



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. Janice Perry And Chris Jones - Road And Bridge - 9:15 A.m.
 - o Department update
 - 2. Sheena Thomas And Darrin Struble - 9:30 A.m.
 - o Department Update
 - 3. Catherine Rohrer - South Central Community Corrections - 9:45 A.m.
 - o Programming Update
 - o Budget Update
 - 4. SCKEDD - 10:00 A.m.
 - o COVID Grant Update
 - 5. Larry Sharp - KCAMP - 10:30 A.m.
 - o KCAMP Annual Update
 - 6. Don Gebers - 11:00 A.m.
 - o Camera System
 - 7. Jennifer Wolff - Department On Aging/Public Transport - 11:15 A.m.

- o Department Update

Documents:

[DEPT ON AGING JUNE 2021 MONTH END REPORT.PDF](#)
[SENIOR CENTER MONTHLY TOTALS JUNE 2021.PDF](#)

8. Bob Randall - IT And Facilities - 11:30 A.m.

- o Executive Session - Non-Elected Personnel

9. Shelly Hansel - Community Development - 11:45 A.m.

- o Community Development Grant Application

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

11. Ami DeLacerda - HR - 1:00 P.m.

- o Executive Session - Non-Elected Personnel - Interview

12. Ami DeLacerda - HR - 1:30 P.m.

- o Executive Session - Non-Elected Personnel - Department Head Evaluations
- o Department Update

13. Heather Struble - Health - 2:00 P.m.

- o Department Update

Documents:

[COMM. MTG. 7.19.21.PDF](#)

14. Christina Cintron - Dispatch And EM - 2:15 P.m.

- o Cell Phone Usage
- o JAG Grant

15. Melinda McCurley - Finance Director - 2:30 P.m.

- o Department Update
- o 2022 Budget Work Session

G. Correspondence

H. Adjourn

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

	<u>2021</u> <u>JUNE</u>		<u>2020</u> <u>JUNE</u>
HARPER COUNTY PUBLIC TRANSPORTATION SERVICES:			
Total Monthly Costs	\$12,383.26		\$ 12,311.55
Total Project Income (Passenger Fee's)	<u>\$1,871.75</u>		<u>\$ 679.50</u>
Net Monthly Cost	\$10,511.51		\$11,632.05
Local Match (30%)	\$0.00		
State Reimbursement (20%)	\$0.00		
KDOT Reimbursement 100% Thru 6/30/21	<u>\$10,511.51</u>		<u>\$11,632.05</u>
Administrative Reimbursement (100 % thru 6/30/21)	\$0.00		\$ 2,694.23
Total Riderships (one Way Trips) 4 vehicles	<u>731</u> YTD%		483
Elderly	442 47%		216
Disabled	147 29%		157
General Public (-60)	142 24%		110
Non-Ambulatory (used lift)	153 14%		60
# of Unduplicated Riders	85		
Revenue Miles Driven	6203		3991

OLDER AMERICANS ACT TITLE IIIB INFORMATION & ASSISTANCE GRANT:

Total Unduplicated Participants	97		
Total Units of Service	138		96
Total Monthly Cost	\$1,380.00		\$ 960.00
Local Match 10.5%	\$145.27		\$ 101.06
OAA Title IIIB Reimbursement	\$1,234.73		\$ 858.94

*Cares Act funding allowed our units to start over in March.

OLDER AMERICANS ACT TITLE IIIE FAMILY CAREGIVERS GRANT:

Total Units of Service	60		3
Total Monthly Cost	\$159.00		\$ 30.00
OAA Title IIIE Reimbursement	\$159.00		\$ 30.00

OLDER AMERICANS ACT TITLE IIIC HOME DELIVERED MEALS GRANT:

Total meals served	254		106
Total meal cost	\$2,242.82		\$929.65
Total project income/donations	\$275.00		\$0.00
USDA subsidy reimbursement	\$0.00		
Local Match/Mill Levy	\$1,967.82		\$50.00
SCKAAA IIIC Reimbursement *grant \$ used for State FY 21*	\$0.00		\$879.62

TEFAP/USDA Commodity Foods Distribution:

Total Households Served 6/24/2021	73/141 individuals		59
Next Distribution 7/29 8:30 am - Noon			

Department Notes/Updates:

Transportation:

BIG NEWS: no major bus issues in June!
 Ordered vinyl for 2 cutaway buses. Hope to have those applied in July.
 Jennifer drove appr 69.25 hrs in JUNE

Reminder: KDOT fiscal year is July - June. Expecting a few more months at 100% reimbursement with Cares Act funding leftover.

AGING:

Went to SCKAAA 6/28 for board meetings. Finally got to meet 6 other Aging Directors! We are looking at "Aging Mastery Program" for local community programming. Goal is to help participants be better prepared to manage health & wellness.

"Stepping On" Fall Prevention workshop begins again Aug 3rd - Class is 1/2 full so far.

Wrote a grant request to Wheatland Electric for "Senior Kitchen Mentor" program I'd like to start.

HCCF Grant paperwork completed & returned to Michelle Fahring. Freezer delivered 6/17

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

Harper S.C: Worked for Kaylin 6/7 & 6/18. Tonya worked 6/23

Building needs maintenance: cracked window on south side, roof repair - mold in 1 closet on south side, tree trimming

Attica S.C: no updates

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	208	281	191	680	679	39	\$ 5.70	20	\$ 3,870.30	\$ 1,303.00	34%	\$ -	0%	\$ 2,567.30	66%	\$2.66	54
June	199	325	188	712	712	39	\$ 5.70	22	\$ 4,058.40	\$ 1,071.00	26%	\$ -	0%	\$ 2,987.40	74%	\$2.04	53
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	1204	1780	1204	4188	4193				\$ 23,694.90	\$ 5,763.00	24%	\$ 2,992.90	13%	\$ 14,939.00	63%	\$1.93	338

*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	178	81	53	312	312	25	\$ 7.00	20	\$ 2,184.00	\$ 895.00	41%	\$ -	0%	\$ 1,289.00	59%	\$3.46	29
June	195	105	66	366	366	26	\$ 7.00	22	\$ 2,562.00	\$ 600.00	23%	\$ -	0%	\$ 1,962.00	77%	\$2.00	50
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	1078	561	349	1988	1996				\$ 13,972.00	\$ 4,418.00	32%	\$ 870.81	6%	\$ 8,683.19	62%	\$2.70	281

*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	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	386	362	244	992		64	\$ 6,054.30	\$ 2,198.00	36%	\$ -	0%	\$ 3,856.30	64%	\$2.94	83
June	394	430	254	1078		65	\$ 6,620.40	\$ 1,671.00	25%	\$ -	0%	\$ 4,949.40	75%	\$2.03	103
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	2282	2341	1553	6176			\$ 37,666.90	\$ 10,181.00	27%	\$ 3,863.71	10%	\$ 23,622.19	63%	\$2.20	619



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: 07/19/2021

Department: Health

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

-
- Department Updates
 - Travel Request – Coalition meeting Aug. 6, 2021 – Pratt
 - Inordinate Spending Authorization – Surface Pro System (COVID-19 Expanding Infrastructure Grant)

**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: 08/06/21

Date of Return: 08/06/21

Are funds budgeted for this request? Yes No

Budget line: 0%
Must = 100%

#1: 008/26/301076 % :100

#2: %:

#3: %


Department Head Signature

07.15.2021
Date

Commissioner Signature

Date

PART II – EXPENSE REPORT

Instructions:

Expense Category	Estimated Total	Actual Total
A. Lodging for _____ days at \$ _____ per day	\$ _____	\$ _____
B. Transportation for <u>140</u> miles at current rate per mile Fare \$0.56	\$ _____	\$ _____
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:	\$ _____

Prior to Travel:
Employee completes PART-I and Estimate portion of PART II. Department Head and County Administrator 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 vouched 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

Southcentral Kansas Coalition for Public Health
Serving Barber, Comanche, Edwards, Harper, Kingman, Kiowa, and Pratt Counties
Working Together for Healthy People and Strong Communities

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Pratt, KS 67124
Phone: 620-672-4135
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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, August 6, 2021
Pratt City Fire Station, 201 S. Jackson, Pratt, KS 67124

9:00 am	Call meeting to order; review and approve agenda and June 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	



Inordinate Spending Authorization
(For items above spending limits but within budgets.)

Department: Health

Date: 7/15/2021

Requestor: Heather Struble, Administrator

Item description: Surface Pro System
 Cost Per Item: \$2,544.84 Quantity: 1 Extended Cost: \$2,544.84

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): _____
 Total Requested Spending: \$2,544.84

Budget Account(s):	Fund	/	Dept	/	Object	Amount
	074	/	47	/	360100	\$ 2,544.84
	_____	/	_____	/	_____	_____
	_____	/	_____	/	_____	_____
	_____	/	_____	/	_____	_____
	Total budget lines:					<u>\$ 2,544.84</u>

Project description/justification:
Surface Pro system will be used by public health nurse. COVID-19 ELC Expanding Infrastructure
Grant will be used to purchase this system.

Attach required quotes and additional documentation as needed.

Approved Date: _____

BoCC Signature: _____