

# BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

AMENDED AGENDA 04/26/17

## WEDNESDAY, APRIL 27, 2016

4:00 p.m.

-Proclamation declaring May as "Bike Month" – Ashley Myers

### CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval of a County resolution directing the County Counselor to institute a judicial tax foreclosure action in the District Court of Douglas County, Kansas; (Paula Gilchrist);
- (c) Receive the 2015 County Engineer's Annual Report submitted by KDOT (Keith Browning);
- (d) Consider approval of FY2017 Comprehensive Plan grant and the FY2017 Behavioral Health Grant (Deborah Wright);
- (e) Consider accessing MoDOT contract for equipment for public works (Jackie Waggoner /Doug Stephens);
- (f) Consider approval of additional service agreement from Commenco for 911 Phone system (Randy Roberts); and
- (g) Consider approval of a network restructure for the Sheriff's office (Ken McGovern).

### REGULAR AGENDA

- (2) Consider approval of a County resolution (which rescinds Resolution 16-07) creating the Criminal Justice Coordinating Council adding a new position (Mike Gaughan)
- (3) Consider recommendations for the 2016-2017 Health Insurance Plan year (Sarah Plinsky)
- (4) (a) Consider approval of Accounts Payable (if necessary)
- (b) Appointments

-Board of Construction Codes Appeals (1) position 12/15

-Heritage Conservation Council (2) positions 05/16

-Community Corrections Board (2) positions 01/16 and 05/16

-Planning Commission (2) positions 05/16

(c) Public Comment

(d) Miscellaneous

- (5) Adjourn

## WEDNESDAY, MAY 4

### **REGULAR – 6:00pm**

**TA-15-00571:** Consider a Text Amendment to the *Zoning Regulations for the Unincorporated Territory of Douglas County, Kansas* to add Wind Energy Conversion Systems. *Initiated by County Commission on 10/21/15. Deferred by County Commission on 4/6/16.* Sandra Day is the Planner

## WEDNESDAY, MAY 11

4:00pm

**-TA-15-00461:** Consider Text Amendments to the *Zoning Regulations for the Unincorporated Territory of Douglas County, Kansas* and the *Subdivision Regulations for Lawrence and the Unincorporated Areas of Douglas County, KS* to add Accessory Dwelling Units as a permitted use and to establish standards for the use. *Initiated by County Commission on 9/2/15.* Mary Miller is the Planner.

-Stony Point: **CUP-16-00035**: Consider the renewal of a Conditional Use Permit for Stony Point Hall, a reception and banquet hall, on approximately 13.98 acres, located at 1514 N 600 Rd, Baldwin City. Submitted by Russell and Lucretia Carlson, property owners of record. Mary Miller is the Planner.

-Pine Family Tree Nursery: **CUP-16-00070**: Consider the renewal of a 30.5 acre Conditional Use Permit for Pine Family Tree Nursery, Landscape Center, *Retail Nursery*, located at 1782 E 1500 Rd. Submitted by Landplan Engineering PA, for Pine Family Investments LC, and Sue A Pine, Trustee property owners of record. Sandra Day is the Planner.

#### **REGULAR – 6:00pm**

-King's Recycle Center: **Z-16-00067**: Consider a request to rezone approximately 77.5 acres from County A (Agricultural) District and VC (Valley Channel) District to County I-3 (Heavy Industrial) District, located at N 1300 and E 1750 Rds. Submitted by Landplan Engineering PA, for Dan King, Denise King, Kent King & Patricia King, property owners of record. Mary Miller is the Planner.

-King's Recycle Center: **CUP-16-00069**: Consider a Conditional Use Permit for King's Recycling Center, located at N 1300 Rd & E 1750 Rd. The CUP proposes the operation of a borrow pit and recycling of construction materials, as well as continued residential and agricultural uses on the property. Submitted by Landplan Engineering PA, for Dan King, Denise King, Kent King & Patricia King, property owners of record. Mary Miller is the Planner.

#### **WEDNESDAY, MAY 18**

-Review the *2015 Annual Report: Economic Development Support & Compliance* and provide input to the Lawrence City Commission. (Britt Crumm-Cano)

#### **WEDNESDAY, MAY 25**

#### **WEDNESDAY, JUNE 1**

-Proclamation for "Relay for Life" (Amanda Davis)

#### **WEDNESDAY, JUNE 8 - light**

#### **WEDNESDAY, JUNE 15 - light**

**Note:** The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:00 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.



Office of the County Commission

## PROCLAMATION

*Declaring May 2016 as “Bike Month” and May 16-20, 2016  
as “Bike-to-Work Week,” and encourage participation in the National Bike Challenge  
beginning May 1 – September 30, 2016 in Douglas County, Kansas*

- WHEREAS: For more than a century, the bicycle has been an important part of the lives of most Americans; and the bicycle is a viable and environmentally sound form of transportation, an excellent form of fitness, and a high quality family recreational activity; and
- WHEREAS: Creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce air pollution and road congestion; and
- WHEREAS: Education, starting at a young age, of all would-be cyclists and motorists as to the proper and safe operation of bicycles and motor vehicles is important to ensure the safety and comfort of all users; cyclists, students, parents and community leaders throughout our state are promoting greater public awareness of bicycle operation and safety education for bicyclists and motorists in an effort to reduce accidents, injuries and fatalities; and
- WHEREAS: Douglas County seeks to form and foster partnerships with bicyclists and incorporate bicycling as a part of the multi-modal regional transportation system designed to serve all Douglas County residents regardless of their travel mode choice; and
- WHEREAS: Douglas County seeks to encourage symbiotic partnerships with organizations to promote bicycle awareness and education through the efforts of the Lawrence-Douglas County Bicycle Advisory Committee and other groups; and
- WHEREAS: The League of American Bicyclists has designated May as National Bike Month; and
- WHEREAS: The Lawrence-Douglas County Bicycle Advisory Committee has requested that the Douglas County Commission proclaim the month of May 2016 as Bike Month and encourage participation in the National Bike Challenge.

NOW, THEREFORE, Be it proclaimed by the Board of County Commissioners of Douglas County, Kansas, that the month of May 2016 be recognized as “BIKE MONTH”, proclaim the week of May 16th to 20th, 2016 as “Bike-To-Work Week”, and encourage participation in the “NATIONAL BIKE CHALLENGE” beginning May 1-September 30, 2016 in Douglas County, Kansas.

**ADOPTED** this 27th day of April 2015.

**BOARD OF COUNTY COMMISSIONERS  
OF DOUGLAS COUNTY, KANSAS**

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James E. Flory, Chairman

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Mike Gaughan, Vice-Chair

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Nancy Thellman, Member

**RESOLUTION NO. 16 - 10**

**A RESOLUTION DIRECTING THE COUNTY COUNSELOR TO INSTITUTE A JUDICIAL TAX FORECLOSURE ACTION IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

**WHEREAS**, K.S.A. 79-2801, and amendments thereto provides for real estate tax foreclosure actions in the District Court in the name of The Board of County Commissioners, to judicially foreclose on the County's real estate tax liens.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:

**Section 1.** Action to be Instituted. The County Counselor of Douglas County, Kansas, in the name of the Board of County Commissioners of Douglas County, Kansas, is directed to institute a judicial tax foreclosure action pursuant to K.S.A. 79-2801, *et seq.*, against the owners or supposed owners of such real estate and all persons having or claiming to have any interest therein or thereto, to enforce the lien of Douglas County, Kansas and its taxing authorities, for taxes, charges, assessments, interest, and penalties on unredeemed real estate bid in by Douglas County for real estate having unpaid real estate taxes and assessments for 2011 and prior years.

**Section 2.** Effective Date. This Resolution shall take effect and be in full force from and after its adoption by the Board of County Commissioners.

**ADOPTED** April \_\_\_\_, 2016.

**BOARD OF COUNTY COMMISSIONERS OF  
DOUGLAS COUNTY, KANSAS**

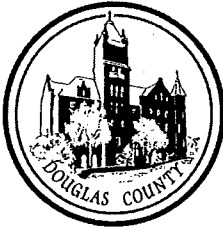
Attest:

\_\_\_\_\_  
Jim Flory, Chair

\_\_\_\_\_  
Jameson D. Shew, County Clerk

\_\_\_\_\_  
Mike Gaughan, Member

\_\_\_\_\_  
Nancy Thellman, Member



## DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25<sup>th</sup> Street  
Lawrence, KS 66046  
(785) 832-5293 Fax (785) 842-1201  
dgcopubw@douglascountyks.org  
www.douglascountyks.org

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

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### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KAB*

Date : April 18, 2016

Re : Receive 2015 County Engineer's Annual Report

K.S.A. 68-540 requires the County Engineer to make a written report annually to the Board of County Commissioners of work accomplished and funds expended, and to submit the report to KDOT. K.S.A. 68-541 requires the report to be submitted on forms developed by KDOT.

The 2015 County Engineer's Annual Report is attached. A copy of KDOT's instructions for completing the report is also provided as an aid in understanding what is included in the report.

Information on county costs for labor, equipment, and materials was obtained from employee timesheets as well as from contracted work. Information on township costs was taken from township road budgets.

This report has already been submitted to KDOT electronically.

Action Required: Receive the 2015 County Engineer's Annual Report submitted to KDOT.

## **County Engineer's/Road Supervisor's Annual Report Instructions**

### General Instructions:

- This report is designed to solicit basic information that can be readily obtained in most counties. The data reported on this form is the only information that is required to be submitted to the Kansas Department of Transportation for compliance with K.S.A. 68-540. Counties are encouraged to maintain more detailed records for their own use as they deem appropriate.
- Costs reported on this form should reflect only funds expended for road and bridge maintenance and construction activities from January 1 to December 31 of the past year. Information provided should be only for roads and bridges that are under county and township jurisdiction.
- All costs/expenditures recorded should only be those costs actually paid by the county or township. Do not include any Federal/State matching funds applied toward the cost of projects.
- Bridge Definition: For the purpose of this report, a bridge is defined as any structure with an opening twenty (20) feet or longer (measured along centerline of the roadway and between the inside faces of outside walls or abutments), or a low water crossing forty (40) feet or more in length (measured along centerline of the roadway). Bridges should be listed on your bridge inspection report. Any structure with an opening less than twenty (20) feet or a low water crossing less than forty (40) feet in length is considered a culvert.
- Township Costs: It is recognized that counties with townships that maintain roads have difficulty obtaining complete reports from the townships. Since townships do little construction and have few paved roads it is acceptable for this report to assume that the township road budget all goes to road maintenance. If the county is aware of a township road construction project that construction cost can be estimated. A spread sheet has been furnished to tabulate township mileage and budgets. This spreadsheet might make it easier to update township numbers in subsequent years.
- Submit the following items to the Kansas Department of Transportation at the address indicated in the BLP Memo:

Transmittal Cover Letter on County Letterhead (optional)

Attached Cover Sheet

Completed Annual Report Form (pages 1 - 3) (please submit electronically also)

## Annual Report Instructions

**General:** A spreadsheet has been provided to speed up the reporting process. The spreadsheet will automatically add the correct lines to give the totals and transfer them forward. To speed tabulation of the data we ask that you submit the annual report spread sheet electronically attached to an email.

### Line by Line Instructions:

Fill in the county and reporting year at the top of the form

1. Road System Type: Pick from County Unit (CU), County-Township (CT), County Rural (CR)
2. Road & Bridge Budget: Budget for reporting year, include Road & Bridge Fund, Special Bridge Fund, etc. Expenditures of Special Machinery Fund and bridge bonds should not be included on this line. If the department budget includes some non-road activities such as landfill, county building maintenance, noxious weeds, etc, these non road items should be deducted.
3. Number of road and bridge employees: This is normally the number in the road and bridge department, and includes office staff, supervisors and workers. This number should not include staff that work on non road and bridge items such as the landfill, parks, and noxious weeds.
4. Miles of County Maintained Road: Enter miles of various surfacing types as of the end of the year. Chip seal roads should be included in the Asphalt road mileage. The spreadsheet will compute the total and display it in the total column.
5. Major Maintenance: Enter the number of miles of gravel roads resurfaced with 400 tons/mile or more. Enter the number of miles of asphalt maintenance work in the three categories performed during the year. Chip seal includes micro-surfacing, and recycle includes pavement reconstruction.
6. Construction: Enter the amount of construction work and cost for the listed categories. Definition of c o s t , construction, bridges and culverts is explained elsewhere in the instructions. Culverts for this item are those with a waterway opening of 25 s.f. or larger (larger than a 66" pipe).
7. Cost of Asphalt/Concrete Road Maintenance. This should include all maintenance costs except for bridge maintenance. Do not include construction.
8. Cost for Gravel/Earth Maintenance. This should include all maintenance costs except for bridge maintenance. Do not include construction.
9. Cost for Bridge Maintenance: This should include costs for maintenance performed on bridges listed on your bridge inspection report.
10. Total Maintenance Costs is the total of lines 7, 8 & 9. If using the spread sheet it should automatically total.
11. Cost for Road Construction: This should include all project related costs, except overhead not charged to specific activities or projects. Generally construction is for projects that improve the profile, cross section or horizontal alignment of a road, or improve the surface type from gravel to paved. See examples in the next section on Pages 4 and 5. If using the spreadsheet it should carry forward and automatically total from line 6.
12. Cost for Bridge Construction/Rehabilitation: This should include all project related costs except overhead for bridge replacement and major rehabilitation projects. Rehabilitation projects are only those projects that are intended to raise the sufficiency rating above 80, and should be based on an engineered plan. Include just local costs, do not include federal aid funds. If using the spreadsheet it should automatically carry forward from line 6.

13. Cost for Culvert Construction: This includes costs for new construction for boxes and culverts larger than 25 s.f. of waterway opening (greater than 66" dia. Pipe) and smaller than bridge size. For a culvert that is replaced by a bridge list that project cost under bridge construction. If using the spreadsheet it should carry forward automatically from line 6.
14. Total Construction Cost is the total of lines 11, 12, & 13. If using the spread sheet it should total automatically.
15. Total Maintenance Cost is carried forward from line 10. If using the spread sheet it should carry forward automatically.
16. Total Construction Cost is carried forward from line 14. If using the spread sheet it should carry forward automatically.
17. Overhead and Administration costs are entered on this line. Overhead and administration are generally costs not directly charged out to maintenance or construction. See examples in the next section for typical overhead and administrative costs.
18. Total County Costs is the total of lines 15, 16 & 17. If using the spread sheet this should be automatically totaled.

**This completes the report for County Unit and County Rural road system counties. The remainder of the form is for County-Township Road System Counties only.**

**Note: It is recommended to use the Township Form page of the spreadsheet. As you list the information for the townships the figures will automatically be carried forward to the appropriate lines of the Annual Report Form.**

19. Total Miles of Township Maintained Road. Enter miles of various surfacing types as of the end of the year. Chip seal roads should be included in the Asphalt road mileage.
20. Cost of Township Road Maintenance: Unless you are aware of township road construction this number will be the total of the townships published budgets.
21. Cost of Township Road Construction: Townships do little road construction, and may not have adequate cost figures. An estimate of road construction cost is adequate for this report if better figures are not available. Also list the number of miles of township road constructed using the same definition as used for county road construction.
22. Total Township Costs is a total of lines 20 & 21. If using the spread sheet this should be automatically totaled.

## **Examples of Maintenance, Construction and Overhead/Administrative Activities**

The following are representative examples of the types of work activities that may be defined as maintenance, construction and overhead as they relate to categories of costs itemized in the report. All categories should include costs for labor, equipment, materials, and contracted work utilized to complete these activities. Please note that the definition for construction has changed substantially from previous years, and will include fewer projects than in the past.

- **Definitions** In general terms, the definitions of maintenance and construction are as follows:

**Maintenance:** Activities or operations that are intended to maintain and preserve the condition of an existing facility, extend the useful life, and slow down future deterioration.

**Road Construction:** Road construction is construction of a new road at a new location, or a major upgrade of surfacing type, horizontal alignment, cross section, or vertical alignment of an existing road.

**Bridge Construction/Rehabilitation:** Bridges are structures that are 20' or more in length as measured along the centerline of the roadway. Bridge construction refers to the installation of a new structure to replace an existing bridge or culvert, or the installation of a structure where one did not previously exist. Bridge rehabilitation is major work to restore the structural integrity of a bridge as well as major work to correct safety defects.

### **Maintenance Examples:**

#### **Road Maintenance:**

Paved Roads: Chip seals, crack filling, asphalt overlays, milling asphalt surfaces, recycling, reconstruction of a deteriorated asphalt pavement, pothole patching, repair and maintenance of driveways, pavement marking, and road sweeping. Snow and ice removal, sign installation and maintenance, guard rail installation and repair. Repair and maintenance of shoulders and ditches to restore original grades and lines including reseeding and erosion control. Vegetation management: includes tree and brush removal, trimming, chipping, spraying of weeds and mowing. On gravel and dirt roads: Blading, adding surface material, scarifying surfaces, milling rock ledges, and applying dust control. Snow and ice removal, sign installation and maintenance, guard rail installation and repair. Repair and maintenance of all culverts, and replacement of culverts less than 25 s.f. (66" dia. pipe or smaller).

#### **Bridge Maintenance:**

Repair of concrete, wood or steel decks, piers, abutments, stringers, caps, piles, beams, seats, trusses, girders, sills, wing walls, connectors, and hub guards. Excavation and backfilling required to repair approaches. Cleaning, clearing trees and brush, removing drift, realigning channels. Stabilizing banks, placing rip-rap, repairing scours. Cleaning decks. Handrail repair or replacement. Sandblasting and painting. Repair of low water crossings. Hauling, cutting, welding, fabricating, assembling, installing or placing materials. Replacing stone masonry, tuck pointing, repairing scours, grouting concrete surfaces, or replacing concrete slabs.

**Culvert Maintenance :**

Culvert maintenance includes the same items as bridge maintenance, but for the purposes of the annual report are included in the classification of road maintenance. Counties may want to capture the culvert maintenance costs for their own purposes.

**Construction Examples:****Paved Road Construction :**

Examples of upgrades that are paved road construction: 1. Paving of a gravel road. 2. Adding shoulders to a paved road that did not have shoulders. 3. Complete reconstruction including modification of cross section, vertical alignments and perhaps horizontal alignment. In most cases road construction projects require engineered plans and additional right of way. Major projects that are **not** considered paved road construction include: overlays, surface recycling, reconstructing an existing asphalt surface. Road work for approach grading for a bridge or culvert project is included in the cost of the bridge or culvert project.

**Gravel Road Construction :**

Examples of upgrades that are gravel road construction: 1. Regrading and surfacing of a dirt road. 2. Complete reconstruction of an existing rock road including pulling ditches, installing new entrance and crossroad culverts and then re-rocking the road. Gravel road construction may not require engineered plans and additional right of way, but should result in basically a new road. Road work costs for approach grading for a bridge or culvert project should be included in the cost of the bridge or culvert project.

**Bridge Construction/Rehabilitation (Structures 20' in length or more):**

Bridge construction is the installation of a new structure for replacement of an existing bridge, constructing a new bridge on a new road, or replacing a culvert with a bridge size structure. Bridge rehabilitation is intended to raise the sufficiency rating of the structure above 80, and should be based on an engineered plan. Work in this category includes repairs or replacement of some bridge elements (e.g., deck, girders) but leaves other elements in place. Bridge repairs that do not raise the sufficiency rating above 80 are considered bridge maintenance. Normally approach grading and surfacing are included in the bridge construction cost unless the bridge project is part of a larger road construction project.

**Culvert Construction :**

Culvert Construction includes costs for new construction and replacement of boxes and culverts larger than 25 s.f. of waterway opening (larger than 66" dia. pipe) and smaller than bridge size. For a culvert that is replaced by a bridge list that project cost under bridge construction. On major road construction projects culvert construction cost can be included in the cost of the road project.

**Examples of Construction Items:**

Construction costs for roads, bridges and culverts should include all construction related costs that are not included in department overhead and administration. Following are examples of costs that are normally charged to a project and shown as construction costs.

- Right of way costs such as land cost, damages to remainder, temporary easements, appraisals, negotiation fees, and fence replacement.
- Pre construction items such as utility relocations and design engineering.
- Construction items such as mobilization, construction signing, site preparation, clearing, structure removal, approach grading and filling, structure construction, paving, surfacing, guardrail, and permanent signing, seeding and mulching.
- Construction engineering items such as inspection, and preparing as-built plans.
- Miscellaneous maintenance costs due to the project such as checking construction signing, and barricades, and detour maintenance.

## **Overhead and Administration**

Overhead and administrative costs are those miscellaneous costs not charged directly to construction projects or maintenance activities. When the cost for a work type shown below is significant and can be tied to a construction project, it should be included as part of that project's costs, rather than shown as overhead. Depending on the county's cost accounting setup some maintenance activities listed below will be charged directly to a specific maintenance activity and will not be overhead. For example in the category-Snow & Ice Control, these activities could be charged directly to a work activity such as snow and ice control and rolled up to road maintenance, or charged to overhead and administration. The decision on how to handle miscellaneous activities will be based on the level of detail collected and reported in the cost accounting system, as well as the significance of the expense related to the cost of tracking small items.

### **Examples of Overhead and Administration**

**Safety & Training:** Training meetings, orientations, schools or seminars. Safety clothing such as gloves, boots, safety glasses, rainwear, hard-hats and protective clothing.

**Administration, Supervision & Leave:** Wages for secretaries, clerical staff and certain supervisors. Temporary clerical services, data processing, legal counsel, purchasing, bid preparation. Administrative and supervisory vehicle use and personal vehicle reimbursement. All employee leave types such as vacation, sick, holiday, funeral, civil, and military leave. Call back pay and standby pay if not associated with a project or activity.

**Human Resources:** Employee meetings, retirement or farewell parties, conferences, interviews and job evaluations, approving time cards, leave slips and equipment tickets, timecard pickup, uniform pickup, drug testing, resolving employee problems, reviewing rules and regulations.

**Office Expense:** Desks, cabinets, calculators, computers, software, office equipment, maintenance contracts, office supplies, books, publications, postage, general supplies, dues, advertisements, and insurance.

**Facility maintenance:** Building maintenance, utilities, trash, sanitary facilities, internet access, satellite weather service and delivery service. Yard maintenance, such as cleanup, litter patrol, organizing equipment and supplies, disposal of scrap iron, inventory of equipment and supplies, lockup and opening of yard and shop. General maintenance and cleaning of hand tools and equipment.

Miscellaneous Road Activities: Inspection of roads and bridges; checking complaints, sign inspection, traffic counts; surveying, hauling oil for inventory, mail box repair, dead animal removal, trash pickup, spill cleanup, accidents, fabrication of supplies and equipment. Small tool and equipment purchases.

Snow & Ice Control: Hauling, mixing, and stockpiling salt sand, checking weather, dispatching, putting on salt sand spreaders or snow plows, snow and ice inspection.

Fleet Maintenance: Some fleet maintenance costs could be overhead and administration. Generally agencies charge projects and maintenance activities based on hourly rates for equipment. In that case only costs not charged out would be included in Overhead and Administration.

**State of Kansas**

**COVER SHEET  
FOR COUNTY ENGINEER'S / ROAD SUPERVISOR'S  
ANNUAL REPORT  
2015**

DOUGLAS \_\_\_\_\_ County

This is a: *[Check one]*

|                        |                                  |
|------------------------|----------------------------------|
| County-Unit System     | <input type="radio"/>            |
| County-Township System | <input checked="" type="radio"/> |
| County-Rural System    | <input type="radio"/>            |

Submitted by KEITH BROWNING, P.E. County Engineer / Road Supervisor

Authorization

Volume 5, Section 68-540 and 68-541 of the Kansas Statutes Annotated reads as follows:

68-540. Reports by county engineers or road supervisors. It shall be the duty of the County Engineer or Road Supervisor to make a written report to the Board of County Commissioners of the work accomplished and funds expended upon all the roads and bridges for the current year, which shall close on the thirty-first day of December of each year. This report shall show which roads of the county and township system have been completed or partially completed, and credit to such roads shall be shown by him upon the county road plan not later than April 15, and a copy of the said report shall be immediately forwarded to the State Transportation Engineer upon standard forms.

68-541. Forms for accounts and reports. All forms and blanks necessary to secure uniformity of records and reports in the system herein provided shall be prescribed by the Secretary of Transportation.

(Revised 11/07)

## County Engineer's / Road Supervisor's Annual Report

County DOUGLASYear 2015

### General Information

- 1) Type of Road System (CU, CT, or CR) \_\_\_\_\_ CT
- 2) (a) Annual Road and Bridge Operating Budget \$ 5,419,682.00  
(Total of Road and Bridge, Special Bridge, and Special Road and Bridge Funds)
- (b) Extra bonds, revolving funds or federal funds exchange expended \$ 0.00
- 3) Number of Road and Bridge Employees \_\_\_\_\_ 55  
(People on the payroll that work for road and bridge-includes shop and office)

- 4) Miles of County Maintained Roads (miles in your road system)

| Concrete | Asphalt | Gravel/Rock | Earth | Total |
|----------|---------|-------------|-------|-------|
| 1        | 190     | 34          | 0     | 226   |

- 5) Major Maintenance Work

| Chip Seals Miles | Overlays Miles | Recycle Miles | *Gravel Replacement Miles |
|------------------|----------------|---------------|---------------------------|
| 10               | 10             | 0             | 0                         |

\*Miles in excess of 400 tons/miles

- 6) Construction (Major construction)

- a. Paved: Miles of gravel upgraded to blacktop and major upgrades of paved roads including shoulders added to blacktop.
- b. Gravel: Miles of complete regrading including ditches or dirt roads graveled.
- c. Bridges: Number of bridges replaced.
- d. Culverts: Number of culverts larger than 25 s.f. of opening (66" pipe minimum)

| Paved Road Miles | Gravel Road Miles | Bridges Replaced | Culverts Replaced |
|------------------|-------------------|------------------|-------------------|
| 11               |                   | 1                | 4                 |
| \$ 2,108,360.9   | \$ 0.00           | \$ 646,500.64    | \$ 671,299.79     |

**Annual County Maintenance Costs**

|                                                             |                               |
|-------------------------------------------------------------|-------------------------------|
| 7) Asphalt / Concrete Road Maintenance                      | \$ <u>3,698,454.21</u>        |
| 8) Gravel / Earth Road Maintenance                          | \$ <u>359,706.21</u>          |
| 9) Bridge Maintenance                                       | \$ <u>649,693.42</u>          |
| <b>10) Total Maintenance Costs</b> (total of lines 7,8 & 9) | <b>\$ <u>4,707,853.84</u></b> |

**Annual County Construction Costs**

(Cost are carried forward automatically from line 6)

|                                                                 |                               |
|-----------------------------------------------------------------|-------------------------------|
| 11) Road Construction                                           | \$ <u>2,108,360.99</u>        |
| 12) Bridge Construction/Rehabilitated                           | \$ <u>646,500.64</u>          |
| 13) Culvert Construction (larger than 25 s.f. opening)          | \$ <u>671,299.79</u>          |
| <b>14) Total Construction Costs</b> (Total of lines 11,12 & 13) | <b>\$ <u>3,426,161.42</u></b> |

**Total Annual County Costs**

|                                                           |                                |
|-----------------------------------------------------------|--------------------------------|
| 15) Total Maintenance Costs (from line 10)                | \$ <u>4,707,853.84</u>         |
| 16) Total Construction Costs (from line 14)               | \$ <u>3,426,161.42</u>         |
| 17) Overhead and Administration (if not included above)   | \$ <u>2,382,719.70</u>         |
| <b>18) Total County Costs</b> (Total of lines 15,16 & 17) | <b>\$ <u>10,516,734.96</u></b> |

**Annual Township Maintenance and Construction Costs**

(For County-Township Road System Only)

Total Townships in County 9 TotalTownship Reports 919) Total Miles of Township Maintained Roads 579 mi.

|                |                |
|----------------|----------------|
|                | <u>0</u> mi.   |
| Concrete Roads | <u>72</u> mi.  |
| Asphalt Roads  | <u>485</u> mi. |
| Gravel Roads   | <u>22</u> mi.  |
| Earth Roads    |                |

20) Cost for Township Road Maintenance \$ 4,584,819.1821) Cost for Township Road Construction \$ 0.00Miles of Township Road Construction 0 mi.**22) Total Township Costs** (Total of lines 20&21) \$ 4,584,819.18

## TOWNSHIP DATA

County DOUGLAS

**Year**                      **2015**

| Township    | Miles |         |        |       |       | Budget       |        |              | Const.<br>Miles |
|-------------|-------|---------|--------|-------|-------|--------------|--------|--------------|-----------------|
|             | Conc. | Asphalt | Gravel | Earth | Total | Maint.       | Const. | Total        |                 |
| CLINTON     |       |         | 26     |       | 26    | 212,956.68   |        | 212,956.68   |                 |
| EUDORA      |       |         | 67     | 1     | 68    | 206,100.00   |        | 206,100.00   |                 |
| GRANT       |       | 3       | 25     | 1     | 29    | 260,166.40   |        | 260,166.40   |                 |
| KANWAKA     |       |         | 45     | 1     | 47    | 540,687.25   |        | 540,687.25   |                 |
| LECOMPTON   |       |         | 47     | 1     | 48    | 254,000.00   |        | 254,000.00   |                 |
| MARION      |       |         | 79     | 8     | 87    | 231,754.71   |        | 231,754.71   |                 |
| PALMYRA     |       | 2       | 124    | 4     | 130   | 453,100.00   |        | 453,100.00   |                 |
| WAKARUSA    |       | 67      |        | 4     | 71    | 2,016,400.00 |        | 2,016,400.00 |                 |
| WILLOW SPGS |       | 0       | 72     | 2     | 74    | 409,654.14   |        | 409,654.14   |                 |
|             |       |         |        |       | 0     |              |        | 0.00         |                 |
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| Totals      | 0     | 72      | 485    | 22    | 579   | 4,584,819.11 | 0.00   | 4,584,819.11 | 0               |

## TOWNSHIP DATA

County DOUGLAS

Year 2015

| Township | Miles |         |        |       |       | Budget |        |       | Const.<br>Miles |
|----------|-------|---------|--------|-------|-------|--------|--------|-------|-----------------|
|          | Conc. | Asphalt | Gravel | Earth | Total | Maint. | Const. | Total |                 |
|          |       |         |        |       | 0     |        |        | 0.00  |                 |
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| Totals   | 0     | 0       | 0      | 0     | 0     | 0.00   | 0.00   | 0.00  | 0               |

Submit

Robert W. Fairchild, Chief Judge

Sally D. Pokorny, Judge

Kay Huff, Judge

Michael J. Malone, Judge

Paula B. Martin, Judge

Peggy C. Kittel, Judge

Jim McCabria, Judge

James T. George, Pro Tem Judge

**DOUGLAS COUNTY DISTRICT COURT**  
Seventh Judicial District  
Judicial Center, 111 E. 11<sup>th</sup> St.  
Lawrence, Kansas 66044-2966



Linda Koester-Vogelsang  
Court Administrator, 785-832-5264

Douglas A. Hamilton  
Clerk of the District Court, 785-832-5333

Michelle Roberts  
Chief Court Services Officer, 785-832-5218

Deborah Ferguson  
Community Corrections Director, 785-832-5220

Katy Nitcher  
Court Trustee, 785-832-5315

Heather Krase-Minnick  
Citizen Review Board Director, 785-832-5219

TO: County Commission  
FROM: Deborah L. Wright, Director *DW*  
SUBJECT: FY2016 Behavioral Health Grant  
DATE: April 18, 2016

Attached you will find the FY2016 Behavioral Health Grant and budget for your review. Signatory Approval is required.

To support the Justice Reinvestment Initiative (HB2170), \$3 million is being made available to Community Corrections agencies for FY2017. The purpose of the funds is to enhance and/or develop behavioral health programs and interventions in the community and reduce revocations as a result. Douglas County Community Corrections is requesting \$88,674 to sustain the current Program Provider position and hire a part-time Program Provider.

The main responsibilities of the current Program Provider is to facilitative cognitive skills classes, to include Thinking for a Change (T4C) and a Substance Abuse Program (SAP). Douglas County Community Corrections has implemented T4C and is working on implementing SAP. The Program Provider is also responsible for facilitating job readiness classes, financial classes, other cognitive based classes, and assisting with the mentoring program.

The State success rate for Kansas Community Corrections agencies is 75%. Douglas County Community Corrections ended FY2015 with a 75.9% success rate. As of February 29, 2016, 2015 the success rate was 77.3%. DCCC believes that implementing internal programs will enhance offender success, and the success of the agency.

Thank You!

**SIGNATORY APPROVAL**  
**Community Corrections**  
**Behavioral Health Budget Summary and Budget Narrative**

Douglas County Community Corrections  
(Name of Community Corrections Agency)

**DIRECTOR**

I hereby certify by my signature that I have developed my agency's Behavioral Health Budget Summary and Budget Narrative attached hereto, that it equals the amount of my FY2017 Grant Award and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas statutes, regulations, and community corrections field services standards.

Deborah L. Wright

Name (Typed or Printed)

  
Signature

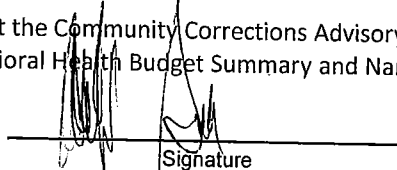
4/12/16  
Date

**ADVISORY BOARD CHAIRPERSON**

I hereby certify by my signature below that the Community Corrections Advisory Board has approved the attached FY2017 Behavioral Health Budget Summary and Narrative

Milton Scott

Name (Typed or Printed)

  
Signature

4-12-16  
Date

**COUNTY COMMISSION CHAIRPERSON (Sponsoring County)**

I hereby certify by my signature below that the Board of County Commissioners has approved the attached FY2017 Behavioral Health Budget Summary and Narrative

James E. Flory

Name of Chairperson (Typed or Printed)

Douglas

County

Signature

Date

Robert W. Fairchild, Chief Judge

Sally D. Pokorny, Judge

Kay Huff, Judge

James R. McCabria, Judge

Paula B. Martin, Judge

Peggy C. Kittel, Judge

James T. George, Pro Tem Judge

**DOUGLAS COUNTY DISTRICT COURT**  
Seventh Judicial District  
Judicial Center, 111 E. 11<sup>th</sup> St., Unit #3  
Lawrence, Kansas 66044-2966



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Community Corrections Director, 785-832-5220

Katy Nitcher  
Court Trustee, 785-832-5315

Heather Krase-Minnick  
Citizen Review Board Director, 785-832-5219

TO: Kansas Department of Corrections  
FROM: Deborah L. Wright, Director *DW*  
SUBJECT: FY2017 Behavioral Health Programming Grant  
DATE: April 4, 2016

---

**REQUESTED FUNDING: \$88,674**

**Request funding to sustain current position:** Program Provider (full-time)

**Primary Responsibilities:** facilitate Thinking for Change, Pre-Treatment/Orientation, and the Substance Abuse Program

**Other Responsibilities:** develop, implement, and facilitate other cognitive based programs

**Location:** Douglas County Community Corrections

**Request funding to hire a part-time Program Provider:** responsible for assisting the full-time Program Provider; co-facilitate Thinking for Change, Pre-Treatment/Orientation, and the Substance Abuse Program

---

Douglas County Community Corrections (DCCC) is committed to achieving agency success through Organizational Development, Evidence-Based Practices, and Collaboration. DCCC is also dedicated to increasing public safety while maintaining at least a 75% and above offender success rate. When implementing evidence-based practices, cognitive behavioral types of programming and treatment are an integral part of an offender's supervision. The Program Provider's primary responsibility is to provide offenders with cognitive based programming. The Program Provider and ISOs must have an understanding of antisocial thinking, social learning, and appropriate communication techniques to successfully deliver this type of treatment to offenders. Practicing and role-playing are crucial tools for offender success, and pro-social attitudes and behaviors are positively reinforced by staff. With an increase in supervision of high risk offenders, the availability of internal cognitive based interventions has allowed for ISOs to

be able to provide effective case management. The Program Provider, ISO, and offender work as a team to ensure the best possible outcome for the offender's success.

During FY2017, DCCC will be enhancing the internal cognitive skills programs. Therefore, DCCC is applying for a portion of the Behavioral Health Grant funding to sustain the current Program Provider, and hire a part-time Program Provider. With two Program Providers, DCCC would be able to offer more cognitive based classes and provide assistance to more offenders. During FY2016, the Thinking for Change (T4C) program has been successful. Class sizes have increased and several graduations have been held. The Program Provider is certified to facilitate the substance abuse classes, and the cognitive based Substance Abuse Program (SAP) has been developed. It is recommended and best practice to have a co-facilitator for T4C and SAP. With the rise in caseloads ISOs do not have time to co-facilitate classes each week. At the beginning of FY2016, DCCC's Average Daily Population (ADP) was 185.7. By February 30, 2016, DCCC's ADP was 207.8. DCCC would like to offer more cognitive based classes, but with one facilitator this will become difficult due to the time constraints involved with preparing for and facilitating classes. Being able to offer a minimum of two different group sessions at the same time would benefit those offenders that are assigned to Community Corrections for a shorter period of time (e.g. 12 months). Typically, if all other conditions of probation are satisfied the Court does not extend an offender's probation to allow for the offender to complete T4C, unless it is part of the offender's Order of Assignment.

With the implementation of the internal cognitive programs DCCC has been able to meet the 75% success rate. As of February 29, 2016 the agency's success rate was 77.3%. Although this is only a partial fiscal year, DCCC's success rate for FY2015 was 75.9%. The Program Provider and the ISOs work diligently to utilize evidence-based practices when providing offender case management. DCCC partners with the Douglas County Sheriff's Office Reentry Department and we would like to be able to offer cognitive based classes to DCCC offenders who are in custody. This has been difficult due to many of the offenders that are serving a lengthy period of jail time are being farmed out to other jails because of the overcrowding. However, we continue to collaborate with the Reentry Department monthly on ways to close this gap.

In December 2015, the Program Provider attended the Pre-Treatment/Orientation training offered by the University of Cincinnati. The training involved identifying challenges that different community corrections agencies face when establishing and maintaining cognitive behavioral sessions. Offenders who complete the Pre-Treatment/Orientation classes prior to completing SAP are more motivated and engaged in completing cognitive behavioral programs. SAP has been difficult to implement due to the lengthiness of the program, and because many offenders are receiving extensive outpatient alcohol/drug treatment services from outside providers. However, after reviewing caseloads we anticipate having an adequate number of offenders to begin a class by May 2016.

The Program Provider's main responsibilities are to facilitate T4C, the Pre-Treatment/Orientation class, and SAP. However, DCCC has other internal programs that the Program Provider helps facilitate. The Program Provider assists with the mentoring program, another cognitive based program. DCCC has three female mentors, and the Program Provider is actively seeking male mentors for the program. The Program Provider is certified as an Offender Workforce Development Specialist (OWDS). Although this is not a cognitive based program, the Program Provider has been able to assist the offenders with their cognitive thinking centered-around obtaining and maintaining employment. There is a direct correlation between offenders

who are employed and reducing the risk of recidivism. Offenders who obtain and maintain quality employment have a greater chance at success than those who are unemployed. Providing offenders with the use of cognitive skills through the employment process is vital to offender success. DCCC offers employment classes and guest speakers are invited to assist offenders with employment and educational opportunities. The Program Provider is also available to offer individual assistance to offenders.

With the enhancement of internal programming, DCCC anticipates an increase in the agency's success rate. DCCC also anticipates an improvement in offenders' LSI-R scores, primarily the Attitudes/Orientation domains and Leisure/Recreation. Addressing these domains will allow for greater offender success. Being awarded funding to sustain the current Program Provider position and hire a part-time Program Provider will only contribute to the success of the offenders. DCCC will explore other cognitive based programs, as well as continue to offer T4C, Pre-treatment/Orientation, SAP, the Mentoring Program, and employment assistance. Although it is difficult to predict outcomes, during FY2017 DCCC will strive to reduce the number of offender revocations by five offenders, and during FY2018 reduce the number of offender revocations by five offenders.

The goals of the Program Provider include, but are not limited to the following:

- Assist the agency with increasing successful terminations, and decreasing revocations.
- Assist the offenders with positive thinking patterns.
- Support the offenders in identifying patterns and reasons for alcohol/drug abuse.
- Assist offenders with building skills/strategies to become law abiding citizens without alcohol/drug abuse.
- Assist offenders with employment and educational opportunities.

Responsibilities of the Program Provider are as follows:

- Maintain the class referral logs for all referred offenders.
- Evaluate/screen offenders for appropriate placement either within the agency or making a referral to other provider(s).
- Facilitate outpatient drug and alcohol groups along with individual counseling.
- Help offenders identify behaviors and problems that are related to their addiction, and assist the offenders with developing coping mechanisms.
- Collaborate with outside providers to provide the best treatment possible for the offenders.
- Collaborate with ISOs regarding the needs of the offender, and review LSI-R scores along with Case Plans.
- Assist the offenders in implementing necessary strategies to reduce their likelihood of using illegal substances and/or alcohol.
- Recognize and assist offenders with referrals to substance abuse providers within the community.
- Monitor and communicate the offender's progression or regression with the offender's ISO.
- Conduct offender community visits.
- Collect data.

- Assist offender with skill building activities to assist with cognitive, social, emotional, and coping skills development.
- Other duties as directed.

Should DCCC be awarded a portion of the Justice Reinvestment Initiative funding to sustain our current Program Provider and employ a part-time provider, we believe that offering cognitive based programming will allow the offenders a greater opportunity for success.

Robert W. Fairchild, Chief Judge

Sally D. Pokorny, Judge

Kay Huff, Judge

Michael J. Malone, Judge

Paula B. Martin, Judge

Peggy C. Kittel, Judge

Jim McCabria, Judge

James T. George, Pro Tem Judge

**DOUGLAS COUNTY DISTRICT COURT**  
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Community Corrections Director, 785-832-5220

Katy Nitcher  
Court Trustee, 785-832-5315

Heather Krase-Minnick  
Citizen Review Board Director, 785-832-5219

TO: County Commission  
FROM: Deborah L. Wright, Director *DW*  
SUBJECT: FY2016 Comprehensive Plan/Budget  
DATE: April 18, 2016

Attached you will find the FY2017 Comprehensive Plan/Budget for your review. Signatory Approval is required.

Kansas Department of Corrections (KDOC) provided a planning allocation amount to assist with preparation of the agency's budget. Douglas County Community Corrections planning allocation for FY2017 is \$435,604.65. The planning allocation is based upon the Governor's budget request to the Kansas Legislature. The final allocation cannot be determined until the close of the 2017 legislative session. If adjustments to the planning amount become necessary, agencies will be notified of the final allocation amount and submission of a revised budget will be required.

The planning allocation amount for Douglas County Community Corrections will not fund all positions and therefore, an ISO position was eliminated, and an ISO position reduced to part-time.

Highlights during FY2017 are the following:

- Continue to maintain a 75% and above success rate.
- Seek male mentors for the mentoring program.
- Implement a Substance Abuse Program (SAP).
- Continue to offer cognitive skills classes at DCCC.
- Enhance the Quality Assurance program with the assistance of KDOC.

Thank You!

**2017 Community Corrections Comprehensive Plan Signatory Approval Forms**

**Agency Name:** Douglas County Community Corrections

**Agency Director:** Deborah L. Wright

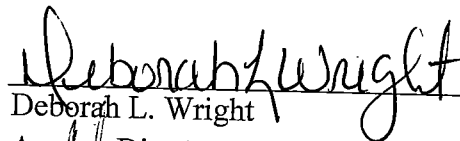
My signature certifies that I did assist in the development, completion and review of the agency's Comprehensive Plan, Budget Summary and Budget Narrative attached hereto. I further certify that:

1. The plan, including budget documents and other attachments, complies with the written directions sent to me by the Kansas Department of Corrections (KDOC).
2. The plan, including budget documents and other attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Standards and KDOC Financial Rules and Guidelines
3. The agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on Community Corrections Supervision.
4. The agency will provide complete and accurate data to the KDOC regarding agency operations and outcomes.

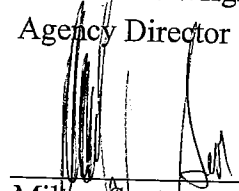
Furthermore, my signature certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2016 through June 30, 2017 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Utilize grant funds for the development, implementation, operation and improvement of community correctional services pursuant to K.S.A. 75-5291 through 75-52,113 and amendments thereto, as submitted in the attached comprehensive plan funding application.
2. Assume the authority and responsibility of funds received through KDOC and ensure compliance with all applicable Federal and State laws, Regulations and KDOC Financial Rules, Guidelines and Reporting Instructions. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
3. Acknowledge that the use of state grants funds is prohibited for out-of-state travel and training. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
4. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
5. Comply with KDOC Community Corrections standards, policies and procedures.

6. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as employees or agents of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees or agents in work authorized by the comprehensive plan.
9. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Community and Field Services for final review and resolution.
10. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

  
Deborah L. Wright  
Agency Director

4/17/16  
Date

  
Milton Scott  
Advisory/Governing Board Chairperson

4-12-16  
Date

Address: 1600 Haskell Avenue, Lawrence, Kansas 66044

Phone: (785) 830-2249

Fax: (785) 842-9596

Email: [mscott@ldcha.org](mailto:mscott@ldcha.org)

James E. Flory  
Board of County Commissioners Chairperson

Date

Address: 1100 Massachusetts, Lawrence, Kansas 66044

Phone: (785) 832-5268

Fax: (785) 832-5148

Email: [jflory@douglas-county.com](mailto:jflory@douglas-county.com)

Douglas County Community Corrections  
Name of Corrections Agency

I hereby certify by my signature that I have developed my agency's Revised FY 2017 Budget Summary and Budget Narrative attached hereto, that it equals the amount of my FY 2017 Grant Award and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas statutes, regulations, and Kansas Department of Corrections' standards.

Name (Typed or Printed)

Signature

4/12/16  
Date

I hereby certify by my signature below that the Corrections Advisory Board has approved the attached Revised FY 2017 Budget Summary and Narrative

Name (Typed or Printed)

Signature

4-12-16  
Date

I hereby certify by my signature below that the Board of County Commissioners has approved the attached Revised FY 2017 Budget Summary and Narrative

County

Name of Chairperson (Typed or Printed)

Signature

Date \_\_\_\_\_

## **DOUGLAS COUNTY COMMUNITY CORRECTIONS FY2017 COMPREHENSIVE PLAN**

### **PART ONE: NARRATIVE**

Douglas County Community Corrections (DCCC) is committed to enhancing public safety through Organizational Development, Evidence Based Practices and Collaboration. In addition, DCCC provides offenders with intensive supervision, incorporating internal resources, as well as community resources, and evidence-based practices that enhance public safety and reduce offender recidivism. With the increase in the number of high risk offenders being supervised, SB123 offenders, and the DUI population, staff continue to utilize evidence-based practices to assist with lowering revocation rates and increasing successful terminations. DCCC ended FY2015 with a 75.9% offender success. Several areas contributed to DCCC's success during FY2015. Intensive Supervision Probation Officers (ISO) and the Program Provider have an understanding of the Level of Service Inventory Revised (LSI-R) domains and placed emphasis on those domains where the offender scored moderate to high risk to assist with Case Planning. Offenders participated in Thinking for Change (T4C); internal sanctions were utilized, and offenders were provided incentives. All ISO requests for offender revocations require case staffing and supervisory approval. Many offenders that were revoked had new felony or misdemeanor convictions along with plea negotiations, and others were revoked due to the safety of the offender/community. Lastly, there were those offenders where all internal sanctions were exhausted. We are continuing to see success in FY2016 and as of March, 2016 DCCC's offender success rate was 77.1%. The offenders DCCC will continue to target for risk reduction during FY2017 are offenders who receive a condition violation(s) and/or who score moderate to high risk on the LSI-R. We have discovered that many of the offenders DCCC supervises suffer from a mental health diagnosis, alcohol and/or drug issues, lack pro-social influences, unemployment, and are unable to maintain stability. The areas mentioned can affect the leisure and recreation domain, and the attitudes and orientation domain.

Community providers play a collaborative role in the current success of offenders assigned to the Community Corrections program. Community providers include, but are not limited to: the Workforce Center, Volunteer Centers for Community Service, Bert Nash Mental Health Center, Professional Treatment Services, Cottonwood, Salvation Army, Lawrence Douglas County Housing Authority, Department of Children and Family Services (DCF), Professional Treatment Services (PTS), and DCCCA. DCCC collaborates with the Douglas County Sheriff's Office Re-entry Department regarding mutual offenders. DCCC and the Reentry Department meet monthly to discuss Community Corrections offenders who are incarcerated and have pending new charges and/or probation violation hearings. The information shared is helpful in developing a plan for the offender's reintegration into the community. DCCC will continue to seek new community providers to be assistance to the offenders supervised.

DCCC employs a full-time Program Provider. She has implemented cognitive skills classes using the T4C curriculum. She is certified to facilitate the Substance Abuse Program (SAP) and the Pre-treatment/Orientation program. She is working on developing both internal programs for offenders. DCCC is working with the Lawrence, Kansas State Parole Office to allow for parole offenders to be able to participate in the T4C and Substance Abuse (SAP) classes held at Community Corrections. DCCC have been in

discussions with the Douglas County Sheriff's Office Re-entry Department regarding offering T4C classes for mutual offenders. This has become difficult due to jail overcrowding. Those offenders that are serving several months in jail, and would qualify to participate in T4C are those offenders that are being farmed out. Internal resources are available to offenders, to include job readiness classes, family transition classes, and financial classes. Guest speakers have also been available to offenders to provide information regarding employment and educational opportunities. We have re-implemented the agency's mentoring program, Mentoring for Success, and have three female mentors available. We will continue to seek male mentors.

It is important that DCCC receive adequate funding to maintain staff during FY2017. Without well-trained staff, it will be difficult to continue with the internal offender programs already implemented and introduce new programs or resources. During FY2017, DCCC will continue to offer cognitive skills classes as previously mentioned. In regards to SAP classes, what we have discovered is that many offenders are already participating in cognitive based alcohol and drug treatment with either Professional Treatment Services or DCCCA. We also have offenders that are employed and unable to attend the classes. However, we will continue to review caseloads for those offenders who are not participating in treatment, and who qualify for SAP. We will continue with the agency's incentive program, providing those offenders doing well a chance to receive gift cards, bus passes, groceries, etc. Intensive Supervision Officers (ISOs) will be addressing offenders thinking patterns, identify stronger goals in offender Case Plans, and holding the offenders accountable. Any of the agency's internal and community resources will be incorporated in the offender's Case Plan. We will continue to monitor the number of offender referrals received, especially the high risk, SB123, DUI, and border box offenders and make adjustments as needed, ensuring offenders are receiving proper interventions and treatment dosages. Continued emphasis on staff training and development will be integral. DCCC will continue to request that the Kansas Department of Corrections (KDOC) provide refresher training to staff to include, but not limited to: Effective Practices in Correctional Settings (EPICS) and Case Plan training throughout FY2017. DCCC will review the agency's success rate for offenders leaving the program, and making any adjustments necessary should we see our success rate fall below 75%.

DCCC will continue to target appropriate treatment interventions and programs to match the offender's individualized needs, taking into account dosage and responsivity. ISOs will be responsible for ensuring offender information is entered into the KDOC database (TOADS) in a timely manner and according to standards. Supervisors will review monthly TOADS reports to ensure offender information is being accurately entered and address any areas needing improvement. We will continue to work toward improving our quality assurance piece that allows supervisors to not only review documentation and observe ISO/offender contacts but provide written/verbal feedback. We will work with KDOC regarding fidelity and quality assurance, both with offender case management and cognitive skills classes. Quality assurance reviews will allow us to determine areas we are doing well in and any deficits that need to be addressed to ensure success of the offenders and the agency as a whole. DCCC will seek male mentors for the mentoring program. DCCC's Average Daily Population (ADP) is increasing rapidly. In order to maintain staff, build on internal programming, and implement Quality Assurance, it is imperative that DCCC receives adequate funding to not only maintain staff, but hire an additional ISO.

## **SIGNIFICANT CHANGES**

During FY2016, DCCC encountered personnel changes. Since February, 2016 DCCC has stabilized, with the hiring of an ISO and Administrative Secretary. Five full-time Intensive Supervision Officers (ISOs) carry a caseload. The Director and ISO II carry a partial caseload. Due to staff turnover, the Director and ISO II were not able to focus on quality assurance and fidelity as planned in FY2016. The focus was on hiring, training, and developing new staff. However, we plan to implement quality assurance in FY2017. Lastly, DCCC anticipates the retiring of a long-standing ISO in June 2016.

Douglas County District Court requires an affidavit be submitted to the Court, and the offender must proceed through the revocation process before ISOs can recommend jail or prison sanctions. It is difficult to provide swift and quick sanctions.

DCCC is seeing an increase in the DUI offender population. During FY2015 a total of 40 DUI offenders were referred to DCCC. Since the beginning of FY2016, there have been 35 DUI offenders referred to the program. It is expected that the number of DUI offenders will meet and exceed the FY2015 total in the remaining three months of FY2016.

## **STRATEGIES FOR DETERMINING SUCCESS**

During FY2015, there were significant differences between the successful probation population and the population of probationers revoked for condition violations and/or new charges. In reviewing the FY2015 statistical data provided by KDOC, DCCC closed 112 offender files, and 85 (75.9%) offenders received successful terminations and 27 (24.1%) offenders were revoked. In regard to the 27 offenders revoked, 18 (66%) were revoked as conditional violators, six (22%) were revoked for new felony convictions, and three (11%) were revoked for misdemeanor convictions. Based on LSI-R data, out of the 27 offenders revoked, ten (37%) were on Level I and nine (33%) were on Level II. DCCC will continue to address the following LSI-R domains for high risk offenders during FY2017: attitudes/orientation; companions; leisure/recreation; and, education/employment. Case Plan raining will be integral and supervisors will review LSI-R documentation and LSI-R scores to ensure accuracy. Feedback will be provided. DCCC will continue to offer internal cognitive based programming. All recommended offender revocations will require supervisory approval.

## **INTEGRATED MODEL**

The next section will describe how DCCC incorporates the Integrated Model based on the eight principles.

## **ORGANIZATIONAL DEVELOPMENT**

- Describe the recruiting and hiring process of staff within your agency.
  - The Douglas County District Court Administrator provides approval for hiring within Douglas County Community Corrections. Once approval has been given, the Director creates the position announcement and the posting is made available to Douglas County District Court, KDOC, surrounding colleges, and placed on the Douglas County, Kansas website. Resumes and references are reviewed by the Director and ISO II as they are received. Since DCCC is supervised by Douglas County District Court we are required to complete the Applicant Record as provided by the Office of Judicial Administration (OJA). The Applicant

Record consists of the applicant's name, date applied, compliance with the qualifications as posted on the position announcement, if they were or were not selected for the position, and why or why not. Once the closing deadline for submission has passed, qualified applicants are contacted for an interview by the Administrative Secretary or the Director. The interview panel normally consists of the Director and ISO II, but others have participated in the interview process, e.g. KDOC Program Consultant, Chief Court Services Officer, etc. Interview questions are developed and reviewed prior to the interviews. All applicants are asked the same interview questions during the interview process. A writing assignment may be requested upon the completion of the interview. Following the interview the panel discusses the applicant's strengths, any concerns, and if the applicant is a strong possibility for hire. Once all interviews have been completed, the interview panel discusses the applicants and makes a mutual decision. Should there be a need for second interviews, the applicants are contacted. The Director advises the Douglas County District Court Administrator of the selected applicant and references are contacted. After verifying references, the applicant is notified and offered the position. If the applicant accepts the offer, a start date is discussed and a congratulations letter is mailed to the applicant. If the applicant's references are questionable or the applicant does not accept the position, the other top applicants are considered and the Douglas County District Court Administrator is notified. Upon hire, the employee meets with the District Court Administrator to sign new hire paperwork, and a criminal background check is completed. If the background check is questionable it is reviewed with the District Court Administrator and guidance is provided.

- Describe how staff conducts day to day activities.
  - DCCC office hours are 8AM – 5:30PM, Monday – Thursday, and 8AM – 5PM on Fridays. Staff varies their work hours to meet court and work obligations. DCCC ensures male/female and supervisory coverage at all times. With supervisory approval, staff may work outside their normal schedule, including weekends. This does not happen frequently, but does occur. This also gives staff an opportunity to get caught up on administrative work without the busyness of the office, and without seeing offenders. ISOs meet with offenders on a daily basis, and based on their schedules. In addition, ISOs are responsible for attending their Court hearings, as scheduled by each Court Division. ISOs complete scheduled and unscheduled offender field visits. Policy requires ISOs and the Program Provider to go out in pairs. Caseload sizes, along with DCCC's ADP (Average Daily Population) are increasing at a rapid rate. We do not have specialized caseloads nor do we engage in specialized taskforces. The Program Provider is responsible for facilitating T4C classes, SAP, Pre-treatment/Orientation, and employment classes. The Program Provider also assists with the mentoring program, and meets with offenders one-on-one. Travel is limited, unless staff are attending outside training or doing field work. Each day brings its own challenges when working with offenders, and for the Court as a whole. We not only meet the offender's needs, but also are responsible for meeting the needs of the Court, such as completing urinalysis testing in child custody cases. All ISOs and the Program Provider utilize their personal calendars to document offender appointments, court hearings, staff meetings, trainings, field work etc. ISOs review their calendars on a daily basis. The Director and ISO II also have access to staff calendars should

there be a need for coverage (i.e. illnesses). Staff do a great job in rearranging schedules to meet the needs of the office and the Court.

- Describe in detail the process of how staff are given and receive performance feedback?
  - Staff are provided performance feedback in completed progress reports and performance evaluations. When progress reports and performance evaluations are due, the Director and ISO II discuss the employee's performance. Following the discussion, the Director and/or ISO II will have a meeting with the employee. During the performance meeting, the employee is encouraged to dialogue about their perceptions of their work product. Feedback from staff is encouraged at all times, not just when their progress report or evaluation is due. In addition, verbal feedback from the Director and ISO II is provided on a day-to-day basis, especially during case staffing. Staff are encouraged to think through situations, and assistance from the Director and ISO II is always available. Monthly reports provide the Director and ISO II information as to what areas staff may need assistance and areas they are exceeding expectations. Monthly reports are retrieved from the KDOC TOADS data base, and include the ISO caseload report, offender alpha roster, and the offender employment report. The Director and ISO retrieve reports from Full Court, which is the Court database, and these reports consist of Douglas County District Court Community Corrections offenders only and the offender's addresses.
- Describe what policies are in place for hiring staff and what policies are in place for training staff?
  - In regard to hiring staff, DCCC is governed by the Kansas Court Personnel Rules (KCPR). DCCC has multiple policies and procedures in place for hiring staff and training staff as required by KDOC standards. Policy 1.301 details the Personnel Policy Manual; Policy 1.304 details the criminal background check; and Policy 1.401 – 1.403 details staff development, staff orientation, and required training. All new hires go through an agency orientation process. The new hire is providing a copy of the orientation and training manual. The education, experience, expertise, and learning habits of the new hires determine the length of the orientation process. DCCC has an orientation packet that is followed. The orientation packet includes a listing of what needs to be covered during the employee's orientation. The employee meets with the Court Administrator, Director, ISO II, Secretary, ISOs, and others that may assist with the new hire training.
- Describe whether or not policies are in place for job descriptions, performance measurements, promotional decisions or a reward system.
  - DCCC is supervised by Douglas County District Court in compliance with the KCPR. Job Descriptions and Essential Job Duties are required for staff. Included in the KCPR are the promotion guidelines and the Judicial Pay Scale. Employees are promoted based on step movements. Policies are in place regarding job descriptions, performance measurements, and promotional decisions. Assignment of duties to a position, whether the duties are primary or occasional, temporary or regular, incidental or essential, is the responsibility of the Director. The classification plan does not unduly limit or interfere with the Director's or ISO

II's responsibility for assigning duties. Each employee has a position description and essential job duties on file which accurately reflects the employee's job duties. Both are reviewed for accuracy during the employee's annual performance evaluation process. If an updated position description and/or essential job duties results from this process, it is submitted to the Douglas County Court Administrator and a copy is provided to the employee. Employees are assigned to either a regular position (requires 1000 or more work-hours per fiscal year) or a temporary position (not to exceed 999 hours per fiscal year). Personnel Policy 1.301 and the KCPR explain this information in great detail. KCPR address the timeline of staff progress reports and performance evaluations. An employee's promotion is based on the length of employment. All employees must have a successful evaluation in order to be eligible for a promotion. The Director or ISO II recommends to the Court Administrator the beginning pay in accordance with KCPR step procedures. The Court Administrator approves all beginning salaries. The Director or ISO II follows the KCPR step procedures in salary determinations. The Court Administrator reviews and approves all salary determinations. The Director or ISO II recommends pay increases in writing on performance evaluation forms provided by the Court Administrator, and in accordance with OJA. The effective date of pay increases for employees will depend on the time they spent on the step requirement. The Court Administrator may approve a retroactive pay increase only if the Director or ISO II verifies that an error resulted in a recommendation for a pay increase not made at the time an employee was eligible. Employee performance evaluations are considered in determining pay increases and decreases, order of layoff, promotions, demotions, suspensions and dismissals, and the granting of longevity bonus payments. The Director or ISO II is responsible for conducting timely performance evaluations for the employees under their authority. After initial hire, promotion or transfer, employees should receive a three-month progress report, a six-month performance evaluation, a nine-month progress report, and a 12-month performance evaluation. An overall performance evaluation rating of "successful" or "beyond expectations" is necessary before an employee receives a step increase. Once an employee has passed their probation period, the employee will receive yearly midterm progress reports and annual performance evaluations. The Director or ISO II meets with the employee to deliver the progress report or performance evaluation. The Director or ISO II request feedback from staff regarding how they believe they are doing, areas of strengths, areas of weaknesses; prior to the progress report or evaluation being reviewed with the employee. Goals are also implemented. The Director and ISO II regularly collaborate regarding employee performance.

- Describe the organizations goals and plan to move forward in improving organizational development.
  - DCCC mission is to achieve success through Organizational Development, Evidence-Based Practices and Collaboration. In addition, DCCC believes that it is important to enhance public safety, reduce offender recidivism and increase successful terminations of offenders through effective case management services. DCCC continues to look for ways to improve and make daily operations more efficient. Douglas County, Kansas is implementing a new personnel computer software system, which will include parts of the new hire orientation. New hires with DCCC will be able to complete necessary paperwork online, which will make the initial process more efficient. However, new hires will still need to

complete other parts of their orientation that pertain directly to DCCC internally. The Director will be looking for ways to improve the efficiency of the office, while continuing to improve overall performance and individual development. DCCC recognizes that in order for change to occur, a process needs to be in place that includes strategic planning, organizational design, leadership development, coaching, diversity and a balanced relationship between employees. Changing the way DCCC does business is not an easy task and continues to be a work in progress. Organizational Development is required to successfully move from traditional supervision to evidence-based practices. The key to success for DCCC continues to be the staff that embodies our agency. It is important for staff to feel included in this process and embrace new ideas for success to occur. DCCC must be capable of delivering all of its services in the most effective and efficient way. In addition, with the changes in personnel it is important that newly hired staff have the same philosophy. During the hiring of new staff, DCCC placed more emphasis on questions that refer to evidence-based practices than in the past. This has been very helpful in new staff orientation. ISOs realize that knowledge, skills, and attitudes play an important role in offender supervision. With budget cuts, DCCC continuously seeks other ways to retain staff and ways to address stress reduction. During FY2017, DCCC plans to sustain programs and build on those programs already in place, such as the cognitive skills programs and the mentoring program.

## **COLLABORATION**

- How does communication flow through all levels of staff?
  - DCCC maintains an open line of communication which benefits all who are involved in the offender's case management. Staff collaborate internally regarding offender supervision. The ISOs and Program Provider collaborate regarding offender employment, cognitive skills classes, and other offender needs. Staff fidelity and integrity play a key role in case management, and contribute to positive office morale. Weekly staff meetings are held to discuss ways to make DCCC more efficient; resources or programs that can be implemented to assist offenders; and offender case staffing. Recommended policy changes are discussed during staff meetings and/or through emails. Staff share ideas with other staff and feedback is provided. In addition, the Program Provider routinely provides resources to ISOs to assist during offender case management. Supervisors are available for individual case staffing. All revocations require case staffing and must be approved by a supervisor. Documentation of the case staffing must be reflected in the offender chronological records. Should questions need to be addressed by the Court, the Court Administrator and Chief Judge may be involved. In addition, all Douglas County District Court Judges are open to communication by staff through email and/or through scheduled meetings. Communication is important due to working together as a team to contribute toward offender success.
- How does agency internal collaboration facilitate collaboration with external centers of expertise?
  - DCCC appreciates the daily opportunity to work with other community providers. DCCC partners with the DCCC Advisory Board, Douglas County Commission,

the Douglas County Sheriff's Office, Douglas County District Court, District Attorney's Office, Lawrence Housing Authority, DCCCA, Bert Nash Mental Health Center, Professional Treatment Services, First Step at Lakeview, Heartland Works, Inc., and Lawrence Workforce Center in order to plan, implement, evaluate, and sustain a local risk reduction initiative. Guest Speakers have been invited to staff meetings to provide information regarding their agency, and answer any questions of staff.

- How is policy changes shared with staff?
  - Policy change may be shared with staff. DCCC is notified of a District Court policy change or KDOC policy change usually in an email format. Follow-up occurs during the weekly staff meeting. Staff are encouraged to provide input and feedback. Staff recommend policy changes during a staff meeting.
- Does staff have the opportunity to participate in policy updates?
  - Staff are allowed to participate in policy updates and encouraged to recommend changes to the Director or ISO II. As per KDOC Standards, policy and procedures are reviewed by staff each fiscal year. During the meeting(s), recommended changes are discussed, and feedback is provided from all staff.
- Does staff understand the entire collaboration process?
  - Staff understands the entire collaboration process. There is daily collaboration both internally and/or externally. Staff realizes collaboration is important for case management. Collaboration allows for greater success of the offender.
- Where do new partnerships need to be forged? Why would this be important?
  - DCCC is always looking to develop new partnerships with community providers. Collaborating and exploring ways to assist offenders is instrumental.

## **EVIDENCE-BASED PRINCIPLES**

### **A) Assessing Actuarial Risk/Need:**

- What quality assurance is in place to ensure that assessments are conducted and scored with fidelity?
  - All ISOs and the Program Provider are formally trained and certified to administer the LSI-R. DCCC has one ISO who is certified to administer the Static-99 for all sex offenders assigned to DCCC. The Static-99 is the most widely used instrument for assessing a sex offender's future risk to the public. LSI-Rs are periodically reviewed, but not in a formal manner. When LSI-R scoring is questionable, ISOs collaborate and/or request feedback from the Director and ISO II. DCCC has quality assurance (QA) and fidelity in place, but has not been practiced consistently due to time and personnel constraints. A QA calendar has been developed, and on a monthly rotating basis the Director or ISO II will perform QA on LSI-R interviews/scoring, EPICS, and other cognitive based tools used by DCCC. QA regarding LSI-Rs require the Director or ISO II to observe an office visit between the offender and ISO when the LSI-R interview is completed. Following the office visit the Director or ISO will provide verbal and/or written feedback regarding the interview. The LSI-R documentation is also

reviewed to ensure proper scoring. DCCC has considered future discussions with the agency's KDOC Program Consultant regarding assisting with auditing LSI-Rs.

- Is your agency currently measuring inter-rater reliability? If so, please describe how this is being done. If not, please describe any plans you have to implement inter-rater reliability checks.
  - DCCC's FY2017 goal is to randomly review case files and LSI-Rs upon completion of the offender's intake/orientation period and throughout the offender's supervision period. Although it is a complete audit, the main focus of the QA is to ensure appropriate scoring of the LSI-R based on the notes that are provided. If notes are vague, it is noted as a deficient area in the audit. DCCC believes that proper use of the LSI-R has assisted ISOs with identifying risk and needs that are addressed in the development of a good Case Plan. The Director and ISO II have plans to complete inter-rater reliability checks, review scoring, and listen to audio taped LSI-R interviews to ensure the interview is being conducted correctly. It is critical for ISOs to be skilled at interviewing and utilizing the LSI-R in order to help meet the needs of the offenders. The quality assurance calendar has been developed, but time constraints have prevented this from being implemented. DCCC plans to rely on the KDOC Program Consultant to complete inter-rater reliability checks, and to observe an offender interview, and score the LSI-R during a staff meeting.
- If you have implemented any additional assessment tools, please describe what the tool(s) measures and how this measurement is significant in regards to criminogenic risk and need.
  - The only other assessment tool DCCC uses along with the LSI-R is the Static 99, which is the most widely used instrument for assessing a sex offender's future risk to the public.

#### **B) Enhancing Intrinsic Motivation**

- How are motivational techniques utilized to increase motivation with clients? How do you measure that staff has increased motivation in clients? If not currently measuring this, describe any plans you have to implement a measurement process.
  - DCCC typically measures how staff have increased motivation with their clients through observation and during offender case staffing. For lasting change to occur, a level of intrinsic motivation is desirable. Research strongly suggests that motivational interviewing techniques rather than persuasive tactics effectively enhance motivation for initiating and maintaining behavior changes. Staff understand the importance of using these motivational techniques in their day-to-day interactions with offenders. Staff find each offender's motivation for change with individualized plans. In using motivational interviewing, offenders have an opportunity to see where they may change their behavior rather than telling them where change should occur. For example, previously an ISO and the Program Provider were assisting an offender with the employment process. The offender had a Mohawk hair style. Using intrinsic motivation, the offender realized how his appearance could affect him not obtaining employment. Not only did he get a haircut, another customer unexpectedly paid for the service. The offender was

very proud of his accomplishment. When ISOs use motivational interviewing in communicating with offenders, the offenders take a more impactful and positive role in their supervision. DCCC had an offender who was disconnected from his family, homeless, and unemployed. Through positive conversation, the ISO continuously motivated the offender to make changes in his life, and that he had to take ownership of his life or nothing would change. The ISO continued to provide the offender encouragement and motivation to change. After referring the offender to the Douglas County Community Corrections Program Provider for further assistance, the offender successfully completed the Thinking for Change program, obtained stable employment, obtained his own residence, and has reinitiated contact with his family. Proudly, the offender visits with his mother, sister, and daughter often. Prior to this, his mother refused to speak to him when she saw him in the community. The offender is making payments toward his restitution and feels a sense of self-worth. The surveillance component also played a role in the offender's success. The offender expressed that surveillance "watched over him and helped him to fly straight." The offender now takes pride in his appearance. Previously, the offender would report to Community Corrections unclean and lacked adequate clothing. With the assistance of the CSW Coordinator and the Salvation Army, the offender was able to obtain clothing and supplies to help with his physical appearance. The offender had questioned his own ability to be successful. He is now stable, and has expressed feelings of self-worth. He realizes he has resources available to assist him. He has begun to take care of his responsibilities on his own. He has learned to function in everyday life. He made a choice to disassociate himself from anti-social influences and has completely changed his life around. With the assistance and support of internal/external resources, the offender was motivated to change. The more opportunities provided to the offender the more the offender took ownership of his successes, and he was motivated to continue to build on those successes. Offenders tend to be more motivated if they are making more decisions that are responsible for their lifestyle change. Staff routinely collaborate for ideas to assist with offender success. This approach has been effective with many of our offenders. DCCC also has an incentive program for offenders. For those offenders doing well they may be rewarded with gift cards, movie passes, bowling passes, and other inexpensive incentives.

- How is staff held accountable for using motivational techniques in their day-to-day interactions with offenders?
  - In ensuring staff are providing the best opportunity for change, supervisors try to make all attempts to observe ISOs and client interaction intermittently, and provide feedback. DCCC has recorded office visits in the past. Although this practice is not consistent due to time constraints and personnel changes in the last several fiscal years, supervisors regularly hear conversations between ISOs/offenders throughout the office and the information is noted in staff progress reports/evaluations. DCCC would like to monitor staff on a more consistent basis by listening and reviewing audio-taped office visits. This will allow supervisors to be able to provide written feedback to ISOs and evaluate those that need additional training. Although all staff are trained in Advance Communication Motivational Strategies (ACMS), we have requested that KDOC provide ACMS refresher trainings. It has been some time since staff received training in EPICS. Therefore, we will be requesting refresher training as well.

- What strategies have been identified that will increase fidelity checks on the use of core correctional practices (EPICS, MI, etc.)?
  - DCCC has not implemented a consistent basis for fidelity checks on the use of core correctional practices. To date, DCCC has created a monthly quality assurance calendar. All staff have been trained in EPICS. The Director will participate in refresher training for supervisors provided by KDOC in the future. Staff will also be required to attend EPICS refresher training to be able to use another tool in offender case management.
- How are supervisors utilizing motivation techniques to increase motivation in staff and stakeholders?
  - Supervisors routinely use motivation techniques with staff, but most are verbal. In addition, goals are set in staff progress reports and performance evaluations. Due to budget cuts, supervisors are seeking other ways to motivate staff so they are not discouraged.

### **C) Targeting Interventions**

- How do staff interpret the information obtained from assessment tools to build client case plans? Further, how does staff translate LSI-R domain information into the case plan?
  - DCCC initiates the identification of interventions during the LSI-R interview. The standard conditions of probation, along with the special conditions, are reviewed with the offender to include recommended interventions derived from the LSI-R. ISOs work with offenders to target the medium and high-risk areas shown on the LSI-R assessment. The resources that are provided to address the areas of need are prioritized in the Case Plan so that the focus will be on the services most needed, where best opportunity for offender success may occur. Should other interventions be necessary, they are targeted throughout the offender's supervision period and when the LSI-R reassessment is completed. Offenders are able to provide input in their Case Plan development.
- How structured are case plans for offenders, especially during the initial three to nine month period in the community? Give a basic breakdown of how 40 – 70% of a client's time is structured.
  - During the initial 3-9 months of supervision, 40-70% of an offender's free time should be clearly occupied with delineated routine and appropriate services. The dosage of services is determined almost entirely by the level of the offender's LSI-R score. The dosage of reporting, residential, employment and intervention verifications doesn't deviate much unless driven by scheduled or unscheduled LSI-R reassessments based on changes in the offender's behavior. Offenders who show a higher risk to the community receive a higher dose of services and commonly require more strategic, extensive and extended services unless public safety becomes an issue. The court and/or the ISO may impose interventions to assist the offender in structuring time, including supervision through the internal surveillance program to curtail and monitor evening and weekend activities for a specified period as determined by the ISO. DCCC's goal is not to set the offender up for failure by adding too much to their schedule at any given time. Therefore,

prioritizing is an important component in the area of dosage. For example, if drug use is a problem for an offender, intensive outpatient treatment may be recommended two – three times per week. If the offender is also employed full-time during the day, intensive outpatient treatment may be completed during the evening time. The offender's schedule remains structured. ISOs may also concentrate on helping the offender with leisure pro-social activities during other times; yet not overwhelming the offender in the process. Surveillance may also be involved to monitor evening activities. In this example, drug use can affect many areas of the offender's life, therefore prioritizing, and structuring the offender's time is vital for the offender's success. The offender has buy-in regarding his case plan, which is reviewed frequently. Should there be a need for adjustments, the ISO and offender discuss during the office visit.

- How are offenders matched to treatment resources?
  - Cognitive behavioral based types of treatment are applied as an integral part of our supervision process. Taking a pro-active and strategic approach to supervision and Case Planning is important to the supervision process. Delivering targeted and timely treatment interventions will provide the greatest long-term benefit to the community, the victim (if applicable), and the offender. We understand treatment is an integral part of the offender's Case Plan and work hard to match their need with the appropriate treatment to meet that need based on what is outlined through the LSI-R and court-ordered conditions. ISOs routinely focus on cognitive skills throughout their daily supervision of offenders. The T4C offender referrals have increased. Classes have been maintained internally. Offenders who have been successful in the cognitive skills classes have embraced changed behavior. DCCC's goal is to sustain the cognitive skills program as another means to help offender success. ISOs will continue to work with offenders on cognitive skills during office visits, as well. The Court has been very supportive of the cognitive skills classes. At this time, a referral process has been completed. All ISOs have completed T4C training. Previously, attempts to collaborate with the Lawrence, Kansas State Parole Office were unsuccessful. But, most recently, contact has been reinitiated with the assistance of a newly hired ISO, who previously worked for Lawrence, Kansas State Parole. To have ISOs work with offenders to identify ways other interventions can be addressed through the case plan as well. If the offender has a substance abuse problem, ISOs are aware of the treatment facilities in the community to be able to make a referral. If an offender has mental health needs the ISO refers the offender to the local mental health center. If the offender needs basic living needs, the offender may be referred to a non-profit organization that has clothing, food, etc. available. Updated listings of resources are provided to staff on a consistent basis. Offenders have a variety of needs, some of which are directly linked to criminal behavior, which could pose a risk to the community. These needs are dynamic risk factors that, when addressed, affect the offender's risk for recidivism. These risk factors are addressed through a Case Plan, based on the criminogenic needs identified through the initial LSI-R assessment and subsequent reassessments as behavior changes. The offenders, who score as higher risk through the LSI-R, or as having higher needs, are required to make additional contacts with their supervising officer than those at lower risk based on required minimum contact standards, which are set forth by KDOC. The offenders with higher risk and/or need scores often have more interventions, required by the court and/or as directed by their

supervising officer. The interventions/services are prioritized to focus on the greatest criminogenic need of the offender.

- How does staff know both internal and external resources are addressing responsivity? And to what degree of impact in regards to reducing risk?
  - The principle of responsivity requires that individual characteristics be considered when matching offenders to services. This principle requires that offenders be provided with treatment that is proven effective with the offender population. ISOs do not meet with the offender prior to sentencing, unless the offender's conviction is SB123 or DUI. The Director or ISO II review the Presentence Investigation Order (PSI) and determine if the offender is a previous client with DCCC. Full Court and the KDOC database are reviewed. If there is information, the Director or ISO II take the offenders' history into consideration when assigning the offender to an ISO. For example, if the offender was previously supervised by an ISO, the offender may be assigned to the ISO who would have more knowledge of the offender. If the ISO believes the offender would work better and be more responsive to a different ISO, the recommendation is made to the Director or ISO II and the offender is reassigned. Under normal circumstances where DCCC has no knowledge of the offender, the ISO receives background information regarding the offender during the initial appointment. ISOs help offenders identify their needs, which are specific to them and will also help them identify the proper community providers to allow a higher chance at being successful. Research has shown that a person's culture, gender, learning style, motivation to change and other factors play a key role in influencing an offender's responsiveness to certain types of treatment. This information, along with our positive relationship with a number of providers in our community, allows us to help the offender get the treatment they need.
- How does staff conduct a structured office contact?
  - Each offender has different needs so each offender's office contact is different. Office visit times vary depending on the offender and the situation. Demographic information is typically reviewed at the beginning of the interview. Staff will discuss any concerns along with the Case Plan goals. Urinalysis testing may be done at the beginning of the office contact or at the end, depending on the situation. At the end of the appointment the offender is given an appointment card for their next appointment. Should there be unusual circumstances, such as the offender becomes adamantly defiant, the office contact may be cut short and the offender ordered to return when they can demonstrate a better attitude. In addition, arrests have been made during office contacts. Should the ISO not be available and the offender needs to meet with an ISO, chronological record is reviewed and the office visit conducting accordingly. If the offender does not meet with an ISO, the offender completes a client report form that includes name, address, phone, employer, treatment information, court cost payment information, and a section for comments. The offender may be provided with a next appointment card.
- How is staff held accountable for using assessment information to develop a case plan and then subsequently using that case plan to manage an offender?

- At times, ISOs have knowledge of the offender they are supervising prior to the office contacts through collateral contacts, or from previously being supervised by Community Corrections. The ISO is responsible for completing the LSIR, unless the offender is being supervised as a courtesy transfer. The ISO is aware of areas of need and risk based off the LSI-R. The goals of the case plan are developed with the offender, and based on high risk LSI-R domains. Staff routinely supervise the offender based off the goals of the case plan. However, there are times where the case plan goals are not discussed due to time constraints, or other issues that are going on with the offender. In normal circumstances the case plan is reviewed based on priority and needs of the offender. Many times the Director and ISO II review assessment information when completing monthly reports. However, we do not compare what is noted in the LSI-R with what is noted in the Case Plan. Once the Quality Assurance program is in place, the Director and ISO II will capture this information and provide feedback to the ISOs.

#### **D) Skill Training With Directed Practice**

- How are social learning techniques incorporated into agency interactions with clientele (i.e. role plays, homework, modeling pro-social behavior, etc.)?
  - DCCC's Program Provider incorporates role plays, homework, and modeling pro-social behavior during Thinking for Change classes. The Director has observed a T4C class where offenders participated in role play. ISOs continue to practice new skills with offenders as they go through probation. If an offender is in search of a job, they will work with their ISO on how to properly apply for a job opening, discuss the proper attire to wear to a job interview and practice answering interview questions that may come up during a job interview. ISOs also try to work with offenders on skills they may have learned in drug treatment, mental health treatment and/or employment classes. ISOs routinely provide offenders with written or verbal homework to complete and provide an update during their next office visit. In addition, Thinking Reports have been used as well. Thinking Reports target the cognitive thinking behind an offender's actions. Thinking Reports are completed by the offenders, and focuses on the offender's risky situation, the offender's thoughts, feelings, and actions behind their behavior. Office professionalism is routinely reviewed to ensure modeling pro-social behavior to offenders is present. DCCC plans to request refresher trainings provided by KDOC, implementing some role plays and coaching during staff meetings.
- How are social learning techniques incorporated into staff meetings and/or retreats (i.e. coaching, refresher training, case staffing, etc.)?
  - To successfully deliver this treatment, staff must understand antisocial thinking, social learning, and appropriate communication techniques. As part of the Quality Assurance Program, DCCC plans to incorporate learning techniques in future staff meetings, where coaching and feedback are provided. DCCC attended a staff retreat and a SWOT Analysis was conducted by the KDOC Program Consultant. Feedback was also provided. Many of the learning techniques that ISOs have been trained in were demonstrated during the retreat to assist with the cognitive thinking of staff (e.g. motivational strategies).

- How do you ensure that in-house contracted service providers are delivering services in alignment with the social learning theory?
  - The KDOC Program Consultant visited with the Program Provider, Director, and ISO II to discuss DCCC's internal programs, primarily T4C classes, and she was able to observe Thinking for Change class. Mentoring for Success was developed from the KDOC mentoring program, and in alignment with the social learning theory. All programming is cognitive based. When implementing new programs, DCCC relies on evidence-based practices to best meet the needs of the offenders. The curriculum for T4C, SAP, Pre-treatment/Orientation, and the Mentoring Program are evidenced based and in alignment with the social learning theory. These programs and curriculum are approved by KDOC.
- What strategies have been identified that will increase fidelity checks on the delivery of programming (especially cognitive-based skills-building curricula facilitation) for in-house or agency contracted community programs?
  - DCCC has had multiple conversations with the KDOC Program Consultant regarding fidelity on the delivery of programming, specifically the T4C classes. DCCC will continue to rely on the Program Consultant to observe classes and provide feedback. The Director and ISO II are certified to facilitate T4C, and both will observe T4C classes to ensure the curriculum is being followed. DCCC will continue to monitor the mentoring program, and make any necessary changes deemed appropriate.

#### **E) Increasing Positive Reinforcement**

- How does staff understand and use the four-to-one theory in their interactions with offenders?
  - According to EBP, applying a higher ratio of positive reinforcement to negative reinforcement may result in better achieved sustained behavioral change. DCCC has put in place an incentives program for offenders whose behavior warrants positive feedback. ISOs may submit an incentive request to the Director or ISO II and receive a gift card from a local merchant. ISOs have the ability to give the offender a signed certificate acknowledging their positive behavior change and provide positive reinforcement through verbal rewards. If an offender is on surveillance and/or curfew, offenders may be rewarded for positive behavior by being successfully discharged from the surveillance program and/or having the curfew removed. Offenders have an opportunity to be reclassified to a lower level of supervision based on either a scheduled or an unscheduled LSI-R reassessment, meeting KDOC criteria. This practice is more of a positive reinforcement than a reward/incentive. ISOs have the option to reward an offender a bike, through the bike program. This is a reward through the incentives program and was established in collaboration with Lansing Correctional Facility. Offenders also have the possibility of an early discharge if they are in compliance throughout their probation period. DCCC agency recognizes that not all offenders will respond to the increase of positive reinforcement. Therefore, it is important that clear rules be consistent and swiftly enforced, with appropriate and graduated consequences. In general, offenders will continue to comply with more rewards and fewer punishments. Staff routinely recognize each other for a job well done.

- How does staff model positive reinforcement techniques in day-to-day interactions with co-workers?
  - Staff collaborate with each other on a day-to-day basis. Verbal positive reinforcement is provided, and at times office socials (i.e. food) are encouraged to assist with office moral. On many occasions, comments have been made in reference to DCCC being a family. We routinely offer encouragement, guidance, suggestions, and have purchased greeting cards for staff.
- Does your agency utilize a Behavior Response grid? If so, please describe its use and any impact seen in regards to criminogenic risk and need.
  - DCCC does not use a Behavior Response grid. DCCC utilizes an incentives program.
- Is your agency Response to Behavior grid broken down by risk level? If so, please describe how.
  - DCCC does not use a Behavior Response grid. DCCC utilizes an incentives program.

#### **F) Engaging Ongoing Support in the Natural Communities**

- How does staff engage community supports for offenders as a regular part of case planning?
  - Current practice is limited in encouraging and engaging ongoing support in natural communities to selected populations. ISOs continue to be active in recruiting family members, spouses and others in the offender's immediate environment to positively reinforce new behaviors. For example, DCCC is supervising an offender who has very few pro-social influences. The offender's sister has been incorporated in case planning with the offender, and has been a great resource for the offender. Substance abusers are guided to positive associations and support groups such as AA and NA. Peer associations and familial contacts are reviewed throughout offender supervision and may be targeted toward higher risk offenders. DCCC agency believes there are more opportunities to engage offenders in their natural communities and plan to address this through the mentoring program, once revitalized, and through engaging pro-social support that currently exists in the offender's life. In order to sustain the mentoring program and make it successful, a policy and procedure is in place along with a mentoring training manual. DCCC currently has three female mentors and are seeking male mentors. DCCC agency continues to reach out to community members. The Mentoring Program has been introduced as an opportunity to gain volunteers interested in becoming mentors. DCCC's goal is to continue to meet with community members, gain and train volunteers and identify offenders who will be suitable for this mentorship in the community. DCCC is in the process of recruiting an intern or volunteer to assist with the Mentoring Program. It is DCCC's organizational plan to address and improve domains such as attitudes/orientation, family/marital, education/employment, as well as companions, and leisure/recreation. DCCC works with each offender individually to identify positive role models already in their lives and encourage each offender to include those people in the process of building their case plan.

DCCC's goal is to ensure accountability to the goals the offender wants to achieve while on community supervision.

- How does staff explore the quality of impact that these supports have on successful completion of the case plan?
  - ISOs are routinely in contact with the people that are part of the offender's support system. ISOs often meet with the offender; the person's involved in their life, and address issues in the offender's case plan. The support person is discussed with the offender. Both the ISO and offender determine if this person would be a pro-social influence. The offenders performance while on probation, to include their attitude toward the conditions of their probation and their response to their case plan, all play a role in determining if positive impact has been made.

#### **G) Measuring Relevant Processes/Practices**

- What data do you collect regarding offender assessment and case management?
  - DCCC measures offender success throughout the supervision process. This includes discussions with the offenders and any treatment providers involved. Should there be any positive/negative cognitive behavioral changes with the offender, ISOs are able to capture this change quickly and provide feedback along with corrective action as needed. ISOs also provide written documentation to the offender within their Case Plan to show when and where change is occurring. In addition, offender success is individualized and measured differently. Roadblocks for offenders during supervision do not necessarily mean failure. Currently, supervisors utilize offender, officer and agency TOADS reports to collect data regarding offender assessment and case management. DCCC also collects data through LSI-R assessments, caseload reports, alpha rosters, employment reports, Full Court reports, intervention reports, ADT (admit, discharge, transfer) reports, court case sentencing reports, and the average daily population reports. In addition, ISOs routinely staff cases during weekly staff meetings. Supervisors measure staff performance through random file audits and a review of TOADS information. DCCC has added an observation quality assurance piece that allows supervisors to observe ISO and client interaction and provide written feedback. DCCC also is able to review ISO/client office contacts with the purchase of audio recorders. Due to time constraints and the busyness of the office, quality assurance is not conducted on a regular basis. Feedback is provided to staff in six month progress reports and yearly evaluations. The quality assurance program is a goal during FY2017. There is limited informal recidivism information that comes forth on a case-by-case basis. Usually, this information may be found by receiving notice that offenders on supervision are arrested and/or convicted of new offenses. DCCC may also receive information when offenders who have completed probation successfully or unsuccessfully re-offend later and are re-assigned to the program. Typically, ISOs receive this information from collateral contacts or by way of Law Enforcement Bulletins.

- How do you measure incremental offender change while they are under supervision?
  - Incremental change is measured by the LSI-R reassessment or how the offender was released from probation, either by successful discharge or revocation.
- How do you measure staff performance?
  - Staff performance is measured every six months by how they are doing in the following areas: Human Resources and Personnel Duties; Office Duties; Caseload Duties; Client Duties; Court Duties; and Public Relations.
- If you have in-house programming, how do you measure the impact it has on agency recidivism rates?
  - The Court Case Sentencing Activity Report is run on a regular basis to see DCCC's revocation rate. The revocation rate is discussed in staff meetings and feedback is provided. Offender attendance and participation is monitored by the Program Provider and supervising ISO. For those offenders not attending and participating in ordered programming, they are unsuccessfully discharged and referred to their supervising ISO for further action. The violation may or may not require Court interference. ISOs must have approval to request a revocation should an offender affidavit be submitted to the Court. DCCC tracks offender revocations and programs that were offered to the offender in the KDOC Revocation Tracking Log. DCCC is able to compare the number of revoked offenders in the Court Case Sentencing Activity Report to the KDOC Revocation Tracking Log to see how many revoked offenders were offered internal programming.

#### **H) Providing Measurement Feedback**

- How is information regarding offender change and outcomes shared with officers? With offenders? With external stakeholders?
  - Providing feedback to offenders regarding their progress builds accountability and is associated with enhanced motivation for change, lower treatment and improved outcomes. Weekly ISO meetings are held to provide staff an opportunity to discuss offender progress. Case Plans are reviewed with the offender throughout their supervision period to address any needs and accomplishments. Change is also monitored through LSI-R reassessments. Random file audits are completed. The Comprehensive Plan addresses outcomes and is forwarded to the Advisory Board, County Commissioners, the Chief Judge, and the Court Administrator for review. The Quarterly Reports are provided to the Advisory Board. Our agency randomly provides offenders who are being successfully discharged from our program an opportunity to provide agency feedback regarding DCCC. Progress is measured internally and through data, but it helps to receive feedback from the offenders supervised by DCCC.
- How is staff performance/evaluation data shared with staff?
  - Performance and evaluation data is shared with staff through yearly evaluations, six month progress reports, and during day-to-day operations. Data is retrieved from KDOC TOADS reports and Full Court. The Director and ISO II advise staff of areas they are doing well in, and any areas of deficiencies.

- Do you have a structured corrective action plan in place to address challenges staff may be experiencing?
  - During six month progress reports and yearly evaluations discussions are held with staff on areas needing improvement and goals to be set. Progress reports are conducted every six months before the yearly evaluation. This gives staff time to correct any deficiencies.
- Are in-house facilitators provided with regular written/verbal feedback?
  - The Program Provider is provided with regular verbal feedback, especially with the work she does with offenders. She collaborates regularly with the ISO overseeing the offender, and therefore ISOs regularly provide verbal feedback on the job the Program Provider is doing. Written feedback is provided in the Program Providers mid-term progress reports and yearly evaluations.
- Do you have a structured corrective action plan in place to address challenges facilitators/program providers may be experiencing?
  - We do not have a “structured” corrective plan in place to address the challenges the Program Provider may be experiencing. However, there is weekly dialog between the Director, ISO II, and Program Provider regarding what is working and what is not working. If adjustments need to be made regarding the cognitive skills classes, the Director, Program Provider, and ISO II discuss needed changes.

## **MANAGEMENT AND ORGANIZATIONAL CAPABILITIES**

- Describe the management structure and staffing.
  - See attached Organizational Chart.
  - Currently, the Director and ISO II are responsible for overall supervision/auditing, to include running quarterly TOADS reports to make sure the agency is meeting the 75% successful rate. This information is relayed to staff through emails and/or weekly staff meetings. The Director and ISO II are responsible for overseeing and evaluating the overall program’s progress and providing information to the Chief Administrative Judge, Court Administrator, Advisory Board, and County Commissioners. All ISOs and the Program Provider are responsible for completing all risk reduction trainings to include refresher trainings. The Program Provider will be overseeing the mentoring program. Redwood Toxicology is the provider for the agency’s urinalysis services. Alcohol Monitoring Systems is DCCC’s provider for the SCRAM program. The Advisory Board ensures that the overall goals and objectives of the program are effectively administered. The Advisory Board is provided with written information (i.e. comprehensive plan/budget, quarterly reports, and policy/procedures) regarding DCCC prior to the quarterly meetings. This provides them time to review and note any concerns that will be addressed during the quarterly meetings. In addition, data provided by KDOC is also provided for review. Along with this, the Board reviews the development and implementation of current and new programs; makes any recommended changes (amendments) to the annual comprehensive plan before approving it to be submitted to the Board of County Commission; and, evaluates action plans, goals and objectives for Community Corrections services.

- Describe how the Advisory/Governing Board:
  - Interacts with you (as Director) and your staff/agency.
    - The Director interacts with the Advisory Board and County Commission when documents need to be reviewed and/or approved. Communication may occur through emails or scheduled quarterly meetings. The Director also communicates any budget concerns to the Advisory Board.
  - Monitors the Comprehensive Plan through the year.
    - The Director interacts with the Advisory Board and County Commission when the Comprehensive Plan and budget need to be reviewed and for signatory approval.
  - What data/information is reviewed?
    - Any data related to offender case management is reviewed. Data may include, but not limited to the agency's revocation rate, successful termination rate, employment, or housing data. Quarterly Outcomes reports are also shared.
  - How request for corrective action are address/responded to.
    - Depending on the situation and what corrective action is needed, the Director requests feedback from the Chief Judge, Court Administrator, or the Advisory Board.

## **MONITORING AND EVALUATION**

- Describe the process for assessing the initiative's effectiveness. How will the performance of the planned initiative be documented, monitored, and evaluated.
  - The Douglas County Commission provides general oversight for Douglas County Community Corrections by approving all required plans and budgets. During previous budget shortfalls, especially when it affects personnel, the County Commission funded staff positions. Without the County's assistance, DCCC would be faced with layoffs, overworked staff, and an increase in the revocation rate; resulting in a decrease in successful terminations. In addition, public safety would be jeopardized. The DCCC Advisory Board subcommittee is responsible for conducting the reviews. The four member committee consists of well qualified members of the Advisory Board. Outcomes of the reviews are documented through quarterly Advisory Board meetings. Once the data is collected, organized systematically, and evaluated, it will be used to help our agency determine where weaknesses lie in specific parts of the program. The data can be analyzed further to suggest ways to modify the program to enhance overall performance. The data will also be used to confirm that each component of the program is meeting the agency's expectations. If a component of the program is not effective in advancing the overall goal of the initiative it can be replaced with something else that could be more effective in contributing to the overall success of the initiative.

## **OUTCOMES**

- Identify measurable outcomes you would like to address.
- Identify measurable outcomes for current (additional to those identified in the Integrated Model section) risk reduction and agency initiatives that you will be continuing in the coming year.
- How do you track outcome measurement?

**Outcome to Help Close the Gaps Identified in Organizational Development and Engaging Ongoing Support in the Natural Communities:** Seek male mentors for the agency's mentoring program to help with offender pro-social orientations during FY2017. In addition to helping close this gap, below are strategies to help DCCC continue to maintain at least a 75% success rate or greater.

### **Strategies to Achieve Success for Outcome/Gap**

- By August 1<sup>st</sup> 2016 will have a list of churches, colleges, etc. to contact to solicit male mentors.
- By September 1<sup>st</sup> 2016, collaborate with staff regarding offenders who will be eligible for a male mentor.
- By October 1<sup>st</sup> 2016, identify volunteer population via interview process.
- By December 1<sup>st</sup> 2016, identify male mentors that meet the mentor criteria and schedule interviews.
- By February 1<sup>st</sup> 2017, schedule and complete orientation training for male volunteers based on the training curriculum.
- By March 1<sup>st</sup> 2017, have a special staff meeting to discuss matching offenders with suitable mentors and review the referral process.
- By April 1<sup>st</sup> 2017, eligible offenders will begin meeting with their mentor.

### **Evaluation/Data Component for Outcome/Gap:**

- By June 30, 2017, review the internal data spreadsheet that tracks successful/unsuccessful terminations from the mentoring program.
- Obtain data from LSI-R Performance Report to review domain scores to see if scores are decreasing in the targeted domains: Attitudes/Orientations, Education/Employment, and Family/Marital along with other domains that may be affected such as, Leisure/Recreation and Companions.

**Outcome to Help Close the Gaps Identified in Organizational Development and Targeting Interventions:** Develop and implement the internal Substance Abuse Program (SAP) to assist with offender thinking patterns centered on substance abuse. In addition to helping close this gap, below are strategies to help our agency achieve at least a 75% success rate.

### **Strategies to Achieve Success for Outcome/Gap**

- By July 1<sup>st</sup> 2016, review with ISOs the number of offenders who qualify for the SAP to determine if there are enough offenders to begin the program.
- By July 1<sup>st</sup> 2016, continue collaboration with the Lawrence, Kansas State Parole Office regarding establishing a partnership to assist both CC/Parole offenders.
- By July 1<sup>st</sup> 2016, collaborate with the Douglas County Sheriff's Department regarding how many offenders will be released from jail to Community Corrections, the release date, and if they will qualify for the Substance Abuse Program.

- Continuously monitor the SAP and review with staff what is working and what areas need improvement.

**Evaluation/Data Component for Outcome/Gap**

- Review of the internal referral log once a month for placement of potential participants in the program.
- Updating and reviewing the data spreadsheet that will track successful/unsuccessful termination from the Substance Abuse Program following each session.
- Obtain data from LSI-R Performance Report to review if domain scores are decreasing in the areas of Leisure/Recreation, Education/Employment, Companions, Family/Marital and Attitudes/Orientations.

**Outcome to Help Better our Agency's Measures and Relevant Processes/Practices:**

Achieve and maintain a supervision success rate of at least 75% or improving such rate by at least 3% each year, by June 30<sup>th</sup>, 2017.

**Strategies to Achieve Success for Outcome/Gap:**

- Per policy/procedure ISOs are required to obtain supervisory approval for any recommended revocations.
- Per policy and procedure, all Presentence Investigation Orders (PSI) received by DCCC will be reviewed by the Director and ISO II, and assigned to an ISO if the offender's conviction falls within DCCC's targeted population.

**Evaluation/Data Component for Outcome/Gap:**

- Complete quarterly reports by obtaining data from the KDOC database, to include the Court Case Sentencing Information report and review with staff.
- Supervisors will randomly monitor interaction between the ISO/offender via recorded office visits once per month and provide written/verbal feedback.

**Outcome to Help Close the Gap Identified in Provide Measurement Feedback:**

Director/ISO II will complete random audits to ensure ISOs are upholding evidence-based practices. In addition to helping close this gap, below are strategies to help DCCC agency achieve at least a 75% success rate.

**Strategies to Achieve Success for Outcome/Gap:**

- Supervisors will randomly select two files per month per ISO for auditing. Audits will include both file/TOADS reviews.
- Supervisors will observe cognitive skills classes periodically to ensure the Program Provider is following the curriculum.
- Director will request that KDOC help with the fidelity piece by observing the cognitive skills classes and provide written/verbal feedback.

**Evaluation/Data Component for Outcome/Gap:**

- Supervisors will provide written/verbal feedback to ISOs and make any suggestions should there be a deficit.
- ISOs and Program Providers will be expected to respond to the audits and correct any deficiencies within 30 days of receiving the audit.

**Outcome to Help Close the Gap Identified in Provide Measurement Feedback:**

Director/ISO II will arrange for Case Plan, Motivational Interviewing, and EPICS refresher trainings to assist staff with offender case management. In addition to helping close this gap, below are strategies to help DCCC agency achieve at least a 75% success rate.

**Strategies to Achieve Success for Outcome/Gap:**

- Director/ISO II will contact KDOC by July 1, 2016 to schedule refresher trainings and incorporate refresher trainings into weekly staff meetings.
- Director/ISO II will monitor staff to ensure skills and tools learned in refresher trainings are incorporated in offender case management and cognitive skills classes.

**Evaluation/Data Component for Outcome/Gap:**

- Supervisors will provide written/verbal feedback to ISOs and make any recommendations should there be a deficit.

**FY 2017  
PERSONNEL BUDGET NARRATIVE  
AGENCY NAME**

**FTE totals are to be reported as a percent (i.e. 0.50 for 50%, 0.75 for 75%, 1.00 for 100%, etc.).** For example, if 50% of an ISO's work time is spent on Adult Supervision duties and 50% is spent on Juvenile Supervision duties you would report .5 in the CC FTE column and .5 in the JUV FTE column. If you have **part-time employee(s)**, the FTE is calculated by taking the average hours worked per week divided by 40. So if an ISO averages 15 hours per work week, you would calculate the FTE by dividing 15 by 40.

| TOTAL PERSONNEL |               |
|-----------------|---------------|
| 422,806.76      | 0.00          |
| Current         | Current       |
| CC Allocation   | BH Allocation |

**PERSONNEL SECTION**

**1A ADMIN PERSONNEL**

| Name           | CC FTE | JUV FTE | New Staff | Position Description             | Salary      | CC Funds    | BH Funds | Reimbursements | Other Funds | Subtotal    |
|----------------|--------|---------|-----------|----------------------------------|-------------|-------------|----------|----------------|-------------|-------------|
| Deborah Wright | 75%    |         | No        | Director                         | \$57,531.00 | \$43,148.25 |          |                |             | \$43,148.25 |
| Alison Gantz   | 100%   |         | Yes       | Administrative Secretary         | \$29,103.00 | \$29,103.00 |          |                |             | \$29,103.00 |
| Claudia Fisher | 25%    |         | No        | ISO II                           | \$48,528.00 | \$12,132.00 |          |                |             | \$12,132.00 |
|                |        |         |           |                                  |             |             |          |                |             | \$0.00      |
|                |        |         |           |                                  |             |             |          |                |             | \$0.00      |
| Name           | CC FTE | JUV FTE | New Staff | Salary Details                   | Salary      | CC          | BH       | Reimbursements | Other       | Subtotal    |
| Deborah Wright | 0.75   | 0       | No        | Salary                           | 57,531.00   | 75.00%      | 0.00%    | 0.00%          | 0.00%       | 75.00%      |
|                |        |         |           | FICA Social Security             | 6.20%       | \$ 2,675.19 | \$ -     | \$ -           | \$ -        | \$ 2,675.19 |
|                |        |         |           | FICA Medicare                    | 1.45%       | \$ 625.65   | \$ -     | \$ -           | \$ -        | \$ 625.65   |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%      | \$ 4,867.12 | \$ -     | \$ -           | \$ -        | \$ 4,867.12 |
|                |        |         |           | State Unemployment               | 0.24%       | \$ 103.56   | \$ -     | \$ -           | \$ -        | \$ 103.56   |
|                |        |         |           | State Workman's Comp             | 2.98%       | \$ 1,285.82 | \$ -     | \$ -           | \$ -        | \$ 1,285.82 |
|                |        |         |           | Health Insurance                 | 4,799.23    | \$ 4,799.23 | \$ -     | \$ -           | \$ -        | \$ 4,799.23 |
|                |        |         |           | Life Insurance                   | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                |        |         |           | Longevity (40 per year X 10 yrs) | 690.00      | \$ 690.00   | \$ -     | \$ -           | \$ -        | \$ 690.00   |
|                |        |         |           | (Please Specify)                 | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
| Alison Gantz   | 1      | 0       | Yes       | Salary                           | 29,103.00   | 100.00%     | 0.00%    | 0.00%          | 0.00%       | 100.00%     |
|                |        |         |           | FICA Social Security             | 6.20%       | \$ 1,804.39 | \$ -     | \$ -           | \$ -        | \$ 1,804.39 |
|                |        |         |           | FICA Medicare                    | 1.45%       | \$ 421.99   | \$ -     | \$ -           | \$ -        | \$ 421.99   |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%      | \$ 3,282.82 | \$ -     | \$ -           | \$ -        | \$ 3,282.82 |
|                |        |         |           | State Unemployment               | 0.24%       | \$ 69.85    | \$ -     | \$ -           | \$ -        | \$ 69.85    |
|                |        |         |           | State Workman's Comp             | 2.98%       | \$ 867.27   | \$ -     | \$ -           | \$ -        | \$ 867.27   |
|                |        |         |           | Health Insurance                 | 6,398.97    | \$ 6,398.97 | \$ -     | \$ -           | \$ -        | \$ 6,398.97 |
|                |        |         |           | Life Insurance                   | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                |        |         |           | Longevity (50 per year X 10 yrs) | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                |        |         |           | (Please Specify)                 | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
| Claudia Fisher | 0.25   | 0       | No        | Salary                           | 48,528.00   | 25.00%      | 0.00%    | 0.00%          | 0.00%       | 25.00%      |
|                |        |         |           | FICA Social Security             | 6.20%       | \$ 752.18   | \$ -     | \$ -           | \$ -        | \$ 752.18   |
|                |        |         |           | FICA Medicare                    | 1.45%       | \$ 175.91   | \$ -     | \$ -           | \$ -        | \$ 175.91   |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%      | \$ 1,368.49 | \$ -     | \$ -           | \$ -        | \$ 1,368.49 |
|                |        |         |           | State Unemployment               | 0.24%       | \$ 29.12    | \$ -     | \$ -           | \$ -        | \$ 29.12    |
|                |        |         |           | State Workman's Comp             | 2.98%       | \$ 361.53   | \$ -     | \$ -           | \$ -        | \$ 361.53   |
|                |        |         |           | Health Insurance                 | 4,350.91    | \$ 4,350.91 | \$ -     | \$ -           | \$ -        | \$ 4,350.91 |
|                |        |         |           | Life Insurance                   | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                |        |         |           | Longevity (50 per year X 10 yrs) | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                |        |         |           | (Please Specify)                 | 0.00        | \$ -        | \$ -     | \$ -           | \$ -        | \$ -        |
|                | 0      | 0       | 0         | 0 Salary                         | 0.00        | 0.00%       | 0.00%    | 0.00%          | 0.00%       | 0.00%       |

|                                 |   |   |   |                                  |       |       |                     |               |                |               |               |
|---------------------------------|---|---|---|----------------------------------|-------|-------|---------------------|---------------|----------------|---------------|---------------|
|                                 |   |   |   | FICA Social Security             | 6.20% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | FICA Medicare                    | 1.45% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | KPERS (Retirement Benefits)      | 9.69% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | State Unemployment               | 1.00% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | State Workman's Comp             | 1.00% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Health Insurance                 | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Life Insurance                   | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Longevity (50 per year X 10 yrs) | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | (Please Specify)                 | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 | 0 | 0 | 0 | Salary                           | 0.00  | 0.00% | 0.00%               | 0.00%         | 0.00%          | 0.00%         | 0.00%         |
|                                 |   |   |   | FICA Social Security             | 6.20% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | FICA Medicare                    | 1.45% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | KPERS (Retirement Benefits)      | 9.69% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | State Unemployment               | 1.00% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | State Workman's Comp             | 1.00% | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Health Insurance                 | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Life Insurance                   | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | Longevity (50 per year X 10 yrs) | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   | (Please Specify)                 | 0.00  | \$ -  | \$ -                | \$ -          | \$ -           | \$ -          | \$ -          |
|                                 |   |   |   |                                  |       |       |                     |               |                |               |               |
|                                 |   |   |   |                                  |       |       |                     |               |                |               |               |
|                                 |   |   |   |                                  |       |       | CC                  | BH            | Reimbursements | Other         | Subtotal      |
| <b>TOTAL SALARIES</b>           |   |   |   |                                  |       |       | \$84,383.25         | \$0.00        | \$0.00         | \$0.00        | \$-           |
| <b>TOTAL BENEFITS</b>           |   |   |   |                                  |       |       | \$34,930.00         | \$0.00        | \$0.00         | \$0.00        | \$-           |
| <b>1A TOTAL ADMIN PERSONNEL</b> |   |   |   |                                  |       |       | <b>\$119,313.25</b> | <b>\$0.00</b> | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> |

Personnel Category Comments: Administration includes the Director (75%); ISO II (25%); Administrative Secretary (100%). Director has mainly administrative responsibilities, but also carries a small caseload. The ISO II has mainly Adult ISP responsibilities, but also has some supervisory responsibilities. Benefits are estimates from County Payroll. At this time we are unsure if there will be an increase in County insurance. Director is eligible for longevity.

**1B NON-ADMIN PERSONNEL**

| Name            | CC FTE | JUV FTE | New Staff | Position Description | Salary      | CC Funds    | BH Funds | Reimbursements | Other Funds | Subtotal    |
|-----------------|--------|---------|-----------|----------------------|-------------|-------------|----------|----------------|-------------|-------------|
| Deborah Wright  | 25%    |         | No        | Director             | \$57,531.00 | \$14,382.75 |          |                |             | \$14,382.75 |
| Claudia Fisher  | 75%    |         | No        | ISO II               | \$48,528.00 | \$36,396.00 |          |                |             | \$36,396.00 |
| Wendy Hugeback  | 100%   |         | No        | ISO I                | \$47,312.00 | \$47,312.00 |          |                |             | \$47,312.00 |
| Richard Morris  | 100%   |         | No        | ISO I                | \$40,901.00 | \$40,901.00 |          |                |             | \$40,901.00 |
| Corey Galloway  | 100%   |         | Yes       | ISO I                | \$40,901.00 | \$40,901.00 |          |                |             | \$40,901.00 |
| Richard Lanford | 75%    |         | Yes       | ISO I                | \$29,369.60 | \$29,369.60 |          |                |             | \$29,369.60 |
|                 |        |         |           |                      |             |             |          |                |             | \$0.00      |
|                 |        |         |           |                      |             |             |          |                |             | \$0.00      |
|                 |        |         |           |                      |             |             |          |                |             | \$0.00      |
|                 |        |         |           |                      |             |             |          |                |             | \$0.00      |
|                 |        |         |           |                      |             |             |          |                |             | \$0.00      |

**TOTAL SALARY**

| Name           | CC FTE | JUV FTE | New Staff | Salary Details                   | Salary    | CC           | BH    | Reimbursements | Other | Subtotal     |
|----------------|--------|---------|-----------|----------------------------------|-----------|--------------|-------|----------------|-------|--------------|
| Deborah Wright | 0.25   | 0       | No        | Salary                           | 57,531.00 | 25.00%       | 0.00% | 0.00%          | 0.00% | 25.00%       |
|                |        |         |           | FICA Social Security             | 6.20%     | \$ 891.73    | \$ -  | \$ -           | \$ -  | \$ 891.73    |
|                |        |         |           | FICA Medicare                    | 1.45%     | \$ 208.55    | \$ -  | \$ -           | \$ -  | \$ 208.55    |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%    | \$ 1,622.37  | \$ -  | \$ -           | \$ -  | \$ 1,622.37  |
|                |        |         |           | State Unemployment               | 0.24%     | \$ 34.52     | \$ -  | \$ -           | \$ -  | \$ 34.52     |
|                |        |         |           | State Workman's Comp             | 2.98%     | \$ 428.61    | \$ -  | \$ -           | \$ -  | \$ 428.61    |
|                |        |         |           | Health Insurance                 | 1,599.75  | \$ 1,599.75  | \$ -  | \$ -           | \$ -  | \$ 1,599.75  |
|                |        |         |           | Life Insurance                   | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
|                |        |         |           | Longevity (40 per year X 10 yrs) | 230.00    | \$ 230.00    | \$ -  | \$ -           | \$ -  | \$ 230.00    |
|                |        |         |           | (Please Specify)                 | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
| Claudia Fisher | 0.75   | 0       | No        | Salary                           | 48,528.00 | 75.00%       | 0.00% | 0.00%          | 0.00% | 75.00%       |
|                |        |         |           | FICA Social Security             | 6.20%     | \$ 2,256.55  | \$ -  | \$ -           | \$ -  | \$ 2,256.55  |
|                |        |         |           | FICA Medicare                    | 1.45%     | \$ 527.74    | \$ -  | \$ -           | \$ -  | \$ 527.74    |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%    | \$ 4,105.47  | \$ -  | \$ -           | \$ -  | \$ 4,105.47  |
|                |        |         |           | State Unemployment               | 0.24%     | \$ 87.35     | \$ -  | \$ -           | \$ -  | \$ 87.35     |
|                |        |         |           | State Workman's Comp             | 2.98%     | \$ 1,084.60  | \$ -  | \$ -           | \$ -  | \$ 1,084.60  |
|                |        |         |           | Health Insurance                 | 15,208.23 | \$ 15,208.23 | \$ -  | \$ -           | \$ -  | \$ 15,208.23 |
|                |        |         |           | Life Insurance                   | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
|                |        |         |           | Longevity (40 per year X 10 yrs) | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
|                |        |         |           | (Please Specify)                 | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
| Wendy Hugeback | 1      | 0       | No        | Salary                           | 47,312.00 | 100.00%      | 0.00% | 0.00%          | 0.00% | 100.00%      |
|                |        |         |           | FICA Social Security             | 6.20%     | \$ 2,933.34  | \$ -  | \$ -           | \$ -  | \$ 2,933.34  |
|                |        |         |           | FICA Medicare                    | 1.45%     | \$ 686.02    | \$ -  | \$ -           | \$ -  | \$ 686.02    |
|                |        |         |           | KPERS (Retirement Benefits)      | 11.28%    | \$ 5,336.79  | \$ -  | \$ -           | \$ -  | \$ 5,336.79  |
|                |        |         |           | State Unemployment               | 0.24%     | \$ 113.55    | \$ -  | \$ -           | \$ -  | \$ 113.55    |
|                |        |         |           | State Workman's Comp             | 2.98%     | \$ 1,409.90  | \$ -  | \$ -           | \$ -  | \$ 1,409.90  |
|                |        |         |           | Health Insurance                 | 17,403.63 | \$ 17,403.63 | \$ -  | \$ -           | \$ -  | \$ 17,403.63 |
|                |        |         |           | Life Insurance                   | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |
|                |        |         |           | Longevity (40 per year X 10 yrs) | 640.00    | \$ 640.00    | \$ -  | \$ -           | \$ -  | \$ 640.00    |
|                |        |         |           | (Please Specify)                 | 0.00      | \$ -         | \$ -  | \$ -           | \$ -  | \$ -         |

|                 |      |   |     |                                  |           |             |       |       |       |             |
|-----------------|------|---|-----|----------------------------------|-----------|-------------|-------|-------|-------|-------------|
| Richard Morris  | 1    | 0 | No  | Salary                           | 40,901.00 | 100.00%     | 0.00% | 0.00% | 0.00% | 100.00%     |
|                 |      |   |     | FICA Social Security             | 6.20%     | \$ 2,535.86 | \$ -  | \$ -  | \$ -  | \$ 2,535.86 |
|                 |      |   |     | FICA Medicare                    | 1.45%     | \$ 593.06   | \$ -  | \$ -  | \$ -  | \$ 593.06   |
|                 |      |   |     | KPERS (Retirement Benefits)      | 11.28%    | \$ 4,613.63 | \$ -  | \$ -  | \$ -  | \$ 4,613.63 |
|                 |      |   |     | State Unemployment               | 0.24%     | \$ 98.16    | \$ -  | \$ -  | \$ -  | \$ 98.16    |
|                 |      |   |     | State Workman's Comp             | 2.98%     | \$ 1,218.85 | \$ -  | \$ -  | \$ -  | \$ 1,218.85 |
|                 |      |   |     | Health Insurance                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Life Insurance                   | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Longevity (40 per year X 10 yrs) | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | (Please Specify)                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
| Corey Galloway  | 1    | 0 | Yes | Salary                           | 40,901.00 | 100.00%     | 0.00% | 0.00% | 0.00% | 100.00%     |
|                 |      |   |     | FICA Social Security             | 6.20%     | \$ 2,535.86 | \$ -  | \$ -  | \$ -  | \$ 2,535.86 |
|                 |      |   |     | FICA Medicare                    | 1.45%     | \$ 593.06   | \$ -  | \$ -  | \$ -  | \$ 593.06   |
|                 |      |   |     | KPERS (Retirement Benefits)      | 11.28%    | \$ 4,613.63 | \$ -  | \$ -  | \$ -  | \$ 4,613.63 |
|                 |      |   |     | State Unemployment               | 0.24%     | \$ 98.16    | \$ -  | \$ -  | \$ -  | \$ 98.16    |
|                 |      |   |     | State Workman's Comp             | 2.98%     | \$ 1,218.85 | \$ -  | \$ -  | \$ -  | \$ 1,218.85 |
|                 |      |   |     | Health Insurance                 | 6,398.97  | \$ 6,398.97 | \$ -  | \$ -  | \$ -  | \$ 6,398.97 |
|                 |      |   |     | Life Insurance                   | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Longevity (40 per year X 10 yrs) | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | (Please Specify)                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
| Richard Lanford | 0.75 | 0 | Yes | Salary                           | 29,369.60 | 100.00%     | 0.00% | 0.00% | 0.00% | 100.00%     |
|                 |      |   |     | FICA Social Security             | 6.20%     | \$ 1,820.92 | \$ -  | \$ -  | \$ -  | \$ 1,820.92 |
|                 |      |   |     | FICA Medicare                    | 1.45%     | \$ 425.86   | \$ -  | \$ -  | \$ -  | \$ 425.86   |
|                 |      |   |     | KPERS (Retirement Benefits)      | 11.28%    | \$ 3,312.89 | \$ -  | \$ -  | \$ -  | \$ 3,312.89 |
|                 |      |   |     | State Unemployment               | 0.24%     | \$ 70.49    | \$ -  | \$ -  | \$ -  | \$ 70.49    |
|                 |      |   |     | State Workman's Comp             | 2.98%     | \$ 875.21   | \$ -  | \$ -  | \$ -  | \$ 875.21   |
|                 |      |   |     | Health Insurance                 | 6,398.97  | \$ 6,398.97 | \$ -  | \$ -  | \$ -  | \$ 6,398.97 |
|                 |      |   |     | Life Insurance                   | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Longevity (50 per year X 10 yrs) | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | (Please Specify)                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
| 0               | 0    | 0 | 0   | Salary                           | 0.00      | 0.00%       | 0.00% | 0.00% | 0.00% | 0.00%       |
|                 |      |   |     | FICA Social Security             | 6.20%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | FICA Medicare                    | 1.45%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | KPERS (Retirement Benefits)      | 0.00%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | State Unemployment               | 0.24%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | State Workman's Comp             | 2.98%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Health Insurance                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Life Insurance                   | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Longevity (40 per year X 10 yrs) | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | (Please Specify)                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
| 0               | 0    | 0 | 0   | Salary                           | 0.00      | 0.00%       | 0.00% | 0.00% | 0.00% | 0.00%       |
|                 |      |   |     | FICA Social Security             | 6.20%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | FICA Medicare                    | 1.45%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | KPERS (Retirement Benefits)      | 9.69%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | State Unemployment               | 1.00%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | State Workman's Comp             | 1.00%     | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Health Insurance                 | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Life Insurance                   | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |
|                 |      |   |     | Longevity (50 per year X 10 yrs) | 0.00      | \$ -        | \$ -  | \$ -  | \$ -  | \$ -        |

|                                                                                                                                                                                                                                                                                                                            |   |   |   |                                  |       |               |        |                |        |               |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----------------------------------|-------|---------------|--------|----------------|--------|---------------|--|
|                                                                                                                                                                                                                                                                                                                            |   |   |   | (Please Specify)                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
| 0                                                                                                                                                                                                                                                                                                                          | 0 | 0 | 0 | Salary                           | 0.00  | 0.00%         | 0.00%  | 0.00%          | 0.00%  | 0.00%         |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Social Security             | 6.20% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Medicare                    | 1.45% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | KPERS (Retirement Benefits)      | 9.69% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Unemployment               | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Workman's Comp             | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Health Insurance                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Life Insurance                   | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Longevity (50 per year X 10 yrs) | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | (Please Specify)                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
| 0                                                                                                                                                                                                                                                                                                                          | 0 | 0 | 0 | Salary                           | 0.00  | 0.00%         | 0.00%  | 0.00%          | 0.00%  | 0.00%         |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Social Security             | 6.20% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Medicare                    | 1.45% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | KPERS (Retirement Benefits)      | 9.69% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Unemployment               | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Workman's Comp             | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Health Insurance                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Life Insurance                   | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Longevity (50 per year X 10 yrs) | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | (Please Specify)                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
| 0                                                                                                                                                                                                                                                                                                                          | 0 | 0 | 0 | Salary                           | 0.00  | 0.00%         | 0.00%  | 0.00%          | 0.00%  | 0.00%         |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Social Security             | 6.20% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | FICA Medicare                    | 1.45% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | KPERS (Retirement Benefits)      | 9.69% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Unemployment               | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | State Workman's Comp             | 1.00% | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Health Insurance                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Life Insurance                   | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | Longevity (50 per year X 10 yrs) | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   | (Please Specify)                 | 0.00  | \$ -          | \$ -   | \$ -           | \$ -   | \$ -          |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   |                                  |       |               |        |                |        |               |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   |                                  |       | CC            | BH     | Reimbursements | Other  | Subtotal      |  |
| TOTAL SALARIES                                                                                                                                                                                                                                                                                                             |   |   |   |                                  |       | \$209,262.35  | \$0.00 | \$0.00         | \$0.00 | \$ 209,262.35 |  |
| TOTAL BENEFITS                                                                                                                                                                                                                                                                                                             |   |   |   |                                  |       | \$ 94,231.16  | \$ -   | \$ -           | \$ -   | \$ 94,231.16  |  |
| 1B TOTAL NON-ADMIN PERSONNEL                                                                                                                                                                                                                                                                                               |   |   |   |                                  |       | \$ 303,493.51 | \$ -   | \$ -           | \$ -   | \$ 303,493.51 |  |
| Personnel Category Comments: Adult ISP includes Director (25%); ISO II (75%) and Four full-time ISOs. Due to allocation budget we had to delete one ISO position. Benefits are estimates from County payroll, and we are unsure if there will be an increase in benefits. Director and one ISO are eligible for longevity. |   |   |   |                                  |       |               |        |                |        |               |  |
|                                                                                                                                                                                                                                                                                                                            |   |   |   |                                  |       |               |        |                |        |               |  |
| TOTAL PERSONNEL SECTION                                                                                                                                                                                                                                                                                                    |   |   |   |                                  |       | \$422,806.76  | \$ -   | \$ -           | \$ -   | \$ 422,806.76 |  |

**FY 2017  
NON-PERSONNEL BUDGET NARRATIVE  
AGENCY NAME**

**TOTAL NON-PERSONNEL**  
12,797.89  
Current  
CC Allocation

**AGENCY OPERATIONS SECTION**

| 2A | TRAVEL CATEGORY       | Details | Total Amount | CC Funds       | Reimbursements | Other Funds | Subtotal    |
|----|-----------------------|---------|--------------|----------------|----------------|-------------|-------------|
|    | Fuel                  |         | \$ 797.89    | \$ 797.89      |                |             | \$ 797.89   |
|    | Per Diem              |         | \$ 500.00    | \$ 500.00      |                |             | \$ 500.00   |
|    | Vehicle Maintenance   |         | \$ 1,000.00  | \$ 1,000.00    |                |             | \$ 1,000.00 |
|    | Vehicle Insurance     |         |              |                |                |             | \$ -        |
|    | Mileage               |         |              |                |                |             | \$ -        |
|    |                       |         |              |                |                |             | \$ -        |
|    |                       |         |              |                |                |             | \$ -        |
|    |                       |         |              |                |                |             | \$ -        |
| 2A | TOTAL TRAVEL CATEGORY |         | \$ 2,297.89  | \$ 2,297.89    | \$ -           | \$ -        | \$ 2,297.89 |
|    | TRAVEL CATEGORY       | Details | CC Percent   | Reimbursements | Other Percent  | TOTAL       |             |
|    | Fuel                  |         | 100.00%      |                |                | 100.00%     |             |
|    | Per Diem              |         | 100.00%      |                |                | 100.00%     |             |
|    | Vehicle Maintenance   |         | 100.00%      |                |                | 100.00%     |             |
|    | Vehicle Insurance     |         |              |                |                |             |             |
|    | Mileage               |         |              |                |                |             |             |
|    |                       |         |              |                |                |             |             |
|    |                       |         |              |                |                |             |             |
|    | TOTAL TRAVEL CATEGORY |         | 300.00%      | 0.00%          | 0.00%          | 300.00%     |             |

Travel Category Comments: Out-of-town travel is limited to essential travel. K-tag expenses for one vehicle. ISOs complete field visits to include all of Douglas County, and at times surrounding counties. Agency is responsible for major vehicle maintenance.

| 2B | TRAINING                | Details | Total Amount | CC Funds    | Reimbursements | Other Funds   | Subtotal    |
|----|-------------------------|---------|--------------|-------------|----------------|---------------|-------------|
|    | Fuel                    |         | \$ 750.00    | \$ 750.00   |                |               | \$ 750.00   |
|    | Mileage                 |         |              |             |                |               | \$ -        |
|    | Per Diem                |         | \$ 1,000.00  | \$ 1,000.00 |                |               | \$ 1,000.00 |
|    | Registration            |         | \$ 750.00    | \$ 750.00   |                |               | \$ 750.00   |
|    |                         |         |              |             |                |               | \$ -        |
|    |                         |         |              |             |                |               | \$ -        |
|    |                         |         |              |             |                |               | \$ -        |
| 2B | TOTAL TRAINING CATEGORY |         | \$ 2,500.00  | \$ 2,500.00 | \$ -           | \$ -          | \$ 2,500.00 |
|    | TRAINING CATEGORY       | Details |              | CC Percent  | Reimbursements | Other Percent | TOTAL       |
|    | Fuel                    |         |              | 100.00%     |                |               | 100.00%     |
|    | Mileage                 |         |              |             |                |               |             |
|    | Per Diem                |         |              | 100.00%     |                |               | 100.00%     |
|    | Registration            |         |              | 100.00%     |                |               | 100.00%     |
|    |                         |         |              |             |                |               |             |
|    |                         |         |              |             |                |               |             |
| 2B | TOTAL TRAINING CATEGORY |         | 0.00%        | 300.00%     | 0.00%          | 0.00%         | 300.00%     |

Training Category Comments: Due to budget constraints, staff is limited to attending KDOC training, and encouraged to seek free training that applies to their positions.

| 2C COMMUNICATION  | Details | Total Amount | CC Funds    | Reimbursements | Other Funds | Subtotal    |
|-------------------|---------|--------------|-------------|----------------|-------------|-------------|
| Cell Phone        |         | \$ 3,000.00  | \$ 3,000.00 |                |             | \$ 3,000.00 |
| Internet Services |         |              |             |                |             | \$ -        |



**FY 2017  
NON-PERSONNEL BUDGET NARRATIVE  
AGENCY NAME**

**TOTAL NON-PERSONNEL**

**12,797.89**

**Current**

**CC Allocation**

**2D TOTAL EQUIPMENT CATEGORY** 0.00% 0.00% 0.00% 0.00%

Equipment Category Comments:

| <b>2E SUPPLIES/COMMODITIES</b>                | <b>Details</b> | <b>Total Amount</b> | <b>CC Funds</b>    | <b>Reimbursements</b> | <b>Other Funds</b> | <b>Subtotal</b>    |
|-----------------------------------------------|----------------|---------------------|--------------------|-----------------------|--------------------|--------------------|
| Office Supplies                               |                | \$ 1,500.00         | \$ 1,500.00        |                       |                    | \$ 1,500.00        |
| Postage                                       |                |                     |                    |                       |                    | \$ -               |
| Printing                                      |                |                     |                    |                       |                    | \$ -               |
|                                               |                |                     |                    |                       |                    | \$ -               |
|                                               |                |                     |                    |                       |                    | \$ -               |
| <b>2E TOTAL SUPPLIES/COMMODITIES CATEGORY</b> |                | <b>\$ 1,500.00</b>  | <b>\$ 1,500.00</b> | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ 1,500.00</b> |

| <b>SUPPLIES CATEGORY</b>                      | <b>Details</b> | <b>CC Percent</b> | <b>Reimbursements</b> | <b>Other Percent</b> | <b>TOTAL</b>   |
|-----------------------------------------------|----------------|-------------------|-----------------------|----------------------|----------------|
| Office Supplies                               |                | 100.00%           |                       |                      | 100.00%        |
| Postage                                       |                |                   |                       |                      |                |
| Printing                                      |                |                   |                       |                      |                |
|                                               |                |                   |                       |                      |                |
| <b>2E TOTAL SUPPLIES/COMMODITIES CATEGORY</b> |                | <b>100.00%</b>    | <b>0.00%</b>          | <b>0.00%</b>         | <b>100.00%</b> |

Supplies/Commodities Comments: Necessary office supplies.

| <b>2F FACILITY</b>                | <b>Details</b> | <b>Total Amount</b> | <b>CC Funds</b> | <b>Reimbursements</b> | <b>Other Funds</b> | <b>Subtotal</b> |
|-----------------------------------|----------------|---------------------|-----------------|-----------------------|--------------------|-----------------|
| Rent                              |                |                     |                 |                       |                    | \$ -            |
| Utilities                         |                |                     |                 |                       |                    | \$ -            |
| Insurance                         |                |                     |                 |                       |                    | \$ -            |
| Trash Service                     |                |                     |                 |                       |                    | \$ -            |
| Building Maintenance              |                |                     |                 |                       |                    | \$ -            |
|                                   |                |                     |                 |                       |                    | \$ -            |
| <b>2F TOTAL FACILITY CATEGORY</b> |                | <b>\$ -</b>         | <b>\$ -</b>     | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ -</b>     |

| <b>FACILITY CATEGORY</b>          | <b>Details</b> | <b>CC Percent</b> | <b>Reimbursements</b> | <b>Other Percent</b> | <b>TOTAL</b> |
|-----------------------------------|----------------|-------------------|-----------------------|----------------------|--------------|
| Rent                              |                |                   |                       |                      |              |
| Utilities                         |                |                   |                       |                      |              |
| Insurance                         |                |                   |                       |                      |              |
| Trash Service                     |                |                   |                       |                      |              |
| Building Maintenance              |                |                   |                       |                      |              |
|                                   |                |                   |                       |                      |              |
| <b>2F TOTAL FACILITY CATEGORY</b> |                | <b>0.00%</b>      | <b>0.00%</b>          | <b>0.00%</b>         | <b>0.00%</b> |

Facility Category Comments:

| FY 2017<br>NON-PERSONNEL BUDGET NARRATIVE<br>AGENCY NAME |  |  |    |  |  |  |
|----------------------------------------------------------|--|--|----|--|--|--|
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## FY 2017

### NON-PERSONNEL BUDGET NARRATIVE

## AGENCY NAME

|                            |
|----------------------------|
| <b>TOTAL NON-PERSONNEL</b> |
| <b>12,797.89</b>           |
| <b>Current</b>             |
| <b>CC Allocation</b>       |

**CONTRACTS/CLIENT SERVICES SECTION**

| <b>3A</b> | <b>CONTRACTS/CLIENT SERVICES</b>       | <b>Details</b>                 | <b>Total Amount</b> | <b>CC Funds</b>    | <b>Reimbursements</b> | <b>Other Funds</b>   | <b>Subtotal</b>    |
|-----------|----------------------------------------|--------------------------------|---------------------|--------------------|-----------------------|----------------------|--------------------|
|           |                                        | Drug Testing Supplies          | \$ 1,500.00         | \$ 1,500.00        |                       |                      | \$ 1,500.00        |
|           |                                        | Drug Testing Services          | \$ 1,500.00         | \$ 1,500.00        |                       |                      | \$ 1,500.00        |
|           |                                        | Substance Abuse Evaluations    |                     |                    |                       |                      | \$ -               |
|           |                                        | Substance Abuse Treatment      |                     |                    |                       |                      | \$ -               |
|           |                                        | Mental Health Evaluations      |                     |                    |                       |                      | \$ -               |
|           |                                        | Mental Health Treatment        |                     |                    |                       |                      | \$ -               |
|           |                                        | Sex Offender Evaluations       |                     |                    |                       |                      | \$ -               |
|           |                                        | Sex Offender Treatment         |                     |                    |                       |                      | \$ -               |
|           |                                        | Academic Education Services    |                     |                    |                       |                      | \$ -               |
|           |                                        | Vocational Education Services  |                     |                    |                       |                      | \$ -               |
|           |                                        | Transportation Assistance      | \$ 500.00           | \$ 500.00          |                       |                      | \$ 500.00          |
|           |                                        | Housing Assistance             |                     |                    |                       |                      | \$ -               |
|           |                                        | Subsistence                    |                     |                    |                       |                      | \$ -               |
|           |                                        | Cognitive Skills               |                     |                    |                       |                      | \$ -               |
|           |                                        | Client Incentives              |                     |                    |                       |                      | \$ -               |
|           |                                        | Electronic Monitoring Services |                     |                    |                       |                      | \$ -               |
|           |                                        | Surveillance Services          |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
|           |                                        |                                |                     |                    |                       |                      | \$ -               |
| <b>3A</b> | <b>CONTRACTS/CLIENT SERVICES</b>       |                                | <b>\$ 3,500.00</b>  | <b>\$ 3,500.00</b> | <b>\$ -</b>           | <b>\$ -</b>          | <b>\$ 3,500.00</b> |
|           | <b>CONTRACTUAL CATEGORY</b>            | <b>Details</b>                 |                     | <b>CC Percent</b>  | <b>Reimbursements</b> | <b>Other Percent</b> | <b>TOTAL</b>       |
|           |                                        | Drug Testing Supplies          |                     | 100.00%            |                       |                      | 100.00%            |
|           |                                        | Drug Testing Services          |                     | 100.00%            |                       |                      | 100.00%            |
|           |                                        | Substance Abuse Evaluations    |                     |                    |                       |                      |                    |
|           |                                        | Substance Abuse Treatment      |                     |                    |                       |                      |                    |
|           |                                        | Mental Health Evaluations      |                     |                    |                       |                      |                    |
|           |                                        | Mental Health Treatment        |                     |                    |                       |                      |                    |
|           |                                        | Sex Offender Evaluations       |                     |                    |                       |                      |                    |
|           |                                        | Sex Offender Treatment         |                     |                    |                       |                      |                    |
|           |                                        | Academic Education Services    |                     |                    |                       |                      |                    |
|           |                                        | Vocational Education Services  |                     |                    |                       |                      |                    |
|           |                                        | Transportation Assistance      |                     | 100.00%            |                       |                      | 100.00%            |
|           |                                        | Housing Assistance             |                     |                    |                       |                      |                    |
|           |                                        | Subsistence                    |                     |                    |                       |                      |                    |
|           |                                        | Cognitive Skills               |                     |                    |                       |                      |                    |
|           |                                        | Client Incentives              |                     |                    |                       |                      |                    |
|           |                                        | Electronic Monitoring Services |                     |                    |                       |                      |                    |
|           |                                        | Surveillance Services          |                     |                    |                       |                      |                    |
|           |                                        |                                |                     |                    |                       |                      |                    |
|           |                                        |                                |                     |                    |                       |                      |                    |
|           |                                        |                                |                     |                    |                       |                      |                    |
|           |                                        |                                |                     |                    |                       |                      |                    |
| <b>3A</b> | <b>TOTAL CONTRACTS/CLIENT SERVICES</b> |                                |                     |                    |                       |                      |                    |

[illegible]

|    |                                           |                           |                           |
|----|-------------------------------------------|---------------------------|---------------------------|
|    |                                           | FY 2017                   |                           |
|    |                                           | BUDGET SUMMARY            |                           |
|    |                                           | AGENCY NAME               |                           |
|    |                                           |                           |                           |
|    |                                           |                           |                           |
|    |                                           | Current A                 |                           |
|    |                                           | Community Corrections     | Behavioral Health         |
|    | PERSONNEL SECTION                         | Cells auto fill-Verify am |                           |
| 1A | ADMIN PERSONNEL CATEGORY                  |                           |                           |
|    | Salary                                    | \$ 84,383.25              | \$ -                      |
|    | Benefits                                  | \$ 34,930.00              | \$ -                      |
| 1B | NON-ADMIN PERSONNEL CATEGORY              |                           |                           |
|    | Salary                                    | \$ 209,262.35             | \$ -                      |
|    | Benefits                                  | \$ 94,231.16              | \$ -                      |
|    | TOTAL PERSONNEL SECTION                   | \$ 422,806.76             | \$ -                      |
|    | AGENCY OPERATIONS SECTION                 |                           | Cells auto fill-Verify am |
| 2A | TRAVEL CATEGORY                           | \$ 2,297.89               |                           |
| 2B | TRAINING CATEGORY                         | \$ 2,500.00               |                           |
| 2C | COMMUNICATIONS CATEGORY                   | \$ 3,000.00               |                           |
| 2D | EQUIPMENT CATEGORY                        | \$ -                      |                           |
| 2E | SUPPLIES/COMMODITIES CATEGORY             | \$ 1,500.00               |                           |
| 2F | FACILITY CATEGORY                         | \$ -                      |                           |
| 2G | CONTRACTUAL CATEGORY                      | \$ -                      |                           |
|    | TOTAL AGENCY OPERATIONS SECTION           | \$ 9,297.89               | \$ -                      |
|    | CONTRACTS/CLIENT SERVICES SECTION         |                           | Cells auto fill-Verify am |
| 3A | CONTRACTS/CLIENT SERVICES CATEGORY        |                           |                           |
|    | Drug Testing Supplies                     | \$ 1,500.00               |                           |
|    | Drug Testing Services                     | \$ 1,500.00               |                           |
|    | Substance Abuse Evaluations               | \$ -                      |                           |
|    | Substance Abuse Treatment                 | \$ -                      |                           |
|    | Mental Health Evaluations                 | \$ -                      |                           |
|    | Mental Health Treatment                   | \$ -                      |                           |
|    | Sex Offender Evaluations                  | \$ -                      |                           |
|    | Sex Offender Treatment                    | \$ -                      |                           |
|    | Academic Education Services               | \$ -                      |                           |
|    | Vocational Education Services             | \$ -                      |                           |
|    | Transportation Assistance                 | \$ 500.00                 |                           |
|    | Housing Assistance                        | \$ -                      |                           |
|    | Subsistence                               | \$ -                      |                           |
|    | Cognitive Skills                          | \$ -                      |                           |
|    | Client Incentives                         | \$ -                      |                           |
|    | Electronic Monitoring Services            | \$ -                      |                           |
|    | Surveillance Services                     | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    |                                           | \$ -                      |                           |
|    | TOTAL CONTRACTS/CLIENT SERVICES CATEGORY  | 3,500.00                  |                           |
|    | TOTAL CONTRACTS/CLIENT SERVICES SECTION   | \$ 3,500.00               | \$ -                      |
|    | TOTAL NON-RESIDENTIAL FY17 BUDGET SUMMARY | \$ 435,604.65             | \$ -                      |
|    |                                           |                           |                           |
|    |                                           | Community Corrections     |                           |

|           |                                                   |                                                  |                       |
|-----------|---------------------------------------------------|--------------------------------------------------|-----------------------|
|           |                                                   |                                                  | <b>FY 2017</b>        |
|           |                                                   |                                                  | <b>BUDGET SUMMARY</b> |
|           |                                                   |                                                  | <b>AGENCY NAME</b>    |
|           |                                                   |                                                  |                       |
|           |                                                   |                                                  |                       |
|           |                                                   |                                                  | <b>Current A</b>      |
|           | <b>ADULT RESIDENTIAL SECTION</b>                  | Cells auto fill-Verify amounts against Narrative |                       |
| <b>4A</b> | <b>PERSONNEL CATEGORY</b>                         |                                                  |                       |
|           | Salary                                            | 0.00                                             |                       |
|           | Benefits                                          | 0.00                                             |                       |
|           | <b>TOTAL PERSONNEL SECTION</b>                    | \$ -                                             |                       |
|           | <b>RESIDENTIAL OPERATIONS SECTION</b>             | Cells auto fill-Verify amounts against Narrative |                       |
| <b>5A</b> | <b>TRAVEL CATEGORY</b>                            | \$ -                                             |                       |
| <b>5B</b> | <b>TRAINING CATEGORY</b>                          | \$ -                                             |                       |
| <b>5C</b> | <b>COMMUNICATIONS CATEGORY</b>                    | \$ -                                             |                       |
| <b>5D</b> | <b>EQUIPMENT CATEGORY</b>                         | \$ -                                             |                       |
| <b>5E</b> | <b>SUPPLIES/COMMODITIES CATEGORY</b>              | \$ -                                             |                       |
| <b>5F</b> | <b>FACILITY CATEGORY</b>                          | \$ -                                             |                       |
| <b>5G</b> | <b>CONTRACTUAL CATEGORY</b>                       | \$ -                                             |                       |
|           | <b>TOTAL RESIDENTIAL OPERATIONS SECTION</b>       | \$ -                                             |                       |
|           | <b>CONTRACTS/CLIENT SERVICES SECTION</b>          | Cells auto fill-Verify amounts against Narrative |                       |
| <b>6A</b> | <b>CONTRACTS/CLIENT SERVICES CATEGORY</b>         |                                                  |                       |
|           | Drug Testing Supplies                             | 0.00                                             |                       |
|           | Drug Testing Services                             | 0.00                                             |                       |
|           | Substance Abuse Evaluations                       | 0.00                                             |                       |
|           | Substance Abuse Treatment                         | 0.00                                             |                       |
|           | Mental Health Evaluations                         | 0.00                                             |                       |
|           | Mental Health Treatment                           | 0.00                                             |                       |
|           | Sex Offender Evaluations                          | 0.00                                             |                       |
|           | Sex Offender Treatment                            | 0.00                                             |                       |
|           | Academic Education Services                       | 0.00                                             |                       |
|           | Vocational Education Services                     | 0.00                                             |                       |
|           | Transportation Assistance                         | 0.00                                             |                       |
|           | Housing Assistance                                | 0.00                                             |                       |
|           | Subsistence                                       | 0.00                                             |                       |
|           | Cognitive Skills                                  | 0.00                                             |                       |
|           | Client Incentives                                 | 0.00                                             |                       |
|           | Electronic Monitoring Services                    | 0.00                                             |                       |
|           | Surveillance Services                             | 0.00                                             |                       |
|           |                                                   | 0.00                                             |                       |
|           |                                                   | 0.00                                             |                       |
|           |                                                   | 0.00                                             |                       |
|           |                                                   | 0.00                                             |                       |
|           | <b>TOTAL CONTRACTS/CLIENT SERVICES CATEGORY</b>   | \$ -                                             |                       |
|           | <b>TOTAL CONTRACTS/CLIENT SERVICES SECTION</b>    | \$ -                                             |                       |
|           | <b>TOTAL ADULT RESIDENTIAL SECTION</b>            | \$ -                                             |                       |
|           | Total below includes applicable agency operations |                                                  |                       |
|           | <b>TOTAL FY2017 BUDGET SUMMARY</b>                | \$ 435,604.65                                    |                       |

# FUNDING CONSIDERATIONS

|                                  |             | Actual on   | Actual on |            |                                                        |
|----------------------------------|-------------|-------------|-----------|------------|--------------------------------------------------------|
|                                  |             | 12/31/14    | 12/31/15  | Difference | Comments/Explanation of Changes                        |
| A. Staffing Levels               |             |             |           |            |                                                        |
| INSTRUCTIONS                     | FTE         | FTE         |           |            |                                                        |
| <b>AGENCY</b>                    |             |             |           |            |                                                        |
| Intensive Supervision officers   | \$ 5.00     | 4.00        |           |            | Difference Column C/D: Nicole Breitenstein<br>Resigned |
| Intensive Supervision officer II | 1.00        | 1.00        |           |            |                                                        |
| Director                         | 1.00        | 1.00        |           |            |                                                        |
| XXXXXX                           |             |             |           |            |                                                        |
| <b>Total</b>                     | <u>7.00</u> | <u>6.00</u> | <u>-</u>  |            |                                                        |
| <b>RESIDENTIAL</b>               |             |             |           |            |                                                        |
| Residential Case Managers        |             |             |           |            |                                                        |
| Correctional Advisors            |             |             |           |            |                                                        |
| Senior Case Managers             |             |             |           |            |                                                        |
| XXXXXX                           |             |             |           |            |                                                        |
| XXXXXX                           |             |             |           |            |                                                        |
| <b>Total</b>                     | <u>-</u>    | <u>-</u>    | <u>-</u>  |            |                                                        |

# FUNDING CONSIDERATIONS

| <u>FY2015</u><br><u>Budgeted</u> | <u>FY2015</u><br><u>Actual</u><br><u>Expended</u> | <u>FY2015</u><br><u>Difference</u> | <u>FY2016</u><br><u>Budgeted</u> |
|----------------------------------|---------------------------------------------------|------------------------------------|----------------------------------|
|----------------------------------|---------------------------------------------------|------------------------------------|----------------------------------|

## B. Travel Costs

### AGENCY

Total Miles Driven in FY2015

14659

13287

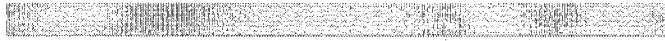
1372

13973

### RESIDENTIAL

Total Miles Driven in FY2015

**Comments/Explanation of Changes**



Mileage for one CC vehicle

# FUNDING CONSIDERATIONS

|  | <u>FY2015</u><br><u>Budgeted</u> | <u>FY2015</u><br><u>Actual</u><br><u>Expended</u> | <u>FY2015</u><br><u>Difference</u> | <u>FY2016</u><br><u>Budgeted</u> | <u>Comments/Explanation of Changes</u> |
|--|----------------------------------|---------------------------------------------------|------------------------------------|----------------------------------|----------------------------------------|
|--|----------------------------------|---------------------------------------------------|------------------------------------|----------------------------------|----------------------------------------|

## C. Vacancy Savings INSTRUCTIONS

### AGENCY

|          |            |            |             |            |
|----------|------------|------------|-------------|------------|
| Salary   | 323,640.12 | 363,688.97 | (40,048.85) | 310,226.26 |
| Benefits | 130,581.14 | 145,912.06 | (15,330.92) | 146,726.74 |
| Total    | 454,221.26 | 509,601.03 | (55,379.77) | 456,953.00 |

### RESIDENTIAL

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

% of Shrinkage

## D. Shrinkage INSTRUCTIONS

### AGENCY

|             |         |
|-------------|---------|
| Shrinkage % | -12.19% |
|-------------|---------|

### RESIDENTIAL

|             |         |
|-------------|---------|
| Shrinkage % | #DIV/0! |
|-------------|---------|

# FUNDING CONSIDERATIONS

|                                              |                                               | <u>Number of Staff</u> |   | <u>Terminations</u><br><u>in FY2015</u> | <u>Turnover</u><br><u>Rate</u>                 | <u>Comments/Explanation of Changes</u> |
|----------------------------------------------|-----------------------------------------------|------------------------|---|-----------------------------------------|------------------------------------------------|----------------------------------------|
| <u>Number of Staff</u><br><u>on 7/1/2014</u> | <u>Number of Staff</u><br><u>on 6/30/2015</u> |                        |   |                                         |                                                |                                        |
| E. Turnover Rate                             |                                               |                        |   |                                         |                                                |                                        |
| INSTRUCTIONS                                 |                                               |                        |   |                                         |                                                |                                        |
| AGENCY                                       | 10                                            | 10                     | 3 | #DIV/0!                                 | Column E: Olivia Cates; Nora Eurich; Jim White |                                        |
| RESIDENTIAL                                  |                                               |                        |   | #DIV/0!                                 |                                                |                                        |

## Agency Identification ( Main Office)

Name: Douglas County Community Corrections

E-Mail: [dwright@douglas-county.com](mailto:dwright@douglas-county.com)

Host County:

## Agency Director

E-Mail: [dwright@douglas-county.com](mailto:dwright@douglas-county.com)

Satellite Offices (Please Attach Additional Sheets As Necessary To List All Offices)

S-3

☐ Residential    ☐ AISP

Address:

Phone:

Fax:

No. Of Staff:

Grant Period: July 1, 2016 Through June 30, 2017

Projected Funding From Other Sources (all including county funds)

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## Current and New Resources

| Services                           | Enter 'yes',<br>'no' or<br>'more<br>needed' if<br>Currently<br>Available | Enter<br>'yes', 'no' or<br>'more<br>needed' if<br>New In<br>FY2017 | Comments                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Supervision Fee             |                                                                          |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Child Care Assistance              | No                                                                       |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Clothing (work related or other)   | Yes                                                                      |                                                                    | Offenders are referred to community non-profit organizations for clothing (e.g. Goodwill)                                                                                                                                                                                                                                                                                                       |
| Cognitive Behavioral Interventions | Yes                                                                      |                                                                    | DCCC offers Thinking for Change classes to offenders. DCCC is working on partnering with the Douglas County Sheriff's Office Re-entry Department to implement and facilitate classes in the community for mutual offenders. Offenders receive cognitive skills through drug treatment and re-entry services. DCCC has been working on implementing a Substance Abuse Program within our agency. |
| Community Service Work             | Yes                                                                      |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |
| Courtesy Transfer Fee              |                                                                          |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |
| DNA Cost                           | Yes                                                                      |                                                                    | \$20 per offender submission                                                                                                                                                                                                                                                                                                                                                                    |
| Drug Confirmation Tests            | Yes                                                                      |                                                                    | \$35 per positive drug charged to offender                                                                                                                                                                                                                                                                                                                                                      |
| Drug Screens                       | Yes                                                                      |                                                                    | Offenders are charged \$20 per drug screen.                                                                                                                                                                                                                                                                                                                                                     |
| Educational Services               | Yes                                                                      |                                                                    | Offenders are referred to the Lawrence Adult Learning Center for assistance with obtaining their GED or high school diploma. The Program Provider is available to assist offenders who would like to apply for a college education.                                                                                                                                                             |
| Electronic Monitoring              | Yes                                                                      |                                                                    | DCCC has a house arrest program and offenders are responsible for payment ranging from \$10 per day - \$13 per day.                                                                                                                                                                                                                                                                             |
| Employment Services                | Yes                                                                      |                                                                    | Current collaboration with the Workforce Center allows for offenders to be referred to monthly employment classes and receive help on resume writing. Program Provider is OWDS certified.                                                                                                                                                                                                       |
| Food                               | Yes                                                                      |                                                                    | Offenders in need of food are referred to Just Foods, or other non-profit agencies                                                                                                                                                                                                                                                                                                              |

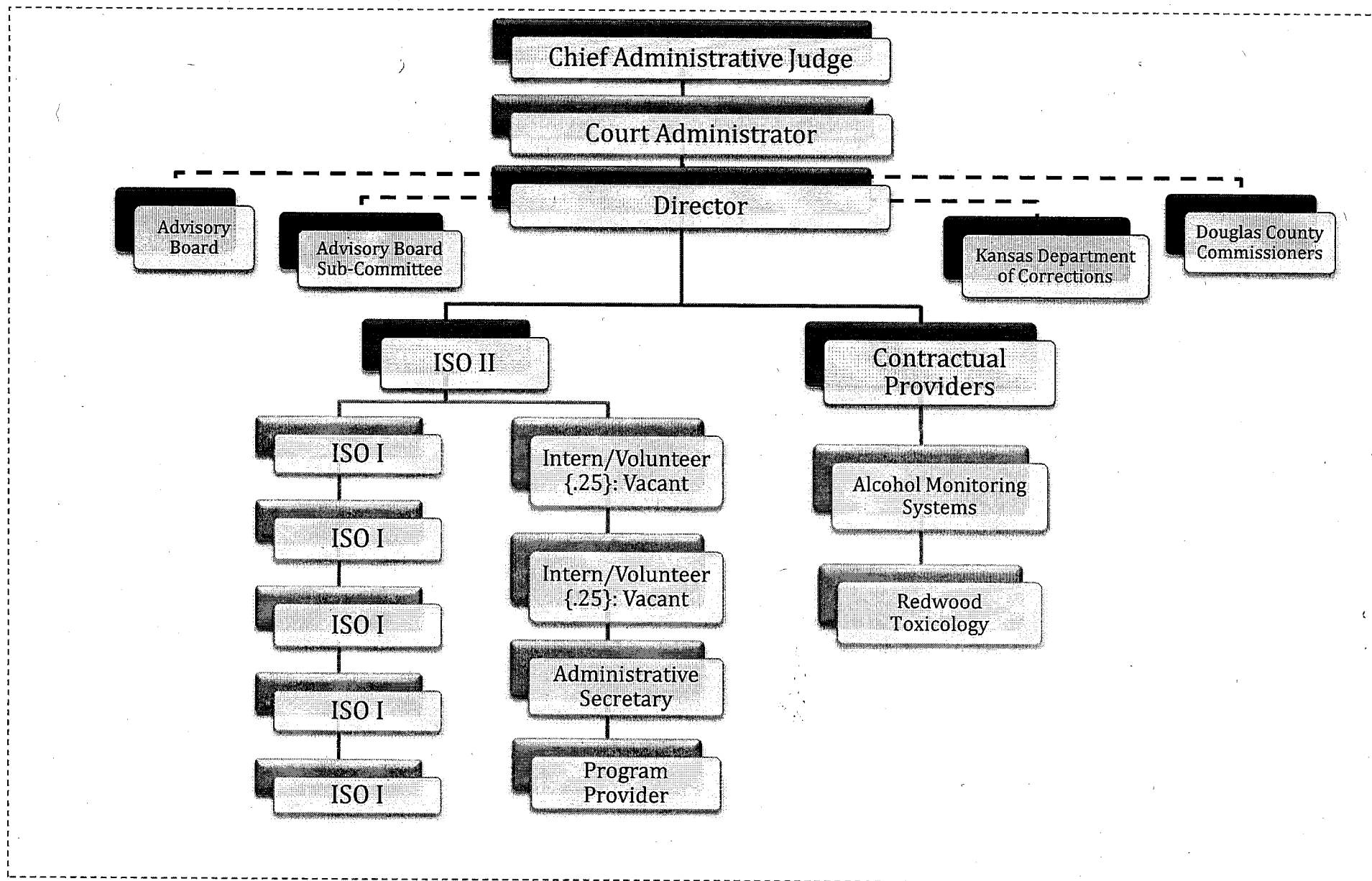
|                                          |             |             |                                                                                                                                                                                                                                     |
|------------------------------------------|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |             |             | or churches for assistance.                                                                                                                                                                                                         |
| Housing Assistance                       | Yes         |             | DCCC partners with the Lawrence Douglas County Housing Authority (LDCHA), and offenders may qualify for Section 8 housing.                                                                                                          |
| Medication                               | Yes         |             | Offenders are referred to the Lawrence Community Health Center or their private Health Provider for medication.                                                                                                                     |
| Mental Health Counseling                 | Yes         |             | Offenders are referred to Bert Nash Mental Health Center for mental health treatment.                                                                                                                                               |
| Mental Health Evaluations                | Yes         |             | Offenders are referred to Bert Nash Mental Health Center for mental health evaluations.                                                                                                                                             |
| Mentoring                                | More Needed | More Needed | DCCC has three female mentors; actively seeking male mentors.                                                                                                                                                                       |
| Sex Offender Evaluations                 | Yes         |             | Offenders are referred to Clinical Associates for sex offender evaluations and the MOU has been completed.                                                                                                                          |
| Sex Offender Treatment                   | Yes         |             | Offenders are referred to Clinical Associates for sex offender counseling and the MOU has been completed.                                                                                                                           |
| Substance Abuse Counseling               | Yes         |             | Offenders are referred to Professional Treatment Services or DCCCA for substance abuse counseling.                                                                                                                                  |
| Substance Abuse Evaluations              | Yes         |             | Offenders are referred to Professional Treatment Services, DCCCA, or RADAC for substance abuse evaluations.                                                                                                                         |
| Transportation Assistance                | Yes         | More Needed | From DCCC's offender reimbursements bus passes are purchased. DCCC is seeking funding to continue to purchase additional bus passes to assist offenders with transportation to treatment appointments, probation appointments, etc. |
| Utilities (heat, electric, phone, water) | Yes         |             | Offenders are referred to non-profit organizations or churches to assist with utilities.                                                                                                                                            |
|                                          |             |             |                                                                                                                                                                                                                                     |
| OTHER :                                  |             |             |                                                                                                                                                                                                                                     |
| Offender Appointment Calendars           | No          | More Need   | DCCC would like to purchase appointment pocket calendars for offenders to assist in keeping track with their weekly appointments.                                                                                                   |
| Anger Management                         | No          |             | Two licensed master level social workers are working to prepare an evidence based                                                                                                                                                   |

|                         |     |             |                                                                                                                                                           |
|-------------------------|-----|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |     |             | curriculum for the District Court to approve.                                                                                                             |
| Alco-Sensor Breath Test | Yes |             | Offenders are charged \$10 per positive alcohol test.                                                                                                     |
| Incentive Program       | Yes | More Needed | ISOs recommend an offender that has done well for an incentive, such as gift card, bicycle, etc. DCCC is constantly seeking funding to secure incentives. |

### Collaborative Partnerships

| Agency Partnerships                               | Comment                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advisory Board                                    | DCCC meets quarterly with the Douglas County Advisory Board. The Advisory Board is very supportive of DCCC, and offers suggestions when needed; including but not limited to: education/employment, housing, and mentoring.                                                                                                                                            |
| County Commission                                 | DCCC provides updates to the County Commission and the Douglas County District Court Administrator.                                                                                                                                                                                                                                                                    |
| Douglas County Sheriff's Office                   | DCCC partners with Douglas County Sheriff Office Reentry Program, and collaborates with Court Security Officers. DCCC meets with the Re-entry Case Managers once a month. DCCC has developed a partnership with re-entry to facilitate the cognitive skills classes, the Substance Abuse Program (SAP), and discuss mutual offenders.                                  |
| Douglas County District Court                     | The Judges are open to receiving emails, phone calls, and/or meetings when the need arises. The Court Administrator is also active with DCCC. District Court manager's meetings take place once a month. The Director participated in a Judges/Manager's luncheon and provided the Judges information regarding DCCC programming, to include cognitive skills classes. |
| District Attorney's Office                        | The District Attorney's Office is open to communication with the ISOs regarding mutual offenders.                                                                                                                                                                                                                                                                      |
| Lawrence Douglas County Housing Authority (LDCHA) | DCCC has established a working relationship with the LDCHA. The Administrator is the current chairman of the Advisory Board. LDCHA has been helpful in providing ways for offenders to receive Section 8 housing.                                                                                                                                                      |
| DCCCA                                             | There were communication gaps between the two agencies, but there is collaboration to improve any communication gaps.                                                                                                                                                                                                                                                  |
| Bert Nash Mental Health Center                    | DCCC works with Bert Nash and collaborates frequently with all mental health providers. One of the administrator's at Bert Nash is a member of the Advisory Board. Bert Nash has provided training to discuss resources that will benefit the mental health population served by DCCC.                                                                                 |
| Lawrence Workforce Center/Heartland Works         | DCCC work closely with the Lawrence Workforce Center/Heartland Works in assisting ISOs with employment possibilities for the offenders.                                                                                                                                                                                                                                |

# Douglas County Community Corrections



**ADVISORY BOARD MEMBERSHIP FOR CY2015**

Instructions: Please provide all of the requested information for each advisory board member who will serve during the grant year. KSA75-5297 and 75-7044 governs the membership, qualifications, appointment, alternative membership, and appointment provisions for cooperating counties for advisory boards. Use an asterisk to identify the advisory board chairperson. In the Race column, please use a term which best describes the member's race (e.g., American Indian or Alaskan Native, Asian or Pacific Islander, Black, Hispanic, White)

| APPOINTED BY      | REPRESENTING & TERM YEAR                   | NAME & IDENTIFICATION                                                             | PHONE                       | GENDER | RACE | RECENT APPT. DATE | APPT. EXP. DATE |
|-------------------|--------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------|--------|------|-------------------|-----------------|
| County Sheriff    | Law Enforcement<br>KSA 75-7044.            | Ken McGovern<br>Designee, Michael Brouwer                                         | 785<br>832-5210             | Male   | W    | Feb<br>2016       | Feb<br>2017     |
| Chief of Police   | Law Enforcement<br>KSA 75-7044             | Tarik Khatib,<br>or Designee<br>4820 Bob Billings Pkw<br>Lawrence 66049           | 785<br>830-7400             | Male   | W    | Jan<br>2016       | Jan<br>2017     |
| District Attorney | Prosecution<br>KSA 75-7044                 | Charles Branson<br>Designee, Bryan Barton<br>111 East 11<br>Lawrence 66044        | 785<br>841-0211             | Male   | W    | Jan<br>2016       | Jan<br>2017     |
| Chief Judge       | Judiciary<br>KSA 75-7044                   | James McCabria<br>or Designee<br>111 East 11<br>Lawrence 66044                    | 785<br>832-5124             | Male   | W    | July<br>2016      | July<br>2017    |
| Chief Judge       | Judiciary<br>KSA 75-7044                   | Kelly Shoemake<br>or Designee<br>111 East 11<br>Lawrence 66044                    | 785<br>832-5218             | Female | W    | Jan<br>2016       | Jan<br>2017     |
| County Commission | Mental Health<br>KSA 75-7044.              | David Johnson<br>or Designee<br>200 Maine Suite A<br>Lawrence 66044               | 785<br>843-9192             | Male   | W    | May<br>2010       | May<br>2016     |
| County Commission | General: Education<br>Term:<br>KSA 75-7044 | Willie Amison<br>549 Arrowhead Dr.<br>Lawrence 66049                              | 785<br>691-7198             | Male   | B    | Oct<br>2012       | Nov<br>2016     |
| County Commission | General<br>Term:                           | Vanessa Sanburn<br>765 Ash Street<br>Lawrence 66044                               | 785<br>856-1233             | Female | W    | Jan<br>2012       | Dec<br>2016     |
| County Commission | Social Services<br>Term:                   | Christie Stegall<br>1005 College Blvd<br>Lawrence 66044                           | 785<br>312-4967             | Female | W    | Aug<br>2012       | Aug<br>2016     |
| City Commission   | General<br>Term: 7                         | Robert D. Suderman<br>614 W 27 Terr<br>Lawrence 66046                             | 785<br>766-4569             | Male   | W    | May<br>2015       | May<br>2017     |
| City Commission   | General<br>Term: 4                         | Milton Scott, Chair<br>Lawrence Housing Aut<br>1600 Haskell Ave<br>Lawrence 66044 | 785<br>842-8110             | Male   | B    | July<br>2014      | May<br>2016     |
| City Commission   | General<br>Term: 4                         | Verdell Taylor<br>3105 W 26 <sup>th</sup> Street<br>Lawrence 66047                | 785<br>843-2429<br>865-2589 | Male   | B    | July<br>2014      | May<br>2016     |
| Member At Large   | The Shelter, Inc.                          | Judy Culley<br>P O Box 647<br>Lawrence 66044                                      | 785<br>843-2085             |        |      |                   |                 |

|                                                                                                                                 |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| County Commission: James E. Flory, Chair                                                                                        | Director, Community Corrections: Deborah Wright                                       |
| City Commission: Mike Amyx, Mayor                                                                                               | Director, Youth Services: Pam Weigand                                                 |
| DCCC Outcomes Subcommittee:<br>Robert Suderman, Milton Scott<br>Mike Brouwer, Verdell Taylor,<br>Deborah Wright, Claudia Fisher | Board Chair: Milton Scott<br>Board Secretary: Alison Gantz<br>Telephone: 785/832-5220 |
| Jessica Clatterbuck, KDOC Program Consultant                                                                                    | July 12, 2016                                                                         |
| Update: April, 2016                                                                                                             | October 11, 2016                                                                      |
|                                                                                                                                 | January 10, 2017                                                                      |
|                                                                                                                                 | April 11, 2017                                                                        |



## DOUGLAS COUNTY ADMINISTRATIVE SERVICES

### Division of Purchasing

1100 Massachusetts Street  
Lawrence, KS 66044-3064  
(785) 832-5286 Fax (785) 838-2480  
[www.douglas-county.com](http://www.douglas-county.com)

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MEMO TO: The Board of County Commissioners  
Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director  
Division of Purchasing

SUBJECT: Consider Accessing MoDOT Contract to purchase Equipment for Public Works

DATE: April 22, 2016

Public Works has funds allocated in Equipment Reserve to replace their existing 2006 tandem axle dump truck with material spreader and snow plow. This piece of equipment has approximately 191,000 miles and is on the 2016 equipment replacement plan. Our existing equipment will be sold through the online auction.

Public Works dump trucks are used daily in the maintenance of county roads and bridges, as well as, performing snow and ice control during winter storm events. Over the past few years this equipment has experienced numerous mechanical issues, and is beginning to require frequent repairs due to its age and overall condition.

The new Mack dump truck cab and chassis is available to be purchased through Westfall O'Dell Truck Sales accessing the MoDOT (Missouri Department of Transportation) contract at a total cost of \$105,551 (includes adding engine protection plan for 84 months/250,000 miles for \$4,300 and an engine after-treatment system for \$675). Based on the contract we will be purchasing a 2016 model at the 2015 pricing.

Special equipment (bed, spreader, snow plow) would be provided through Kranz of Kansas City at a total cost of \$71,390. We solicited an informal quote from another provider, American Equipment, which was \$5,500 higher. The truck and special equipment would all be purchased through Westfall O'Dell Truck Sales.

In 2014 staff changed from International to the Mack tandem axle dump trucks, and to date the Mack trucks have performed above staff's expectations.

**RECOMMENDATION:** The Board of County Commissioners authorizes staff to access the MoDOT contract with Westfall O'Dell Truck Sales purchase one dump truck (including special equipment) for a cost of \$176,941.

111 East 11<sup>th</sup> Street, Unit 200  
Lawrence, KS 66044  
phone: (785) 832-5237  
fax: (785) 330-2801



email: [eccdept@douglas-county.com](mailto:eccdept@douglas-county.com)  
website: [www.douglas-county.com](http://www.douglas-county.com)

**RANDY L. ROBERTS**  
*Director*

**RICHARD L. BARR**  
*Assistant Director*

## MEMORANDUM

To: Board of County Commissioners

From: Randy L. Roberts, Director

Re: Consent Agenda Item to approve annual service and maintenance agreement for Commenco, Inc., for DGCO Emergency Communications.

Date: April 20, 2016

Re: Consent Agenda item waiving formal bidding process and authorize staff to access the State of Kansas, Western States Contract Alliance, and related MARC (Mid America Regional Council) contracts for the annual service agreement with Commenco, Inc.

|                                                        |                    |
|--------------------------------------------------------|--------------------|
| <b>Commenco, Inc. (April 1, 2016 – March 31, 2017)</b> | <b>\$27,630.72</b> |
| <b>Commenco, Inc. (April 1, 2016 – March 31, 2017)</b> | <b>\$1,666.92</b>  |
| <b>Commenco, Inc. (April 1, 2016 – March 31, 2017)</b> | <b>\$2,198.40</b>  |
| <b>Total</b>                                           | <b>\$31,496.04</b> |

The total amount for this service agreement is \$31,496.04 and contains three pieces to the agreement which covers the centers additional four (4) consoles that were added after the initial agreement in 2011, as well as the Point to Point (wireless) connections between KUPD and the Communications Center. The funds for this service agreement are allocated in the E911 Tax Fund, and are not obligated through the General Fund as an operating cost. This service agreement covers the 24/7 911 operations of the Communications Center.

**Action Required:** Consent agenda authorization for Emergency Communications Director to approve this 2016 Service agreement.

---

### 911 ADVISORY BOARD

**SHERIFF KENNETH MCGOVERN**  
Douglas County  
*Chairman*

**CHIEF MARK BRADFORD**  
Lawrence Douglas County  
Fire-Medical Services  
*Vice Chairman*

**CHIEF TARIK KHATIB**  
Lawrence Police Department

**INTERIM CHIEF CHRIS KEARY**  
Kansas University  
Public Safety

**CHIEF KEN KEITER**  
Eudora City Fire  
Department



4901 BRISTOL AVE. • KANSAS CITY, MO. 64129  
(816)753-2166 • FAX (816)753-3688

## INVOICE

Douglas County Emergency Comm  
111 E. 11th St., Suite 200  
Lawrence, KS 66044-2909

Invoice No.: 822715  
Invoice Date: 3/15/16

Customer No: 21971

Customer PO:

Contract No: 1497-00

Terms: NET 10 DAYS

### Description

ANNUAL BILLING from April 2016

| <u>Item Qty</u> | <u>Description</u>                                                                                                                                      | <u>Unit Price</u> | <u>Extension</u> |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|
| 1               | 9-1-1 Equipment Maintenance<br>Airbus should equipment with KU. Aurora<br>server and spare 9-1-1 equipment.<br>Advanced hardware support 24x7 response. | 2198.40           | 2198.40          |

Sub Total: 2198.40  
Sales Tax: .00  
Total Due: 2198.40



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(816)753-2166 • FAX (816)753-3688

## INVOICE

Douglas County Emergency Comm  
111 E. 11th St., Suite 200  
Lawrence, KS 66044-2909

Invoice No.: 822714  
Invoice Date: 3/15/16

Customer No: 21971

Customer PO:

Contract No: 1498-00

Terms: NET 10 DAYS

### Description

ANNUAL BILLING from April 2016

| <u>Item Qty</u> | <u>Description</u>                                                   | <u>Unit Price</u> | <u>Extension</u> |
|-----------------|----------------------------------------------------------------------|-------------------|------------------|
| 1               | 9-1-1 Equipment Maintenance<br>PTP Links shared with KU, incl spare. | 1666.92           | 1666.92          |

Sub Total: 1666.92  
Sales Tax: .00  
Total Due: 1666.92



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## INVOICE

Douglas County Emergency Comm  
111 E. 11th St., Suite 200  
Lawrence, KS 66044-2909

Invoice No.: 822713  
Invoice Date: 3/15/16

Customer No: 21971

Customer PO:

Contract No: 1496-00

Terms: NET 10 DAYS

### Description

ANNUAL BILLING from April 2016

| <u>Item Qty</u> | <u>Description</u>                                                                                                                             | <u>Unit Price</u> | <u>Extension</u> |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|
| 1               | 9-1-1 Equipment Maintenance<br>Maintenance of 9-1-1 system located<br>at Douglas County Emergency<br>Communications.<br>Additional 4 Positions | 27630.72          | 27630.72         |

Sub Total: 27630.72  
Sales Tax: .00  
Total Due: 27630.72

# OFFICE OF



# THE SHERIFF

Jim Martin, Undersheriff  
Operations  
111 E. 11<sup>th</sup> St.  
Lawrence, KS 66044  
(785)841-0007, Fax (785)841-5168

**KENNETH M. MCGOVERN**  
Sheriff

Gary Bunting, Undersheriff  
Corrections  
3601 E. 25<sup>th</sup> St.  
Lawrence, KS 66046  
(785)830-1000, Fax (785)830-1085

## MEMORANDUM

To: Sheriff McGovern

To: Captain Houk

From: Brad Schwab

Re: Network Restructure

Date: 04/20/2016

The Sheriff's Office has been advised that the county's independent fiber connection will be completed around the end of May 2016. This change to the infrastructure will require upgrading the Sheriff's Office's current network hardware to ensure connectivity and redundancy.

After reviewing the current design of the Sheriff's Office network, it has been determined that the network has several failure points that do not include any failover capabilities in the event that a networking device should fail.

We have come up with a solution to add redundancy, decrease the possible number of the failure points and boost network performance. This will require four routers to complete the redundancy required. The routers will be set up to implement Virtual Routing Redundancy Protocol (VRRP). This means that if the active router should fail, the standby router would automatically take over the routing and switching functions.

We researched products and costs associated with implementing this design, and using the state of Kansas contract 10330BK, obtained a quote from CDW-G for the amount of \$66,935.00. These funds are currently available in our budget.

This design will meet a requirement for network redundancy in the event of a device failure. Additionally, it will provide increased throughput and room for expansion as the network and demands on the network increase.



CDWG.com | 800.594.4239

OE400SPS

## SALES QUOTATION

| QUOTE NO. | ACCOUNT NO. | DATE      |
|-----------|-------------|-----------|
| GZGB747   | 6352767     | 4/12/2016 |

**BILL TO:**  
DOUGLAS COUNTY SHERIFFS  
OFFICE  
111 E 11TH ST

**SHIP TO:**  
DOUGLAS COUNTY SHERIFFS OFFICE  
Attention To: JOHN YANEZ  
111 E 11TH ST

Accounts Payable  
LAWRENCE, KS 66044-2913

LAWRENCE, KS 66044-2913  
Contact: JOHNATHAN  
YANEZ 785.832.5361

Customer Phone #785.832.5226

Customer P.O. # CISCO NEXUS ALL  
APRIL

| ACCOUNT MANAGER           |          | SHIPPING METHOD                                                                                                                                                      | TERMS                           | EXEMPTION CERTIFICATE |  |
|---------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------|--|
| CASEY CRONIN 877.495.7178 |          | FEDEX Ground                                                                                                                                                         | Net 30 Days-Govt<br>State/Local | STATE                 |  |
| QTY                       | ITEM NO. | DESCRIPTION                                                                                                                                                          | UNIT PRICE                      | EXTENDED PRICE        |  |
| 4                         | 3472687  | CISCO DIRECT N9K-C9372PX<br>Mfg#: N9K-C9372PX<br>Contract: Kansas Cisco Contract<br>10330AK<br>TAX: LAWRENCE, KS .0000% \$.00                                        | 10,050.00                       | 40,200.00             |  |
| 4                         | 3831827  | CISCO SMARTNET 8X5XNBD<br>Mfg#: CON-SNT-9372PX<br>Contract: Kansas Cisco Contract<br>10330AK<br>Electronic distribution - NO MEDIA<br>TAX: LAWRENCE, KS .0000% \$.00 | 875.00                          | 3,500.00              |  |
| 2                         | 2941089  | CISCO DIRECT ASA-IC-6GE-SFP-B=<br>Mfg#: ASA-IC-6GE-SFP-B=<br>Contract: Kansas Cisco Contract<br>10330AK<br>TAX: LAWRENCE, KS .0000% \$.00                            | 3,150.00                        | 6,300.00              |  |
| 4                         | 713849   | TRIPP 10M DUPLEX SMF LC/SC FIB CABLE<br>Mfg#: N366-10M<br>Contract: MARKET.<br>TAX: LAWRENCE, KS .0000% \$.00                                                        | 29.00                           | 116.00                |  |
| 4                         | 717518   | TRIPP 5M DUPLEX SMF LC/SC FIB CABLE<br>Mfg#: N366-05M<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                          | 23.00                           | 92.00                 |  |
| 4                         | 717517   | TRIPP 2M DUPLEX SMF LC/SC FIB CABLE<br>Mfg#: N366-02M<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                          | 18.00                           | 72.00                 |  |
| 10                        | 993315   | TRIPP 2M FIB 62.5/125 LC/LC MM ORNG<br>Mfg#: N320-02M<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                          | 14.00                           | 140.00                |  |
| 15                        | 518680   | TRIPP 5M FIBER PATCH 50/125 LC/LC<br>Mfg#: N520-05M<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                            | 14.00                           | 210.00                |  |
| 5                         | 415037   | TRIPP 10M FIBER PATCH 50/125 LC/LC<br>Mfg#: N520-10M<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                           | 20.00                           | 100.00                |  |
| 3                         | 2146046  | PROLINE 10GBASE-LR SFP+F/CISCO<br>Mfg#: SFP-10G-LR-CDW<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                         | 475.00                          | 1,425.00              |  |
| 5                         | 2541591  | PROLINE 10GBASE-ER SFP+ W/ DOM<br>Mfg#: SFP-10G-ER-CDW<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00                                                         | 1,015.00                        | 5,075.00              |  |
| 10                        | 3270194  | PROLINE 1000BASE-T RJ45 SFP F/CISCO                                                                                                                                  | 72.00                           | 720.00                |  |

| QTY                                                                                                                  | ITEM NO | DESCRIPTION                                                                                                                                                                    | UNIT PRICE | AMOUNT      |
|----------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 35                                                                                                                   | 2146009 | Mfg#: SFP-GE-T-PRO<br>Contract: MARKET<br>TAX: LAWRENCE, KS .0000% \$.00<br>PROLINE 1000BSX SFP F/CISCO<br>Mfg#: GLC-SX-MM-CDW<br>Contract: MARKET                             | 78.00      | 2,730.00    |
| 5                                                                                                                    | 2146013 | TAX: LAWRENCE, KS .0000% \$.00<br>PROLINE 1000BTX SFP F/CISCO<br>Mfg#: GLC-T-CDW<br>Contract: MARKET                                                                           | 72.00      | 360.00      |
| 6                                                                                                                    | 2636294 | TAX: LAWRENCE, KS .0000% \$.00<br>PROLINE 1000BSX MMF LC F/CISCO<br>Mfg#: GLC-SX-MMD-CDW<br>Contract: MARKET                                                                   | 100.00     | 600.00      |
| 1                                                                                                                    | 3649095 | TAX: LAWRENCE, KS .0000% \$.00<br>CISCO NEXUS 3524X 24 10G PORTS<br>Mfg#: N3K-C3524P-10GX<br>Contract: MARKET                                                                  | 4,500.00   | 4,500.00    |
| 1                                                                                                                    | 3742193 | TAX: LAWRENCE, KS .0000% \$.00<br>CISCO SMARTNET 8X5XNBD<br>Mfg#: CON-SNT-3524P10X<br>Contract: MARKET<br>Electronic distribution - NO MEDIA<br>TAX: LAWRENCE, KS .0000% \$.00 | 795.00     | 795.00      |
| -----SPECIAL INSTRUCTIONS-----<br>TAX: MULTIPLE TAX JURISDICTIONS APPLY<br>TAX: CONTACT CDW FOR TAX DETAILS<br>----- |         |                                                                                                                                                                                |            |             |
| SUBTOTAL                                                                                                             |         |                                                                                                                                                                                |            | 66,935.00   |
| FREIGHT                                                                                                              |         |                                                                                                                                                                                |            | 0.00        |
| TAX                                                                                                                  |         |                                                                                                                                                                                |            | 0.00        |
|                                                                                                                      |         |                                                                                                                                                                                |            | US Currency |
| TOTAL                                                                                                                |         |                                                                                                                                                                                |            | 66,935.00   |

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

## **RESOLUTION NO. 16-\_\_\_\_\_**

### **A RESOLUTION (RESCINDING RESOLUTION 16-07) ESTABLISHING THE DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL; AND PROVIDING FOR ITS PURPOSE, MEMBERSHIP, MEETINGS AND BYLAWS**

**WHEREAS**, the Board of County Commissioners of Douglas County, Kansas (the “Douglas County Commission” or the “Board”), deems it in the best interests of the community to establish a Criminal Justice Coordinating Council, and to provide for its purpose, membership, meetings, and bylaws,

**NOW, THEREFORE, BE IT RESOLVED** by the Douglas County Commission:

**Section 1. Creation.** There is hereby created the Douglas County Criminal Justice Coordinating Council (the “Council”).

#### **Section 2. Purpose and Goals.**

**A. Purpose:** The purpose of the Council is to provide a working forum to support communications and collaborative coordination between and among key criminal justice system officials, advisory bodies, agencies, departments and community leaders to promote both public safety and an effective, fair and efficient criminal justice system in our community.

**B. Goals:** The goals of the Council shall be to establish clear goals, objectives and priorities for community-wide public safety programs and policies related to the administration of justice; to maintain public safety through the creation of alternatives for long-term offender success; to improve identification and analysis of problem issues in our local correctional facilities; to improve communication, cooperation and coordination among all stakeholders in the criminal justice system; and to ensure the effective allocation of resources amongst the inter-related programs. It shall be the duty of the Council to:

(i) Study and evaluate the County’s criminal justice system, including analysis of the existing and future plans for jail expansion, the creation and operation of a mental health crisis center and the creation of a special needs court;

(ii) Oversee the collection of criminal justice data for use by the Council and, as required, the Board or other County officials, agencies, departments, and operating units;

(iii) Analyze the flow of processes in the criminal justice system, including those directly impacting the County’s jail population and make recommendations for process improvement;

(iv) Identify potential gaps or deficiencies in the criminal justice system; including intentional examination of factors that may be contributing to the high representation of persons of color in the Douglas county jail and criminal justice system. The CJCC will make recommendations to address possible systemic inequities and concerns, and reduce or eliminate duplication of services and services gaps.

(v) Make recommendations that will help control the costs of managing offenders;

(vi) Evaluate and recommend crime prevention programs and early intervention and prevention programs.

### **Section 3: Membership.**

#### **A. Membership of the Council shall be as follows:**

- (1) County Commissioner appointed by the Douglas County Commission;
- (2) Chief Judge of the seventh judicial district;
- (3) Douglas County Sheriff;
- (4) District Attorney;
- (5) City Commissioner appointed by the Mayor of the Lawrence City Commission and confirmed by the City Commission;
- (6) Criminal Defense Attorney from the Douglas County Bar appointed by the Douglas County Commission;
- (7) Lawrence Police Chief;
- (8) Lawrence Municipal Judge;
- (9) Director of Douglas County Youth Services;
- (10) Executive Director of Bert Nash;
- (11) Executive Director of DCCCA;
- (12) Person with expertise on the intersection of race and criminal justice;
- (13, 14, 15) Community representatives appointed by each County Commissioner (3); and

**Ex officio Members:**

- (a) County Administrator;
- (b) Lawrence City Manager;
- (c) Director of Douglas County Reentry;
- (d) Representative from Court Services appointed by Chief Judge.

**B. Membership Terms.** All appointments shall be for the term of office for elected officials of the County, for a term of two years for all members who are not County government officials, and for the term as specified by the Board for the other County government employees. There shall be no term limitations on appointees to this board.

**Section 4: Meetings.**

**A. Regular Meetings.** The Criminal Justice Coordinating Council shall establish regular meeting times but no less often than every two months. All meetings of the Council shall be subject to and comply with the Kansas Open Meetings laws.

**B. Quorum.** A quorum is no less than 60% of the total voting membership. As decisions will be made by consensus, 60% of the total membership must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum of 60% must be present at the time of the vote.

**C. Staff Support:** The council will make recommendations for staff support to the Douglas County Commission. Any staff so approved shall be supervised by County Administrator.

**D.** The County Counselor shall serve as the legal advisor to the Council.

**Section 5: Chair and Vice Chair.** The Chairperson and Vice Chair of the Council shall be selected by the Council. The vice chair shall serve in the absence or temporary disability of the chair, and perform those duties prescribed by the chair or as directed by the membership. The chair of the Council shall perform the following duties:

**A.** Convene all meetings of the Council and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;

**B.** When necessary or advisable, call a special meeting of the Council in accordance with the applicable legal requirements;

C. In consultation with the membership, define an annual work plan for the Council and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;

D. Sign documents, records and reports, when authorized, on behalf of the Council; and

E. Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Council.

**Section 6: Voting.** Parliamentary procedures will not be required as a normal practice of decision making. Respectful dialogue and the consensus style of decision making are the preferred norm for the conduct of Council business.

In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

**Section 7: Committees.** The Council may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

**Section 8: Bylaws; Changes to By-laws.** The Council shall adopt bylaws consistent with the terms of this resolution. Proposed changes to Council bylaws must be submitted to the Chair in writing two weeks prior to a vote being taken and distributed to the membership prior to the meeting for review. Changes to the bylaws must also be consistent with the terms of this resolution and approved by a favorable vote of two-thirds of all current Council members.

**IN WITNESS WHEREOF,** the foregoing Resolution was adopted this 27<sup>th</sup> day of April , 2016.

**BOARD OF COUNTY COMMISSIONERS OF  
DOUGLAS COUNTY, KANSAS:**

\_\_\_\_\_  
James E. Flory, Chair

\_\_\_\_\_  
Nancy Thellman, Member

\_\_\_\_\_  
Mike Gaughan, Member

ATTEST:

\_\_\_\_\_  
Jamie Shew, County Clerk



## DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Douglas County Courthouse  
1100 Massachusetts Street, Unit 204  
Lawrence, KS 66044-3064  
(785) 832-5329 Fax (785) 832-5320  
www.douglas-county.com

**Sarah Plinsky**  
Assistant County Administrator

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### MEMORANDUM

MEMO TO: Board of County Commissioners

FROM: Sarah Plinsky, Assistant County Administrator

SUBJECT: 2016-2017 Health Insurance Update

DATE: April 21, 2016

In consultation with our Benefits consultant Willis, staff has reviewed the current year experience in preparation of setting premium equivalents for the upcoming plan year. Below is a summary of the current plan year experience.

Table 1: Claims Experience (June through February, Year to Year Comparison, Per Employee Per Month)

|           | Medical | Pharmaceutical | Dental | Total   |
|-----------|---------|----------------|--------|---------|
| 2014-2015 | \$579   | \$219          | \$43   | \$950   |
| 2015-2016 | \$615   | \$245          | \$43   | \$1,019 |

Through February 2016, medical prescription drug and dental paid claims were \$1,019 per employee per month (PEPM), which is 7.3% higher than the February 2015 Year to Date period amount of \$950. Also, included in this number are administrative costs and stop loss premiums. Through the same period last year, the plan had 16 large claimants over \$50,000, with a total paid claim amount of \$1,379,311, compared to six the prior year with a total paid out of \$666,182. The large claims experience this year is significantly higher than the previous year, and since February, the plan has experienced additional large claims. In terms of percentage growth, medical claims are up 6%, prescription drug claims are up 12%, and dental claims are up 2% over the previous year. The total plan costs of \$1,019 PEPM is just 1% inside the budgeted accrual amount of \$1,032 PEPM.

Based on trends and prior period claims experience, Willis and staff are recommending that overall plan funding be increased by 9.5%. This is still a relatively conservative funding recommendation, given that the current year is only 1% inside the budgeted accrual. This recommendation includes a 7.5% trend increase. The attached graph highlights Douglas County's PEPM trend line and shows that the 30 month trend and the 18 month trend are around 10%.

The increased cost of pharmaceuticals continue to impact the health care program. As an employer, we want our employees to take the medications they need. However, as health care becomes more consumer driven, it is important that co-pays increase somewhat to reflect those increased costs so employees recognize the overall cost of the medication.

Table 2: Prescription Program - Year to Year comparison

|                                            | 2014 –(6/1/14 – 12/31/14) | 2015- (6/1/15 – 12/31/15) |
|--------------------------------------------|---------------------------|---------------------------|
| Total prescriptions                        | 10,322                    | 10,715                    |
| Total patient pay                          | \$112,911.26              | \$125,112.53              |
| Total county pay                           | \$602,855.37              | \$663,718.46              |
| Average approved price                     | \$69.34                   | \$73.62                   |
| Average patient pay                        | \$10.94                   | \$11.68                   |
| Total number of brand name prescriptions:  | 1,757                     | 1,877                     |
| Average approved brand name price per fill | \$272.32                  | \$290.78                  |
| Total number of generic prescriptions:     | 8,565                     | 8,838                     |
| Average approved generic price per fill    | \$27.71                   | \$27.50                   |

Staff has worked with WillisTowersWatson to prepare several premium equivalent options for the County Commission to consider. The first option is the entire plan increase was on the premium equivalents and there were no changes in the plan design to offset plan costs. The second attachment outlines several plan changes that are included in two different plan options for the Commission to consider.

The first option makes minor increases to deductibles, maximum out of pockets, and prescription drug co-pays. The second option includes those changes plus two additional changes on pharmaceuticals. The first is adding non-grandfathered step therapy for certain medications. Currently, Douglas County has grandfathered step therapy. What this change would mean is that plan members currently taking a more expensive Step 2 drug would need to try a cheaper Step 1 drug to see if it would work for them. If they have already taken the Step 1 drug or there is a clinical reason that they can't take the Step 1 drug they wouldn't need to change medications. Generally these programs see members stay on a lower cost medication 60 to 70% of the time.

The other program to be considered would be changing the co-pay structure for specialty medications to 20% with a cap of \$200 per fill. Specialty medications represent almost 43% of our total cost on prescriptions for 27 plan members. Most of these specialty medications are in excess of \$3,000 per fill and can be as much as \$30,000 per fill. Each specialty medication has a co-pay assistance program that will pay the co-pay of the member and pay the plan for the medication. The co-pay assistance program pays the co-pay upfront so the member is not out of pocket and then offsets the cost of the medication to the plan. By not increasing the cost of the co-pay, the plan isn't able to take advantage of the assistance from the pharmaceutical company. The amount of co-pay assistance varies from medication to medication, so having the maximum of \$200 per fill assures the member that they would never be

out more than that amount if they reached the maximum amount of co-pay assistance available in that year or if there was a problem with the co-pay assistance program. The structure of this change should not negatively impact the employee and allow the plan to recoup some of the costs from the pharmaceutical manufacturers.

Each of the premium equivalent options reflect an employee to employer share as outlined below.

|                   | Employer | Employee |
|-------------------|----------|----------|
| Employee Only     | 91%      | 9%       |
| Employee plus one | 81%      | 19%      |
| Family            | 81%      | 19%      |

Over time, the County is moving towards benchmarks of what employer/employee ratios are in comparable Midwest local governments. Staff is available to answer any questions the Commission has about the health plan recommendations.

**Douglas County**  
**BENEFIT CHANGE COST ANALYSIS - Plan Specific Decrements**  
**Effective 6/1/2016**

Last Updated:

|   | Benefit                              | Renewal Benefits                                                                                                                           | Potential Revision                                                                                                                                                       | Plan Specific Decrements | Annual Projected Expected Medical/Rx Claims (Renewal Projection) | Annual Projected Expected Medical/Rx Claims (Renewal Projection) w / Benefit Revisions |
|---|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1 | <b>Deductible</b>                    | In-Network - \$150 Ind. / \$300 Fam.<br>Out-of-Network - \$450 Ind. / \$900 Fam.                                                           | <b>In-Network - \$200 Ind. / \$350 Fam.</b><br><b>Out-of-Network - \$500 Ind. / \$950 Fam.</b>                                                                           | -0.592%                  | \$7,513,793                                                      | \$7,469,312                                                                            |
| 2 | <b>Medical Out-Of-Pocket Maximum</b> | In-Network - \$1,950 Ind. / \$3,900 Fam.<br>Out-of-Network - \$3,050 Ind. / \$6,100 Fam.<br><br>(Rx OOP Max - \$4,650 Ind. / \$9,300 Fam.) | <b>In-Network - \$2,000 Ind. / \$3,950 Fam.</b><br><b>Out-of-Network - \$3,100 Ind. / \$6,150 Fam.</b><br><br><b>(Rx OOP Max - \$4,700 Ind. / \$9,350 Fam.)</b>          | -0.385%                  | \$7,513,793                                                      | \$7,484,865                                                                            |
| 3 | <b>Prescription Drugs</b>            | Retail (30 day supply)<br>\$8 / \$20 / \$35 / \$50<br><br>Mail Order (90 day supply)<br>\$24 / \$60 / \$105 / \$150                        | Retail (30 day supply)<br><b>\$10 / \$30 / \$40 / \$60</b><br><br>Mail Order (90 day supply)<br><b>\$30 / \$80 / \$120 / \$180</b>                                       | -0.854%                  | \$7,513,793                                                      | \$7,449,606                                                                            |
| 4 | <b>Prescription Drugs</b>            | Retail (30 day supply)<br>\$8 / \$20 / \$35 / \$50<br><br>Mail Order (90 day supply)<br>\$24 / \$60 / \$105 / \$150                        | Retail (30 day supply)<br>\$8 / \$20 / \$35 / \$50 - <b>Specialty Greater of \$35 or 20%</b><br><b>(Maximum of \$200 OOP per fill)</b><br><br>Mail Order (90 day supply) | -0.299%                  | \$7,513,793                                                      | \$7,491,349                                                                            |
| 5 | <b>Prescription Drugs</b>            | Retail (30 day supply)<br>\$8 / \$20 / \$35 / \$50<br><br>Mail Order (90 day supply)<br>\$24 / \$60 / \$105 / \$150                        | <b>Same Copays with Non-Grandfathered Step Therapy - Estimated 70% Conversion</b>                                                                                        | -1.083%                  | \$7,513,793                                                      | \$7,432,408                                                                            |
| 6 | <b>Prescription Drugs</b>            | Retail (30 day supply)<br>\$8 / \$20 / \$35 / \$50<br><br>Mail Order (90 day supply)<br>\$24 / \$60 / \$105 / \$150                        | <b>Co-Pay Assistance Tracking - Reduce EE's OOP Credit When Rx Companies are Paying the EE's Copay</b>                                                                   | -0.192%                  | \$7,513,793                                                      | \$7,499,393                                                                            |

**Douglas County - 6/1/2016 Effective Date****2016-2017 Medical / Rx / Dental Premium Rate Sheet - No Plan Changes**

Blue Highlighted Cells Have Been Left Unlocked for Comparison Purposes

|                                       | 2015-2016 Monthly Premium Rates |                    |                    |                    | 2016-2017 Monthly Premium Rates |                    |                    |                    | % Change 2016 to 2017 |             |               |               |
|---------------------------------------|---------------------------------|--------------------|--------------------|--------------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|-------------|---------------|---------------|
|                                       | Enroll                          | Total Rate         | ER Rate            | EE Monthly Rate    | Enroll                          | Total Rate         | ER Rate            | Employee Rate      | Enroll                | Total Rate  | Employer Rate | Employee Rate |
| <b>Full Time Employees</b>            |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Employee Only                         | 312                             | \$594.85           | \$544.85           | \$50.00            | 312                             | \$651.50           | \$592.86           | \$58.63            | 0.0%                  | 9.5%        | 8.8%          | 17.3%         |
| Employee + 1                          | 160                             | \$1,163.48         | \$944.98           | \$218.50           | 160                             | \$1,274.28         | \$1,032.17         | \$242.11           | 0.0%                  | 9.5%        | 9.2%          | 10.8%         |
| Family                                | 179                             | \$1,663.06         | \$1,360.06         | \$303.00           | 179                             | \$1,821.44         | \$1,475.37         | \$346.07           | 0.0%                  | 9.5%        | 8.5%          | 14.2%         |
| Total/Avg                             | 651                             | \$1,028.32         | \$867.34           | \$160.98           | 651                             | \$1,126.25         | \$943.49           | \$182.76           | 0.0%                  | 9.5%        | 8.8%          | 13.5%         |
| <b>Grand Total</b>                    |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Monthly Total                         | 651                             | \$669,438          | \$564,641          | \$104,797          | 651                             | \$733,190          | \$614,211          | \$118,979          | 0.0%                  | 9.5%        | 8.8%          | 13.5%         |
| Annual Total                          | 651                             | \$8,033,253        | \$6,775,689        | \$1,257,564        | 651                             | \$8,798,286        | \$7,370,533        | \$1,427,753        | 0.0%                  | 9.5%        | 8.8%          | 13.5%         |
| <b>Combined Annual Total</b>          |                                 | <b>\$8,033,253</b> | <b>\$6,775,689</b> | <b>\$1,257,564</b> |                                 | <b>\$8,798,286</b> | <b>\$7,370,533</b> | <b>\$1,427,753</b> |                       | <b>9.5%</b> | <b>8.8%</b>   | <b>13.5%</b>  |
| <b>Employer / Employee Percentage</b> |                                 |                    | <b>84.3%</b>       | <b>15.7%</b>       |                                 |                    | <b>83.8%</b>       | <b>16.2%</b>       |                       |             |               |               |

# Douglas County - 6/1/2016 Effective Date

## 2016-2017 Medical / Rx / Dental Premium Rate Sheet - Option 1

**\$200 Ind. / \$350 Fam Deductible; \$2,000 Ind / \$3,950 Fam OOP (\$4,700 Ind Rx / \$9,350 Fam Rx OOP); \$10/\$30/\$40/\$60 Rx Copays with Rx Copay Assistance Tracker**

Blue Highlighted Cells Have Been Left Unlocked for Comparison Purposes

|                                       | 2015-2016 Monthly Premium Rates |                    |                    |                    | 2016-2017 Monthly Premium Rates |                    |                    |                    | % Change 2016 to 2017 |             |               |               |
|---------------------------------------|---------------------------------|--------------------|--------------------|--------------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|-------------|---------------|---------------|
|                                       | Enroll                          | Total Rate         | ER Rate            | EE Monthly Rate    | Enroll                          | Total Rate         | ER Rate            | Employee Rate      | Enroll                | Total Rate  | Employer Rate | Employee Rate |
| <b>Full Time Employees</b>            |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Employee Only                         | 312                             | \$594.85           | \$544.85           | \$50.00            | 312                             | \$640.24           | \$582.62           | \$57.62            | 0.0%                  | 7.6%        | 6.9%          | 15.2%         |
| Employee + 1                          | 160                             | \$1,163.48         | \$944.98           | \$218.50           | 160                             | \$1,252.27         | \$1,014.34         | \$237.93           | 0.0%                  | 7.6%        | 7.3%          | 8.9%          |
| Family                                | 179                             | \$1,663.06         | \$1,360.06         | \$303.00           | 179                             | \$1,789.97         | \$1,449.88         | \$340.09           | 0.0%                  | 7.6%        | 6.6%          | 12.2%         |
| Total/Avg                             | 651                             | \$1,028.32         | \$867.34           | \$160.98           | 651                             | \$1,106.80         | \$927.19           | \$179.61           | 0.0%                  | 7.6%        | 6.9%          | 11.6%         |
| <b>Grand Total</b>                    |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Monthly Total                         | 651                             | \$669,438          | \$564,641          | \$104,797          | 651                             | \$720,524          | \$603,600          | \$116,924          | 0.0%                  | 7.6%        | 6.9%          | 11.6%         |
| Annual Total                          | 651                             | \$8,033,253        | \$6,775,689        | \$1,257,564        | 651                             | \$8,646,289        | \$7,243,202        | \$1,403,087        | 0.0%                  | 7.6%        | 6.9%          | 11.6%         |
| <b>Combined Annual Total</b>          |                                 | <b>\$8,033,253</b> | <b>\$6,775,689</b> | <b>\$1,257,564</b> |                                 | <b>\$8,646,289</b> | <b>\$7,243,202</b> | <b>\$1,403,087</b> |                       | <b>7.6%</b> | <b>6.9%</b>   | <b>11.6%</b>  |
| <b>Employer / Employee Percentage</b> |                                 |                    | <b>84.3%</b>       | <b>15.7%</b>       |                                 |                    | <b>83.8%</b>       | <b>16.2%</b>       |                       |             |               |               |

# Douglas County - 6/1/2016 Effective Date

## 2016-2017 Medical / Rx / Dental Premium Rate Sheet - Option 2

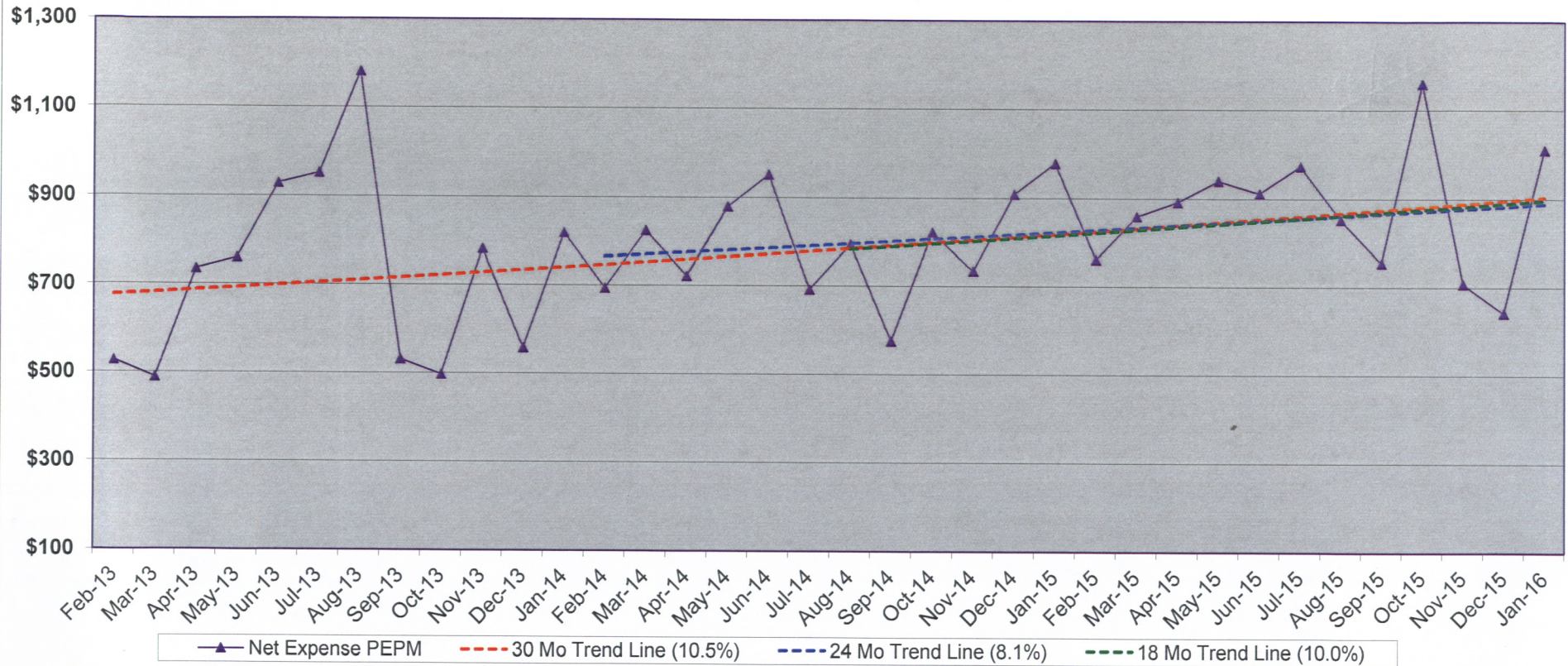
**\$200 Ind. / \$350 Fam Deductible; \$2,000 Ind / \$3,950 Fam OOP (\$4,700 Ind Rx / \$9,350 Fam Rx OOP); \$10/\$30/\$40/\$60 Rx Copays with Rx Copay Assistance Tracker PLUS Specialty Rx 20% Coinsurance (\$35 Min / \$200 Max Per Fill) & Non-Grandfathered Rx Step Therapy**

Blue Highlighted Cells Have Been Left Unlocked for Comparison Purposes

|                                       | 2015-2016 Monthly Premium Rates |                    |                    |                    | 2016-2017 Monthly Premium Rates |                    |                    |                    | % Change 2016 to 2017 |             |               |               |
|---------------------------------------|---------------------------------|--------------------|--------------------|--------------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|-------------|---------------|---------------|
|                                       | Enroll                          | Total Rate         | ER Rate            | EE Monthly Rate    | Enroll                          | Total Rate         | ER Rate            | Employee Rate      | Enroll                | Total Rate  | Employer Rate | Employee Rate |
| <b>Full Time Employees</b>            |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Employee Only                         | 312                             | \$594.85           | \$544.85           | \$50.00            | 312                             | \$632.56           | \$575.63           | \$56.93            | 0.0%                  | 6.3%        | 5.6%          | 13.9%         |
| Employee + 1                          | 160                             | \$1,163.48         | \$944.98           | \$218.50           | 160                             | \$1,237.23         | \$1,002.16         | \$235.07           | 0.0%                  | 6.3%        | 6.1%          | 7.6%          |
| Family                                | 179                             | \$1,663.06         | \$1,360.06         | \$303.00           | 179                             | \$1,768.48         | \$1,432.47         | \$336.01           | 0.0%                  | 6.3%        | 5.3%          | 10.9%         |
| Total/Avg                             | 651                             | \$1,028.32         | \$867.34           | \$160.98           | 651                             | \$1,093.50         | \$916.05           | \$177.45           | 0.0%                  | 6.3%        | 5.6%          | 10.2%         |
| <b>Grand Total</b>                    |                                 |                    |                    |                    |                                 |                    |                    |                    |                       |             |               |               |
| Monthly Total                         | 651                             | \$669,438          | \$564,641          | \$104,797          | 651                             | \$711,872          | \$596,352          | \$115,520          | 0.0%                  | 6.3%        | 5.6%          | 10.2%         |
| Annual Total                          | 651                             | \$8,033,253        | \$6,775,689        | \$1,257,564        | 651                             | \$8,542,460        | \$7,156,221        | \$1,386,238        | 0.0%                  | 6.3%        | 5.6%          | 10.2%         |
| <b>Combined Annual Total</b>          |                                 | <b>\$8,033,253</b> | <b>\$6,775,689</b> | <b>\$1,257,564</b> |                                 | <b>\$8,542,460</b> | <b>\$7,156,221</b> | <b>\$1,386,238</b> |                       | <b>6.3%</b> | <b>5.6%</b>   | <b>10.2%</b>  |
| <b>Employer / Employee Percentage</b> |                                 |                    | <b>84.3%</b>       | <b>15.7%</b>       |                                 |                    | <b>83.8%</b>       | <b>16.2%</b>       |                       |             |               |               |

# Douglas County Medical/Rx Expense Per Employee Per Month

(Adjusted Paid Claims - Net of Stop Loss Reimbursements)





## Step Therapy Program

# Save on Your Prescriptions with Step Therapy!

**MEDTRAK**  
Your Prescription for *X* Service

Step Therapy is a program designed to offer you the best medication at the lowest possible cost. With Step Therapy, your employer will pay for the cost of certain lower-cost drugs initially (Step-One drugs), but not their higher cost alternatives (Step-Two drugs).

If you are currently taking medication for one of the following conditions, you will need to switch to an alternative, Step-One drug and get **6 months FREE!**

- |                                                  |                                             |
|--------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Acid Reflux             | <input type="checkbox"/> High Cholesterol   |
| <input type="checkbox"/> Acne                    | <input type="checkbox"/> Insomnia           |
| <input type="checkbox"/> Allergic Conjunctivitis | <input type="checkbox"/> Mental Health      |
| <input type="checkbox"/> Atopic Dermatitis       | <input type="checkbox"/> Migraines          |
| <input type="checkbox"/> Depression              | <input type="checkbox"/> Muscle Spasms      |
| <input type="checkbox"/> Fibromyalgia            | <input type="checkbox"/> Narcolepsy         |
| <input type="checkbox"/> Fungal Nail Infections  | <input type="checkbox"/> Osteoporosis       |
| <input type="checkbox"/> Glaucoma                | <input type="checkbox"/> Overactive Bladder |
| <input type="checkbox"/> Gout                    | <input type="checkbox"/> Pain               |
| <input type="checkbox"/> Hay Fever               | <input type="checkbox"/> Prostate Health    |
| <input type="checkbox"/> High Blood Pressure     |                                             |

## Why Switch?

- Receive **6 months FREE** when you switch to a Step-One alternative!
- Treat your condition with safe and effective alternatives
- Save money for your employer so they can continue offering the best prescription plan available

## WHAT YOU NEED TO DO

If you currently take a Step-Two medication for one of the conditions listed above, it will no longer be covered under your plan. Please take the following action:

1. Contact MedTrak at 1.800.771.4648 to see if you need to switch to a Step-One medication. The list on the following page shows many of the Step-Two medications and their Step-One alternatives that are part of this program.
2. Call your doctor before your next refill and discuss changing your prescription to a Step-One alternative. Switch today and **get your first 6 months with \$0 Co-Pay.**
3. Make the change before your drug is no longer covered.





## Save with our New BIC Specialty Rx Co-Pay Assistance Trakker

BIC Specialty Rx is a comprehensive solution to provide the most appropriate Specialty Drug therapy at the lowest possible cost. One component of this program is our exclusive Specialty Co-Pay Assistance Trakker.

Nearly 45% of all Members filling a specialty medication receive some sort of co-pay assistance from a third party (i.e. manufacturer, etc.). Capturing whether or not a member receives assistance is a challenge. Through an innovative data sharing solution developed by MedTrak, **our Co-Pay Assistance Trakker accounts for co-pay assistance for each drug filled at one of our Best-In-Class Specialty Pharmacies.** By tracking the third party co-pay assistance per claim, a more accurate accounting of the true member out of pocket (OOP) cost is made. Your plan is able to maximize assistance offered from the drug manufacturers which saves your plan money!

### Without Co-Pay Assistance Trakker

Co-pay assistance from the third party stops as soon as the member OOP maximum is reached. Since no more co-pay is required, the plan is not able to maximize the assistance available from the 3rd party. The member gets 'credit' for paying the full co-pay (\$1,000), even though the actual member OOP is much less (\$50). The member reaches their OOP max sooner, which causes the plan to bear the full cost of the drug for the remaining period.

| Month        | Rx Price | Calculated Co-pay @ 25% | Co-pay Assistance | Member Co-pay Paid | Plan Paid |
|--------------|----------|-------------------------|-------------------|--------------------|-----------|
| 1            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 2            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 3            | 4,000    |                         |                   |                    | 4,000     |
| 4            | 4,000    |                         |                   |                    | 4,000     |
| 5            | 4,000    |                         |                   |                    | 4,000     |
| 6            | 4,000    |                         |                   |                    | 4,000     |
| 7            | 4,000    |                         |                   |                    | 4,000     |
| 8            | 4,000    |                         |                   |                    | 4,000     |
| 9            | 4,000    |                         |                   |                    | 4,000     |
| 10           | 4,000    |                         |                   |                    | 4,000     |
| 11           | 4,000    |                         |                   |                    | 4,000     |
| 12           | 4,000    |                         |                   |                    | 4,000     |
| Annual Total | \$48,000 | \$ 2,000                | \$ 1,900          | \$ 100             | \$46,000  |

*Third party co-pay assistance stops as soon as the member's maximum OOP is reached because no more assistance is required.*

### With Co-Pay Assistance Trakker

The co-pay assistance is captured every month to reflect the true member OOP expense. With the Co-Pay Assistance Trakker in place, in this example, the member does not reach their maximum out of pocket and the third party helps fund the cost of the drug which saves the plan money!

### The Plan Saves \$10,000!

| Month        | Rx Price | Calculated Co-pay @ 25% | Co-pay Assistance | Member Co-pay Paid | Plan Paid |
|--------------|----------|-------------------------|-------------------|--------------------|-----------|
| 1            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 2            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 3            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 4            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 5            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 6            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 7            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 8            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 9            | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 10           | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 11           | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| 12           | 4,000    | 1,000                   | 950               | 50                 | 3,000     |
| Annual Total | \$48,000 | \$12,000 =              | [ \$11,400        | + \$600 ]          | \$ 36,000 |

*Third party assistance is accounted for and helps fund drug cost*

*Member OOP not met*

**Reduce your specialty plan costs today. Find out how by contacting your MedTrak Account Manager at 800-894-0794.**

| Step Therapy Targeted Conditions                              | Step-Two Medications                                            |                                                                         | Step-One Alternatives                                           |                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|
| <b>Acid Reflux</b><br>(Proton-Pump Inhibitors)                | Dexilant<br>Esomeprazole<br>(generic Nexium)                    | Esomeprazole strontium<br>Zegerid<br>(both brand & generic)             | Lansoprazole<br>Omeprazole                                      | Pantoprazole<br>Rabeprazole                     |
| <b>Acne</b><br>(Oral, Topical Cream, Topical Gel)             | Acticlate (tab)<br>Atralin (gel)<br>Epiduo/Forte                | Solodyn (tab)<br>Tretin-X (cream)                                       | Adapalene gel<br>Doxycycline (cap/tab)<br>Minocycline (cap/tab) | Tretinoin (cream/gel)                           |
| <b>Allergic Conjunctivitis</b><br>(Ophthalmic Antihistamines) | Alocril (eye drops)<br>Lastacaft (eye drops)                    | Pataday (eye drops)<br>Patanol (eye drops)                              | Azelastine (eye drops)<br>Cromolyn (eye drops)                  | Epinastine (eye drops)                          |
| <b>Atopic Dermatitis</b><br>(Topical Steroids)                | Vanos cream (both brand & generic)                              |                                                                         | Fluocinonide cream, ointment, solution, or gel                  |                                                 |
| <b>Blood Pressure</b><br>(ARB/Combinations)                   | Benicar/HCT<br>Teveten-HCT                                      | Edarbi<br>Edarbyclor                                                    | Irbesartan/HCT<br>Candesartan/HCT<br>Losartan/HCT               | Telmisartan<br>Valsartan/HCT                    |
| <b>Blood Pressure</b><br>(Non-selective Beta-Blockers)        | Innopran XL                                                     | Levatol                                                                 | Nadolol<br>Pindolol                                             | Propranolol/ER<br>Timolol                       |
| <b>Blood Pressure</b><br>(Cardioselective Beta-Blockers)      | Bystolic                                                        |                                                                         | Atenolol<br>Betaxolol                                           | Metoprolol                                      |
| <b>Blood Pressure</b><br>(Calcium Channel Blockers)           | Dynacirc                                                        | Sular<br>(both brand & generic)                                         | Amlodipine<br>Felodipine                                        | Nifedipine SR                                   |
| <b>Depression</b><br>(Antidepressants SSRIs)                  | Brintellix<br>Luvox<br>CR                                       | Pexeva<br>Viibryd                                                       | Citalopram<br>Escitalopram<br>Fluoxetine                        | Fluvoxamine<br>Paroxetine/CR<br>Sertraline      |
| <b>Depression</b><br>(Antidepressants SNRIs)                  | Desvenlafaxine Tabs<br>Fetzima                                  | Khedeza<br>Pristiq                                                      | Venlafaxine<br>Venlafaxine ER Tabs                              | Venlafaxine ER Caps                             |
| <b>Depression</b><br>(Antidepressants DNRIs)                  | Aplenzin                                                        | Forfivo XL                                                              | Bupropion IR<br>Bupropion SR                                    | Bupropion XL/ER                                 |
| <b>Fibromyalgia</b><br>(Various drug classes)                 | Savella                                                         |                                                                         | Amitriptyline<br>Desipramine<br>Gabapentin IR                   | Cyclobenzaprine IR<br>Duloxetine                |
| <b>Fungal Nail Infections</b><br>(Topical Antifungals)        | Jublia Solution                                                 | Kerydin Solution                                                        | Ciclopirox solution                                             |                                                 |
| <b>Glaucoma</b><br>(Prostaglandin analogs)                    | Bimatoprost eye drops<br>(generic Lumigan)<br>Rescula eye drops | Travoprost eye drops<br>(generic Travatan Z)<br>Zioptan                 | Latanoprost (generic Xalatan)                                   |                                                 |
| <b>Gout</b><br>(Anti-Gout Agents)                             | Uloric                                                          |                                                                         | Allopurinol                                                     |                                                 |
| <b>Hay Fever</b><br>(Nasal Steroids)                          | Beconase AQ<br>Nasonex<br>Omnaris                               | Qnasl<br>Rhinocort AQ<br>Veramyst                                       | Fluticasone                                                     | Flunisolide                                     |
| <b>High Cholesterol</b><br>(Lipid)                            | Altoprev<br>Crestor<br>5 mg, 10 mg, 20 mg                       | Lescol/XR<br>(both brand & generic)<br>Livalo<br>(both brand & generic) | Atorvastatin<br>Lovastatin                                      | Pravastatin<br>Simvastatin                      |
| <b>Insomnia</b><br>(Sedatives)                                | Belsomra<br>Eduar                                               | Intermezzo<br>Zolpimist                                                 | Eszopiclone                                                     | Zaleplon<br>Zolpidem/CR                         |
| <b>Mental Health</b><br>(Atypical Antipsychotics)             | Fanapt<br>Invega<br>Latuda                                      | Rexulti<br>Saphris                                                      | Aripiprazole<br>Olanzapine                                      | Risperidone<br>Quetiapine<br>Ziprasidone        |
| <b>Migraines</b><br>(Oral Triptans, Spray Triptans)           | Axert<br>Frova                                                  | Relpax<br>Zomig spray                                                   | Naratriptan<br>Rizatriptan/MLT                                  | Sumatriptan/Spray<br>Zolmitriptan               |
| <b>Muscle Spasms</b><br>(Muscle Relaxants)                    | Amrix<br>Carisoprodol 250 mg<br>Fexmid                          | Lorzone<br>Skelaxin<br>(both brand & generic)                           | Carisoprodol 350 mg<br>Chlorzoxazone 500 mg<br>Cyclobenzaprine  | Methocarbamol<br>Orphenadrine<br>Tizanidine     |
| <b>Narcolepsy</b> (Provigil/Nuvigil)                          | Provigil<br>(both brand & generic)                              | Nuvigil                                                                 | Metadate CD<br>Methyin Chewable                                 | Methylphenidate/CR/ER                           |
| <b>Osteoporosis</b><br>(Bisphosphonates)                      | Actonel<br>(5mg, 30mg, 35mg)<br>Atelvia                         | Fosamax D<br>Fosamax Sol.<br>Skelid                                     | Alendronate<br>Ibandronate Tabs                                 | Risedronate 150 mg                              |
| <b>Overactive Bladder</b><br>(Bladder Antispasmodics)         | Enablex<br>Gelnique Gel 10%                                     | Oxytrol Patch<br>Toviaz<br>Vesicare                                     | Flavoxate<br>Oxybutynin/SR                                      | Tolterodine/ER<br>Tropium/ER                    |
| <b>Pain</b><br>(e.g. Tramadol)                                | Tramadol 150 mg ER                                              | Conzip                                                                  | Tramadol 50 mg IR                                               | Tramadol ER<br>(generic for Ryzolt & Ultram ER) |
| <b>Prostate Health</b><br>(Alpha-1 Blockers)                  | Cardura XL<br>Jalyn                                             | Rapaflo                                                                 | Alfuzosin<br>Doxazosin                                          | Tamsulosin<br>Terazosin                         |

Note: This list is subject to change. Clinical Update 10.15.