

Members of the public wishing to speak during Public Comment or on Items of Business must register with the County Clerk prior to the beginning of the meeting.

AGENDA

BOARD OF FRANKLIN COUNTY COMMISSIONERS Wednesday, April 20, 2016 | 8:30 a.m.

TO BE HELD IN THE ANNEX COMMISSION CHAMBERS

A. CALL TO ORDER

B. ROLL CALL:

Waymire Howard Dunn Harris Renoud

C. PLEDGE OF ALLEGIANCE

D. INVOCATION:

1. Invocation Led By Rev. Todd Miller, Cherry Street Wesleyan Church, Ottawa.

E. CORRESPONDENCE & ORGANIZATIONAL BUSINESS

F. PUBLIC COMMENT:

A citizen desiring to speak on an item not on the agenda may do so at this time. Discussion is limited to five minutes and the Commission will not take action or discuss items at this time. Discussion should be limited to matters of County Commission business and public comment is not permitted in regard to personnel matters or on pending legal matters. Items introduced under '**Public Comment**' may become agenda items at a later date.

G. CONSENT AGENDA:

Items listed on the '**Consent Agenda**' are considered routine and shall be enacted by one motion of the Board of Commissioners with no separate discussion. If separate discussion is desired by a member of the Governing Body, that item may be removed from the '**Consent Agenda**' and placed on the regular agenda '**Items of Business.**'

1. Consider And Approve Franklin County Minutes For April 13, 2016.
2. Consider And Approve Claim Vouchers And Tax Change Orders.

H. ITEMS OF BUSINESS:

1. Approval Of The FY2017 Budget And Budget Narrative For The Kansas

Department Of Corrections (KDOC - Adult Services) In The Amount Of \$446,046.81. Approval Of The FY2017 Kansas Department Of Corrections (KDOC) Comprehensive Plan For Adult Services. Allison Dickinson, Community Corrections Interim Director

Documents:

[2016 0420 cv fy2017 kdoc adult kdoc budget and comp plan april 2016.pdf](#)
[fy17 adult budget and comp plan funding considerations scanned 4 of 4.pdf](#)
[fy2017 comprehensive plan 4-14-16.pdf](#)
[fy17 adult budget.pdf](#)

2. Consider Approval And Adoption Of Agreement With ICMA Retirement Corporation. Gayla Wilkins, Human Resources Director

Documents:

[2016 0420 cv icma agenda.pdf](#)
[icma agreement 4-15-16.pdf](#)
[completed restatement 4-15-16.pdf](#)

3. Consider Authorizing The Chairman Execute The Contract For The Jackson Road Bridge Replacement Project. James M. Haag, Jr., Public Works Director

Documents:

[2016 0420 cv motion to award jrb project to bryan ohlmeier.pdf](#)

4. Consider Authorizing The Chairman To Execute The KDOT County Agreement To Treat Noxious Weeds. James M. Haag, Jr., Public Works Director

Documents:

[kdot cty agrmt to treat nw.pdf](#)
[kdot cty agrmt.pdf](#)

5. Consider And Approve Joint Memorial Day Ceremony At The Franklin County Memorial On The Courthouse Property. Hosted By Vietnam Veterans Of America Five Star Chapter 912 (VVA) In Partnership With Ottawa American Legion Warren Black Post 60 And Ottawa Veterans Of Foreign Wars (VFW) Post 5901. Jon Holmes, Administration

Documents:

[2016 0420 memorial day ceremony.pdf](#)
[memorial day ceremony request.pdf](#)

I. STAFF REPORTS

J. COMMISSIONER COMMENTS AND BOARD REPORTS

K. CONSIDER A MOTION FOR ADJOURNMENT

L. INFORMATION AND ANNOUNCEMENTS:

1. UpComing Events

- Joint City/County/School Board Luncheon on April 20, 2016 at USD 290 at Noon.
- Commission Meeting on April 27, 2016 at 8:30 A.M.
- Commission Study Session on May 2, 2016 at 8:30 A.M.
- Commission Meeting on May 4, 2016 at 8:30 A.M.
- Commission Meeting on May 11, 2016 at 8:30 A.M.
- Commission Study Session on May 16, 2016 at 8:30 A.M.
- Commission Meeting on May 18, 2016 at 8:30 A.M.
- Joint City/County/School Board Luncheon on May 18, 2016 at USD 290 at City Hall.
- Commission Meeting on May 25, 2016 at 8:30 A.M.
- County Office Closed on May 30, 2016 in Observance of Memorial Day.

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Allison Dickinson
Department: Community Corrections
Date: April 20th, 2016

AGENDA ITEM NARRATIVE

Approval of the FY2017 Budget and Budget Narrative for the Kansas Department of Corrections (KDOC - Adult Services) in the amount of \$446,046.81.

Approval of the FY2017 Kansas Department of Corrections (KDOC) Comprehensive Plan for Adult Services +

BACKGROUND

On February 11, 2016 the Fourth Judicial District Community Corrections received notice that the agency would be receiving \$446,046.81 in funds for the KDOC - Adult Services budget.

On or before May 2, each judicial district is required to submit a comprehensive plan /grant application to the KDOC for the upcoming fiscal year. The plan details the Fourth Judicial District Community Corrections' current resources, programs, gaps in service delivery, objectives and ability to meet evidenced-based practices for FY2017.

In FY2017, Community Corrections hopes to further develop what has already been established, while at the same time, addressing gaps that exist in the agency.

Specifically, the agency seeks to maintain its quality assurance efforts, while also developing a behavior sanctioning grid and enhancing its cognitive education program +

SPECIFIC ACTION REQUESTED

Move to Approve: The FY2017 Budget and Budget Narrative for the Kansas Department of Corrections (KDOC - Adult Services) in the amount of \$446,046.81.

Move to Approve the FY2017 Kansas Department of Corrections (KDOC) Comprehensive Plan for Adult Services. Signatory Approval needed.

ATTACHMENTS

Summary of FY2017 KDOC - Adult Services Budget
FY2017 KDOC Comprehensive Plan
Signatory Approval Sheet

FUNDING CONSIDERATIONS

A. Staffing Levels

INSTRUCTIONS

	Actual on 12/31/14	Actual on 12/31/15	<u>Difference</u>	<u>Comments/Explanation of Changes</u>
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AGENCY

Intensive Supervision officers	\$	4.90	4.50	(0.40)	The agency experienced a slight change in FTE assignments.
Senior Case managers					
XXXXXX					
XXXXXX					
Total		4.90	4.50	(0.40)	

RESIDENTIAL

- Residential Case Managers
- Correctional Advisors
- Senior Case Managers
- XXXXXX
- XXXXXX

Total	-	-	-	
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FUNDING CONSIDERATIONS

B. Travel Costs

	<u>FY2015</u> <u>Budgeted</u>	<u>FY2015</u> <u>Actual</u> <u>Expended</u>	<u>FY2015</u> <u>Difference</u>	<u>FY2016</u> <u>Budgeted</u>	<u>Comments/Explanation of Changes</u>
AGENCY					
Total Miles Driven in FY2015	55465	55465	0	54823	No increase, but a decrease based on the number of miles driven and FTE
RESIDENTIAL					
Total Miles Driven in FY2015					

FUNDING CONSIDERATIONS

**C. Vacancy Savings
INSTRUCTIONS**

	<u>FY2015</u> <u>Budgeted</u>	<u>FY2015</u> <u>Actual</u> <u>Expended</u>	<u>FY2015</u> <u>Difference</u>	<u>FY2016</u> <u>Budgeted</u>	<u>Comments/Explanation of Changes</u>
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AGENCY

Salary	277,705.15	251,932.81	25,772.34	260,497.78	There is a \$40,007.08 difference that is tied to resignations at the administrative and line staff levels. The increase in FY2016 budgeted can be attributed to a Franklin County Pay study that resulted in compression pay for senior staff and a new increased base salary adjustment for new staff. Additionally, the adoption of a new merit system at the county level plus an anticipated COLA further contribute to the increased personnel costs.
Benefits	121,550.97	107,316.23	14,234.74	117,045.47	
Total	399,256.12	359,249.04	40,007.08	377,543.25	

RESIDENTIAL

Salary	-	-	-	-
Benefits	-	-	-	-
Total	-	-	-	-

% of Shrinkage

**D. Shrinkage
INSTRUCTIONS**

AGENCY

Shrinkage % 10.02%

RESIDENTIAL

Shrinkage % #DIV/0!

FUNDING CONSIDERATIONS

E. Turnover Rate INSTRUCTIONS	Number of Staff			Turnover Rate	Comments/Explanation of Changes
	Number of Staff on 7/1/2014	Number of Staff on 6/30/2015	Terminations in FY2015		
AGENCY	6.82	4.67	2.15	37%	
RESIDENTIAL					#DIV/0! The agency experienced a large volume of turnover between 7-1-14 and 6-30-15, which impacted the budget and the delivery of services. The agency lost 2 ISO's and it's Clerk III.

Agency Identification (Main Office)		
Name: Fourth Judicial District Community Corrections		
Address: 1418 South Main Street, Suite 3	City: Ottawa, KS	Zip Code: 66067
Telephone: 785-229-3510	Fax: 785-229-3512	E-Mail: adickinson@franklincoks.org
Host County: Franklin		
Agency Director		
Name: Allison Dickinson	Title: Interim Director	Telephone: 785-229-3519 Ext.:
Address (If Different From Agency)		Cell Phone: 785-418-2126
		E-Mail: adickinson@franklincoks.org
Satellite Offices (Please Attach Additional Sheets As Necessary To List All Offices)		
S-1 (Anderson County)	S-2 (Coffey County)	S-3 (Osage County)
<input type="checkbox"/> Residential <input checked="" type="checkbox"/> AISP	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> AISP	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> AISP
Address: AN County Courthouse P.O. Box 305 Garnett, KS 66032 Phone: 785-448-2526 Fax: 785-448-2526 No. Of Staff: 1 / Traveling	Address: 800 N. 4 th St., Ste. 105 P.O. Box 330 Burlington, KS 66839 Phone: 620-364-2329 Fax: 620-364-2293 No. Of Staff: 1 / Traveling	Address: 118 East 7 th St., Ste. 103 P.O. Box 549 Lyndon, KS 66451 Phone: 785-828-4701 Fax: 785-828-4731 No. Of Staff: 1 / Traveling
Grant Period: July 1, 2016 Through June 30, 2017		
Projected Funding From Other Sources (all including county funds).		
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	
Source: _____	Amount: \$ _____	

PART ONE: Narrative

Introduction

1. Major aspects of the Comprehensive Plan

a) Agency resources

The Fourth Judicial District Community Corrections is currently in the hiring process of a Director position. Our ISO positions are fully staffed. It has the resources necessary to supervise offenders assigned to intensive probation. The agency offers in-house mental health evaluation and treatment through the Behavior Health Grant, cognitive education, localized BIP programming and monies to assist clients with eliminating barriers and meeting their identified needs. The agency maintains quality assurance assessments related to evidenced-based practices in community supervision.

The location/availability of services, such as inpatient treatment, outpatient treatment and sex offender treatment create a barrier for offenders. Additionally, transportation issues and the distance between municipalities and their respective county seats and area resources create issues regarding reporting, completing treatment and meeting deadlines.

b) Plan to address priority needs in the upcoming fiscal year

During FY17 the agency seeks to maintain its quality assurance assessments, and through technical assistance, we hope to make gains in the areas of developing and implementing a Behavioral Health Grid and developing protocols to sustain cognitive education programming in the Fourth Judicial District. Other areas identified as gaps may be addressed, but no strategies are being recommended at this time.

c) Strategies for determining success

- 1) Develop and implement a Behavioral Response Grid
- 2) Investigate avenues for implementing and sustaining cognitive interventions at the local level
- 3) Achieve and maintain a supervision success rate of at least 75% in FY2017

2. Significant differences between the successful population and the revoked population

- In FY15, at the time of termination, the revoked population experienced increased levels of risk in ten (10) of the ten (10) domains represented in the LSIR, as compared to the successful population

- In FY15, at the time of termination, the revoked population experienced increased levels of risk in four (4) of the four (4) BIG 4 domains represented in the LSIR, as compared to the successful population

The data suggests that lower risk offenders, those that have made substantial progress in addressing their criminogenic needs during their supervision period, are more likely to have their probation terminated successfully. Additionally, offenders that abscond from supervision in the Fourth Judicial District are much more likely to have their probation revoked. Offenders being supervised on level I and II are more likely to have their probation revoked. When offenders and agencies focus their efforts on reducing the identified risk/needs as measured on the LSI-R, both parties are more likely to experience success.

3. Significant changes that have positively or negatively impacted the agency
 - a) Staff resignations including Director Position, new hires for the organization have had the most significant impact on operations in FY2015 and FY2016. The agency has experienced personnel changes that resulted in five new ISO positions (one resignation), one new Clerk III and an open position for the Director. Additionally, the agency's has been retained one care coordinator through the local mental health provider; however the other allocated position has yet to be filled since a resignation in June 2015. Turnover at this rate has produced gaps that can only be closed with time, experience and ongoing training / coaching. The time investment associated with reducing and eliminating this learning curve can be overwhelming.
4. Targeted population for risk reduction
 - a) The agency will target offenders assessed as moderate to very high risk on the LSI-R. When developing the supervision plan, priority consideration will be given to the Big 4 domains, with the remaining 6 domains being addressed on a secondary basis. Consideration will be given to the individual domains in which the offender scored out at moderate to very high, and the domains that will have the most significant impact on the offender's risk level. Priority consideration will be given to the companions, emotional/personal and attitudes/ orientation domain of the LSIR, as it's opinioned that risk in these three areas increases the likelihood that the offender will be revoked as a conditional violator.

Integrated Model

1. Organizational Development:

- Describe the recruiting and hiring process of staff within your agency?

Job descriptions are reviewed prior to request being sent to human resource department to verify that they are correct. The recruiting process begins immediately when a position is open. The county human resource department is requested by Director to advertise the position via local newspaper and with advertising on the human resource partners' website. Once applications are received, the Director and Assistant Director review the qualifications and select a pool of applicants to interview based on mandatory qualifications, experience, and related knowledge regarding agency goals. The interviews are conducted by the Director, Assistant Director, and one full time experienced Intensive Supervision Officer if available. The same questions are presented to each applicant in the same way and their responses are scored individually by each panel member on a scale of 1-10. The total from each panel member is then added up to reflect scoring across the pool and discussed. If a follow-up interview is needed, it is completed.

Our agency is focused on addressing the risk, need and responsivity principles with our offenders. Our staff is trained and focused on utilizing evidence-base practices and motivational interviewing techniques to facilitate change among our offender population. By incorporating these techniques, it allows us to focus on providing appropriate intensity of programming to offenders, target criminogenic needs with focus and priority on pro-criminal attitudes, anti-social associates and antisocial personality; and matching appropriate interventions/programming to the offender's abilities, motivations, and learning approach.

- Describe how staff conduct day to day activities? (Ex. weekly meetings, travel, specialized tasks)

Our agency is focused on addressing the risk, need and responsivity principles with our offenders by meeting with them frequency wise based on their need with primary focus regarding case plans and utilizing EPICS tools to assist the offender.

Staff is responsible for submitting referrals to BIP, Care Coordination, as well as local intervention programs that are necessary for offender population we serve.

Our staff attends monthly meetings that are lead by the Director of the agency. They are scheduled a year in advanced and a day and time are decided on by the staff . Information regarding agency policy, upcoming training availability, as well as open discussion regarding offender questions is addressed. Agency training is also scheduled if time allotted during the monthly staff meetings.

Our agency has three traveling officers whom keep a schedule based on offender scheduling needs in each of their respective counties. The Director and Assistant Director attend local stakeholder meetings bi-weekly, monthly and quarterly.

- Describe in detail the process of how staff are given and receive performance feedback.

We have policies and procedures in place that support organizational work performance and for increasing fidelity within our agency including quarterly quality assurance reviews. These include: Inter-rater reliability for LSIR assessments, case plan development (EPICS and criminogenic needs focused), case file maintenance, and Motivational Interviewing, in which we have an in-house assessor. This allows our agency to provide the staff with continual training opportunities and formal feedback by a supervisor to enhance abilities when dealing with the offending population. Structured feedback is in the form of an Individual Improvement Plan and meeting with a supervisor. The plans target areas of needed improvement which include SMART objectives, desired areas of improvement and a timeframe for accomplishment in which the staff along with the supervisor review quarterly. Yearly performance evaluations are completed by the Director and outcomes regarding staff performance in regards to agency goals are discussed.

- Describe what policies are in place for hiring staff and what policies are in place for training staff.

The agency follows local County policy as well as our agency has Policy and Procedures that are presented and available to staff at all times in hard and electronic copy. Under the administration sections policies are available with information on Employee Background Investigations, Criminal Record Checks, Staff Development, Policy and Procedure Manual-Internal Management Policies and Procedures (IMPP), Personnel Employee Orientation, PREA and Standards of Conduct.

- Describe whether or not policies are in place for job descriptions, performance measurements, promotional decisions or a reward system.

Policies are in place on the county level in which are extended out for our office regarding job descriptions, performance measurements, and promotional decisions and reward system which is based on merit pay.

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

Our agency's organizational plan focuses on increasing alignment and individual development with our offenders but also our staff. Staff is trained on the principles of effective interventions. Our agency focuses on performing quality LSIR assessments, engaging the offender in case plan development, addressing criminogenic needs, making appropriate referrals to internal and external programming and conducting effective face to face office visits with offenders that focus on evidence based programming.

Our goals are focused on work performance and for increasing fidelity within our agency including quarterly quality assurance reviews. These include: Inter-rater reliability for LSIR assessments, case plan development (EPICS and criminogenic needs focused), case file maintenance, and in house training regarding Motivational Interviewing.

2. **Collaboration:**

Attachement B has been completed and has been attached

- How does communication flow through all levels of staff?

Our agency's flow of communication is downward, upward, lateral, and external. It is imperative for communication to have all these characteristics.

Downward: Information regarding agency vision, job descriptions, local and state changes, and providing constructive feedback to staff.

Upward: Our agency relies on our line staff to provide information on problems they are facing whether offender driven or internal/external obstacles. This allows management to address issues or look at policy changes if possible.

Lateral: Staff are encouraged to problem solve among themselves and assist others in agency related duties.

External: Management and staff reach out to local stakeholders regarding successes and problematic areas that need to be addressed.

- How does agency internal collaboration facilitate collaboration with external centers of expertise?

The agency relies on internal communication and utilizes staff meetings, peer-driven quality assurance sessions and individual meetings to guide this process. Agency supervisors are always available for guidance and assistance and agency staff communicate with and support one another. Staff are given the opportunity to participate in the development of policies and tools used to evaluate achievement and they realize there's an expectation that staff collaborate with and support outside stakeholders that contribute to the supervision of offenders.

The agency seeks to develop internal collaborations among staff that are rooted in a solid understanding and appreciation of evidenced-based practices in community supervision, specifically the impact they have on offenders as the lead supervising

entity. The agency attempts to educate and guide the development of staff, with priority consideration being given to the assessment process, case plan development and the incorporation of MI skills in daily activities. A lot of time and effort is devoted to quality assurance measures, coaching, training and technical assistance in an effort to further advance individual skill sets.

- How are policy changes shared with staff?

Policy changes are presented by the Director to staff during monthly staff meetings. The information is then reinforced by the Director as well as supervisory staff.

- Does staff have the opportunity to participate in policy updates?

Staff has the opportunity to participate in policy updates.

- Does staff understand the entire collaboration process?

There is always room for improvement regarding collaboration; however our staff is trained and encouraged to provide feedback and be involved in internal and external collaboration.

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

We have partnerships in place with the Elizabeth Layton Center and Family Peace Initiative (BIP), district court and court services. Consideration should be given to increased partnerships with local law enforcement, specialized Courts and the County Attorney's Offices. This could be in the form of training and/or programming to support offender services. This is important because the more resources we are connected to and partner with, allow us to better serve our risk population in the community as well as community members safety.

- Attachment E, "Collaborative Partnerships", has been completed and attached for review.

3. Evidence-Based Principles:

The appropriate format for completing this section in your application shall include the section header, the question and your response.

- a) Assessing actuarial risk/need
 - 1) What quality assurance is in place to ensure that assessments are conducted and scored with fidelity?

- Agency staff members are initially certified by KDOC trainers to administer the LSIR and once certified, agency staff are required to participate in and successfully pass recertification training every two years.
 - The agency facilitates an individual quality assurance (QA) process one or two times per year, which consists of the officer creating an audio recording of an LSIR and submitting the recording and supporting documentation to their supervisor for review. The supervisor will then listen to the recording, review the documentation, score the LSIR and compare their results to the officer's scored LSIR, notes and scoring guide. This includes a review of all 54 questions contained in the LSIR. The supervisor will then review the results with the supervising officer, addressing any areas of strength / weakness.
 - The second process, which takes place two times per year, is a group LSIR QA activity, where the supervisor will administer an initial LSIR on a new client, creating an audio recording of the interview. All supporting documentation related to the case will be forwarded to agency staff approximately one week prior to an all-staff group meeting. At the group meeting, agency staff will listen to the audio recording and score the LSIR based upon the interview, supporting documentation and their interview guide. The results from the group session will be compiled individually and cumulatively, then shared at a subsequent group meeting, where all staff present will review their answers to all 54 questions in an effort to reach consensus on scoring. When consensus cannot be reached on one or more items, the supervisor will consult with a KDOC-LSIR trainer for guidance and assistance. Agency staff will receive a final review of their score, addressing any areas of strength / weakness.
- 2) Is your agency currently measuring inter-rater reliability? If so, please describe how this is being done. If not, please describe any plans you have to implement inter-rater reliability checks.

Both QA activities outlined above create an avenue for assessing inter-rater reliability for agency staff. Both include a review of scoring accuracy related to each of the 54 questions within the LSIR, which includes a final assessment by question, domain and overall score. All results are shared with the supervising officer on an individual and/or group basis, with supervisors addressing strengths and weaknesses.

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

The agency's Care Coordinators utilize the Daily Living Activities (DLA) assessment in the delivery of behavioral health services to the clients referred to the program. The DLA assesses 20 domains associated with a client's current and

ongoing life situation. Assessments are conducted within the first 30 days and every 90 days thereafter.

b) Enhancing intrinsic motivation

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

This is not currently being measured, nor does the agency have a plan to implement measures. The agency would benefit from training and guidance regarding techniques that can be used to accomplish this goal.

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

Through quality assurance efforts related to motivational interviewing and the LSIR, agency supervisors have the opportunity to assess the use of motivational techniques at specific points in time. However, there is no process in place for measuring and evaluating the day-to-day use of motivational interviewing techniques by agency staff. This would require additional training and technical assistance related to this measurement.

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

- a. For each goal contained in a client's case plan, agency staff is required to develop, at a minimum, one SMART objective that incorporates an EPICS strategy. The use of these EPICS strategies, and their subsequent review, are evaluated during case plan QA activities, which are facilitated on an individual and group basis. Staff has been provided training and they receive ongoing coaching related to the use of EPICS strategies.

- b. Agency staff is required to participate in MI QA activities, which consists of the supervising officer submitting three or four audio recordings of an office visit with a client for review. Audio recordings are submitted to the agency's in-house MITI assessor three to four times per fiscal year. The agency utilizes the Motivational Interviewing Treatment Integrity (MITI) coding sheet to evaluate the presence and utilization of the MI skill set. The in-house assessor then provides feedback and coaching regarding performance in the area of MI. The agency's in-house assessor is participating in a regional QA program with two other judicial districts in an effort to validate their understanding and use of the MITI coding sheet. This QA activity consists of regional assessors reviewing and scoring outside audio recordings for MI adherence, utilizing a peer review format. The results of the QA activities are used to evaluate

performance and to identify common errors, themes and/or training needs related to MI.

- c. As the agency moves forward with its cognitive education group, program facilitators will be evaluated on their ability to deliver programming with fidelity, which we anticipate consisting of independent site visits to evaluate class structure and the delivery of the curriculum. However, this process has not yet been established.

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

Though we believe this occurs at the agency level through individual meetings with staff, training and ongoing coaching, there is no process in place to measure the extent to which this is being accomplished. The agency would benefit from training and technical assistance regarding techniques that could be applied to agency employees and external stakeholders.

- c) Targeting interventions (risk, need, responsivity, dosage and treatment)

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

- a. Case plans are developed individually and based on the results of the LSIR. Priority consideration is given to the Big 4 domains; criminal history, companions, emotional/personal and attitudes/orientation. The agency views criminal history as a static element, but recognizes it as a predictor of future behavior. While also important, the remaining domains are considered secondary when developing the case plan. Even though a client may have multiple presenting issues, staff are tasked with the responsibility of targeting specific domains in a manner that is realistically achievable, making sure they're not overwhelming the client, thus setting them up for failure at the beginning of their probationary period.

At a minimum, agency staff is required to initially target one of the Big 4 domains if they are identified as moderate-high risk. Staff can then target another Big 4 domain or a secondary domain, which should also be identified as moderate-high risk, with an understanding that the case plan should be targeting the domains that will have the largest impact on the offender's criminogenic needs. The information garnered through the administration of the LSIR is also used to identify strengths and responsivity factors that may pose barriers to the successful completion of the case plan.

The possibility exists that interventions will be made for services to address a specific domain, but no goal or objectives will exist in the case plan

regarding this. An example would be a client being referred to job club to address employment, but that domain has not been targeted in the case plan.

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

In November 2014, agency staff participated in a training related to structured case plans during the first three-nine months. The takeaway from this training was limited, as staff was unable to see examples of structured case plans that met the 40-70% principle. More training is needed in this area, with specific examples of what a case plan would look like for a moderate and high risk offender based on the resources that outlined in this grant application and available to staff in the Fourth Judicial District.

- 3) How are offenders matched to treatment resources?

Offenders are matched to resources based upon the criminogenic needs outlined in their LSIR, taking into consideration responsivity factors that might be present in their life. Not all resources are available within the district; therefore, offenders sometimes have to travel to access services to meet their treatment needs.

- 4) How does staff know both internal and external resources are addressing responsivity? And to what degree of impact in regards to reducing risk?
 - a. Staff currently conducts face to face contacts as well as phone and email correspondence monthly with external and internal programming in which cases are staffed and discussed. The concentration of this discussion pertains to client's current responsivity and methods of effectively addressing solutions to the barriers.
 - b. Internally, the agency's Care Coordinators utilize the Daily Living Activities (DLA) assessment in the delivery of behavioral health services to the clients referred to the program. The DLA assesses 20 domains associated with a client's current and ongoing life situation. The clinicians utilize this assessment to develop an individualized treatment plan. Assessments are conducted within the first 30 days and every 90 days thereafter. LSIR assessments are also utilized for data collection. Assessments are completed prior to a referral for care coordination. These assessments are conducted within six (6) months as a client is actively participating in this internal program to track changes or reduction in criminogenic risk factors.
 - c. At this time, there is no current tool for measurement of external resources and how they are addressing the impact of reducing risk. The agency would

benefit from training and guidance regarding techniques that can be used to accomplish this goal.

5) How do staff conduct a structured office contact?

The goal of the agency is to facilitate quality contacts between the client and their supervising officer. The agency promotes the continued use of MI during these interactions, with the client doing the majority of thinking and talking and the supervising officer guiding the direction of the meeting. The primary focus of the meeting is to promote and garnish information related to the client's case plan and their ability to meet those objectives. Time is devoted to reviewing this case plan and assisting the client with the tasks that contribute to this. The supervising officer also realizes the need to collect documents and other information while addressing other life situations the client might be encountering. However, the primary focus involves the status of the case plan, the use of MI, recognizing change talk and seizing the opportunity to capitalize on any verbal exchange that might assist in guiding the client toward pro-social thinking, actions and patterns.

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

- a. The first QA technique used to accomplish this task is the review of individual case plans that have been developed by the supervising officers. Within two of the four quarters each fiscal year, an agency supervisor will randomly pull three case plans for review. Those case plans will be evaluated based upon the following criteria: timeframe of completion, case plan reviews every 30 days, appropriate LSIR domains targeted, goals, SMART action steps, all parties having assigned tasks, identification of strengths, identification of responsibility factors and methods for addressing barriers, client's participation in the case plan development, offender receiving a copy of the case plan, presence of an action step based on an EPICS strategy and the EPICS strategy being reviewed every 30 days. In total, eleven (11) different elements are being measured by the case plan QA activity. The supervisor will then review the results with the supervising officer, addressing any areas of strength / weakness.
- b. The second QA technique is facilitated in conjunction with the group LSIR QA assessment and consists of the supervising officer completing a case plan based on the results of this group LSIR. Once the LSIR group session has been finalized, officers are given 7-14 days to prepare a case plan for that respective client. Prior to the next group meeting, the supervisor will review each case plan for accuracy / quality, utilizing the same format described above. Plan elements related to timeframes, client participation and signatures are not scored as part of this QA session. Agency staff will reconvene at a

predetermined date and use that time to review and discuss their case plans in detail. This peer driven review generates discussion regarding the individual contents of the plan and multiple examples of goals, SMART action steps and EPICS strategies that can be used. Officers are afforded the opportunity to learn from others and to evaluate their process of developing case plans. The supervisor will use this opportunity to evaluate strengths and weaknesses.

d) Skill training with direct practice (including the use of cognitive behavioral interventions)

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

Our agency provides a cognitive restructuring intervention, Thinking for A Change (T4C) curriculum, to our moderate to high risk offenders. This intervention is facilitated by two (2) certified Care Coordination Clinicians under the Behavioral Health Grant. This curriculum provides role play opportunities, homework, and pro-social modeling to our clientele.

The agency staff conducts face to face office visits that are specifically targeted to address and discuss criminal thinking and criminogenic risk factors. Office visits at minimum on a monthly basis, incorporate clientele and officer reviewing a case plan that is developed to discuss at least one EPICS tool (Behavioral Analysis, CHART, RACE document or Cost & Benefits worksheet.)

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

The agency utilizes social learning techniques when facilitating group quality assurance activities, specifically quality assurance related to LSIR administration and case plan development. Initially, the work is completed individually, with staff coming together as a group to review individual and cumulative results. Individual ideas and justifications are shared during this group meeting, resulting in discussions regarding the LSIR and the manner in which they developed their case plans. These sessions are used to educate, train and coach agency staff members individually and as a whole. The results are added to the agency's quality assurance database.

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

At present, we do not. However, this objective will be an evaluation component related to the delivery of services by any in-house, contracted

providers. This would include subsequent contracts, memorandum of agreements (MOA) and/or memorandums of understanding (MOU). This is a provision in our most recent MOA between the agency and its BIP programmer and the agency is currently working toward a plan to accomplish this task. The agency would benefit from additional training and technical assistance related to this process.

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

Though we currently do not have a structured way of conducting fidelity checks on our Cognitive programming (Thinking For A Change) or contracted Batterer's Intervention Program, we do identify a need for quality assurance in the delivery of these interventions. One strategy could be to contract an outside certified facilitator within the targeted programming and have him/her conduct a face visit to group program sessions. This would allow the facilitators to gain feedback and allow our agency to collect valuable insight regarding program structuring/effectiveness.

e) Increasing positive reinforcement

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

Agency staff has been educated on the four-to-one theory as a result of participating in training related to MI, evidenced-based practices and various cognitive education programs. However, there is no process in place locally to measure the degree to which this strategy is being used by individual officers.

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

The degree to which this takes place is unknown, as this is not something that the agency has ever measured.

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

Currently our agency does not utilize a Behavior Response Grid. The agency has previously drafted a grid, but would benefit from training and guidance regarding techniques that can be used to accomplish this goal.

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

Currently our agency does not utilize a Behavior Response Grid.

f) Engaging ongoing support in natural communities

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

Agency staff routinely engages supports within the community that assist in reducing the client's criminogenic needs and/or assist in reducing barriers or addressing other needs that might exist in a client's life. During the case planning development, when a client is initially placed on probation and any follow up case plan, it is part of our protocol in our agency to incorporate natural supports. Staff encourages clients to involve influential family and additional community supports. Our staff welcomes these natural supports into office visits and community visits. The agency would benefit from additional training and technical assistance related to this topic.

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

The quality and/or impact of these supports may be evaluated by the supervising officer on an individual basis; however, there is no system in place to measure the quality or impact of these supports as they relate to the successful completion of case plan components.

g) Measuring relevant processes/practices

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

- Initial and reassessment LSIR data
- Daily Living Activity Assessments (DLA)
- Quality assurance data related to the LSIR, case plan, MI and case file maintenance (including meeting standards)
- Case closure information, which includes types of closures, use of graduated sanctions, changes in LSIR scores, average time on probation, interventions attempted, interventions that were successful and responsivity issues present
- Program referrals, presenting issues, success rates, LSIR scores, DLA scores, termination type, reasons for unsuccessful termination, services rendered

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

- Initial and reassessment LSIR data

- Intervention referrals and their outcomes
- Completion of objectives detailed in the case plan
- Case plan review data
- Attendance and participation in groups
- Contents of thinking reports
- Success and failure rates of probation closures

3) How do you measure staff performance?

- a. At present, priority consideration is given to the use of MI, administration of the LSIR with fidelity, development of case plans that reflect the information contained in the LSIR, evaluation of the case file, TOADS entries and the supervising officer's ability to meet KDOC standards. The results of these QA efforts are summarized and weighted each quarter and year-end to produce a level of achievement in meeting these requirements.
- b. In addition to the measurements outlined above the agency will also consider the criteria / contents of the county-adopted employee evaluation, solicited and unsolicited feedback from county personnel, court personnel and stakeholders regarding interactions and achievement.
- c. The supervising officer's response to any IIP's that might have been developed and whether or not they were able to meet the objectives contained within.

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

At this point we are not measuring recidivism data related to the in-house programming being offered; however, that is a component that is being considered but would need to be built into the quality assurance process for all in-house and contractual programs.

h) Providing measurement feedback

- 1) How is information regarding offender change and outcomes shared with officers? With offenders? With external stakeholders?
 - a. Officers: Information regarding offender change and outcomes are disseminated to staff during schedule bi-monthly staff meetings. However, the information is limited and agency would benefit from developing a more comprehensive approach to this.
 - b. Offenders: Information regarding offender change and outcomes at this point in time is not relayed to our offenders. The agency would benefit from

technical assistance related to best practices in disseminating this information to offenders.

- c. External stakeholders: The director maintains routine contact with the advisory and governing board members through Executive Committee meetings, Advisory Board meetings and appearances before the Board of County Commissioners. This may be in the form of emails and face-to-face meetings. Information is also disseminated via the County website with Quarterly updates.

- 2) How is staff performance/evaluation data shared with staff?

At the conclusion of each QA assessment, individual scores are shared with staff, which may result in a coaching session and/or subsequent reviews, if improvements need to be made. Following the conclusion of each quarter agency staff receives a quarterly report that documents all QA scores. The final score is cumulative in nature and weighted to equalize scores that carry a higher point value. This quarterly and year-end score serves as a means to measure individual performance. Agency staff also receives the staff average scores, by QA type, for each quarter and year-end unless the QA assessment only applies to one or two individuals. The purpose of this is so staff can see how their scores compare to the scores of their peers. The following is a list of QA topics documented in the QA report: MI, LSIR, case plan, file maintenance (hard file and TOADS) and discharge types/percentages.

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

Staff performance is analyzed on a quarterly basis, which includes an assessment of their skills and abilities related to MI, LSIR administration, case plan development, case file maintenance, compliance with standards and their ability to facilitate and document and quality contacts with offenders. Staff members that do not meet with minimum expectations regarding performance are subject to Individual Improvement Plan (IIP) to address any shortfalls. Staff members are given the opportunity to recommend ideas and tasks that would assist them in meeting expectations and in conjunction with a supervisor; the IIP is drafted that includes measurable objectives for the upcoming quarter. Supervisors and staff will then review the results and determine if sufficient gains have been made regarding the areas outlined in the IIP. The process is very similar to the manner in which staff approach case plans with the clients they supervise.

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

Not currently, but the plan moving forward is provide verbal and written feedback to program facilitators a minimum of two times per year, with the expectation that improvements are made regarding any issues related to performance and meeting

program objectives. We are currently working on this topic for our local BIP program and plan to incorporate this evaluation piece for our cognitive education class.

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

There is not currently a correction action plan in place to address this need. The most recent MOA with a local BIP provider includes a stipulation that the provider agrees to be subject to quality assurance efforts that include assessment of the curriculum and program facilitators. Additionally, the agency's cognitive education facilitators will be subject to the same assessments. The results of such assessments will be used to develop corrective actions plans to address any shortfalls that might exist.

PART TWO:

Current and New Resources

1. Attachment C, "Current and New Resources", has been completed and attached for review.

PART THREE:

Management and Organizational Capabilities

1. Attachment H, "Organizational Chart", has been completed and attached for review.
2. Describe how the Advisory / Governing Board:
 - a. Interacts with the Director and agency staff

The director maintains routine contact with the advisory and governing board members through Executive Committee meetings, Advisory Board meetings and appearances before the BOCC. This may be in the form of emails and face-to-face meetings. Additionally, the director and agency staff interact with advisory board members during the course of completing their assigned duties and responsibilities or participating in community initiatives. Examples of potential interactions could include the following: supervising interns for the university, serving on adult/juvenile coalitions, communicating with District Court personnel, attending high school career forums, conducting community visits, attending IEP and treatment team meetings, joint initiatives with local law enforcement and attending county sponsored functions.

- b. Monitors the Comprehensive Plan throughout the year

The comprehensive plan and associated outcomes are monitored through updates at regularly scheduled meetings and the dissemination of quarterly outcome reports that are added to the agency's website.

- c. What date / information is reviewed

The initial comprehensive plan and budget documents are reviewed and approved by the Advisory Board and BOCC. Throughout the year, updates are provided regarding changes to the plan, budget amendments, outcomes, programming, staffing patterns at the state and local level and any legislative activities that directly impact the agency. Quarterly reports are added to the agency's website for review and the website address has been added to agency minutes that are disseminated for review and approval.

- d. How requests for corrective action are addressed / responded to

The advisory board (executive committee / full advisory board) and the Board of County Commissioners always have the ability to request additional information and/or corrective action regarding the agency's activities, programming and/or risk reduction efforts. Additional information will be gathered and distributed to board members as soon as it becomes available to assist in clarifying any unresolved items. In the event a board member requests corrective action, the director will make these changes and provide the information to the appropriate board/members at the next available meeting or sooner if feasible.

Monitoring and Evaluation

Monitoring and evaluation of agency initiatives with the purpose of determining success, and implementing changes where necessary, is a key component to successful local implementation and sustainability. Utilizing research based processes to examine programs and evaluating the degree to which the plan is being implemented as it was intended, are required for agency initiatives.

On a quarterly basis, agencies will be required to submit a document describing progress toward stated outcomes. These reports will be due in conjunction with agency quarterly fiscal reports.

1. Describe the process for assessing the initiatives' effectiveness. How will the performance of the planned initiative be documented, monitored, and evaluated.
 - a) Identify measurable outcomes you would like to address.

- Outcome #1: Develop and implement a Behavioral Response Grid on or before June 30th, 2017.
 - Outcome #2: Finalize and implement enhancements related to cognitive education programming in the Fourth Judicial District on or before June 30th, 2017.
- b) Identify measurable outcomes for any current (additional to those identified in the Integrated Model section) risk reduction and agency initiatives that you will be continuing in the coming year.
- Outcome #3: Agency staff shall obtain / maintain a quality assurance score of 3.5 or higher regarding their ability to incorporate motivational interviewing skills and techniques into their daily activities by June 30, 2017
 - Outcome #4: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding their ability to accurately administer the LSI-R on or before June 30, 2017 (individual and group format)
 - Outcome #5: Agency staff shall obtain / maintain a quality assurance score of 3.6 or higher regarding their ability to accurately develop offender case plans on or before June 30, 2017 (individual and group format)
 - Outcome #6: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding case file maintenance scores on or before June 30, 2017.
 - Outcome #7: The Fourth Judicial District Community Corrections shall achieve and maintain a supervision success rate of at least 75% in FY2017 or improve such rate by at least 3% from the previous fiscal year (per K.S.A. 75-52,112)
- c) How do you track outcome measures.

The agency utilizes locally maintained databases to measure agency outcomes, as well as the TOADS database for offender-specific data. Statistics are analyzed monthly and/or quarterly, depending on the frequency of the data being entered.

ADVISORY/GOVERNING BOARD MEMBERSHIP

Instructions: Provide all of the requested information for each advisory/governing board member who will serve during the fiscal year(s). KSA 75-5297 governs advisory board membership, qualifications, and appointment provisions. **Please use an asterisk (*) to identify the Chairperson of the Advisory/Governing Board.** In the "Ethnicity" column, enter the most accurate, e.g., American Indian or Alaskan Native (I), Asian or Pacific Islander (A), Black (B), Hispanic (H), White (W).

Appointed By	REPRESENTING	NAME	TITLE PROFESSION	GENDER (M/F)	ETHNICITY	RECENT APPT. DATE	APPT. EXPIRATION DATE
Chief Judge	Judiciary	*John Steelman	Court Administrator	M	NH	4-10	4-17
Sheriff	Law Enforcement	Vacant					
Police Chiefs	Law Enforcement	Vacant					
County Attorney	Prosecution	Brandon Jones	AN & OS County Atty	M	W / NH	5-13	4-18
Admin Judge	Judiciary	Kevin Kimball	Magistrate Judge	M	W / NH	9-08	4-17
Admin Judge	Court Services	Kelly Johnson	CSO I	M	W / NH	4-08	4-17
BOCC	Education	Vacant					
BOCC	Mental Health	Leslie Bjork	Executive Director	F	W / NH	4-10	4-17
BOCC	General	Harold Fuller	Citizen	M	W / NH	4-10	4-17
BOCC	General	Bill Craig	Citizen	M	W / NH	4-09	4-18
BOCC	General	Arlin Meats	CF County Commissioner	M	W / NH	4-09	4-18
City	General	Crystal Anderson	Citizen	F	W / NH	3-12	4-18
City	General	Andy Frye	Building Inspector	M	W / NH	4-10	4-17
BOCC	General	Ethel Wallace	Director – JV Detention	F	W / NH	4-09	4-18
BOCC	General	Vacant					

Current and New Resources

Services	Enter 'yes', 'no' or 'more needed' if Currently Available	Enter 'yes', 'no' or 'more needed' if New In FY2016	Comments
Agency Supervision Fee			
Child Care Assistance	No		
Clothing (work related or other)	Yes		Voucher funds available
Cognitive Behavioral Interventions	Yes		
Community Service Work	Yes		
Courtesy Transfer Fee			
DNA Cost	No & Yes		CC supplies are free – Court imposed fee
Drug Confirmation Tests	Yes		
Drug Screens	Yes		
Educational Services	Yes		Voucher funds available
Electronic Monitoring	Yes		Voucher funds available
Employment Services	More Needed		Franklin County class only
Food	More Needed		Voucher funds available, limited options
Housing Assistance	More Needed		Voucher funds available, limited options
Medication	Yes		Voucher funds available
Mental Health Counseling	Yes		BHG - in-house clinicians
Mental Health Evaluations	Yes		BHG - in-house clinicians
Mentoring	No		
Sex Offender Evaluations	More Needed		Voucher funds available
Sex Offender Treatment	More Needed		Voucher funds available
Substance Abuse Counseling	Yes		Voucher funds available
Substance Abuse Evaluations	Yes		Voucher funds available
Transportation Assistance	More Needed		Limited public transportation
Utilities (heat, electric, phone, water)	Yes		Voucher funds available
OTHER :			
BIP Programming	Yes		BHG funds pay 2/3 of costs

Curriculum Review Form

NAME OF CURRICULUM: _____

Date Reviewed _____ Approved _____ Disapproved _____

How does the curriculum assist adult probationers in developing and using internal controls to address dynamic risk and need areas so that the probationer is less likely to engage in criminal behavior?

KDOC Comments:

Select the LSI-R[®] domains being targeted by delivering this training to staff in risk reduction and intervention.

- | | | | |
|--------------------------|----------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Criminal History | <input type="checkbox"/> | Education / Employment |
| <input type="checkbox"/> | Emotional / Personal | <input type="checkbox"/> | Attitudes / Orientation |
| <input type="checkbox"/> | Financial | <input type="checkbox"/> | Family / Marital |
| <input type="checkbox"/> | Accommodation | <input type="checkbox"/> | Leisure / Recreation |
| <input type="checkbox"/> | Companions | <input type="checkbox"/> | Alcohol / Drug |

KDOC Comments:

What research led the applicant to implement this training as a component of their Comprehensive Plan?

KDOC Comments:

How will the applicant measure the impact of the training on the agency and/or adult probationers?

KDOC Comments:

How will this training initiative be utilized within the Comprehensive Plan?

KDOC Comments:

Is this curriculum appropriate for correctional personnel to deliver? Please include a discussion of appropriateness for use with probationers, trainer credentials, and duties that this training will allow officers to perform.

KDOC Comments:

Collaborative Partnerships

Agency Partnerships	Comment
Board of County Commissioners (BOCC)	Franklin County serves as the host county for the district, with agency employees being subject to county rules, policies and procedures. The county serves as the fiscal agent, with the BOCC providing oversight and approval regarding agency operations.
Advisory Board	Board members, representing a variety of disciplines and positions within the district, volunteer their time to provide oversight and guidance regarding operations, budgets, programming and outcomes. This is done through monthly meetings with the executive committee or full advisory board.
Judiciary	On a quarterly basis the agency meets with the Judiciary to review agency operations and to seek input guidance and approval of current programming and/or new initiatives.
Court Services	The agency maintains routine contact with Court Services personnel in an effort to manage case notifications/assignments, LSI-R overrides and case transfers. Court Services can refer moderate – high risk client’s to the agency’s care coordination program and CSO clients needing BIP treatment are eligible for partial funding through the agency’s Behavioral Health Grant.
Mental Health Centers	Many forms of treatment (sex offender, intensive outpatient alcohol/drug, inpatient alcohol/drug) are not available within the district. Some clients accessing local mental health centers do not have community-based options and must travel to other counties in the catchment area. The agency collaborates with one local mental health center in an effort to facilitate its Care Coordination program.
SB 123 Providers	There are SB 123 providers in the district and agency staff maintains productive working relationships with these agencies through collateral contacts and team meetings.
Local Law Enforcement	Staff maintains contact with approximately fifteen law enforcement agencies. Examples of collaborative efforts consist of the following: access to police reports, assistance with arrests, dissemination of probation caseload reports, access to jail rosters and assistance with home visits.

Health Department	Employees in the health department provide a variety of resources to clients, which include physicals, medication, education, children's services and WIC. Additionally, health department employees provide guidance to agency staff regarding disease, infections and general health situations.
County Attorney's	Agency staff maintains routine contact with each of the county attorney's offices in an effort to communicate offender progress.
Kansas Department of Corrections (KDOC)	The agency collaborates with several KDOC program consultants, auditors and other central office employees in the following manner: program implementation, guidance, standards, oversight, financial audits, policy and procedure audits, comprehensive plan development, budgets, training and job club.
KDOC Community Corrections Advisory Committee	The district's presence on this committee contributes to awareness and involvement in matters that directly impact risk reduction efforts in the State of KS.
Kansas Community Corrections Association (KCCA)	Membership in the KCCA enables the agency to maintain a voice regarding a variety of legislative matters that impact risk reduction services in the KS.
Franklin County Domestic Violence Response Team (FCDVRT)	The FCDVRT is comprised of representatives within Franklin County that have a vested interest in preventing domestic violence. Team partners include law enforcement, county attorney, health department, legal services, victim services, district court, mental health, community corrections and others.
Other Community Corrections Agencies	The agency routinely collaborates with other Community Corrections agencies in the state of Kansas, typically in the area of training. Examples of training received would include the following: cognitive education and MI.
District Court Personnel	Employees of the four district courts have regular contact with agency staff and provide the following services: processing of paperwork, payment ledgers and court documentation.
Local Educational Programs	Agency staff consults with and collaborates with local educational providers to assist with client/agency needs. Examples would include GED testing, high school equivalent programs, adult educational programs and internships.
RADAC	Services are available; however, not every center is willing to travel to the jail to conduct assessments. RADAC is utilized to assess the alcohol and drug needs of clients being supervised in the district.

Transportation Agencies	There are limited public transportation options available to offenders throughout the four counties in the district. The agency utilizes these services to assist clients with their transportation needs.
Housing Agencies	There are no or very limited housing options available to offenders. Temporary and long-term homelessness is a reoccurring problem and the agency will utilize short-term hotel stays to assist homeless offenders.
Food Pantries	Access to food can be a challenge and resources are not available in all four counties. The agency will use voucher funds to assist.
Batterer's Intervention Program (BIP) / Family Peace Initiative (FPI)	The agency collaborates with the Family Peace Initiative to administer onsite BIP evaluations and treatment. The agency provides FPI access to its group room for this purpose. The only gap relates to group and treatment being located in FR County, which creates transportation issues for offenders that may want to travel from AN, CF and/or OS Counties.

2017 Community Corrections Comprehensive Plan Signatory Approval Forms

Agency Name: Fourth Judicial District Community Corrections

Agency Director: Interim Director Allison Dickinson

My signature certifies that I did assist in the development, completion and review of the agency's Comprehensive Plan, attached hereto. I further certify that:

- The plan complies with the written directions sent to me by the Kansas Department of Corrections (KDOC).
- The plan complies with applicable Kansas Statutes (KSA), and Kansas Administrative Regulations (KAR).
- 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 Community Corrections Supervision.
- The agency will provide complete and accurate data to the KDOC regarding agency operations and outcomes.

Furthermore, my signature certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2016 through June 30, 2017 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Utilize grant funds for the development, implementation, operation and improvement of community correctional services pursuant to K.S.A. 75-5291 through 75-52,113 and amendments thereto, as submitted in the attached comprehensive plan funding application.
2. Assume the authority and responsibility of funds received through KDOC and ensure compliance with all applicable Federal and State laws, Regulations and KDOC Financial Rules, Guidelines and Reporting Instructions. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
3. Acknowledge that the use of state grants funds is prohibited for out-of-state travel and training. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
4. 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.
5. Comply with KDOC Community Corrections standards, policies and procedures.
6. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.

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 employees or agents 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 or agents in work authorized by the comprehensive plan.
9. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Community and Field Services for final review and resolution.
10. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

Agency Director _____ Date _____

John Steelman, Advisory/Governing Board Chairperson _____ Date _____

Address: 301 South Main Street / P.O. Box 637 – Ottawa, KS 66067

Phone: 785-242-6000 Fax: 785-242-5970 Email: jsteelman@franklincoks.org

Richard Howard, Board of County Commissioners Chairperson (Host County Only) _____ Date _____

Address: 1418 South Main Street, Suite 2 – Ottawa, KS 66067

Phone: 785-229-3485 Fax: 785-229-3449 Email: jnowatzke@franklincoks.org

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

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

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

County: _____

Board of County Commissioners Chairperson

Date

County: _____

Board of County Commissioners Chairperson

Date

County: _____

Board of County Commissioners Chairperson

Date

County: _____

Board of County Commissioners Chairperson

Date

County: _____

Board of County Commissioners Chairperson

Date

County: _____

Board of County Commissioners Chairperson

Date

Approved Curricula

The Capabilities Awareness Profile (CAP); Prairie View, Inc.

Clinical Guidelines for Implementing Relapse Prevention Therapy; G. Alan Marlatt, PhD., George A. Parks, PhD., and Katie Witkiewitz, PhC., Addictive Behaviors Research Center, Department of Psychology, University of Washington, Seattle, WA.

Creating a Process of Change for Men Who Batter: The Duluth Curriculum

Cross Roads; National Curriculum & Training Institute, Inc. (NCTI)

Eight Stages of Learning Motivational Interviewing; William R. Miller, PhD. and Theresa Moyers, PhD.

Evidence-Based Practices in Corrections and Motivational Interviewing; The Carey Group

Financial Peace University; Dave Ramsey

Getting It Right: Contributing to the Community; The Change Companies

Good Days Ahead: The Multimedia Program for Cognitive Therapy; Jessie H. Wright, M.D., PhD., Andrew S. Wright, M.D. and Aaron T. Beck, M.D.

Thinking for a Change, National Institute of Corrections

TruThought; Truthought™, LLC

Courage to Change; The Change Companies®

ORGANIZATIONAL CHART – FY2017



FY 2017

**BUDGET SUMMARY
4TH JUDICIAL DISTRICT COMMUNITY CORRECTIONS**

Current Allocation

	Community Corrections	Behavioral Health	Reimbursements	Other Funds
PERSONNEL SECTION				
1A ADMIN PERSONNEL CATEGORY	Cells auto fill-Verify amounts against Narrative			
Salary	\$ 95,795.37	\$ -	\$ -	\$ -
Benefits	\$ 45,037.08	\$ -	\$ -	\$ -
1B NON-ADMIN PERSONNEL CATEGORY	Cells auto fill-Verify amounts against Narrative			
Salary	\$ 165,112.67	\$ -	\$ -	\$ -
Benefits	\$ 75,900.27	\$ -	\$ -	\$ -
TOTAL PERSONNEL SECTION	\$ 381,845.39	\$ -	\$ -	\$ -
AGENCY OPERATIONS SECTION				
Cells auto fill-Verify amounts against Narrative				
2A TRAVEL CATEGORY	\$ 5,842.05	\$ -	\$ -	\$ -
2B TRAINING CATEGORY	\$ 90.00	\$ -	\$ -	\$ -
2C COMMUNICATIONS CATEGORY	\$ 7,334.40	\$ -	\$ -	\$ -
2D EQUIPMENT CATEGORY	\$ 816.00	\$ -	\$ -	\$ -
2E SUPPLIES/COMMODITIES CATEGORY	\$ 2,762.41	\$ -	\$ -	\$ -
2F FACILITY CATEGORY	\$ 34,540.68	\$ -	\$ -	\$ -
2G CONTRACTUAL CATEGORY	\$ 384.00	\$ -	\$ -	\$ -
TOTAL AGENCY OPERATIONS SECTION	\$ 51,769.54	\$ -	\$ -	\$ -
CONTRACTS/CLIENT SERVICES SECTION				
Cells auto fill-Verify amounts against Narrative				
3A CONTRACTS/CLIENT SERVICES CATEGORY	Cells auto fill-Verify amounts against Narrative			
Drug Testing Supplies	\$ 5,716.88	\$ -	\$ -	\$ -
Drug Testing Services	\$ 6,715.00	\$ -	\$ -	\$ -
Substance Abuse Evaluations	\$ -	\$ -	\$ -	\$ -
Substance Abuse Treatment	\$ -	\$ -	\$ -	\$ -
Mental Health Evaluations	\$ -	\$ -	\$ -	\$ -
Mental Health Treatment	\$ -	\$ -	\$ -	\$ -
Sex Offender Evaluations	\$ -	\$ -	\$ -	\$ -
Sex Offender Treatment	\$ -	\$ -	\$ -	\$ -
Academic Education Services	\$ -	\$ -	\$ -	\$ -
Vocational Education Services	\$ -	\$ -	\$ -	\$ -
Transportation Assistance	\$ -	\$ -	\$ -	\$ -
Housing Assistance	\$ -	\$ -	\$ -	\$ -
Subsistence	\$ -	\$ -	\$ -	\$ -
Cognitive Skills	\$ -	\$ -	\$ -	\$ -
Client Incentives	\$ -	\$ -	\$ -	\$ -

FY 2017

**BUDGET SUMMARY
4TH JUDICIAL DISTRICT COMMUNITY CORRECTIONS**

Current Allocation

Electronic Monitoring Services	\$	-	-	\$	-	-	\$
Surveillance Services	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
	\$	-	-	\$	-	-	\$
TOTAL CONTRACTS/CLIENT SERVICES CATEGORY		12,431.88			0.00		0.00

TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$	12,431.88	\$	-	\$	-	\$
TOTAL NON-RESIDENTIAL FY17 BUDGET SUMMARY	\$	446,046.81	\$	-	\$	-	\$

ADULT RESIDENTIAL SECTION	Community Corrections						
	Cells auto fill-Verify amounts against Narrative						
4A PERSONNEL CATEGORY							
Salary				0.00			
Benefits				0.00			
TOTAL PERSONNEL SECTION	\$	-					

RESIDENTIAL OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative						
5A TRAVEL CATEGORY	\$	-					
5B TRAINING CATEGORIES	\$	-					
5C COMMUNICATIONS CATEGORY	\$	-					
5D EQUIPMENT CATEGORY	\$	-					
5E SUPPLIES/COMMODITIES CATEGORY	\$	-					
5F FACILITY CATEGORY	\$	-					
5G CONTRACTUAL CATEGORY	\$	-					
TOTAL RESIDENTIAL OPERATIONS SECTION	\$	-					

CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative						
6A CONTRACTS/CLIENT SERVICES CATEGORY							
Drug Testing Supplies				0.00			
Drug Testing Services				0.00			

FY 2017

NON-PERSONNEL BUDGET NARRATIVE
4th JUDICIAL DISTRICT COMMUNITY CORRECTIONS

TOTAL NON-PERSONNEL
64,201.42
Current
CC Allocation

AGENCY OPERATIONS SECTION

TRAVEL CATEGORY	Details	Total Amount	CC Funds	Reimbursements	Other Funds	Subtotal
Fuel	33,948 miles / 25 miles per gal x \$2.00	\$ 2,715.84	\$2,715.84			\$ 2,715.84
Per Diem						\$ -
Vehicle Maintenance	Costs vary - see comments	\$ 1,196.14	\$ 1,196.14			\$ 1,196.14
Vehicle Insurance	FY16 \$1352.06	\$ 1,352.06	\$ 1,352.06			\$ 1,352.06
Mileage	FY15 \$514.41	\$ 514.41	\$ 514.41			\$ 514.41
K-Tag	FY16-6 months @ \$24+ \$15.60	\$ 63.60	\$ 63.60			\$ 63.60
TOTAL TRAVEL CATEGORY		\$ 5,842.05	\$ 5,842.05			\$ 5,842.05

TRAVEL CATEGORY	Details	CC Percent	Reimbursements	Other Percent	TOTAL
Fuel	33,948 miles / 25 miles per gal x \$2.00	100.00%			100.00%
Per Diem					
Vehicle Maintenance	Costs vary - see comments	100.00%			100.00%
Vehicle Insurance	FY16 \$1352.06	100.00%			100.00%
Mileage	FY15 \$514.41	100.00%			100.00%
K-Tag	FY16-6 months @ \$24+ \$15.60	100.00%			100.00%
TOTAL TRAVEL CATEGORY		500.00%	0.00%		500.00%

Travel Category Comments: Vehicle costs are allocated based upon the percentage of miles driven for each program. Fuel is based upon miles driven by AISP program (7/1/15-12/31/15). Vehicle maintenance costs including the following estimated expenses (Vehicle maintenance, AISP based on program costs of 1st and 2nd Quarter of FY16 (7/1/15-12/31-15). K-Tag costs are based on FY16 costs and allocated based upon program utilization AISP program (7/1/15-12/31/15) plus an anticipated increase of \$15.60 in utilization.

TRAINING	Details	Total Amount	CC Funds	Reimbursements	Other Funds	Subtotal
Fuel						\$ -
Mileage						\$ -
Per Diem	2 days of meals @ \$45 a day	\$ 90.00	\$ 90.00			\$ 90
Registration						\$ -
						\$ -
						\$ -
						\$ -
TOTAL TRAINING CATEGORY		\$ 90.00	\$ 90.00			\$ 90.00

TRAINING CATEGORY	Details	CC Percent	Reimbursements	Other Percent	TOTAL
Fuel					
Mileage					
Per Diem	2 days of meals @ \$45 a day	100.00%			100.00%
Registration					
TOTAL TRAINING CATEGORY		0.00%	#DIV/0!	0.00%	100.00%

Training Category Comments: Per-Diem 2 days of meals @ \$45 per day = \$90 (1 dinner @ \$22, 1 breakfast @ \$9, and 1 lunch @ \$14). Cost allocation based on Training

FY 2017

NON-PERSONNEL BUDGET NARRATIVE
4th JUDICIAL DISTRICT COMMUNITY CORRECTIONS

TOTAL NON-PERSONNEL
64,201.42
Current
CC Allocation

3A TOTAL CONTRACTS/CLIENT SERVICES

Contractual Category Comments: Drug Testing Supplies based on FY15 costs. Drug testing services are based on a FY16, 5 month utilization average (7/15/15-11/15/15) and allocated based upon adult program use.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$	12,431.88	\$	-	\$	12,431.88
TOTAL AGENCY OPERATIONS & CONTRACTS/CLIENT SERVICES SECTION	\$	-	\$	64,201.42	\$	64,201.42

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Gayla Wilkins
Department: Administration/Human Resources
Date: April 20, 2016

AGENDA ITEM NARRATIVE

Consider Approval and Adoption of Agreement with ICMA Retirement Corporation

BACKGROUND

The IRS has a six-year review schedule for the type of 401 plan documents ICMA-RC makes available to plan sponsors. Following the IRS schedule, ICMA-RC submitted their updated documents for review and approval in 2012; approval was granted in 2014. The new plan documents incorporate amendments for legislative and regulatory changes enacted since the prior restatement in 2006. Participating plan sponsors are required to adopt the new plans prior to April 30, 2016 in order to remain in compliance.

SPECIFIC ACTION REQUESTED

Adopt the agreement with ICMA Retirement Corporation

ATTACHMENTS

1) History 2) Agreement



BOARD OF FRANKLIN COUNTY COMMISSIONERS

Richard A. Howard, 2nd District - Chairman

Colton M. Waymire, 1st District
Roy C. Dunn, 3rd District

Steve Harris, 4th District
Randall Renoud, 5th District



To: Franklin County Commissioners
From: Gayla Wilkins, HR Director
Re: ICMA-RC Agreement
Date: 4/20/2016

OVERVIEW

In 2007, Franklin County entered into an agreement and became a plan sponsor of ICMA Retirement Corporation in conjunction with the compensation package of the County Administrator. The account has remained inactive since his separation.

The IRS has a six-year review schedule for the type of 401 plan documents ICMA-RC makes available to plan sponsors. Following the IRS schedule, ICMA-RC submitted their updated documents for review and approval in 2012; approval was granted in 2014. The new plan documents incorporate amendments for legislative and regulatory changes enacted since the prior restatement in 2006. Participating plan sponsors are required to adopt the new plans prior to April 30, 2016 in order to remain in compliance

DISCUSSION

OPTION 1: Terminate the plan with ICMA-RC

Option 1 Details: Since the account has been inactive for a number of years, the Commission could elect to terminate the plan altogether. It is suggested, however, that this be done after adopting the agreement. The County must provide 60-day written notice of termination to ICMA-RC. Most likely the termination would not be processed until after the April 30, 2016, deadline, which could place the county's plan in non-compliance with the IRS.

OPTION 2: Retain the inactive account with ICMA-RC

Option 2 Details:

If the Commission elects to retain the account for possible future use, there is no cost to the county for doing so. The account would remain inactive until needed and could be amended to meet the county's needs at that time, if necessary.

RECOMMENDATION

At this time, it is my recommendation that the Commissioners adopt the agreement and maintain the account in its current inactive status, until needed. The application and reporting processes to participate in ICMA-RC are rather lengthy and time consuming. If the account were to be closed, these processes would have to be repeated, expending valuable personnel resources needlessly. There is no cost to the county to maintain the account in inactive status.

ICMA RETIREMENT CORPORATION

GOVERNMENTAL MONEY PURCHASE PLAN & TRUST ADOPTION AGREEMENT



**ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**

Plan Number _____

The Employer hereby establishes a Money Purchase Plan and Trust to be known as _____
(the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

Yes No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

I. Employer: _____

II. Effective Dates

1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than January 1, 2007.)

2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. Plan Year will mean:

- The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)
- The twelve (12) consecutive month period commencing on _____ and each anniversary thereof.

IV. Normal Retirement Age shall be age _____ (not to exceed age 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) _____

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment)_____.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is _____ (not to exceed age 21. Write N/A if no minimum age is declared.)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

A. Employer Contributions. The Employer shall contribute on behalf of each Participant _____% of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

are required are not required

to be eligible for this Employer Contribution.

B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes No

Contribution Schedule.

- (i) _____% of Earnings,
- (ii) \$ _____, or
- (iii) a whole percentage of Earnings between the range of _____ (*insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)*), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

Yes No (***"Yes" is the default provision under the Plan if no selection is made.***)

- C. Election Window (Complete if Option B is selected):
Newly eligible Employees shall be provided an election window of _____ days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

- A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant _____% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____% of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.

- B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding _____% of Earnings or \$ _____);

¹ Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS _____% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____% of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____% of Earnings, whichever is _____ more or _____ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

Yes No (***“No” is the default provision under the Plan if no selection is made.***)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

Yes No (***“Yes” is the default provision under the Plan if no selection is made.***)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes No (***“No” is the default provision under the Plan if no selection is made.***)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

- 1. Overtime
 Yes No
- 2. Bonuses
 Yes No
- 3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

- 1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:
 Yes No (*“Yes” is the default provision under the Plan if no selection is made.*)
- 2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.
 Effective Date is _____.
(Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

- 1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
 Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
- 2. The Limitation Year is the following 12 consecutive month period: _____
- 3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. _____
(The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.)

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested
Zero	_____ %
One	_____ %
Two	_____ %
Three	_____ %
Four	_____ %
Five	_____ %
Six	_____ %
Seven	_____ %
Eight	_____ %
Nine	_____ %
Ten	_____ %

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):

- Normal Retirement Age
 Age 70½ (***“70½” is the default provision under the Plan if no selection is made.***)
 Alternate age (after Normal Retirement Age): _____
 Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.

- Yes No (***“Yes” is the default provision under the plan if no selection is made.***)

3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.

- Yes No (***“No” is the default provision under the Plan if no selection is made.***)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.

- Yes No (***“No” is the default provision under the Plan if no selection is made.***)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:

- Yes No (***“No” is the default provision under the Plan if no selection is made.***)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (***"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.***)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- All Eligible Employees
- Other: _____

Final Pay shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):

- 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant _____ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute ____ % (insert fixed percentage of final pay to be contributed) or up to _____% (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- All Eligible Employees
- Other: _____

Accrued Leave shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):

1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).
- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant _____% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of accrued unpaid leave to be contributed) or up to _____% (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

XVIII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 20_____.

EMPLOYER

ICMA RETIREMENT CORPORATION
777 North Capitol St., NE Suite 600
Washington, DC 20002
800-326-7272

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Attest: _____

Attest: _____



ICMA RETIREMENT CORPORATION
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240
800-669-7400
WWW.ICMARC.ORG
BRC000-214-21268-201405-W1303

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: James M. Haag, Jr.
Department: Public Works
Date: Wednesday, April 20, 2016

AGENDA ITEM NARRATIVE

Consider authorizing the Chairman execute the contract for the Jackson Road Bridge Replacement Project.

BACKGROUND

The Board of County Commissioners awarded the bid for the Jackson Road Bridge Project to Bryan-Ohlmeier Construction at their regular meeting on April 6, 2016. Bryan-Ohlmeier has returned the executed contracts and bonds and the contract now awaits execution by the County

SPECIFIC ACTION REQUESTED

Motion authorizing the Chairman execute the contract for the Jackson Road Bridge Replacement Project.

ATTACHMENTS

None

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: James M. Haag, Jr.
Department: Public Works
Date: Wednesday, April 20, 2016

AGENDA ITEM NARRATIVE

Consider authorizing the Chairman to execute the KDOT County Agreement to Treat Noxious Weeds

BACKGROUND

KDOT has contracted with Noxious Weed to spray the state right of ways within Franklin County for several years. KDOT desires to contract again this year.

SPECIFIC ACTION REQUESTED

Motion authorizing the Chairman to execute the KDOT County Agreement to Treat Noxious Weeds

ATTACHMENTS

Proposed contract and KDOT letter



Phone: 620-431-1000
Fax: 620-431-4406
Hearing Impaired - 711
publicinfo@ksdot.org
<http://www.ksdot.org>

411 West 14th Street
Chanute, KS 66720-2894

Mike King, Secretary
Michael J. Stringer, P.E., District Engineer

Sam Brownback, Governor

April 13, 2016

Rick Sawin
Franklin County Weed Supervisor
2017 South Elm
Ottawa, Kansas 66067

Dear Mr. Sawin:

We would like to renew your 2015 Noxious Weed contract for Franklin County for the year of 2016. Please complete the enclosed form and return it to us for further handling. Please remember to send your list of chemicals, their pricing and in what unit they are priced (Attention: Kristy Kelley).

If you have any questions or concerns, feel free to contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne R. Gudmonson". The signature is written in a cursive, flowing style.

FOR WAYNE R. GUDMONSON, P. E.
DISTRICT ENGINEER

By: Doug Vogel
District Maintenance Superintendent

WRG:DV:kk
Enc.
cc: File
Garnett- Area 2

KANSAS DEPARTMENT OF TRANSPORTATION BUREAU OF CONSTRUCTION AND MAINTENANCE

COUNTY AGREEMENT TO TREAT NOXIOUS WEEDS

This agreement made and entered into this _____ day of April, 20 16, by and between the

Board of County Commissioners of Franklin County, hereinafter referred to as County, and the Kansas Secretary of Transportation, hereinafter referred to as Secretary. The Kansas Department of Transportation hereinafter is referred to as KDOT.

WHEREAS, The Kansas Legislature has declared certain weeds to be Noxious Weeds (see Kansas Noxious Weed Law), and

WHEREAS, The County desires to treat noxious weed infested areas on State Highway Rights-of-Way within said County and the KDOT desires to retain the County to spray and treat such areas, and

WHEREAS, The Secretary and County agree to enter into a performance agreement, where in the County shall treat all noxious weeds on State Highway rights-of-way in the County. A condition of the fulfillment of the agreement requires that treatment by the County will provide a satisfactory control of the noxious weeds. Satisfactory performance is defined as preventing the production of viable seed and/or destroying the plant's ability to reproduce by vegetative means.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. The county will notify the KDOT District Engineer or the authorized representative, prior to each treatment on highway right-of-way, of the scheduled time and location of such treatment.
2. The County spraying operation may include a dye in the chemical mixture to allow easy identification of areas treated.
3. A representative of the KDOT shall make periodic field inspections to check treated areas. A field log and record will be maintained by the KDOT indicating dates treated and inspected, location and size of areas, type of noxious weeds, apparent affect of treatment and other pertinent comments. Approval by the KDOT representative shall be required before the County will be paid for treatment.
4. Schedule of Cost: The County shall provide all chemicals (includes herbicides, surfactants and drift control materials as required), dye, labor and equipment to treat noxious weeds. Chemicals and dye are to be provided at the County's cost. Labor and equipment costs are as follows:

LABOR COST	/hr. operator	COST	/hr.	*EQUIPMENT RENTAL TYPE AND SIZE
<u>19.50</u>		<u>65.00</u>		<u>E550 4x4 w/400 gal. tank</u>
				<u>SAVER controller, Boom Buster</u>
<u>22.00</u>				<u>spray jets, Handgun w/100' hose</u>

*Spraying equipment will have cab mounted flashing (or rotating) safety lights

5. Billing and Payment: The County shall submit to the KDOT District Engineer an itemized bill for wholesale cost of chemicals and dye furnished, plus actual cost of treating noxious weeds based on equipment rental and labor costs for areas of satisfactory performance. Upon receipt of proper billing and final approval, payment for treating noxious weeds will be made to the County by the KDOT.
6. Record of Work: The County representative doing the work shall:
 - Record size, location and type of noxious weed areas treated.
 - Record amount and kind of chemicals applied on each area.
 - Record dates chemicals were applied.
 - Maintain Report of Noxious Weed Treatment DOT FORM NO. 322-A, which shall be submitted to the KDOT within 1 to 2 weeks after treatment.
 - Maintain records until all claims are paid, but in no case less than the three year statutory time.
 - Make all records available for KDOT audit, when so requested by KDOT.

7. Chemicals, approved for use on highway right-of-way are listed below.

<u>CHEMICAL</u>	<u>TRADE NAME</u>	<u>RATE OF APPLICATION (metric)</u>
2, 4-D (amine or ester) (a)	numerous	1 to 2 lb. Equiv./acre (1.1 to 2.2 kg/ha)
Glyphosate (b)	numerous	1 1/2 lb. Equiv./acre (1.7 kg/ha)
MSMA	numerous	3 to 5 lb. Equiv./acre (3.8 to 5.6 kg/ha)
Sulfometuron (c)	Oust	3 to 6 ounces/acre (.21 to .42 kg/ha)
Picloram	Tordon	rate depends upon weed species
Chlorsulfuron	Telar	1/2 to 1 oz./acre (0.035 to 0.070 kg/ha)
Imazapyr	Arsenal/Habitat	1/4 lb. Active/acre (0.28 kg/ha)
Metsulfuron Methyl	Escort	rate depends upon weed species
Triclopyr (d)	Garlon	1/4 to 1/2 lb./acre (0.28 to 0.56 kg/ha)
Fluizafop P butyl + Fenoxiprop	Fusion	7 to 9 fl. oz. per acre (83.8 to 107.75 ml/ha)
Imazapic (e)	Plateau	rate depends upon weed species
Quinclorac (f)	Paramount/Drive	rate depends upon weed species and desirable grass species
Sulfosulfuron (g)	Outrider	rate depends upon desirable grass species
Aminopyralid (h)	Milestone	rate depends upon weed species

- (a) May be used alone or in combination with other herbicides
- (b) (Round-up)
- (c) Spot treatment only
- (d) Sericea lespedeza
- (e) Do not use where cool season grasses are the desired species
- (f) Fall bindweed control
- (g) Do not use for more than 3 consecutive seasons
- (h) Musk, bull and Canada thistle

There may be other trade names for the herbicides listed.

- 8. Chemicals shall be mixed and applied as recommended by the manufacturer and in accordance with approved methods contained in the "Official Regulations" issued by the Kansas Department of Agriculture.
- 9. The County agrees to provide this service in a workmanlike manner, to be in strict conformance with the instructions for handling and applying noxious weed chemicals and to be responsible for any negligent acts or omissions that may occur in the performance thereof.
- 10. This agreement shall terminate December 31st of this year, except records shall be maintained in accordance with Section Six above. Termination may be sooner by a ten day written notice from either party to the other. It is agreed further that this contract can be renewed for three consecutive years at the option of the Secretary upon a 30-day written notice to the contractor prior to December 31st of the current year. The contractor and the Secretary agree that all terms of the renewal will remain the same unless either party determines that the price of the chemicals should be re-negotiated.

This agreement is officially adopted by the Board of County Commissioners and recorded in the official records of the proceedings of said Board.

In witness whereof the parties have caused this Agreement to be executed by their duly authorized officers or representatives.

SECRETARY OF TRANSPORTATION

THE BOARD OF COUNTY COMMISSIONERS

BY _____

District Engineer

BY _____

Title: **CHAIRMAN**

**FRANKLIN COUNTY NOXIOUS WEED
2017 S ELM
OTTAWA, KS. 66067
(785) 229-3170**

April 18, 2016

2016 KDOT CHEMICAL PRICES

CHEMICALS

PRICES 2016

2,4D Amine	\$ 9.79 gal
2,4-D LoVol	\$ 14.09 gal
Tordon 22K	\$ 45.89 gal
Out Rider	\$ 14.55 oz
Pasturegard HL	\$ 87.99 gal
Glyphosate Plus	\$ 8.94 gal
Surfactant Brewer 90	\$ 8.11 gal
Milestone	\$ 70.75 qt
Escort XP	\$ 2.58 oz
Plateau	\$ 114.95 gal
Perspective	\$ 82.08 lb.

We do not charge the State for the use of dyes in the tank mixes.

LABOR COST

Chemical Applicator I	\$ 19.50 hour
Chemical Applicator II	\$ 22.00 hour

EQUIPMENT

2- F550 4x4 spray trucks w\400 gal. spray tanks. Raven controller, w\boom buster spray jets, & Handguns w\100' hose and JD-9c spray gun.	\$65.00 hour
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Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Jon Holmes
Department: Administration
Date: 4/20/16

AGENDA ITEM NARRATIVE

Consider and Approve Joint Memorial Day Ceremony at the Franklin County Memorial on the Courthouse Property. Hosted by Vietnam Veterans of America Five Star Chapter 912 (VVA) in partnership with Ottawa American Legion Warren Black Post 60 and Ottawa Veterans of Foreign Wars (VFW) Post 5901



BACKGROUND

SPECIFIC ACTION REQUESTED

ATTACHMENTS

April 4, 2016

Franklin County Commissioners

Subject: Memorial Day Ceremony

Dear County Commission:



The Vietnam Veterans of America Five Star Chapter 912 (VVA) in Partnership with the Ottawa American Legion Warren Black Post 60 and Ottawa Veterans of Foreign Wars (VFW) Post 5901 are seeking permission from the Franklin County Commission to hold a joint Memorial Day Ceremon at the Franklin County Memorial on the Courthouse Property. The ceremony would be held on May 28 2016 at 10:00 A.M. and would be open to the Public. We would sincerely appreciate the County Commission giving us permission to use the memorial and the adjacent lawn to honor our Fallen. In conjunction with the ceremony we would like to place small grave marker U.S. flags, in the courthouse lawn adjacent to the Memorial to honor the Fallen Veterans. The flags will be placed on the 26th or 27th and removed on 28th May. If this request is granted we will also need the key to the flag pole to be able to lower the flag to half mast. We are making this request to you for the key and hopefully you can let us know who has charge of said key.

The memorial ceremony would be as follows:

Opening Remarks

Invocation—Pastor Dennis Anderson

Presentation of plaque for lifetime award to Harvey Nicholson for dedication to Veterans and their Families

Guest Speaker--- Mr. Dale Graham of Oklahoma

Laying of the wreath----A representative of the VVA, American Legion and VFW.

Rifle Salute—Vietnam Veterans of America

Taps –Colton Leadbetter

Benediction---Pastor Dennis Ander

Best Regards,

A handwritten signature in black ink that reads "Ronald E. Bishop". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Ronald E. Bishop, President

Vietnam Veterans of America

Five Star Chapter 912

P.O. 372

Ottawa, Kansas 66067