



**Agenda
Harper County
Board Of County Commissioners
Harper County Courthouse**

Monday, March 2, 2020 - 9:00 a.m.

A. Call To Order

B. Pledge Of Allegiance

C. Public Comment

Citizens are encouraged to speak to items on the agenda when recognized by the Chairman. Citizen desiring to speak to matters not on the agenda may do so at this time. Comments are limited to five (5) minutes and the Commission will take no action on items not on the agenda. Items introduced under Public Comment may become agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Christina Cintron - Dispatch And EM - 9:15 A.m.

- Executive Session - Non-Elected Personnel

Documents:

[TRAVEL REQUEST 0518 TO 05192020 FOR SIGNATURE COREY.PDF](#)
[TRAVEL REQUEST 0518 0519 2020 FOR SIGNATURE CHRIS.PDF](#)
[TITLE VI LETTER \(1\).PDF](#)
[TITLE VI CIVIL RIGHTS PLAN SIGNED 03022020.PDF](#)
[JANUARY 2020 STATS.PDF](#)
[2019 EMPG APPLICATION PACKAGE FOR SIGNATURE.PDF](#)
[FEBRUARY 2020.PDF](#)
[EMS DISPATCH TIMES 02012020 THRU 02252020.PDF](#)
[2019 PSTC HOST PACKET.PDF](#)

2. Shirley McCartney - Department On Aging - 9:30 A.m.

- Executive Session - Non-Elected personnel

3. Curt Logsdon - Public Works - 9:45 A.m.

- Department Update

4. Ami DeLacerda - HR - 10:00 A.m.

- Executive Session
- A. Porter Contract

Documents:

[A PORTER CONTRACT.PDF](#)

5. Audrey Anderson - Register Of Deed's - 10:45 A.m.

- Quarterly Department Update

Documents:

[2019 YEAR END STATS.PDF](#)
[JANUARY 2020 STATS.PDF](#)

6. Mike Elliott - Buildings And Grounds - 11:00 A.m.

- Department Update

7. Bob Randall - IT And Facilities - 11:15 A.m.

- Department Update

8. Michelle Eshelman - Treasurer - 11:30 A.m.

- Authorized Signer

9. Sherry Vierthaler - Health - 11:45 A.m.

- State Aid to Local Grant

Documents:

[BOCC 3.2.2020.PDF](#)

10. Matt Booker - Appraiser - 12:00 P.m.

- Department Update

11. Melinda McCurley - Community Development - 12:15 P.m.

- Executive Session

G. Correspondence

H. Adjourn

**TRAVEL REQUEST AND REIMBURSEMENT FORM
HARPER COUNTY, KANSAS**

Employee Name: Corey Hansen Department: HPCO Emergency Communications

PART I – TRAVEL REQUEST

Destination: Drury Hotel/400 E Douglas, Wichita, KS 67202

Purpose / Justification of Travel:
2020 KCJIS Conference - 2 day conference/no hotel stay required

Method of Travel (mark one) County Vehicle Bus Air
 Train Private Auto Other

Date of Departure: 5/18/2020 Date of Return: 5/19/2020 Are funds budgeted for this request? Yes No

Budget line: 0% Must = 100%	#1: 301056 %: 100	#2: %:	#3: %
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Christine L. Anderson 3/2/2020
 Department Head Signature Date

 County Commissioner Signature Date

PART II – EXPENSE REPORT

Expense Category	Estimated Total	Actual Total
A. Lodging for ____ days at \$ ____ per day	\$ 0.00	\$ 0.00
B. Transportation for ____ miles at current rate per mile Fare \$	\$ 0.00	\$ 0.00
Meals (Number of):	Total	
Breakfasts: meals @ ____ per meal.	\$	\$
Lunches: meals @ ____ per meal.	\$	\$
Dinners: meals @ ____ per meal.	\$	\$
C. Fees (Registration, Dues, etc.) ITEMIZED List: 55.00 registration/2.5% credit card fee	\$ 56.38	\$ 56.38
D. Miscellaneous (Taxi, Telephone, Tolls, etc.) ITEMIZED List:	\$ 0.00	\$ 0.00
RECEIPTS MUST BE ATTACHED FOR APPROVAL	TOTALS:	
	\$ 56.38	\$ 56.38

Instructions:

Prior to Travel:
Employee completes PART I and Estimate portion of PART II. Department Head and County Commissioner must sign under PART I to approve travel.

Post Travel:
Requesting Employee completes Actual PART-II and submits to Department Head for approval with receipts to be vouchered for next accounts payable.

PART III – OFFICE USE ONLY

A. Prepaid Registration:	Reconciliation:
B. Prepaid Travel Reservations:	
C. Other:	

Requesting Employee Statement: I certify this actual expense incurred and was accomplished in accordance with the travel authorization and the information hereon is correct.

 Requesting Employee Signature

 Department Head Approval Signature

Copies: Original to personnel file – Copy to HR – Copy to Department Head

Feb 6, 2020 6:43:54 AM

Printed By: HPXCCRC from: HPXCC001D

Received Time: 06:39:55 02-06-20 Source ORI: KSKBI0000

Summary: KAM: MIS=2020 ANNUAL KCJIS CONFERENCE

View Message Details

--ADMINISTRATIVE MESSAGE--

FROM: TPKKB001D (KSKBI0000)

KANSAS BUREAU OF INVESTIGATION

TO: ALLK (LIST)

ALL LAW ENFORCEMENT AND CRIMINAL JUSTICE BROADCAST GROUP

MIS/2020 ANNUAL KCJIS CONFERENCE

THE KCJIS COMMITTEE IS PLEASED TO PRESENT THE 20TH ANNUAL KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM (KCJIS) CONFERENCE GEARED TOWARD CRIMINAL JUSTICE PRACTITIONERS FROM STATE AND LOCAL LAW ENFORCEMENT, 911 OPERATORS, PROSECUTORS, COURTS, AGENCY ADMINISTRATORS AND FIRST LINE SUPERVISORY STAFF.

THIS YEAR THE CONFERENCE WILL BE HELD AT THE DRURY PLAZA HOTEL BROADVIEW AT 400 W DOUGLAS AVENUE, WICHITA, KS MAY 17-19, 2020. THE CUTOFF DATE TO RESERVE A ROOM IS APRIL 15TH, 2020. TO MAKE YOUR RESERVATIONS ON GO TO WWW.DRURYHOTELS.COM (GROUP CODE: 2386617) OR CALL (800) 325-0720 AND MENTION GROUP CODE 2386617.

THE KCJIS CONFERENCE REGISTRATION FEE IS \$75 WITH AN EARLY BIRD REGISTRATION OF \$55 FROM JANUARY 13TH THRU MARCH 31, 2020. BEGINNING APRIL 1 THRU MAY 12, 2020 REGISTRATION WILL BE \$75. REGISTRATION WILL CLOSE MAY 12, 2020 AT 5PM.

REGISTRATIONS CAN BE MADE BY USING THIS LINK KCJIS - CONFERENCE REGISTRATION FORM 2020 OR COPY AND PASTE

[HTTPS://WWW.KANSAS.GOV/SSRV-KANPAYXPR/SERVICES/8555/KFKCJIS790/ADDITIONALINFORMATION.HTML](https://www.kansas.gov/ssrv-kanpayxpr/services/8555/kfkcyjis790/additionalinformation.html) IN YOUR WEB BROWSER. IF YOU HAVE ANY QUESTIONS CONTACT THE KBI HELP DESK BY EMAIL HELPDESK@KBI.KS.GOV OR CALL 785-296-8245.

MRI 4763085 IN: TPKKB001D 9 AT 06:39 06FEB20
OUT: HPXCC001D 28 AT 06:39 06FEB20



2020 KCJIS CONFERENCE

May 17 – 19, 2020

Drury Plaza Hotel Broadview - Wichita
400 W. Douglas Avenue, Wichita, KS

[KCJIS - Conference Registration Form 2020](#)

[KCJIS Conference Vendor Registration 2020](#)

TENTATIVE AGENDA

Day 1 – Sunday, May 17, 2020

Conference Registration / Check In
Evening Social and Networking Event

DAY 2 – Monday, May 18, 2020

Conference Registration / Check In
Vendor Introductions and Exhibits
KBI Help Desk Computer Lab – Open Forum / Q&A

General Sessions

Keynote speaker TBA
General Session 1: TBA

Break-Out Sessions

Under Utilized Search Keys - NLETS
KBI / KDOR MOU – KBI
Scrap Metal Database - KBI
The Cloud - FBI
NCIC - FBI
Professional Development - TBA

DAY 3 – Tuesday, May 19, 2020

Break-Out Sessions

eStatute vs eDisposition – KBI
Missing Person Clearing House – KBI
CJIS Policy – FBI
Repository for individuals of Special Concern (RISC) – FBI
Open Fox – CPI
Professional Development - TBA

Registration: \$55 (Early bird period January 14th – March 31st)
\$75 (Regular period April 1st – May 12th)

***No conference fee refund after May 1st**

Online Payments accepted via SMART PO, Credit Card, eCheck

YOUR TRIP TO:

400 E Douglas Ave, Wichita, KS 67202-3408



1 HR 6 MIN | 59.6 MI

Est. fuel cost: \$3.68

Trip time based on traffic conditions as of 10:10 PM on February 25, 2020. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **west** on E Steadman St toward N Jennings Ave.

Then 0.06 miles ----- 0.06 total miles



2. Take the 1st **right** onto N Jennings Ave.

If you are on W Steadman St and reach N Bluff Ave you've gone a little too far.

Then 0.43 miles ----- 0.49 total miles



3. Turn **left** onto W Garfield St.

W Garfield St is just past W Highland St.

If you reach E Sherman St you've gone about 0.1 miles too far.

Then 0.51 miles ----- 1.00 total miles



4. Take the 1st **right** onto N Industrial Dr/KS-2/KS-14. Continue to follow KS-2/KS-14.

KS-2 is 0.2 miles past N Massachusetts Ave.

If you reach N West Ave you've gone about 0.1 miles too far.

Then 8.46 miles ----- 9.47 total miles



5. Turn **right** onto W 14th St/US-160 E/KS-2.

W 14th St is 0.9 miles past NE 80 Rd.

Then 1.14 miles ----- 10.61 total miles



6. Turn **left** onto NE Highway 2/KS-2.

NE Highway 2 is just past S Monroe St.

If you reach S Cleveland St you've gone about 0.2 miles too far.

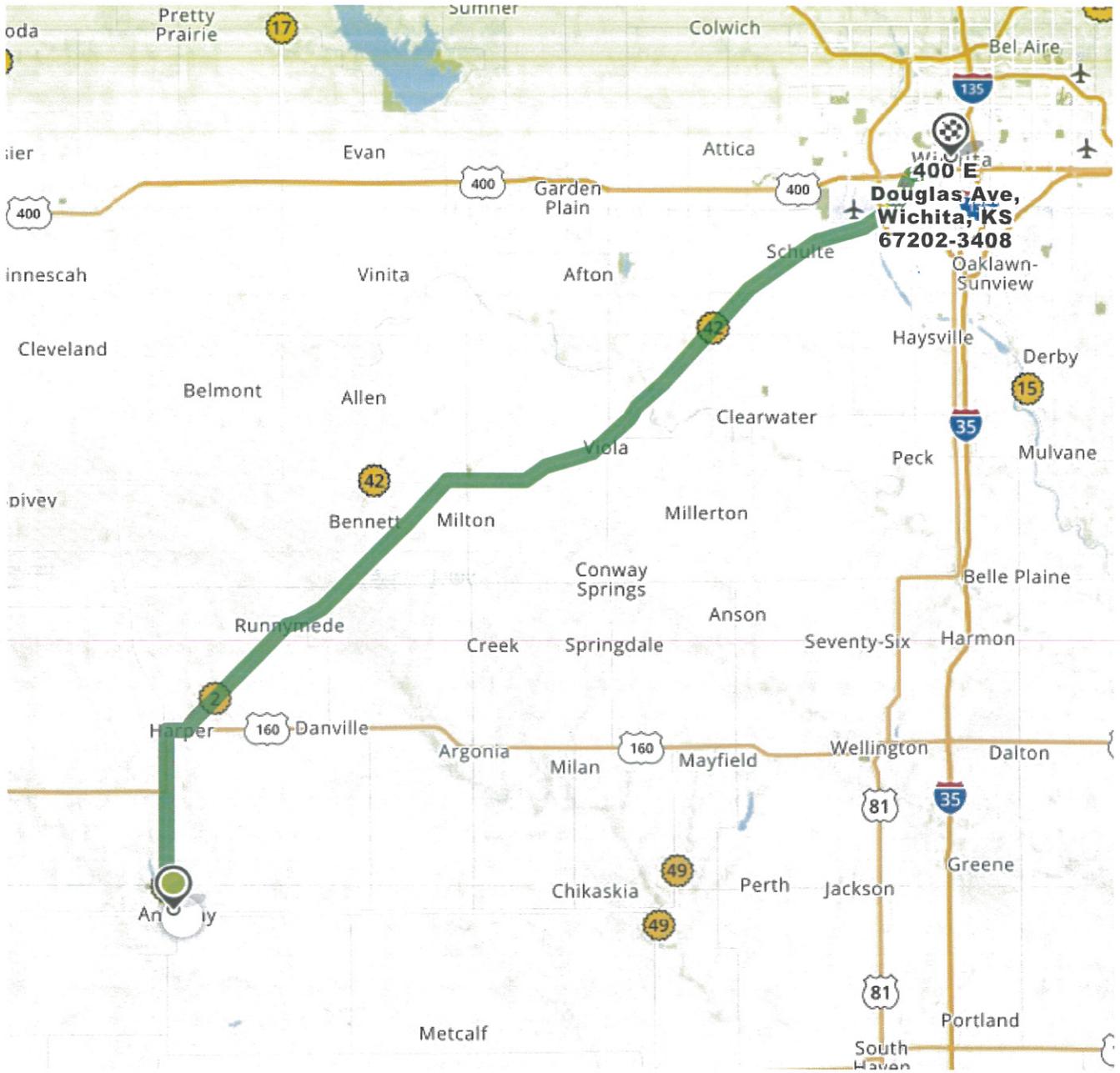
Then 17.61 miles ----- 28.22 total miles



7. Turn **slight right** onto W 140th Ave N/KS-42. Continue to follow KS-42.

KS-42 is just past NE Highway 2.

Then 22.45 miles ----- 50.67 total miles



Received Time: 06:39:55 02-06-20 Source ORI: KSKBI0000

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2800 SW Topeka Blvd.
Topeka, KS 66611-1220

Phone: 785-646-0001
Fax: 785-646-0004
www.kansastag.gov

Major General Lee E. Tafanelli
The Adjutant General and Director of
Emergency Management & Homeland Security

Laura Kelly, Governor

February 6, 2020

SUBJECT: New Federal Grant Subrecipient Reporting Requirement – Title VI Civil Rights – Emergency Management Performance Grant (EMGP)

Dear EMPG Sub-recipient:

Recent new federal compliance grant requirements effect both the recipient (KDEM) and sub-recipients (counties) who receive Emergency Management Performance Grant (EMPG) funds.

Sub-recipients have the same obligations as the primary recipients to comply with applicable civil rights requirements. KDEM is responsible for conducting compliance reviews of its sub-recipients. Compliance reviews focus on determining whether the sub-recipient has met the criteria of Title VI program and how effective the sub-recipient is at ensuring nondiscrimination. Bret Rowe is KDEM’s-appointed Title VI Coordinator and as such may evaluate sub-recipient’s Title VI Plan and related documents, interview individuals with Title VI responsibilities, and/or conduct a site visit as part of the process.

Failure to comply with Title VI Civil Rights requirements could result in the sub-recipient becoming ineligible to receive Federal financial assistance

Compliance Overview

Title VI of the Civil Rights Act of 1964 and related non-discrimination statutes require that recipients of federal financial assistance ensure that no one is excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or disability in any federally-assisted program and activity. Title VI should not be confused with Title VII, which prohibits employment discrimination.

For Title VI purposes, the term “program or activity” means all of the operations of a department, agency, special district, or other instrumentality of a local government. *For example, if a local agency’s emergency management department receives any federal financial assistance, Title VI program requirements apply to every part of that department whether federally funded or not. However, Title VI program requirements do not apply to all other departments of the local agency unless the federal assistance is transferred to such departments.*

Sub-recipient Requirements

As a sub-recipient, receiving federal EMPG funding, your agency is required to submit a Title VI Plan to KDEM that documents procedures used for complying with Title VI of the Civil Rights Act of 1964 requirements.

KDEM has provided a template to assist you in developing the plan. It is not required that you use the template; however, if you use your own format, the plan must contain the following information:

1. Non-discrimination Policy Statement

A subrecipient must provide a statement of its commitment to non-discrimination and Title VI compliance that is signed by its top official and circulated throughout the organization and general public. The policy statement must define federal financial assistance and delineate specific forms of prohibited discrimination.

2. Standard Assurances

A Title VI Plan must include the Department of Homeland Security Title VI Assurance (6 CFR 21.7(a)) in which the subrecipient assures that its program will be conducted in a non-discriminatory manner. The subrecipient must ensure that it has a copy of a signed standard assurance or executes one to be included in the plan.

3. Title VI Coordinator

The subrecipient must designate a Title VI Coordinator who is responsible for managing and monitoring Title VI compliance, providing reports to KDEM, and handling Title VI complaints.

4. Monitoring and Review Process

The subrecipient must develop procedures for identifying and addressing potential discrimination or discriminatory procedures within the agency. The Title VI Plan must include a description of how the subrecipient's pertinent program areas are reviewed for Title VI compliance and outline procedures to eliminate and address discrimination and resolve deficiencies when non-compliance occurs. Subrecipients administering federal aid contracts are also required to monitor prime contractors and subcontractors for Title VI compliance.

5. Notice of Rights

Members of the public must be informed of their rights against discrimination under Title VI and how they can file a Title VI discrimination complaint. The Notice must be made available on the agency's website and be posted in locations accessible to the public. If more than five percent of the subrecipient's population in its service area is limited English proficient (LEP), the notice must be translated into the applicable language of that population.

6. Complaint Procedures

Subrecipients must develop procedures for investigating and tracking Title VI discrimination complaints pursuant to 6 CFR 21.1. The complaint procedures must be disseminated by the local agency internally and externally. At a minimum, the complaint procedures must be posted on the subrecipient's website. If more than five percent of the subrecipient's population in its service area is limited English proficient (LEP), the notice must be translated into the applicable language of that population.

7. Complaint Investigation and Tracking

Any complaints directly against the local agency and/or an employee of the local agency must be forwarded to KDEM for investigation. Local agencies are required to investigate complaints against its subrecipients, contractors, consultants, and anyone else acting on its behalf. Such complaints must be investigated within 60 days of receipt and a final investigative report must be submitted to KDEM for review. Complaints must be investigated by someone knowledgeable in Title VI and discrimination investigations. Contact KDEM's Title VI Nondiscrimination Coordinator if your agency does not have anyone qualified to investigate complaints or if a conflict of interest may exist.

For questions please contact the KDEM's appointed Title VI Civil Rights Coordinator, Bret Rowe at 785-646-2204 or email: bret.a.rowe.nfg@mail.mil.

Sincerely,

Angee Morgan
Deputy Director

NOTICE OF NONDISCRIMINATION

Title VI and its implementing regulations obligate recipients of federal financial assistance to ensure nondiscrimination in federally-assisted emergency preparedness, response, mitigation, and recovery programs and activities. All recipients must comply with Title VI, as well as other antidiscrimination laws, at all times including during emergencies. As a condition of receipt of Federal financial assistance, **The Adjutant General's Department, Kansas Division of Emergency Management (KDEM)** and subrecipients are required to comply with all applicable provisions of laws and policies prohibiting discrimination, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
- Age Discrimination Act of 1975, which prohibits discrimination based on age.
- Presidential Executive Order 12898 "Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations," which requires all federal and state agencies to identify and address the effects of its programs and policies on minority and low-income populations (1994); and
- Presidential Executive Order 13166, which addresses services to those individuals with limited English proficiency. The rights of women, the elderly and the disabled are protected under related statutes (2000).

6 C.F.R. – Domestic Assistance – Department of Homeland Security, Office of the Secretary:

- Part 15 - Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Homeland Security,
- Part 17 - Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance,
- Part 19 - Nondiscrimination in matters pertaining to faith-based organization,
- Part 21 - Nondiscrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance from the Department of Homeland Security.

44 C.F.R. – Emergency Management and Assistance – Federal Emergency Management Agency, Department of Homeland Security:

- Part 7 - Nondiscrimination in Federally-Assisted Programs (FEMA Reg.5)
- Part 16 - Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Federal Emergency Management Agency.
- Part 19 - Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance.

State of Kansas

- Kansas Statute 44-1001, et seq.: Kansas Acts Against Discrimination
- State of Kansas Executive Order 18-04 "State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation" (2018).

TO FILE A COMPLAINT:

**The Adjutant General's Department
Kansas Division of Emergency Management
2800 SW Topeka Blvd.
Topeka, KS 66611**

**Mr. Bret Rowe
Title VI Civil Rights Coordinator
Phone: 785-646-2204
Email: bret.a.rowe.nfg@mail.mil**

Title VI Resources

[Guidance to State and Local Governments and Other Federally Assisted Recipients Engaged in Emergency Preparedness, Response, Mitigation, and Recovery Activities on Compliance with Title VI of the Civil Rights Act of 1964.](#)

Civil Rights and Emergency Management Resources:

- HLS [Civil Rights and Civil Liberties Institute](#), provides high quality Department-wide training on issues at the intersection of homeland security and civil rights and civil liberties.
- DOJ has developed the [Tips and Tools for Reaching Limited English Proficient Communities in Emergency Preparedness, Response, and Recovery](#). This document is directed to state and local decision-makers, planners, and language access coordinators responsible for emergency preparedness, response, and recovery. It provides strategies for incorporating language access considerations into emergency and disaster management plans. It serves as a basic guideline for recipients to improve access for LEP communities and highlights innovative practices.
- HHS has created a [Checklist for Recipients of Federal Financial Assistance](#), which provides steps that recipients can take to address the needs of the whole community, including those who are protected from discrimination under federal civil rights laws, including Title VI. It is a brief and effective reminder of the essential steps needed to integrate these populations into emergency and disaster management programs and activities.
- FEMA Emergency Management Institute – [IS:21.20: Civil Rights and FEMA Disaster Assistance](#), This course provides an orientation to civil rights, including the laws that govern civil rights and strategies that will help FEMA employees protect the civil rights of those we serve.

For additional information:

U.S. Department of Homeland Security
Office of Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, DC 20528

Email: CRCLCompliance@hq.dhs.gov
Toll-Free Phone: 1-866-644-8360
www.dhs.gov/crcl

Federal Emergency Management Agency
Office of Equal Rights (for FEMA recipients)
Attn: Civil Rights Title VI Program
500 C Street SW
Room 4SW-0915
Washington, DC 20472

Email: fema-civil-rights-form@fema.dhs.gov
Phone: 1-800-621-3362
<https://www.fema.gov/office-equal-rights>

Note: The following is a suggested Title VI Plan template for the Kansas Adjutant General Department's Federal Grant Subrecipients. For specific Title VI Plan requirements, refer to your grant program guidance from KDEM located at http://www.kansastag.gov/kdem_default.asp

Title VI Civil Rights Plan for Kansas Adjutant General's Department Federal Grant Subrecipients

Harper County Emergency Management
(Name of Agency and Department)

March 2nd, 2020
(Date)

Prepared by: Christina R. Cintron, Director
(Name and Job Title)

I. Non-Discrimination Policy Statement

It is the policy of Harper County Emergency Management that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Harper County Emergency Management as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Harper County Emergency Management, including its contractors and anyone who acts on behalf of Harper County Emergency Management. This policy also applies to the operations of any department or agency to which Harper County Emergency Management extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 6 C.F.R. parts 15, 17, 19, and 21, and 44 C.F.R. parts 16 and 19.


(Top Agency or Department Official)

March 2nd 2020
Date

II. Organization, Staffing, and Structure

Title VI Nondiscrimination Coordinator is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 6 C.F.R. parts 15, 17, 19, and 21, and 44 C.F.R. parts 16 and 19.

Harper County Emergency Management has created the position of Title VI Nondiscrimination Coordinator to perform the duties of the Title VI Coordinator and ensure implementation of agency's Title VI program. The position of Title VI Nondiscrimination Coordinator is located within Harper County Emergency Management.

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to the Kansas Adjutant General's Department (KDEM).
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Ensuring staff are trained in Civil Rights laws and policies prohibiting discrimination.

Add any other information about the Title VI Coordinator's responsibilities and/or the agency's organizational structure. An organizational chart should be attached as a supplement to this description.

III. Title VI Complaint Procedures

Describe how your complaint procedures are disseminated to the public, state whether they are translated in other languages, and provide a copy of your complaint procedures. Below is a sample complaint procedure.

Discrimination Complaint Procedure for Harper County Emergency Management

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any Harper County Emergency Management program or activity. This prohibition applies to all branches of Harper County Emergency Management, its contractors, consultants, and anyone else who acts on behalf of Harper County Emergency Management.

Federal law requires that Harper County Emergency Management investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact Title VI Nondiscrimination Coordinator.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Harper County Emergency Management program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact Title VI Nondiscrimination Coordinator if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Title VI Nondiscrimination Coordinator.

Complaints may be submitted via mail, email, fax or in person to:

Harper County Emergency Management
Title VI Nondiscrimination Coordinator
115 E. Steadman St.
Anthony, KS 67003
Phone: (620) 842-6006
ccintron@harpercountyks.gov

Complaints may also be filed directly with the following agencies:

State of Kansas
Adjutant General's Department
Kansas Division of Emergency Management
Title VI Nondiscrimination Coordinator
2800 SW Topeka Blvd.
Topeka, KS 66611-1287
Phone: (785) 646-2204

US Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane SW
Bldg. 410, Mail Stop 0190
Washington, DC 20528
Email: CRCLCompliance@hq.dhs.gov

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the Kansas Adjutant General's Department (KDEM) or the US Department of Homeland Security/FEMA for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

IV. Title VI Complaint Form

Where did the discrimination occur?

Dates and times discrimination occurred?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ Phone _____
Address _____ City _____ Zip _____

Signed _____ Date _____

V. Notice of Rights

Describe how your notice is disseminated to the public, whether the notice is provided in other languages, and provide a copy of the notice. A sample notice is provided below.

NOTICE OF NONDISCRIMINATION

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

Harper County Emergency Management

operates its programs and services without regard to race, color, national origin, sex, age, and disability.

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **limited English proficiency**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Harper County Emergency Management program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with Harper County Emergency Management.

To file a Title VI discrimination complaint, contact:

Title VI Nondiscrimination Coordinator

115 E. Steadman St.

Anthony, KS 67003

Phone: (620) 842-6006

ccintron@harpercountyks.gov

Call Summary

Harper County 911

115 E Steadman St

Anthony, KS 67003

County: Harper

Year: 2020

Agency Affiliation: Emergency Communications

Report Date: 02/25/2020 23:10:23

Report Date From: 01/01/2020

Report Date To: 01/31/2020

Period Group: Month

Days Of Week: All

Call Type: All

Abandoned Filters: Include Abandoned

NSI Filters: NSI Included in 911 Totals

Agency Affiliation: All

		January 2020	Total
911	Inbound	221	221
	Abandoned	59	59
	Abandoned %	21.07%	21.07%
	Unparsed	0	0
	Total	280	280
10-Digit Emerg	Inbound	0	0
	Abandoned	0	0
	Outbound	0	0
	Unparsed	0	0
	Total	0	0
Administrative	Inbound	738	738
	Abandoned	209	209
	Outbound	328	328
	Unparsed	0	0
	Total	1,275	1,275
	Avg Call Duration	73.4	73.4
	Total	1,555	1,555

Call Summary

Harper County 911

115 E Steadman St

Anthony, KS 67003

County: Harper

Year: 2020

Agency Affiliation: Emergency Communications

Report Date: 02/25/2020 23:10:23

Report Date From: 01/01/2020

Report Date To: 01/31/2020

Period Group: Month

Days Of Week: All

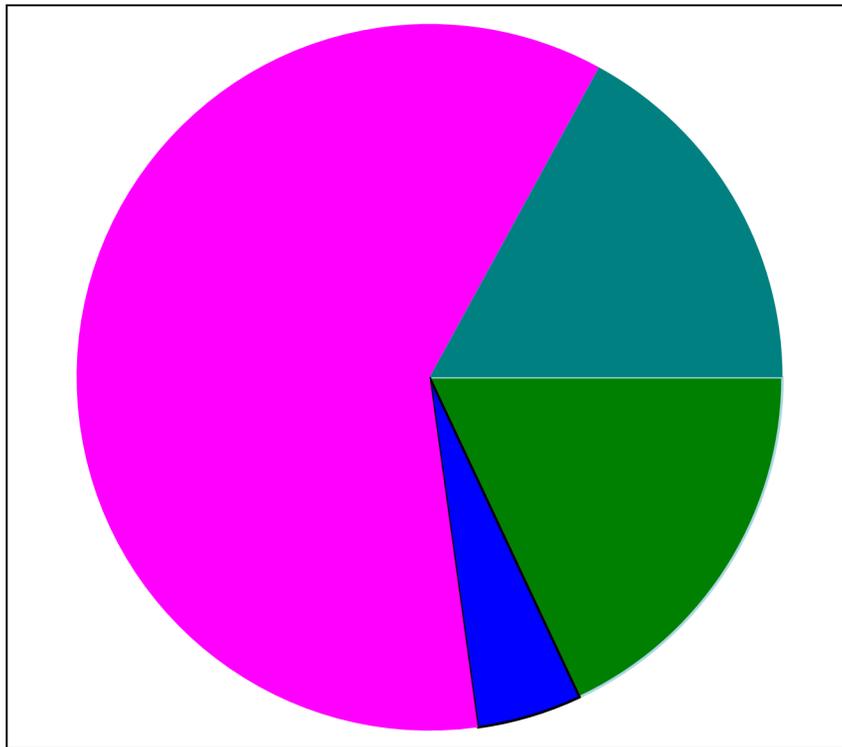
Call Type: All

Abandoned Filters: Include Abandoned

NSI Filters: NSI Included in 911 Totals

Agency Affiliation: All

Call Summary



- 911
- 911 Abandoned
- 10 Digit Emergency
- 10 Digit Emergency Abandoned
- Admin Inbound
- Admin Inbound Abandoned

**FY2019 EMPG PROGRESS REPORT/REIMBURSEMENT REQUEST PACKAGE
DOCUMENTATION CHECKLIST:**

NOTE: Make sure your progress report/reimbursement request package is dated on or after the date on your award letter, which is 5 December 2019, and that you use the new EMPG05 and EMPG03 forms that I just now e-mailed to you. We cannot accept any of these EMPG05 or EMPG03 forms dated before the date on your award letter, as you cannot request funds before you have a grant award with us.

What we must have for your progress report/reimbursement request package submission for your EMPG project:

- Completed and signed FY19 Reimbursement Request form (EMPG05 form) for eligible EMPG expenses for time period being reported.
 - Associated backup documentation for reimbursement request [copies of year-to-date pay stub(s) or county payroll report(s), or any invoices or statements for non-payroll items, etc.]
 - Copy of county expense report(s) for time period of reimbursement request, showing all year-to-date expenses for Emergency Management department (to prove county match/overmatch situation)
- Completed and signed FY19 Statement of Work Report (EMPG02) for cumulative period being claimed for reimbursement
- Completed and signed FY19 Fiscal Report form (EMPG03) showing EMPG grant dollars being claimed on the top half of the form and matching share dollars (county Emergency Management dollars spent over and above what you are claiming from the grant reimbursement request) on the bottom half of the form, for the period being reported. This form should agree with your Reimbursement Request and associated backup documentation. Any claimed expense or reported match being listed in the "Other" category must include a separate detailed explanation of what that cost is, along with documentation to verify the expense.
- 2019 EMPG exercise activity being reporting in the online Kansas Exercise Tracking System (KETS) located at <https://www.kdemexercises.com/login>. If you need any personnel changes in KETS, please notify me.

Notes on Submitting Your EMPG Progress Report/Reimbursement Request Package:

- **All of the above forms should be submitted together as a package for the time period being reported, with this completed checklist on top. We cannot reimburse your county unless your reports are complete and accurate.**
- You may submit electronically (scan your signed forms and send via e-mail), or via fax or regular mail. It is not necessary to use overnight mail or registered mail. Please do not submit via more than one method at a time—for example, some counties will mail us a big envelope and then e-mail the entire package too. Then we have to compare every single page to see if there were any changes, etc.
- All forms containing a signature line must be signed and dated where indicated. FEMA auditors say a report is not valid unless signed.
- Do not submit your progress reports/reimbursement requests until you receive the notice-to-proceed from KDEM, in the form of your EMPG grant award letter.
- **Remember to submit a revised (actual) Budget form (showing your actual EMPG grant allocation for this year) with your first progress report/reimbursement request submission.**
- Remember that, for counties receiving \$750,000 plus in Federal funding, an annual 2/CFR/A-133 audit report must be submitted to KDEM; if it is a requirement for your county and you promised to do so when you submitted your application package.
- If you publish an Emergency Management Annual Report for your county, we'd like to receive a copy of it.
- For Federal audit purposes, keep copies of all of your EMPG records for at least 3 years past the Federal grant performance period. For example, keep all your FY19 EMPG records until at least 30 October 2023.
- If you have any questions, please contact me.

My current contact info:

Bret Rowe, EMPG Coordinator
Kansas Adjutant General's Dept.
2800 SW Topeka Blvd.
Topeka, KS 66611-1220
e-mail: bret.a.rowe.nfg@mail.mil
desk phone: (785) 646-2204 (with voice mail)
fax: (785) 646-2001

General Ledger Report - Detail

YEAR: 2019

Harper County

Includes Encumbrances in Begin Balance
Includes RevCtl and ExPctt Accounts
Excludes Budget for Revenue/Expense Accounts

All Funds
ACCOUNT RANGE: 00113301105 - 00113301105

Fiscal Year-To-Date

PO Check Receipt Sys Type Begin Bal. Debits Credits End Bal.

Fund: 001 - GENERAL FUND

001-13-301105 Type : X - Salaries - Department Head

Date	Description	Account	Begin Bal.	Debits	Credits	End Bal.
1/1/2019	Beginning Balance:		\$0.00	\$0.00	\$0.00	
1/14/2019	PRJE91001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
1/28/2019	PRJE91002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
2/11/2019	PRJE92001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
2/25/2019	PRJE92002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
3/11/2019	PRJE93001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
3/25/2019	PRJE93002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
4/8/2019	PRJE94001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
4/22/2019	PRJE94002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
5/6/2019	PRJE95001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
5/20/2019	PRJE95002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
6/3/2019	PRJE96001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
6/17/2019	PRJE96002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
7/1/2019	PRJE97001 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
7/15/2019	PRJE97002 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	
7/29/2019	PRJE97003 Kronos PR Import - 13Salaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00	

General Ledger Report - Detail

YEAR: 2019

Harper County

Includes Encumbrances in Begin Balance
Includes Revct and Exctt Accounts
Excludes Budget for Revenue/Expense Accounts

All Funds
ACCOUNT RANGE: 00113301105 - 00113301105
PO Check Receipt Sys Type

Begin Bal. Debits Credits

End Bal.

Fund: 001 - GENERAL FUND

001-13-301105 Type : X - Salaries - Department Head

Date	Description	Account	Begin Bal.	Debits	Credits	End Bal.	
8/12/2019	PRJE98001 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
8/26/2019	PRJE98002 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
9/9/2019	PRJE99001 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
9/23/2019	PRJE99002 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
10/7/2019	PRJE910001 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
10/21/2019	PRJE910002 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
11/4/2019	PRJE911001 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
11/18/2019	PRJE911002 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
12/2/2019	PRJE912001 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
12/16/2019	PRJE912002 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
12/30/2019	PRJE912003 Kronos PR Import - 13SSalaries - Department Head:	BA AA	\$0.00	\$461.54	\$0.00		
Total For: Salaries - Department Head			\$0.00	\$12,000.04	\$0.00	\$12,000.04	
Fund: 001 - GENERAL FUND Totals :			\$0.00	\$12,000.04	\$0.00	\$12,000.04	
Total Fund Revenues:			\$0.00	Total Fund Expenses:	\$12,000.04	Net Revenue Over Expense:	(\$12,000.04)

General Ledger Report - Detail

YEAR: 2019

Harper County

Includes Encumbrances in Begin Balance

All Funds

Fiscal Year-To-Date

Includes RevCtl and ExpCtl Accounts

ACCOUNT RANGE: 00113301105 - 00113301105

Excludes Budget for Revenue/Expense Accounts

PO Check Receipt Sys Type Begin Bal.

Debits

Credits

End Bal.

General Ledger Report Detail Totals

\$0.00

\$12,000.04

\$0.00

\$12,000.04



Invoice

Everbridge, Inc
 155 N. Lake Ave., Suite 900
 Pasadena CA 91101

Acct. No.	Date	Invoice #
12365	10/25/2018	M40068

Bill To
Attn: Todd Pettegrew Harper County Emergency Management 115 E. Steadman St. Anthony KS 67003-2068 United States

Customer
Attn: Todd Pettegrew Harper County Emergency Management 201 N. Jennings Ave. Anthony KS 67003-2748 United States

PO #	Quote Number	Sales Rep			
	00028667	Siegel, Jacqueline			
Payment Terms	Due Date	Currency	Billing Start Date	Billing End Date	
Net 30	11/24/2018	USD	12/12/2018	12/11/2019	
MN Contacts	Nixle Contact	Nixle Population	SLG Households	Safety Connection Contacts	
		10000			
Contracting Vehicle					
Item	Description	Quantity	Quote Price	Discount	Amount
101-99-11-0215-000	Nixle 360	1	5,000.00	0.0%	5,000.00
Total					\$5,000.00

Remittance Slip

Customer Number	Invoice #	Amount Due	Amount Paid
12365 Harper County Emergency Managem...	M40068	\$5,000.00	

Make Checks Payable To

Everbridge, Inc
 PO Box 740745
 Los Angeles, CA 90074-0745

FOR OVERNIGHT COURIER SERVICE:

Bank of America Lockbox Services
 Lockbox - 740745
 2706 Media Center Drive
 Los Angeles, CA 90065

WIRES / ACH PAYMENTS SHOULD BE SENT TO:
 Bridge Bank, a division of Western Alliance Bank
 ABA or Routing number: 121143260
 Account number: 0101355022
 For Credit to: Everbridge Inc

For Receiving International Wires in USD Only:
 Swift Code: BFBXUS6S

Please call or email Everbridge Accounts Receivable Department at (818) 230-9786 or Accounts.Receivable@everbridge.com for any questions and for any international payments other than USD to receive wire instructions.

Midwest Card and ID Solutions LLC

4747 NW Gateway
Riverside, MO 64150

INVOICE

Invoice Number: 26415
Invoice Date: Aug 28, 2019
Page: 1

Duplicate

Voice: (816) 221-0620
Fax: (816) 221-1213

Bill To:
Harper County EM Attn. Accounts Payable 115 E. Steadman Anthony, KS 67003

Ship to:
Harper County EM Attn. Accounts Payable 115 E. Steadman Anthony, KS 67003

Customer ID	Customer PO	Payment Terms	
HARPER	CHRISTINE CINTRON	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Natalie	UPS Ground		9/27/19

Quantity	Item	Description	Unit Price	Amount
1.00	AGZ73-00E	ZXP7 Dual printer single lamin Serial #12J185200043	4,815.00	4,815.00
1.00	AGZ7S-749	ZXP7 YMCKOK Ribbon	247.50	247.50
1.00	800085-914	1 mil Laminate	86.25	86.25
1.00	105999-701	ZXP7 cleaning kits 119252308426	125.00	125.00

Subtotal	5,273.75
Sales Tax	
Freight	100.00
Total Invoice Amount	5,373.75
Payment/Credit Applied	
TOTAL	5,373.75

Check/Credit Memo No:



SHOPKO ANTHONY
710 N LL AND G AVE
ANTHONY, KS 67003
(620) 842-3607

Store: 0538 Register: 00041 Iran: 5479
272531 2/5/2019 8:35:08 PM

See back of receipt for your chance
to win \$1000 ID #: 7N4X8KF732H



316-945-2800 Mgr: BRETT WILEY
6110 W KELL088 DR
NICHITA KS 67209

STW 01221 0PH 000097 IEM 14 TR# 07274
STORAGE BOX 007314918478 5.47 0
WATERCARRIER 693813492189 8.97 0
WATERCARRIER 693813492189 8.97 0
DOUBLE TICK 085428100803 7.98 0
OT PONCHO 081271301903 0.97 0
FIRST AID KIT 070770810210H 9.73 0
MATCHES 005426900018 2.97 0
WHISTLE 060056100008 2.88 0
SURVIVAL KIT 081174702170 4.00 0
SURVIVAL KIT 081174702170 4.00 0
TACLIGHT HA 008031301381 14.88 0
TACLIGHT HA 008031301381 14.88 0
UST TOWEL 081271301748 1.00 0
PURELL 20Z 007385296650 1.52 0
SUBTOTAL 88.22
TOTAL 88.22
VISA TEND **** 8742 I 1

VISA CREDIT # 016298
APPROVAL # 1042000314
REF # 1042000314
TRANS ID - 589039802907285
VALIDATION - 90QJ
PAYMENT SERVICE - E
AID 0000000031010
TC 4F91160AETC00E80
TERMINAL # SC010274
*NO SIGNATURE REQUIRED
02/08/19 16:18:10
CHANGE DUE 0.00

ITEMS SOLD 14
TC# 9244 1653 0611 2333 9143



02/08/19 16:18:25
CUSTOMER COPY

Scan with Walmart app to save receipts



Self Checkout

CLUB MANAGER STEPHAN COPPOCK
(316) 945-3010 9091
NICHITA, KS
02/08/19 16:45 7353 08254 091

CHRISTINA
H 85311 FIRRSST AID 24.98 I
H 85311 FIRRSST AID 24.98 I
SUBTOTAL 49.96
TAX 1 7.500 2
TOTAL 53.75
VISA TEND 53.71
**** 8742 I 1

VISA CREDIT # 043358
APPROVAL # 043358

AID 0000000031010
TC 8A147B869469F172
TERMINAL # SC011473
*NO SIGNATURE REQUIRED
CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 2

TC# 4909 8044 7392 9803 8546



Happy to Help

*** MEMBER COPY ***

046014740914 WEATHER ALRT R \$23.99 R
40% Store Liquidation (\$16.00)
Reg Price \$39.99 Saved (\$16.00)
046014740914 WEATHER ALRT R \$23.99 R
40% Store Liquidation (\$16.00)
Reg Price \$39.99 Saved (\$16.00)
046014740914 WEATHER ALRT R \$23.99 R
40% Store Liquidation (\$16.00)
Reg Price \$39.99 Saved (\$16.00)

SubTotal \$71.97
9.00% \$6.48
TOTAL \$78.45

VISA \$78.45
Card number: *****8742
Authorization 094388

Sales

VISA CREDIT *****8742

Chip Read
Requested: USD\$ 78.45
APPROVED 094388

Mode: Issuer
AID : A0000000031010
TVR : 80000008000
IAD : 06010A03A00000
TSI : 6800
ARC : 00

Prices reflect the following discounts:
40% Store Liquidation (\$48.00)
Total Savings (\$48.00)

Selection Criteria

Selected Fund: 001 Selected Dept: 13 Selected Account Type: Revenue and Expenses From Period: 12 To Period: 12
 From Acct: 0 To Acct: 99999999999999999999 Exclude Accounts With No Budget? Exclude Accounts With No Budget?

Budget Status By Fund/Dept - Summary - With Categories

Harper County

Fiscal Year: 2019

Account / Category	Description	MTD	YTD	Budget	% Used	Remaining
Fund: 001 - GENERAL FUND						
Dept: 13 - EMERGENCY MANAGEMENT						
Type: Revenue						
Category: 03	Intergovernmental	\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
001-13-130052	Grant Funds	\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
Total For Revenue Type		\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
Type: Expenditure						
Category: 01	Personal Services	\$1,384.62	\$12,000.04	\$12,500.00	96.00%	\$499.96
001-13-301105	Salaries - Department Head	\$1,384.62	\$12,000.04	\$12,500.00	96.00%	\$499.96
Category: 02	Commodities	\$0.00	\$263.13	\$3,250.00	8.10%	\$2,986.87
001-13-301033	Supplies - Office	\$0.00	\$0.00	\$350.00	0.00%	\$350.00
001-13-301126	Vehicle - Fuel Oil Lube	\$0.00	\$0.00	\$2,300.00	0.00%	\$2,300.00
001-13-302000	Miscellaneous Expenses	\$0.00	\$263.13	\$600.00	43.86%	\$336.87
Category: 03	Contractual	\$87.90	\$748.57	\$4,000.00	18.71%	\$3,251.43
001-13-301055	Contractual Service - Other	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-13-301056	Dues - Registration - Training	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
001-13-301075	Travel	\$0.00	\$0.00	\$300.00	0.00%	\$300.00
001-13-301173	Rep & Maint - Vehicle	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-13-301191	Grant Reimbursement	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-13-366046	Communication - Tele/Internet	\$87.90	\$748.57	\$2,000.00	37.43%	\$1,251.43
Category: 04	Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-13-301083	Equipment - Other	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-13-301184	Equipment - Vehicle	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-13-301185	Equipment - CERT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total For Expenditure Type		\$1,472.52	\$13,011.74	\$19,749.99	65.88%	\$6,738.26
Revenue Total for Department: 13 - EMERGENC		\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
Expenditure Total for Department: 13 - EMERG		\$1,472.52	\$13,011.74	\$19,750.00	65.88%	\$6,738.26
Revenue Total for Fund: GENERAL FUND		\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
Expenditure Total for Fund: GENERAL FUND		\$1,472.52	\$13,011.74	\$19,750.00	65.88%	\$6,738.26
Cash Balance for Fund: GENERAL FUND						\$2,380,955.29

Budget Status By Fund/Dept - Summary - With Categories

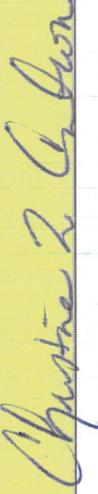
Fiscal Year: 2019

Harper County

Account / Category	Description	MTD	YTD	Budget	% Used	Remaining
Revenue Total:		\$0.00	(\$12,931.00)	\$9,000.00	143.68%	(\$3,931.00)
Expenditure Total:		\$1,472.52	\$13,011.74	\$19,750.00	65.88%	\$6,738.26
Differences:		\$1,472.52	(\$80.74)	(\$10,750.00)		

Cash Balance of all Funds: \$2,380,955.29

**2019 EMERGENCY MANAGEMENT PERFORMANCE GRANT
STATEMENT OF WORK REPORT**

COUNTY	QUARTER #
Harper	1-4
COUNTY COORDINATOR'S NAME	COUNTY COORDINATOR'S SIGNATURE
Christina R. Cintron	
ACTIVITY: PROGRAM ADMINISTRATION	PERFORMANCE REPORT COMMENTS
Complete and submit quarterly EMPG performance report	In Progress
Submit Reimbursement form to KDEM	In Progress

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct planning workshops on County Emergency Operations Plans (CEOP)	All 5	Multiple	In progress
Develop/enhance Continuity of Operations (COOP)/Continuity of Government (COG) plans	All 5	Multiple	In progress

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Modify existing incident management and emergency operations procedures	All 5	Multiple	In progress.
Conduct a hazard analysis and risk assessment	All 5	Multiple	LEPC Meetings - quarterly
Develop all-hazards mitigation plans	Mitigation	Multiple	Completed – awaiting final adoption resolutions for submission
Develop/enhance logistics and resource management plans	Response	Multiple	In progress
Develop/enhance large-scale event incident plans	All 5	Multiple	Quarterly meetings conducted
Work with Local Emergency Planning Committee (LEPC)	All 5	Multiple	Quarterly meetings

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Completion of the required Professional Development Series certificate: IS 120 (replaces IS 139) IS 230 IS 235 IS 240 IS 241 IS 242 IS 244 [provide proof of completion via loading individual course certificates into Kansas-TRAIN 'Your Learning' account.]	All 5	Multiple	All completed and uploaded on Train
Develop/enhance systems to monitor training programs	Prevention	Multiple	In planning stage
Conduct all hazards emergency management training within your jurisdiction	All 5	Multiple	In planning stage

EMPG02

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Attend all hazards emergency management training (beyond courses listed in this SOW)			
Completion of the following required course certifications: IS 100 IS 200 IS 700 IS 800 and ICS 300 [provide proof of completion via loading individual course certificates into Kansas-TRAIN 'Your Learning' account.]	All 5	Multiple	Completed and uploaded to Train

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
<p>Conduct a county-level Training & Exercise Planning Workshop (TEPW) with a record of participation and input from local jurisdictional partners</p>	<p>All 5</p>	<p>Multiple</p>	<p>Completed in LEPC meeting</p>
<p>Develop a local county multi-year (minimum of 3 years) Training & Exercise Plan (TEP) that is updated annually. [Submit all required exercise documentation online via the Kansas Exercise Tracking System (KETS)]</p>	<p>All 5</p>	<p>Multiple</p>	<p>Completed in LEPC meeting</p>

EMPG02

5

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct a minimum of 2 exercises (defined by HSEEP principles & exercise types) within the county which tests county plans and DHS/FEMA core capabilities. [Submit all required exercise documentation online via the Kansas Exercise Tracking System (KETS)]	Multiple	Response Response	Active Threat Response Stranger Danger
Brief civic groups and senior citizen on local hazards and family preparedness plans	Prevention/ Protection	Protection/Recovery	Fury on the Plains- Weather Presentation, February 2019
Conduct awareness & individual response training and exercises in schools	Prevention	Prevention	Planned drills in schools

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct public outreach campaigns that focus on individual and family preparedness	Protection	Multiple	Mailed fliers with EAS information in the utility bills; provided care facilities with same information
Develop/enhance emergency management and operation plans to integrate citizen/volunteer & other non-governmental organization resources and participation	Response	Multiple	Planning on re-organizing CERT
Develop/enhance Citizen Emergency Response Team (CERT)	Response	Multiple	Planning on re-organizing

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Implement automated mass notification system and/or integrated public alert and warning system (IPAWS) for emergency public alert and warning to rapidly notify impacted populations of emergency protective actions	Protection	Multiple	Staff trained on usage; information being shared with public on sign up and usage of EAS
Develop/enhance financial and administrative procedures for use before and after disasters			
Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, non-governmental organizations, and private entities	Mitigation	Multiple	MOU/MOA's signed for E-911

EMPG02

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct communications equipment drills	Response	Multiple	Continuously tested

Feel free to report additional activities by submitting them with this document.

CORE CAPABILITIES MAY BE FOUND AT: <http://www.fema.gov/core-capabilities>

Access Control and Identity Verification, Community Resilience, Critical Transportation, Cyber Security, Economic Recovery, Environmental Response/Health & Safety, Fatality Management Services, Fire Management and Suppression, Forensics and Attribution, Health and Social Services, Housing, Infrastructure Systems, Intelligence and Information Sharing, Interdiction and Disruption, Logistics and Supply Chain Management, Long-term Vulnerability Reduction, Mass Care Services, Mass Search and Rescue Operations, Natural and Cultural Resources, On-scene Security Protection and Law Enforcement, Operational Communications, Operational Coordination, Physical Protective Measures, Planning, Public Health/Healthcare and Emergency Medical Services, Public Information and Warning, Risk and Disaster Resilience Assessment, Risk Management for Protection Programs and Activities, Screening Search and Detection, Situational Assessment, Supply Chain Integrity and Security, Threats and Hazards Identification.

EMPG02

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY



2019 QUARTERLY EMERGENCY MANAGEMENT PERFORMANCE GRANT FISCAL REPORT

Period(s) being reported: 1st (ending Mar. 31) 2nd (ending June 30) 3rd (ending Sept. 30) 4th (ending Dec. 31)

List your county's emergency management actual expenditures and return to KDEM.

KDEM is required by FEMA to show matching funds for EMPG grant dollars.

The information you provide below will help facilitate this requirement. Thank you for your assistance.

COUNTY: Harper County COORDINATOR: Christina R. Cintron

EMPG GRANT DOLLARS EXPENDED THIS REPORT PERIOD:				
EMPG PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	COMPENSATION THIS REPORT PERIOD
Director	Christina R Cintron	\$ 12,000.04		\$ 12,000.04
EMPG PAYROLL TOTAL THIS PERIOD				\$ 12,000.04
EMPG NON-PAYROLL				
EMPG TRAVEL this report period (must provide documentation and include with reimbursement form; i.e. hotel receipt)				
EMPG OTHER COSTS this report period (must provide documentation and include with reimbursement form; i.e. receipts)				\$ 930.96
EMPG TOTAL EXPENSES THIS PERIOD				\$ 12,931.00
COUNTY EM DOLLARS SPENT THIS REPORT PERIOD (NON-EMPG EXPENDITURES):				
NON-EMPG PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	COMPENSATION THIS REPORT PERIOD
Director	Christina R Cintron		\$ 1,186.80	\$ 1,186.80
NON-EMPG PAYROLL total this period				\$ 1,186.80
NON-EMPG NONPAYROLL				
NON-EMPG TRAVEL this period				
NON-EMPG OTHER COSTS this period				\$ 9,705.88
NON-EMPG TOTAL EXPENSES this period				\$ 10,892.68
REPORTING PERIOD COUNTY EMERGENCY MANAGEMENT TOTAL EXPENSES				\$ 23,823.68

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review. I further certify that non-EMPG expenditures in excess of county received EMPG Grant dollars are not being used to match any other Federal or State grant and are available for use as soft match by Kansas Division of Emergency Management.

3/2/2020

Emergency Manager Signature or Authorized Designee Title Date

EMPG03

Call Summary

Harper County 911

115 E Steadman St

Anthony, KS 67003

County: Harper

Year: 2020

Agency Affiliation: Emergency Communications

Report Date: 02/25/2020 23:12:01

Report Date From: 02/01/2020

Report Date To: 02/25/2020

Period Group: Month

Days Of Week: All

Call Type: All

Abandoned Filters: Include Abandoned

NSI Filters: NSI Included in 911 Totals

Agency Affiliation: All

		February 2020	Total
911	Inbound	215	215
	Abandoned	53	53
	Abandoned %	19.78%	19.78%
	Unparsed	0	0
	Total	268	268
10-Digit Emerg	Inbound	0	0
	Abandoned	0	0
	Outbound	0	0
	Unparsed	0	0
	Total	0	0
Administrative	Inbound	726	726
	Abandoned	269	269
	Outbound	381	381
	Unparsed	0	0
	Total	1,376	1,376
	Avg Call Duration	76.6	76.6
	Total	1,644	1,644

Call Summary

Harper County 911

115 E Steadman St

Anthony, KS 67003

County: Harper

Year: 2020

Agency Affiliation: Emergency Communications

Report Date: 02/25/2020 23:12:01

Report Date From: 02/01/2020

Report Date To: 02/25/2020

Period Group: Month

Days Of Week: All

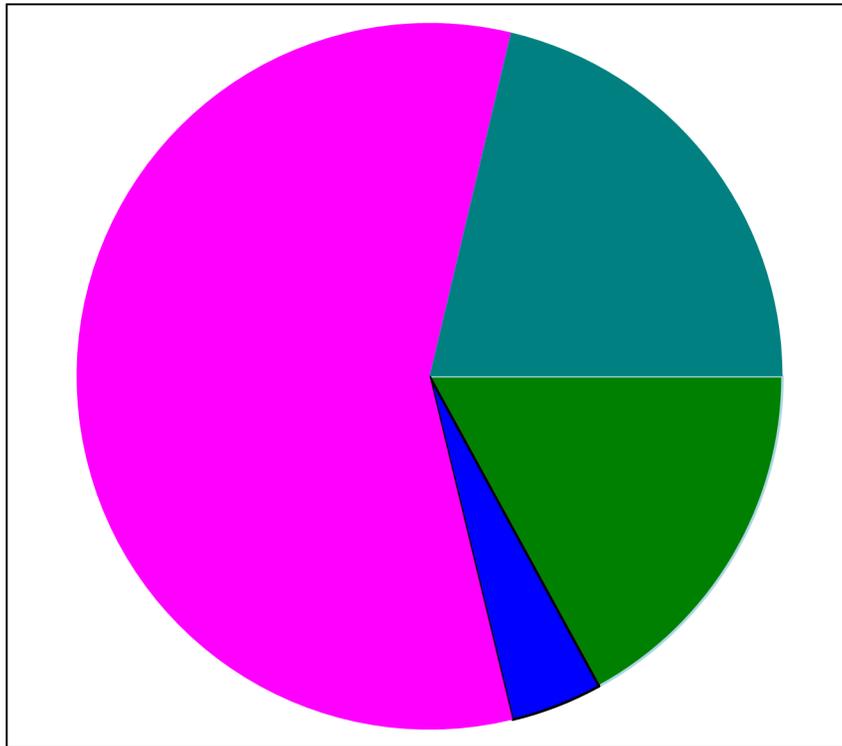
Call Type: All

Abandoned Filters: Include Abandoned

NSI Filters: NSI Included in 911 Totals

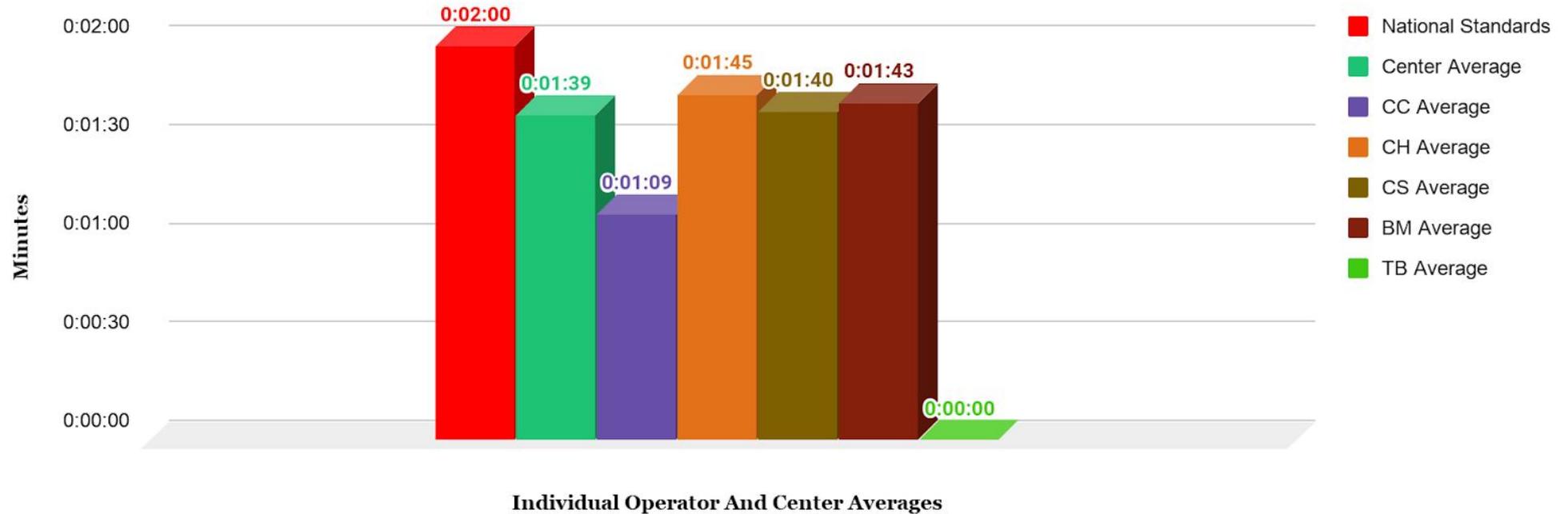
Agency Affiliation: All

Call Summary



- 911
- 911 Abandoned
- 10 Digit Emergency
- 10 Digit Emergency Abandoned
- Admin Inbound
- Admin Inbound Abandoned

EMS Dispatch Times 2/1-2/29/2020



EMS Dispatch Times (Average)

2/01/2020 -2/29/2020

The NFPA Standards state that from the time a medical call is received until it's dispatched should fall within their guidelines. Previously those were 95% of the calls within 1:46 and 90% within 1:04. Those standards have changed and are currently at 95% within 2:00 and 90% within 1:46.



2019-Host Pack and Agency Information

Thank you for considering hosting or sponsoring a PSTC course in your region. Our “host packet” gets the ball rolling! Communication between our hosts and PSTC is vital to providing the best class possible. We know that you are busy. We will do most of the time-consuming tasks. **The “FAX BACK” pages must be sent to us before we will confirm a date.** Call Instructional Coordinator Kevin Willett at 650-591-7911 x102 or e-mail kevin@pstc911.com with questions. When you are done with this packet, please fax it to 650-591-8911 or e-mail it to Kevin.

In addition to the FAX back, there is regional information that we need to help promote the classes. We ask that you get the following information to us as soon as you can.

A mailing/fax list: This should include the 40 closest agencies, their training manager’s names, e-mails, phone numbers, fax numbers and agency mailing addresses. In lieu of 40, we basically market to the area within a 3 hour drive time to the class facility. We handle advertising via mail, e-mail and fax. We ask that you help pass the word via local teletypes, training bulletins/calendars, training managers meetings or APCO/NENA chapter meetings. You can get teletype information from Angela@pstc911.com or call us at 650-591-7911.

Classroom Needs: We will need an LCD Projector (often referred to as a PowerPoint projector) and something like a whiteboard or flip chart for each class. We bring the laptop for the projector and provide you with a handout master for duplication in advance of the class. Duplication of our handout is required. Snacks each morning are your responsibility.

Please ask us if you have any questions at all! We want to ensure a smooth operation for you with no surprises! Call Kevin Willett (X-102) or our support staff (X-105) with your hosting questions. Call PSTC at 650-591-7911

Once we receive your FAX BACK, we will set up your dates and work with you closely to make this the best training experience possible. If you have questions along the way, please feel free to call myself or our support team at 800-348-8911 x 105, 102 or 109.

Thanks for offering to host a PSTC class.

2019 Packet - Class Host/Location



Please complete the form below and do one of the following, e-mail it to Kevin@pstc911.com or Angela@pstc911.com or fax it to 650-591-8911. Thanks! Please complete it ASAP. It assists us with travel planning and promotions.

Host agency name	
Your name (you will be our contact person)	
Mailing address (We prefer a street address. We usually send hand-outs via UPS)	
City – State – ZIP	
Phone #	
FAX #	
Your Cellular Phone #	
Your E-mail address	
Class location Bldg. Name, address, room #,etc.	
How many people will the room comfortably fit? <u>PLEASE CHECK</u>	*We prefer classrooms that hold 30 or more people.
Special Directions to classroom	
Parking location AND Parking information (permit, meter or free)	
Class hours you prefer. We usually do 0830-1630 but will do anything you prefer. (CA Agencies, POST classes are 0800-1700)	



Instructor Travel Information - FAX BACK

Please complete the information below. We need the information to make travel arrangements for our Instructor(s)

Name of the closest airport (Note approx. distance or driving time to the class location)	
Name of next closest airport	
Hotel Suggestions – list at least 2 (We just ask for safe, clean and close)	Hotel name Phone # Hotel name Phone #
MAP INFO PLEASE! If your location is unique (on a campus or in a complex) or if it doesn't show up well on existing maps, please send us a map. It will be useful to our students and our Instructor. Please e-mail or fax a clean copy to us! E-mail maps to kevin@pstc911.com or Angela@pstc911.com or fax them to 650-591-8911	

Additional information:

DON'T FORGET THE CLASSROOM NEEDS:

All classes require an LCD projector. PLEASE ask if you have any questions! All audio-visual equipment must be provided by the host agency. We provide the laptop computer that we hook up to your LCD. Any problems let us know!



What class / classes are you interested in?

- Active Shooter Situations (Updated for 2019)
- Being the Best (updated monthly)
- Building your Liability Shield (updated for 2019)
- Complacency, Cannibalism, Critical Thinking (constantly updated)
- Communications **Training Officer 3-day Workshop** (updated for 2019)
- CTO Update 2 day course
- Crisis Communications (updated for 2018)
- Customer Service the 9-1-1- Way! (Updated frequently, always a favorite)
- Defeating Drama & Bullying for Peak Performance (**Updated for 2019**)
- Domestic & Family Violence (Updated for 2019)
- Fire Communications (Updated frequently)
- High Risk! (New topics added in 2019)
- Incident or Tactical Dispatch Workshop (2 day workshop) **New for 2018**
- It's Your Ship –Navigating Communications Center Leadership (New Class)
- In-Progress!
- Mission Critical Communications (2 or 2.5 day workshop)
- Planes, Trains & Automobiles (updated for 2019)
- Progressive **Supervision** Workshop (new curriculum for 2019)
- People **FIRST Leadership** (Updated for 2019)
- Responder Risk & the 9-1-1 Professional (NEW CLASS for 2019)
- School Violence – Lessons Learned (updated in 2019)
- “Spirit to Serve” – Our all NEW Customer Service class (Updated frequently)
- Surviving Dispatch Stress (Updated frequently)
- What if it Were Family?** (Updated regularly- very popular class)
- You Just NEVER Know! [AKA, Mental Preparedness] (Updated for 2019)
- Other class or conference session(s): _____

If this is for a conference, what is the length of the session(s)?

In a “perfect world” what month would you like to host/sponsor a class?

Month/Year _____

Do you have any specific dates you prefer? _____

By submitting this packet you have read and understand the hosting responsibilities. THANK YOU!



This checklist is for YOUR reference just to make sure all the “little details” get handled. If you have any questions, please let us know!

What are your proposed dates for training? Avoid holidays, other local training, etc.	
Class location set? Consider atmosphere, parking, access and quality of facility. The classroom should have tables and chairs when possible.	
Confirmation letter information has been completed and faxed to PSTC? See attached worksheet. Complete it and FAX it to PSTC. 650-591-8911	
Promotions. Have you notified the various schools, public safety agencies and emergency management representatives?	
How many students will your agency try to train? Don't forget part-time, per diem, reserve, substitutes and student teachers or new employees.	
Mailing list provided to PSTC for promotional use? Include the following: Agency - Contact Person – Mailing Address –Phone # - Fax #. Keep in mind the variety of agencies that might be appropriate to invite	
Handouts have been duplicated? We will send them to you two weeks in advance.	
Refreshment duties have been dealt with? Here is our usual shopping list. Feel free to offer anything you wish. Morning: coffee, juice, muffins or bagels, fresh fruit. Afternoon: coffee, soft drinks or water, cookies or snacks. Students deserve these creature comforts – thanks!	
AUDIO VISUAL NEEDS: VERY IMPORTANT! We will need an LCD projector. This is a projector that hooks up to our IBM compatible windows based laptop. PLEASE ask us if you have a question! A whiteboard, flip-chart or chalk board would be helpful also. A podium is appreciated. A table near the front of the class for the Instructors equipment is needed. For classes with over 50 students, we do ask for a lapel microphone and a hook-up to the hotel or conference center speakers. We bring speakers to class sizes of 40 or less.	

Thanks again for supporting quality training for dispatch professionals!



Frequently asked questions:

Q: Do we get free seats for hosting classes?

A: Yes, you get at least 2 free seats once we get 25 paid students and an additional free seat for every 10 paid students over 25.

Q: If we plan to train a great deal of our people, can we get a flat or discounted rate?

A: Yes, call us for a quote or e-mail Kevin@pstc911.com

Q: How much are your classes?

A: Traditionally, they are \$179-\$189 per person, per day. That is between \$50-\$120 less than most of our competitors. We are committed to quality, affordable training. Some states have negotiated discounted pricing. We also have a "daily rate" rather than a per person rate available.

Q: If we host your classes, do we pay for the Instructor travel?

A: No! Our prices are all-inclusive when you choose our per person classes.

Q: If we host and the class does not fill, are we financially responsible?

A: Absolutely not. If we cancel your classes due to low enrollment, there is no charge.

Q: What do you need from me to help fill the class?

A: Help us by sending out personal e-mails to your neighboring agencies
Send out teletypes, add the class to state training calendars
Post the classes to your state APCO & NENA Chapter web sites
Pass out flyers at local training or supervisor meetings and to other agencies

Q: Can I get the class "state certified"

A: YES. Many of our classes are already approved in CA, MI, MA and others but we can help to get it approved in your state too. E-mail Kevin@pstc911.com

Q: Who will help me at PSTC?

A: For sample teletypes, class outlines and instructors bios, Angela@pstc911.com
To see how many people have been enrolled, Romina@pstc911.com
To get free flyers that you can pass out, Debie@pstc911.com
To get answers about class content or anything not listed, Kevin@pstc911.com

Memorandum of Agreement

This Memorandum of Agreement ("Agreement") is made as of the 1st day of January, 2020 by and between **Anna Porter**, referred to herein as "Consultant" and **Harper County, Kansas**, a political subdivision of the State of Kansas, referred to herein as the "County".

RECITALS

Consultant is an experienced and qualified real estate appraiser capable of assisting the County in collection and analyzing data and implementing procedures for analysis of real estate valuations in the County.

The Board of County Commissioners (the "Board") of Harper County has requested that Consultant undertake to consult with the Deputy County Appraiser and to assist with the procedures and processes to collect, collate, and analyze real estate valuation in the County and Consultant is willing to do so in accordance with the provisions of this Memorandum.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and conditions contained in this Memorandum, the Parties agree as follows:

1. TERM.

This Memorandum shall be effective for an initial term commencing as of January 1, 2020, and shall continue to and including December 31, 2020 or until otherwise terminated by the County in the sole discretion of the Board of County Commissioners. Unless terminated in accordance with the provisions hereof, the term of services pursuant to this Memorandum shall renew automatically for successive one-year terms (each a "renewal term") beginning as each January 1 and ending on December 31st. The initial term and renewal terms, whether one or more, are referred to herein as the "term" of this Memorandum,

2. TASKS, DUTIES, AND SCOPE OF SERVICES

- a. Consultant agrees to serve as a consultant to the office of the Harper County Appraiser and to provide the range of professional analytical services more particularly described under the caption "Scope of Services" in Exhibit A attached hereto and incorporated herein by reference. Such services are referred to in this Memorandum, collectively, as the "Scope of Services".
- b. Consultant also shall perform any and all tasks and duties associated with, but not specified, in connection with performance of the Scope of Services set forth above.
- c. Books and records related to the Scope of Services set forth in this Memorandum shall be maintained by the Consultant at the Harper County Appraiser's office, Harper County Courthouse, 201 N Jennings, Anthony, Kansas 67003, and open to inspection during regular working hours.
- d. County shall supply all necessary equipment, materials and supplies necessary to enable Consultant to perform the Scope of Services.

3. COMPENSATION.

Consultant shall be entitled to compensation for performing the duties included in the Scope of Services pursuant to this Memorandum in the amount of \$1,666.66 per month in arrears during the Term of this Agreement.

The parties agree that Consultant is an independent contractor and solely responsible to establishing the means and methods of providing the Scope of Services pursuant to this Memorandum. Compensation paid to Consultant shall not be subject to deductions for any federal and state income tax, FICA and other applicable withholding. Consultant agrees to indemnify and hold the County whole and harmless from and against any federal or state claims for payment of taxes or other withholding obligations upon or with respect to the compensation paid to Consultant pursuant to this Memorandum.

4. TERMINATION

This Memorandum of Agreement may be terminated by the Board at any time during the Term hereof. In addition, Consultant may elect to terminate this Memorandum upon not less than thirty (30) days prior written notice to the Board.

5. NO OTHER TERMS OR PROVISIONS

Consultant acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any member of the Board which are not set forth herein and that no agreement, statement or promise not contained in this Memorandum shall be valid or binding on the County for any purpose. This Memorandum may be amended only by a written agreement signed by the parties hereto.

6. ENTIRE AGREEMENT

This Memorandum supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof. This Memorandum supercedes the provisions of the Exhibit A attached hereto other than the provisions thereof setting forth the Scope of Services to be provided by Consultant.

7. GOVERNING LAW

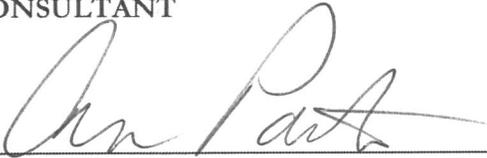
This Memorandum shall be governed by, and construed under, the laws of the State of Kansas without regard to the conflicts of law principles thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum as of the date first above written.

HARPER COUNTY, KANSAS

CONSULTANT

Chairperson
Board of County Commissioners



Anna Porter

ATTEST:

Ruth Elliot, County Clerk

Reviewed and approved as to form:

Richard Raleigh, County Attorney

Exhibit A to Memorandum of Agreement
Between
Harper County, Kansas and Anna Porter

Scope of Services

The County seeks to employ the skills of the Consultant to fulfill the following requirements as outlined in the 2020 Revaluation Maintenance Specifications (RMS):

Neighborhood Analysis as outlined in Section 26.2.14 of RMS.

Land Valuation as outlined in Section 26.2.15 of RMS.

Residential Depreciation Study as outlined in Section 26.2.9 of RMS.

Residential Market Model Development as outlined in Section 26.2.20 of RMS.

Commercial Depreciation Study as outlined in Section 26.2.11 of RMS.

Commercial Income Approach Analysis as outlined in Section 26.2.21 of RMS.

The Consultant will be on-site four (4) days during the term of the contract.

The Consultant will work with County personnel to explain the processes used in the analytical phases.

The Consultant will provide the County market based estimates of value based on the current inventoried data characteristics supplied by the county. It will be the County Appraiser or designee that will make the final value determinations.

Unlimited phone support for the contract items during the contract period.

Provided no undue delays the contract period will end upon the delivery of all stated items to the County. The date of completion of each of the phases above will be in accordance with PVD timelines as promulgated in the 2020 Procedural Compliance Guidelines. Expected completion will be February 1st, 2021.



HARPER COUNTY

REQUEST FOR COUNTY BOARD ACTION

Items must be received in the Administrator's Office by 12:00 Noon on the Thursday prior to the scheduled meeting to be considered.

Item #: _____

(Assigned by Administrator)

Meeting Date: March 2, 2020

Department: Health

Item Requested: Aid to Local Grant Application Signature Page;

Summary of the Issue: Aid to Local Grants are a source of funding and guidance for basic public health services for local health departments. The application requires signatures from the Chairman of the Local Board of Health and the Administrator on the application page (attached).

Background: The agency has used the Aid to Local Grants to enhance revenues and to participate in KDHE grants to provide basic services to the community. The Harper County Health Department participates in the Immunization Action Plan –(IAP) Vaccines for Children (VFC) grant; Public Health Emergency Response (PHEP) grant; and the State Formula (SF) grant. The agency also participates in the Family Planning grant through the Southcentral Kansas Coalition for Public Health (SKCPH).

Funding: The grant funds and guidance obtained through participation in the grants help support the ability of the agency to provide basic preventive services through immunizations, family planning, preparedness and public health services to the local community.

Recommendation: Sign the Aid to Local Funding Signature Page as presented.

Summary of the Issue:

Background:

Funding:

Recommendation:

Grant Application Signature Page

State of Kansas Department of Health and Environment

Grant Period: July 1, 2020 - June 30, 2021

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

**This form, complete with signatures, is required to complete your Aid to Local application package.
Upload as an attachment to each budget section in the grant application.**

**All applications due March 16, 2020.
tiny-K applications are due April 21, 2020.**

Applicant:(Name of Agency)
Harper County Health Department

Address
123 N Jennings Avenue
Anthony,Kansas 67003-0066

KGMS Administrator
Sherry Vierthaler

KGMS Administrator Phone

Programs	
Immunization Action Plan (IAP)	\$3,585.00
Public Health Emergency Preparedness (PHEP)	\$11,071.00
State Formula (SF)	\$7,000.00
Total Funds Requested:	\$21,656.00

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date: