices?

- Yes
- No

Agency Personnel

Does your agency have more than 25 employees?

- Yes
- No

Utilize FY25 Personnel Less than 25 employees to provide employee specific information. This form should include all employees (adult and juvenile) whose wages are paid, (solely or in part) from state grant funds.

FY25 Personnel Less than 25 employees.xlsx

Attach a completed copy of FY25 Personnel Less than 25 employeesL here.

FY25 Personnel Less than 25 employees.xlsx

Organizational Chart

Attach a copy of your agency's organizational chart.

FY25 LV Org Chart.docx

Example Organizational Chart

FY25 Example Organizational Chart.pdf

Governing/Corrections Advisory Board

Is this a joint board with the Adult Corrections Advisory Board?

- Yes
- No

Governing/Corrections Advisory Board Chairperson Name

Governing/Corrections Advisory Board Chairperson Title

Governing/Corrections Advisory Board Chairperson Address Line 1
601 South 3rd Street

Governing/Corrections Advisory Board Chairperson Address Line 2



Governing/Corrections Advisory Board Chairperson City
Leavenworth

Governing/Corrections Advisory Board Chairperson State
KS

Governing/Corrections Advisory Board Chairperson Zip Code
66048

Governing/Corrections Advisory Board Chairperson Email Address

Governing/Corrections Advisory Board Chairperson Phone Number

Utilize FY25 CAB Members to provide a current list of your agency's Governing/Corrections Advisory Board members.
FY25 CAB Members.xlsx

Attach a completed copy of FY25 CAB Members here.
FY25 JCAB Members.xlsx

Host/Administrative County

Does your agency operate as a single or multi-county entity?

- Single
- Multi-County

Name of the Host/Administrative County
Leavenworth County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name
Janet Klasinski

Host/Administrative County Financial Officer Address Line 1
300 Walnut Street

Host/Administrative County Financial Officer Address Line 2
Suite 106

Host/Administrative County Financial Officer City
Leavenworth

Host/Administrative County Financial Officer State
KS

Host/Administrative County Financial Officer Zip Code
66048

Host/Administrative County Financial Officer Phone Number
9136840421

Host/Administrative County Financial Officer Email Address
jklasinski@leavenworthcounty.gov

Non-KDOC Funding Information

Pursuant to KSA 75-7049, does your agency receive assistance from the county or counties within your judicial district?

- Yes
- No



Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency:

- **Type of Assistance (Allocation or In-Kind)**
- **Assistance amount, expressed in whole dollars**
- **Description/purpose of assistance**
- **If contribution has been confirmed by the county or it is a pending request.**

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - \$20,000 - Rent - Confirmed

Document the county assistance your agency receives.

Allocation- \$383,000- Pays 40% of the director's salary & benefits, 40% of business managers salary & benefits, 40% of one AISP/dual JIO salary & benefits, 30% of program aide salary & benefits, 10% of salary & benefits for the other five dual ISP/JIO officers, stipend pay, and call-back/overtime pay associated with JIAS. The last \$150,000 out of the \$392,000 is for juvenile detention costs for housing our youth in WYCO since our juvenile detention facility closed. We pay for all of those things with that funding. This request is only PENDING for FY25 as the county is looking to reduce budgets.

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY24?

- Yes
- No



Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY24 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- Yes
- No

Describe the changes which impacted your program in FY24.

In FY24 we lost approximately \$53,000 in funding to Atchison County which is 13% of our district. In FY25, we are asking for that funding back as we will not be able to keep all positions or cover agency operations otherwise.

Were steps taken to address the changes in FY24?

- Yes
- No

Since the changes were not addressed in FY24, do you plan to address them in FY25?

- Yes
- No

Plans to address the changes in FY25 must be documented in the Agency Plan.

Agency Outcomes

Juvenile Intake and Assessment System (JIAS)

What entity is responsible for operating JIAS in the applicant's judicial district? For this questions, Sub-Contracted Agency is defined as a private entity that is paid, through a contractual agreement, to provide Intake Services.

- Community Supervision Agency
- Sub-Contracted Agency
- Both

How many intakes were conducted in FY23?

209

How many youth who completed an intake in FY23 were referred for services?

162

Is law enforcement in the agency's judicial district utilizing the Notice to Appear (NTA) process pursuant to KSA 38-2330?

- Yes
- No

If your agency serves a multi-county district, are all counties utilizing the NTA process?

- Yes
- No

Provide a brief description of how the NTA process is working.

LEO contact JIAS, they make sure the youth isn't detainable but also just ensure we are aware youth contact was made. NTAs along with Offense Reports are sent to us and the county attorney's office. JIAS schedules youth for the intake when they call, or we reach out if they haven't called us after three business days. After 10 days we follow up with a letter. This process works for us.

Intermediate Intervention Program (IIP)

Pursuant to KSA 38-2346, what entity is responsible for operating IIP in the agency's judicial district?

- Juvenile Intake and Assessment (JIAS)
- Community Supervision Agency
- Court Services
- Judicial District does not meet the statutory requirements of KSA 38-2346

Describe why the Judicial District does not meet the statutory requirements of KSA 38-2346.

As of 3/12/24, we are currently not operating an IIP in Leavenworth County.

Has a copy of the district's signed IIP agreement been submitted to KDOC?

- Yes
- No

Attach a copy of the signed IIP agreement here.

does not exist image.png

If your agency serves a multi-county district, are all counties participating in the IIP program?

- Yes
- No

List the counties that are not participating in the IIP program.

N/A- we do not currently offer IIP in Leavenworth County.

What was the agency's rate for successful IIP completions in FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

Did the rate for successful IIP completions meet the agency's target goal for FY23?

- Yes



No

Describe any gaps or barriers that contributed to the agency not achieving its FY23 successful IIP completion target goal.
N/A- we do not currently offer IIP in Leavenworth County.

Does the agency plan to address these gaps or barriers in FY25?

Yes
 No

Provide a brief explanation why the agency will not be addressing these gaps or barriers in FY25.
N/A- we do not currently offer IIP in Leavenworth County.

Utilize FY25 Juvenile IIP Data to provide a breakdown of IIP cases by gender, race and ethnicity, if data is available.
FY25 Juvenile IIP Data.xlsx

Attach a completed copy of FY25 Juvenile IIP Data here.
does not exist image.png

Of those youth whose IIP was extended, how many went to MDT?

Of those youth whose IIP was extended, how many were extended for evidence-based program completion?

Of those youth whose IIP was extended, how many were extended due to not satisfactorily completing their IIP?

Describe the successes/accomplishments of the IIP program to date.
N/A- we do not currently offer IIP in Leavenworth County.

Describe any challenges facing the IIP program that will be addressed in FY25.
N/A- we do not currently offer IIP in Leavenworth County.

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

KDOC was unable to obtain complete data regarding successful and unsuccessful probation completions for FY23. If applicant agency tracked this information locally, please complete the applicable questions in this section. If not, please skip to the questions regarding CBI Outcomes for FY23.

What was your agency's rate for successful probation completions in FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
40.00%

Did the rate for successful probation completions meet the agency's target goal for FY23?

Yes
 No

Describe any gaps or barriers that contributed to the agency not achieving its FY23 successful probation completion target goal.

Barrier 1) Extremely short probation term limits which do not allow our agency to work with youth or their family long enough to positively impact behavior change.
Barrier 2) The lack of family/parent engagement and generational dysfunction (addiction/mental health/trauma) which impacts whether supervision goals are being reinforced at home.
Barrier 3) Lack of adolescent and family IOP treatment providers.

Does the agency plan to address these gaps or barriers in FY25?

Yes
 No

Provide a brief explanation why the agency will not be addressing these gaps or barriers in FY25.

Unfortunately, we cannot address issues related to our short probation terms or the lack of treatment resources in our community. We also do not have control over parents or their lack of engagement or lack of a desire to do much needed work on themselves. However, we will continue to refer families and youth to treatment services and provide trauma-informed care.



Of the successful probation completions in FY23, how many discharged early due to earned discharge credit?

3

How many youth completing probation during FY23 met program hours in accordance with their YLS risk level per Standard CSS-04-103?

8

Did your agency offer in-house or contracted cognitive behavioral GROUP programming during FY23? This question does not address INDIVIDUAL CBI programming.

- Yes
- No

Utilize FY25 CBI Group Programming Outcomes to report cognitive behavioral GROUP program outcomes for FY23. CBI programming that is completed in a one-on-one manner should not be included in this form.

FY25 CBI Group Programming Outcomes.xlsx

Attach a completed copy of FY25 CBI Group Programming Outcomes here.

FY25 JV CBI Group Programming Outcomes.xlsx

How many youth who successfully completed a cognitive behavioral GROUP program are still on probation?

4

How many youth who successfully completed a cognitive behavioral GROUP program terminated probation successfully?

2

How many of the youth who successfully completed a cognitive behavioral GROUP program have had probation revoked?

4

Agency Plan

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY25?

- Yes
 No

Will these organizational needs be addressed in FY25?

- Yes
 No

Describe the organizational needs and the agency's plan to address these in FY25.

In FY24 we lost approximately \$53,000 in funding to Atchison County. Unfortunately, we would have had to reduce our staff to cover this loss of funding had the county not been willing to step in. In FY25, we are asking for this funding again to maintain staffing levels as our staff are all dual and are being spread very thin. The county has confirmed they will not be covering any funding losses for us in FY25.

Supervision

Utilize this section to describe how the agency will address its target population and any gaps or barriers that have been identified for FY25.

Does your plan include referrals to community-based services?

- Yes
 No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- Attitudes/Orientation
- Education/Employment
- Family Circumstance/Parenting
- Peer Relations
- Personality/Behavior
- Substance Abuse

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

We refer all of our moderate to high-risk youth who would benefit from community services to the following agencies, categorized by need:

Family/Circumstance- FFT, DCF, WIC, Catholic Charities, The Salvation Army, Interfaith Community of Hope, The Alliance Against Family Violence, DCCA, CASA, Big Brothers Big Sisters

Education- TRIO, Workforce Center, KCKCC, Riverside Resources

Employment- Voc Rehab, Workforce Center, Connections to Success

Peer Relations- Parks & Rec, Field of Dreams

Substance Abuse- The Guidance Center, A Connecting Pointe

Personality & Behavior- The Guidance Center, FFT

Attitudes/Orientation- The Guidance Center, FFT

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized, a formal agreement (MOU or Contract) must exist between the entities.

- Yes
 No

Utilize FY25 Programming to provide program details.

FY25 Programming.xlsx



Attach a completed copy of FY25 Programming here.

FY25 Programming.xlsx

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.)? (Work done one-on-one during office contacts)

Yes

No

Does your plan include staff trainings excluding those required by KDOC?

Yes

No

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?

Yes

No

Does the agency plan to utilize any methods/strategies that have not already been identified?

Yes

No



Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

Juvenile Intake and Assessment System (JIAS). If applicant agency does not operate JIAS, please answer N/A for this question.

Currently, we are not tracking RED in-house, and we rely on Brock's reports. However, for geographic concerns, JIAS is able to partner with LEO to provide on-site JIAS NTA services at each local police station if transportation barriers arise. All Community Corrections JIAS staff completed the Implicit Bias training and a Trauma-Informed Approaches training as well. As always, we remain open to feedback in regard to any additional efforts we may need to take, to track this data and/or further reduce potential disparities within our program.

Immediate Intervention Program (IIP). If applicant agency does not operate the IIP program, please answer N/A for this question.

N/A

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

Currently, we are not tracking RED in-house and we rely on Brocks reports. However, for geographic concerns, JISP/CM staff are able to conduct visits in the field and transport youth if transportation barriers arise. All Community Corrections JISP/CM staff have completed the Implicit Bias training and Trauma-Informed Approaches training as well. As always, we remain open to feedback in regard to any additional efforts we may need to take, to track this data and/or further reduce potential disparities within our program.



Delinquency Prevention Programs

Did your agency receive delinquency prevention funding in FY24?

- Yes
- No

Enter the amount of funding received in FY24.

\$39,557.54

Is your agency requesting delinquency prevention program funding for FY25?

- Yes
- No

What is the total amount of funding being requested for delinquency prevention programs in FY25?

\$12,500.00

Utilize FY25 Juvenile Delinquency Prevention to provide details for each program for which funding is being requested. A separate form must be completed and uploaded for each program that funding is being requested for.

FY25 Juvenile Delinquency Prevention Program Request.xlsx

Attach funding request 1 here.

FY25 Form-DEL_PREV_PROGRAMS LANSING.xlsx

Attach funding request 2 here.

Attach funding request 3 here.

Attach funding request 4 here.

Attach funding request 5 here.

Attach funding request 6 here.

If funding is being requested for any additional programs, combine those requests into a single PDF document and upload it here.

Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY25 plan?

The director will be responsible for monitoring and evaluating the implementation and effectiveness of the FY25 Comprehensive Plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY25 plan occur?

Monitoring and evaluating is a continuous process that is on-going throughout the fiscal year. Data is compiled daily, and the director will address progress at regular monthly staff meetings. Official reports will be distributed quarterly and at the years end.

How will the outcome of these evaluations be documented and distributed to stakeholders?

This director utilizes the KDOC Quarterly Outcome reporting spreadsheet and internal spreadsheets to collect data for monitoring goals and objectives. This information will be disseminated to stakeholders during JCAB meetings, BOCC quarterly update meetings, and then sent to KDOC on or before the respective due date.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that is it addressed/responded to.

If a corrective action is necessary as a result of said evaluations, this director will utilize guidance from the JCAB, BOCC, our KDOC program consultant, and other vested stakeholders as appropriate to implement a corrective action plan with a timeline for resolution. At the end of the timeline, this director would then provide updates to the above listed entities as to the progress on said corrective action plan, and if goals of that plan are not met to satisfaction, further action would be taken.



Goals and Objectives

Form Modifications

The FY25 Agency Caseplan form has space for five (5) goals. If you wish to include more goals, please email a copy of the form to your program consultant and advise how many additional goal fields you will need. They will be able to add the fields and return the form to you for completion and submission with the application.

Utilize FY25 Agency Case Plan to create the goals, objectives and action steps necessary to implement and evaluate the agency's plan.

Juvenile FY25 Agency Case Plan.xlsx

Attach a completed copy of FY25 Agency Case Plan here.

FY25 Juvenile Agency Case Plan.xlsx



Funding Considerations

Complete FY25 Juvenile Funding Considerations to provide the statutorily required funding considerations for your agency.

FY25 Juvenile Funding Considerations.xlsx

Attach a completed copy of FY25 Juvenile Funding Considerations here.

Complete FY25 Juvenile Funding Considerations.xlsx



Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?

- Yes
 No

Does your agency assess a supervision fee?

- Yes
 No

Does your agency assess a courtesy transfer fee

- Yes
 No

Does your agency assess a fee for drug screenings?

- Yes
 No

What is the amount of the fee for drug screenings?

\$10.00

How often is the drug screening fee assessed?

- One Time
 Weekly
 Monthly
 Per Screening
 Other

Since Other was selected as the drug screening fee frequency, please describe.

UA fees are assessed per individual and may be waived as an incentive, as this is the only fee paid to Community Corrections.

Does your agency assess a fee for drug screening confirmations?

- Yes
 No

What is the amount of the fee for drug screening confirmations?

\$25.00

How often is the fee assessed for drug screening confirmations?

- One Time
 Weekly
 Monthly
 Per Confirmation
 Only if Confirmation Result is Positive
 Other

Does your agency assess a fee for electronic monitoring devices?

- Yes
 No

What is the amount of the fee assessed for electronic monitoring devices?

\$5.00

How often is the fee for electronic monitoring devices assessed?

- One Time
 Weekly
 Monthly



Other

Since Other was selected as the electronic monitoring device fee frequency, please describe.

\$250 initial hook up fee. \$5 fee per day additional. Currently not operational.

Does your agency assess a fee for alcohol monitoring devices?

Yes

No

What is the amount of the fee assessed for alcohol monitoring devices?

\$5.00

How often is the fee for alcohol monitoring devices assessed?

One Time

Weekly

Monthly

Other

Since Other was selected as the alcohol monitoring device fee frequency, please describe.

\$250 initial hook up fee. \$5 fee per day additional. Currently not operational.

Does your agency assess any fees not already identified?

Yes

No

Fiscal Year 2025 Fees

Did your agency assess fees in FY24?

Yes

No

Will your agency assess the same fees in FY25?

Yes

No



Budget Instructions

FAILURE TO ADHERE TO ALL BUDGET INSTRUCTIONS WILL RESULT IN APPLICATIONS BEING RETURNED FOR CORRECTIVE ACTION. THIS MAY DELAY FINAL AWARD DECISIONS, NOTIFICATIONS AND PAYMENTS.

General Information

FY25 Planning Allocations-Juvenile Spreadsheet
FY25 Juvenile Planning Allocations.xlsx

Agencies may only budget for FY25 expenditures that are state funded.

Budgeting for pre-paid future year expenditures is not allowed.

If budgeting for equipment or vehicles, the following figures outline the maximum amount KDOC will grant for the purchase of the specified item. If purchase price exceeds these cost caps, the difference between the cost cap and the purchase price must be paid from a non-KDOC funding source.

- **Desktop Computer (CPU Replacement): \$1200.00 (costs for programs (e.g. MS365) and/or accessories (mouse, keyboard, etc.) are not included in this cost cap)**
- **Laptop Computer: \$1,500.00**
- **Monitor (22" flat panel): \$250.00**
- **Minivan or SUV: \$50,081.00**
- **Vehicle (mid-size car): \$29,640.00**
- **Vehicle (compact car): \$26,350.00**

Required Minimum Budget Allocation

• A minimum budget amount of \$500.00 is required of each Administrative County to assist Court Services in the implementation of client incentives, which is one element of Graduated Responses enacted by Senate Bill 367. This is current practice in some JISP and CM programs and is encouraged of all programs.

This item should be budgeted under Category: Client Incentives using the Line-Item Descriptor: Client Incentives - Court Services

Budget Categories and Line Items

Budget Categories:

- **Categories are pre-defined in Amplifund.**
- **No additional categories may be created by the applicant.**

Budget Line Items:

- **Applicants will enter line items, including the line-item descriptor into the budget template in Amplifund.**
- **Applicants are required to utilize the pre-defined line-item descriptors provided in the document attached below (FY25 Juvenile Budget Category and Line-Item Descriptors).**
- **If additional line-item descriptors are needed, agencies may create those when entering their budget. These will be reviewed upon receipt of the application and if questions arise, the applicant will be contacted for clarification.**
- **Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.**

The attached document provides the Budget Categories, Line Item Descriptors and Glossary. Please review it prior to creating your budget.

FY25 Juvenile Budget Category and Line Item Descriptors.xlsx

Unallowable Costs

Applicants may not budget for the following costs with state grant funds.

- **Entertainment Costs:** Costs of entertainment including amusement, diversion, and social activities and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- **Independent Audit Costs:** KDOC will not pay for the cost of independent audit work. These costs are the responsibility of the local entity.
- **Lobbying:** Grantee may not use KDOC funds for any activities aimed at influencing decisions regarding grants, contracts, cooperative agreements, etc.
- **Late Fees/Interest Charges:** Grantee cannot use KDOC funds to pay late fees, interest charges, or finance charges.
- **Food Purchases:** Food purchases are unallowable for employees unless approved by county policy.
- **Salary and Wage Costs:** Grantee may not fund bonuses or other financial incentives outside of a position's normal salary costs with KDOC grant funds. Grantees must demonstrate salaries for all positions are consistent with similar county-funded positions.
- **State general funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.**

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If you wish to budget this as a line item in FY24, you must submit documentation of local policy, approval of the BOCC or Governing Authority and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- Yes
 No

Supplanting

The use of KDOC funds to replace non-KDOC funds appropriated for the same purpose is prohibited. The use of KDOC funds to offset a reduction in non-KDOC funding is acceptable; however, the grantee will be required to supply documentation demonstrating the reduction in non-KDOC funds occurred for reasons other than the receipt, or expected receipt, of KDOC funds. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit.

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

J.VanHouten



Signatory Approval

Utilize FY25 Juvenile Signature Page to obtain the required grant application signatory approvals. -

FY25 Juvenile Signature Page.pdf

Attach the signed copy of FY25 Juvenile Signature Page here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Travel		
Fuel	\$300.00	\$300.00
K-TAG/Tolls	\$30.00	\$30.00
Subtotal	\$330.00	\$330.00
Supplies		
Office Supplies	\$1,500.00	\$1,500.00
Postage	\$150.00	\$150.00
Printing	\$300.00	\$300.00
Subtotal	\$1,950.00	\$1,950.00
Agency Operations		
Building Insurance	\$1,137.50	\$1,137.50
Building Security	\$2,284.80	\$2,284.80
Copier Maintenance	\$1,080.00	\$1,080.00
Culligan Water Filtration	\$504.00	\$504.00
Rent	\$9,520.00	\$9,520.00
Shredding	\$300.12	\$300.12
Vehicle Insurance	\$1,917.00	\$1,917.00
Vehicle Maintenance	\$1,849.16	\$1,849.16
Subtotal	\$18,592.58	\$18,592.58
Client Services		
Client Incentives- Comm Corr	\$500.00	\$500.00
Client Incentives- Court Services	\$500.00	\$500.00
Clothing	\$150.00	\$150.00
Electronic Monitoring Services	\$300.00	\$300.00
Meals	\$177.00	\$177.00
SUD Evaluation	\$175.00	\$175.00
Subtotal	\$1,802.00	\$1,802.00
Communications		
Cell Phone	\$2,413.44	\$2,413.44



	Grant Funded	Total Budgeted
Subtotal	\$2,413.44	\$2,413.44
Salary & Benefits		
Admin Benefits	\$21,192.73	\$21,192.73
Admin Salary	\$55,436.16	\$55,436.16
Non-Admin Benefits	\$122,619.72	\$122,619.72
Non-Admin Salary	\$294,006.96	\$294,006.96
Subtotal	\$493,255.57	\$493,255.57
Delinquency Prevention		
Del Prev 2501-9 Agency Operations	\$12,500.00	\$12,500.00
Subtotal	\$12,500.00	\$12,500.00
Total Proposed Cost	\$530,843.59	\$530,843.59

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$530,843.59	\$530,843.59
Subtotal	\$530,843.59	\$530,843.59
Total Proposed Revenue	\$530,843.59	\$530,843.59

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Travel

Fuel

Gas for field visits, visits to JCF, visits at school, treatment, or the JDC.

Supplies

Postage

First class and certified mail for revocation notice to offenders, failure to appear letters, etc.

Printing



Letterhead, business cards, appointment cards.

Office Supplies

Paper, toner, staples, pens, dry erase supplies, calendars, general items needed for daily duties.

Agency Operations

Rent

Billed by buildings and grounds. Based on \$4.25 per square foot. Cost is split between adult and juvenile grants. Total is \$19,040. Cost includes rent, maintenance, utilities, and janitorial services.

Building Security

1/2 department security costs split with Adult. Total cost is \$4,569.6. Covers security camera maintenance, panic buttons, and response of armed deputies if needed. Amount based on square footage and set by the Sheriff's department.

Building Insurance

1/2 building and liability insurance split with adult. Total cost is \$2675.

Vehicle Insurance

\$815 for 1/2 insurance on the fusion and the escape split with adult. \$1,102 for the 15-passenger van we transport youth with.

Vehicle Maintenance

Lease, GPS, & Camera monitoring at \$112.43 per month totaling \$1349.16 per year plus \$500 for miscellaneous repairs and maintenance such as oil changes, wipers, washing, etc.

Shredding

Secured shredding based on weight. Costs are estimated and split between adult and juvenile.

Copier Maintenance

Contract with Canon for leased machine, maintenance, and copies.

Culligan Water Filtration

1/2 \$1008 per year contract split with adult. Promote good health and hydration to reduce excuses for not being able to provide a UA specimen.

Client Services

Client Incentives- Comm Corr

Funds for incentives for compliance on supervision.

Meals

Misc. meals for youth in JIAS police protective custody.



Communications

Cell Phone

\$201.12/month for JISP/JIAS/CM cell phones for 12 months. Totals \$2413.44

Salary & Benefits

Admin Salary

30% director 30% business manager

Admin Benefits

30% director 30% business manager

Non-Admin Salary

Portion of salaries for 8 FTE.

Non-Admin Benefits

Portion of benefits for 8 full time employees.

Delinquency Prevention

Del Prev 2501-9 Agency Operations

Lansing

Delinquency Prevention Program Summary

Program Name: Lansing After School Village for Older Youth

Program Number: P2302-9

Is this program subcontracted to another agency/organization? Yes No

If Yes, please provide the following information:

	Agency/Organization Name:	USD 469
	Address 1:	220 Lion Lane
	Address 2:	
	City/State/Zip	Lansing, KS 66043
	Name of Contact Person:	Kerry Wixon
	Contact Person Phone:	913-727-1197
	Contact Person Email:	kerry.wixon@usd469.net

	Program Type	Number of Youth Served in FY24	Number of Youth to be Served in FY25
	Primary Prevention	40	40
	TOTAL	40	40

What is the programs intended purpose?

- Antisocial behavior (e.g., reduced criminal activity, reduced violence, improved behavior, etc.)
- Family Relationship (e.g. improved family functioning, reduced out of home placements, reduced incidents of family violence, etc.)
- School Attendance (e.g., improved academic performance or attendance, reduced disciplinary actions/expulsions, etc.)
- Substance Abuse (e.g., reduced use of substances, education on risk of substance abuse, programming/treatment, etc.)

Geographic area to be served:

Participants will be drawn from the student population of Lansing Public Schools, USD469 attending the Lansing Middle School. The attendance center serves a total of 650 students in grades 6 through 8 and is located mid Leavenworth County along the K-7 corridor. Lansing is one of a few growing districts in Kansas and is projected to continue to grow through 2030

Target Population:	
Demographics	Students who risk academic failure based on behavioral or situational variables are invited to participate in the program. For FY24, the program served 40 Lansing youth ages 11-14.
Eligibility Criteria	Middle school students, ages 11-14, are identified by the administrative team, parents, teachers, and students themselves.
Referral Source(s)	Middle school students are referred by teachers, administrators, social workers, parents, para educators and the students themselves.
Services Provided:	
The after-school program keeps students safe; strengthens academics; helps working parents; promotes bonding with school and community; promotes positive parental attentiveness; helps you establish positive norms, builds strong personal commitments; creates the desire to help others through service learning and develops positive ideals and future aspirations. Services provided to the students includes adult academic tutoring, adult led social skills development, and peer to peer supervised recreational time.	
Is there a cost or fee associated with the program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please explain:	

Best Practices:

The Lansing Village provides youth with a safe and positive environment during after school and out of school hours. Studies show that juvenile crime and “risky behavior” rates are at their peaks at these times, while many parents are at work. (OJJDP Model Programs Guide).

1) A start time of 3:20 improves student conduct and parental support because there isn’t any lag time between the end of school and program start time. Students move to the ASV (Afterschool Village) room when the bell rings as if it were the next class. Program ends at 5 pm. Not all students stay the entire time depending on parental scheduling. The program is flexible to fit student and family needs.

2) This afterschool program provides extended learning opportunities to help youth meet and exceed academic standards and develop important social, personal, civic, and employability skills. The program helps “level the playing field” for youth who are academically or developmentally delayed, while providing an opportunity for at or above-level students to broaden their skill sets. The balance of youth in the program who demonstrate pro social behaviors and academic success, alongside youth who are at-risk behaviorally and academically, provides valuable opportunities for youth mentoring and peer accountability.

The dedicated room for the program allows for a more relaxed setting, and the facilitator can construct the environment to meet the needs of the community service projects. Students have a feeling of community due to the stable relationship between adults, students and environment. During adolescence, young people become more independent and take on new responsibilities. A critical time for discovering new interests, middle school youth may no longer be engaged by the activities they enjoyed as children and begin to seek adventures and risk.

3) The facilitator regularly seeks volunteers to help with the program in addition to herself and two additional paid support persons. We are fortunate to have a certified special education teacher with a lot of experience in education leading the program and five additional staff members, three of them licensed teachers and two of them para educators from the middle school building who know the students.

4) Hopefully, students will be able to participate in a field trip each semester to build connectivity to school and community and to expand knowledge set for academic performance improvement. If the pandemic continues to impact field trips, then the field trip will come to the students in the manner of an outdoor learning experience.

Best practice research suggests four common components of effective after-school programs for middle school youth: 1) balance of independence and supervision, 2) a menu of choices, 3) adult-youth relationships, and 4) strong connections to family, school and community.

The After School Village utilizes all four best practice components and infuses a menu of Evidence Based Practices-active forms of learning, focused specific time and attention on skill development, and explicit, defined skills that are promoted across programming each day as well as across the school year.

Completion Criteria:

Students must demonstrate academic improvement (as demonstrated by a positive GPA gain in each grading period), successful social interactions at school and in the after-school program (decrease or zero behavior referrals to the office in each grading period), and improved attendance (10 or less absences for the school year). The grade point average (GPA), social interactions (behavior referrals) and attendance would be measured across the 2024-25 school year for each grading period-quarter and semester. Typically, the student would remain in the program for a semester; but with hard work, it is possible that a student could stabilize and show improvement in a 9-week quarter. Many students stay in the program for the entire school year.

Who is responsible for annual evaluations of the program and program operations?

The program facilitator, the building social worker, the building principal, and the building vice principal (grant writer).

Describe the process utilized for monitoring and evaluating the program.

The village team (as listed about) meets in the fall as school begins and in the spring in April/may to assess the program's areas of success and areas of improvement. The program facilitator prepares the quarterly reports, which are reviewed by the program director prior to submission. Adjustments are discussed with the building administration and are made quarterly to programming.

Measurable Outcome Statement (goal) that will allow for the evaluation of program effectiveness.

Improve the aggregate Grade Point Average (GPA) of Lansing Aferschool Village for Older Youth by at least one-half (1/2 grade point for each program participant for 50% of the cohort by the end of the semester

What data will be measured to determine if the program has reached or is making progress towards it's Measurable Outcome Statement (goal)?

Measured by USD469 student grade reports for participants at program admittance and exit. August and May benchmarks. Data will be used to measure program impact.

Target date for when measured change (program effectiveness) is expected to be determined. This date should be within the grant award period (state fiscal year 2024)?

June 30th, 2024

What is the baseline? *A baseline is a data reference from a previous achievement that the outcome is built upon. The baseline should be a concise measurement of the data, from the most recent complete fiscal year of data (ex. FY21), that measures the same thing the stated outcome proposes to measure in FY24.*

16/45 or 36% of students made goal in FY22

Please describe any efforts within the program to address racial, ethnic, geographic and other biases that may exist with the program.

The Lansing Middle School addresses racial, ethnic and disability biases by working on behavior and social emotional learning skills that support

reducing bullying, racism and other biases. Students work together in collaborative teams in order to address learning weaknesses by utilizing students strengths to assist each other. The purchase of academic games will support this effort.

FY2025 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Community Corrections Agency 1st Judicial District Juvenile Services - LV



My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on juvenile community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2024 through June 30, 2025 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of juvenile community correctional services pursuant to K.S.A. 75-7022, *et seq.*, and amendments thereto, KSA 38-2302, *et seq.*, and amendments thereto, KSA 38-1008 *et seq.*, and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.

FY2025 Juvenile Comprehensive Plan
Grant Signatory Approval Form

10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.

Agency Director

Printed Name:	Jamie VanHouten
Title:	Director, Leavenworth County Community Corrections
Signature:	
Date:	3/15/24

Governing/Corrections Advisory Board Chairperson

Printed Name:	
Title:	
Signature:	
Date:	4/4/24

Board of County Commission Chairperson (Host/Administrative County)*

Printed Name:	Jeff Culbertson
Title:	LV BOCC, Chairperson
Signature:	
Date:	4/10/24

FY2025 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Host/Administrative County Financial Officer

Printed Name:	Janet Klasinski
Title:	Leavenworth County Clerk
Signature:	
Date:	4/10/24

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

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

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

Leavenworth County Request for Board Action

Date: April 4th, 2024

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 construction engineering inspection on bridge A-60 on 215th Street with Finney and Turnipseed.

Analysis: Reece Construction had stated that they wanted to use the late start for this project of October 2024. They then notified us that they had a crew change and wanted to start immediately. We advertised on Drexel and sent the RFP to several engineering firms. We had concerns that we could not find a qualified inspection firm with little notice. Finney and Turnipseed had an inspection project that is waiting due to federal funding and had an inspector available.

Alternatives: Deny and use Olsson on-call

Budgetary Impact: \$25,254

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

Additional Attachments: Bid tab.

**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 replacement of 215th Street over Unnamed Stream/County Bridge A-60. These services include providing construction inspection for steel piling, steel erection, concrete, reinforcing steel, and bridge guardrail for the 215th Street Bridge over Unnamed Stream (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 Leavenworth County Standard Road Construction and Storm Water Drainage Standards and the Kansas Department of Transportation Standard Specifications for State Road and Bridge Construction, latest editions.

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.

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: _____
Principal



**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: 215th Street over Unnamed Stream /County Bridge A-60

SCOPE OF SERVICES

The project is specifically defined below:

Construction Inspection of the replacement of the 215th Street over Unnamed Stream /County Bridge A-60

The Engineer agrees to provide the following engineering services.

BASIC SERVICES – CONSTRUCTION

1. Attend the preconstruction meeting.
2. Provide one full-time inspector needed for the duration of the project to observe work in progress in accordance with the contract documents and ensure that completed work will conform to the contract requirements.
3. The inspector shall serve as the resident representative of the Leavenworth County Public Works Department during the construction of the project.
4. The inspector shall maintain all required records of the system installation to include locations of facilities, project log, Contractor activities, working days, visitors, and testing in accordance with KDOT.
5. Notification Process: The inspector shall maintain a log of contacts, communications, and complaints of the citizens and the Contractor initiated contacts of citizens during the construction of the project.
6. Reporting: The inspector shall provide a weekly report to the Project Manager of the progress and anticipated work and shall prepare a monthly pay estimate of completed work. The resident inspector shall record the results of all required testing as specified and provide drafts of all required reports to the County.
7. Engineer shall perform or subcontract all testing per KDOT specifications and testing frequencies.
8. Provide consistent oversight on the Contractor's responsibilities for traffic control and erosion control inspections.
9. Report to County, giving opinions and suggestions regarding defects or deficiencies in the Contractor's work.
10. Engineer shall provide and keep field and quantity diaries on hard cover books.
11. Engineer shall provide electronic as-builts in pdf format.

12. To accept compensation for services described in 1 through 11, Basic Services – Construction in the amounts and at such periods of time as 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 studied, 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: 215th Street over Unnamed Stream /County Bridge A-60

COMPENSATION

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

- A. Compensation includes Basic Services – Construction Items 1 through 10 described in Attachment A, a maximum fee in the amount not to exceed Twenty-Five Thousand Two Hundred and Fifty dollars (\$25,250.00) at the following rates.

Salary Rates including overhead.

Classification	Hourly Rate
Principal	\$ 135.00
Engineer B	\$ 105.00
Engineer Technician A	\$ 66.00
Technician B	\$ 65.00
Mileage -----	\$ 0.65 per mile
Prints -----	Actual Cost
Miscellaneous Testing -----	Actual Cost

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. 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.

- 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 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: 215th Street over Unnamed Stream /County Bridge A-60

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 survey records, reports, maps, ownership data and other data pertinent to provision of the services required under this contract.
2. Examine all plans, specifications and other 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 notice to proceed to the Engineer for each phase of the construction 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: 215th Street over Unnamed Stream /County Bridge A-60

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: 215th Street over Unnamed Stream /County Bridge A-60

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 various stages of the project as detailed below. As each actual date occurs, Engineer shall meet with Owner to discuss the progress of the work and the actual date shall be documented. After final completion date, Engineer and Owner shall meet to evaluate Engineer's performance regarding schedule.

1. Schedule. Engineer will provide services based on the following schedule:
 - a. As per the Contract and Contractor's schedule to provide the required inspection of the work.

LEAVENWORTH COUNTY SOLID WASTE DEPARTMENT
Quarterly Report January - March, 2024
Presented April 10, 2024

Tonnage/Materials

- 9024 customers serviced.
- 7596 tons processed.
- 4238 tons of MSW (municipal solid waste).
- 3125 tons of C & D (construction and demolition).
- ½ ton of free brush.
- 217 tons total brush processed.
- 284 free tires.
- 15 tons total tires processed.

Annual Clean-up

- 192 Residents – 90 tons

KDHE

- Sent annual composting report. Permit is renewed until 7/31/24.
- The annual transfer station permit 0755 is renewed until 7/31/24.
- The 2022–5-Year Solid Waste Management Plan Update is due 3/12/2027.
- The annual stormwater permit is renewed until 3/24/25.
- Sent annual HHW review. HHW permit 0901 is renewed until 8/1/24.
- HHW pickup is due 6/27/24.

HHW

- Had 234 appointments.

MEETINGS/TRAINING

- SW Committee meeting.
- Monthly safety/information staff meetings.
- County monthly safety meetings.
- Department Head meeting.
- BOCC ¼ report and BOCC – RBA for solid waste committee.
- MARC meeting.
- WIC zoom.
- NAHMMA vape webinar.
- KOR and KDHE BWM – Kansas Waste Reduction Conference.

MISCELLANEOUS

- WH scale fixed wiring on pit scale.
- Hired new inbound scale operator.
- Moved arm at inbound scale for more efficient operation.
- Kraemer & Sons installed an area drain at the outbound scale to eliminate ponding.
- Noxious weeds cleared trees to get a better camera view of the brush pile.

4/10/2024

Quarterly Report (Q1)

Leavenworth County, Human Resources

Monica Swigart, HR Administrator

2024 YEAR

	2024				
	Headcount	Arrivals	Departures	Turnover	Avg Tenure
Q1 2024	424	23	28	6.60%	7.6 Years
Q1 2023	433	32	24	5.60%	7.9 Years

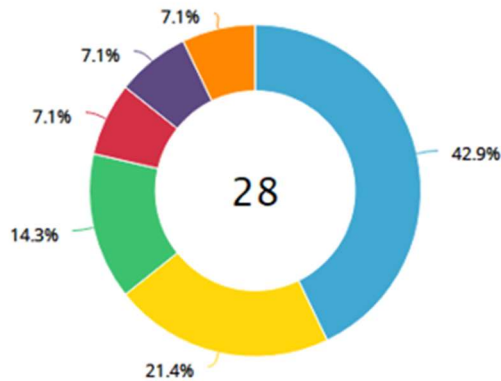
TURNOVER

- Exit interviews began in January 2024
- Turnover metrics are broken out on the next page
 - 2023 – By department
 - 2024 Q1 – By department with reasons

CURRENT & UPCOMING 2024

- Continuing to convert all employee files and HR forms into electronic documents
- Wellness Committee kicked off in 2024 and is working on potential incentive plans to drive education, training opportunities and healthy behaviors
- Will be reaching out to each department to identify specific training goals and areas for improvement
- Harassment, diversity and inclusion training that was implemented for all new hires in October 2023 will be going to all county employees in the summer 2024 for bi-annual refresher training
- Create and distribute injury reporting procedures as a refresher for current leadership staff
- Dissect 2023 work-related injuries by type, area, department and severity to have metric details to roll out safety related trainings and/or preventative measures

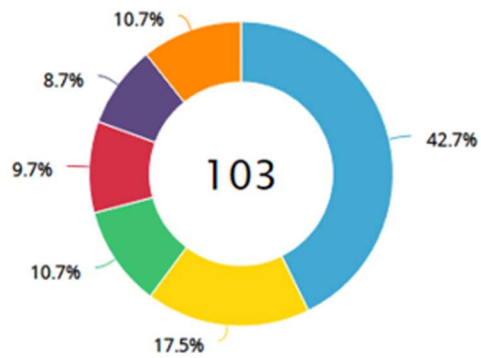
Q1 2024 TURNOVER



- Voluntary
- Better Pay/Benefits
- Termination
- Retirement
- Poor Performance
- Other

Q1 2024												
Category	Term Count	Personal/Family	Career Change	Job Abandonment	Better Pay/Benefits	Retirement	Closer Commute	Elimination of Position	Violation of Rules/Polices	Attendance Issues	Poor Performance	Not able to work (OC Hours)
Administration	0											
Appraiser	0											
Buildings & Grounds	1			1								
Commissioners	0											
Community Corrections	1							1				
Council on Aging	7	2	1		3	1						
County Attorney	2				1				1	1		
County Clerk	0											
County Clerk Election	0											
County Counselor	0											
EMS	8		1		2			1			4	
GIS	0											
Health Dept	0											
Human Resources	0											
Information Systems	0											
Noxious Weed	1				1							
Planning & Zoning	0											
Register of Deeds	0											
Road & Bridge	1								1			
Sheriff	5			1	1	1	1			1		
Solid Waste	0											
Treasurer	2							2				

2023 TURNOVER



- Termination
- Retirement
- Voluntary
- Better Pay/Benefits
- Personal reasons not related to job
- Other

2023	
Category	Term Count
Administration	0
Appraiser	3
Buildings & Grounds	4
Commissioners	0
Community Corrections	2
Council on Aging	12
County Attorney	5
County Clerk	1
County Clerk Election	1
County Counselor	0
EMS	18
GIS	0
Health Dept	3
Human Resources	0
Information Systems	1
Noxious Weed	2
Planning & Zoning	3
Register of Deeds	0
Road & Bridge	14
Sheriff	23
Solid Waste	7
Treasurer	3

Quarterly Report

Connie Harmon, Director
April 10, 2024

Q1 At-A-Glance:

		2024	Notes
Nutrition			Data reflects a 5.5% increase in YOY meals served for Q1.
Q1 Meals on Wheels Meals Served		27,342	On March 22, the Labor-HHS-Education appropriation bill cut Meals on Wheels programs by \$8 million. This decreases the OAA Title III-C Nutrition Program from \$1.066 billion in FY 2023 to \$1.058 billion in FY 2024 and impacts the overwhelming challenges our local program faces: increasing demand, rising costs and growing waitlists.
• Home-delivered		22,398	
• Congregate		4,944	
• YTD Unduplicated Clients Served		621	
• YTD New Clients		70	
Transportation			Total mileage for Q1 Transportation trips: 42, 731
Trips Provided YTD		2,639	Thirty-nine riders from Lansing accessed COA Transportation for 433 rides in Q1.
• YTD Unduplicated Clients Served		235	
• YTD New Clients		50	
Volunteerism			Volunteerism is at an all-time high, saving the County an estimated \$201,935.80 in Q1.
• Q1 Active Volunteers		173	
• Q1 Volunteer Hours		4,831	
Budget			50% of expected revenue has been received in FY24.
• Approved		\$3,650,491.00	
• Expended		\$567,889.31	
• Revenue Received		\$1,752,932.00	

2024 strategic focus areas

- **Expand access and strengthen programming to meet community needs.**
 - Participation in Leisure & Learning programming continues to grow. Four new programs were added in Q1 including, *Puzzles and Pencils*, *What's Your Story?*, *Let's Do Local*, and a personal self-defense class every Tuesday. Twenty-three new participants were added in Q1. Of those new participants, 33% are between the ages of 50-69.
 - Staff have refined and clarified protocols and eligibility guidelines for the agency's pet programs and In-Home Support Department including medical attendant and lawn care services.
 - The COA now have a prescription drop box in our lobby for Leavenworth County residents to safely and securely dispose of unused and expired medications.
- **Broaden and evolve grant funding and fundraising efforts to sustain and expand current service offerings.**
 - In addition to the agency's Older American's Act funding, staff applied for 7 grants in Q1 through various local organizations with notifications due in the spring/early summer months.
 - To date, the COA has been awarded 3 of 7 grants generating \$10,000 in additional revenue to support the following programs: Meals on Wheels, Sr. Express Transportation, and Heart to Heart Transportation.
 - In addition to grants, the COA secured the following revenue through fundraising and donations to support agency programs and offset costs: \$4,272.00
 - \$ 1,272.00 Sponsor a Pet for Valentine's Day
 - \$ 3,000.00 Good Shepherd Thrift Store, Tonganoxie
 - Staff have completed eligibility applications for larger national grants through Meals on Wheels America. Notifications will be made in May regarding invitations to apply for Social Connection, Medically-Tailored Meals and Pet Program grant funds.
- **Grow and strengthen partnerships and volunteer engagement.**

- Staff expanded our partnerships to 17 area businesses, churches, individuals and non-profits to provide comprehensive support and programming to the County's older adults. This includes two USM Occupational Therapy students completing their spring internships at the COA.
- Leisure & Learning staff began partnering with the American Red Cross to offer a blood drive every other month to support the growing need for blood donors. Our last blood drive had 32 participants.