



Agenda
Harper County
Board Of County
Commissioners
Harper County Courthouse

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. Citizens 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. Melinda McCurley - Finance Director - 9:15 A.m.

- Bid Opening - County Farm Cash Rent Bids

2. Jennifer Wolff - Department On Aging/Public Transport - 9:30 A.m.

- Department Update
- TFAP Review

Documents:

[TEFAP REVIEW APRIL 2021.PDF](#)
[SENIOR CENTER MONTHLY TOTALS APRIL 2021.PDF](#)
[DEPT ON AGING APRIL 21 MONTH END REPORT.PDF](#)

3. Heather Struble - Health - 9:45 A.m.

- Travel Request
- Department Update
- Inordinate Spending - Vaccine

Documents:

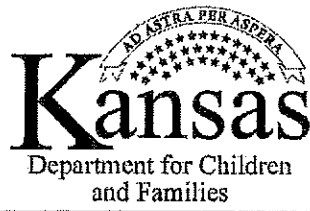
[COMMISSION MEETING 5.17.2021.PDF](#)

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

- Department Update
5. Jan Harding And Ami DeLacerda - 10:15 A.m.
- PRN Roster
6. Kevin Alexander - Harper County Community Foundation - 10:30 A.m.
- Foundation Update
7. Britt Hedlund - 10:45 A.m.
- Transition to Career - Welding Program Request
8. Melinda McCurley - Finance Director - 11:00 A.m.
- Legislative Update
 - ARA Update
 - 2nd Amendment Act
 - Letters of Support
 - Scanning Project
 - 2022 Budget Calendar
 - Surplus Sale
9. Curt Logsdon - Public Works - 11:30 A.m. - 12:30 P.m.
- Department Update
 - Work Session - Short and Long Term Goal Planning

G. Correspondence

H. Adjourn



Office of the Secretary
555 S. Kansas Ave., 6th Floor
Topeka, KS 66603

Phone: (785) 296-3271
Fax: (785) 296-4985
www.dcf.ks.gov

Laura Howard, Secretary

Laura Kelly, Governor

May 3, 2021

Jennifer Wolf
Harper County Department on Aging
201 N Jennings
Anthony, KS 67003

Re: The Emergency Food Assistance Program (TEFAP) Monitoring Visit on 04/28/2021.

Dear Jennifer:

I recently visited Harper County Department on Aging, a commodity distribution site for The Emergency Food Assistance Program (TEFAP) located in Anthony, KS, as part of my duties as the TEFAP Manager for the Kansas Department of Children and Families, Economic and Employment Service's Food Distribution Unit.

The objective of the monitoring visit was to observe the ongoing operations of TEFAP at this site, as well as to ensure that TEFAP policies and procedures were being followed, and that commodities were being handled, stored, and distributed in accordance with USDA regulations.

Findings:

During the visit, no findings or recommendations were made.

Your facility is found to be in compliance with Federal and State regulations. We appreciate your cooperation and dedication to serve those in need.

Respectfully,

Penney J. Gisi

TEFAP Manager

DCF/EES Food Distribution Unit

785-368-8115

785-269-6960 (fax)

Penney.Gisi@ks.gov

Harper SR MEALS FY 2021

Month	Congregate Meals	Home Delivered	IIIC2 HD Meals	Total Meals	PHC Order	People Served	Meal Cost	Serving Days	Meal Cost	Project Income	%	IIIC2 Reimb\$	%	Mill Levy	%	AveP.I per meal	Voltr Hrs
January	235	279	155	669	673	40	\$ 5.70	19	\$ 3,630.90	\$ 1,002.00	28%	\$ 1,359.35	37%	\$ 1,269.55	35%	\$1.95	59
February	158	230	185	573	578	42	\$ 5.70	16	\$ 3,294.60	\$ 718.00	22%	\$ 1,633.55	50%	\$ 943.05	29%	\$1.85	48
March	201	351	245	797	798	42	\$ 5.70	22	\$ 4,548.60	\$ 972.00	21%	\$ -	0%	\$ 3,576.60	79%	\$1.76	62
April	203	314	240	757	753	42	\$ 5.70	22	\$ 4,292.10	\$ 697.00	16%	\$ -	0%	\$ 3,595.10	84%	\$1.35	62
May				0			\$ 5.70		\$ -		###		####	\$ -	####	#DIV/0!	
June				0			\$ 5.70		\$ -		###		####	\$ -	####	#DIV/0!	
July				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
August				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
September				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
October				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
November				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
December				0			\$ 5.70		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
2020 YTD	797	1174	825	2796	2802				\$ 15,766.20	\$ 3,389.00	21%	\$ 2,992.90	19%	\$ 9,384.30	60%	\$1.72	231

*Grant \$'s used for FY 21

Attica SR MEALS FY 2021

Month	Congregate Meals	Home Delivered	IIIC2 HD Meals	Total Meals	Annex Order	People Served	Meal Cost	Serving Days	Meal Cost	Project Income	%	IIIC2 Reimb\$	%	Mill Levy	%	AveP.I per meal	Voltr Hrs
January	176	100	56	332	333	24	\$ 7.00	19	\$ 2,331.00	\$ 784.00	34%	\$ 491.12	21%	\$ 1,055.88	45%	\$2.84	46
February	120	81	43	244	246	23	\$ 7.00	15	\$ 1,722.00	\$ 597.00	35%	\$ 379.69	22%	\$ 745.31	43%	\$2.97	35
March	210	112	68	390	392	26	\$ 7.00	23	\$ 2,744.00	\$ 775.00	28%	\$ -	0%	\$ 1,969.00	72%	\$2.41	66
April	199	82	63	344	347	23	\$ 7.00	22	\$ 2,429.00	\$ 767.00	32%	\$ -	0%	\$ 1,662.00	68%	\$2.73	55
May				0			\$ 7.00		\$ -		###		####	\$ -	####	#DIV/0!	
June				0			\$ 7.00		\$ -		###		####	\$ -	####	#DIV/0!	
July				0			\$ 7.00		\$ -		###		####	\$ -	####	#DIV/0!	
August				0			\$ 7.00		\$ -		###		####	\$ -	####	#DIV/0!	
September				0			\$ 7.00		\$ -		###		####	\$ -	####	#DIV/0!	
October				0			\$ 7.00		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
November				0			\$ 7.00		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
December				0			\$ 7.00		\$ -		###	\$ -	####	\$ -	####	#DIV/0!	
2020 YTD	705	375	230	1310	1318				\$ 9,226.00	\$ 2,923.00	32%	\$ 870.81	9%	\$ 5,432.19	59%	\$2.71	202

*Grant \$'s used for FY 21

COMBINED Harper Co SR MEALS FY 2021

Month	Congregate Meals	Home Delivered	IIIC2 HD Meals	Total Meals		People Served	Meal Cost	Serving Days	Meal Cost	Project Income	%	IIIC2 Reimb\$	%	Mill Levy	%	AveP.I per meal	Voltr Hrs
January	411	379	211	1001		64	\$ 5,961.90		\$ 1,786.00	\$ 30%	\$ 1,850.47	31%	\$ 2,325.43	39%	\$2.26	105	
February	278	311	228	817		65	\$ 5,016.60		\$ 1,315.00	\$ 26%	\$ 2,013.24	40%	\$ 1,688.36	34%	\$2.23	83	
March	411	463	313	1187		68	\$ 7,292.60		\$ 1,747.00	\$ 24%	\$ -	0%	\$ 5,545.60	76%	\$2.00	128	
April	402	396	303	1101		65	\$ 6,721.10		\$ 1,464.00	\$ 22%	\$ -	0%	\$ 5,257.10	78%	\$1.83	117	
May	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
June	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
July	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
August	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
September	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
October	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
November	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
December	0	0	0	0		0	\$ -		\$ -	###	\$ -	####	\$ -	####	#DIV/0!	0	
2020 YTD	1502	1549	1055	4106			\$ 24,992.20		\$ 6,312.00	\$ 25%	\$ 3,863.71	15%	\$ 14,816.49	59%	\$2.07	433	

To: Harper County Commissioners
 From: Jennifer Wolff, County DOA&T Director
 Dept on Aging & Public Transp. Monthly Report

	2021 APRIL	2020 APRIL
HARPER COUNTY PUBLIC TRANSPORTATION SERVICES:		
Total Monthly Costs	\$12,579.87	\$ 3,199.00
Total Project Income (Passenger Fee's)	\$1,442.70	\$ 202.00
Net Monthly Cost	\$11,137.17	\$ 2,997.00
Local Match (30%)	\$0.00	
State Reimbursement (20%)	\$0.00	
KDOT Reimbursement 100% Thru 6/30/21	\$11,137.17	\$ 2,997.00
Administrative Reimbursement (100 % thru 6/30/21)	\$0.00	\$ 314.85
Total Riderships (one Way Trips) 4 vehicles	587 YTD%	0
Elderly	354 42%	0
Disabled	127 31%	0
General Public (-60)	106 27%	0
Non-Ambulatory (used lift)	121 11%	0
# of Unduplicated Riders	91	serv susp 3/20
Revenue Miles Driven	5347	0

OLDER AMERICANS ACT TITLE IIIB INFORMATION & ASSISTANCE GRANT:

Total Unduplicated Participants	85	2
Total Units of Service	127	26
Total Monthly Cost	\$1,270.00	\$ 260.00
Local Match 10.5%	\$133.69	\$ 27.37
OAA Title IIIB Reimbursement	\$1,136.31	\$ 232.63
Total Units of Service YTD FY 10/1 - 9/30	823	564

OLDER AMERICANS ACT TITLE IIIE FAMILY CAREGIVERS GRANT:

Total Units of Service	60	0
Total Monthly Cost	\$123.00	\$ -
OAA Title IIIE Reimbursement	\$123.00	\$ -
Total Units of Service YTD FY 10/1 - 9/30	174	292

OLDER AMERICANS ACT TITLE IIIC HOME DELIVERED MEALS GRANT:

Total meals served	303	98
Total meal cost	\$2,675.49	\$859.46
Total project income/donations	\$0.00	\$36.50
USDA subsidy reimbursement	\$1,030.00	\$0.00
Local Match/Mill Levy	\$1,645.49	\$50.00
SCKAAA IIIC Reimbursement *grant \$ used for State FY 21*	\$0.00	\$772.96

TEFAP/USDA Commodity Foods Distribution:

Total Households Served 4/29/2021	68/ 136 individuals	49
Next Distribution 5/27		

Department Notes/Updates:

Transportation:

2015 Bus went to Mel Hambelton after local shops looking at engine. Opted to replace the engine to maximize use.
 Picked up New To Us 2013 El Dorado Bus in Beloit Friday 4/30. In service Monday 5/3! Working on signage with Ross @A.R.
 2011 Minivan brake issues & the guys in the shop @ Road & Bridge were able to rescue in Freeport & repair. THANK YOU!
 Jennifer drove appr 40 hrs in April
 Participated in CTD#9 Zoom Meeting w/KDOT 4/20. (every other mo.)

AGING:

SCKAAA had left over CARES Act funding that went to our IIB Information & Assistance reimbursement. Our \$7650 budget was actually started in March vs Oct.

"Stepping On" Fall Prevention - 9 in class. Completing 5 week workshop 5/13. Next round will be Tues. 1:30 in Aug.

Met 4/26 via ZOOM with SCKAAA County Directors & CCHA

Met 4/27 via ZOOM with OKIRSA I&A resource group

TEFAP State Mgr Penney Gisi was here 4/28 for monitoring visit. No Findings & no recommendations. In compliance.

Submitted HCCF Grant request for deep freezer for TEFAP commodities.

Weekly- write Aging news article with transportation schedule for the next week. Submitted to all 3 papers.

Met 4/5 for Co Manager meeting

Met 4/13 LEPC zoom meeting

Harper S.C: Delivered 4/20 & Tonya worked for Kaylin 4/28

Swapped 2011 minivan with the 2006 Chevy Venture.

Attica S.C: Worked for Ramona 4/2



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: 05/17/2021

Department: Health

Item Requested: Department update, Inordinate Spending Authorization, and Travel Request

-
- Department Update
 - COVID-19
 - Annual 340B Enrollment complete
 - Annual VFC Enrollment
 - Program updates
 - Inordinate Spending Authorization – Rotarix Vaccine - \$2,343.54
 - Travel request



Inordinate Spending Authorization

(For items above spending limits but within budgets.)

Department: Health Date: 5/13/21

Requestor: Heather Struble

Item description: Rotarix Vaccine
 Cost Per Item: \$116.80 Quantity: 20 Extended Cost: \$2,336.04

Item description: _____
 Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Item description: _____
 Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Item description: _____
 Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Related expenses (eg. Shipping & Handling): 7.5

Total Requested Spending: \$2,343.54

Budget Account(s):	Fund	Dept	Object	Amount
	<u>008</u>	/ <u>24</u>	/ <u>306237</u>	\$ <u>2,343.54</u>
	_____	/ _____	/ _____	_____
	_____	/ _____	/ _____	_____
	_____	/ _____	/ _____	_____
	Total budget lines:			\$ <u>2,343.54</u>

Project description/justification:

Estimate of vaccine needs for immunizations. Will only order as needed to reduce potential for vaccine wastage.

Attach required quotes and additional documentation as needed.

Approved Date: _____

BoCC Signature: _____

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

Employee Name: Heather Struble | Department: Health

PART 1 – TRAVEL REQUEST

Destination: Pratt

Purpose / Justification of Travel: SKCPH Admin. Meeting

Method of Travel (mark one) County Vehicle Bus Air
 Train Private Auto Other Ride with Reg. PHEP Coordinator

Date of Departure: 06/11/21 | Date of Return: 06/11/21 | Are funds budgeted for this request? Yes No

Budget line: 0% *Must = 100%* #1: 008/26/301076 % :100 #2: %: #3: %

Heather Struble 05.11.2021
 Department Head Signature Date

 Commissioner Signature Date

PART II – EXPENSE REPORT

Expense Category			Estimated Total	Actual Total	Instructions: <i>Prior to Travel:</i> Employee completes PART-I and Estimate portion of PART II. Department Head and County Administrator must sign under PART-I to approve travel. <i>Post Travel:</i> Requesting Employee completes Actual PART-II and submits to Department Head for approval with receipts to be vouched for next accounts payable.
A. Lodging for _____ days at \$ _____ per day			\$ _____	\$ _____	
B. Transportation for <u>140</u> miles at current rate per mile Fare \$0.56			\$ 78.40	\$ _____	
Meals (Number of):		Total	\$ _____	\$ _____	
Breakfasts:	meals @ _____ per meal.	\$ _____	\$ _____	\$ _____	
Lunches:	meals @ _____ per meal.	\$ _____	\$ _____	\$ _____	
Dinners:	meals @ _____ per meal.	\$ _____	\$ _____	\$ _____	
C. Fees (Registration, Dues, etc.) ITEMIZED List:			\$ _____	\$ _____	
D. Miscellaneous (Taxi, Telephone, Tolls, etc.)ITEMIZED List:			\$ _____	\$ _____	
RECEIPTS MUST BE ATTACHED FOR APPROVAL		TOTALS:	\$ 78.40	\$ _____	

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

Southcentral Kansas Coalition for Public Health

Serving Barber, Comanche, Edwards, Harper, Kingman, Kiowa, and Pratt Counties

Working Together for Healthy People and Strong Communities

712 S. Main
Pratt, KS 67124
Phone: 620-672-4135
Fax: 620-672-1129
Email: darcienv@prattcounty.org

President: Mitch Craft
Secretary: Darcie Van Der Vyver
Women's Health Coordinator: Kerri Ulrich
WIC Coordinator: Kerri Ulrich
PHEP Coordinator: Virginia Downing
PHEP Regional Fiscal Agent: Pam Rickard

Administrative Board Meeting Agenda

Friday, June 11, 2021; 9:00 am - Noon

Pratt City Fire Station, 201 S. Jackson, Pratt, KS 67124

KS-Train Course # 1085077

9:00 am	Call meeting to order; review and approve May 7, 2021, agenda and June 11, 2021 minutes. General Discussion	
9:15 am	FP	Kerri Ulrich
9:30 am	WIC	Kerri Ulrich
9:45 am	Break	
10:00 am	PHEP	Virginia Downing
Noon	Lunch	
1:00 pm	Additional Discussion if needed	