



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

Monday, November 21, 2016 - 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 be come agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Shirley McCartney - Dept On Aging - 9:15 A.m.

- Title IV

Documents:

[HCDOA TITLE VI 2016 UPDATE 112116.PDF](#)

2. Bob Randall - IT And Facilities - 9:30 A.m.

- Imaging Server
- Spraying Quote

Documents:

[HARPER COUNTY SPRAY ESTIMATE.PDF](#)
[IMAGING SERVER - SHI.PDF](#)
[IMAGING SERVER - GOVCONNECTION.PDF](#)
[IMAGING SERVER - BYTESPEED.PDF](#)

3. KCAMP Insurance Renewal - 9:45 A.m.

- Coverage Questionnaire

4. Sherry Vierthaler - Health - 10:00 A.m.

- Department Update

Documents:

[BY-LAWS UPDATE 2016.PDF](#)
[11.21.2016 COMMISSION MEETING.PDF](#)
[BY-LAWS 2014 CHANGES.PDF](#)

5. Mildred Metzger - Treasurer - 10:15 A.m.

- Department Update

6. Tracy Chance - Sheriff - 10:30 A.m.

- Budget
- Juvenile Housing Correspondence

7. John McClure, Road And Bridge 11:15 A.m.

- Department Update

Documents:

[11 7-11 2016.PDF](#)
[COPY OF MAP 11 7-11 2016.PDF](#)

8. Executive Session - Attorney/Client Privilege - 11:30 A.m.

9. Lunch Break - 12:00 Pm To 1:00 Pm

10. Joanna Kenney - EMS - 1:00 P.m.

- Department Update

11. Ami DeLacerda - HR - 1:15 P.m.

- Department Update

12. Melinda McCurley - Community Econ Development - 1:45 P.m.

- Department Update

13. Lori Reedy - Appraiser - 2:00 P.m.

- Department Update
- Imaging Purchase Order

Documents:

[HARPER COUNTY UPDATED INVESTMENT SUMMARY ABM.PDF](#)

14. Melinda McCurley And Lori Reedy - 2:15 P.m.

- KAC Conference Report

15. Unfinished Business - 2:45 P.m.

G. Correspondence

H. Adjourn

Notifying the Public of Rights Under Title VI
Harper County Dept. on Aging

*Harper County Dept. on Aging operates its programs and services without regards to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under the Title VI may file a complaint with the Harper County Dept. on Aging.

*For more information on the Harper County Dept. on Aging's civil rights program, and the procedures to file a complaint contact 620-842-5104; email aging@harpercountyks.gov; or visit our administrative office at 201 North Jennings, Anthony, KS 67003. For more information, visit www.harpercountyks.gov.

*A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

**Harper County Department on Aging
Harper County Public Transportation Services
Post Office Box 462, 201 North Jennings Street
Anthony, Kansas 67003
Telephone 620- 842- 5104 or Toll Free at 877- 537- 2110
FAX 620- 842- 3455
E- mail: aging@harpercountyks.gov**

Title VI Complaint Procedures

The following pertains only to Title VI complaints regarding the services of Harper County Dept. on Aging.

Title VI 42 U.S.C. 2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulations is the statement that:

No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Harper County Dept. on Aging has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter III of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. If you believe that the Harper County Dept. on Aging's federal funded programs have discriminated your civil rights on the basis of race, color, or national origin you may file a written complaint by following the procedure outlined below:

1. Submission of Complaint.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the Harper County Dept. on Aging, may file a written complaint with the Harper County Dept. on Aging's County Aging Director. A sample complaint form is available for downloading at www.harpercountyks.gov and is available in hard copy at the office of Harper County Dept. on Aging. Upon request, Harper County Dept. on Aging will mail the complaint form. **Such complaint must be filed within 180 calendar days after the date the discrimination occurred.**

Notes: Assistance in the preparation of any complaint will be provided to a person or persons upon request and as appropriate. If information is needed in another language, then contact, Harper County Dept. on Aging at 620- 842- 5104.

Complaints should be mailed to or submitted by hand to:

Harper County Dept. on Aging
201 N. Jennings, P.O. Box 462
Anthony, KS 67003
ATTN: County Aging Director

2. Referral to Review Officer.

Upon receipt of the complaint, the County Aging Director shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the County Aging Director shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to Harper County Dept. on Aging's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the County Aging Director for concurrence. If the County Aging Director concurs, he or she shall issue the Harper County Dept. on Aging's written response to the Complainant. This final report should include a summary of the investigation; all findings will recommendations, corrective measures where appropriate.

Note: Upon receipt of a complaint, the Harper County Dept. on Aging shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA Region 7 contacts.

3. Request for Reconsideration.

If the Complainant disagrees with the County Aging Director's response, he or she may request reconsideration by submitting the request, in writing, to the County Aging Director within 10 calendar days after receipt of the County Aging Director response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the County Aging Director. The County Aging Director will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the agency County Aging Director agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

4. Appeal.

If the request for reconsideration is denied, the Complainant may appeal the County Aging

Director's response by submitting a written appeal to the Harper County Commissioner's no later than 10 calendar days after receipt of the County Aging Director's written decision rejecting reconsideration. The Harper County Commissioners will then make a determination to either request re-evaluation by the staff review officer(s) or forward the complaint to KDOT for further investigation.

5. Submission of Complaint to the State of Kansas Department of Transportation

If the Complainant is dissatisfied with Harper County Dept. on Aging's resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the State of Kansas Department of Transportation for further investigation.

KDOT Office of Contract Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

Harper County Dept. on Aging - Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the *Harper County Dept. on Aging*. You are not required to use this form; a letter containing the same information will be sufficient.

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.			
Harper County Dept. on Aging Title VI			4

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____		<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____		<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____ Date _____

Please submit this form in person at the address below, or mail this form to:

**Harper County Dept. on Aging
201 N. Jennings, P.O. Box 462
Anthony, KS 67003**

List of Title VI Investigations, Lawsuits and Complaints

Harper County Dept. on Aging
Title VI

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Harper County Dept. on Aging Transit Public Participation Plan Outline

1. Brief description of provider's activities and services.

Harper County Dept. on Aging has been providing transportation services to the Harper County area for 36 years. The transportation service was funded through the Older Americans Act until funding was received through KDOT in 1984. We transport passengers in Harper County and surrounding areas for medical, shopping, school, jobs, senior centers and personal errands.

2. Brief description of activities what would warrant public participation (i.e. fare changes, changes to service hours, route adjustments, service area changes).

Harper County Dept. on Aging would notify the public of any change in fares, service hour changes and policy and procedure changes.

3. Brief description of the proactive public participation strategies would be used.

- * Advertise in the 3 city papers.
- * Dept. on Aging office makes monthly calendars with phone number and schedules.
- * Public input if there is a big change in the service provided in Harper County.

* Welcome to come to the Harper County Commissioners meeting to voice what they would like to see changed with the service.

4. Brief description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals (i.e. translation of public meeting materials, providing translation services if requested, targeted media messages in low income neighborhoods of service area, work with existing neighborhood and advocacy organizations).

This section should closely coordinate with the LEP Plan.

5. Brief description of the desired outcomes of the agency's public participation efforts.

- The Dept. desires to have actively engaged transit riders, stakeholders and member of the general public in the decision making process.
- The Dept. strives to have given adequate public notice of public participation activities and allowed proper time for public review and comment at key decision points.
- The Dept. desires to provide timely information about transportation issues and processes to transit riders, stakeholders and members of the general public.

Harper County Dept. on Aging – Title VI

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- The Dept. will provide responses to all public input as appropriate.
- The Dept. will have established a timetable for review of the Public Participation Process to ensure it provides full and open access to all.

6. Brief summary of recent outreach efforts over the past three years.

- Advertising on a weekly and monthly basis in area wide newspapers.
- Monthly calendars are posted in various places throughout the county.
- Dept. is included in Harper County website under Aging Dept. and Transportation.
- Dept. had annual surveys and acts upon the concerns that are shown.
- Yearly public notices in newspaper.

Limited English Proficiency Plan

Using the above information collected develop a plan to provide necessary assistance to LEP persons.

Identified LEP individuals:

There are no specific populations that meet the criteria of more than 5% and more than 50 individuals.

Language Assistance Measures:

We would utilize an interpreter to help with communication and scheduling of rides for those with language barriers. The same is true for riders that we provide services to.

Training Staff:

The Dept. Staff will communicate with the interpreter to schedule the rides. The drivers will communicate as best as possible with the riders during the route.

Providing Notice:

The LEP Plan will be posted in the Harper County Dept. on Aging office and the agencies website, www.harpercountyks.gov, under the Dept. on Aging and Transportation. LEP Plan will be provided to any person requesting a copy by contacting the County Aging Director at (620) 842-5104.

Monitoring and Updating the LEP Plan:

Harper County Dept. on Aging will update the plan according to the Title VI update schedule, which is every three years. The plan will also be updated any time changes in the demographics of the agencies service area are deemed significant in regards to LEP persons.

Harper County Dept. on Aging
Title VI

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Language Assistance Plan Limited English Proficiency Plan (LEP) Preview

The purpose of developing an LEP, as a recipient of federal funds, is to identify the extent of LEP individuals and identify ways that the transit agency can reduce or eliminate barriers to LEP individuals.

Four Factor Analysis

- 1) Identify the number of or proportion of LEP individuals that can utilize the services provided by Harper County Dept. on Aging.** Using the 2007-2011 American Community Survey Data, we find that there are no language groups that fit the criteria of more than 5% to total population and more than 50 persons who “speak English less that very well”. We do serve some individuals who would be categorized as this. In that case, we rely on interpreters to assist us with communication and scheduling rides and services for those individuals.
- 2) Identify the frequency in which LEP individuals come in contact with the services.** Although there are no language groups that currently qualify as a LEP group, we serve several language groups on a regular basis.
- 3) Identify the importance of the service to the LEP community.** The importance of serving LEP community; Harper Co. Dept. on Aging serves everyone in Harper County that needs transportation to medical, nutritional sites, beauty shops, stores, jobs and anywhere that

they may need to go. We go through an interpreter to schedule rides and our drivers work the best they can at communicating with the LEP rider.

- 4) **Identify the resources available and the respective cost of these resources.** Currently, the interpreters are either volunteer or family members of the individuals who speak English less than very well, so there is not cost associated with this resource.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	96%	4.9%	.6%	.3%	1.9%	2.4%
Agency Board of Commissioners	100%	0%	0%	0%	0%	0%
Agency Staff	100%	0%	0%	0%	0%	0%

Updated and Approved 11/21/2016

Harper County Dept. on Aging
Title VI

Chem-Solutions
 501 N. Lincoln Ave.
 Anthony KS 67003
 316-350-6390



Harper County
 201 N. Jennings Ave
 Anthony KS Ks

Estimate #	0000001
Date	Nov 15, 2016

Description	Cost/Rate USD	Qty/Hr	Total USD
Spraying - Yard - Post and Pre-emergent Herbicide Harper County Courthouse	570.00	1	570.00
Spraying - Yard - Post and Pre-emergent Herbicide Harper County Senior Center	15.00	1	15.00
Spraying - Yard - Post and Pre-emergent Herbicide K-State Research and Extension Office	50.00	1	50.00
	Subtotal USD		635.00
	Taxes USD		0.00
	Total Estimated Cost USD		635.00



Pricing Proposal
 Quotation #: 12303034
 Created On: 10/3/2016
 Valid Until: 10/31/2016

County of Harper KS

Inside Account Executive

Bob Randall

201 N. Jennings
 Anthony, KS 67003
 United States
 Phone: (620) 842-6000
 Fax:
 Email: BRandall@HarperCountyKS.gov

Ashley Marfo

SOMERSET NJ, 08873
 Phone: 732-652-7672
 Fax: 732-564-8050
 Email: Ashley_Marfo@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo System x3650 M5 8871 - Server - rack-mountable - 2U - 2-way - 1 x Xeon E5-2620V4 / 2.1 GHz - RAM 16 GB - SAS - hot-swap 3.5" - no HDD - G200eR2 - GigE - no OS - monitor: none - TopSeller Lenovo X Business - Part#: 8871KFU Note: *** With the Lenovo Promotion this item is not returnable***	1	\$1,324.50	\$1,324.50
2 Intel Xeon E5-2620V4 - 2.1 GHz - 8-core - 16 threads - 20 MB cache - for System x3550 M5 Lenovo X Business - Part#: 00YJ195	1	\$625.36	\$625.36
3 Lenovo TruDDR4 - DDR4 - 16 GB - DIMM 288-pin low profile - 2400 MHz / PC4-19200 - CL17 - 1.2 V - registered - ECC - for Flex System x240 M5 9532; System x3650 M5 8871 Lenovo X Business - Part#: 46W0829	1	\$300.88	\$300.88
4 Lenovo Rear HDD Kit - Storage drive cage - for System x3650 M5 (2.5") Lenovo - Part#: 00FK658	1	\$301.70	\$301.70
5 Lenovo Gen3 Enterprise Entry - Solid state drive - 120 GB - hot-swap - 2.5" - SATA - for System x3950 X6 (2.5") Lenovo X Business - Part#: 00YC385	2	\$153.46	\$306.92
6 Lenovo Gen2 512e - Hard drive - 4 TB - hot-swap - 3.5" - SATA 6Gb/s - NL - 7200 rpm - for System x3100 M5; x3250 M5; x3250 M6; x3300 M4; x35XX M4; x3650 M4 BD; x36XX M4 Lenovo - Part#: 00FN143	4	\$473.51	\$1,894.04
7 Lenovo ServeRAID M1215 - Storage controller - SATA 6Gb/s / SAS 12Gb/s low profile - 1200 MBps - RAID 0, 1, 10 - PCIe 3.0 x8 - for System x3250 M6; x3650 M4 BD Lenovo - Part#: 46C9114	1	\$175.00	\$175.00
8 Lenovo High Efficiency - Power supply - hot-plug / redundant (plug-in module) - 80 PLUS Platinum - AC 120/230 V - 900 Watt - for System x3650 M5 5462 (900 Watt) Lenovo - Part#: 00FK936	1	\$302.09	\$302.09

9	Microsoft SQL Server 2014 Standard - License - 2 CPU, 2 virtual machines - OEM - Win - English - with MS Windows Server 2012 R2 Standard (ROK) Lenovo X Business - Part#: 01DA056	1	\$1,526.91	\$1,526.91
10	Microsoft SQL Server 2014 - License - 10 user CALs - OEM - Win - Multilingual Lenovo X Business - Part#: 01DA078	2	\$1,957.51	\$3,915.02
11	Microsoft SQL Server 2014 - License - 5 user CALs - OEM - Win - Multilingual Lenovo X Business - Part#: 01DA077	1	\$991.83	\$991.83
12	XCLARITY PRO PER MNGD SERVER W/1 YR SW S&S Lenovo - Part#: 00MT201	1	\$0.01	\$0.01
13	Lenovo Integrated Management Module II Advanced Upgrade - License (Feature-on-Demand (FoD) / activation key) - for System x3100 M4; x3100 M5; x3250 M4; x3250 M5; x3250 M6; x35XX M4; x36XX M4 Lenovo - Part#: 90Y3901	1	\$224.00	\$224.00
14	INTEGRATION SVCS 150 - CONFIG 6 Ingram Micro - Part#: VZ3381	1	\$150.00	\$150.00
			Total	\$12,038.26

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



ORDERING INFORMATION
GovConnection, Inc.

Please contact your account manager with any questions.

<u>Ordering Address</u>	<u>Remittance Address</u>
GovConnection, Inc. 732 Milford Road Merrimack, NH 03054	GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: *Manufacturer's Standard Commercial Warranty*

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to: SLEDOPS@GovConnection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: John Jones
Phone: (800) 800-0019 ext. 34328
Fax: (603) 683-1601
Email: john.jones@connection.com

24207831.06-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 10/10/2016
Valid Through: 10/18/2016
Account #:

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bob Randall
Email: brandall@harpercountyks.gov

Phone: (620) 842-6000
Fax: (620) 842-3455

QUOTE PROVIDED TO:	SHIP TO:
AB#: 14526098 HARPER COUNTY BOB RANDALL ACCOUNTS PAYABLE 201 N JENNINGS AVE ANTHONY, KS 67003 (877) 537-2110	AB#: 14526099 HARPER COUNTY BOB RANDALL 201 N JENNINGS AVE ANTHONY, KS 67003 (620) 842-6000

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	62.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	31894191	4XG0G89080	Processor, Xeon 8C E5-2620 v4 2.1GHz / 20MB / 85W for ThinkServer RD450 Lenovo Server Accessories	Lenovo Server Accessories	\$ 520.45	\$ 520.45
2	1	32136586	4X70G88319	16GB PC4-19200 288-pin DDR4 SDRAM RDIMM for ThinkServer RD350, RD450, TD350 Lenovo Server Accessories	Lenovo Server Accessories	\$ 214.14	\$ 214.14
3	2	30954260	4XB0G88776	120GB LTS Gen 5 Entry SATA 6Gb / s 2.5" Hot Swap Solid State Drive Lenovo Features and Options	Lenovo Features and Options	\$ 165.10	\$ 330.20
4	16	17839312	4XB0G45721	1TB ThinkServer Gen 5 SATA 6Gb / s 7.2K RPM 2.5" Enterprise Hot Swap Hard Drive Lenovo Server Accessories	Lenovo Server Accessories	\$ 290.79	\$ 4,652.64
5	1	17951283	4XC0F28730	ThinkServer I350-T2 PCIe 1 Gb 2-port Base-T Ethernet Adapter Lenovo Server Accessories	Lenovo Server Accessories	\$ 154.17	\$ 154.17
6	1	17771725	4X20F28575	ThinkServer Gen 5 750W Platinum Hot Swap Power Supply Lenovo Server Accessories	Lenovo Server Accessories	\$ 243.89	\$ 243.89
7	1	17833586	4XF0G45867	ThinkServer System Management Premium Lenovo Server Accessories	Lenovo Server Accessories	\$ 80.76	\$ 80.76
8	1	32831790		3YR Technician Installed Parts 24x7 4 Hour Response + YourDrive YourData + HW Preferred Access		\$ 595.66	\$ 595.66
9	1	31907220	4XI0E51608	Microsoft Windows Storage Server 2012 Lenovo Server Accessories	Lenovo Server Accessories	\$ 482.16	\$ 482.16
10	1	31865040	70QS0002UX	TopSeller ThinkServer RD450 2U RM Xeon 8C E5-2620 v4 2.1GHz / 16GB / 24x2.5" HS Bays / 720ix / 2xGbE / 750W Lenovo Servers	Lenovo Servers	\$ 2,455.68	\$ 2,455.68
11							\$ -
12	8	32839185	9EM-00124	Corp. Open License Windows Server Standard 2016 2-Core License Only Microsoft Mob Corporate Licensing	Microsoft Mob Corporate Licensing	\$ 99.52	\$ 796.16

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: John Jones
Phone: (800) 800-0019 ext. 34328
Fax: (603) 683-1601
Email: john.jones@connection.com

24207831.06-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 10/10/2016
Valid Through: 10/18/2016
Account #:

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bob Randall
Email: brandall@harpercountyks.gov

Phone: (620) 842-6000
Fax: (620) 842-3455

QUOTE PROVIDED TO: AB#: 14526098 HARPER COUNTY BOB RANDALL ACCOUNTS PAYABLE 201 N JENNINGS AVE ANTHONY, KS 67003 (877) 537-2110	SHIP TO: AB#: 14526099 HARPER COUNTY BOB RANDALL 201 N JENNINGS AVE ANTHONY, KS 67003 (620) 842-6000
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	62.00 lbs	NET 30	

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
13	1	32100698	228-10817	Corp. MOB SQL Server Standard 2016 License Only Microsoft Mob Corporate Licensing	Microsoft Mob Corporate Licensing	\$ 809.73	\$ 809.73
14	25	32101092	359-06322	Corp. Open License SQL Server User CAL 2016 License Only Microsoft Mob Corporate Licensing	Microsoft Mob Corporate Licensing	\$ 188.45	\$ 4,711.25
15							\$ -
Subtotal							\$ 16,046.89
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exempt!
Total							\$ 16,046.89

*Lease for as low as: \$501.79/Mo.



3131 24th Ave. S.
Moorhead MN 56560
PH: 877-553-0777
Fax: 218-227-0498

QUOTE

Number AAAQ86102

Date Oct 10, 2016

Sold To

Harper County
Bob Randall
201 N Jennings Ave
Anthony, KS 67003

Phone (620)842-5555

Your Sales Rep

John Tupa
218-227-0445 ext 449
jtupa@bytespeed.com

Terms

Net 30 Days

Ship Via

****QUOTE GOOD FOR 30 DAYS****

Qty	Part #	Description	Unit Price	Ext. Price
1		2U Rackmount Server	\$8,100.00	\$8,100.00
	10V2201	INTEL 2U RACK-MOUNTABLE R2308WTTYSR LGA2011-3, w/1100W PS		
	11V1155	POWER SUPPLY, INTEL 1100W AC PLATINUM EFFICIENCY		
	20V2546	(2) PROCESSOR, INTEL XEON E5-2620 v4, 2.1GHz, OCTACORE, LGA2011-V3		
	25V2455	(8) MEMORY, KINGSTON 8GB 2133MHz DDR4 ECC CL15 1.2V		
	35Z1435	(2) SSD, INTEL DC S3510 120GB 2.5" SATA, 6Gb/s		
	Raid1	RAID 1 - OS		
	35V1458	(6) HARD DRIVE, SEAGATE ENTERPRISE 6TB 3.5" SAS 7200RPM 12Gb/s		
	Raid10	RAID 10 - DATA		
	90V2105	RAID CONTROLLER, INTEL 8 PORT SAS 6GB/s		
	90V2067	RAID CABLE, INTEL 2.87' (875MM) MINI-SAS to MINI-SAS HD		
	90V2065	RAID CABLE, INTEL RAID/SAS CABLE KIT, CBL740MS7P		
	10V9268	RAIL KIT, 1U/2U, AXXPRAIL- PREMIUM RAIL		
	10V9151	DVDROM, SLIMLINE SATA FOR 1U/2U PLATFORM		
	90V2048	INTEL REMOTE MANAGEMENT FOR KVM		
	CREATE	LICENSE, WIN SVR STD 2016 GOVT MOLP 2 PROCESSOR		
	Warranty-17	Standard 5-Year Warranty		
	SHIPPING	FREE SERVER SHIPPING		
1	60V2070	Microsoft SQL Server 2016 Standard - 228-10837 - GOVT	\$709.00	\$709.00
25	60V2075	Microsoft SQL Server 2016 License - 1 User CAL - 359-06362 - GOVT	\$159.00	\$3,975.00

SubTotal	\$12,784.00
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Features:

2U Server w/ Redundant Power Supplies
2x8-Core XEON CPUs
64GB RAM
2x120GB SSDs - RAID 1 - OS
6x6TB HDDs - RAID 10 - DATA



Qty	Part #	Description	Unit Price	Ext. Price
		Dedicated 1GB RAID Controller		
		2x10GB NICs		
		Rail Kit		
		5-Year NBD Parts Warranty		
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$12,784.00



ARTICLE I

BY LAWS OF HARPER COUNTY HEALTH DEPARTMENT/HARPER COUNTY HOME HEALTH AGENCY

**HARPER COUNTY HEALTH DEPARTMENT/HARPER COUNTY HOME HEALTH AGENCY
P.O. BOX 66
123 N. JENNINGS
ANTHONY, KS 67003**

THE HARPER COUNTY HEALTH DEPARTMENT AND THE HARPER COUNTY HOME HEALTH AGENCY FUNCTION AS SEPARATE ENTITIES BUT WILL BE REFERRED TO AS THE DEPARTMENT FOR THIS DOCUMENT.

ARTICLE II

THE DEPARTMENT WILL SERVE INDIVIDUALS IN THE HARPER COUNTY AREA. AGENCY SERVICES MAY NOT PHYSICALLY BE PROVIDED OUTSIDE OF HARPER COUNTY, UNLESS APPROVED BY THE HARPER COUNTY BOARD OF HEALTH SUCH AS IN THE EVENT OF A PUBLIC HEALTH EMERGENCY.

ARTICLE III

THE DEPARTMENT WILL STRIVE TO ASCERTAIN AND ADDRESS PUBLIC HEALTH AND HOME HEALTH NEEDS IN ADDITION TO PROVIDING EDUCATION/COUNSELING/REFERRAL SERVICES FOR CLIENTS AND THE GENERAL PUBLIC IN NEEDED AREAS.

ARTICLE IV

THE DEPARTMENT IS GOVERNED BY THE HARPER COUNTY BOARD OF COUNTY COMMISSIONERS, AKA THE HARPER COUNTY BOARD OF HEALTH. THE DEPARTMENT ADMINISTRATOR WILL MEET WITH THE BOARD OF HEALTH AT LEAST QUARTERLY TO KEEP THE BOARD OF HEALTH AWARE OF THE DEPARTMENT SERVICES AND NEEDS. THE BOARD OF HEALTH ADOPTS AND ANNUALLY REVIEWS THE DEPARTMENT BY-LAWS AND POLICIES. THE BOARD OF HEALTH HAS THE FINAL AUTHORITY IN ALL DEPARTMENT MATTERS. THE BOARD OF HEALTH GENERALLY MEETS WEEKLY ON EVERY MONDAY THAT THE COURTHOUSE IS OPEN.

THE BOARD OF HEALTH IS ASSISTED BY AN ADVISORY BOARD CONSISTING OF THE DEPARTMENT ADMINISTRATOR, HEALTH OFFICER, MEDICAL CONSULTANT AND REPRESENTATION FROM THE HARPER

Harper County Health Department/Harper County Home Health Agency, 123 N. Jennings, Anthony, KS 67003-0066
Phone (620) 842-5132; Fax (620) 842-3152

Revised: November 21, 2016

COUNTY COMMUNITY. ONE CONSUMER EACH FROM FAMILY PLANNING AND HOME HEALTH CARE WILL BE INCLUDED ON THE ADVISORY BOARD. SERVICE TERMS FOR ADVISORY BOARD MEMBERS ARE UNLIMITED. THE ADVISORY BOARD WILL HAVE A FORMAL MEETING AT LEAST ANNUALLY TO REVIEW THE AGENCY'S POLICIES. THE ADVISORY BOARD WILL ADVISE THE AGENCY ON PROFESSIONAL ISSUES, PARTICIPATE IN EVALUATION OF THE AGENCY'S PROGRAMS, SERVE AS DEPARTMENT ADVOCATES WITH OTHER HEALTH CARE PROVIDERS IN THE COMMUNITY, SERVE AS THE AGENCY'S COMMUNITY INFORMATION PROGRAM AND ASSIST WITH OTHER NEEDS IDENTIFIED AND DELEGATED BY THE ADMINISTRATOR. THE ADMINISTRATOR WILL PROVIDE A REVIEW OF UTILIZATION OF DEPARTMENT SERVICES AT LEAST ANNUALLY TO THE ADVISORY BOARD.

THE DEPARTMENT WILL AT ALL TIMES COMPLY WITH THE REGULATIONS UNDER TITLE 42 OF THE U. S. C. OF THE U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES; SECTION 1861 OF THE SOCIAL SECURITY ACT; AND GUIDELINES SET FORTH BY THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR PUBLIC HEALTH SERVICES AND HOME HEALTH SERVICES.

THE DEPARTMENT WILL NOT REFUSE SERVICE OR EMPLOYMENT OR DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, RELIGION, COLOR, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, FAMILIAL, MARITAL OR PARENTAL STATUS, NATIONAL ORIGIN, AGE, DISABILITY, FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, REPRISAL, ALL OR PART OF AN INDIVIDUAL'S INCOME IS DERIVED FROM ANY PUBLIC ASSISTANCE PROGRAM, OR ANY OTHER NON-MERIT BASED FACTOR.

ARTICLE V

SECTION I: PERSONNEL POLICIES ARE ESTABLISHED UPON APPROVAL FROM THE BOARD OF HEALTH, INCLUDING WRITTEN POLICIES CONCERNING QUALIFICATIONS, RESPONSIBILITIES, AND CONDITIONS OF EMPLOYMENT FOR EACH DISCIPLINE. THEY SHALL INCLUDE, BUT NOT BE LIMITED TO: HOURS OF WORK, EMPLOYMENT QUALIFICATIONS INCLUDING LICENSURES, REGISTRATIONS, OR CERTIFICATION WHEN APPLICABLE, EMPLOYEE LEAVE POLICIES, EVALUATION OF EMPLOYEE PERFORMANCE, JOB DESCRIPTIONS, AGENCY BENEFITS, AND OTHER RELATED PERSONNEL POLICIES.

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Phone (620) 842-5132; Fax (620) 842-3152

Revised: November 21, 2016

SECTION III: THE DEPARTMENT ADMINISTRATOR REPORTS TO THE BOARD OF HEALTH AT LEAST QUARTERLY AND WITH INPUT FROM THE BOARD OF HEALTH AND PERSONNEL, WILL DETERMINE WHEN AND WHERE NEW PROGRAMS/SERVICES WILL BE PROVIDED OR CURRENT PROGRAMS/SERVICES WILL BE DISCONTINUED.

SECTION IV: FEES WILL BE ESTABLISHED FOR THE SERVICES AT THE DISCRETION OF THE DEPARTMENT ADMINISTRATOR AFTER APPROVAL BY THE BOARD OF HEALTH. DELINQUENT ACCOUNTS WILL BE HANDLED AS PER THE FISCAL MANAGEMENT POLICIES.

ARTICLE VI

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REGARDING THE RELEASE OF INFORMATION, A PATIENT MAY AUTHORIZE THE RELEASE SOME OR ALL OF HIS/HER MEDICAL RECORD TO A THIRD PARTY. THIS CONSENT SHOULD BE IN WRITING AND SHOULD BE AN INFORMED CONSENT. INFORMED CONSENT MEANS THAT THE PATIENT IS AWARE OF WHAT INFORMATION WILL BE RELEASED AND FOR WHAT PURPOSE THE INFORMATION IS BEING RELEASED. AN AUTHORIZATION OF RELEASE SHOULD CONTAIN THE FOLLOWING:

DEPARTMENT NAME
NAME OF PATIENT, ADDRESS, AND DATE OF BIRTH
NAME OF INDIVIDUAL OR AGENCY THAT IS TO RECEIVE THE
INFORMATION

TYPE OF INFORMATION BEING RELEASED
EXPIRATION DATE AS TO WHEN THIS RELEASE WOULD BE
INVALID
SIGNATURE OF PATIENT OR LEGAL REPRESENTATIVE AND DATE

THE AUTHORIZATION OF RELEASE SHOULD BE RETAINED AS PART OF THE PATIENT MEDICAL RECORD. DIRECT ACCESS TO THIS MEDICAL RECORD MAY BE MADE BY THE PATIENT. VERBAL RELEASES SHOULD BE LIMITED AND ONLY UTILIZED FOR EMERGENCIES. THE EMPLOYEE SHOULD VERIFY THE INFORMATION BY RETURNING THE CALL TO THE PATIENT AND HAVING THE PATIENT PROVIDE INFORMATION THAT WOULD JUSTIFY RELEASING THE INFORMATION. MAKE A RECORD OF THIS CONTACT AND PLACE IN PATIENT MEDICAL RECORD.

ALL ORIGINAL RECORDS SHOULD STAY IN THE PATIENT MEDICAL RECORD.

SECTION II: A) QUALITY ASSURANCE REVIEWS WILL BE COMPLETED ANNUALLY. THE DEPARTMENT WILL MAKE ARRANGEMENTS FOR THE REQUIRED PROFESSIONAL TO REVIEW A SAMPLING OF ACTIVE AND INACTIVE RECORDS TO MAINTAIN QUALITY OF CARE. B) THE OVERALL PROGRAMS WILL BE REVIEWED ANUALLY AND DOCUMENTED REGARDING PATIENT VISITS, AGE, DIAGNOSIS, DISCHARGES, AND/OR OTHER INFORMATION USEFUL TO THE TOTAL DEPARTMENT. THE DATA IS FILED AFTER THE BOARD OF HEALTH REVIEWS THE INFORMATION.

SECTION III: PLANNING: BUDGET PLANNING WILL BE DONE ANNUALLY IN COMPLIANCE WITH THE COUNTY REGULATIONS.

PROGRAM PLANNING IS AN ONGOING PROCESS INVOLVING DEPARTMENT PERSONNEL, THE ADVISORY BOARD MEMBERS, AND THE BOARD OF HEALTH, WITH FINAL APPROVAL FROM THE BOARD OF HEALTH PRIOR TO IMPLEMENTATION.

ARTICLE VII

THE HARPER COUNTY HOME HEALTH AGENCY AND THE HARPER COUNTY HEALTH DEPARTMENT WILL BE HOUSED TOGETHER, BUT WILL FUNCTION AS SEPARATE ENTITIES. ALL ASPECTS OF THE HARPER COUNTY HOME HEALTH AGENCY WILL COMPLY WITH CMS PUBLICATION 11, THE MEDICARE HOME HEALTH AGENCY MANUAL, ALSO KNOWN AS THE HIM 11 OR THE MEDICARE MANUAL.

ARTICLE VIII

ACCEPTANCE OF PATIENTS FOR MEDICARE HOME HEALTH SERVICES:

PATIENTS ACCEPTED FOR MEDICARE HOME HEALTH CARE MUST BE UNDER THE MEDICAL SUPERVISION OF A LICENSED PHYSICIAN AND MEET OTHER QUALIFYING FACTORS.

ADEQUATE PERSONAL CARE MUST BE AVAILABLE TO THE PATIENT IN THE INTERVAL BETWEEN SKILLED VISITS.

PATIENT AND PATIENT FAMILY (IF INVOLVED) SHOULD BE ACCEPTING OF THE HOME HEALTH CARE BEING PROVIDED IN THE HOME. PART-TIME OR INTERMITTENT SERVICES WILL BE PROVIDED ON A VISITING BASIS IN THE PATIENT PLACE OF RESIDENCE (WHERE THE PATIENT IS LIVING AT THE TIME SERVICES ARE PROVIDED).

PATIENT PLANS OF CARE ARE REVIEWED EVERY SIXTY DAYS OR SOONER IF THERE IS A SIGNIFICANT CHANGE IN PATIENT CONDITION THAT REQUIRES A CHANGE IN THE PLAN OF CARE.

PATIENTS NEEDING CARE, BUT NOT QUALIFYING FOR HOME HEALTH AGENCY SERVICES WILL BE OFFERED IN-HOME SERVICES THROUGH THE HARPER COUNTY HEALTH DEPARTMENT UNDER DIFFERENT FUNDING SOURCES.

ARTICLE IX

MEDICAL ORDERS:

WHEN ORDERS ARE RECEIVED VERBALLY, THEY WILL BE WRITTEN ON THE AGENCY'S HOME HEALTH OR PUBLIC HEALTH VERIFICATION OF DOCTOR'S VERBAL ORDERS FORM AND MAILED TO THE PHYSICIAN FOR VERIFICATION AND SIGNATURE.

MEDICAL ORDERS GIVEN TO THE FAMILY BY THE PHYSICIAN MAY BE ACCEPTED IF THE ORDERS ARE IN WRITING AND BEAR THE PHYSICIAN'S SIGNATURE.

MEDICAL ORDERS MUST BE GIVEN FOR TEACHING A FAMILY TO COMPLETE A MEDICAL TREATMENT WHEN IT IS NEEDED AND/OR INDICATED.

ARTICLE X

STAFF MEETINGS AND/OR INSERVICES WILL BE HELD AS NEEDED AS PER PROGRAM GUIDELINES. STAFF WILL COMPLETE CONTINUING EDUCATION COURSES REQUIRED TO MAINTAIN PROFESSIONAL LICENSURE AND POSITION TRAINING REQUIREMENTS.

BY-LAWS REVIEWED AND ADOPTED BY THE HARPER COUNTY BOARD OF COUNTY COMMISSIONERS/HARPER COUNTY BOARD OF HEALTH:

CARLA PENCE
CHAIRMAN OF THE BOARD OF HEALTH

DATE

LEE ADAMS
MEMBER OF THE BOARD OF HEALTH

DATE

BRIAN WALDSCHMIDT
MEMBER OF THE BOARD OF HEALTH

DATE

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: November 21, 2016

Department: Public Health/Home Health

Item Requested: Agency By-Laws Update approval

Summary of the Issue: Updating the agency by-laws and requesting approval for changes.

Background: Agency has had by-laws in place since the agency started and last updated September 14, 2014. The proposed changes are more reflective of current practice and were reviewed during the October 24, 2016 Advisory Board Meeting. A copy of the proposed changes is attached.

Funding: Only costs are time in updating documents and reviewing with appropriate parties.

Recommendation: Approve proposed changes to the agency by-laws.

Other non-action items:

- Home care agency annual evaluation
- Home Health updates (annual ttx/full scale exercise requirements – plan to participate with Harper Hospital TTX/Full Scale exercise to meet this requirement/OASIS-C2 updates/manual updates)
- WIC audit completion

ARTICLE I

BY LAWS OF HARPER COUNTY HEALTH DEPARTMENT/HARPER COUNTY HOME HEALTH AGENCY

HARPER COUNTY HEALTH DEPARTMENT/HARPER COUNTY HOME HEALTH AGENCY
P.O. BOX 66
123 N. JENNINGS
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Harper County Health Department/Harper County Home Health Agency, 123 N. Jennings, Anthony, KS 67003-0066
Phone (620) 842-5132; Fax (620) 842-3152
Revised: October 24, 2016

MEDICAL CONSULTANT AND REPRESENTATION FROM THE HARPER COUNTY COMMUNITY. ONE CONSUMER EACH FROM FAMILY PLANNING AND HOME HEALTH CARE WILL BE INCLUDED ON THE ADVISORY BOARD. SERVICE TERMS FOR ADVISORY BOARD MEMBERS ARE UNLIMITED. THE ADVISORY BOARD WILL HAVE A FORMAL MEETING AT LEAST ANNUALLY TO REVIEW THE AGENCY'S POLICIES. THE ADVISORY BOARD WILL ADVISE THE AGENCY ON PROFESSIONAL ISSUES, PARTICIPATE IN EVALUATION OF THE AGENCY'S PROGRAMS, SERVE AS DEPARTMENT ADVOCATES WITH OTHER HEALTH CARE PROVIDERS IN THE COMMUNITY, SERVE AS THE AGENCY'S COMMUNITY INFORMATION PROGRAM AND ASSIST WITH OTHER NEEDS IDENTIFIED AND DELEGATED BY THE ADMINISTRATOR. THE ADMINISTRATOR WILL PROVIDE A REVIEW OF UTILIZATION OF DEPARTMENT SERVICES AT LEAST ANNUALLY TO THE ADVISORY BOARD.

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ARTICLE V

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DEPARTMENT NAME

Harper County Health Department/Harper County Home Health Agency, 123 N. Jennings, Anthony, KS 67003-0066
Phone (620) 842-5132; Fax (620) 842-3152
Revised: October 24, 2016

NAME OF PATIENT, ADDRESS, AND DATE OF BIRTH
NAME OF INDIVIDUAL OR AGENCY THAT IS TO RECEIVE THE
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ARTICLE VIII

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MEDICAL ORDERS:

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BY-LAWS REVIEWED AND ADOPTED BY THE HARPER COUNTY BOARD OF COUNTY COMMISSIONERS/HARPER COUNTY BOARD OF HEALTH.

CARLA PENCE
CHAIRMAN OF THE BOARD OF HEALTH

DATE

LEE ADAMS
MEMBER OF THE BOARD OF HEALTH

DATE

BRIAN WALDSCHMIDT
MEMBER OF THE BOARD OF HEALTH

DATE

HARPER COUNTY ROAD & BRIDGE
Weekly County Commission Report
November 7-11, 2016

KENT STONEBRAKER-EAST FOREMAN

1. Mowing Tractor 352 mowing ditches. Truck 605 hauling Dozer 627 to Foley in Wichita for repairs. Installed long blades on Grader 250. Fixed flat tires on pickup 321 & Truck 403. Built shelves in Anthony East Shop for HI decals. Truck 217 to Anthony Repair for repairs.
2. Washed loaner grader & changed blades to exchange for new grader. Reset signs. Mounted 4 new tires on Grader 250. Helped repair shop service Excavator 635. Serviced Pickup 260. Mowing Tractor 352 mowing ditches.
3. Mowing Tractor 352 mowing ditches. Excavator 635 cleaning trees out of Romans Cat Site & from under Bridge 755-H. Straightened up leaning sign posts & replaced damaged signs. Graders patrolling.
4. Mowing Tractor 352 mowing ditches. Excavator 635 removing x-pipe & relocating pipe on Rd 757-U. Excavator 635 removing trees in ditch along Rd 757-U. Bucket Truck 613 with Chipper 690 trimming trees in ditch along Rd's 753-W & the intersection of Rd's 698 & 755. Graders patrolling.
5. Veterans Day Holiday.

JIM THOMPSON-SHOP FOREMAN

1. Cleaned shop.
2. #635 CAT 323FL, service job @ 996 hours. #260 2004 Chevrolet, service job.
3. #157 JD 670G, service job @ 2,632 hours. #604 2006 Freightliner, replaced engine belts.
4. Landfill Ford Pickup, service job.
5. Veterans Day Holiday.

LAWRENCE SMITH-WEST FOREMAN

Graders patrolling, spreading sand & working out big windrows. Sanded Rd's 737-Q & R, 735-S, T, U, V & W, 690-12, 694-11 & 14, 729-P & 696-15. Worked in shop making up new HI weight limit signs. Fixed tires & worked on trucks. Excavator 632 helping Bridge Crew put in guardrail posts at Rd 729-X. Excavator 632 & Backhoe 163 taking trees out on Anthony Lake Rd 688-17. Mower working southwest of Anthony.

BRANDON HEKEL-BRIDGE FOREMAN

1. Fixed tires. Paperwork to office. Gathered & loaded material for Bridge 688-17.
2. Checked roads to Bridge 729-X. Gathered material for Bridge 688-17.
3. Put up guardrail at Bridge 729-X. Took measurements at Bridge 688-17. Checked washout at Rd 698-24.
4. Patched holes at Bridge 668-30 & checked bulkhead for needed repairs. Gathered materials for Bridge 688-17.
5. Veterans Day Holiday.

November 7-11, 2016

-  KENT
-  LAWRENCE
-  BRANDON

NW 170 AVE	NW 160 AVE	NW 150 AVE	NW 140 AVE	NW 130 AVE	NW 120 AVE	NW 110 AVE	NW 100 AVE	NW 90 AVE	NW 80 AVE	NW 70 AVE	NW 60 AVE	NW 50 AVE	NW 40 AVE	NW 30 AVE	NW 20 AVE	NW 10 AVE	N HP CO AVE	NE 10 AVE	NE 20 AVE	NE 30 AVE	NE 40 AVE	NE 50 AVE	NE 60 AVE	NE 70 AVE	NE 80 AVE	NE 90 AVE	NE 100 AVE	NE 110 AVE	NE 120 AVE	NE 130 AVE
709	711	713	715	717	719	721	723	725	727	729	731	733	735	737	739	741	743	745	747	749	751	753	755	757	759	761	763	765	767	769

NW 160 RD	660	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	A				
NW 150 RD	662	A	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	A			
NW 140 RD	664	B	7	8	9	10	11	12	7	8	9	10	11	12	DUQUOIN				10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	B		
NW 130 RD	666	C	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	C			
NW 120 RD	668	D	19	20	31-9			23	24	19	20	31-8			23	24	19	20	31-7			23	24	19	20	31-6			23	24	19	20	31-5			D
NW 110 RD	670	E	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	E			
NW 100 RD	672	F	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	F			
NW 90 RD	674	G	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	G			
NW 80 RD	676	H	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	H			
NW 70 RD	678	I	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	I			
NW 60 RD	680	J	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	J			
NW 50 RD	682	K	30	29	28	27	26	25	ATTICA			27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	K			
NW 40 RD	684	L	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	L			
NW 30 RD	686	M	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	M			
NW 20 RD	688	N	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	N			
NW 10 RD	690	O	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	O			
W STATE RD 2	692	P	19	20	33-9			23	24	19	20	33-8			23	24	19	20	33-7			23	24	19	20	33-6			23	24	19	20	33-5			P
SW 10 RD	694	Q	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	Q			
SW 20 RD	696	R	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	R			
SW 30 RD	698	S	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	S			
SW 40 RD	700	T	CORWIN			10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	T			
SW 50 RD	702	U	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	U			
SW 60 RD	704	V	19	20	34-9			23	24	19	20	34-8			23	24	19	20	34-7			23	24	19	20	34-6			23	24	19	20	34-5			V
SW 70 RD	706	W	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	W			
SW 80 RD	708	X	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	X			
SW 90 RD	710	Y	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	Y			
SW 100 RD	712	Z	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	Z			
SW 106 RD	714	AA	18	17	35-9			23	24	18	17	35-8			23	24	18	17	35-7			23	24	18	17	35-6			23	24	18	17	35-5			AA

660	NE 160 RD
662	NE 150 RD
664	NE 140 RD
666	NE 130 RD
668	NE 120 RD
670	NE 110 RD
672	NE 100 RD
674	NE 90 RD
676	NE 80 RD
678	NE 70 RD
680	NE 60 RD
682	NE 50 RD
684	NE 40 RD
686	NE 30 RD
688	NE 20 RD
690	NE 10 RD
692	E STATE RD 44
694	SE 10 RD
696	SE 20 RD
698	SE 30 RD
700	SE 40 RD
702	SE 50 RD
704	SE 60 RD
706	SE 70 RD
708	SE 80 RD
710	SE 90 RD
712	SE 100 RD
714	SE 106 RD

709	711	713	715	717	719	721	723	725	727	729	731	733	735	737	739	741	743	745	747	749	751	753	755	757	759	761	763	765	767	769
SW 170 AVE	SW 160 AVE	SW 150 AVE	SW 140 AVE	SW 130 AVE	SW 120 AVE	SW 110 AVE	SW 100 AVE	SW 90 AVE	SW 80 AVE	SW 70 AVE	SW 60 AVE	SW 50 AVE	SW 40 AVE	SW 30 AVE	SW 20 AVE	SW 10 AVE	S STATE RD 179	SE 10 AVE	SE 20 AVE	SE 30 AVE	SE 40 AVE	SE 50 AVE	SE 60 AVE	SE 70 AVE	SE 80 AVE	SE 90 AVE	SE 100 AVE	SE 110 AVE	SE 120 AVE	SE 130 AVE



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November 10, 2016

Harper County Appraiser

**Document Management Automation Project
Investment Summary**

"The Client First—In Everything We Do"

This proposed implementation is backed up by our Client First Guarantee.

SmartSearch Professional Edition Document Management System \$3,850.00
(Includes 5 Concurrent Full Function User Licenses.
Add more licenses as desired according to attached
Volume Licensing Schedule.)

Includes these standard SmartSearch features that provide added
efficiencies and effectiveness:

- ▶ Key-Free Indexing Feature
- ▶ E-mail Integration
- ▶ Document Version Control
- ▶ Capture workflow for streamline batch scanning, automatic document importing, index extraction, barcode reading, and document separation
- ▶ Native Audit Trail Reporting
- ▶ Basic Document Workflow Processing with E-mail Notifications
- ▶ Selectively export documents to a DVD or flash drive for easy distribution to clients or other third parties
- ▶ Global Search Web and Mobile Client Server

Add-On Modules

Index Field to Database Connector \$1,495.00
Provides for "linking" a SmartSearch index field to internal or
external databases for real time "syncing" between sources.

Zone Based BCR/OCR Recognition \$1,295.00
Streamline batch scanning with automated filing using zonal
BCR/OCR, validation and external data matching

Content Search \$1,100.00
Full text retrieval allowing for "any" word searches providing
instant access across your entire archive of documents

TOTAL SOFTWARE \$7,740.00

"Oklahoma's Finest Provider Of Document Imaging & Document Processing Systems!"



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Implementation Services \$1,280.00

- ▶ Configuration Development for the scope, requirements, and solution for your first document management application
- ▶ Installation
- ▶ Training
- ▶ Client First Guarantee

Note: The quoted price for Implementation Services and the attached Scope of Work is based on an implementation of the above listed Base System and Add-on Modules. Optional Modules that may be added to the implementation will require additional Professional Services. These will be quoted after proper discovery of the additional scope of services required.

Annual Gold Software Assurance (1st year required)

This provides you with unlimited technical support to ensure proper operation of the software and continuous version upgrade releases so that you will always have the latest imaging technology available.

Base System + 5 Client Licenses	\$ 770.00
Above Listed Add On Modules	\$ 778.00
TOTAL	\$1,548.00

TOTAL - Licensing, Implementation, and 1st year Software Assurance \$10,568.00

TERMS:

Purchase: 30% Down, 40% at installation, 30% net 30 days

- ▶ For additional client licenses see attached *User Licensing Flexibility*

OPTIONAL MODULES **

Global Capture—Advanced Recognition Modules
(Pricing is single core processing suitable for up to 250k pages per year)

- ◆ Document Classification / Rapid Adapt \$ 995.00
Uses Forms recognition to automatically classify different document types within a single batch and file them accordingly. With Rapid Adapt now or modified documents can be quickly accommodated.
*Requires above Zone Based Recognition
- ◆ Advanced Unstructured Data Extraction \$1,995.00
Using advanced “relational” and “directional” recognition technologies provide for capturing “floating” values such as an invoice total amount.
*Requires all above recognition modules

“Oklahoma’s Finest Provider Of Document Imaging & Document Processing Systems!”



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- ◆ Line Item Extracting \$4,995.00
 Automatic extractions of table based data structure, such as invoice or PO line item data.
 *Requires all above recognition modules

- ◆ Additional Concurrent User Licenses
 - (1) All in one license is included
 - Scan Station \$ 695.00
 - Validation Station \$ 495.00
 - Designer Station \$ 495.00
 - All in One Station \$ 995.00

Global Action Process Management (Workflow)

Business process improvement is provided through structured and dynamic workflow designs including calculation decisions, escalation management, email notifications, and multiple party approvals and real-time processing metrics. Graphical designer provides for easy creation and revision.

Single Instance	\$5,950.00
Three Instances	\$7,950.00
Unlimited Instances	\$9,953.00

Image XChange Integration Module

Per Concurrent User (1-10)	\$ 250.00 each
Unlimited Users	\$2,500.00

This module allows you to easily image enable your existing business applications, allowing users “one click” access to documents in SmartSearch directly from your other software programs—without any additional programming.

Tabular Data Control

\$1,650.00

Supports multi column, multi row (spreadsheet) indexing. This is most often used to store line item invoice or sales order information for GL coding, but can be used anywhere that multiple columns and rows of data need to be correlated and stored.

** Professional services for implementation of additional modules are quoted separately upon review of the scope of the project.

Annual Gold Software Assurance for optional modules and additional user licenses are 20% of software licensing price per year.



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Scanner (options)

Because SmartSearch will automatically import images from any scanner, you have tremendous flexibility in selecting additional scanners as your implementation widens. These may include multi-functional printer/fax/scan units, network attached scanners, or high speed production scanners.

Scanners purchased from us include our Premium Scanner Installation Services (includes consultation, freight, delivery, set-up, installation, configuration to SmartSearch, our own on-site 90-day warranty, and guaranteed that the scanner performs to your requirements). If you provide the scanner but would like our assistance we can provide standard installation services on an hourly basis.

Best scanner for your applications to be determined.
Your own multi functional devices

??

Document Destruction

TBD

We also provide document shredding equipment or services if applicable for your implementation.

Prices valid for 60 days from the date of this document.



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SMARTSEARCH USER LICENSING FLEXIBILITY

SMARTSEARCH VOLUME PRICING OF NETWORK LICENSES

Concurrent Licenses – with Concurrent Licensing you are free to run SmartSearch on an unlimited number of work stations. The limitations as to how many users can be logged on concurrently (simultaneously) is based on how many licenses you buy (i.e. 5 concurrent licenses means 5 simultaneous log-ins amongst an unlimited number of work stations). If a sixth person tries to log-in, they must wait until one of the five logs out.

Network Full Function Licenses (Concurrent)

	<u>Per Unit Price</u>
# of Licenses 4 – 25	\$770.00 each
Global Search Web/Mobile Client Server Licenses (Concurrent)	
Global Search Read Only (1-50) (view/e-mail/print)	\$275.00 each
Global Search Web Edit (1-50) (view/e-mail/print/data edit/annotations/signatures/workflow)	\$600.00 each

Annual Gold Software Assurance
additional user licenses is 20% of software licensing price per year.



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ABM AUTOMATION SUPPORT SERVICES

Support Agreements can be tailored to your individual needs. There are 3 levels of priority support agreements and two levels of "event based" support on software products.

PRIORITY PREMIUM SUPPORT PLANS

- **Silver**

Software Assurance - Upgrade subscription for new software versions as they are released providing you all the benefits associated with having the latest improvements in software features, functions and capabilities along with the peace of mind in knowing your valuable solution will continue to provide the highest efficiencies from automated document management. (customer installed) At this level, support time is billed as per the event based options below.

- **Gold**

Software Assurance with the following:

- 1) Provides unlimited technical support for the normal operation of the software with priority response
- 2) Annual on site assessment with additional training to ensure that you are getting optimal use of the software
- 3) 10% discount on additional support services

- **Platinum**

Software Assurance with All inclusive support

All the benefits of Gold Premium Support with the following:

- 1) All inclusive technical support whenever our software is involved i.e. new release installs, new servers, additional work stations, etc.
- 2) Unlimited training

EVENT BASED SUPPORT

- **Pre-Purchased Support Hours**

On-site and web based customer support selected from the following: Technical Support, Application development, User Training, Document management consulting, upgrade installations or other miscellaneous customer support.

Minimum 10 hour Block (20% off)	\$1,352.00 (Save \$338.00)
Minimum 5 hour Block (10% off)	\$ 760.50 (Save \$ 84.50)

- **Per Call Basis**

Time and material only charges are currently \$169.00 per hour.

All above pricing is based on normal non-holiday business hours of operation 8:30 AM – 5:00 PM Monday thru Friday.

- Services performed outside the Oklahoma City metropolitan area are subject to travel charges as follows:
\$169.00 per hour travel time.

“The Client First”

— In everything we do.



Five Ways To Finish 1st

- Providing Solutions That Work
- Fulfilling What We Promise
- Pricing Products and Services Fairly
- Doing What's Right, Regardless Of The Cost
- Helping Our Clients Succeed



"Client First"

GUARANTEE

We guarantee our product to be installed and implemented to your satisfaction. If we can't correct or replace the product to your satisfaction we will gladly remove the product and fully refund your money.

We confidently make this guarantee as a result of our diligence in understanding our clients needs and processes as they relate to the products and services that make up our recommended solutions. Within 90 days after installation, if our recommended solution is not satisfactorily performing according to the product specifications and our proposed solution you may choose to have us remove the products and fully refund your money.

The Client First—In Everything We Do"

